

FUNDING OPPORTUNITY
JUVENILE JUSTICE REENTRY CONSORTIUM – TECHNICAL ASSISTANCE
NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES
OFFICE OF JUVENILE JUSTICE
REQUEST FOR PROPOSALS

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I. Introduction

The purpose of this Request for Proposal (RFP) is to solicit grant applications for a project that will further New York State's goal to promote public safety through the reduction of juvenile crime. This RFP is part of a broader and coordinated strategy developed by the New York State Juvenile Justice Advisory Group (JJAG) and the Division of Criminal Justice Services (DCJS) that seeks to enhance the juvenile justice system's effectiveness by challenging local system professionals to identify their emerging or chronic issues in juvenile delinquency and develop innovative – and, when appropriate, cross-systems – strategies for resolving them.

The JJAG's most recent strategic plan identified juvenile reentry (that is, youth returning to the community after residential placement resulting from delinquency adjudications) and dissemination of best practices in juvenile justice as funding priorities. Research has identified several aspects of reentry work with juveniles that are strongly related to successful reentry outcomes for youth and are also ripe for practice improvement:

- Transition planning that begins at the outset of placement and includes family engagement strategies;
- Housing stability, and
- Educational transitions.

This RFP makes available funding that will support a technical assistance provider to establish and facilitate the work of a juvenile reentry consortium – a group of counties (any further reference to “county” or “counties” in this RFP should be taken to mean either individual counties or jurisdictions that may include multiple counties) that come together to improve services in those areas of focus. It is anticipated that the successful applicant will partner with DCJS and the JJAG to plan, implement and evaluate this initiative.

Background

Youth between the ages of 7 and 15 who commit an offense that would constitute a crime if they were an adult can be charged and their cases heard in family court. If the court finds they have committed the offense and are in need of an out-of-home placement, these youth are placed in the custody of the NYS Office of Children and Family Services (OCFS) or their local department of social services (LDSS) and sent to either a state operated facility for adjudicated JDs or a voluntary agency¹ for a period of placement.

While in recent years there have been substantial reductions across New York State in the use of out-of-home placement as a result of delinquency, out-of-home placements still impact a significant number of youth. The majority of youth who are placed out of their homes in OCFS custody and *all* youth in local DSS custody are sent to voluntary agencies, rather than state operated facilities. This trend toward the use of voluntary agency placements for youth adjudicated delinquent is likely to continue as New York City implements the state's new Close to Home initiative enacted in 2012.

¹ Voluntary agencies are not for profit providers approved and regulated by New York State to provide residential care for youth. See Social Services Law §371 (10).

As a recipient of a federally funded Second Chance Act grant (2012), DCJS facilitated the establishment of a statewide Juvenile Re-entry Task Force. The task force analyzed laws and policies; surveyed best practices in the following systems: System Coordination, Supports and Services While in Care, Housing and Permanency, Physical Health, Behavioral Health, and Education and Job Training; and identified barriers that youth and families face in each of these areas. Recommendations from the *New York State Juvenile Re-entry Strategic Plan* developed by the task force serve as the basis for this solicitation.

Goal:

Participating counties will make changes within their existing resources and structures to *improve reentry planning, coordination and services for justice-involved youth returning from residential placements in voluntary agencies or a revocation back to placement following a return home.*

Strategy:

Support a qualified entity to create and support a Juvenile Reentry Consortium – a group of counties that come together with a technical assistance provider to:

- Reduce residential lengths of stay, improve reentry services and reduce revocations to out-of-home care through transition planning that begins at the outset of placement and includes family engagement strategies;
- Address housing stability early in placement; and
- Implement processes to effectively maximize the awards of credits for academic work completed while in placement and provide for prompt enrollment in the appropriate educational setting for youth after placement.

