



## ***SNUG Neighborhood Violence Prevention Project***

### **SFY 2017-2018 REQUEST FOR PROPOSALS (RFP)**

***Issued: Monday, January 23, 2017***

#### **KEY DATES AND NOTICES:**

|                                                    |                                             |
|----------------------------------------------------|---------------------------------------------|
| <b>Submission Deadline:</b>                        | <b>Friday, February 24, 2017 at 12 PM</b>   |
| <b>Deadline for Final Submission of Questions:</b> | <b>Monday, January 30, 2017</b>             |
| <b>Response to Questions Posted:</b>               | <b>On or about Friday, February 3, 2017</b> |
| <b>Notification of Award:</b>                      | <b>On or about Friday, March 10, 2017</b>   |
| <b>Anticipated Contract Start Date:</b>            | <b>On or about April 1, 2017</b>            |

1. Applications must be received by the submission deadline on-line using the Division of Criminal Justice Services' (DCJS) Grants Management System (GMS). **Applicants who are not registered to access GMS, will need to obtain user access in order to respond to this Request.** See Appendix: *DCJS Grants Management System (GMS) Instructions and Helpful Hints*.
2. Questions regarding this RFP must be emailed to [funding@dcjs.ny.gov](mailto:funding@dcjs.ny.gov). Responses to the questions will be posted on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/index.htm> on or about date indicated above. If the applicant has any general questions such as, "Did DCJS receive my e-mail?" please call (518) 457-9787. Please note that DCJS cannot answer substantive questions concerning this solicitation in any manner other than the e-mail method.
3. Applicants will be advised of award decisions via a letter of notification, which will be emailed to the address provided by applicant in GMS. Where applicable, applicants not receiving an award will receive notification via email and by U.S. Postal Service mail. **A debriefing is available to any entity that submitted a proposal or application in response to this solicitation who is not successful in receiving an award (see Section: Notification of Award(s)).**
4. Unless otherwise modified by DCJS, the contract period for this grant opportunity will be one year.
5. This funding may only be used to establish a neighborhood violence prevention site in the city of Buffalo. Applicants will be expected to demonstrate support of their project by the Buffalo police department. A letter of support would satisfy this expectation.
6. **Grants Gateway Pre-Qualification – In order to be considered for an award, not-for-profit (NFP) applicants must be pre-qualified through the NYS Grants Gateway. NFP applicants should begin this process as soon as possible.** See Appendix: *Grants Gateway Prequalification Requirement*.

***SNUG Neighborhood Violence Prevention Project***  
***SFY 2017-18 Request for Proposals (RFP)***

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## **I. INTRODUCTION**

The New York State Division of Criminal Justice Services (DCJS) seeks proposals for available grant funding to develop an evidence based SNUG street outreach program which follows the Cure Violence model of violence reduction and prevention in targeted neighborhoods. The Cure Violence model is considered an evidence-based model that successfully reduces neighborhood violence when implemented with fidelity. Approximately three hundred thousand dollars (\$300,000) is available to fund one Neighborhood Violence Prevention site in the city of Buffalo.

DCJS enhances public safety by providing resources and services that inform decision making and improve the quality of the criminal justice system. DCJS is a multi-function criminal justice support agency with a variety of responsibilities including collection and analysis of statewide crime data; operation of the DNA databank and criminal fingerprint files; administration of federal and state criminal justice funds; identifying and funding programs that reduce crime, recidivism, and victimization. Additionally, DCJS administers the state's Sex Offender Registry. DCJS conducts research on critical criminal justice issues and provides training, legal guidance and regulation to the State's law enforcement, community corrections and prosecution communities.

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

## **II. FUNDING, APPLICANT ELIGIBILITY, AND CONTRACT TERM**

### **A. Availability and Approved Use of State Funds**

Approximately \$300,000 will be made available to support one SNUG Neighborhood Violence Prevention Project in the city of Buffalo. All funding must support program efforts that will be accomplished during the contract period. Funding under this program must supplement, not supplant, non-grant funds that would otherwise be available for expenditure on the program proposed. No more than one contract will be awarded through this solicitation.

### **B. Applicant Eligibility and Requirements**

Eligible applicants are limited to not-for-profit organizations proposing to serve a designated area within the city of Buffalo. Applicants will be expected to demonstrate support of their project from the Buffalo police department. A letter of support from the police department would satisfy this expectation.

### **C. Contract Term**

Unless otherwise modified by DCJS, the grant will be for a term of one year.

### **III. PROGRAM DESCRIPTION**

The original Neighborhood Violence Prevention Project (NVPP) in 2009 in New York State was known as “Operation SNUG”. This program started as a street outreach initiative, and established several project sites across the state. These projects followed the Cure Violence model of violence reduction and prevention (formerly known as Chicago CeaseFire) in targeted neighborhoods. The Cure Violence model is considered an evidence based model that successfully reduces neighborhood violence when implemented with fidelity. In recent years, jurisdictions around the country (e.g. Boston, Los Angeles, Philadelphia, and Providence) adopted variations of the Cure Violence model. These model adaptations maintain core components of Cure Violence and use street outreach workers, or “violence interrupters” to reduce violence. New York State currently funds a total of eleven NVPP sites.

