



# Office for the Prevention of Domestic Violence

## New York State Office for the Prevention of Domestic Violence

### REQUEST FOR PROPOSAL

#### The Ursula Forem Domestic Violence Program Employment Fellowship

Andrew M. Cuomo, Governor  
Gwen Wright, Executive Director

RFP Release Date:	December 28, 2015
Deadline for Submission of Questions:	January 13, 2016
Response to Questions:	January 20, 2016
Proposal Due Date:	February 3, 2016 12:00 PM EST
Anticipated Notification of Awards:	On Or About February 26, 2016
Contract Start Date:	July 1, 2016

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## **I. OVERVIEW**

This Request for Proposal (RFP) provides program and application guidelines for The NYS Office for the Prevention of Domestic Violence (OPDV) Ursula Forem Domestic Violence Program Employment Fellowship. This fellowship has been established to honor the memory of Ursula Forem, who was killed in a tragic car accident in 2001 on her way home from work after leaving OPDV. It is a tribute to her spirit of collaboration and her passion for improving domestic violence services to the most vulnerable members of our communities. Working on both local and state levels, Ursula positively impacted victims, service providers, colleagues and policy makers. Her focus, dedication and creativity serve as a model for OPDV to this day.

The Office for the Prevention of Domestic Violence is accepting proposals from NYS domestic violence programs that are licensed and/or approved by the Office of Children and Family Services (OCFS) to hire recent college graduates (2013–2016) or current graduate students to work for the domestic violence program and collaborate with OPDV.

OPDV will fund two grants, up to a total of \$75,000, with a maximum of \$37,500 annually per award. The funds will be available to cover salary and fringe benefits for two years. There will be an OPDV sponsored 2–4 day training in Albany for the fellow and the fellow's supervisors. This mandatory training will be held in early August 2016, and travel expenses will be covered by OPDV. This two year Employment Fellowship Program is intended to enhance the capacity of community-based domestic violence services as well as inform the State of the needs and challenges faced by local programs.

### **Intent of Program**

The Ursula Forem Domestic Violence Employment Fellowship Program has seven primary goals:

- Expand excellence in the domestic violence community.
- Develop domestic violence program professionals who are educated, experienced and committed to addressing the full spectrum of issues facing victims of domestic violence and their families.
- Enhance the capacity of community-based organizations providing domestic violence services.
- Collect information to inform state and local funding and policy directions.

- Enhance collaboration between domestic violence programs and other service systems.
- Provide employment opportunities in these challenging fiscal times.
- Utilize program startup training as a pilot for an Annual Domestic Violence Institute.

**The two selected domestic violence service providers will:**

- Develop a work plan that provides a broad range of experience for the fellow, including training and direct service work, and may include participation in local task forces, and special/new project(s).
- Identify direct supervisor for position.
- Recruit for the position in your community and participate in employee selection.
- Hire selected candidate.
- Participate (supervisor and new hire) in OPDV startup training in Albany (2-4 night stay, OPDV will cover travel, hotel and per-diem costs).
- Train and supervise new hire.
- Complete and submit Quarterly Program and Fiscal Reports.

**II. ADMINISTERING AGENCY**

OPDV is an executive level state agency created in 1992. OPDV's mission is to improve New York State's response to and prevention of domestic violence with the goal of enhancing the safety of all New Yorkers in their intimate and family relationships. In fulfilling this goal, OPDV has three primary areas of focus:

- advise the governor and legislature on policies and practices for the State;
- train NYS professionals from all systems about the interaction of domestic violence in their daily practice; and
- serve as a resource regarding the issue of domestic violence by disseminating regular public awareness campaigns, publishing materials for use by non-profits and victims, distributing local assistance funds and highlighting best practices in the field.

OPDV is committed to supporting programs that meet the needs of all victims, especially underserved populations. The Violence Against Women Act defines underserved populations as follows, "Populations who face barriers in accessing and

using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services as appropriate.” All applicants are required to include underserved populations in all service provision, training, outreach, collaboration and system improvement activities.

