



**Division of Criminal
Justice Services**

Request for Applications (RFA)

For

Extreme Risk Protection Order (ERPO) Infrastructure and Implementation

Kathy Hochul, Governor

Rossana Rosado, Commissioner

Key Dates and Notices

RFA Release Date	Wednesday October 7, 2026
Application Due Date:	Wednesday December 2, 2026, at 12:00 p.m. (noon) EST
Estimated Total Program Funding	Up to \$19,500,000
Award Ceiling	\$1,500,000
Anticipated Number of Awards	Approximately 13
Deadline for Final Submission of Questions	Wednesday October 21, 2026
Response to Questions Posted	On or about November 6, 2026
Notification of Award(s)	On or about January 27, 2027
Anticipated Contract Start Date	April 1, 2027

Extreme Risk Protection Order (ERPO) Infrastructure and Implementation

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- [DCJS Grants Management System \(GMS\) Instructions and Helpful Hints](#)
- [Best Practices for Preparing an Effective Grant Application](#)
- [Budget Detail Worksheet and Narrative Guide](#)

I. INTRODUCTION AND GENERAL INFORMATION

The New York State Division of Criminal Justice Services (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 providing programs that help keep New York's communities safe and improve the effectiveness of the state's criminal justice systems. Applications will be selected for funding consistent with the best interest of the state. Applicants are encouraged to demonstrate in their response to this solicitation how their funding candidacy supports New York's commitment to improving the lives of individuals involved in, having previous involvement in, or at risk of involvement in, the criminal justice system as well as promoting public safety.

Through this RFA, DCJS seeks applications to support Extreme Risk Protection Order (ERPO) infrastructure and implementation across the state. Approximately \$19.5 million is expected to be available to support proposals that aim to implement innovative strategies to increase the use of ERPOs and raise awareness of ERPOs as a tool to reduce firearm violence and save lives. Individual awards to law enforcement agencies are capped at \$1.5 million per agency for the full 36-month contract period for allowable expenses fulfilling defined grant purposes and procedures. Strategies may include best practice interventions, training and coordination, and support for data collection on ERPO utilization.

Projects that support behavioral health collaborations within the impacted community are encouraged.

Please Note:

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](#) on or about November 6, 2026. 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. Applicants are encouraged to submit their questions to DCJS as soon as possible prior to the deadline.

3. Applicants will be advised of award decisions via a letter of notification, which will be emailed to the address provided by the applicant in GMS. Where applicable, applicants not receiving an award will receive notification via email to the contact email provided in GMS. A debriefing is available to any entity that submitted an application to this solicitation who is not successful in receiving an award. (See [Section: Notification of Awards](#).)
4. Unless otherwise modified by DCJS, the contract period for this grant opportunity will be for a thirty-six (36) month period, with two optional one-year terms, contingent upon the availability of future appropriations.

II. PROCUREMENT REQUIREMENTS – GUIDELINES – VENDOR SELECTION

Procurement Guidelines:

Please ensure that the proper procurement guidelines are followed when procuring vendors. It is necessary to ensure that all documentation about how a vendor(s) has been procured and justification for reasonableness of cost is maintained and can be provided to DCJS staff upon request. Please see retention requirements in the [Records](#) section. Failure to comply with procurement guidelines may result in disallowance of costs, voucher rejections, and/or termination of contract(s).

Please note, any and all vendors/subcontractors must have all the necessary licenses, approvals, and certifications currently required by the laws of any applicable local, state, or Federal government to perform the services or work, as applicable.

Units of local government should make procurement decisions in accordance with General Municipal Law Article 5-A and any other applicable regulations.

An applicant who proposes to obtain consultant services from a vendor without competitive bidding shall obtain the prior written approval of the Deputy Commissioner of the Office of Program Development and Funding, or their designee. The request for approval shall be in writing and set forth, at a minimum, a detailed justification for selection and the basis upon which the price was determined to be reasonable.

III. FUNDING, APPLICANT ELIGIBILITY AND CONTRACT TERM

A. Funding

It is anticipated that approximately \$19.5 million will be made available to support this RFA. Individual applications and subsequent awards are subject to a cap of \$1.5 million per agency for the full 36-month contract period. Please note that applications may only include allowable activities as detailed in this RFA. All funding must support ERPO program efforts that will be accomplished during the contract period. Funding under this program must supplement, not supplant, funds already allocated by the applicant for the proposed program(s). Supplanting occurs when an applicant reduces existing funds for an activity and/or position

specifically because DCJS funding is available (or expected to be available) to fund that same activity. This is prohibited under this RFA.

B. Applicant Eligibility Requirements

Only local municipal police or sheriff's agencies in New York State, employing sworn officers with police powers are eligible to submit applications. This includes city, town, village, or tribal police departments as well as county sheriff's offices.

Please note that regional, or multi-agency applications with a single lead applicant are permitted.

C. Contract Term

Grant award agreements, unless otherwise modified by DCJS, will be for a term of 36 months starting April 1, 2027, with two optional one-year terms, contingent upon the availability of future appropriations.

D. Availability and Approved Use of State Funds

Awarded funds may only be used for ERPO expenses or costs directly related to the operation of the Department's ERPO program and delivery of the program's services. Budgets will be based on actual expenses necessary to support the program. These costs may include personnel, fringe benefits, staff training, consultant services, equipment (e.g. storage lockers for confiscated firearms), supplies, travel and sustenance, and all other expenses as justified for the efficient, successful operation of the program.

For new programs or expansions of existing programs that have not previously received DCJS grant support for start-up implementation costs, specific one-time start-up costs may also be requested as part of the overall budget.

Indirect costs are not an allowable expense for governmental organizations.