New York State is making approximately \$300,000 available to support one local street outreach and violence intervention project in an area within the city of Buffalo, to reduce violence associated with firearms in areas having high volumes and rates of homicides and shootings. The proposed project supported with funds awarded from this solicitation must be designed and implemented with fidelity to the Cure Violence neighborhood violent crime prevention model. The proposed project must utilize violence interrupters and street outreach workers to stem local violence in a targeted area. Hospital-based programs will be supported, if they are built around the Cure Violence model, employ a project manager, utilize street outreach workers and violence interrupters and use the hospital setting to identify potential candidates for participation. They may use additional hospital resources, such as medical professionals and social workers, to support their anti-violence work with participants.

All proposed projects should be focused on implementation of a coordinated, community-based strategy for reducing violence in a specified neighborhood, precinct(s), or other geographically defined area. Proposals must target an area within the city of Buffalo having high rates of gun violence and work through community-based organizations, residents and other individuals that are well positioned to work with high-risk youth and young adults. The applicant for these funds must clearly demonstrate that the proposed strategy will maintain program fidelity to the Cure Violence model (see Section IV).

### **IV. DCJS FUNDING STRATEGY FOR PUBLIC SAFETY**

Street outreach occurs inside the framework of a cooperative relationship with other agencies, including probation, law enforcement, social services, and schools. Outreach workers are referred to as “street” outreach workers because their work is not office-based or even institutional- or school-based, but occurs primarily in the targeted neighborhoods, at the street and community level.

Details for the main components of the Cure Violence model used by NYS in the SNUG Neighborhood Violence Prevention Projects (NVPPs) listed below. Information and details for street outreach models may be found at:

<http://www.nationalgangcenter.gov/Content/Documents/Street-Outreach-Comprehensive-Gang-Model.pdf>

<http://www.crimesolutions.gov/TopicDetails.aspx?ID=13>

The information found at the links above is not exhaustive.

#### **A. Cure Violence Model**

The Cure Violence model was developed in 1995 by the Chicago Project for Violence Prevention, under the auspices of the University of Illinois at Chicago's School of Public Health. Cure Violence takes a public health approach to stopping shootings and killings, focusing on interrupting violence and the transmission of norms that promote it.

Utilizing a multi-pronged approach to prevent shootings involving youth and young adults from ages 14-25, the model relies on the use of culturally appropriate staff who respond to shootings to prevent retaliation and detect and resolve conflicts that are likely to lead to shootings. Staff develop relationships with high risk individuals who are likely to engage in gun violence and link them with resources such as education and job training. Staff also collaborates with neighborhood organizations and other community groups to organize neighborhood events and public education activities that promote a no-shooting message. The strategy aims to change behaviors, attitudes, and social norms directly related to gun violence. (See Cure Violence website <http://cureviolence.org/violence-interruption/>).

The funded project must maintain and follow core Cure Violence components as outlined below. Comprehensive staff training on the Cure Violence Model will be arranged by DCJS.

##### **1. Culturally Appropriate Staffing:**

Staff must be "credible messengers," trusted community insiders with backgrounds similar to the high-risk youth being served. They may live in the community and should be known to high-risk people. Staff may be former gang members, individuals who have prior convictions related to firearms, others who have been previously incarcerated or served a sentence of probation or individuals from other high-risk groups. They must be individuals who have clearly demonstrated positive changes in their lives and turned away from crime.

##### **2. Staffing Team:**

a. The violence interrupter, or street outreach worker, works to prevent retaliations when violence occurs and to prevent initial instances of violence when a threat has been made.

b. Outreach workers (with one acting as outreach supervisor) maintain a caseload of high-risk individuals who, because of their backgrounds and present situations, are involved in or likely to become involved in shootings. The outreach workers meet and work with those they assist in non-traditional settings-- parks, street corners, places young people gather – during non-traditional hours when local data indicate violence is most likely to occur, particularly evenings and late-night hours and on weekends. Outreach staff work to mediate and intervene in conflicts and provide case management and other support.

c. A project coordinator/manager supervises staff, oversees the overall coordination of the model's core components, and works with other community organizations and individuals on anti-violence strategies.

### **3. Panels to Hire Street/Community Outreach Workers:**

The use of hiring panels made up of key community stakeholders (including, but not limited to, community based organizations, community advocates, and local government officials) and experienced Cure Violence staff (a service provided at no cost by Chicago Cure Violence) ensures community input in hiring the right people and obtaining community buy-in and investment in the program. Local law enforcement will also be expected to provide input into hiring.

### **4. Training and Technical Assistance:**

Training and ongoing technical assistance will be provided free of charge by New York State and/or experienced Cure Violence staff, and includes:

- a. Program manager/outreach worker supervisor training (4 days);
- b. Violence interrupter and outreach worker training (5 days);
- c. Booster and documentation training (3 days); and
- d. Additional booster training as needed (flexible).

### **5. Relationship with Law Enforcement:**

Well-defined and appropriately structured relationships with local law enforcement are essential to the project's acceptance and success. The shared goals of saving lives and making neighborhoods safe should be emphasized. The successful applicant will be required to meet with their local law enforcement representative(s) and crime analysts at least once per month to obtain and review current crime data, top offender lists and other pertinent information. The successful applicant must also arrange to be immediately notified by police representatives of all shootings involving injury or death in the target area.

