



**INCORPORATED VILLAGE OF GARDEN CITY  
DEPARTMENT OF PUBLIC WORKS  
351 STEWART AVENUE  
GARDEN CITY, NEW YORK 11530-4528**

January 10, 2024

**Re: Request for Qualification  
2023-24 Volunteer Fire Infrastructure & Response Equipment (V-FIRE) Grant Program  
Garden City, New York 11530**

**Introduction**

The Incorporated Village of Garden City, New York (the “Village”), is currently seeking qualifications from individuals and entities authorized to do business in the State of New York to provide to prepare one or more applications to support construction, renovation, or purchase costs of critical facilities (buildings, training facilities, etc.) that support fire operations or purchase of allowable fire service equipment to upgrade and improve their facilities and response capabilities. Work may include identifying existing Garden City Fire Department (GCFD) projects that are currently in design, conceptual design or potential projects, obtaining project data and performing any other investigations, developing programmed project cost, preliminary evaluation of project needs, schedule of project implementation, preparing funding application and any other information pertinent to improving chances for funding under V-FIRE. The application development and any cost associated with the preparation of the application document(s), gathering field data and identifying the potential projects by the selected firm will be completed at no cost to the Village. If funding is received to implement the project(s), the selected firm may be utilized to perform preliminary design, final design, and construction support and inspection services. Any cost associated with the firm's assistance in preparing the application is at no cost to the Village.

The Village is committed to a policy of equal opportunity and does not discriminate against Vendors on the basis of age, sex, sexual orientation, race, color, creed, religion, ethnicity, national origin, disability, marital status, familial status, veteran status or any other basis protected under federal, state and local laws, regulations and ordinances.

**Anticipated Qualification Schedule**

RFQ Issue Date:	January 10, 2024
RFQ Due Date:	January 26, 2024
Oral Presentation (if necessary):	TBD
Award Date:	TBD

\*Dates indicated above are subject to change at the sole discretion of the Village.

### **Scope of Services**

The specific responsibilities and obligations of the Vendor (also referred herein as "Consultant", "Firm", "proposing Firm", "Proposer", "Party" or "Respondent") are proposed to include, but not necessarily be limited to, those outlined below.

The selected Vendor will be responsible for providing funding application for construction, renovation, or purchase costs of critical facilities (buildings, training facilities, etc.) that support fire operations or purchase of allowable fire service equipment to upgrade and improve their facilities and response capabilities. If funding is received to implement the project(s), the selected firm may be utilized to perform preliminary design, final design, right of way, and construction support and inspection services. Any RFI's shall be submitted as per the Qualification Submission Instructions below.

- **Volunteer Fire Infrastructure & Response Equipment (V-FIRE) Grant Program:**

The selected consultant shall provide funding application support, preliminary and final design services, and construction support and inspection services for project(s) located in the Village of Garden City. The project involves the construction, renovation, or purchase costs of critical facilities (buildings, training facilities, etc.) that support fire operations or purchase of allowable fire service equipment to upgrade and improve their facilities and response capabilities. All work will be designed NYS Building Code and Village of Garden City Building Code. Vendor shall prepare or create any specifications as required to fully bid the construction plans. The selected consultant will assist the Village in obtaining all needed information to complete the funding application, review/determine project design concepts, and develop preliminary cost estimate for all phases of the project. Work will also include developing a project implantation schedule and any other pertinent information needed to submit the project funding.

Funding Application Support will include, but not be limited to the preparation and development of project scope of work, proposed schedule, and construction estimate including all anticipated costs. These items shall be broken down into various phases of the project. This effort is included to support the project submission to the Volunteer Fire Infrastructure & Response Equipment (V-FIRE) Grant. If the funding is received, the selected firm may be utilized to perform the necessary tasks related to the project including, but not limited to, preliminary design, final design, construction support, and construction inspection services.

Preliminary Design will include, but not be limited to the preparation of the Design Approval Document (identifying, assessing and selecting a feasible design alternative and any associated impacts), evaluation of cost and environmental factors, and preparation for attendance and participation at public information meetings and/or hearings.

Final Design will include, but not be limited to the development of plans, development and design for public utilities, and preparation and submission of final Plans, Specifications and Estimate for the project.

Construction Support will include but not be limited to providing technical support during construction relating to the design, providing support in construction bid proceedings, analysis of bids, preparation of the bid award package and review of show drawings as necessary.

The selected consultant shall work with the Village to complete the V-FIRE application requirements located in Appendix A. The vendor shall maximize the amount of points the Village can receive on the application to enhance the Village's chances of being selected.

- Key Dates:

Questions regarding the SFY2023-2024 Volunteer Fire Infrastructure & Response Equipment Grant Program should be directed to the following email address: [Grant.Info@dhses.ny.gov](mailto:Grant.Info@dhses.ny.gov). To the degree possible, each inquiry should cite the RFA section and paragraph to which it refers. Written questions will be accepted until 12:00 noon on April 23, 2024.

DHSES must receive completed grant applications by April 30, 2024, by 5:00 p.m.

### **Mandatory Qualification Requirements**

The proposing Firm, by submitting its qualifications, acknowledges that it has reviewed the Request for Qualification (RFQ) and has become familiar with the general content of the RFQ including the general condition of the properties mentioned in the RPQ; shall abide by the terms, as set forth in this RFQ; understands the proposed detailed Scope of Services, as described in the RFQ; understands all documents included in the RFQ and attests to its ability to perform all the work required. The technical qualifications, at a minimum, shall include: a description of the unique ability and/or experience of the proposing Firm to provide the services outlined herein.

Substitutions shall be requested by the proposing Firm in writing and shall be subject to approval by the Village. It shall be at the proposing Firm's discretion whether to include within the qualification any additional information regarding the special experience or qualifications of the proposing Firm or its key personnel that would further substantiate the capabilities of the proposing Firm to fulfill the requirements of this RFQ.

The Firm shall provide all the necessary services, whether specifically mentioned herein or not, to complete this assignment. The Firm assumes all risks regarding estimating the level of effort and labor hours and expenses required to complete all services to the satisfaction of the Village at the proposed cost.

### **Qualification Submission Instructions**

Each qualification shall be prepared simply and economically avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate and reliable presentation.

All Qualifications must contain the following:

1. A brief paragraph describing the proposer's understanding of the scope of work for this RFQ.
2. A complete written description of proposer's Qualifications.
3. All submissions must be signed by an officer or authorized agent of the proposing party.
4. Additional information that you believe pertinent to the Village's requirements.

All qualifications must be submitted to the Village in a sealed opaque envelope no later than 4:00 p.m. EST on **Friday, January 26, 2024**. Qualifications shall be submitted electronically via email and hard copy. No telegraphic or facsimile qualifications will be accepted. Any late qualifications will be returned unopened.

## Village of Garden City

Qualifications received after the above date and time will not be considered. The Village is under no obligation to return qualifications.

Qualifications shall be submitted to:

**Incorporated Village of Garden City  
351 Stewart Avenue  
Garden City, New York 11530  
Attention: John V. Borroni, P.E., Superintendent of Public Works**

E-mail submissions shall be sent to:

**rsuozzi@gardencityny.net  
ggiovanniello@gardencityny.net  
jborroni@gardencityny.net  
cbandini@gardencityny.net  
atock@gardencityny.net**

It is each Proposer's responsibility to carefully review all the requirements of this RFQ, including the scope of work, the specifications and terms and conditions. It is further the proposer's responsibility to ask questions, request clarifications or otherwise advise the Village if any language, specifications or requirements of this RFQ appear to be ambiguous, contradictory or inadvertently restrict or limit the Vendors that could meet the requirements of this RFQ to a single source.

Parties are encouraged to provide as much additional material and detail as possible to completely describe and demonstrate the Qualifications.

The Village is under no obligation to respond to any question, inquiry or assertion that is not received in writing. All questions regarding this RFQ shall be submitted by e-mail and, if deemed necessary, will be clarified with answers via email or by addendum issued to all respondents. No questions will be answered verbally. E-mails shall be sent to the attention of Andrew Tock, EIT, Civil Engineer, at [atock@gardencityny.net](mailto:atock@gardencityny.net). Proposers should submit all question(s) prior to close of business no later than two (2) working days (excluding weekends and holidays) before the submission deadline. Violation of these provisions may result in immediate disqualification. The Village may share any questions and responses with all parties known to be in receipt of this RFQ.

No contact with any other Village personnel, other than the authorized contact person, is allowed until such time(s) as an award (or awards) has (have) been made.

### **Qualification Evaluation Criteria**

Qualification elements, as described above, will be reviewed and evaluated for completeness and responsiveness according to pre-determined standards and selection criteria. Qualifications will be deemed responsive only if the Vendor responds to and meets all requirements of this RFQ. The Vendors may be invited for interviews to discuss project requirements and qualification elements in more detail. The Village reserves the right to award all or any part of this project, waive any technical irregularities or omissions, or cancel this RFQ and solicit new qualifications if, in the Village's sole judgment, the best interests of the Village will be served.