Ineligible expenses include, but are not limited to, out of program scope expenses, vehicles, and construction other than minimal renovation as justified by program design and preapproved by DCJS. Costs associated with defending civil claims or litigation against a specific agency or its officers are also not allowable.

IV. Background Information and Funding Goal

This RFA requests applications to support infrastructure and implementation of initiatives directly related to [New York's Extreme Risk Protection Order \(ERPO\) law](#). This funding and the awarded programs will advance the following key goal:

- *Leverage best practices and effective community partnerships to expand and support the appropriate, effective use of ERPOs and ERPO-adjacent activities across New*

York State, through a variety of initiatives coordinated by law enforcement in partnership with community stakeholders. Operating in accordance with, or adoption of DCJS's Municipal Police Training Council's (MPTC) Extreme Risk Protection Order Model Policy, found [here](#), is highly encouraged.

For purposes of this RFA, “ERPO-adjacent activities” include, but are not limited to, activities that directly support the identification, filing, service, firearm removal, storage and return, or tracking of ERPOs, including related training and referral partnerships.

- Additional information related to New York State’s Red Flag Law can be found [here](#).
- ERPOs may be appropriate in a range of circumstances, including suicide risk, domestic and intimate partner violence, and threats of targeted or mass violence; projects may address any of these and/or other appropriate scenarios.

A. General ERPO Information

An Extreme Risk Protection Order (ERPO), also known as a ‘red flag’ law, is a civil court order that temporarily restricts firearm access for an individual who is behaving dangerously or presents a high risk of harm to self or others.¹ Twenty-two states, the District of Columbia, and the U.S. Virgin Islands are currently utilizing evidence informed ERPO laws to curb the public health crisis of gun violence in the United States.² In 2023, 46,728 people died by firearms in the U.S., including more than 27,000 firearm suicides – the highest number ever recorded.³ ERPOs can serve as a powerful tool to reduce gun deaths; a 2024 study of four ERPO states estimated that for every 17 ERPOs issued, 1 suicide was prevented.⁴

Additionally, this best practice resource may prove helpful: Johns Hopkins [Center for Gun Violence Solutions](#).

In most states, law enforcement is responsible for serving ERPO petitions and removing firearms from respondents’ possession. In addition, law enforcement may also:

- Investigate potential ERPO cases.
- Complete an affidavit/filing for an ERPO petition and testify before a judicial officer regarding threats of dangerous actions.
- Coordinate with other law enforcement agencies to mitigate any risks to the

¹ Johns Hopkins Center for Gun Violence Solutions. “Extreme Risk Protection Orders (ERPOs).” Johns Hopkins Bloomberg School of Public Health, <https://publichealth.jhu.edu/center-for-gun-violence-solutions/solutions/red-flag-laws-or-erpos>

² Geller LB, Cantrell SM. Applying an Implementation Science Framework to Extreme Risk Protection Orders. Inquiry. 2025 Jan-Dec;62:469580251371786. doi: 10.1177/00469580251371786. Epub 2025 Sep 3. PMID: 40899864; PMCID: PMC12409057.

³ Centers for Disease Control and Prevention. ICD-10 Expanded Mortality Data. CDC WONDER. 2023. <https://wonder.cdc.gov/ucd-icd10-expanded.html>

⁴ Swanson JW, Zeoli AM, Frattaroli S, et al. Suicide prevention effects of extreme risk protection order laws in four states. J Am Acad Psychiatry Law. 2024;52(3):327-337. doi:10.29158/JAAPL.240056-24

respondent and community.

- Coordinate with community partners such as schools, mental health services, and other social services as appropriate.
- Serve the respondent with any ERPO related documents (petition, temporary order) including a copy of the final ERPO.
- Dispossess the respondent of any firearms to which they have access.
- Safely and securely store the surrendered firearms and return them once the ERPO has expired.
- Conduct regular training for department staff, service providers and community groups on ERPOs, ERPO processes and procedures to increase awareness of ERPOs as a tool.
- Appear with counsel at subsequent hearings.
- Collaborate with social service providers and others to monitor the respondents' progress as directed by the court and in accordance with state law, to ensure the individual gets connected to necessary resources.
- Ensure ERPO petitions and orders are properly filed with the court. Please note that reporting of temporary and final ERPOs to the National Instant Criminal Background Check System (NICS) occurs through the Office of Court Administration (OCA), in conjunction with the New York State Police.

B. New York's ERPO Law

In New York State, the [ERPO law](#)⁵ provides procedural safeguards to ensure that no firearm is removed without due process while helping to prevent gun-related tragedies, including suicides, homicides, and mass shootings. New York's gun laws are some of the strongest in the nation, and the ERPO law is the first in the United States to allow teachers, school administrators, and mental health professionals to help prevent shootings by pursuing court intervention.⁶

In New York, petitioners include law enforcement officers, district attorneys, family or household members (including persons related by blood or marriage, current or former spouses, persons with a child in common, household members, and persons in an intimate partnership), school administrators or their designee⁷, and health care practitioners (including

⁵ N.Y. Civil Practice Law and Rules, Article 63-A. New York State. NYSenate.gov, <https://www.nysenate.gov/legislation/laws/CVP/A63-A>. Accessed 16 Feb. 2026

⁶ State of New York. "Red Flag Gun Protection Law." NY.gov, <https://www.ny.gov/programs/red-flag-gun-protection-law>. Accessed 16 Feb. 2026.

