

**RFA #20350 / Grants Gateway # DOH01-GVPCL-2023**

**New York State Department of Health**  
Office of Gun Violence Prevention  
Office of Health Equity and Human Rights

**Request for Applications**  
*Gun Violence Prevention through  
Community-led Youth-based Programs*

*KEY DATES:*

**Release Date:** 09/19/2023

**Applicant Conference Registration  
Deadline:** 10/03/2023

**Applicant Conference:** 10/10/2023 at 2:00pm  
Register for the conference by sending an email with the subject, “REGISTRATION:RFA#20350” to ogvp@health.ny.gov. The conference link can be found in Section IV.D.

**Questions Due:** 10/10/2023

**Questions, Answers and  
Updates Posted (on or about):** 10/24/2023

**Applications Due:** 11/08/2023 by 4:00 PM

**NYSDOH Contact Name & Address:**

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# I. Introduction

The New York State Department of Health (Department), Office of Health Equity and Human Rights (OHEHR), Office of Gun Violence Prevention (OGVP) announces the availability of \$2,500,000 annually for two (2) years in New York State (NYS) funding for a qualified organization to support grassroots community-based organizations that create and maintain local, safe spaces for youth in neighborhoods experiencing the highest rates of gun violence across NYS.

These spaces will allow for youth, ages 12-24 years old, to gather and engage in tailored, culturally relevant supports including therapeutic supports, STEAM (science, technology, engineering, arts, and mathematics), arts and expression activities, recreational training, competitive activities, and organized sports. The intent of the Request for Applications (RFA) is to identify one (1) qualified applicant with the capacity, experience, and expertise to conduct fiscal, contractual, and project management responsibilities for a network of community-based organizations in order to ensure the promotion of these place-based investments.

As listed on Executive Order 211/3.19 (EO 211), the neighborhoods of focus for the Office of Gun Violence Prevention and this RFA are the Division of Criminal Justice Services (DCJS) Gun Involved Violence Elimination (GIVE) jurisdictions. Please refer to **Attachment 8** for a list of priority areas. This RFA will support these areas with the exception of the following NYC precincts: 40, 42, 44, 47, 73, and 75, and the DCJS Project RISE: Respond, Invest, Sustain and Empower neighborhoods, including: Albany, Buffalo, Mount Vernon, Newburgh, Rochester, Syracuse, and Yonkers.

## A. Background/Intent

In 2021, NYS declared the first-in-the-nation gun violence emergency disaster as part of a new, comprehensive strategy to build a safer New York. This new strategy treats gun violence as a public health crisis, using short-term solutions to manage the immediate gun violence crisis and reduce the rate of shooting incidents, in addition to long-term solutions that focus on community-based interventions and prevention strategies to break the cycle and experiences of gun-related violence.

To coordinate this nation-leading gun violence prevention effort using public health principles, the State created the OGVP within the Department. The mission of the OGVP is to build a comprehensive, coordinated, and sustainable public health approach to preventing gun violence by strengthening equity and empowering communities to foster locally led prevention strategies and approaches. With a focus on historically under-resourced NYS communities—the communities that struggle with the highest rates of gun violence—OGVP seeks to address its root causes and contribute to the prevention and elimination of this national scourge.

In New York and nationwide, gun violence is the leading cause of premature death. It is also the number one cause of death for young adults and children 19 years of age and under, surpassing traffic accidents for the first time ever. It is a major public health crisis, impeding our efforts to close racial health gaps and promote health equity, as people of color are far more likely to be killed or injured by gun violence. Black people are 10 times more likely to be killed and 18 times more likely to be injured

by a gun than their white contemporaries<sup>1</sup>. These numbers are driven by a small subset of neighborhoods that continue to experience a disproportionate burden of gun violence.

The goal of this RFA is to engage a qualified applicant that can help advance the mission of OGVP by serving as a fiscal, contractual, and project management conduit that facilitates place-based investments in grassroots community-based organizations that operate gun violence prevention programs in areas across NYS disproportionately impacted by gun violence, as defined by EO 211<sup>2</sup>.

## **B. Available Funding**

Up to \$2,500,000 in State funding is available annually to support one (1) statewide award through this RFA. The two (2) year amount available for this RFA is \$5,000,000.

The Grantee will be responsible for entering into subcontracts for up to a \$100,000 two (2) year contract per subcontractor, for a total of no more than \$2,250,000 annually. The Grantee will submit vouchers to the Department for expenses incurred by the subcontractors and documentation has been submitted to the Grantee.

Applicants may submit no more than one (1) application in response to this RFA. If more than one (1) application is submitted in response to this RFA, the first application that is received will be reviewed and considered for funding. All other applications will be rejected.

## **II. Who May Apply**

### **A. Minimum Eligibility Requirements**

All applicants must meet the following minimum eligibility requirements:

- Applicants must be prequalified in the New York State Grants Gateway, if not exempt, on the date and time applications in response to this RFA are due as specified in the “Key Dates” set forth on the Cover Page of this RFA.
- Applicant must be a not-for-profit 501c (3).
- Applicant must have a minimum of three (3) years of experience supporting public health approaches to gun violence prevention.
- Applicant must submit Attachment 1 – Statement of Assurances signed by the Chief Executive Officer (CEO) or Designee to certify the organization meets all criteria listed on Attachment 1. Attachment 1 must be uploaded to the Pre-Submission uploads section of the Grants Gateway online application.

## **III. Project Narrative/Work Plan Outcomes**

### **A. Program Model Description**

The intent of this RFA is to identify a lead entity (Grantee) that will be responsible for implementing a

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<sup>1</sup> <https://everytownresearch.org/issue/gun-violence-black-americans/>

<sup>2</sup> <https://www.governor.ny.gov/sites/default/files/2021-07/EO%20211.pdf>

selection process to find subcontractors that can provide the services outlined below as well as managing the fiscal, contractual and project responsibilities of subcontractors over the course of the subcontractors' contract periods.