## **6. Active Engagement of Critical Partners:**

Cure Violence projects have been found to be most successful when they include active support and collaboration with both law enforcement, as outlined above, and community-based organizations and leaders. The proposed project should include a structure for eliciting the active engagement of all of these partners, including regular meetings with law enforcement and community-based partners, who are critical to the project's success.

## **7. Public Education and Community Mobilization:**

Community mobilization focuses on energizing and strengthening collaboration among residents, local businesses, service organizations and members of the faith community to build a safer and more viable community.

Project staff should organize community responses to every shooting, coordinate public education campaigns and hold other community events that promote anti-violence messaging and alternatives to violence.

## **8. Standardized Data Procedures:**

Project staff must collect, maintain and report data in a prescribed format and time frame, which includes use of the Cure Violence database, as specified by DCJS.

# **V. EVALUATION AND SELECTION OF APPLICATION(S)**

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

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

- Proposal was submitted by the published deadline;
- Applicant is eligible as defined by this solicitation; and
- Applicant is an eligible, pre-qualified not-for-profit entity in the Grants Gateway.

The submitted proposal shall include:

- Answers to all questions as presented;
- Budget detail and justification provided in GMS itemizing operating expenses in support of the program;
- Identification of the intention to follow the Cure Violence model in the application; and
- All attachments and required documents. (See Checklist at the end of this document.)

Tier I Evaluation criteria will receive pass/fail ratings. Any proposal that does not meet each of these conditions will be subject to disqualification from further review.

## Tier II Evaluation – Evaluation and Scoring

DCJS staff reviewers will evaluate proposals that successfully pass the Tier I Evaluation. A standard rating tool will be used to score responses to questions provided in the proposal (see *Questions* section for additional information). The maximum proposal score will be 100 points. Applicants must attain a minimum proposal score of 70 points in order to pass Tier II Evaluation. Each response will be scored and all scores will be totaled, resulting in an overall score. The final score will be determined by averaging Team Reviewers' overall scores for each proposal. DCJS may, at their discretion, request additional, clarifying information from an applicant as deemed necessary. Also, in the event of a substantial total score disparity between the reviewers, an additional reviewer may rate the affected proposals and the average of all of the scores will determine the final average score of the proposal. In the event of a tie score among applicants, and where both applicants cannot be selected, an additional reviewer will rate the affected proposals and the average of the scores would represent the final score.

## Tier III Evaluation

The Tier III Evaluation assessments will be conducted by designated DCJS executive staff based upon the solicitation. The Tier III Evaluation will select applicant(s) for funding and determine the award amount through consideration of the Tier II Evaluation scoring and comments, strategic priorities, available funding and best overall value to New York State.

The final award decision(s) will be made by DCJS in accordance with the best interests of the State. Nothing herein requires DCJS to approve funding for any applicant.

The DCJS' Executive Deputy Commissioner, or his or her designee, will make a final decision regarding approval and the award amount based on the quality of the submission, the recommendation of the reviewers, and specific criteria set forth in this solicitation.

## VI. REQUEST FOR PROPOSAL QUESTIONS

Applicants must respond to the questions below within the DCJS Grants Management System (GMS), as instructed. **GMS instructions are located as an Appendix to this solicitation.**

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

Responses to the following questions will be scored and are the basis for Tier II Evaluation funding recommendation. **Note:** The aggregate scoring value assigned to all questions equals a total possible score of 100 points. Applicants must attain a minimum proposal score of 70 points in order pass Tier II Evaluation. All questions, including sub-sections and those which have no point value, must be answered.



## **RFP Questions:**

A successful application must include responses to the questions and/or requirements as outlined in each of the following sections:

1. Executive Summary (5 points)
2. Community Profile (15 points)
3. Agency Experience and Qualifications (30 points)
4. Community Support for the Project (10 points)
5. Police Support for the Project (10 points)
6. Timeline and Deliverables (10 points)
7. Budget Detail and Budget Narrative (20 points)

Each of the following sections appears and must be completed in DCJS's Grants Management System (GMS).

### **1. Executive Summary (5 points)**

This section provides a brief overview of the applicant or implementing organization and the proposed project.

Applicants must provide a brief executive summary (not to exceed 300 words) that summarizes characteristics that identify the target area appropriate for the proposed violent crime neighborhood intervention and describes the applicant or implementing organization, highlighting experience which uniquely qualifies it to accomplish the goals of this RFP.

### **2. Community Profile (15 points)**

This section should provide a description of the specific area within Buffalo to be served, and describe why the project is needed there. It should also summarize the community and identify the strategy or strategies to be used.