⁷ The school administrator may be from any school in which the respondent is currently enrolled or has been enrolled in the six months immediately preceding the filing of the petition. The school administrator's designee must be employed at the same school as the school administrator and shall be any of the following who has been designated in writing to file a petition with respect to the respondent: a school teacher, school guidance counselor, school psychologist, school social worker, school nurse, or other school personnel required to hold a teaching or administrative license or certificate, and full or part-time compensated school employee required to hold a temporary coaching license or professional coaching certificate. N.Y. CPLR § 6340(2); N.Y. Soc. Serv. Law § 459-a.

licensed physicians, licensed psychiatrists, licensed psychologists, registered nurses, licensed clinical social workers, certified clinical nurse specialists, certified nurse practitioners, licensed clinical marriage and family therapists, registered professional nurses, and licensed master social workers or licensed mental health counselors).⁸ In 2022, New York strengthened its ERPO law, making it a requirement, rather than an option, for police officer and prosecutorial authorities to pursue the orders.⁹

There are two types of ERPOs: temporary ERPOs (sometimes referred to as TERPOs) and final ERPOs. All petitioners first file an application for a temporary ERPO. A temporary ERPO remains in effect until the hearing on the final ERPO, which the court must hold no sooner than three nor more than six business days after service of the temporary order. The respondent may request additional time to prepare for the hearing, which can extend that period. If a judge does not issue a temporary ERPO, the hearing for a final ERPO will be held no later than 10 business days after the ERPO application is served on the respondent.¹⁰ A final ERPO lasts up to one year.

C. Rural Considerations

Based on 2023 data, across the country, rural counties had a higher percentage of gun suicides out of total suicides compared to metropolitan counties. Data indicates that nearly two-thirds of all suicide deaths in rural counties were inflicted by guns.¹¹ More than 86.6% of New York's land area is rural with 18% of the population and over 3.5 million people residing in rural areas. The suicide rate in rural New York is significantly greater than the state average (13.1 vs. 8.3/100,000) and has increased at a greater rate between 2000 and 2018 (47% vs. 40%). While there are many factors that amplify suicide risk in rural areas—including social isolation, stigma, and a lack of access to behavioral health services, rates of gun ownership are another factor that increases risk of suicide.¹²

DCJS encourages applicants to consider whether rural considerations could be specifically addressed and made part of any wider strategy.

D. Domestic and Intimate Partner Violence

Firearm access is a significant lethality factor in domestic and intimate partner violence. In 2022, firearms were used in 33 percent of intimate partner homicides in New York State: 24 percent in New York City and 41 percent in the rest of the state.¹³ Suicidal ideation by a person who has used violence against a partner is also a recognized warning sign of risk to that partner, and an ERPO can be one component of a safety plan or crisis response in these

⁸ NY CLS CPLR § 6340; The health care practitioners must have treated the respondent within the six months immediately preceding the filing of the petition to be valid ERPO petitioners. N.Y. CPLR § 6340(2).

⁹ <https://www.governor.ny.gov/executive-order/no-19-directing-state-police-file-extreme-risk-protection-orders> L. 2022, ch. 208 (S.9113-A/ A.10502), amending N.Y. CPLR § 6341.

¹⁰ NY CLS CPLR § 6342

¹¹ <https://publichealth.jhu.edu/center-for-gun-violence-solutions/issues/firearm-suicide>

¹² https://www.preventsuicideny.org/wp-content/uploads/2023/04/Rural-Suicide-Prevention-Report_2021.pdf

¹³ DCJS, Domestic Homicide in New York State 2022 (March 2024)

cases, alongside orders of protection and other existing tools.

DCJS encourages applicants to consider how their proposed project could address the use of ERPOs in domestic and intimate partner violence cases, including through coordination with existing Coordinated Community Response (CCR) Teams and Domestic Violence High Risk Teams (DVHRT), defined below, where they exist.

- **Coordinated Community Response (CCR) Teams:** A CCR brings together a diverse group of community partners to develop a shared vision to collectively and consistently address the impact of domestic and gender-based violence (GBV) and provide multiple pathways to support, healing, and accountability for families.
- **Domestic Violence High Risk Teams (DVHRT):** A DVHRT brings together law enforcement, prosecution, community corrections, community-based GBV service providers, and other stakeholders to review and respond to specific high-risk cases, with the goal of preventing future violence and holding accountable those who cause harm.

V. Program Description

Grant funding will be awarded to successful applicants based on the process outlined in this Request for Applications for allowable programs and expenses. Funding may be used to cover personnel, fringe benefits, staff training, consultant services, equipment, supplies, travel and subsistence, and all other expenses as justified for the efficient and successful implementation of proposed activities in support of the funding goal.

A. Allowable Activities

Applicants will propose projects/initiatives in support of the following program/funding goal:

- Leverage best practices and effective community partnerships to expand and support the effective use of ERPOs and ERPO-adjacent activities across New York State, through a variety of initiatives coordinated by law enforcement in partnership with community stakeholders.

Applicants may apply for funding for one or more of the following supportive activities:

- ***Policy and Protocol Development***
 - Drafting or revising ERPO policies
 - Use of MPTC's Model Policy, found [here](#), is encouraged

- Please note the firearm surrender, storage, return and other similar provisions in the MPTC Model Policy
 - Development of internal implementation guides
 - Development of referral processes and Memoranda of Understanding with schools and mental health systems
 - Legal review of ERPO procedures
- ***Training***
 - Officer and supervisor training on:
 - ERPO statutory standards
 - Court procedures, consistent with the Office of Court Administration (OCA) standards set forth [here](#)
 - Evidence collection and documentation
 - Firearm surrender
 - Cross training with prosecutors and court staff
 - Civilian focused training for other ERPO petitioners (teachers, school administrators, mental health professionals, family, etc.)
- ***Personnel and Staff Capacity***
 - ERPO Coordinator
 - Legal support staff/legal representation for the applicant agency in its capacity as ERPO petitioners, including at temporary and final ERPO hearings
 - Data analysts
 - Limited overtime for ERPO related duties
- ***Equipment and Technology***
 - Data tracking tools
 - Secure firearm storage solutions
- ***Community Engagement and Collaboration***
 - Mobile Crisis or Mobile Health Response Programming
 - Participation in Coordinated Community Response (CCR) Teams to integrate ERPOs into safety planning
 - Participation in Domestic Violence High Risk Teams (DVHRT) to integrate ERPOs into high-risk case review
- ***Community-based organization co-response with Law Enforcement Agency***
 - ERPO Support Specialists
 - Development of informational materials and training curriculum

- Awareness, communication and marketing
- ***Social media campaigns, community awareness and training, community messaging, palm cards, etc.***
 - Community presentations
 - Stakeholder advisory groups and partnerships

B. Program and Activity Examples

The following sections include more in-depth information and resources on selected activities to support ERPO implementation. The information and examples are not intended to be an exhaustive list of all potential proposed projects that can be supported by this funding. This section is based on research and best practice resources gathered by the [National Criminal Justice Association](#).