Funds will support a technical assistance provider to accomplish the following scope of work:

- Release and score an application for local county participation.
 - The consortium should include four to six counties;
 - At a minimum, county eligibility should be based on juvenile placement and revocation data and on local capacity to coordinate across service systems.
- Conduct analyses of current system operations in each county to identify processes, resources, gaps in services and barriers to cross-systems coordination – especially as they affect transition planning that starts at the outset of placement, housing stability and educational transitions for youth returning from placement in voluntary agencies.
- Convene participating counties in an initial best practices academy.
 - Identify potential presenters at the academy; for example, content experts in the three areas of focus;
 - Develop the academy’s agenda and activities;
 - Facilitate attendance at the academy by consortium members and other key stakeholders in each county;
 - Develop follow-up strategies to help counties adapt ideas and integrate best practices into their local reentry process.
- Provide on-site technical assistance to consortium member counties, to include:
 - Structuring and facilitating the initial local system analyses;
 - Engaging participants in a cross-county learning community;

- Accessing substantive expertise in areas that need strengthening, as identified by participating counties;
- Support for development and implementation of a local action plan;
- Technical writing (develop and maintain templates for reports, presentations, strategic plans, data collection and other materials as needed)
- Provide counties a stipend of \$30,000 (out of this grant) that could be used flexibly in support of their consortium participation.
 - Develop mechanisms for administering funds to the local consortiums.
- Provide periodic reports to DCJS and the JJAG regarding project progress.
- Convene a final project meeting of consortium members and staff to review finalized reentry action plans, implementation activities, policy changes and next steps.
 - Aid consortium participants' development of presentations that
 - include descriptions of progress to date and implementable action plans and timelines, and
 - highlight any longer-term goals and/ or barriers that have been identified.
- Partner with a research entity to conduct a process analysis of the consortium activities and to document any concrete outcomes from consortium activities.

Expected Outcomes:

It is anticipated that the entity awarded this grant will convene a Juvenile Reentry Consortium with the expectation that the participating counties will:

- Have access to experts in best practices in juvenile reentry;
- Complete an analysis of their current juvenile reentry practices for justice-involved youth in voluntary agency settings;
- Identify areas ripe for implementing best practices within existing resources;
- Develop an action plan for implementation; and
- Implement changes that strive to begin transition planning at the outset of placement, facilitate returns to stable housing, and meet the educational needs of youth.

II. Available Funds, Eligibility & Contract Period

Up to \$500,000 in federal funding from the Title II Formula program is available for a single award to support a technical assistance provider for the creation and coordination of a juvenile reentry consortium of four to six counties or jurisdictions. Funds will cover a 24 month project period starting no earlier than November 1, 2013 and ending no later than June 30, 2016, with the expectation that the first six months will be spent planning and selecting counties and that the consortium work will run for 18 months. There is no match required for this grant program.

Funds may be awarded to not-for-profit agencies, state agencies, public and private colleges and universities, for profit corporations, and units of local government. However, DCJS is prohibited from allowing for a profit margin to be paid in any contract resulting from the RFP. A unit of local government is defined as any city, county, town, borough, parish, village, or other general purposes political subdivision of a State, and any Native American Nation which performs law enforcement functions as determined by the Secretary of the Interior. Since funds are to be competitively awarded, these entities may or may not be represented in the final selection.

Preference will be given to applicants with a track record of systems analysis, development and implementation of strategic plans, facilitating dialogue and coordination among public and private agencies in diverse collaboratives and coalitions and providing technical support to organizations engaged in these types of efforts. Familiarity with the juvenile justice system, specifically with issues related to juvenile residential placement and with best practices in juvenile reentry, is also preferred.

Applicants are encouraged to include consultation with experts in juvenile justice as needed. Costs for consultants must fall within the federally allowable rate of \$450 for an eight hour day.

DCJS and the JJAG reserve the right to adjust the award amount of any application based on reasons that include but are not limited to: cost effectiveness and reasonableness of proposed project budget, demonstrated project need, grantee performance, funding cycles, inconsistent appropriation levels, grantee compliance, exigent circumstances, or number and location of qualifying applications. Project funds will be awarded competitively.

Supplanting will not be permitted: i.e., these federal funds cannot replace or be substituted for state or local funds that would otherwise be spent for a particular project or purpose. The non-supplanting requirement provides that the recipient shall use the funds to increase the amount of funds that would be made available from state or local sources.

Reporting Project Performance

The successful applicant will be required to report quarterly on outcomes as required by DCJS. Reporting will include both process (project activity) data – to include information on the consortium partners and on trainings, planning and other significant meetings – and documentation of outcomes in the form of deliverables such as new or revised policies and procedures, local reentry action plans with implementation steps and timelines, and a final comprehensive report. In addition, any project funded under this RFP will be required to comply with any evaluation commissioned by DCJS.