#### **a. Statement of Need**

i. Identify specific neighborhood or precinct (s) or geographically defined area within the eligible area that is the proposed target area for the project. Explain why that target area was chosen.

ii. Define the target area by its geographic boundaries, precinct(s), police beats or by some other method. The applicant should identify the general neighborhood or area that will be targeted. This section should provide information on the level of violent activity and other indications of need in the target area.

iii. Identify the police agency or agencies that are responsible for law enforcement in the area.

b. Resources

List and describe the activities of any known existing anti-violence resources within the city of Buffalo and specifically within the target area. Include coalitions, initiatives, strategies, agencies and programs that are focused on preventing and/or reducing homicides, non-fatal shootings and other violent crimes. Describe how the proposed project will fit into the current landscape. If the proposed project is to be coordinated with existing community projects, please describe how you will accomplish this. If there are other street outreach programs operating within your target area, describe them and any interactions you have had with them regarding coordination of your activities.

**3. Agency Qualifications and Experience (30 points)**

This section establishes the applicant's capacity for implementing the project with fidelity to the Cure Violence model. It should reflect the qualifications and experience of the organization that will be primarily responsible for implementing the proposed strategy's core components. Please address the following items in this section:

a. Briefly explain the function of the applicant (in addition, if the implementing entity is different from applicant, provide the information requested herein for both the applicant and the implementing agency, and include the entity's name).

b. Provide an explanation of what makes the applicant qualified to successfully administer the proposed project by outlining its capacity and relevant experience in the areas listed below. If the applicant does not have applicable experience in some area, describe a plan for identifying and engaging partners or consultants that do have the necessary expertise or ability.

i. Describe the applicant's relationships with the community to be served. This section should demonstrate the applicant's credibility with the community in the target area specified.

ii. Describe the applicant's work to date with community residents, other community-based and faith-based organizations. Emphasize activities related to relevant topic areas (crime and violence prevention and public health) and activities such as outreach, public education, engagement and community organizing. Describe how these relationships and activities will be maintained and expanded in relation to the proposed initiative.

iii. Describe the experience that prepares the applicant for hiring, training, managing and retaining staff consisting of former gang members,

individuals who have prior convictions related to firearms, those who have been previously incarcerated or served a sentence of probation, those who have limited traditional workforce experience, or individuals from other high-risk groups.

iv. The program requires that street outreach and violence interrupter staff perform routine direct entry of data regarding daily activities into the Cure Violence database. Describe the applicant's experience with such tasks (if any), and its ability to supervise and support staff in such efforts. Attach copies of the applicant's employee and client drug screening policy or the applicant's timeframe to develop and implement such policy.

v. Summarize the applicant's experience with managing direct services. Provide examples of work with older adolescents and young adults who are at high risk of involvement in shootings and killings.

vi. Describe any prior experience(s) the applicant has working with the local police. Please describe any interactions occurring during the last three years with law enforcement. Describe joint projects, if any, and any other work in which the applicant and the police have been involved together.

vii. Characterize the applicant's working relationships, if any, with local officials including, but not limited to, county executive, mayor's office, city council, state and federal representatives.

viii. Identify the applicant's key partners which are critical to the project's success, and describe the method that will be used to have regular meetings with such key partners.

ix. Provide information about local service providers for employment and educational assistance, alcohol and/or substance abuse treatment services, and other services from which prospective clients might benefit as part of the proposed model. Describe how the applicant/implementing agency has worked with each of the identified organizations in the past.

x. If the project will have a physical office that is located in, or in close proximity to the identified target area, provide details on how that will be accommodated. Describe the plans to provide appropriate working space for employees and meeting space for the clients.

xi. Describe the type of records management system (RMS) being used by the applicant. If the applicant is currently not using a system, describe how accomplishments are currently, or will be, documented and

measured for this program. Outline prior experience with data collection, management and reporting.

xii. Summarize the applicant's prior experience working with researchers and/or evaluators.

xiii. List the five largest major grants (more than \$50,000) the applicant /implementing agency has administered over the past three years, along with funding sources and contact information. If fiscal or program management issues resulted in contract suspension or termination, the applicant must disclose this information and provide an explanation.

xiv. Describe other resources, if any, such as relevant programs, volunteers, administrative support, community events, etc., that can be dedicated to the implementation of the proposed program in the identified community.

c. List titles, desired qualifications, and anticipated roles of staff that will be needed to implement and administer this project. A job description of staff to be hired will fulfill the first part of this question. Additionally, provide resumes for any staff that have been identified for specific roles on the proposed project.

d. Describe any foreseeable obstacles to achieving the goals as stated in this RFP and how the applicant's experience would assist to overcome these obstacles.

e. Address whether either the applicant or the implementing entity is or was the subject of any completed, current, pending or ongoing investigation(s) by any federal, state, or local authority for criminal, civil or regulatory violations. Include the current status and/or outcome, if known.

#### **4. Community Support for the Project (10 points)**

Identify any collaborations that exist between the applicant and any partners or consultants that are expected to have roles in implementing the project. For example, include signed Memoranda of Understanding, other written agreements, and/or letters of support stating the roles and responsibilities of the participant agencies who have agreed to have implementation roles in the proposed project.

Applicants should also provide letters from local leadership and community organizations that validate both the need and local support for the project. Desirable community partners include public officials, violence prevention groups and relevant service providers. List the contributing supporters in the narrative answer and attach all such letters to the project application in GMS.

## 5. Police Support for the Project (10 points)

Applicants must describe the support received from the local police department, confirm the police department's willingness to participate in quarterly project meetings and affirm that the police department has agreed to share current crime data, top offender lists and other pertinent information as was described in Section IV.A.5 of this solicitation. A letter of support from the police department would best corroborate this planned collaboration.