1. Policy and Protocol Development

Model policies are designed to guide law enforcement in the utilization of ERPOs; Developing a model policy and then providing training based on the policy can be a helpful step in expanding implementation. In 2025, the New York State Municipal Police Training Council developed and updated the [Extreme Risk Protection Order Model Policy](#). *Adoption of the Model Policy is recommended, and policy and protocol development should align with its framework and principles where practicable.*

2. Training

Research indicates that law enforcement officers with ERPO training or experience are generally more likely to utilize ERPOs as an effective tool to impact and reduce firearm violence, suicide, and victimization.¹⁴ Training officers can increase ERPO usage as well as improve overall implementation. Department-wide training is necessary for all members of an agency, to include:

- Basic ERPO training for new officers.
- Ongoing rollcall training to inform officers about law and policy changes related to ERPOs.
- Develop training to support civilian petitioners.

Training is needed for civilian petitioners, such as family members, mental health providers, and school administrators. Law enforcement agencies could partner with community-based organizations to develop a training curriculum, increase

¹⁴ Valek R, Teichman R, Rakshe S, Stahla G, DeFrancesco S, Carlson KF. Professional Training and Public Education Can Support Extreme Risk Protection Order Utilization: A Qualitative Study of Professionals in Oregon. Inquiry. 2025 Jan-Dec;62:469580251371379. doi: 10.1177/00469580251371379. Epub 2025 Sep 1. PMID: 40888123; PMCID: PMC12402562.

awareness, and use ERPOs in their communities. Readily accessible information and instructions help those petitioners understand the process and more confidently file an ERPO petition.

A training curriculum for civilian petitioners has been developed by the Battered Women's Justice Project (BWJP) as part of the Office for the Prevention of Domestic Violence's (OPDV's) New York State Gender-Based Violence Extreme Risk Protection Order (ERPO) Training and Technical Assistance Program. This initiative is funded separately from this RFA. OPDV is available to provide technical assistance and support to police agencies as needed.

3. Personnel and Staff Capacity

a. Dedicated ERPO Coordinators

Dedicating staff that are specifically trained on ERPO implementation to oversee ERPO cases can be helpful in expanding utilization across law enforcement agencies. ERPO Coordinators can streamline the process and mitigate administrative burden on law enforcement officers in a variety of ways, including but not limited to:

- Serving as the agency's main point of contact on all ERPO matters, including communicating with civilians, community-based organizations, and other non-law enforcement personnel.
- Developing ERPO protocols, policies and procedures.
- Collecting and analyzing data pertaining to TERPOs and ERPOs.
- Developing and delivering training for both internal law enforcement staff and civilians and community-based organizations as well.

An ERPO coordinator could be a civilian employee or sworn staff at a law enforcement agency, or they could be housed in a district attorney's office, or other agency.

The Johns Hopkins Center for Gun Violence Solutions (CGVS) recently published an article about ERPO practices in Lake County, Illinois, including the use of a dedicated ERPO Coordinator. The coordinator's scope of work includes training and support for law enforcement and other petitioners with all ERPO matters. Applicants interested in utilizing an ERPO Coordinator can review more information in the article, [From Policy to Practice: How Site Visits Support Effective Implementation of Extreme Risk Protection Orders](#).¹⁵

¹⁵ Cantrell S, Jacoby R, Lemon T, Rinehart E, Leahy E, Geller L. From Policy to Practice: How Site Visits Support Effective Implementation of Extreme Risk Protection Orders. *INQUIRY: The Journal of Health Care Organization, Provision, and Financing*. 2026;63. doi:[10.1177/00469580251386249](https://doi.org/10.1177/00469580251386249)

b. Legal Support Staff/Legal Representation

Legal representation and guidance can be instrumental in supporting effective ERPO implementation. Law enforcement agencies have benefited from strong partnerships and support from municipal or district attorneys through multiple aspects of the ERPO process. Attorneys can support law enforcement petitioners, as well as non-law enforcement petitioners, through the following activities:¹⁶

- ***Case vetting and filing*** – Attorneys can review potential cases with officers to ensure they meet specific statutory criteria necessary to file an ERPO.
- ***Drafting and evidence*** – Attorneys assist officers in completion of paperwork and collecting evidence, such as police records or witness statements, to justify the ERPO.
- ***Court representation*** – Attorneys represent the law enforcement agency in its capacity as ERPO petitioners, at all associated hearings.
- ***Guidance on implementation*** – Legal counsel can provide guidance on proper service of orders, safe handling and storage of seized firearms, and legal compliance with all applicable state laws.
- ***Coordination*** – Legal counsel can coordinate with community stakeholders, such as victim advocates and behavioral health service providers, to ensure comprehensive safety planning and other support for petitioners and respondents.

4. Equipment and Technology - Safe Storage

New York State's ERPO laws allow for multiple storage options of dispossessed firearms, such as with law enforcement agencies or a licensed firearms dealer. Multiple storage options support broader use of ERPOs and reduce barriers to firearm relinquishment.