### **III. FUNDING**

Funds for this contract are provided by the New York State Office for the Prevention of Domestic Violence Aid to Localities appropriation. All agreements and funding are subject to the availability of funds. Funding is not guaranteed. Modifications or additional requirements may be imposed during the award and/or contract period.

#### **Funding Amounts**

Two selected programs are eligible for a cumulative two year award of \$75,000, not to exceed an annual amount of \$37,500.

#### **Eligible Costs**

- Fellow salary
- Fellow fringe Benefits

Any additional costs incurred would be the responsibility of the program. Proposed budgets that include charges to OPDV in categories other than personnel and fringe benefits will be disqualified. Budgets that reflect match contributions by the applicant are permissible, but not required.

#### **Ineligible Costs**

- Supplies
- Audit costs
- Insurance costs
- Space costs (mortgage, rent, utilities)
- Travel

- Any and all costs that would be disallowed under New York State law including but not limited to Office of the State Comptroller regulations and/or guidelines.

#### IV. NOTEWORTHY DETAILS ABOUT THE RFP

- **Grants Gateway Pre-Qualification**

Not-for-profit applicants **must** be pre-qualified through the New York State Grants Gateway prior to submitting their grant application in order to be eligible for awards under this funding. **Applicants are strongly encouraged to begin this process as soon as possible.**

- **All applicants must have the ability to submit proposals electronically.**
- Grant applications should be submitted to the automated DCJS Grants Management System (GMS) by **12:00 PM Eastern Standard Time, February 2, 2016.**
- The GMS system allows a program to complete an application electronically and submit it over the Internet. If you are interested in completing a grant application and you have not previously registered to use the DCJS GMS system, your program will first need to register a user who will be responsible for electronically completing and submitting applications and submitting quarterly program and fiscal reports.
- In addition, you must ensure that the signing official for your program has registered as a Signatory User in the GMS system. The Signatory will be required to electronically indicate his/her acceptance of the grant contract (if awarded) on behalf of your program. GMS will not allow the submission of an application for funds without a registered Signatory User.
- [Registration Request Forms](#) for both general GMS users and Signatories are available online. Please allow three to five business days to process your GMS Registration request. Applicants are encouraged to register and begin their online application early in order to allow time to obtain assistance with using GMS. A User Manual and tutorials are available online at the foregoing

Internet address. If you experience difficulty using GMS or do not have Internet access, please contact [DCJS' Office of Program Development & Funding](#) or call (518)457-9787. DCJS technical assistance with GMS will be available until 12:00 PM Eastern Standard Time, January 12, 2016.

- When accessing the GMS system to complete an application, click Project>New, then select “DV Fellowship Employment Program” as the funding program.

## **V. ELIGIBLE APPLICANTS**

Applicants must be domestic violence service providers and must be licensed and/or approved by NYS Office of Children and Family Services. In addition, current programs already awarded an Ursula Forem Domestic Violence Program Employment Fellowship are not eligible for a second award.

## **VI. EVALUATION OF PROPOSALS**

There will be a three-tier evaluation of each application as detailed below.

### **Tier I Evaluation Pass/Fail**

Tier 1 evaluation assesses whether applications satisfy minimum “pass/fail” requirements for funding consideration. All proposals will initially be screened by OPDV to determine if the applications are complete using the following criteria:

- Application was submitted by the deadline. The deadline for applications is January 12, 2016.
- Application is from an eligible, pre-qualified program as described in Section V.
- The applicant has submitted all required responses to the application questions.

Applications include the following required elements:

- Project Summary
- Experience and Organizational Capacity
- Problem Statement and Identified Needs
- Work Plan
- Collaboration
- Budget

Tier 1 review will receive a pass/fail rating. **Any application that does not meet each of these criteria will be immediately disqualified from further review.**

### **Tier II Evaluation – Evaluation, Scoring and Ranking**

A team of at least three reviewers will evaluate proposals that have successfully passed the Tier I evaluation. Each reviewer will review and evaluate all proposals. A standard rating tool will be used by all reviewers to score each proposal. The maximum score will be 80 points. Each category (Project Summary, Experience and Organizational Capacity, Problem Statement & Identified Needs, Work Plan, Collaboration and Budget) will be scored and the category scores will be totaled for an overall score. A proposal's final score will be determined by averaging the overall scores from each reviewer. Applicants must receive a final score of at least 55 on this RFP in order to be considered for an award.