Upon the Department's awarding of a contract resulting from this RFA, the Grantee will implement an informal application process to secure subcontractors. It is anticipated that up to 45 subcontractors will be selected for subcontracting of defined services. The Grantee will be responsible for managing Subcontractors and their awarded contracts, which should be for no more than \$2,250,000 in total awards. The Grantee will be responsible for partnering with Subcontractors to ensure service delivery is met within given contract periods.

The Grantee must conduct the following:

**Fiscal and contractual responsibilities:**

- Act as a fiscal agent and accept funds from the State
- Execute sub contractual agreements with subcontractors
- Review subcontractor spending and prepare, process, and track all grant related transactions and correspondence
- Respond to fiscal inquiries from subcontractors
- Provide technical assistance to subcontractors on all fiscal aspects of their contracts, with consultation from the Department
- Maintain files of all related transactions and correspondence to provide to the Department

**Project management responsibilities:**

- Develop an application and selection process for subcontractors
- Provide project management support to subcontractors
- Assist in the preparation and completion of project timelines, workplans, and contract-related documentation
- Monitor contract deliverables
- Receive monthly updates on service delivery from the subcontractors; review the reports, and provide feedback to the subcontractors on the status of their work and recommendations on any areas that need improvement; maintain files for all of the reports received and responses to these reports.
- Provide quarterly updates to the Department's OGVP on the status of each of the subcontractors
- Submit quarterly vouchers to the Department for all expenses incurred by the subcontractors, including required back-up documentation needed to support the funding being requested.
- Provide project management technical assistance to subcontractors as needed

The Department anticipates the following will be conducted by the subcontractors selected by the Grantee : The subcontractors are to create and/or maintain local, safe spaces that provide programs that allow for local youth, ages 12-24 years old, to gather and engage in tailored, culturally relevant supports.

Subcontractors must provide a minimum of 30 hours of free programming for youth each week; this must include weekends. Meals and transportation cost must be provided for youth who are engaging in services.

Ten percent of the weekly time dedicated to program services must be made available for trauma-informed therapeutic supports. Some examples include: Individual Counseling or Psychotherapy, Group Therapy, Cognitive-Behavioral Therapy (CBT), Healing Circles, Art and Music Therapy.

Seventy percent of the weekly time dedicated to program services must be organized activities. Some acceptable examples include:

- STEAM activities: Coding workshops, robotics classes, science experiments, engineering design challenges, art and design projects incorporating technology;
- Arts and expression activities: Music lessons or band rehearsals, drama or theater workshops, art classes or painting sessions, photography or filmmaking clubs, creative writing or poetry workshops;
- Recreational training: Fitness and exercise sessions, dance classes, yoga or meditation workshops, martial arts training, outdoor adventure activities;
- Competitive activities: virtual tournaments, gaming, board game competitions, debating or public speaking training, preparation for math or science olympiads, and;
- Organized sports: basketball, soccer, or football leagues, baseball or softball tournaments, track and field events, volleyball or tennis clinics, swimming lessons or swim meets.

Program success will be measured by subcontractors achieving and maintaining an 85% participation and satisfaction rate among their respective program participants within 3 months of finalizing a contract with the Grantee.

An Applicant may subcontract components of the Work Plan to be performed by Applicant pursuant to the terms of its Application. If known, the Applicant is expected to state in their Application the specific components to be performed through subcontracts as well as the names of the subcontractors. Grantees will need to name subcontractors prior to reimbursement. Applicants should note that the lead organization (that is, the successful Applicant, as Contractor) will have overall responsibility for all Contract activities, including those performed by subcontractors and will be the primary contact for the NYSDOH. All subcontractors and subcontracts will be required to be approved by the Department of Health.

## **IV. Administrative Requirements**

### **A. Issuing Agency**

This RFA is issued by the New York State Department of Health (hereinafter referred to as the Department), Office of Health Equity and Human Rights, Office of Gun Violence Prevention. The Department is responsible for the requirements specified herein and for the evaluation of all Applications. *See*, Section V.C. (Review and Award Process).

### **B. Question and Answer Phase**

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All substantive questions by Applicants with respect to any aspect of the RFA must be submitted in writing to the Department's Office of Gun Violence Prevention at the following email address: [Jared.Meagher-Zayas@health.ny.gov](mailto:Jared.Meagher-Zayas@health.ny.gov) .

This includes Minority and Women Owned Business Enterprise (M/WBE) questions and questions pertaining to the M/WBE forms. *See*, Section IV.I. (Minority & Women-Owned Business Enterprise (M/WBE) Requirements). Questions of a technical nature related to formatting or other minor details related to preparation of an Application may also be addressed in writing to the email address noted above. Questions are of a technical nature if they are limited to how to prepare your Application (e.g., formatting) rather than relating to the substance of the Application.

To the degree possible, each question submitted by a potential Applicant pursuant to the terms of this RFA should cite the RFA section and paragraph to which it refers. Written questions will be accepted until the date posted on the Cover Page of this RFA.

Some helpful links for questions of a technical nature are below. Questions regarding specific opportunities or applications should be directed to the NYSDOH contact listed on the cover of this RFA.

- <https://grantsmanagement.ny.gov/resources-grant-applicants>
- Grants Gateway Videos: <https://grantsmanagement.ny.gov/videos-grant-applicants>
- Grants Gateway Team Email: [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov)  
Phone: 518-474-5595  
Hours: Monday thru Friday 8am to 4pm  
(Application Completion, Policy, Prequalification and Registration questions)
- Agate Technical Support Help Desk  
Phone: 1-800-820-1890  
Hours: Monday thru Friday 8am to 8pm  
Email: [helpdesk@agatesoftware.com](mailto:helpdesk@agatesoftware.com)  
(After hours support w/user names and lockouts)

Prospective Applicants should note that all responses by the Department to questions submitted with respect to this RFA which result in clarifications of or exceptions to the terms, conditions, and provisions of this RFA and/or the Master Contract for Grants, are to be raised during the Question-and-Answer Phase. The Applicant must clearly note what exceptions the Applicant is requesting be incorporated should the application result in a funded award. All questions and answers will be published by the Department to ensure equal access and knowledge by all prospective Applicants at [https://grantsgateway.ny.gov/IntelliGrants\\_NYSGG/module/nysgg/goportal.aspx](https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx) by the date specified on the Cover Page of this RFA.