## 6. Timeline and Deliverables (10 points)

Describe the activities the applicant will undertake to implement the project and achieve its goals. The description should demonstrate the applicant's thorough understanding of the model and the scope of work involved and establish a detailed and realistic schedule for tasks required for planning, implementation and operation of the proposed project.

- a. Describe the project timeline for the 12 month operational period. The timeline should include the projected schedule for the following:
  - i. Goals and accomplishments of the planning period;
  - ii. Neighborhood-based events for the purpose of public education and community mobilization, and
  - iii. Achievement of other significant project milestones.

## 7. Operating Budget Detail and Justification (20 points)

- ✓ Enter the operating budget directly into the **Budget** module "tab" of the GMS application. Operating budgets should project total costs for the contract period and must not exceed the applicant's eligible award amount if provided.
- ✓ A detailed budget for the grant period provided must be complete and provide sufficient detail. It must also be reasonable and appropriate, as determined by DCJS, and directly tied to the program objectives. For subcontracted agencies approved to provide services, where applicable, upload signed and executed agreements and the approved operating budget using the **Attachment** Module on GMS.
- ✓ Operating budgets should include some of the following items specific to this program: Personnel and fringe for appropriate program staff; travel and training allocations; rent for office space in the target neighborhood; funds for community events to increase awareness of the program in the neighborhood; and necessary office and program supplies.
- ✓ Using Appendix: Budget Detail Worksheet and Narrative Guide for reference, enter the operating budget directly into the **Budget** module "tab" of

the GMS application prepare a complete line item budget, including justification, by appropriate category of expense (e.g., Personnel, Fringe Benefits, Consultants, etc.). Budgets should reflect total projected costs for a 12-month contract period and be limited to eligible costs.

- ✓ **It is recommended, although not mandated, that 80% of the project budget be dedicated to the support of direct service staff.** Reasonableness of costs will be considered in budget scoring.
- ✓ Direct administrative costs attributable to the project may be specified in the line item budget. Direct administrative costs are limited to 5% of the total project award costs. In addition, an indirect cost rate of 10% of the total amount requested for personnel costs only (salary plus fringe) is allowable for non-governmental organizations only.
- ✓ Be sure to allocate funds for expenses associated with travel and training, as outlined in Section IV.

Note:

- Not-for-Profits: Funding for indirect costs may not exceed 10% of personnel costs and direct administrative costs are capped at a rate of 5%.
- Consultant Services: Any consultant services that are proposed must be obtained in a manner that provides for fair and open competition. The rate for a consultant should not exceed \$650 for an eight-hour day (not including travel and subsistence costs). A rate exceeding \$650 per eight-hour day requires prior written approval from DCJS and may be approved on a case-by-case basis where adequate justification is provided and expenses are reasonable and allowable. A grant award recipient obtaining consultant services that cost in excess of \$10,000 must use a competitive bidding process. A grant award recipient who proposes to obtain consultant services from a particular vendor without competitive bidding, must obtain the prior written approval of DCJS. The request for approval must be in writing and set forth, at a minimum, a detailed justification for selection and basis upon which the price was determined to be reasonable. Further, such consultant services must be in accordance with the guidelines, bulletins and regulations of the NYS Office of the State Comptroller, State Procurement Council, and the U.S. Department of Justice.

**8. Program Work plan (0 points)**

In the GMS **Work plan** module enter “To Be Determined” for your project goal, objective, task and performance measures. **This is necessary in order for GMS to accept your application.** Upon successful application and notification of award, DCJS staff will assist the awarded applicant in developing an appropriate work plan, including project goal, objectives, tasks and performance measures (See Section VIII. Required Reporting for

additional information). Accordingly, there are no points attributable to this component of the application.

## VII. NOTIFICATION OF AWARD(S)

The successful Applicant approved for funding will be notified in writing by DCJS via email to the email address provided in GMS. The terms of the final contract agreement are subject to negotiation between DCJS and the grantee.

For those not approved to receive funding awards, notifications will be both emailed to the contact person and sent by U.S. Postal Service mail.

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

An unsuccessful Applicant's written request for a debriefing must include specific questions that the Applicant wishes to be addressed and must be submitted to DCJS via the funding mailbox at [funding@dcjs.ny.gov](mailto:funding@dcjs.ny.gov) with the following in the subject line: **Request for Debriefing SNUG Neighborhood Violence Prevention Project**. The debriefing shall be scheduled within 30 days business days of receipt of written request by DCJS or as soon after that time as practicable under the circumstances. The preferred method for the debriefing will be in-person, however, upon mutual agreement by all parties, another means such as via telephone, webinar, or any combination thereof may occur.

In the event that DCJS and the successful applicant cannot agree to contract terms within ninety days of notification of selection for award, DCJS reserves the right to rescind the award and redistribute the funds.

## VIII. REPORTING REQUIREMENTS

Reporting requirements are provided below:

### ***GMS Quarterly Progress Reporting***

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

### ***Quarterly Fiscal Reports***

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

### ***Evidence Based Model Data Collection***

All grantees will be required to enter data into a DCJS specified data base to collect

program data if using the Cure Violence Model or; based on the evidence model, the grantee may have their own database for collecting data.