Discrepancies of 15 points or more will receive an additional review unless all scores are below 55 points.

In the event of a tie for the average overall score among two or more applicants, impacted programs will be ranked against each other based on the combined average score in the following evaluation segment:

- Problem Statement and Identified Needs.

Upon initial scoring of all applications, the Tier II recommendations will be submitted to executive management for review.

### **Tier III Evaluation– Executive Management Review**

The Executive Director will evaluate the top 5 scoring proposals. A standard rating tool will be used by the Executive Director to score each proposal. The maximum score will be 20 points.

Final decisions regarding the funding of programs will be rendered by the OPDV Executive Director based on the criteria set forth in this RFP and the recommendations of project staff and OPDV senior staff.



## Evaluation Components

Applications must be submitted directly into the DCJS Grants Management System. Applicants should answer all questions and complete each section in GMS as indicated. Additionally, applicants are required to attach a Microsoft Word document with their responses to section 1, 2, 3 and 5 in the Attachments section of GMS. Applications will be scored on the following criteria:

1. **Project Summary (10 Points)** One page.
  - Outline the proposed project.
  - State the overall goal of the fellowship.
  - Outline the roles and responsibilities of the fellow.
  - Identify who will be supervising the fellow.
  - Explain what type(s) of training will be provided for the fellow.
  - Include a statement that you have read and agree to the Special Consideration, found in section VIII.
  
2. **Experience and Organizational Capacity (5 Points)** One page.
  - Describe your program's history and mission.
  - Describe your program's structure, role and function.
  - Highlight how your program's mission is relevant to the services proposed.
  - Detail your program's qualifications, expertise and experience in providing, supporting and supervising the proposed work of the fellow.
  
3. **Problem Statement and Identified Needs (15 Points)** Two to four pages.
  - Define the nature and scope of the problem the fellowship will address for your program.
  - Detail specific program needs to be addressed by the fellow.
  - Indicate the populations and geographic area to be served.
  - Develop a formal job description detailing the responsibilities of the position. This will later be used as a recruitment tool for the fellowship.
  - Describe how the fellowship position will enhance any or all of the following OPDV priorities:
    - Victim/survivor safety.
    - Offender accountability.
    - Community coordination.
    - Underserved populations.
    - Public awareness.
    - Community outreach

- Homelessness prevention

**4. Work Plan (25 Points)** Enter directly into the Work Plan module “tab” of the GMS application. Work plans are comprised of the project Goals, Objectives, Tasks and Performance Measures. Each element is hierarchical and should be directly related to and flow from the prior element.

**Goals** - Goals are broad statements of what the program intends to achieve utilizing the fellowship position. Avoid creating goals that are overly broad. Depending on scope, programs should identify 1-3 goals per project.

**Objectives** - Objectives are desired end points for the fellowship program and should relate directly to advancing the identified goal. Approximately 1-4 objectives should be identified for each goal.

One model for creating objectives is the S.M.A.R.T. model, which means that objectives should be:

- **S**pecific – target a specific area for improvement.
- **M**easurable – quantify and indicator of progress.
- **A**chievable – neither out of reach nor below standard performance.
- **R**elevant – objectives must support or be in alignment with the goal.
- **T**imed – specify when the result(s) can be achieved.

**Tasks** - Tasks are steps taken to achieve the stated objectives for the fellowship program. They are, generally, a sequence of activities that together lead to attainment of the project objectives. Tasks should define what primary steps and activities will be accomplished by the fellow, and how they will be carried out. Only include the minimum number of substantive steps and activities that are essential for achieving each objective.