This RFA has been posted on the NYS Grants Gateway website at: [https://grantsgateway.ny.gov/IntelliGrants\\_NYSGG/module/nysgg/goportal.aspx](https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx) and a link provided

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on the Department's public website at: <https://www.health.ny.gov/funding/>.

**All Questions must be received by the date and time specified on the Cover Page of this RFA, under “Key Dates”, opposite the heading “Questions Due”.**

**All questions submitted by email should state the RFA Title and Number set forth on the Cover Page (RFA#20350, Gun Violence Prevention through Community-led Youth-based Programs) in the subject line of the email.**

Questions and answers, as well as any updates, addendums to, and/or other modifications of this RFA, will be posted on these websites. All such questions and answers, updates, addendums to, and other modifications to this RFA will be posted by the date identified on the Cover Page of this RFA under “Key Dates”.

### **C. Letter of Interest**

Letters of Interest are not requested for this project.

### **D. Applicant Conference**

An Applicant Conference will be held for this project.

This conference will be held via [WebEx](#) on the date and time posted on the Cover Page of this RFA. The Department requests that potential Applicants register for this conference by email to ensure that adequate accommodations be made for the number of prospective attendees. A maximum number of 2 representatives from each prospective Applicant will be permitted to attend the Applicant Conference. The Registration Deadline and instructions for the Applicant Conference are posted on the Cover Page of this RFA. The failure of any potential Applicant to attend the Applicant Conference will not preclude the submission of an Application by that Applicant.

### **E. How to File an Application**

Applications must be submitted online via the Grants Gateway by the date and time posted on the Cover Page of this RFA under the heading “Key Dates”.

Reference materials and videos are available for Grantees applying to funding opportunities on the NYS Grants Gateway. Please visit the Grants Management website at the following web address: <https://grantsmanagement.ny.gov/> and select the “Apply for a Grant” from the Apply & Manage menu. There is also a more detailed “Grants Gateway: Vendor User Guide” available in the documents section under Training & Guidance; For Grant Applicants on this page as well. Training webinars are also provided by the Grants Gateway Team. Dates and times for webinar instruction can be located at the following web address: <https://grantsmanagement.ny.gov/live-webinars>.

To apply for this opportunity (that is, to submit an Application):

1. Log into the [Grants Gateway](#) as either a “Grantee” or “Grantee Contract Signatory”.

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2. On the Grants Gateway home page, click the “View Opportunities” button”.
3. Use the search fields to locate an opportunity; search by State agency (NYSDOH) or enter the Grant Opportunity name: Gun Violence Prevention through Community-led Youth-based Programs.
4. Click on “Search” button to initiate the search.
5. Click on the name of the Grant Opportunity from the search results grid and then select the “APPLY FOR GRANT OPPORTUNITY” button located bottom left of the Main page of the Grant Opportunity.

Once the Application is complete, a prospective Applicant is **strongly encouraged** to submit their Application at least **48 hours prior to the** Application’s due date and time specified on the Cover Page of this RFA. This will allow sufficient opportunity for the Applicant to obtain assistance and take corrective action should there be a technical issue with the submission process. **Failure to leave adequate time to address issues identified during this process may jeopardize an Applicant’s ability to submit their Application.** Both NYSDOH and Grants Gateway staff are available to answer an Applicant’s technical questions and provide technical assistance prior to the Application due date and time. Contact information for the Grants Gateway Team is available under Section IV.B. (Question and Answer Phase) of this RFA.

**PLEASE NOTE:** Although NYSDOH and the Grants Gateway staff will do their best to address concerns that are identified less than 48 hours prior to the due date and time for the submission of an Application, there is no guarantee that they will be resolved in time for the Application to be submitted on time and, therefore, considered for funding.

The Grants Gateway will always notify an Applicant of successful submission of the Applicant’s Application. If a prospective Applicant does not get a successful submission message assigning their Application a unique ID number, it has **NOT** successfully submitted an Application. During the application process, please pay particular attention to the following:

- Not-for-profit Applicants must be prequalified, if not exempt, on the date and time Applications in response to this Request for Applications (RFA) are due as specified in the “Key Dates” set forth on the Cover Page of this RFA. Be sure to maintain prequalification status between funding opportunities. **NOTE:** Three of a not-for-profit’s essential financial documents - the IRS990, its Financial Statement, and its Charities Bureau filing - expire on an annual basis. If these documents are allowed to expire, the not-for-profit’s prequalification status expires as well, and it will not be eligible for State grant funding until its documentation is updated and approved, and prequalified status is reinstated.
- Only individuals with the roles “Grantee Contract Signatory” or “Grantee System Administrator” can submit an Application on behalf of an Applicant.
- Prior to submission, the Grants Gateway will automatically initiate a global error checking process to protect against an incomplete Application. An Applicant may need to attend to certain parts of the Application prior to being able to submit the Application successfully. An Applicant must be sure to allow time after pressing the submit button to clean up any global errors that may arise. An Applicant can also run the global error check at any time in the application process. (See p.68 of the Grants Gateway: Vendor User Guide).

- Applicants should use numbers, letters, and underscores when naming their uploaded files. There cannot be any special characters in the uploaded file name. Also, be aware of the restriction on file size (10 MB) when uploading documents. Applicants should ensure that any attachments uploaded with their application are not “protected” or “pass-worded” documents.