Reporting Due Dates:

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

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

## **IX. ADMINISTRATION OF CONTRACT(S)**

Based upon the solicitation, DCJS will negotiate and develop a contract with the successful applicant(s). The grant contract may be subject to approval by the NYS Office of the Attorney General (OAG) and the Office of the State Comptroller (OSC) before any funding may actually be disbursed. In the event that DCJS and any successful applicant cannot agree to contract terms within ninety (90) days of notification of selection for award, DCJS reserves the right to rescind the award and redistribute the funds.

### **Contract Approval**

Any contract may be subject to the approval of the Attorney General and the Comptroller of the State of New York, and until said approval has been received and indicated thereon, the Contract shall be of no force and effect.

### **Contract Term**

DCJS will enter into a contract period as noted in this solicitation. DCJS reserves the right to modify the contract term in the best interests of the State.

### **Contract Activities**

All activities must have prior approval from DCJS and meet the guidelines established by the State of New York.

### **Contract Changes**

Any contract resulting from this solicitation may be executed, increased, terminated, renewed, decreased, extended or amended or renegotiated for any reason at the discretion of the Executive Deputy Commissioner of DCJS as a result of contractual performance, changes in project conditions, or as otherwise may be in the best interests of New York State.

### **Records**

The grantee will keep books, ledgers, receipts, personnel time and effort records, consultant



agreements and inventory records pertinent to the project and consistent with DCJS contractual provisions and mandated guidelines. 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 shows the time and effort devoted to the grant project.

### **Liability**

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

### **Payments**

Payments to reimburse project expenses will be made pursuant to a schedule specified in the contract between the State of New York and the grant award recipient. Where applicable, performance-based expenses will be reimbursed in compliance with the contract milestone performance and costs budget and the project work plan.

### **Reports**

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

### **Performance Review**

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

### **Disposition of Allocations**

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

### **Revocation of Funds**

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

### **Encouraging Use of New York State Businesses in Contract Performance**

New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the State and the nation. In recognition of their economic activity and leadership in doing business in New York State, applicants for this solicitation are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract(s) resulting from this solicitation. Such partnering with New York State businesses may be as subcontractors, suppliers, protégés or other supporting roles. To assist in demonstrating commitment to the use of New York State businesses in the performance of the contract(s), complete the form provided on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/forms.htm> entitled: *Encouraging Use of New York State Businesses in Contract Performance* and submit the completed form as an attachment to the their application in GMS. There are no points attributable to this component of the application.

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

Article 17-B of the Executive Law enacted in 2014 acknowledges that Service-Disabled Veteran-Owned Businesses (SDVOBs) strongly contribute to the economies of the State and the nation. As defenders of our nation and in recognition of their economic activity in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles. SDVOBs can be readily identified on the directory of certified businesses at [http://ogs.ny.gov/Core/docs/CertifiedNYS\\_SDVOB.pdf](http://ogs.ny.gov/Core/docs/CertifiedNYS_SDVOB.pdf).

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

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

Bidders/proposers can demonstrate their commitment to the use of SDVOBs by responding to the questions on the form located at [http://www.criminaljustice.ny.gov/ofpa/pdfdocs/Veteran\\_Owned\\_Business\\_Form.pdf](http://www.criminaljustice.ny.gov/ofpa/pdfdocs/Veteran_Owned_Business_Form.pdf) and attach the completed form, along with your Application, to the NYS Division of Criminal Justice

Services' Grants Management System (GMS). There are no points attributable to this component of the application.

### **Standard Contract Provisions**

Contract(s) negotiated as a result of this solicitation will be subject to the provisions of Appendix A, Appendix A-1, and Appendix M, which contain the standard clauses for all New York State grant contracts with DCJS. Appendices are available on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/forms.htm>.

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

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

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

Accordingly, applicants requesting in excess of \$25,000 must be prepared to submit a Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form (DCJS-3301), and a Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet (DCJS-3309). For contracts in excess of \$250,000 applicants must also submit an M/WBE Equal Employment Opportunity Staffing Plan (DCJS-3300). All forms are located at <http://www.criminaljustice.ny.gov/ofpa/mwbe/index.htm>.

DCJS will review the submitted Local Assistance M/WBE Equal Employment Opportunity Staffing Plan, the Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form, Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet, and Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement and advise the applicant of DCJS' acceptance once an award determination is made. For additional information regarding M/WBE requirements see also <http://www.criminaljustice.ny.gov/ofpa/forms.htm>. There are no points attributable to this component of the application.

### **Vendor Responsibility**

Not-for-Profit entities that are receiving an award of \$100,000 or greater are required to complete an updated Vendor Responsibility Questionnaire. The questionnaire and additional information are available on the NYS Office of State Comptroller website: [http://www.osc.state.ny.us/vendrep/vendor\\_index.htm](http://www.osc.state.ny.us/vendrep/vendor_index.htm).

### **Charities Registration**

Not-for-Profit entities must also insure that their filing requirements are up-to-date with the

Charities Bureau of the NYS Attorney General's Office. Further information on the registration requirements may be obtained at the Attorney General's website:

<http://www.charitiesnys.com/home.jsp>.