**Performance Measures** – Performance measures are indicators of the work performed and the results achieved in an activity. Performance measures set a target level of performance over time expressed as a tangible, measurable objective, against which actual achievement can be compared. Measures should directly reflect those tasks being accomplished by the fellow working on behalf of the program. Measures should not reflect the decisions and actions of victims/survivors, offenders, community organizations or other non-program entities. Each task should have a minimum of 1 related performance measure.

Programs may choose to attach a timeline specifying key deliverables for program.

Work plans will be evaluated for:

- consistency with the issues identified in the Problem Statement and Identified Needs section above;
- how objectives, tasks and performance measures address the issues identified in the problem statement;
- how the plan effectively utilizes the fellow;
- how the plan relates to OPDV priorities;
- how clearly applicants connect all of the essential elements of the work plan, and
- how well the work plan follows the SMART model or similar structure.

**5. Collaboration (5 points)** One page.

Collaboration between domestic violence programs and other community systems is important.

- Describe any current collaborative efforts in your community in which you are involved.
- Other than attendance at meetings and trainings, detail evidence of working together in the community to solve problems, and attempts to reduce duplication of services.

**6. Budget (20 points)** Enter directly into the Budget module “tab” of the GMS application. Under Version 1, prepare a line item budget outlining the cost of salary and fringe benefits for the fellow for Year 1. Under Version 2, prepare a line item budget outlining the cost of salary and fringe benefits for the fellow for Year 2. Budgets should reflect total projected costs for the 24-month contract period. Proposed budgets that include charges to OPDV in categories other than personnel and fringe benefits will be disqualified. Budgets that reflect match contributions by the domestic violence service provider are permissible, but not required.

In the space provided, please detail the additional cost (if any) above the cap of the annual grant of \$37,500 per year that will be the responsibility of your program. Provide a statement on how those costs would be covered, and include a commitment from the program to doing so.

## **7. Executive Management Review (20 points)**

The top five scoring proposals will be evaluated by the Executive Director using a standard rating tool based on the criteria set forth in this RFP and the recommendations of project staff and OPDV senior staff.

## **VII. PROPOSAL SUBMISSION**

All submissions must be received electronically through the DCJS Grant Management System by **12:00 PM EST on February 3, 2016.**

### **Registration and Pre-Qualification**

All applicants must be registered in Grants Gateway, and must be pre-qualified in Grants Gateway or their application will be considered non-responsive and disqualified from further consideration.

To register and/or pre-qualify in Grants Gateway:

- Download a copy of the Registration form on the [Grants Reform website](#). Complete and submit the registration form to the New York State Division of Budget for review and approval.
- Once registered you will receive a User ID and you can [access Grants Gateway](#) and begin the Pre-qualification Application.
- Refer to the Grants Gateway training materials and resource links found on the “Grantees” section of the Gateway website for assistance in filling out the Pre-qualification Questionnaire and uploading required documents into the Document Vault.
- Questions concerning pre-qualification can be sent to the [Grants Reform](#) division of Budget.

### **On-Line Application**

Receipt of an application does not indicate that OPDV has pre-determined a program's qualifications to receive a grant award. Such determination will be made only after a complete evaluation of the application compared to specific requirements and qualification in this RFP.

No material received after or apart from the electronically submitted Application will be added to, or considered part of, the Application. All forms necessary to complete the application process should be attached to the online application.

All proposals **must** be submitted via the DCJS Grants Management System. **Any proposals submitted via fax, email, U.S. Postal Service, express delivery service, courier, in person or any other non-GMS means will not be reviewed and will be returned to sender un-opened.**

Applicants should:

- Thoroughly read the OPDV RFP and Application Instructions.
- Thoroughly read and understand all appendices associated with this RFP.
- Prepare all forms as required by this RFP.
- Review application before submitting for completeness, accuracy and clarity.