The RFQ will be evaluated using the following criteria for scoring each submission:

Village of Garden City

1. Experience of the Firm in assignments of similar size, scope and complexity (15% of the technical rating).
2. Experience of key personnel and specialists in assignments of similar size, scope and complexity (20% of the technical rating).
3. Experience of the Firm in Volunteer Fire Infrastructure & Response Equipment (V-FIRE) Grant Program Applications (20% of the technical rating).
4. The Firm's proposed understanding and approach of the scope of services. (15% of the technical rating).
5. Firm's previous experience with the Village and other municipal clients (5% of the technical rating).
6. The Firm's logistics and familiarity with the project area (15% of the technical rating).
7. Availability of Firm and specialists to undertake project in a timely manner and meet deadlines (10% of the technical rating).

The Village will consider any other relevant factors. Nothing contained herein shall obligate the Village to make an award on the basis of this solicitation.

John V. Borroni, P.E.  
Superintendent of Public Works

JVB:ca  
cc:      Messrs. Ralph V. Suozzi  
              Giuseppe Giovaniello  
              Craig T. Bandini, P.E.  
              Andrew Tock, EIT

**APPENDIX A**

**SFY2023-2024**

**Volunteer Fire Infrastructure & Response Equipment (V-FIRE)**

**Grant Program**

**Request For Applications (RFA)**



**Homeland Security  
and Emergency Services**

**Fire Prevention  
and Control**

**SFY2023-2024**

**Volunteer Fire Infrastructure &  
Response Equipment (V-FIRE)  
Grant Program**

**Request For Applications (RFA)**

Application Deadline: April 30, 2024, by 5:00 PM

To ensure adequate time to respond, substantive written questions regarding this Request for Applications will be accepted until April 23, 2024, by 12:00 Noon

Technical Assistance for E-Grants will not be available after 5:00 PM on April 30, 2024

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## I. Introduction

In May of 2023, New York State Governor Kathy Hochul, through her initiatives outlined in the FY2024 State Budget, has devoted \$25,000,000 in State funding to support volunteer fire departments. To fortify these efforts, the SFY2023-2024 Volunteer Fire Infrastructure & Response Equipment (V-FIRE) Grant Program has been issued by the New York State Division of Homeland Security and Emergency Services (DHSES) to enhance the security and safety of the citizens of New York State by providing critical funding to strengthen volunteer fire departments and districts.

The purpose of this Request for Applications (RFA) is to solicit eligible applications for up to \$1,000,000 in funding to support construction, renovation, or purchase costs of critical facilities (buildings, training facilities, etc.) that support fire operations, or up to \$500,000 in funding to support the purchase of allowable fire service equipment to upgrade and improve their facilities and response capabilities. Funds will be awarded competitively, based on the review of applications submitted.

The \$25,000,000 available in State funding for this initiative will be divided into two tracks of eligible projects to maximize the benefits of the program funds. Eligible applicants may only select ONE of the following options for their grant applications:

- **Funding Option 1:**
  - **Construction/Renovation/Facility Purchase Projects:** A total of \$20,000,000 in program funds will be devoted to support Construction/Renovation/Facility Purchase projects and is available to all eligible applicants. The funding amount per application may not exceed \$1,000,000 in projects requested under Funding Option 1.
- **Funding Option 2:**
  - **Equipment Projects:** A total of \$5,000,000 in program funds will be devoted to support allowable fire service equipment projects and is available to all eligible applicants. The funding amount per application may not exceed \$500,000 in projects requested under Funding Option 2.

Should an eligible applicant submit for multiple projects within an application under one of the above funding options, they are highly encouraged to prioritize their projects with the most pressing needs and most significant capability gaps. DHSES reserves the right to adjust the allocation caps for either track of funding to support the most critical needs of the fire service community based on the number and type of applications received.

## II. Eligibility

### A. Eligibility

Only eligible entities that are located within the State of New York and serve one or more local governments may apply. All applications must articulate how they meet the eligibility requirements within their application.

**1. Eligible organizations include:**

- **Volunteer Fire Companies** that are comprised of 100% volunteer firefighters, that are responsible for providing fire protection services to one or more jurisdiction(s). These entities are required to submit the signed contract agreement with the town or village they are covering.
  - Nonprofit Fire Companies are eligible to apply and are subject to Prequalification or Prequalification Exempt status as identified below.
- **Municipalities – Villages, Towns, Cities and Fire Districts** responsible for providing fire protection through a fire department comprised of 100% volunteer firefighter membership.
- **Counties and Municipal Shared Services Applications:** Counties may only apply on behalf of local volunteer fire departments that are comprised of 100% volunteer firefighter membership, provided the applying county has a minimum of 60% documented approval from the volunteer fire departments within the county that will directly benefit from the requested project(s). Requests for grant funds under a county application must be for shareable projects that will benefit and be accessible to the volunteer fire departments represented in the application. The applying County must complete and submit the Local Volunteer Fire Department Consent Form (Exhibit C), to include at least 60% sign-off from the fire chiefs of agencies represented in the application.
- Two or more municipalities may apply for shared projects that will benefit and be accessible to two or more volunteer fire departments.

Examples of shareable projects include, but are not limited to, the following:

- Fire Training Center, training tower or other training facility
- Decontamination or gear-washing trailer
- SCBA fill station

**2. Organizations that are not eligible for this Grant Program include:**

- Fire departments and/or fire companies whose volunteer membership is less than 100% of their total workforce.
- Statewide, local, or regional organizations.
- Federal fire departments and fire departments under contract with the Federal Government whose sole responsibility is fire protection on Federal property.
- NYS Division of Homeland Security and Emergency Services, to include Offices and units within the Agency.
- For-profit fire departments (i.e., do not have specific nonprofit status or do not support a municipality).
- Applicants that have defaulted or are delinquent on a loan(s) as part of the Emergency Services Revolving Loan Program are not eligible to apply.

## **B. Prequalification Requirements for Nonprofit Applicants**

All nonprofit organizations are required to be prequalified or prequalified exempt prior to grant application. Please review the following section carefully to verify what prequalification steps you must complete to meet the prequalification requirements. **Applications received from nonprofit applicants that are not either prequalified or prequalified exempt on the application due date listed on the cover of this RFA cannot be evaluated. Such applications will be disqualified from further consideration.**

**Please note that prequalification in the Grants Gateway will transition to the Statewide Financial System (SFS) on January 16, 2024. Information regarding the transition can be found on the following website: <https://grantsmanagement.ny.gov/transition-SFS>.** Please be advised that the deadline for submitting a prequalification application in the Grants Gateway has passed. If you are not currently **prequalified or prequalified exempt** in the Grants Gateway, starting January 16, 2024, you will need to register your organization and complete the prequalification process in SFS. For additional information, please reference the Grants Management website: <https://grantsmanagement.ny.gov/register-your-organization>.

### **Volunteer Firefighter Companies' Prequalification Status**

Organizations incorporated under Not-for-Profit Corporation Law § 1402 are **NOT required to prequalify** but must either do so or provide documentation supporting their exemption for State review and approval in order to (i) apply for grants offered by the State of New York, (ii) enter into a contract with the State, (iii) amend an existing State contract, or (iv) make a purchase with State funds. Information on requesting a prequalification exemption and the necessary forms can be found on the Grants Management website on the Get Prequalified page. Applications from volunteer firefighter companies that are not Prequalified and have not applied for and received a prequalification exemption on the application due date listed on the cover of this RFA cannot be evaluated. Such applications will be disqualified from further consideration.

The State reserves 7 to 10 days to process applications for prequalification and requests for exemption. We recommend that you submit all such materials sufficiently in advance of the application due date to ensure they will be reviewed and approved in time for your application to be considered.

## **III. SFY2023-2024 Volunteer Fire Infrastructure & Response Equipment Grant Program Objectives**

In recognition of the budgetary challenges faced by many fire protection agencies statewide, combined with their need to upgrade facilities and equipment, this grant program seeks to support the purchase, construction, or renovation of existing fire stations/facilities and/or purchase of allowable equipment. Eligible organizations serving a single jurisdiction may apply, but the scoring of each application will include an evaluation of the regional impact of proposed projects.

This grant program is intended to support volunteer fire departments to upgrade and improve their facilities and response capabilities through the following primary objectives:

1. Ensure that Fire Stations and Fire Training Facilities within New York State are safe, structurally sound, meet current building codes and regulations, and support or promote effective and safe firefighting practices.
2. Support volunteer firefighter safety and health and wellness by providing adequate and up-to-date equipment to include personal protective equipment (PPE), decontamination equipment and supplies, and effective exhaust removal systems.
3. Support the consolidation of fire service resources through regionalization efforts to expand above and beyond jurisdictional boundaries to further enhance local, county and statewide response efforts.