### **Data Universal Numbering System (DUNS) Registration Requirements**

All DCJS 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. New applicants will enter the DUNS number in GMS while completing the Participant section; existing DCJS grantees whose DUNS number is not already on file should email the number to [funding@dcjs.ny.gov](mailto:funding@dcjs.ny.gov) to have it entered by DCJS staff prior to submission of the application. Any organization needing a DUNS number can register through the following link: <http://fedgov.dnb.com/webform>. Please note the process of requesting and receiving a DUNS number and/or having it entered into GMS by DCJS staff will require additional time. It is strongly recommended that applicants begin this process early.

## **X. APPLICATION SUBMISSION**

### **A. Application Specific Instructions**

One application should be submitted for each entity that is applying. Application(s) must be submitted using the DCJS Grants Management System (GMS).

### **B. Grants Management System (GMS)**

Applications must be submitted to DCJS using the Grants Management System (GMS). First time GMS users should download the GMS User Manual located at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. Applications must be complete in order for the GMS submission to be successful. If you need assistance with accessing and using GMS, please contact the DCJS Office of Program Development and Funding GMS Help Desk at (518) 457-9787. The following information is specific to this RFP. For general guidance and GMS Helpful Hints see Appendix: *Grants Management System (GMS) Instructions and Helpful Hints*.

#### **Accessing the Application on GMS**

To access a new application on GMS, log on to the system and click on "Project." Click the "New" button at the top of the project grid. This will take you to a screen that says "Select a Program Office." Using the drop-down box, find and select "*Neighborhood Violence Prevention Project*." Click "Create Project." Your application will now be ready to complete.

#### **Completing the Application**

Applicants are encouraged to complete the GMS Application as well as the registration and/or pre-qualification on the NYS DCJS Grants Gateway System, where applicable, early to avoid any concerns with these automated systems.

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

- Participant name(s);
- Contact information for all participating agencies per application;
- Program specific questions;
- Project budget; and
- Program work plan.

When all of the above requirements and GMS Application components are completed, click the “**Submit**” button. GMS will review the application for completeness. If any fields are missing, a report will display what remains to be completed. Once all fields are complete and you submit successfully, GMS will display a screen that says “*Your application has been submitted.*”

## XI. APPLICATION CHECKLIST

- Not-for-Profit Applicants ONLY: Complete Grants Gateway Prequalification Requirements – See Appendix: *Grants Gateway Prequalification Requirement*
- All Applicants: Complete all DCJS Grants Management System (GMS) Registration Requirements – See Appendix – *DCJS Grants Management System (GMS) Instructions and Helpful Hints*.
- Complete all necessary contractual requirements as described in Section: *Administration of Contracts*.
- Answer Program Narrative Questions in *QUESTIONS* TAB in GMS and also attach the answers on a Word Document to GMS if indicated, in Arial 11 point font, 1.5 line spacing.
- Complete *BUDGET* TAB on GMS by entering the line-item Operating Budget.
- Attach Letter(s) of Support, or collaborative agreements as described.

## Appendix

### Grants Gateway Prequalification Requirement – Not for Profit Applicants Only

#### **Grants Gateway Pre-Qualification**

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

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](http://www.grantsreform.ny.gov/) at <http://www.grantsreform.ny.gov/>.

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).

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

# DCJS GRANTS MANAGEMENT SYSTEM (GMS) INSTRUCTIONS AND HELPFUL HINTS

*Dated February 2016*

### GMS Helpful Hints: Also read RFP for additional specific GMS directions.

First time GMS users should download the GMS User Manual located at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. Persons familiar with GMS can use the following simplified guidelines:

#### **Getting Started:** Sign on to GMS.

Click "Project" to go to project grid. Click the "New" button at the top of the project grid. This will take you to a screen that says "Select a Program Office" in a drop-down box format. Find and highlight "Name of funding program," then click "Create Project." – **NOTE: SEE RFP FOR SPECIFIC NAME OF FUNDING TO USE.**

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 which are listed across the top of the screen:

**General** - Complete the text screens and press save.

**Participants/Contacts** - Complete the text screens and press save.

Click on "Add Participant" and in the search prompt that appears type in your agency name. This should take you to a list, find your agency, and click in the blue section of your agency name. This will prompt a drop down list that defaults to "Grantee." Click "Add." If there will be a separate Implementing Agency, repeat the process, choosing "Implementing Agency" as the Participant Type. In the event your agency is not listed, click the "New" button to add your agency to our database. Please complete all required information on the screen, including the Employer Identification Number (EIN) before you SAVE the entry. GMS will only allow one attempt then locks the entry to edits. Should you still need additional information added to the Participant record, please call GMS Help at (518) 457-9787.

Scroll to the bottom of the screen to add contact information. Click on "Add Contact" and in the search prompt that appears type in the last name of the person to be added. This should take you to a list. Find the person to be added and click in the blue section of the name. This will prompt a drop down list that defaults to "Primary." Ensure you do this until you have added a minimum of three contacts: Primary, Signatory and Fiscal. 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.