### **Application Overview**

Applicants must submit the following information using the online GMS application process:

- Project Summary
- Experience and Organizational Capacity
- Problem Statement and Identified Needs
- Work Plan
  - **Goals**– Goals are broad statements of what the program attends to achieve.
  - **Objectives** - Objectives are desired end points for the proposed project.
  - **Tasks** – Tasks are steps taken to achieve the stated objectives for the project.
  - **Performance Measures** – Performance Measures are indicators of the work performed and the results achieved in an activity.
- Collaboration
- Budget

### **Additional Funding**

If the available grant will not be covering 100% of the salary and fringe benefits, it is essential that the program include the following in the Budget section of their submission:

- Cost above and beyond the grant for the fellow.
- Details of how the additional cost would be covered.
- A commitment statement from the program that the costs would be covered.

#### **VIII. SPECIAL CONSIDERATION**

**PLEASE NOTE:** The start date of the contract is July 1, 2016. In an effort to recruit top candidates for the position, it is recommended that recruitment begin in mid-February before upcoming graduates have made career commitments elsewhere. As a result, once a program has been awarded a contract, they will be required to begin recruitment and selection activities **prior to the start date of the contract. Hiring can be deferred until the contract begins on July 1, 2016.** Details of this process will be made available to grantees at the time of the award. A statement, agreeing to this consideration, must be included in your Project Summary on your application.

#### **IX. QUESTIONS**

All questions about the requirements contained in this RFP must be submitted in writing (emails are accepted) by **5:00 PM EST on January 13, 2016** to:

NYS OPDV

Ursula Forem Domestic Violence Program Employment Fellowship  
Alfred E. Smith Building

80 South Swan Street – Suite 1157

Albany, NY 12210

Email: [Joan.Faxon](mailto:Joan.Faxon@nys.gov) Please type Fellowship Program as the subject line.

OPDV is unable to answer specific questions regarding individual proposals but questions concerning the RFP generally are accepted. Applicants must cite the particular section of the RFP about which they have questions, if applicable. All clarification is to be resolved prior to the submission of a proposal. A list of questions about the RFP which are received from potential applicants, answers to those questions, as well as any changes, additions, or deletions to the RFP, will be noted on the [OPDV homepage](#) under “What’s New” and will be listed with the [electronic version of this RFP](#). Answers to questions will be posted **on or before January 20, 2016.**

## **X. ADMINISTRATION OF CONTRACTS**

### **Contract Approval**

OPDV will negotiate and develop a grant contract with the successful applicants (“grantee”). The grant contract is subject to approval by the NYS Office of the Attorney General and the NYS Office of the State Comptroller before grant funding may actually be disbursed to reimburse project expense. Until said approval has been received, the Contract shall be of no force and effect.

### **Contract Period**

OPDV will enter into a contract period of 24 months beginning on July 1, 2016 and ending June 30, 2018. OPDV reserves the right to modify the contract period in the best interest of the State.

### **Contract Activities**

All activities must have prior approval from OPDV and meet the guidelines established by the State of New York and federal government as applicable.

### **Contract Changes**

Contracts resulting from this RFP may be executed, increased, terminated, renewed, decreased, extended, amended or renegotiated at the discretion of the Executive Director of OPDV in light of a grantee’s performance, changes in project conditions, or otherwise.

### **Records**

The grantee will keep books, ledger, receipts, personnel time and effort records pertinent to the project and consistent with OPDV contractual provisions and mandates guidelines. In accordance with the standard contract Appendix A-1 (see “Standard Contract Provisions” below); grantee staff whose salaries are paid in whole or in part from grant funds shall maintain a time recording system that show the time and effort devoted to the grant project.

### **Liability**

Nothing in the contract between OPDV and the grantee shall impose liability on the State of New York for injury incurred during the performance of approved activities.

**Payments**

Payments to reimburse project expenses will be made pursuant to a schedule specified in the contract between the State of New York and the grant award recipient. Project expenses will be reimbursed for expenditures incurred during the contract period, and made in compliance with the contract budget and compliance with the project work plan.