## IV. Authorized Program Expenditures

### Permissible Costs

Applicants seeking funding through the SFY2023-2024 V-FIRE Grant Program may request funding through one of the following options of allowable project types:

- **Funding Option 1:**
  - **Construction of New Facilities** – This category includes both fire stations and training facilities. There is a growing demand for new training facilities and existing training structures are deteriorating rapidly due to the strain of overuse and age. In addition to training facilities, it is often not cost effective to renovate an aging fire station. Costs of station design and construction can overburden some agencies.
    - **Permissible projects include, but are not limited to:**
      - Fire Stations
        - New construction
        - Additions to existing structures
      - Fire Training facilities including training towers and buildings
      - Instructional classrooms and meeting spaces
      - Exhaust systems
      - Shower facilities for decontamination
      - Substations and Joint/Shared Stations
        - New construction
        - Additions to existing structures
  - **Renovation of Existing Facilities** – As facilities and infrastructure age, it is important to maintain a safe and sophisticated fire station, with ample room to house fire apparatus and equipment, as well as train firefighters, so they can maintain/increase their knowledge and ability to respond to emergencies. It is also important to keep up with the advancements in technology, as well as new building codes and standards. Outdated, overflowing, and unsafe stations and training facilities should be considered for expansion and/or renovation.

- **Permissible projects include, but are not limited to:**
  - Remodeling an existing structure (i.e., updating, improving, or altering)
    - Includes work to both the interior and exterior of facilities
    - Creating a dedicated space for Personal Protective Equipment (separate from other occupied areas to lower transfer of carcinogens)
  - Modifications to bring facilities into compliance with the Americans with Disabilities Act (ADA)
    - Includes ramps, entryway improvements, elevators, etc.
  - Exhaust systems
  - Shower facilities for decontamination
- **Funding Option 2:**
  - **Purchase of Allowable Equipment** – With an increased awareness on the health and safety of firefighters, as well as new policies and regulations, agencies may find it difficult to continue investing in the latest equipment to keep first responders protected from the dangers of the field.
- **Permissible items include, but are not limited to:**
  - Personal Protective Equipment (PPE), including SCBA
  - PPE washer/extractor
  - PPE dryers
  - Radios and communications equipment
  - Firefighter rehabilitation equipment
  - SCBA fill station and testing equipment

### **Costs Not Permissible**

- Costs incurred prior to award; including grant writer fees.
- Organizational, management and administrative costs, including hiring of staff.
- Payment for costs fully covered by a grant award or legislative member item.
- Supplanting or replacing funding for costs budgeted, allocated or expended for an existing project. Grant funding may only be utilized to support a new project, with the understanding that sustainment of the newly purchased equipment, facility, building renovation, new construction, etc. beyond the grant performance period is the organization's responsibility. Grant funds may **not** be used to support loan payments, to include the Emergency Services Revolving Loan (ESRL) Program.

Once an award has been made, any amendment or alteration of the program or initiative to be funded is subject to approval by the Commissioner.

Any questions regarding eligibility of costs or requests to amend an application or program to be funded should be directed to [Grant.Info@dhses.ny.gov](mailto:Grant.Info@dhses.ny.gov).

## **V. Consolidation of Resources and Municipal Shared Services Development**

To maximize the benefit of the available funding and encourage sustained shared services, this grant program seeks to promote consolidation of services between agencies (operational or administrative, to include human resource services), joint purchases for shared equipment, and multi-agency training centers in support of efforts to improve coordination and communication. Formal consolidation between partnering volunteer fire departments is encouraged under this grant program. Agencies seeking to consolidate resources or share services are encouraged to apply for grant funds for a mutually beneficial project(s) as outlined under “Permissible Costs” above.

Two (2) or more municipalities are also eligible to apply for two (2) or more of their volunteer fire departments under a municipal shared services application. If applying as a town, the application must demonstrate how the request for grant funds will be for a shareable project(s) that will benefit and be accessible to all agencies represented in the application.

Applications submitted with a focus towards consolidation or under municipal shared services will be awarded up to ten (10) bonus points, based upon the information provided in the application.

Each consolidating or municipal shared services application must identify a submitting partner and all participating partners. All partners must be eligible organizations identified in Section II above. The roles and responsibilities of submitting and participating partners are as follows:

**A. Submitting Partner Guidelines:** The submitting partner will be the fiduciary agent for a successful consolidation or municipal shard services application, responsible for completing all required grant reporting forms in coordination with and on behalf of one or more eligible organizations.

**B. Participating Partner Guidelines:** Participating partners may mutually develop and/or share requested projects with the submitting partner, to include development of an application for the grant program and the implementation and evaluation of funded projects.

**Application Limit:** For the purpose of the grant program, an eligible organization may be included as a represented fire department within a County application and may also apply on an individual or consolidating/municipal shared services application, provided that both applications are requesting funding for different projects.

## **VI. Application Format and Content**

**A. Format:** Grant applications **MUST** be submitted via the automated E-Grants System operated by DHSES. The E-Grants system allows an agency to complete an application electronically and submit it online using a secure portal. If, upon reading this RFA, you are interested in completing a grant application, and you have not previously been registered to use the DHSES E-Grants system, your agency will need to register and be assigned a username and password. The Registration Request Form and a detailed tutorial on how to use the E-Grants system is available at: <https://www.dhses.ny.gov/e-grants>.

**B. Required Application Content:** The following questions must be addressed in your SFY2023-2024 V-FIRE Grant application. You must answer these grant specific questions in the required Application Worksheet.

- **Please Note:** Applicants are required to answer all the questions in the Application Worksheet, unless directed otherwise by the individual questions within each of the criteria sections. Failure to answer all the required questions could lead to a reduction in your score for the section being reviewed and could lead to an unfavorable overall score by the review panel. Please refer to Exhibit A for some best practices and tips on preparing an effective grant application.

The following must be addressed in your application:

**1. Applicant and Jurisdiction Description**

**A. Organization Name and Identifying/Contact Information:**

Please identify the applicant organization, or submitting partner, if applying as a consolidating/municipal shared services partnership.

**B. Description of Organization or Partnership:**

Please provide or describe the following:

- Location within New York State, to include all station locations;
- Number of square miles covered;
- Population of region covered;
- Annual operating budget;
- Average annual call volume for last three years (2020-2022)

**C. Affirmation of Fire Reporting:**

To be eligible for award under the V-FIRE Grant Program, all fire departments are required to be current on their National Fire Incident Reporting (NFIRS) through the NYS Division of Homeland Security and Emergency Services, Office of Fire Prevention and Control (OFPC).

**D. Personnel Details:**

Please identify the number of personnel, to include number of active interior and exterior firefighters, within the organization or consolidating/municipal shared services partnership. For consolidating or municipal shared services applications, membership information should be identified for the submitting partner and each participating partner.

**E. Historical Description of Organization:**

Please provide a brief history of the organization or municipal shared services partnership. Describe how the organization or partnership represents the interests of volunteer fire personnel. Also include a description of the types of incidents your agency responds to, the type and age of the current station(s) and fire equipment in service, identify your response district (rural, urban or suburban), as well as some details of the environment protected.

## **2. Proposed Budget**

Please prioritize each project within your budget (Project #1 being most critical, etc.). For each project, select a Project Title from the drop-down menu and provide a brief description of the project under Project Description, then select the appropriate allowable NYS Budget Category that best defines the project. Finally, please provide the Total Cost for each project. There is no cap to the number of projects that you may request, however, the total costs identified in your budget plans will be reviewed for reasonable and necessary expenses, and whether they meet the objectives of this grant. Furthermore, your total request for the SFY2023-2024 V-FIRE Grant Program cannot exceed \$1,000,000 under Funding Option 1-Facility Projects, or \$500,000 under Funding Option 2-Equipment Projects.

## **3. Project Details**

Please provide additional details as indicated below for each requested project.

### ***A. Fulfillment of Program Objectives:***

Please describe how each project will support the program objectives of the SFY2023-2024 V-FIRE Grant Program and enhance your organization's or consolidating/municipal shared services partnership's capabilities.

In this section, please describe the current facility or equipment that will be enhanced or replaced by the requested funding (*for example, date of building construction and any renovations that have taken place, current structural defects, safety hazards, etc.*). If the requested project will not be replacing an existing facility or piece of equipment, please justify the need for the requested item(s).

### ***B. Implementation and Sustainment Plan:***

Please describe how your organization or municipal shared services partnership will implement and sustain this project, to include an estimated timeline of the project implementation, consistent with the three-year spend down time frame of this grant funding. This should include a summary of appropriate milestones of the requested project and how you plan to manage the administrative requirements of this funding. For any projects that will require additional training of staff, i.e., for new equipment, please provide anticipated training details in this section.