The following table will provide a snapshot of which roles are allowed to Initiate, Complete, and Submit the Grant Application(s) in the Grants Gateway.

<b>Role</b>	<b>Create and Maintain User Roles</b>	<b>Initiate Application</b>	<b>Complete Application</b>	<b>Submit Application</b>	<b>Only View the Application</b>
Delegated Admin	X				
Grantee		X	X		
Grantee Contract Signatory		X	X	X	
Grantee Payment Signatory		X	X		
Grantee System Administrator		X	X	X	
Grantee View Only					X

**PLEASE NOTE: Waiting until the last several days to complete your Application online can be dangerous, as you may have technical questions. Beginning the process of applying as soon as possible will produce the best results.**

**Applications will not be accepted via fax, e-mail, paper copy or hand delivery.**

**LATE APPLICATIONS WILL NOT BE ACCEPTED.**

#### **F. Department of Health’s Reserved Rights**

The Department of Health reserves the right to:

1. Reject any or all applications received in response to this RFA.
2. Withdraw the RFA at any time, at the Department’s sole discretion.
3. Make an award under the RFA in whole or in part.
4. Disqualify any Applicant whose conduct and/or proposal fails to conform to the requirements of the RFA.
5. Seek clarifications and revisions of applications, in the Department’s sole discretion.
6. Use Application information obtained through site visits, management interviews, and the state’s

investigation of an Applicant's qualifications, experience, ability, or financial standing, and any material or information submitted by the Applicant in response to the Department's request for clarifying information in the course of evaluation and/or selection under the RFA.

7. Prior to Application opening, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available.
8. Prior to Application opening, direct Applicants to submit proposal modifications addressing subsequent RFA amendments.
9. Change any of the scheduled dates.
10. Waive any requirements that are not material.
11. Award more than one contract resulting from this RFA.
12. Negotiate with successful Applicants within the scope of the RFA in the best interests of the State.
13. Conduct contract negotiations with the next responsible Applicant, should the Department be unsuccessful in negotiating with the selected Applicant.
14. Utilize any and all ideas submitted with the Applications received, at the Department's sole discretion.
15. Unless otherwise specified in the RFA, every offer in an Applicant's Application is firm and not revocable for a period of 60 days from the Application opening.
16. Waive or modify minor irregularities in Applications received after prior notification to the Applicant.
17. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an Applicant's Application and/or to determine an Applicant's compliance with the requirements of the RFA.
18. Eliminate any term of this RFA that cannot be complied with by any of the Applicants.
19. Award grants based on geographic or regional considerations to serve the best interests of the State.

#### **G. Term of Contract**

Any Contract resulting from this RFA will be effective only upon approval by the New York State Office of the Comptroller.

It is expected that contracts resulting from this RFA will have the following two-year time period:  
**May 1, 2024 – April 30, 2026.**

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Continued funding throughout this two-year period is contingent upon availability of funding and state budget appropriations and the Grantee's continued satisfactory performance of its obligations under the Contract. NYSDOH also reserves the right to revise the award amount as necessary due to changes in the availability of funding.

A sample New York State Master Contract for Grants can be found in the Forms Menu once an application to this funding opportunity is started.

## **H. Payment & Reporting Requirements of Grant Awardees**

1. The Department may, at its discretion, make an advance payment to a successful not-for-profit grant Applicant under this RFA (a "Grantee") in an amount not to exceed 25% percent of the annual grant provided for under the Grantee's Contract.
2. The Grantee will be required to submit invoices and required reports of expenditures based upon the terms for payment set forth in Attachment A-1 to its Grant Contract to the State's designated payment office (below) or, if requested by the Department, through the Grants Gateway:

Office of Gun Violence Prevention  
New York State Department of Health  
[Jared.Meagher-Zayas@health.ny.gov](mailto:Jared.Meagher-Zayas@health.ny.gov)

A Grantee must provide complete and accurate billing invoices in order to receive payment of the grant funding provided for under the terms of its Grant Contract. Invoices submitted to the Department must contain all information and supporting documentation required by the Contract, the Department, and the Office of the State Comptroller (OSC). Payment for invoices submitted by the Grantee shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner of Health, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with OSC's procedures and practices to authorize electronic payments. Authorization forms are available at OSC's website at: <http://www.osc.state.ny.us/epay/index.htm>, by email at: [epayments@osc.state.ny.us](mailto:epayments@osc.state.ny.us) or by telephone at 855-233-8363. Each Grantee acknowledges that it will not receive payment on any claims for reimbursement submitted under its Grant Contract if it does not comply with OSC's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

Payment of claims for reimbursement by the State (Department) shall be made in accordance with Article XI-A of the New York State Finance Law. Payment terms will be Grantee will be reimbursed for actual expenses incurred as allowed in the Contract Budget and Workplan.

3. The Grantee will be required to submit the following reports to the Department of Health at the address above or, if requested by the Department, through the Grants Gateway:
  - A monthly narrative addressing program implementation, barriers and accomplishments.
  - Monthly program service and outcome data

All payment and reporting requirements will be detailed in Attachment D of the final NYS Master Contract for Grants.

## **I. Minority & Woman-Owned Business Enterprise Requirements**

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

In 2006, the State of New York commissioned a disparity study to evaluate whether minority and women-owned business enterprises had a full and fair opportunity to participate in state contracting. The findings of the study were published on April 29, 2010, under the title "The State of Minority and Women-Owned Business Enterprises: Evidence from New York" ("Disparity Study"). The report found evidence of statistically significant disparities between the level of participation of minority- and women-owned business enterprises in state procurement contracting versus the number of minority- and women-owned business enterprises that were ready, willing and able to participate in state procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the statewide certified minority- and women-owned business enterprises program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that NYSDOH establish goals for maximum feasible participation of New York State Certified minority- and women-owned business enterprises ("M/WBE") and the employment of minority groups members and women in the performance of New York State contracts.