III. Evaluation Criteria

Listed below are the multi-tiered criteria that will be used to rate applications and determine awards. The JJAG will make all final decisions concerning the funding of projects and individual award amounts.

TIER 1 Evaluation:

Tier #1 will be rated with pass/fail responses. Any application that does not meet each of the following criteria will be immediately disqualified without further review:

1. The application is submitted on time. The deadline for applications is **12 noon, Thursday, August 15, 2013.**
2. The applicant is an eligible not-for-profit agency, state agency, public or private colleges or university, for-profit corporation, or unit of local government. .

3. The application is complete, with responses to all items in Section IV including a completed budget in GMS.

TIER 2 Evaluation:

Following Tier 1 evaluation, each application will be read and reviewed independently by a minimum of two reviewers as part of the Tier 2 evaluation. Reviewers may consist of DCJS staff, JJAG members, or peer reviewers in the field. The reviewers will evaluate the submissions and score each application according to the scoring criteria addressed in the application questions (Section IV). DCJS and the JJAG reserve the right to request additional information from an applicant as deemed necessary to more fully evaluate its proposal.

The maximum score that can be achieved for meeting application requirements is 100 points. Scores will be averaged to establish a list of eligible applicants from highest to lowest average score. The scores will provide a framework for the independent review that will follow in Tier 3, and will in no way bind the final determination that will be made as part of the Tier 3 evaluation.

TIER 3 Evaluation:

Subsequent to the Tier 2 review process, the JJAG members will conduct an independent review of each application based on their professional judgment and experience. The JJAG may require the applicant to answer additional questions regarding the proposed program during the Tier 3 evaluation. The JJAG will select an applicant for funding and determine the amount of funding to be awarded, based on the JJAG review process and reviewer scoring. Final funding decisions will be made by the JJAG in accordance with the best interests of the State. Nothing herein requires DCJS or the JJAG to approve funding for any applicant.

IV. Required Application Content

Successful applications must include responses to the questions / requirements outlined in each of the following sections:

1. Executive Summary
2. Scope of Work
3. Timeline and Deliverables
4. Organization's Capacity to Complete Project
5. Budget Detail and Budget Narrative.

Each of the following sections appears and must be completed in DCJS's Grants Management System (GMS). (See Section VIII for more information regarding the submission of applications using GMS.) In addition, **each applicant must submit a separate Microsoft Word document containing the responses to the questions in Section IV as an attachment to their GMS application.**

Required Application Content for Proposals

Executive Summary (5 points)

This section is worth 5 points of the overall application score and provides a brief overview of the applicant or implementing organization and the proposed project.

1. Executive Summary

Applicants must provide a brief executive summary (not to exceed 250 words) that describes the applicant or implementing organization, highlighting experience which uniquely qualifies it to accomplish the goals of this RFP, and summarizes the activities that the applicant will implement to achieve the project's goals and objectives. The summary must describe how the applicant will measure progress toward these goals.

Scope of Work (30 points)

This section is worth 30 points of the overall application score and describes the activities the applicant will undertake to achieve the project's goals. It demonstrates the applicant's thorough understanding of the scope of work outlined on pages 2 – 3 of this RFP and proposes methods that are well-thought out and logically connected to the desired outcomes.

2. Scope of Work

- a. Outline solicitation and application processes that will lead to the identification of counties or jurisdictions as consortium participants. Briefly describe eligibility criteria and other considerations, methods of publicizing the solicitation and scoring techniques. List essential local-level participants and describe methods that would be used to engage and garner buy-in from key stakeholders.
- b. Propose a plan for conducting analyses of local systems operations.
- c. Describe steps for planning and implementing of a learning academy focused on best practices in juvenile reentry. Address strategies that could maximize its usefulness for participants.
- d. Outline approaches to providing technical assistance to the consortium overall and on-site for local participants. Address both process and content aspects including how consortium partners will be supported in developing and implementing action plans for change.
- e. Provide an explanation of how stipends for participating counties would be administered.
- f. Summarize an approach to organization of a final project meeting, taking into account the roles of each county in planning and implementation and development of an agenda and materials that emphasize the project's overall goals and promote sustainability of these efforts.
- g. Suggest desirable qualifications of a research entity; propose a plan for working with such to assess project activities and outcomes.

- h. Outline any additional strategies or enhancements that would add value to the project and maximize its potential for improving reentry outcomes for youth and families and influencing lasting system change.