## **4. Consolidation / Municipal Shared Services Partnership Details**

For applications being submitted under a consolidating or municipal shared services partnership, applicants must provide sufficient detail on how the submitting and participating partners will mutually develop and/or share requested projects, including a clear reporting of relationships concerning enhancement and/or sustainment of developed projects from their Budget Plan. For applicants seeking to consolidate resources, or if consolidation efforts are already underway, please provide a detailed description and timeline of steps that have and/or will be taken towards consolidation. Ten (10) bonus points may be awarded based on the responses in this section.

## **5. Notice of Endorsement**

The Notice of Endorsement is required for county applications only and indicates the acknowledgment that the County Fire Coordinator or Emergency Manager is aware of the application. Once completed and signed, the Notice of Endorsement must be scanned and submitted as a pdf file along with the application package. Please refer to Exhibit B of this RFA for the Notice of Endorsement document and further instructions.

## **6. Signed Contract Agreement**

The signed contract agreement with the town or village they are covering is required for Volunteer Fire Companies.

## **7. Overall Assessment of Application**

Under the SFY2023-2024 V-FIRE Grant Program, applicants will receive up to ten (10) points based on their “Overall Assessment of Application.” This score will be determined by the reviewers based on a complete assessment of the application. Reviewers will assess how well the application addresses the primary objectives of the SFY2023-2024 V-FIRE Grant Program. It is important to clearly articulate the purpose for the request for funding and how it relates to enhancing your agency’s overall capabilities.

## **8. Social and Economic Vulnerability**

To advance considerations of equity in awarding V-FIRE grant funding, DHSES will add additional points to the scores of agencies that are located in historically underserved or disadvantaged communities. Using a Statewide geographic comparison, DHSES will apply the CDC’s [Social Vulnerability Index \(SVI\) tool](#) to each applicant and will add ten (10) points to applicants located in counties with a “Medium-High” SVI ranking and fifteen (15) points to applicants located in counties with a “High” SVI ranking.

## **9. Bonus Points Criteria (up to 15 total points per application):**

**Bonus points may be awarded by the review panel based upon the criteria identified below.**

### **A. County Applications**

For Counties applying on behalf of their local volunteer fire departments for shareable projects, at least 60% sign-off from the volunteer fire departments within the county must be obtained and included via Exhibit C: Local Volunteer Fire Department Consent Form (page 26) as part of the application submission. County applications must demonstrate how the requested project(s) will be accessible to and benefit those volunteer fire departments. Ten (10) bonus points may be awarded for County applications.

### **B. Consolidation / Municipal Shared Services**

For applications being submitted by agencies consolidating their resources, planning to consolidate, or applying under a municipal shared services partnership, applicants must provide

sufficient detail on how the submitting and participating partners will mutually develop and/or share developed projects, including a clear reporting of relationships concerning enhancement and/or sustainment of developed projects within their Budget Plan. Ten (10) bonus points may be awarded based on the responses in this section.

***Please Note:*** For purposes of this grant program, County Applications are eligible for ten (10) bonus points as identified above but are not eligible for additional “Consolidation/Municipal Shared Services” bonus points, as this criterion is specific to one or more municipalities applying on behalf of their local volunteer fire departments.

### **C. Rural Area Designation**

Per the Homeland Security Act of 2002, a rural area is defined in 49 U.S.C. § 5302 as an area encompassing a population of less than 50,000 people that has not been designated in the most recent decennial census as an “urbanized area” by the Secretary of Commerce. DHSES will add five (5) bonus points to the overall scores of applicants located in rural areas, as defined above.

## **10. Grants Management Performance History**

For previously funded recipients, DHSES will assess how well the applicant has historically managed grant funds and/or open loans within the Emergency Services Revolving Loan (ESRL) Program. This will include reporting compliance, successful award spend-down, and program objective compliance. Once a prospective applicant’s final overall average score is determined by the review panel, DHSES may subtract up to ten (10) points based on its “Grants Management Performance History” criteria. Applicants that have defaulted or are delinquent on loans as part of the Emergency Services Revolving Loan Program are not eligible to apply.

## **VII. Application Evaluation Criteria**

The following multi-tiered criteria will be used by DHSES to evaluate each application and to determine grant awards. Grant awards will be approved by the Commissioner of DHSES.

### **Tier 1 Criteria**

Tier 1 criteria are rated either “yes” or “no” and serve as a baseline review by DHSES to determine if applicants are eligible and have appropriately submitted all of the required application materials. If any of the answers are “no,” the application will be immediately disqualified without further review and consideration for an award.

1. Was the application submitted on time?
2. Was the application submitted via E-Grants?
3. Was the application complete, including the required Application Worksheet? The required Application Worksheet must be attached in E-Grants by the submission due date.
4. Did the application meet all minimum eligibility requirements?
  - Applicant is an eligible organization as outlined in Section II;
  - Applicant met prequalification requirements prior to application deadline;
  - For County applications:
    - Notice of Endorsement (Exhibit B) completed and attached;

- Local Volunteer Fire Department Consent Form (Exhibit C), to include at least 60 % documented approval from volunteer fire departments located within the county;
- For Municipal Shared Services applications:
  - Local Volunteer Fire Department Consent Form (Exhibit C), to include signatures from all volunteer fire departments represented in the application;
- For volunteer fire companies:
  - Signed contract agreement with the town or village they are covering

5. Is the applicant current with NFIRS reporting?

### **Tier 2 Criteria**

Applications meeting the Tier 1 review set forth above will be evaluated competitively using the criteria specified below. Scores per criterion will be totaled to establish a ranked list of eligible applications for consideration of awards. Untimely submission of any requested supporting documentation to DHSES will be grounds to disqualify the original application.

<b>Tier 2 Evaluation Criteria</b>	<b>Point Score Range</b>
<b>Applicant Organization's Annual Operating Budget</b>	
Annual Operating Budget less than \$250,000	20 points
Annual Operating Budget \$250,000 to \$750,000	15 Points
Annual Operating Budget more than \$750,000	10 Points
<b>Annual Operating Budget Subtotal</b>	<b>20 Points Maximum</b>
<b>Application Content</b>	
Proposed Budget Plan	0-20 points
Fulfillment of Program Objectives	0-20 points
Project Details: Implementation and Sustainment Plan	0-15 points
Overall Assessment of the Application	0-10 points
<b>Application Content Subtotal</b>	<b>65 Points Maximum</b>
<b>Social and Economic Vulnerability</b>	
Social Vulnerability Index (SVI) Score	0-15 points
<b>Social and Economic Vulnerability Subtotal</b>	<b>15 Points Maximum</b>
<b>Sub-Total</b>	<b>100 Points</b>
<b>Bonus Points</b>	
County Applications	0-10 Points
Consolidation/Municipal Shared Services Applications	0-10 Points
Rural Area Designation	0-5 Points
<b>Bonus Points Subtotal</b>	15 Bonus Points Maximum Per Application*
<b>Grand Total</b>	<b>115 Points Maximum</b>
Grants Management Performance History	0-10 points (Subtracted off the top of the final score)

\*County Applications may be eligible for up to ten (10) bonus points as identified above but are not eligible to receive additional bonus points under a

"Consolidation/Municipal Shared Services" application (the maximum per application = 15 bonus points)

Applications receiving the highest score based upon panel review will be selected for recommendation to the Commissioner for award. The total scores will be averaged and ranked in order from highest to lowest. The State reserves the right, for the purpose of ensuring the completeness and comparability of proposals, to analyze submissions and make adjustments or normalize submissions in the proposals, including the applicant's technical assumptions, and underlying calculations and assumptions used to support the computation of costs, or to apply such other methods, as it deems necessary to make comparisons.

In the event of a tie score where one or more applications may not be fully funded, the applicant with the highest Social Vulnerability Index score will be ranked higher. If still tied, the applicant with the greatest Overall Assessment of the Application will be ranked higher. The State also reserves the right, at its discretion, to make amendments and/or alter funding levels of one or more applicants based on any new information discovered that would have originally affected the scoring or to not award funding to any application with a final average score of 60 or less.

## **VIII. Checklist of Required Documents**

1. Application Worksheet: Available here: <https://www.dhses.ny.gov/state-funded-programs>
2. Prequalification Confirmation: Nonprofit applicants are required to provide documentation showing prequalification or prequalification exempt status. (see Section II(B) of the RFA, if applicable.)
3. For County Applications Only: Notice of Endorsement (Exhibit B): The Notice of Endorsement document with all appropriate signatures must be scanned and submitted electronically as a pdf file attached or included with the application package. Please refer to Exhibit B for the Notice of Endorsement document.
4. For County and Municipal Shared Services Applications: Local Volunteer Fire Department Consent Form (Exhibit C). County applications require a 60% minimum sign-off from local volunteer fire departments located within the county. Municipal Shared Services applications require a list and signatures from all fire departments represented in the application.
5. For Volunteer Fire Company Applications: A copy of the signed contract agreement with the town or village you are covering must be included as an attachment to your application.