Agencies should review and, where possible, ensure consistency with the [Extreme Risk Protection Order \(ERPO\) Model Policy](#) provisions related to storage, release, and disposition of prohibited weapons.

5. Community Engagement and Collaboration

Collaboration across partners and disciplines increases the effectiveness of ERPO implementation and provides valuable support for law enforcement agencies and

¹⁶ "Attorneys." The National ERPO Resource Center, ERPO.org, <https://erpo.org/implementer/attorneys/>

staff throughout the ERPO process. Potential partnerships/collaborations, include but are not limited to:

- Mental health co-responders
- Crisis intervention teams
- Community organizations
- Prosecutor's Offices/District Attorneys
- Courts
- County Clerks' offices
- Domestic Violence Advocates
- Coordinated Community Response (CCR) Teams
- Domestic Violence High Risk Teams (DVHRT)
- Victims' service providers
- Families and household members of the respondent

a. Multidisciplinary Collaborations

Multidisciplinary collaborations can support law enforcement in the effective service and implementation of ERPOs. Some examples of impactful collaboration include:

- Specially trained mental health professionals supporting law enforcement in identifying and pursuing an ERPO while providing de-escalation of the situation, leveraging their expertise to connect with respondents to needed support services. Co-responder teams and Crisis Intervention teams are well equipped to support ERPO petitions and conduct dispossessions.
- Jurisdictional cross training with law enforcement and crisis intervention teams to establish a designated ERPO response unit that files and serves ERPOs, dispossesses and stores firearms, supports non-law enforcement ERPO petitioners and ensures accountability.
- The previously mentioned Coordinated Community Response (CCR) Teams and Domestic Violence High Risk Teams (DVHRT), working with law enforcement, probation departments, district attorneys; offices,

domestic violence service providers and other community partners to ensure that ERPOs are considered as part of a comprehensive, survivor-centered, safety strategy.

b. ERPO Support Specialists

Like an ERPO Coordinator, ERPO Support Specialists can play a crucial role in supporting the effective use of ERPOs. While in practice an ERPO Coordinator is typically housed within a law enforcement agency and focused on the administrative coordination of ERPOs, an ERPO Support Specialist fulfills a broader role, which can include:

- **Filing assistance** – triage and response to ERPO inquiries, provide guidance on proper paperwork, and filing for all petitioners.
- **Community engagement and outreach** – connect with community groups, service providers, and others to raise ERPO awareness and support non-law enforcement petitioners (families, school administrators, mental health professionals, etc.) who may be considering an ERPO for a loved one or client.
- **Investigation** – where the position is housed within a law enforcement agency or prosecutor's office and consistent with applicable law, investigate firearm access for respondents after ERPO filing through purchase history, efficient communication with law enforcement, previous court orders, etc.
- **Data tracking** – where the position is housed within a law enforcement agency or prosecutor's office and consistent with applicable law, track respondent demographics, civil/criminal histories, current violence and firearm data to inform outreach and strategy; assist in data analysis and support ERPO data collection infrastructure.
- **Share information and provide training** – communicate with prosecutors, law enforcement and courts to promote safe and lawful recovery of firearms and ERPO compliance. ERPO Support Specialists can provide training to petitioners on ERPO practices and educate the public on the use of ERPOs as a tool to prevent gun violence and suicide.

A local or regional ERPO unit can house a dedicated ERPO Support Specialist. The ERPO Support Specialist could play a crucial role as a bridge between individuals in crisis and the ERPO process. Their primary function could be to support families and community members navigating this challenging situation, including determining if an

ERPO is the appropriate course of action, supporting petitioners in the process, and connecting individuals to needed services such as crisis or substance use services.¹⁷

The ERPO Support Specialist role can exist in New York as a civilian position within a law enforcement agency, a position in a prosecutor or district attorney's office, or can be embedded within a community agency. Agencies should consider accessibility and community relationships when determining where to house an ERPO Support Specialist in their community.

c. Awareness, Communication, and Marketing

Since New York law allows for partners, family members, mental health practitioners, and school administrators^{18,19} to file ERPO petitions, resources should be devoted to supporting them. In some situations, family members may prefer to have minimal contact with law enforcement personnel. Readily accessible, approachable information and instructions will assist those petitioners in understanding the process. Public facing, accessible materials with clear information can make the process easier to understand and raise awareness about the use of ERPOs as a tool to reduce gun violence and suicide in communities.

VI. EVALUATION AND SELECTION OF APPLICATIONS

Tier I Evaluation – Threshold Pass/Fail

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

- Application was received by the published deadline.
- Applicant is eligible as defined by this solicitation.
- Budget detail and justification is provided in the GMS Budget tab itemizing and justifying expenses in support of the program/project.

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

¹⁷ “King County, Washington.” Everytown Research & Policy, 15 Jan. 2026, <https://everytownresearch.org/erpo-case-studies/king-county-wa/>

¹⁸ <https://ww2.nycourts.gov/erpo>

¹⁹ <https://erpo.org/state/new-york/>

Tier II Evaluation – Evaluation and Scoring

Reviewers will evaluate applications that successfully pass the Tier I Evaluation. A standard rating tool will be used to score responses to questions provided in the application. (See *Questions* section for additional information.)

The maximum application score will be 100 points. Each response will be scored, and all scores will be totaled, resulting in an overall score. DCJS reserves the right to apply a minimum application score of 75 points to be eligible for funding. The final score will be determined by averaging team reviewers' overall scores for each application. DCJS may, at their discretion, request additional information from an applicant as deemed necessary. In the event of a substantial scoring disparity, defined as 15 or more points of the total available points, an additional reviewer may rate the relevant 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, an additional reviewer will rate the affected application and the average of the scores will represent the final score. In the event that two or more of the applications have a tied score after final calculation of all categories, the application with the higher score in the Project Plan will prevail.