**Budget - See Application for additional specific instructions.**

**Work plan** - In the GMS work plan module, enter the Project Goal, Objectives, Tasks and Performance Measures provided in the Standard Work Plan within this solicitation.

- 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 (where applicable and when the solicitation includes questions) -**

Answer all required program narrative and budget information questions.

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

**Attachments -**

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

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

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



## APPENDIX: Budget Detail Worksheet and Narrative Guide

**PERSONAL SERVICES** – List each position by title and name of employee, if available. Show the annual rate of pay, the percentage of time to be devoted to the project (percent of FTE) and the cost to grant funding.

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

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

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

| Approved Rate or Description of Actual Costs | Computation (Salary x Rate) | Cost |
|----------------------------------------------|-----------------------------|------|
| █                                            | █                           | █    |

**Fringe Benefits Narrative:** Describe computation of fringe benefits to be charged to the project. █

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

| Name of Consultant | Service Provided | Computation | Cost |
|--------------------|------------------|-------------|------|
| █                  | █                | █           | █    |

**Consultant Services Narrative:** Explain how each consultant is necessary to the success of the project and discuss the procurement method to be used. Using the format of "F – Travel" category, list all expenses to be paid from the grant to the individual consultants in addition to their fees (e.g., travel, meals, lodging). This includes travel expenses for anyone who is not an employee of the applicant such as participants, volunteers, community partners. Consultant costs are limited to \$650 per 8 hour day (excluding travel, meals, and lodging) unless justification is provided and approved by DCJS. █

**EQUIPMENT** – List non-expendable items that are purchased. List expendable equipment under the "Supplies" category. Rented or leased equipment should be listed in this category.

| Item | Quantity | Cost per Item | Total Cost |
|------|----------|---------------|------------|
| █    | █        | █             | █          |

**Equipment Narrative:** Explain how the equipment is necessary for the success of the Project and describe the procurement method to be used. █

**SUPPLIES** – List supplies by type (office supplies, postage, training materials, copying paper, and expendable equipment, such as books or hand-held tape recorders) and how the basis of computation.

| Item | Quantity | Cost per Item | Total Cost |
|------|----------|---------------|------------|
| █    | █        | █             | █          |

**Supplies Narrative:** Discuss the supplies needed for success of the project and indicate who will be using expendable materials. █

**TRAVEL AND SUSTENANCE** – Itemize project related expenses required of staff by purpose (e.g. training, field work, meetings). Prior to any out-of-state travel, a written request for approval to use grant funds must be submitted to, and granted approval by DCJS. Show all travel expense computations (# of people x cost of travel, daily lodging cost x number of rooms x number of nights, per diem meals x number of travelers). Identify location.

| Travel Purpose and Location | Number of People | Cost of Travel per diem | Number of Travel Days | Total Cost |
|-----------------------------|------------------|-------------------------|-----------------------|------------|
| █                           | █                | █                       | █                     | █          |

**Travel and Sustenance Narrative:** Describe location of travel, purpose of travel, mode of transportation and cost. Also indicate who is traveling and how this travel is necessary for the success of the project. Meals and lodging must be itemized and must not exceed published NYS per diem rates. █

|                                                                                                                                                                                                                                                                                                                                                                   |                    |      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------|
| <b>RENTAL OF FACILITIES</b> – Provide square footage of <b>NEW</b> space rented specifically for the project and the rental cost per square foot. Provide a monthly cost multiplied by the number of months that rent is required within the program period. Note: Units of local government may not charge rent to the awardee for existing agency office space. |                    |      |
| Monthly Rent                                                                                                                                                                                                                                                                                                                                                      | X Number of Months | Cost |
| █                                                                                                                                                                                                                                                                                                                                                                 | █                  | █    |
| <b>ALL OTHER COSTS</b> – List line item costs, such as reproduction and telephone, by category and the basis for computation.                                                                                                                                                                                                                                     |                    |      |
| Description                                                                                                                                                                                                                                                                                                                                                       | Computation        | Cost |
| █                                                                                                                                                                                                                                                                                                                                                                 | █                  | █    |
| <b>ADMINISTRATION/INDIRECT COSTS</b> – Combined funding for administrative and/or indirect costs is capped at a rate of 15 percent.                                                                                                                                                                                                                               |                    |      |
| Description                                                                                                                                                                                                                                                                                                                                                       | Computation        | Cost |
| █                                                                                                                                                                                                                                                                                                                                                                 | █                  | █    |

| BUDGET CATEGORY               | AMOUNT |
|-------------------------------|--------|
| Personal Services             | \$ █   |
| Fringe Benefit                | \$ █   |
| Consultant Services           | \$ █   |
| Equipment                     | \$ █   |
| Supplies                      | \$ █   |
| Travel and Sustenance         | \$ █   |
| Rental of Facilities          | \$ █   |
| All Other Expenses            | \$ █   |
| Administration/Indirect Costs | \$ █   |
| <b>TOTAL OPERATING BUDGET</b> | \$ █   |

|                                |                                      |                              |
|--------------------------------|--------------------------------------|------------------------------|
| <b>Grant Amount Requested:</b> | <b>Match Amount (if applicable):</b> | <b>Total Project Amount:</b> |
| \$ █                           | \$ █                                 | \$ █                         |

*End of Application.*