## **IX. Timeline**

DHSES must receive completed grant applications by April 30, 2024, by 5:00 p.m. Applications received after the due date and time will not be considered. Applications must be submitted via the DHSES E-Grants System. Please note that E-Grants Technical Assistance will only be available during business hours on the date the application is due. Furthermore, all written questions must be submitted to DHSES by April 23, 2024, by 12:00 noon to ensure that a timely response is provided to the applicant.

Grant applicants can expect to be notified of award decisions sometime in summer of 2024.

## **X. Approval and Notification of Awards**

The Commissioner of DHSES will provide oversight of the grant review process. The Commissioner will announce the final grant award decisions based on the review panel's rating of applications and recommendations. DHSES will notify all applicants in writing as to final grant award determinations. Nothing herein requires or prohibits DHSES to approve grant funding for any one applicant, certain

applicants, all applicants or no applicants. Any disbursement of an award is contingent upon entering into a contract with DHSES, as explained in further detail below.

Pursuant to Section 163(9)(c) of the State Finance Law, any unsuccessful Bidder may submit a written request for a debriefing regarding the reasons that the Bid submitted by the Bidder was not selected for award. Requests for a debriefing must be made within 15 calendar days of notification by DHSES that the Bid submitted by the Bidder was not selected for award. An unsuccessful Bidder's written request for a debriefing shall be submitted to DHSES Director of Grants Program Administration. The debriefing shall be scheduled within 10 business days of receipt of the written request by DHSES or as soon as practicable under the circumstances.

Due to the competitive nature of this grant application, proposed changes to the scope of the program may not be approved post-award.

## **XI. Administration of Grant Contracts**

DHSES will negotiate and develop a grant contract with the applicant or the submitting partner of successful municipal shared services partnerships based on the contents of the submitted application and intent of the grant program as outlined in this RFA. The grant contract is subject to approval by the NYS Attorney General and the State Comptroller before grant funding may actually be disbursed to reimburse project expenses.

The period of performance for contracts supported by Volunteer Fire Infrastructure & Response Equipment Grant Program funds will be three (3) years from the date of the award. The final performance period will be communicated to applicants and/or grantees by DHSES. Although the contract format may vary, the contract will include such standard terms and conditions included in DHSES grant contracts available for review on the DHSES website: <https://www.dhses.ny.gov/grant-reporting-forms>.

Applicants agree to adhere to all applicable State regulations.

### **A. Issuing Agency**

This RFA is issued by DHSES, which is responsible for the requirements specified herein and for the evaluation of all applications.

### **B. Filing an Application**

Grant applications must be submitted via the automated DHSES E-Grants System. The system allows an agency to complete an application electronically and submit it over the Internet using a secure portal. If, upon reading this RFA, you are interested in completing a grant application and you have not previously been registered to use the DHSES E-Grants system, your agency will need to register and be assigned a username and password. The Registration Request Form can be found at the following Internet address: <https://www.dhses.ny.gov/e-grants>.

A detailed tutorial on how to use the E-Grants system can be found with the application documents at the following location: <https://www.dhses.ny.gov/state-funded-programs>. The E-Grants Tutorial will guide you in a step-by-step process through the E-Grants application submission.

### **C. Reservation of Rights**

The issuance of this RFA and the submission of a response or the acceptance of such response by DHSES does not obligate DHSES in any manner. DHSES reserves the right to:

1. Reject any and all applications received in response to this RFA;
2. Withdraw the RFA at any time at DHSES' sole discretion;
3. Make an award under the RFA in whole or in part;
4. Disqualify any applicant whose conduct and/or application fails to conform to the requirements of the RFA;
5. Seek clarifications and revisions of the applications;
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 DHSES' request for clarifying information in the course of evaluation and/or selection under the RFA;
7. Prior to the application opening, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available;
8. Prior to the application opening, direct applicants to submit application modifications addressing subsequent RFA amendments;
9. Change any of the scheduled dates;
10. Eliminate any non-mandatory, non-material specifications that cannot be complied with by all the prospective applicants;
11. Waive any requirements that are not material;
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 DHSES be unsuccessful in negotiating with the selected applicant;
14. Utilize any and all ideas submitted in the applications received;
15. Unless otherwise specified in the RFA, every offer is firm and not revocable for a period of 60 days from the application opening; and,
16. Communicate with any applicant at any time during the application process to clarify responses and /or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an applicant's proposal and/or to determine an applicant's compliance with the requirements of this RFA.
17. Award grants based on geographic or regional considerations to serve the best interests of the State.
18. Terminate, renew, amend or renegotiate contracts with applicants at the discretion of DHSES.
19. Periodically monitor the applicant's performance in all areas mentioned above, in addition to the activities in the contract.
20. Revoke funds awarded to an applicant, or enforce any available sanction against any applicant, who materially alters the activities or is in material noncompliance under the grant award, or who does not implement an approved project within 60 days of the final contract approval.
21. Consider all applications and documentation submitted as State agency records subject to the New York State Freedom of Information Law (Public Officers Law, Article 6). Any portion of the application that an applicant believes constitutes proprietary or critical infrastructure information entitled to confidential handling, as an exception to the Freedom of Information Law, must be clearly and specifically designated in the application.
22. Applicants funded through this program agree to provide DHSES, upon request at any time during the life of the grant contract, such cooperation and information deemed necessary by

DHSES to ascertain: (1) the nature and extent of any threats or hazards that may pose a risk to the applicant; and (2) the status of any corresponding applicant or applicant plans, capabilities, or other resources for preventing, protecting against, mitigating, responding to, and recovering from such threats or hazards.

23. Require applicants to attend and participate in any DHSES-sponsored conferences, training, workshops or meetings (excluding those identified by DHSES as voluntary) that may be conducted, by and at the request of DHSES, during the life of the grant contract.
24. In its sole discretion, reserves the sole discretion to increase or decrease the total funding available for this program at any time, resulting in more or fewer applications funded under this RFA.

DHSES may exercise the foregoing rights at any time without notice and without liability to any responding applicant or any other party for its expenses incurred in preparation of responses hereto or otherwise. All costs associated with responding to this RFA will be at the sole cost and expense of the applicant.

#### **D. Term of the Contract**

Any resulting contract or agreement for more than \$50,000 from this RFA will be effective only upon approval by both the NYS Office of the Attorney General and State Comptroller. Any resulting contract for \$50,000 and under from this RFA will be effective upon signature of both parties. For grants valued at \$10,000 or less, a Purchase Order invoking a "Letter of Agreement" between DHSES and the successful applicant will be issued.

#### **E. Payment and Reporting Requirements of Grant Awardees**

##### **1. Standard Cost Reimbursement Contract**

Each successful applicant must enter into a standard cost reimbursement contract with DHSES. Such contract will include this Request for Applications, the successful applicant's proposal, any attachments or exhibits and the standard clauses required by the NYS Attorney General for all State contracts (available upon request). The contract will be subject to approval by the Attorney General and State Comptroller. Although the contract format may vary, the contract will include such clauses, information, and rights and responsibilities as can be found on the DHSES website, including:

APPENDIX A-1 - Agency Specific Clauses or a Letter of Agreement (Depending upon Funding Amount)

APPENDIX B - Budget

APPENDIX C - Payment and Reporting Schedule

APPENDIX D - Workplan/Special Conditions

For purposes of this RFA, these terms and conditions are incorporated by reference and the applicant must agree to the inclusion of all of these terms and conditions in any resulting grant contracts as part of the application submission. Copies of the standard terms and conditions included in DHSES grant contracts are available for review on the DHSES website at <https://www.dhses.ny.gov/grant-reporting-forms>. Payments will be made subject to proper documentation and compliance with reimbursement procedures and all other contractual requirements.

## **2. Procurements**

Applicants must follow and comply with all procurement procedures under General Municipal Law 5A and/or any other state regulations applicable to these funds and will be subject to monitoring by DHSES to ensure compliance.

### **Contracting with Small and Minority Firms, Women's Business Enterprise and Labor Surplus Area Firms**

Pursuant to New York State Executive Law Article 15-A, the New York State Division of Homeland Security and Emergency Services recognizes its obligation under the law to promote opportunities for maximum feasible participation of certified minority-and women-owned business enterprises and the employment of minority group members and women in the performance of New York State Division of Homeland Security and Emergency Services contracts. Minority and women-owned business enterprises can be readily identified on the directory of certified businesses at:

<https://ny.newnycontracts.com/>.

For purposes of this solicitation, applicants and subcontractors are hereby notified the State of New York has set an overall goal of **30% for MWBE participation or more, 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 for your project needs.

Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional non-discrimination provisions, the applicant and subrecipients will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

### **Sexual Harassment Prevention**

By submitting this application, Applicants are certifying that Applicant has a policy addressing sexual harassment prevention and that applicant provides sexual harassment training to all its employees on an annual basis that meets the Department of Labor's model policy and training standards. If Applicant cannot make the certification, the Applicant may provide an explanatory statement with its bids detailing the reasons why the certification cannot be made.