Timeline and Deliverables (10 points)

This section is worth 10 points in the overall application score and should identify target completion dates and participants responsible for project activities and anticipated deliverables.

3. Timeline and Deliverables

- a. Describe the project timeline, keeping in mind the maximum 24-month contract time frame. The timeline should include and project a schedule for the following:
 1. Accomplishment of key components included in the scope of work;
 2. Delivery of significant work products.
- b. Briefly outline an efficient strategy for keeping the JJAG and DCJS informed on project activities and accomplishments. Note that the JJAG meets quarterly.

Organizational Capacity to Complete Project (35 points)

This section establishes the applicant's capacity for implementing the proposed project; it should reflect the qualifications and experience of the organization that will be primarily responsible for implementing the proposed activities. This section is worth 35 points of the overall application score. Please address the following items in this section:

4. Organizational Capacity to Complete Project

A. Organization Capacity and Experience (20 POINTS)

1. Briefly explain the function of the implementing organization (name, if different from applicant). Include its history and mission, highlighting their relevance to this proposal.
2. Provide an explanation of what makes the implementing organization qualified to successfully administer the proposed project by outlining its relevant experience in the areas listed below. Accomplishments that support the organization's efficacy in leadership roles should be emphasized. If the organization does not have applicable experience in some area, describe a plan for identifying and engaging partners or consultants that do have the desired expertise or ability.
 - a. Competitive procurement: administering requests for proposals, managing subcontracts/ subawards.
 - b. Establishing buy-in and coordinating efforts among a complex, interdependent group of stakeholders;
 - c. Facilitating the work of local cross-systems collaboratives: engaging and aligning the efforts of key stakeholders, particularly county-level decision-makers; coordinating communication and logistics for a coalition of geographically diverse groups.
 - d. Systems analysis: developing strategies for assessing local policies, processes,

resources, gaps in services and barriers to cross-systems coordination – especially as they relate to areas that have been linked to successful juvenile reentry.

- e. Strategic planning, especially at the local level and involving governmental, non-profit and private stakeholders and systems involving high-risk youth.
 - f. Technical assistance: consultation with agencies and localities in a variety of roles including, but not limited to
 1. development and implementation of action plans;
 2. facilitating meetings and planning sessions;
 3. promoting collaboration and coordination in areas such as service delivery and systems and gap analyses.
 4. mobilizing resources as needed – for example, identifying and engaging individuals or organizations that bring relevant expertise to the table; supplying information that is timely and appropriate in the form of research reports, evaluative studies and other materials.
 5. technical writing: producing templates for reports, presentations and other materials.
 - g. Planning meetings, workshops, conferences, educational and training events.
3. List titles, desired qualifications, and anticipated roles of the staff that will be needed to implement and administer this project.
 4. Discuss the connection between the applicant or implementing organization and any collaborating partners or consultants that are expected to have roles on the project. If formal linkages are essential and the partners / consultants have been identified, **attach signed MOUs or letters of support stating the roles and responsibilities of all participants.**
 5. If a research partner has been identified, provide the following information: Name of research entity (organization or individual), qualifications and experience that establish the entity’s capacity for assessing project processes and outcomes, experience with the juvenile justice system – particularly with juvenile reentry and related areas. **Attach a signed MOU or letter of support stating the roles and responsibilities of the research partner, if named.**
If a research partner has not been identified, outline a plan for engaging an entity with the desired qualifications.
 6. Describe any foreseeable obstacles to achieving the goals of this RFP and how the organization’s experience prepares it for these.
 7. Address whether either the applicant or the implementing organization, if different from the applicant, is currently under investigation by any federal, state, or local authority for criminal, civil or regulatory violations.

B. Experience with the Juvenile Justice System (15 POINTS)

1. Describe the organization’s experience working with juvenile justice systems, especially within the State of New York.
2. Describe the organization’s experience with juvenile reentry and/ or related areas.
3. Describe any previous juvenile justice related experience of the staff from the organization who will be assigned to this project.

Budget Detail and Budget Narrative (20 points)

This section is worth 20 points in the overall application score and must provide justification for each item to be supported with grant funds. This section appears as two separate sections in GMS, a budget tab and questions to provide a narrative explaining that budget. **Both the budget tab and the narrative must be completed.** However, it will be scored as one section.