**Reports**

The grantee will be required to work with OPDV to develop a project work plan that will become part of their contract and will form the basis of quarterly progress reports. The grantee shall submit all reports to OPDV in a format and time frame as specified in the grant contract. Quarterly reports shall include a description of the fellow's and grantee's efforts undertaken during the reporting period and the current status of the project. The quarterly reports must be submitted electronically as directed by OPDV. Independent of any reporting schedule, all grantees will be required to inform OPDV of any program issues that are significantly impacting program performance.

Any program funded under this RFP must comply with the requirements established by OPDV. The grantee agrees to submit any other reports considered relevant by OPDV.

**Review**

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

**Disposition of Allocations**

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



### **Revocation of Funds**

Funds awarded to an applicant who does not implement an approved project within the parameters specified by the grant may be revoked and redistributed at the discretion of the Executive Director of OPDV.

### **Standard Contract Provisions**

Any contracts negotiated as a result of this RFP will be subject to the provisions of Appendix A, Appendix A-1, Appendix C, and Appendix M which contain the standard clauses for all New York State grant contracts with OPDV. [Appendices](#) are available on the DCJS website.

## **XI. APPROVAL AND NOTIFICATION OF AWARD**

Applicants approved for funding will be advised through a letter of notification. Once a project is approved, contracts will then be negotiated.

An applicant whose proposal is not selected for funding will be notified by letter.

In the event that OPDV and the successful applicant cannot execute a contract within the parameters specified by the grant, OPDV reserves the right to rescind the award and redistribute the funds at the discretion of the OPDV Executive Director.

## **XII. OPDV CONTRACT AWARD PROTEST PROCEDURE**

The State of New York strives to assure a fair, open and competitive process to all vendors qualified to respond to this Procurement. In the event that any vendor has a complaint or objection to the RFP requirements, the procurement process, or any matter affecting the submission of a vendor's Bid Proposal, the vendor is encouraged to informally contact OPDV, to address the matter.

## **XIII. APPLICATION FORMS & REQUIREMENTS**

### **Application Submission**

Applications must be submitted on-line via GMS. No other format of application will be accepted. Applicants who do not currently have access to GMS must first submit a GMS Registration Form (See Appendix B). It is strongly suggested that the [GMS User Manual](#) be downloaded.

In addition, each applicant must submit a separate Microsoft Word document containing the responses to the question in Section VI as an attachment to their GMS application.

Persons authorized to execute contracts on behalf of an applicant, hereafter referred to as the signatory, must submit a separate GMS eSignature registration form. This allows general access to GMS and for eSignature of grants. All applications, once approved, will be processed as eSignature contracts. Failure of an applicant to have an authorized signatory with eSignature rights will prevent submission of the application. Both GMS registration forms can be [e-mailed](#) or faxed to (518)457-1186 and should be submitted at least 7 days prior to submission of the application to allow sufficient time to process your registration.

A simplified set of instruction for submitting the application within GMS can be found in Appendix B.

When accessing GMS to complete an application, click “Project>New,” then select “DV Fellowship Employment Program” as the funding program to begin entering your application.

For general questions or for technical assistance with the Grants Management System, please call the Office of Program Development and Funding at (518)457-9787. DCJS assistance with GMS will be available until 12:00 PM EST on February 3, 2016.

### **DUNS Registration Requirements**

All OPDV funding applicants are required to provide a DUNS number. If you are unsure whether or not your organization has a DUNS number, check with your Fiscal Officer. Applicants should enter the DUNS number in GMS while completing the Participant section of their application.

Any program needing a DUNS number can register [here](#). Please note the process of requesting and receiving a DUNS number will require additional time. It is strongly recommended that applicants begin this process early.

## Appendix A – Prequalification Requirement

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which require not-for-profits to register in the Grants Gateway and complete the Vendor Prequalification process in order for proposals to be evaluated. Information on these initiatives can be found on the [Grants Reform Website](#).