### **Use of Service-Disabled Veteran-Owned Business Enterprises in Contract Performance**

Article 3 of the Veterans' Services Law acknowledges that Service-Disabled Veteran-Owned Businesses (SDVOBs) strongly contribute to the economics of the State and the nation. As defenders of our nation and in recognition of their economic activity in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles. SDVOBs can be readily identified on the directory of certified businesses at <https://online.ogs.ny.gov/SDVOB/search>

Bidders/proposers need to be aware that all authorized users of this contract will be strongly encouraged to the maximum extent practical and consistent with legal requirements of applicable laws 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 and 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.

For purposes of this solicitation, applicants and subrecipients are hereby notified the State of New York has set an overall goal of 6% for SDVOB participation or more.

Contractor will report on actual participation by each SDVOB during the term of the contract to the contracting agency/authority according to policies and procedures set by the contracting agency/authority.

#### **Worker's Compensation and Disability Benefits Insurance Coverage**

By submitting this application, Applicants are certifying that Applicant has workers' compensation and disability coverage. If Applicant cannot make the certification, the Applicant may provide an exemption statement with its bids detailing the reasons why the certification cannot be made.

### **3. Iran Divestment Act**

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date, at which time it will be posted on the OGS website.

By submitting a proposal in response to this RFA, or by assuming the responsibility of a Contract awarded hereunder, the applicant (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, applicants are advised that once the list is posted on the OGS website, any applicant seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should DHSES receive information that a person is in violation of the above-referenced certification, DHSES will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then DHSES shall take such action as may be

appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default. DHSES reserves the right to reject any bid or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

#### **4. Vendor Responsibility**

State Finance Law §163(9)(f) requires a State Agency to make a determination that an applicant is responsible prior to awarding that applicant a State contract which may be based on numerous factors, including, but not limited to the applicants: (1) financial and organizational capacity; (2) legal authority to do business in this State; (3) integrity of the owners, officers, principals, members, and contract managers; and (4) past performance of the applicant on prior government contracts. Thereafter, applicants shall at all times during the Contract term remain responsible. The applicant agrees, if requested by the Commissioner of DHSES, or his or her designee, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity. DHSES requires that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System, see the VendRep System Instructions available at: [http://www.osc.state.ny.us/vendrep/info\\_vrsystem.htm](http://www.osc.state.ny.us/vendrep/info_vrsystem.htm) or go directly to the VendRep system online at <https://onlineservices.osc.state.ny.us/Enrollment/login?0>. Vendors 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.state.ny.us](mailto:ITServiceDesk@osc.state.ny.us). Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website [http://www.osc.state.ny.us/vendrep/forms\\_vendor.htm](http://www.osc.state.ny.us/vendrep/forms_vendor.htm) or may contact the Office of the State Comptroller's Help Desk for a copy of the paper form. Applicants will also be required to complete and submit a Vendor Responsibility Questionnaire prior to contracting.

**a) Suspension of Work for Non-Responsibility:**

The Commissioner of DHSES or his or her designee, in his or her sole discretion, reserves the right to suspend any or all activities under the Contract, at any time, when he or she discovers information that calls into question the responsibility of the applicant. In the event of such suspension, the applicant will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract activity may resume at such time as the Commissioner of DHSES or his or her designee issues a written notice authorizing the resumption of performance under the Contract.

**b) Termination for Non-Responsibility:**

Upon written notice to the applicant, and a reasonable opportunity to be heard by appropriate DHSES officials or staff, the Contract may be terminated by the Commissioner of DHSES or his or her designee at the applicant's expense where the applicant is determined by the Commissioner of DHSES or his or her designee to be non-responsible. In such event, the Commissioner of DHSES or his or her designee may complete the contractual requirements in any manner he or she may deem advisable and pursue legal or equitable remedies for breach. Applicants shall at all times during the Contract term remain responsible. The applicant agrees, if requested by the

Commissioner of DHSES, or his or her designee, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity.

## **F. Satisfactory Progress**

Satisfactory progress toward implementation includes but is not limited to; executing contracts and submitting payment requests in a timely fashion, retaining consultants, completing plans, designs, reports, or other tasks identified in the work program within the time allocated for their completion. DHSES may recapture awarded funds if satisfactory progress is not being made on the implementation of a grant project.

## **G. General Specifications**

By submitting the application, the applicant attests that:

1. Applicant has express authority to submit on behalf of the applicant's agency.
2. Submission of an application indicates the applicant's acceptance of all conditions and terms contained in this RFA, including Appendices A-1 and C, and all other terms and conditions of the award contract.
3. The application and any resulting grant, if awarded, must adhere to, and be in full compliance with any, resulting contract(s) and relevant federal and states policies and regulations or be subject to termination.
4. Any not-for-profit subrecipients are required to be prequalified, prior to contract execution, by the State of New York upon application submission through the New York State Grants Gateway (<https://grantsgateway.ny.gov>)
5. If your organization is not currently doing business with NYS, you will need to submit a Substitute W-9 form to obtain a NYS Vendor ID. The form is available on the Office of the State Comptroller website at: <http://www.osc.state.ny.us/state-agencies/forms>.
6. Contract Changes - Contracts with applicants/subrecipients may be executed, terminated, renewed, increased, reduced, extended, amended, or renegotiated at the discretion of the Commissioner of DHSES, in light of applicants/subrecipients performance, changes in project conditions, or otherwise.
7. Records – Applicants/subrecipients must keep books, ledgers, receipts, work records, consultant agreements and inventory records pertinent to the project; and in a manner consistent with DHSES contractual provisions and mandated guidelines.
8. Liability - Nothing in the contract between DHSES and the applicant shall impose liability on the State of New York or DHSES for injury incurred during the performance of approved activities or caused by use of equipment purchased with grant funds.
9. Reports - A provider agency shall submit to the DHSES reports in a format and time schedule specified in the grant contract, which shall include a description of the program efforts undertaken during the report period and the current status of the project.
10. Tax Law Section 5-a Certification – In accordance with section 5-a of the Tax Law, subrecipients will be required, prior to the approval of any contract awarded as a result of this RFA, to certify that it and its affiliates, subcontractors, and subcontractors' affiliates have registered with the New York State Tax Department for the purpose of collection and remittance of sales and use taxes. In order to trigger this certification requirement,

a subrecipient or its affiliates, subcontractor, or subcontractors' affiliates must have made more than \$300,000 in sales of tangible personal property or taxable services to location within New York State and the contract must be valued in excess of \$100,000. Certification will take the form of a completed Tax Form ST-220 (1/05).

11. Standard Contract Provisions - Grant contracts executed as a result of this RFA process will be subject to the standard clauses for New York State Contracts as referenced herein and as located at:  
<https://ogs.ny.gov/system/files/documents/2023/06/appendix-a-june-2023.pdf>
12. Compliance with Procurement Requirements - The applicant shall certify to DHSES that all applicable statutory and contractual procurement procedures were followed and complied with for all procurements.

## **H. Special Conditions**

### **New York State Emergency Management Certification and Training Program**

1. Participation in, and successful completion of, the New York State Emergency Management Certification and Training Program (EMC Training Program) is a mandatory requirement under this Contract and a condition of funding. The EMC Training Program will be made available to, and required for, DHSES-specified county and city government officials in order to ensure a consistent emergency management preparedness and response strategy across the State. Attendee substitutions, except as expressly approved by DHSES, shall not be permitted or deemed to be in compliance with this requirement.
2. To fulfill the EMC Training Program requirement of the Contract and in order to be eligible for funding under this Contract, applicants must arrange for DHSES-specified applicant employees to receive and acknowledge receipt of EMC Training no later than 180 days after execution of this Contract. Copies of the training certificates for each required participant must be submitted to DHSES upon execution of the Contract, or, in the event that training is scheduled, but not yet complete, the applicant will be required to submit a signed statement indicating the scheduled future dates of attendance, and no later than thirty (30) days after the training is complete, forward such training certificates to DHSES. Continued compliance with the EMC Training Program also requires an annual refresher training of one day per 365 day-cycle from the date of initial training for previously trained individuals if such person remains employed by the applicant and fulfilling the same functions as he or she fulfilled during the initial training. Should a new employee be designated to serve in the DHSES-specified positions, then he or she must come into compliance with the EMC Training Program requirements not later than 180 days after taking office.
3. Applicants must commit to active participation in a DHSES Annual Capabilities Assessment as a condition of funding. Active participation includes making reasonable staff, records, information, and time resources available to DHSES to perform the Annual Capabilities Assessment and meet the objectives and goals of the program. Applicants must be aware that the process of conducting a DHSES Annual Risk Assessment is an ongoing process and requires a continued commitment on the part of the applicant to ensure that it is effective.
4. All applicants funded through this program agree to provide DHSES, upon request at any time during the life of the grant contract, such cooperation and information deemed necessary by

DHSES to ascertain: (1) the nature and extent of any threats or hazards that may pose a risk to the recipients or subrecipients; and (2) the status of any corresponding recipients or subrecipients plans, capabilities, or other resources for preventing, protecting against, mitigating, responding to, and recovering from such threats or hazards.