### **Business Participation Opportunities for MWBEs**

For purposes of this solicitation, the Department of Health hereby establishes a goal of 30% as follows:

- 1) For Not-for-Profit Applicants: Eligible Expenditures include any subcontracted labor or services, equipment, materials, or any combined purchase of the foregoing under a contract awarded from this solicitation.
- 2) For-Profit and Municipality Applicants: Eligible Expenditures include the value of the total amount of the Budget provided for the Work Plan in the Grant Contract entered into pursuant to this RFA.

The goal on the Eligible Expenditures portion of a Grant Contract awarded pursuant to this RFA will be 15% for Minority-Owned Business Enterprises ("MBE") participation and 15% for Women-Owned Business Enterprises ("WBE") participation (based on the current availability of qualified MBEs and WBEs and outreach efforts to certified M/WBE firms). A grantee awarded a Grant Contract pursuant to this RFA must document good faith efforts to provide meaningful participation by M/WBEs as subcontractors or suppliers in the performance of the Grant Contract and Grantee will agree under the terms of its Grant Contract that NYSDOH may withhold payment pending receipt of the required M/WBE documentation required by the Department or the OSC. For guidance on how NYSDOH will determine "good faith efforts," refer to 5 NYCRR §142.8.

The directory of New York State Certified M/WBEs can be viewed at: <https://ny.newnycontracts.com>.

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The directory is found on this page under “NYS Directory of Certified Firms” and accessed by clicking on the link entitled “Search the Directory”. Engaging with firms found in the directory with like product(s) and/or service(s) is strongly encouraged, and all communication efforts and responses should be well documented by a Grantee to evidence its good faith efforts to encourage M/WBE participation in the performance of its obligations under its Grant Contract.

By submitting an Application, the Grantee agrees to complete an **M/WBE Utilization plan as directed in Attachment 3** of this RFA. The Department will review the M/WBE Utilization Plan submitted by each Grantee. If a Grantee’s M/WBE Utilization Plan is not accepted, the Department may issue a Notice of Deficiency. If a Notice of Deficiency is issued, the Grantee agrees that it shall respond to the Notice of Deficiency within seven (7) business days of receipt. NYSDOH may disqualify a Grantee as being **non-responsive** under the following circumstances:

- a) If a Grantee fails to submit a M/WBE Utilization Plan;
- b) If a Grantee fails to submit a written remedy to a Notice of Deficiency;
- c) If a Grantee fails to submit a request for waiver (if applicable); or
- d) If NYSDOH determines that the Grantee has failed to document good-faith efforts to meet the established NYSDOH M/WBE participation goals for the procurement.

In addition, the Grantee will be required to certify they have an acceptable Equal Employment Opportunity policy statement.

#### **J. Vendor Identification Number**

Effective January 1, 2012, in order to do business with New York State, you must have a vendor identification number. As part of the Statewide Financial System (SFS), the Office of the State Comptroller's Bureau of State Expenditures has created a centralized vendor repository called the New York State Vendor File. In the event of an award of a grant to a successful Applicant pursuant to the terms of this RFA and in order to initiate a Grant Contract with the New York State Department of Health, a Grantee must be registered in the New York State Vendor File and have a valid New York State Vendor ID.

If already enrolled in the Vendor File, the Applicant should include the Vendor Identification number in your organization information. If not enrolled, to request assignment of a Vendor Identification number, an Applicant should please submit a New York State Office of the State Comptroller Substitute Form W-9, which can be found on-line at: <https://www.osc.state.ny.us/files/vendors/2017-11/vendor-form-ac3237s-fe.pdf>

Additional information concerning the New York State Vendor File can be obtained on-line at: [http://www.osc.state.ny.us/vendor\\_management/index.htm](http://www.osc.state.ny.us/vendor_management/index.htm), by contacting the SFS Help Desk at 855-233-8363 or by emailing at [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov).

#### **K. Vendor Responsibility Questionnaire**

The Department strongly encourages each Applicant to file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. The Vendor Responsibility

Questionnaire must be updated and certified every six (6) months. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at <https://www.osc.state.ny.us/state-vendors/vendrep/file-your-vendor-responsibility-questionnaire> or go directly to the VendRep system online at <https://www.osc.state.ny.us/state-vendors/vendrep/vendrep-system>.

An Applicant must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at [itservicedesk@osc.ny.gov](mailto:itservicedesk@osc.ny.gov).

Applicants opting to complete online should complete and upload the **Vendor Responsibility Attestation (Attachment 2)** of the RFA. The Attestation is located under Pre-Submission Uploads and once completed should be uploaded in the same section.

Applicants opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website, [www.osc.state.ny.us/vendrep](http://www.osc.state.ny.us/vendrep), and upload it with their Application in the Pre-Submission Uploads section in place of the Attestation.

#### **L. Vendor Prequalification for Not-for-Profits**

Each not-for-profit Applicant subject to prequalification is required to prequalify prior to submitting its Application in the Grants Gateway.

Pursuant to the New York State Division of Budget Bulletin H-1032, dated July 16, 2014, New York State has instituted key reform initiatives to the grant contract process which requires a not-for-profit Applicant to register in the Grants Gateway and complete the Vendor Prequalification process in order for any Application submitted by that Applicant to be evaluated. Information on these initiatives can be found on the [Grants Management Website](#).

**An Application received from a not-for-profit Applicant that (a) has not Registered in the Grants Gateway or (b) has not Prequalified in the Grants Gateway on the Application's due date specified on the Cover Page of this RFA cannot be evaluated. Such Applications will be disqualified from further consideration.**

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The [Vendor Prequalification Manual](#) on the Grants Management Website details the requirements and an [online tutorial](#) are available to walk users through the process.