Allowable costs include: personnel costs which must be indicated in terms of percent of annual salary (FTE) or rate of pay and number of hours for part-time personnel; fringe benefit costs which should either be itemized or budgeted as a percent of salary; and consultant services at rates not to exceed the federal maximum allowed (\$450 per 8-hour day or \$56.25 per hour) and procured in accordance with federal, state and local guidelines (as outlined in paragraph 11 of Appendix A-1, “Agency-specific Clauses”, for DCJS grant contracts at http://www.criminaljustice.ny.gov/ofpa/downloadforms/appendixa-1_april_2013.doc.)

Additional administrative costs attributable to the project may be lined out in the budget and are limited to 5% of the project award costs; an indirect cost rate of 10% of the total amount requested for personnel costs only (salary plus fringe) is allowable only for non-governmental organizations. Indirect costs are not an allowable expense for governmental organizations.

Please address the following items in this section:

5. Budget Detail and Budget Narrative

A. Budget Detail

1. Using the GMS Budget module, provide a comprehensive 24 month line item budget including line item justifications for project costs to be supported with requested grant funds. Include the line item budget with the separate attachments to your GMS application containing all application content.
2. Include a clear break down of all costs including salary and fringe benefits. Line items should specify personnel titles and their justifications should briefly describe each staff person’s role in the administration of the project.

B. Budget Narrative

Include a 24 month comprehensive budget narrative in response to the budget narrative questions. Budget scoring will include an assessment of reasonableness of cost.

1. Clearly describe how expenditures contribute to the implementation of the project.
2. Include the percent of time for each personnel line in the budget in terms of full-time equivalents (FTEs) or number of hours and rate of pay for part time employees. Budget scoring will include an assessment of the capacity for projected staff to fulfill project goals and objectives.
3. Indirect costs of up to 10% of grant funds based on personnel salaries and fringe costs are allowable for non-governmental organizations. Explain how you arrived at any indirect cost rate that was included.

Program Workplan (0 points)

In the GMS Workplan 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 then assist awarded agencies with revising project workplan as necessary, including project goal, objectives, tasks and performance measures (See Section VI, “Reports”). Accordingly, there are no points attributable to this component of the application.

M/WBE and EEO Requirements (0 points)

The New York State Division of Criminal Justice Services (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, as well as the employment of minority group members and women in the performance of DCJS contracts.

Effective April 1, 2013, all DCJS grant contracts 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 must submit both a (1) Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form and (2) M/WBE Equal Employment Opportunity Staffing Plan as attachments to their GMS application as instructed in RFA Attachment 4.

DCJS will review the submitted Local Assistance M/WBE Equal Employment Opportunity Staffing Plan and the Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form and advise the applicant of DCJS’ acceptance once an award determination is made.

There are no points attributable to this component of the application.

V. Timetable

Applications must be received by 12 noon, Thursday, August 15, 2013. Complete applications received by that date will be considered for review. Applications received after that date and time will not be considered. The JJAG will meet in September 2013 to make the final awards.

VI. Administration of Contracts

DCJS will negotiate and develop a grant contract with the successful applicant. The grant contract is subject to approval by the NYS Office of the Attorney General and the Office of the State Comptroller before grant funding may actually be disbursed to reimburse project expenses.

In the event that the successful applicant cannot begin contractual activities within 60 days of contract execution, DCJS reserves the right to rescind the selection and redistribute the grant funds.

Contract Approval

All contracts are 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 Period

DCJS will enter into a contract for a period of 24 months. DCJS reserves the right to modify the contract period for lack of program performance, reduction in federal funding or 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 and the federal government.

Contract Changes

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

Records

Grantees 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 incurred during the performance of approved 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. 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 workplan.

Reports

Successful applicants will be required to work with DCJS or its designee to develop a project workplan that will become part of their contract and will form the basis of quarterly progress reports. The workplan will formalize and detail the applicant's commitment to accomplishing the activities outlined in this application's Scope of Work. It will state the program's goals and

will include, as tasks or performance measures, output indicators that outline program components, services and activities and estimate achievement of goals and objectives. In addition, DCJS mandates a set of output (process) and outcome (impact) measures that are to be included in all contracts.

Grantees will be required to work with DCJS, or a research partner identified by DCJS, to collect and report the requisite performance outputs and outcome data. The grantee shall submit reports to DCJS in a format and pursuant to a time schedule specified in the grant contract, which shall include a description of the program efforts undertaken during the reporting period and the current status of the project. The progress reports of the grantee's activities under this contract must be submitted electronically as directed by DCJS for each quarter. Grantees agree to submit any other reports considered relevant by DCJS, including mandatory annual reporting of program outputs and outcomes to OJJDP.