5. Additionally, pursuant to Article 26 of the NYS Executive law, DHSES is authorized to undertake periodic drills and simulations designed to assess and prepare responses to terrorist acts or threats and other natural and man-made disasters. Funded applicants agree to attend and participate in any DHSES-sponsored conferences, training, workshops or meetings (excluding those identified by DHSES as voluntary) that may be conducted, by and at the request of DHSES, during the life of the grant contract.
6. Failure to comply with any of the requirements, as listed above, may result in sanctions up to and including the immediate suspension and/or revocation of the grant award.

## **XII. Questions**

Questions regarding the SFY2023-2024 Volunteer Fire Infrastructure & Response Equipment Grant Program should be directed to the following email address: [Grant.Info@dhes.ny.gov](mailto:Grant.Info@dhes.ny.gov). To the degree possible, each inquiry should cite the RFA section and paragraph to which it refers. Written questions will be accepted until 12:00 noon on April 23, 2024.

Updates and frequently asked questions will be posted on the NYS Division of Homeland Security and Emergency Services (DHSES) website: <https://www.dhes.ny.gov/state-funded-programs>. Please check the website frequently for updates.

All questions regarding the E-Grants System should be directed to DHSES via email ([Grant.Info@dhes.ny.gov](mailto:Grant.Info@dhes.ny.gov)) or telephone (866-837-9133). No technical assistance will be available after 5:00 p.m. on April 30, 2024.

## **Exhibit A: 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.
- If your grant application requires you to reference goals and/or objectives, make sure the goals and objectives you cite are measurable. Goals should reflect the long-term and global impact of a program or project. Meanwhile, objectives should be specific and measurable building blocks designed to meet your goals.
- Create an evaluation plan that demonstrates how you will assess your proposed projects for effectiveness and/or meeting the objectives of the grant opportunity, even if such a plan is not required.
- Address steps that will be taken to institutionalize, sustain, or enhance the capabilities or proposed project being developed after grant funding has been exhausted

### ***What to do prior to submitting your application:***

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

## Exhibit B: For County Applications - Notice of Endorsement

*Please note: This document must be completed and signed where appropriate, then scanned into a PDF to be submitted with the Application package.*

**My signature below indicates that I understand and agree to the purpose, conditions and rules surrounding the SFY2023-2024 Volunteer Fire Infrastructure & Response Equipment Grant Program and that by signing this document, I acknowledge these conditions and pledge to work cooperatively to fulfill the purpose of the grant, if awarded.**

**II. Submitting Partner (County)**

Name of Organization/County	
Official's Name and Title	
Authorized Official Signature	
Date	

**III. Participating Partner(s): Attach list as needed**

Name of Organization	
Official's Name and Title	
Authorized Official Signature	
Date	

**IV. County Fire Coordinator (CFC)/Emergency Manager (EM) Verification**

For Counties applying for this funding, the CFC/EM is asked to endorse the Applicant as outlined above by providing their signature below. Neither the County, nor yourself, are asked to endorse the merits of the application.

Official's Name and Title	
Authorized Official Signature	
County	
Date	

## **Exhibit C: For Counties and Municipal Shared Services Applications: Local Volunteer Fire Department Consent Form**

As required under the SFY2023-2024 Volunteer Fire Infrastructure & Response Equipment Grant Program, \_\_\_\_\_ (Applying County/Organization) hereby submits on behalf of the volunteer fire departments listed below.

As an authorized official for \_\_\_\_\_ County/Organization, I hereby attest that all agencies identified herein shall be included in the development, sustainment and usage of the project(s) being requested, as appropriate, through the SFY2023-2024 Volunteer Fire Infrastructure & Response Equipment Grant Program.

Official's Name: \_\_\_\_\_ Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

	Name of Fire Protection Agency	Address	Name (Chief or other authorized official)	Authorized Signature	Date Signed
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

(Include additional sheets as necessary)



## Homeland Security and Emergency Services

Fire Prevention  
and Control

### **SFY2023-2024 Volunteer Fire Infrastructure & Response Equipment (V-FIRE) Grant Program: Application Worksheet**

**Instructions:** The Application Worksheet is designed to collect information required for SFY2023-2024 Volunteer Fire Infrastructure & Response Equipment Grant Program applications and facilitate a means that will allow applicants to transfer working applications from party to party via email. In addition to this required Application Worksheet, applicants will be responsible for completing all required sections in the DHSES E-Grants System. If applicants wish to provide supplemental charts and/or tables to answer any of the questions in this worksheet, please provide them as a separate attachment.

**By signing the application, the applicant attests that:**

1. Applicant has express authority to sign on behalf of the applicant's agency.
2. Submission of an application indicates the applicant's acceptance of all conditions and terms contained in this RFA, including Appendix A-1 (Standard State Contract Clauses) and all other terms and conditions of the contract.
3. This proposal and any subsequent grant, if awarded, must adhere to and be in full compliance with any resulting contract(s) and relevant federal and states policies and regulations or be subject to termination.

**Note:** Applicants are required to answer all of the questions in this worksheet, unless directed otherwise by the individual questions within each of the criteria sections (e.g. applicants seeking to develop supplementary teams will be required to answer supporting questions that will not be required of applicants seeking to develop a new team). Failure to answer all of the required questions will lead to a reduction in your score for the section being reviewed and could lead to an unfavorable overall score by the review panel.

## SFY2023-2024 Volunteer Fire Infrastructure & Response Equipment Grant Program

## Applicant Details

**Description of Applicant Organization and/or Consolidating/Municipal Shared Services Partner(s)**

**Please identify the applicant organization, or submitting partner, if applying as a County or Consolidating/Municipal Shared Services partnership.**

Organization Name:	
Please select the type of application:	Municipality
<p><b>*Important Reminder for <u>Volunteer Fire Company</u> applications: A copy of the signed contract agreement with the town or village you are covering must be included as an attachment to your application.</b></p>	
<p><b>*Important Reminder for <u>County</u> applications: The Notice of Endorsement (Exhibit B in the RFA) and the Local Volunteer Fire Department Consent Form (Exhibit C in the RFA) must both be completed/signed/scanned as attachments to your application.</b></p>	
<p><b>*Important Reminder for <u>Consolidating/Municipal Shared Services</u> applications: The Local Volunteer Fire Department Consent Form (Exhibit in the RFA) must be completed/signed/scanned as an attachment to your application.</b></p>	
Physical Address:	
County:	
Federal #:	
NYS Vendor ID #:	
Primary Contact Name:	
Primary Contact Phone:	
Primary Contact E-Mail:	
Is your organization a Nonprofit?	Yes
If required, is your organization Prequalified?	Not Required
Number of Square Miles Covered:	
Population of Region:	
Annual Operating Budget:	
Average annual call volume for last three years (2020-2022):	
Affirmation of Fire Reporting: Are you current with your NFIRS fire reporting with the NY Office of Fire Prevention	Yes

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**Personnel Table:** Using the Personnel Table below, identify the number of personnel within the Organization or Consolidating/Municipal Charter Cities. Do not include County personnel, but do include consolidated if applicable.

**Note: Only agencies with 100% volunteer firefighter membership are eligible to be represented in an application.**

	0
<p><b>Description of Organization:</b> In the space below, please provide a brief description of the organization or Consolidating/Municipal Shared Services partnership.</p>	

**SFY2023-2024 Volunteer Fire Infrastructure & Response Equipment Grant Program**  
**Proposed Budget**

**Directions:** Please prioritize each project within your budget (Project #1 being most critical, etc.). For each project, select a Project Title from the drop-down menu and provide a brief description of the project under Project Description. Please select the appropriate allowable NYS Budget Category that best defines the project. And finally, please provide the Total Cost for each project. There is no cap to the number of projects that you may submit, however, the total costs identified in your Proposed Budget will be reviewed for reasonable and necessary expenses, and whether they meet the objectives of this grant. **Please note:** Scoring for this section is worth a maximum of **20 points**.

**Important Reminder:** Your total request for the FY2023-2024 Volunteer Fire Infrastructure and Response Equipment Grant Program funding cannot exceed \$1,000,000 for Facility requests (Funding Option 1) or \$500,000 for Equipment requests (Funding Option 2)

<b>Project #</b>	<b>Project Title - Please select from drop-down menus below</b>	<b>Project Description</b>	<b>NYS Budget Category</b>	<b>Total Cost</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
			<b>PROJECT TOTAL:</b>	<b>\$0.00</b>

## SFY2023-2024 Volunteer Fire Infrastructure & Response Equipment Grant Program

### Project Details

**Directions:** In the fields below, please provide additional details as indicated for each requested Project. Please note: The **Project Title** and **Project Description** fields have been automatically copied from the information you provided in the Proposed Budget tab. If multiple projects are being requested, they should be listed in order of priority (Project #1 being most critical, etc.) **Please note:** Scoring for this section is worth a maximum of **15 points**.