##### **1) Register for the Grants Gateway**

- On the Grants Management Website, download a copy of the [Registration Form for Administrator](#). A signed, notarized original form must be sent to the NYS Grants Management office at the address provided in the submission instructions. You will be provided with a Username and Password allowing you to access the Grants Gateway.

If you have previously registered and do not know your Username, please email

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[grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov) . If you do not know your Password, please click the [Forgot Password](#) link from the main log in page and follow the prompts.

## 2) Complete your Prequalification Application

- Log in to the [Grants Gateway](#). **If this is your first time logging in**, you will be prompted to change your password at the bottom of your Profile page. Enter a new password and click SAVE.
- Click the *Organization(s)* link at the top of the page and complete the required fields including selecting the New York State agency from which you have received the most grants. This page should be completed in its entirety before you SAVE. A *Document Vault* link will become available near the top of the page. Click this link to access the main Document Vault page.
- Answer the questions in the *Required Forms* and upload *Required Documents*. This constitutes your Prequalification Application. Optional Documents are not required unless specified in this Request for Application.
- Specific questions about the prequalification process should be referred to your primary New York State agency representative or to the Grants Gateway Team at [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov).

## 3) Submit Your Prequalification Application

- After completing your Prequalification Application, click the **Submit Document Vault Link** located below the Required Documents section to submit your Prequalification Application for State agency review. Once submitted the status of the Document Vault will change to *In Review*.
- If your Prequalification reviewer has questions or requests changes you will receive email notification from the Gateway system.
- Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

**All potential Applicants are strongly encouraged to begin Grants Gateway Registration and Prequalification process as soon as possible in order to participate in this opportunity.**

## M. General Specifications

1. By submitting the "Application Form" each Applicant attests to its express authority to sign on behalf of the Applicant.
2. Grantees will possess, at no cost to the State, all qualifications, licenses and permits to engage in the required business as may be required within the jurisdiction where the work specified is to be performed. Workers to be employed in the performance of any Contract awarded pursuant to this RFA will possess the qualifications, training, licenses, and permits as may be required within such jurisdiction.



3. Submission of an Application indicates the Applicant's acceptance of all terms and conditions contained in this RFA, including the terms and conditions of the Master Contract for Grants. Any exceptions the Applicant would like considered by the Department relating to the terms and conditions of this RFA and/or Master Contract for Grants must have been raised during the Question and Answer Phase of this RFA (See, Section IV.B.).
4. An Applicant may be disqualified from receiving an award if such Applicant or any subsidiary, affiliate, partner, officer, agent, or principal thereof, or anyone in its employ, has previously failed to perform satisfactorily in connection with public bidding or contracts, in the State of New York or otherwise.
5. Provisions Upon Default:
  - a. If an Applicant is awarded a grant pursuant to this RFA, the services to be performed by the successful Applicant pursuant to the terms of the Grant Contract entered into with the Department shall be at all times subject to the direction and control of the Department as to all matters arising in connection with or relating to the Contract resulting from this RFA.
  - b. In the event that the Grantee, through any cause, fails to perform any of the terms, covenants, or promises of any Contract resulting from this RFA, the Department acting for and on behalf of the State, shall thereupon have the right to terminate the Contract by giving notice in writing of the fact and date of such termination to the Grantee.
  - c. If, in the judgement of the Department, the Grantee acts in such a way which is likely to or does impair or prejudice the interests of the State, the Department acting on behalf of the State, shall thereupon have the right to terminate any Contract resulting from this RFA by giving notice in writing of the fact and date of such termination to the Grantee. In such case the Grantee shall receive equitable compensation for such services as shall, in the judgement of the State Comptroller, have been satisfactorily performed by the Grantee up to the date of the termination of this agreement, which such compensation shall not exceed the total cost incurred for the work which the Grantee was engaged in at the time of such termination, subject to audit by the State Comptroller.

## V. Completing the Application

### A. Application Format/Content

Please refer to the Grants Gateway: Vendor User Guide for assistance in applying for this procurement through the NYS Grants Gateway. This guide is available on the Grants Management website at: <https://grantsmanagement.ny.gov/vendor-user-manual>. Additional information for applicants is available at: <https://grantsmanagement.ny.gov/resources-grant-applicants>.

**The Grants Gateway works well in most cases with all browsers, including Microsoft Edge, Google Chrome, Safari, and Firefox. However, you will need to use Internet Explorer Compatibility Mode in Microsoft Edge if you need to save 500-character limit fields in the Work**

**Plan. You can access Internet Explorer mode by right-clicking on a tab in Edge and selecting the option “Reload Tab in Internet Explorer Mode”.**

Please respond to each of the sections described below when completing the Grants Gateway online Application. Your responses comprise your Application. Please respond to all items within each section. When responding to the statements and questions, be mindful that Application reviewers may not be familiar with your agency and its services. Your answers should be specific, succinct, and responsive to the statements and questions as outlined. Please be aware that the value assigned to each section described below indicated the relative weight that will be given to each section of your Application when scoring your Application.

It is each Applicant’s responsibility to ensure that all materials included in its Application have been properly prepared and submitted. Applications must be submitted via the Grants Gateway by the Application deadline date and time specified on the Cover Page of this RFA.

All applicants are required to complete and upload **Attachment 4: Application Cover Page**. Attachment 4 should be submitted via the Grants Gateway in the Pre-Submission Uploads section of the online application.

- Pre-Submission Uploads

As a reminder, the following attachments need to be uploaded under the Pre-Submission Uploads section of the Grants Gateway in order to submit an application in the system.

- Attachment 1: Statement of Assurances
- Attachment 2: Vendor Responsibility Attestation
- Attachment 3: Minority & Women-Owned Business Enterprise Requirement Forms
- Attachment 4: Application Cover Page
- Attachment 6: Time and Effort Policy

- Application Format

- 1. Program Summary Not Scored
  - 2. Applicant Organization Maximum Score: 35 points
  - 3. Health Equity Approach Maximum Score: 25 points
  - 4. Program Design and Implementation Maximum Score: 40 points
  - 5. Budget Maximum Score: 25 points
- 125 points**

Applicants must provide the following information:

**1. Program Summary Not Scored**

- a. Provide a brief summary of the proposal you are submitting.