Tier III Evaluation

The Tier III Evaluation assessments will be conducted by designated DCJS executive staff. During the Tier III Evaluation, applicants shall be selected and award amounts shall be determined through consideration of some or all of the following: Tier I eligibility review, Tier II Evaluation scoring and comments, strategic priorities, available funding, and best overall value to New York State.

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

The DCJS Commissioner, or their designee, will make the final decisions regarding approval and individual award amounts based on the quality of the submission, the recommendations of the reviewers, and the specific criteria set forth in this solicitation. 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 funding availability.***

VII. REQUEST FOR APPLICATION QUESTIONS

Applicants must respond to the sections/questions below within the DCJS [Grants Management System](#) (GMS), as instructed. **GMS instructions are located as an [Appendix](#) to this solicitation.** Please prepare prospective responses in a Microsoft Word Document using Arial, 11-point font and 1.5 line spacing with a maximum page limit of 20 pages.

Responses should then be copied and pasted to GMS under the *Questions* module “tab” of the application. Applicants are also required to attach the Microsoft Word document with responses to these questions using the *Attachments* module in GMS.

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

A. Statement of Need (15 points)

Applicants will need to summarize the need for the proposed project. Responses should include the following components:

- A brief overview of the applicant’s existing ERPO implementation efforts.
- A description of what barriers or challenges exist to ERPO utilization and implementation within the community, agency, or entity.
- Any relevant local or department level data to describe the need for the proposed project.
- Explain the reason for requesting funds: did the applicant experience a loss of funding, is this a new or expanded initiative, are you seeking to expand capacity through resources, training, etc.?

B. Project Plan (30 points)

Applicants must describe their proposed project plan to implement activities/initiatives that support effective implementation and utilization of New York’s ERPO law. Applicants’ response should include:

- A detailed overview of the proposed project. Please include:
 - **Addressing Need:** Explanation of how the proposed project supports issues described in Section A – Statement of Need.
 - **Funding Goal Alignment:** A clear description of how the proposed project/initiative will advance the key goal to: *Leverage best practices and effective community partnerships to expand and support the effective use of ERPOs and ERPO-adjacent activities across New York State, through a variety of initiatives coordinated by law enforcement in partnership with community stakeholders.*
 - **Goals/Objectives/Activities:** A detailed description of the proposed project components/activities including any specific goals, objectives and deliverables.
 - **Resources/Partnerships:** Other resources including collaborations or community partnerships that are needed for successful implementation of the

project. Responses should include:

- Details of any partnerships, including a summary of the agency/organization and specific roles as applicable.

Any necessary agreements (i.e. Memoranda of Understanding (MOUs) or subawards) that will be established to formalize partnerships and carry out proposed project activities.

- **Outcomes and Impact:** A description of the anticipated outcomes and impact of the proposed project/initiative.

C. Implementation Plan (25 points)

Applicants must describe the steps that will be taken to implement the proposed project/initiative, including activities/deliverables, how funds will be used, project roles and responsibilities, and timeline. Responses should include:

- **Implementation Steps:** Steps to be taken to implement proposed program(s) and/or initiative(s), including specific activities/deliverables throughout the grant period.
- **Use of Grant Funds:** How grant funds will be used to carry out the proposed project plan, including a timeline to ensure that spending occurs during the grant period.
- **Other Resources:** What other resources, including leveraged resources (funding, existing programs, etc.) will be used, if applicable to contribute to the proposed project.
- **Partnerships:** What and how collaborations and/or partnerships as described in section B – Project Plan will be leveraged/established to carry out the proposed project plan.
- **Leadership and Oversight:** Who will be responsible for this project overall and who will be responsible for individual steps, if different.
- **Potential Barriers and Mitigation Strategies:** What potential issues may prevent successful implementation of the proposed project/initiative? Describe any anticipated mitigation strategies.

D. Operating Budget Detail and Justification (20 points)

Using the Budget Detail Worksheet and Budget Narrative sheet as a guide, enter the operating budget directly into the Budget module “tab” of the GMS system. Prepare a line-item budget, including detailed justification, by appropriate category of expense (e.g., Personnel, Fringe Benefits, Consultants, etc.). All funded positions should clearly indicate the general duties, full annual salary of the position, hours worked per week, and proposed hours or percentage of Full-Time Equivalent (FTE) supported by the grant.

Budgets should reflect total project costs for a 36-month contract period and be limited to allowable costs. Key considerations:

- 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 fair and open competition. An applicant who proposes to obtain consultant services from a vendor without competitive bidding shall obtain the prior written approval of the Deputy Commissioner of the Office of Program Development and Funding, or their designee. The request for approval shall be in writing and set forth, at a minimum, a detailed justification for selection and the 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.
- Indirect Costs are not an allowable expense for governmental organizations.
- MWBE forms will be completed and collected when the application is selected for funding, and the contract is sent for review.

E. Data Collection and Impact Measurement (10 points)

Data is critical for measuring effective implementation, reach, and impact. Data collection and analysis will enhance understanding of the laws’ impact on firearm violence, provide necessary feedback to policymakers, identify gaps in implementation or other challenges to inform continuous improvement, and help identify and correct inequitable use of ERPOs. Applicants will be required to collect and track data on the use of ERPOs in furtherance of the goal of this funding and demonstrate the impact of their proposed project/initiative.

- a. Describe your department’s capacity and approach to collect, review, and share data on ERPOs, program activities, participation, and community impact. (5 points)
- b. Which data elements will you track, and how will you use this information to understand progress, improve programming, and maintain accountability throughout the award period? (5 points)

VIII. 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.

For those not receiving awards, notification will be sent to the email address provided in GMS.