#### Project 1

<b>Project Title:</b>	<b>0</b>
<b>Project Description:</b>	<b>0</b>
<p><b>A. Fulfillment of Program Objectives:</b> Please describe how this project will support the program objectives of the SFY2023-2024 Volunteer Fire Infrastructure and Response Equipment Grant Program and enhance your organization's or consolidating/municipal shared services' ability to support the community and respond to emergencies.</p>	
<p><b>B. Implementation &amp; Sustainment Plan:</b> Please describe how your organization or consolidating/municipal shared services will implement this project, to include an estimated timeline of the project implementation, consistent with the three-year spend down time frame of this grant funding. Please also describe how your organization or consolidating/municipal shared services will sustain the new resource and how any associated costs will be absorbed or divided subsequent to the performance period of this grant program. Consolidating or municipal shared services should identify the roles and responsibilities of the specific partners.</p>	

#### Project 2

<b>Project Title:</b>	<b>0</b>
<b>Project Description:</b>	<b>0</b>
<p><b>A. Fulfillment of Program Objectives:</b> Please describe how this project will support the program objectives of the SFY2023-2024 Volunteer Fire Infrastructure and Response Equipment Grant Program and enhance your organization's or consolidating/municipal shared services' ability to support the community and respond to emergencies.</p>	
<p><b>B. Implementation &amp; Sustainment Plan:</b> Please describe how your organization or consolidating/municipal shared services will implement this project, to include an estimated timeline of the project implementation, consistent with the three-year spend down time frame of this grant funding. Please also describe how your organization or consolidating/municipal shared services will sustain the new resource and how any associated costs will be absorbed or divided subsequent to the performance period of this grant program. Consolidating or municipal shared services should identify the roles and responsibilities of the specific partners.</p>	

#### Project 3

<b>Project Title:</b>	<b>0</b>
<b>Project Description:</b>	<b>0</b>
<p><b>A. Fulfillment of Program Objectives:</b> Please describe how this project will support the program objectives of the SFY2023-2024 Volunteer Fire Infrastructure and Response Equipment Grant Program and enhance your organization's or consolidating/municipal shared services' ability to support the community and respond to emergencies.</p>	
<p><b>B. Implementation &amp; Sustainment Plan:</b> Please describe how your organization or consolidating/municipal shared services will implement this project, to include an estimated timeline of the project implementation, consistent with the three-year spend down time frame of this grant funding. Please also describe how your organization or consolidating/municipal shared services will sustain the new resource and how any associated costs will be absorbed or divided subsequent to the performance period of this grant program. Consolidating or municipal shared services should identify the roles and responsibilities of the specific partners.</p>	

#### Project 4

<u>Project Title:</u>	<b>0</b>	
<u>Project Description:</u>	<b>0</b>	
<b>A. Fulfillment of Program Objectives:</b> Please describe how this project will support the program objectives of the SFY2023-2024 Volunteer Fire Infrastructure and Response Equipment Grant Program and enhance your organization's or consolidating/municipal shared services' ability to support the community and respond to emergencies.		
<b>B. Implementation &amp; Sustainment Plan:</b> Please describe how your organization or consolidating/municipal shared services will implement this project, to include an estimated timeline of the project implementation, consistent with the three-year spend down time frame of this grant funding. Please also describe how your organization or consolidating/municipal shared services will sustain the new resource and how any associated costs will be absorbed or divided subsequent to the performance period of this grant program. Consolidating or municipal shared services should identify the roles and responsibilities of the specific partners.		
<b>Project 5</b>		
<u>Project Title:</u>	<b>0</b>	
<u>Project Description:</u>	<b>0</b>	
<b>A. Fulfillment of Program Objectives:</b> Please describe how this project will support the program objectives of the SFY2023-2024 Volunteer Fire Infrastructure and Response Equipment Grant Program and enhance your organization's or consolidating/municipal shared services' ability to support the community and respond to emergencies.		
<b>B. Implementation &amp; Sustainment Plan:</b> Please describe how your organization or consolidating/municipal shared services will implement this project, to include an estimated timeline of the project implementation, consistent with the three-year spend down time frame of this grant funding. Please also describe how your organization or consolidating/municipal shared services will sustain the new resource and how any associated costs will be absorbed or divided subsequent to the performance period of this grant program. Consolidating or municipal shared services should identify the roles and responsibilities of the specific partners.		
<b>Project 6</b>		
<u>Project Title:</u>	<b>0</b>	
<u>Project Description:</u>	<b>0</b>	
<b>A. Fulfillment of Program Objectives:</b> Please describe how this project will support the program objectives of the SFY2023-2024 Volunteer Fire Infrastructure and Response Equipment Grant Program and enhance your organization's or consolidating/municipal shared services' ability to support the community and respond to emergencies.		
<b>B. Implementation &amp; Sustainment Plan:</b> Please describe how your organization or consolidating/municipal shared services will implement this project, to include an estimated timeline of the project implementation, consistent with the three-year spend down time frame of this grant funding. Please also describe how your organization or consolidating/municipal shared services will sustain the new resource and how any associated costs will be absorbed or divided subsequent to the performance period of this grant program. Consolidating or municipal shared services should identify the roles and responsibilities of the specific partners.		
<b>Project 7</b>		
<u>Project Title:</u>	<b>0</b>	
<u>Project Description:</u>	<b>0</b>	
<b>A. Fulfillment of Program Objectives:</b> Please describe how this project will support the program objectives of the SFY2023-2024 Volunteer Fire Infrastructure and Response Equipment Grant Program and enhance your organization's or consolidating/municipal shared services' ability to support the community and respond to emergencies.		

<p><b>B. Implementation &amp; Sustainment Plan:</b> Please describe how your organization or consolidating/municipal shared services will implement this project, to include an estimated timeline of the project implementation, consistent with the three-year spend down time frame of this grant funding. Please also describe how your organization or consolidating/municipal shared services will sustain the new resource and how any associated costs will be absorbed or divided subsequent to the performance period of this grant program. Consolidating or municipal shared services should identify the roles and responsibilities of the specific partners.</p>	
<b>Project 8</b>	
<p><b>Project Title:</b></p>	<b>0</b>
<p><b>Project Description:</b></p>	<b>0</b>
<p><b>A. Fulfillment of Program Objectives:</b> Please describe how this project will support the program objectives of the SFY2023-2024 Volunteer Fire Infrastructure and Response Equipment Grant Program and enhance your organization's or consolidating/municipal shared services' ability to support the community and respond to emergencies.</p>	
<p><b>B. Implementation &amp; Sustainment Plan:</b> Please describe how your organization or consolidating/municipal shared services will implement this project, to include an estimated timeline of the project implementation, consistent with the three-year spend down time frame of this grant funding. Please also describe how your organization or consolidating/municipal shared services will sustain the new resource and how any associated costs will be absorbed or divided subsequent to the performance period of this grant program. Consolidating or municipal shared services should identify the roles and responsibilities of the specific partners.</p>	
<b>Project 9</b>	
<p><b>Project Title:</b></p>	<b>0</b>
<p><b>Project Description:</b></p>	<b>0</b>
<p><b>A. Fulfillment of Program Objectives:</b> Please describe how this project will support the program objectives of the SFY2023-2024 Volunteer Fire Infrastructure and Response Equipment Grant Program and enhance your organization's or consolidating/municipal shared services' ability to support the community and respond to emergencies.</p>	
<p><b>B. Implementation &amp; Sustainment Plan:</b> Please describe how your organization or consolidating/municipal shared services will implement this project, to include an estimated timeline of the project implementation, consistent with the three-year spend down time frame of this grant funding. Please also describe how your organization or consolidating/municipal shared services will sustain the new resource and how any associated costs will be absorbed or divided subsequent to the performance period of this grant program. Consolidating or municipal shared services should identify the roles and responsibilities of the specific partners.</p>	
<b>Project 10</b>	
<p><b>Project Title:</b></p>	<b>0</b>
<p><b>Project Description:</b></p>	<b>0</b>
<p><b>A. Fulfillment of Program Objectives:</b> Please describe how this project will support the program objectives of the SFY2023-2024 Volunteer Fire Infrastructure and Response Equipment Grant Program and enhance your organization's or consolidating/municipal shared services' ability to support the community and respond to emergencies.</p>	
<p><b>B. Implementation &amp; Sustainment Plan:</b> Please describe how your organization or consolidating/municipal shared services will implement this project, to include an estimated timeline of the project implementation, consistent with the three-year spend down time frame of this grant funding. Please also describe how your organization or consolidating/municipal shared services will sustain the new resource and how any associated costs will be absorbed or divided subsequent to the performance period of this grant program. Consolidating or municipal shared services should identify the roles and responsibilities of the specific partners.</p>	