- b. Describe the qualifications that demonstrate your ability to effectively conduct the responsibilities and the program model outlined in this RFA. What expertise and experience do you have with public health programs? What expertise and experience do you have supporting public health approaches to gun violence prevention (a minimum of three (3) years required)?
- c. How does your work align with public health principles and strategies to address the underlying determinants of gun violence?
- d. Describe your organizational approach to gun violence prevention. List any past and existing relevant gun violence prevention efforts, initiatives, and/or programs.

**2. Applicant Organization**

**Total 35 Points**

- a. Provide examples of your experience in managing funding for community-based organizations and/or serving as a fiscal conduit? Have you managed funding for gun violence prevention programs in areas with high rates of gun violence? If so, please describe. If not, please describe your intended approach and infrastructure to manage funding for subcontractors.
- b. Provide information on the criteria that will be used to evaluate and assess the applications submitted by potential subcontractors. How are these criteria designed to ensure that selected subcontractors have the capacity and experience to effectively deliver the required services?
- c. How will you manage the responsibility of awarding funds to subcontractors? How do you mitigate risks and ensure accountability throughout this process?
- d. How will you maintain accountability and oversight over subcontractors once they are selected? How will you ensure that subcontractors fulfill their contractual obligations and deliver the defined services effectively and efficiently?
- e. How will you manage the voucher process to the Department, ensuring that awards are submitted accurately and in a timely manner, reflecting expenditures made for service delivery?
- f. What strategies will you employ to measure and evaluate subcontractor effectiveness in preventing gun violence and promoting public health outcomes?
- g. How do you ensure that the allocation and distribution of awards align with the mission and goals of OGVP, while effectively supporting the needs of the subcontractors?

**3. Health Equity Approach**

**Total 25 Points**

- a. How will you confirm that the application process for subcontractors is transparent, fair, and unbiased while also encouraging diversity and inclusion among subcontractors? How does the application process consider the representation of minority-owned or underrepresented organizations? What measures are in place to prevent any potential conflicts of interest during the selection process?

- b. What measures will you put in place to ensure that the tailored, culturally relevant supports provided by subcontractors are accessible and inclusive for youth from different backgrounds, including those who may face barriers to participation?
- c. Can you describe how you will assess the subcontractors' provision of trauma-informed therapeutic supports as part of the funded programming? How will you establish that these services are culturally sensitive and responsive to the unique experiences of the youth being served?
- d. In collaboration with the subcontractors, how will you evaluate the effectiveness of the gun violence prevention programs in achieving health equity goals? What steps will be taken to address any disparities or inequities identified in program participation, satisfaction rates, or outcomes among different demographic groups?

#### **4. Program Design and Implementation**

**Total 40 Points**

- a. How will you establish that subcontractor program design aligns with best practices and evidence-based approaches for gun violence prevention and creating safe spaces for youth?
- b. Describe the process by which you will collaborate with subcontractors to establish tailored, culturally relevant supports to be provided to the youth. How will the needs and preferences of the local community be considered during subcontractor review and approval?
- c. How will you verify that the subcontractors have the necessary resources and capacity to deliver the required 30 hours of free programming each week, including meals and trauma-informed therapeutic supports? What systems will be put in place (on your own or in collaboration with the subcontractors) to monitor the quality and effectiveness of these services?
- d. What strategies will you employ to ensure subcontractors engage and retain the target youth population? How will you support subcontractors addressing potential barriers to participation and ensure that the programs remain accessible and inclusive for all eligible youth, particularly those facing socioeconomic or systemic challenges?
- e. Describe the Quality Management Plan for assessing subcontractor program outcomes and impact. Detail specifically how youth/client participation will be measured and tracked, as well as participant satisfaction. How will this data be used to inform continuous quality improvement?
- f. How will you verify that the subcontractors have a proven record, ability, or relevant experience in implementing gun violence prevention programs and creating safe spaces for youth? What criteria or qualifications will be considered during the selection process to ensure the subcontractors' capacity to deliver effective services?
- g. What is your experience with trauma-informed therapeutic supports? How will you establish that the subcontractors have the necessary expertise or partnerships to provide appropriate and

culturally relevant trauma-informed care to youth participants?

## 5. Budget

**Total 25 Points**

Complete and submit a budget following these instructions:

- a. Applicants are instructed to prepare an annual budget based on the maximum award. The budget for year one (May 1, 2024 – April 30, 2025) must be entered into the Grants Gateway. Refer to **Attachment 5: Grants Gateway Expenditure Budget**. All budget lines should be calculated as whole dollar amounts. All costs should be related to the proposed activities, as described in the application narrative and work plan, and should be justified in detail. All costs should be reasonable and cost-effective. Contracts established resulting from the RFA will be cost reimbursable.
- b. For staff listed in the Personal services (Salary and Fringe) section of the budget, include a breakdown of the total salary needs for staff. Indicate how the positions relate to program implementation. Applicants are instructed to include a justification for each of the requested FTE's and for the fringe benefits requested, with only 10% of the total contract award allowed for a combination of Personal services (Salary and Fringe), administration, and indirect costs
- c. For each item listed under non-Personal services, describe how it is necessary for program implementation. Non-Personal services include Contractual, Travel, Equipment, Space/Property & Utilities, Operating Expenses and Other costs.
- d. Applicants are required to upload a copy of their agency **Time and Effort policy as Attachment 6** in the Pre-Submission uploads section of the Grants Gateway online application.
- e. Funding requests must adhere to the following guidelines: An indirect cost rate of up to 10% of total direct costs can be requested. Funding may only be used to expand existing activities and create new activities pursuant to this RFA. Funds may not be used to supplant funds for currently existing staff and activities.
- f. Ineligible budget items will be removed from the budget prior to contracting. Ineligible items are those items determined by NYSDOH to be inadequately justified in relation to the proposed Work Plan. The budget amount requested will be reduced to reflect the removal of the ineligible items.