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

Pursuant to §163(9)(c) of the State Finance Law, any non-awarded applicant may request a debriefing regarding the reasons the application 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, and must be submitted to DCJS via the funding mailbox at dcjsfunding@dcjs.ny.gov. The debriefing shall be scheduled to occur within 30 business days of receipt of written request by DCJS or as soon as feasible.

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.

IX. REPORTING REQUIREMENTS

Reporting requirements are provided below:

GMS Quarterly Progress Reporting

All grantees will be required to submit quarterly progress reports via GMS that describe quarterly performance and activities in support of the project Work Plan entered in GMS. Please note that this will be addressed during contract development.

Quarterly Fiscal Reports

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

Reporting Due Dates:

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

Calendar Quarter	Report Due
July 1 – September 30	October 31
October 1 – December 31	January 31
January 1 – March 31	April 30
April 1 – June 30	July 31

X. 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 selection for award 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 or amended or renegotiated for any reason at the discretion of the Commissioner of DCJS because of contractual performance, changes in project conditions, or as otherwise may be in the best interests of New York State.

Records

The Grantee shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, the "Records"). The Records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the Grantee within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Grantee shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently

identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the State's right to discovery in any pending or future litigation.

In accordance with the standard contract Attachment A-1 (see [“Standard Contract Provisions”](#) below), grantee staff whose salaries are paid in whole or in part from grant funds shall maintain a time recording system that shows the time and effort devoted to the grant project.

Liability

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

Payments

Payments to reimburse project expenses will be made pursuant to a schedule specified in the contract between the State of New York and the grant award recipient. Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, 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](#), or by email at epayments@osc.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.ny.us](mailto:epayments@osc.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 program issues that are significantly impacting program performance. Any project funded under this solicitation must comply with the requirements established by DCJS. The grantee agrees to submit any other reports considered relevant by DCJS.

Performance Review

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

Disposition of Allocations

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

Revocation of Funds

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

Encouraging Use of New York State Businesses in Contract Performance

New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the State and the nation. In recognition of their economic activity and leadership in doing business in New York State, applicants for this solicitation are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract(s) resulting from this solicitation. Such partnering with New York State businesses may be as subcontractors, suppliers, protégés or other supporting roles. To assist in demonstrating commitment to the use of New York State businesses in the performance of the contract(s), all applicants must complete the form provided on the DCJS website 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 [Division of Service-Disabled Veterans' Business Development](#)

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

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

Bidders/proposers can demonstrate their commitment to the use of SDVOBs by responding to the questions on the form located [here](#) and attach the completed form, along with your Application, to the NYS Division of Criminal Justice Services' Grants Management System (GMS). There are no points attributable to this component of the application.

Standard Contract Provisions

Any contracts negotiated as a result of this solicitation will be subject to the provisions of the [State of New York Contract for Grants](#), including the [State Standard Terms and Conditions](#), [Agency 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](#).

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

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

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

Accordingly, applicants requesting in excess of \$25,000 must be prepared to submit a Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form (DCJS-3301), and a Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet (DCJS-3309). For contracts in excess of \$250,000 applicants must also submit an M/WBE Equal Employment Opportunity Staffing Plan (DCJS-3300). All forms are located on [the DCJS website](#).

DCJS will review the submitted Local Assistance M/WBE Equal Employment Opportunity Staffing Plan, the Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form, Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet, and Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement and advise the applicant of DCJS' acceptance once an award determination is made. 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.

By submission of this 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 as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and that they provide annual sexual harassment prevention training to all of their employees. Such policy shall, at a minimum, meet the requirements of section two

hundred one-g of the labor law.

Vendor Responsibility

Any not-for-profit sub-grantees 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](#).

Charities Registration

Not-for-Profit entities receiving a sub-award 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](#).

Gender-Based Violence and the Workplace Requirements

Under New York State Finance Law § 139-m, all bidders submitting a bid for a New York State contract must establish a policy addressing gender-based violence in the workplace and include required certification language set forth in State Finance Law § 139-m(1)(a) with their bid submission, where competitive bidding is required by law or where the State contracting entity has otherwise determined, in its discretion, to impose the requirement.

Website:

- [OSC Gender-Based Violence and the Workplace Law](#)
- [Office for the Prevention of Domestic Violence Gender-Based Violence in the Workplace Resources](#)

By submission of this 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 as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing gender-based violence and the workplace and has provided such policy to all of its employees, directors and board members. Such policy shall, at a minimum, meet the requirements of subdivision 11 of section five hundred seventy-five of the executive law.

XI. APPLICATION SUBMISSION AND REQUIREMENTS

A. Specific Instructions

Only one application can be submitted per organization. Applications must be submitted using the DCJS Grants Management System (GMS).

B. Grants Management System (GMS)

Applications must be submitted to DCJS using the Grants Management System (GMS). First time GMS users should download the [GMS User Manual](#). 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 8:00 am and 4:00 pm. Please be aware that there is no technical assistance available on weekends, or after 4:00 PM on weekdays.**

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 on GMS, log on to the system and click on “Project.” Click the “New” button at the top of the project grid. This will take you to a screen that says “Select a Program Office.” Using the drop-down box, find and select the particular name of program, **Extreme Risk Protection Order Infrastructure and Implementation**. Click “Create Project.” Your application will now be ready to complete.

Completing the Application

Applicants are encouraged to complete the GMS registration early.

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

- Participant name(s).
- Contact information for all participating agencies per application.
- Program specific questions.
- Project budget.
- TBD should be entered for the Work Plan
- Any required attachments, such as letters of support.