**Proposals received from not-for-profit applicants that have not Registered and are not Prequalified in the Grants Gateway by of 12:00 PM EST on 1/2/15 cannot be evaluated or recommended for award. Such proposals will be disqualified from further consideration.**

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

### 1) Register for the Grants Gateway.

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

If you have previously registered and do not know your Username please email [grantsreform@budget.ny.gov](mailto:grantsreform@budget.ny.gov) . If you do not know your Password please click the [Forgot Password](#) link from the main log in page and follow the prompts.

### 2) Complete your Prequalification Application.

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

### **3) Submit Your Prequalification Application**

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

**Vendors are strongly encouraged to begin the process as soon as possible in order to participate in this opportunity**

## Appendix B – GMS Registration Forms and Helpful Hints



NYS Division of Criminal Justice Services  
Alfred E. Smith Building  
80 South Swan Street  
Albany, NY 12210  
Phone: (518) 457-8462  
<http://www.criminaljustice.ny.gov>

### Office of Program Development and Funding

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#### GMS USER REGISTRATION

In order to complete grant applications online to DCJS, your agency must register with the GMS system. Do so by submitting this Registration Request form – and the attached IRS W-9 form – via email attachment to [funding@dcjs.ny.gov](mailto:funding@dcjs.ny.gov). When your request has been processed, you will be sent a username and instructions. Please download the GMS User Manual at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>.

**Please allow 3-5 business days for your Registration Request to be processed.**

Registrant Information (all fields are required):

Agency:  
EIN (Tax ID#):

Registrant:  
Title:

Address:  
Address2: (if applicable)  
City/State:  
Zip:  
Email:  
Phone: (Ex.: (555) 111-1111)

DCJS #s of Current Grants (if applicable):

**NOTE: You must also complete IRS form W-9, Request for Taxpayer Identification Number and Certification, in order for your registration to be processed. Faxed signatures are acceptable. Download the form at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. Fax to (518) 457-1186. Indicate here that form W-9 has been completed and faxed:**



NYS Division of Criminal Justice Services  
Alfred E. Smith Building  
80 South Swan Street  
Albany, NY 12210  
Phone: (518) 457-8462  
<http://www.criminaljustice.ny.gov>

## Office of Program Development and Funding

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### GMS SIGNATORY REGISTRATION

In order to complete grant applications online to DCJS, your agency must register with the GMS system. Do so by submitting this Registration Request form via email attachment to [funding@dcjs.ny.gov](mailto:funding@dcjs.ny.gov). When your request has been processed, you will be sent a username and instructions. Please download the GMS User Manual at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>.

Please allow 3-5 business days for your Registration Request to be processed.

Registrant Information (all fields are required):

Agency:

EIN (Tax ID#):

Authorized Signing Official:

Title:

Address:

Address2: (if applicable)

City/State:

Zip:

Email:

Phone: (Ex.: (555) 111-1111)

Basis for signing authority (Ex., executive officer, authorized by municipal charter, e.g.)

DCJS #s of Current Grants (if applicable):

**NOTE:** If your agency has not yet submitted IRS form W-9, Request for Taxpayer Identification Number and Certification, you will be required to do so. Download the form at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. Fax to (518) 457-1186.

## Helpful Hints

**First time GMS users should download the GMS User Manual** located at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>.

Persons familiar with NYS-DCJS GMS can use the following as a simplified guideline.

The following instructions apply to Request for Proposals as previously described.

### **Getting Started**

Sign on to GMS.

Click "**Project**" to go to project grid. Click the "**New**" button at the top of the project grid. This will take you to a screen that says "**Select a Program Office**" in a drop-down box format, Find and highlight "**DV Fellowship Employment Program**" then click "**Create Project**"

This begins your application. You may work on the application, save and return to it at a later time, except as noted below. Note that GMS will time out after 30 minutes of inactivity. That means that you should save your work frequently. Each save re-sets the timer.

In the newly created project, complete the following modules (listed across the top of the screen):

### **General**

Complete the text screens and press save.