Expenditures will not be allowed for the purchase of major pieces of depreciable equipment (although limited computer/printing equipment may be considered) or remodeling or modification of structure.

## 6. Work plan

For the Grants Gateway Work Plan Project Summary, applicants are instructed to insert the Project Summary as it is listed in **Attachment 7**. While the Work Plan in the Grants Gateway is editable, applicants are instructed to leave it as is for purposes of the application submission. The Department reserves the right to amend the work plan during or after contract negotiation. Any activities will be

completed under the direction and approval (as needed) of the Department.

The purpose of this work plan is to outline the activities and timeline for the Grantee to successfully implement the application and selection process for subcontractors, manage fiscal and contractual responsibilities, and provide project management support. The work plan will ensure the delivery of effective gun violence prevention programs and the establishment of local safe spaces for youth engagement. The work plan is structured into three main sections: subcontractor pre-award activities, subcontractor post-award activities, and ongoing management.

Please note that the work plan for this RFA is limited to the following: 30 Objectives, 60 Tasks, and 90 Performance Measures. The Grants Gateway does not keep a running count of these; applicants will be responsible for ensuring that they stay within these limits. **If you exceed these limits, it will jeopardize your ability to submit your application.**

## **B. Freedom of Information Law**

All Applications may be disclosed or used by NYSDOH to the extent permitted by law. NYSDOH may disclose an Application to any person for the purpose of assisting in evaluating the Application or for any other lawful purpose. All Applications will become State agency records and will be available to the public in accordance with the New York State Freedom of Information Law (FOIL). **Any portion of an Application that an Applicant believes constitutes proprietary information entitled to confidential handling, as an exception to the general rule regarding the availability to the public of State agency records under the provisions of the Freedom of Information Law, must be clearly and specifically designated in the Application.** If NYSDOH agrees with the Applicant's claim regarding the proprietary nature of any portion of an Application, the designated portion of the Application will be withheld from public disclosure. Blanket assertions of proprietary material will not be accepted, and failure to specifically designate proprietary material may be deemed a waiver of any right to confidential handling of such material.

## **C. Review & Award Process**

An Application which meets ALL of the guidelines set forth above will be reviewed and evaluated competitively by the NYSDOH Office of Gun Violence Prevention. An Application that does not meet the minimum criteria (PASS/FAIL) will not be evaluated. An Application that does not provide all required information will be omitted from consideration.

One (1) award will be made to the highest scoring Applicant, with a minimum score of 75. If there is not a fundable application, NYSDOH OGVP reserves the right to re-solicit.

In the event of a tie score, the applicant with the highest scores for 1. Section 3- Health Equity Approach and then (if needed) 2. Section 4- Program Design and Implementation will receive the award.

Applications with minor issues (for example, an Application missing information that is not essential to timely review and would not impact review scores) MAY be processed and evaluated, at the

discretion of the State, but any issues with an Application which are identified by the Department **must** be resolved prior to time of award. An Application with unresolved issues at the time award recommendations are made will be determined to be non-responsive and will be disqualified.

NYSDOH Office of Gun Violence Prevention reserves the right to revise the award amounts as necessary due to changes in the availability of funding. If changes in funding amounts are necessary for this initiative, funding will be modified and awarded in the same manner as outlined in the award process described above. NYSDOH Office of Gun Violence Prevention reserves the right to review and rescind all subcontracts.

Applicants will be deemed to fall into one of three categories: 1) not approved, 2) not funded due to limited resources, and 3) approved and funded. Not funded Applications may be awarded should additional funds become available.

Once awards have been made pursuant to the terms of this RFA, an Applicant may request a debriefing of their own Application (whether their Application was funded or not funded). The debriefing will be limited only to the strengths and weaknesses of the Application submitted by the Applicant requesting a debriefing and will not include any discussion of ANY OTHER Applications. Requests for a debriefing must be received by the Department's Office of Gun Violence Prevention no later than fifteen (15) Calendar days from date of the award or non-award announcement to the Applicant requesting a debriefing.

To request a debriefing, please send an email to [OGVP@health.ny.gov](mailto:OGVP@health.ny.gov) with a copy to [Jared.Meagher-Zayas@health.ny.gov](mailto:Jared.Meagher-Zayas@health.ny.gov). In the subject line, please write: *Debriefing Request Gun Violence Prevention through Community-led Youth-based Programs*.

Any unsuccessful Applicants who wish to protest the award or awards resulting from this RFA should follow the protest procedures established by the Office of the State Comptroller (OSC). These procedures can be found on the OSC website at <https://www.osc.state.ny.us/state-agencies/gfo/chapter-xi/xi17-protest-procedures> (Section XI. 17.)

## **VI. Attachments**

Please note that certain Attachments to this RFA are accessed under the "Pre-Submission Uploads" section of the Grants Gateway online Application and are not included in the RFA document. In order to access the online Application and other required documents such as the Attachments, a prospective Applicant must be registered and logged into the NYS Grants Gateway in the user role of either a "Grantee" or a "Grantee Contract Signatory".

- Attachment 1: Statement of Assurances
- Attachment 2: Vendor Responsibility Attestation
- Attachment 3: Minority & Women-Owned Business Enterprise Requirement Forms
- Attachment 4: Application Cover Page
- Attachment 5: Grants Gateway Expenditure Budget Instructions
- Attachment 6: Time and Effort Policy
- Attachment 7: Work Plan
- Attachment 8: Priority Areas

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All attachments are located/included in the Pre-Submission Uploads section of the Grants Gateway online application.