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 says “*Your application has been submitted.*”

XII. APPLICATION CHECKLIST

- All Applicants: Complete all DCJS Grants Management System (GMS) Registration Requirements – See [Appendix – DCJS Grants Management System \(GMS\) Instructions and Helpful Hints](#).
- Complete all necessary contractual requirements as described in [Section: Administration of Contracts](#).
- Answer Program Narrative Questions in *QUESTIONS* TAB in GMS and also attach the answers as a Word Document to GMS.
- Complete BUDGET TAB on GMS by entering the line-item Operating Budget.
- TBD should be entered for the Work Plan TAB.

Appendix:

DCJS GRANTS MANAGEMENT SYSTEM (GMS) INSTRUCTIONS AND HELPFUL HINTS

GMS Helpful Hints: See Application 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 "Extreme Risk Protection (ERPO) Infrastructure and Implementation," 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 – A work plan does not need to be entered for this RFA. However, GMS will still require something to be entered in the GMS Work Plan Tab. Please enter “TBD” in the Project Goal, Objectives, Tasks and Performance Measures.

- ✓ Fill in the “Project Goal” with TBD in text box and click “Save.”
- ✓ Click “Create New Objective” and fill in “TBD” in the text box and click “Save.”
- ✓ Click “Add Task to this Objective” and fill in “TBD” the text box and click “Save.”
- ✓ Click “Add Performance Measure to this Task” and fill in “TBD” 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.*” 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:

BEST PRACTICES FOR PREPARING AN EFFECTIVE GRANT APPLICATION

What to do when you have received the Request for Applications (RFA):

It is important to start early in preparing your application, highlighting deadlines and/or tasks that must be completed as part of the application process.

Review all plans, strategies, policies and documents related to the grant you are applying for to ensure you can appropriately address the goals and objectives pertaining to the nature of the grant opportunity.

What to do when you are completing the application:

Ensure that the proposed budget is realistic, reasonable, and articulate how your budget will address the objectives of the grant opportunity.

Review and evaluate the scoring criteria. Pay close attention to the sections that are weighted the most first as they have a greater impact on your overall score.

What to do prior to submitting your application:

Make sure that you have completed all the required sections of the application and attached all the required documents in GMS. Applicants are strongly recommended to share their completed applications with a colleague to ensure that the application is clearly written, complete, and addresses all the objectives of the grant opportunity.

BUDGET DETAIL WORKSHEET AND NARRATIVE GUIDE

ORGANIZATION:
CONTRACT TERM:

Personnel Services - Salary - List positions by title. For each position title, show the annual rate of pay, the percentage of time charged against the grant (percent of FTE). **Please enter the percentage as a decimal (ex. 50% should be entered as .50)**

Position	Annual Salary	% FTE of Annual Salary	Cost
		0%	\$ 0.00
		0%	\$ 0.00
		0%	\$ 0.00
		0%	\$ 0.00
		0%	\$ 0.00
		0%	\$ 0.00
		0%	\$ 0.00

Personnel Services -Salary Justification: Describe the responsibilities and duties of each position in implementing and operating the grant program

Personnel Services - Fringe - 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. **Please enter the percentage as a decimal (ex. 50% should be entered as .50)**

Aggregate or Position	Total Salary Paid with Grant Funds	Fringe Rate	Computation (Salary x Fringe Rate)
		0.00%	\$ 0.00
		0.00%	\$ 0.00
		0.00%	\$ 0.00

Personnel Services Fringe Justification: Use approved fringe rate for grant related salaries above. Do not break out dollar value of each benefit. An aggregate can be used if all positions have the same fringe rate. If the positions have different fringe rates each position should be lined out separately.

Contractual/Consultant Services - For consultant name, hourly or daily fee, and estimated time on the project. Upload the signed consultant agreement as an Attachment in GMS. Provide type of service in the justification. **If there is an aggregate cost and no hourly or daily rate please enter the total cost in the hourly/daily fee and 1 in the estimated time.**

Consultant Name	Cost of Hourly or Daily Fee	Estimated Time on the Project in Hours	Computation (Fee x Est. time)
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00

BUDGET DETAIL WORKSHEET AND NARRATIVE GUIDE

ORGANIZATION:

CONTRACT TERM:

Contractual/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.

Travel - 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

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, e.g., metro cards

Equipment - List 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

\$ 0.00

\$ 0.00

\$ 0.00

\$ 0.00

\$ 0.00

\$ 0.00

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.

Space/Property&Utilities/Rent - Not-for-Profit applicants: Provide cost of rent specifically for the project. Property taxes are not an allowable expense.

Expense

Cost

Space/Property & Utilities/Rent Justification: Describe the cost allocation method for determining how much rent is being charged to the grant.

BUDGET DETAIL WORKSHEET AND NARRATIVE GUIDE

ORGANIZATION:

CONTRACT TERM:

Alterations- Indicate aggregate project related expenses required for alterations.

Alterations	Cost

Alterations Justifications: Provide a brief description of alterations and how it will assist in the mission of the program.

Operating Expense/Supplies- List aggregate cost of program supplies and aggregate cost of office supplies. (Do not line out costs.)

Item	Total Cost
Office/ProgramSupplies	
Operating Expenses	

Operating Expenses/SuppliesJustification: Identify the operating expenses and cost (i.e. insurance/bonding, photocopying, advertising etc.)

All Other/Other Expenses - Identify any expense not eligible for another category.

Expense	Cost

All Other/Other Expenses Justification: Provide total cost for budget period. List each expense and explain how the expense is necessary.

Budget Summary	
Budget Category	Total Cost
Personnel Service -Salary	\$ 0.00
Personnel Service - Fringe	\$ 0.00
Contractual/Consultant	\$ 0.00
Travel	\$ 0.00
Equipment	\$ 0.00
Space/Property/Rent/Own/Utilities	\$ 0.00
Alterations	\$ 0.00
Operating Expenses/Supplies	\$ 0.00
All Other/Other Expenses	\$ 0.00
TOTAL OPERATING BUDGET	\$ 0.00