### **Participants/Contacts**

Click on "**Add Participant**" and in the search prompt that appears type in your agency name. This should take you to a list, find your agency, and click in the blue section of your agency name. This will prompt a drop down list that defaults to "**Grantee**". Click "**Add**." If there will be a separate Implementing Agency, repeat the process, choosing "**Implementing Agency**" as the Participant Type.

In the event your agency is not listed, click the "**New**" button to add your agency to our database. Please **complete all required information** on the screen, including the Employer Identification Number (EIN) before you SAVE the entry. GMS will only allow one attempt then locks the entry to edits. Should you still need additional information added to the Participant record, please call GMS Help at (518) 457-9787.

Scroll to the bottom of the screen to add contact information. Click on "**Add Contact**" and in the search prompt that appears type in the last name of the person to be added. This should take you to a list, find the person to be added and click in the blue section of the name. This will prompt a drop down list that defaults to "**Primary**." Ensure you do this until you have added **a minimum of three contacts: Primary, Signatory and Fiscal**. In the event that the contact you are attempting to add does not appear in a search, click the "**New Contact**" button to add the contact to our database.

*Note: If the signatory you try to add is not eSignature registered, you will get an error message and will not be allowed to add that person at that time. You will NOT be able to submit the application without a signatory attached. Please refer to the preceding GMS Signatory Registration form and instructions to register a GMS signatory for your agency.*

### **Budget**

Select the “**Budget**” tab at the top of the application screen. Click on “**Create a new budget for (your agency)**”. On the subsequent entry screen, you will choose a budget category to work on from a drop-down list. You may continue to work within a category, or choose a new category at any time. Proceed through the various budget categories to enter your proposed project budget. Please make sure that sufficient justification is provided for each budgeted line item.

If you should need to exit the budget module and return to it later for editing or updating, click the blue “Edit” button to return to the budget screen to input your updates.

### **Workplan**

In the GMS workplan module, enter the Project Goal(s), Objective(s), Task(s) and Performance Measure(s) as detailed in the RFP. **This is necessary in order for GMS to accept your application.** Upon successful application and notification of award, DCJS staff will then assist awarded agencies with adjusting the program workplan Project Goal, Objectives, Tasks, and Performance Measures as necessary.

Fill in the “**Project Goal**” text box and click “**Save**.”

Click “**Create New Objective**” and fill in the text box and click “**Save**”

Click “**Add Task to this Objective**” and fill in the text box and click “**Save**”

Click “**Add Performance Measure to this Task**” and fill in the text box and click “**Save**”.

### **Questions**

For purposes of this RFA, when entering applications into GMS, make sure to answer all required questions.

**Hint: You should work in a word processing document for any long answers. DCJS-GMS will time out after 30 minutes and you will lose any unsaved material. Cutting and pasting from a word processing software document will prevent you from losing any work in this manner.**



## **Acceptance**

Click in the blue lettering anywhere under “*Assurances*.” This will bring you to a list of Certified Assurances (if applicable). Read the assurances carefully and at the bottom of the list (if they are acceptable); click the “*Certify*” button. This will automatically fill in the “Certified by” and “Certified Date” fields, as GMS will recognize the user based upon user name and password when signing on to GMS.

***Note: Your signatory will not be able to "accept" the appendices at this time as the project is still just an application. Accepting appendices occurs as part of the contract signature at a later date.***

## **Attachments**

You may click on “*Attachment*,” and upload the required attachments for this RFP. Note: Follow the instructions in the GMS Users Manual for Attachments; also see screen instructions for accepted file types and advice on file names.

Remember: ***Failure to submit required documents will be considered the same as failure to meet the deadline for application submission. This may result in an award being rescinded for the application being untimely.***

When you have completed all of the above requirements, click the “***Submit***” button. GMS will review the application for completeness. If any fields are missing, a report will display what remains to be completed. Once all fields are complete and you submit successfully, GMS will display a screen that says “*Your application has been submitted.*” In addition, GMS will send an email notification to the Signatory official listed on the application to make him or her aware that an application has been submitted on your jurisdiction’s or organization's behalf.