Review

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

Disposition of Allocations

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

Revocation of Funds

Funds awarded to an applicant who does not implement an approved project within 90 days of the contract start date may be revoked and redistributed at the discretion of the Executive Deputy Commissioner of the Division of Criminal Justice Services.

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 DCJS. Appendices are available on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/forms.htm>.

Funding Prohibitions

Funds awarded may **not** be used for the purchase of firearms or other deadly weapons; payment for school resource officers; private security guard services; out-of state travel unless pre-approved by DCJS; the preparation of project proposals, and indirect costs for governmental entities. Funding for food is NOT permitted unless the food is included as a component of the program serving youth.

VII. Approval & Notification of Award

Once a project is approved by the JJAG, applicants approved for award will be notified in writing and a contract between the applicant and DCJS will be developed. Applicants whose proposals are not selected for funding will also be notified in writing.

VIII. 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 Addendum A). It is strongly suggested that the GMS User Manual be downloaded from the following web address: <http://www.criminaljustice.ny.gov/ofpa/gms.htm>.

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

The authorized signer of contracts for any agency, 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 by an applicant to have an authorized signatory with eSignature rights will prevent submission of the application.** Both GMS registration forms can be e-mailed to funding@dcjs.ny.gov 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 instructions for submitting the application within GMS can be found in Addendum A.

When accessing GMS to complete an application, click “Project>New,” then select *Juvenile Reentry Technical Assistance* 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 noon, Thursday, August 15, 2013.**

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 of their application; existing DCJS grantees whose DUNS number is not already on file should email the number to 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/displayHomePage.do;sessionId=B9E740A165>. *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.*

Vendor Prequalification Requirements for Not-for-profit Applicants

The State of New York has initiated a new statewide prequalification process designed to facilitate prompt contracting for not-for-profit vendors. Interested vendors will be asked to submit commonly requested documents, and answer frequently asked questions once. The application requests organizational information about the vendor's capacity, legal compliance, and integrity. To learn more about this initiative and prequalification, please visit the Grants Reform website at: www.GrantsReform.ny.gov

Beginning July 31, 2013, all not-for-profit vendors will be required to prequalify prior to grant application and execution of contracts. If the not-for-profit vendor is not prequalified as required, State agencies may not evaluate proposals for existing competitive grants opportunities submitted by the not-for-profit vendor or sign grant contracts, renewals, or amendments with the not-for-profit vendor.

Based on the above information, not-for-profit applicants are strongly encouraged to begin the process of registering and prequalifying. Following is a summary of the steps that must be undertaken in order for you to prequalify.

- Go to the Grants Reform website (<http://www.grantsreform.ny.gov/Grantees>) and download a copy of the Registration Form. Please review the instructions for submission of this Form. The form must be signed and notarized by an authorized representative of your organization, and must be submitted as soon as possible in order to gain access to the Grants Gateway to enable prequalification.
- Upon submission of your Registration Form, you will be provided with a User ID allowing you to gain access to the New York State Grants Gateway. From there, please logon to the Gateway System (https://grantsgateway.ny.gov/IntelliGrants_NYSGG/login2.aspx) and begin your Prequalification Application.
- Vendors who have already submitted registration materials and received their user credentials can begin to upload documents into the Document Vault and complete their online Prequalification Questionnaire.
- As you fill out the Questionnaire, please refer to the Gateway Training Materials and resource links posted on the "Grantees" section of the Grants Reform website to help you navigate the questionnaire. If you still have questions, please address them to the Grants Reform Team at: GrantsReform@Budget.ny.gov with "Prequalification" in the subject line.

IX. RFP Technical Assistance

Requests for technical assistance with accessing and using GMS may be directed to the DCJS Office of Program Development and Funding at (518) 457-9787.

Non-GMS questions regarding this RFP may be emailed to funding@dcjs.ny.gov through **Friday, July 19, 2013**. Please reference "Juvenile Reentry RFP" in the subject line of your email. On **Thursday, July 25, 2013** DCJS will post answers to the received questions on our website at <http://www.criminaljustice.ny.gov/ofpa/newrfp.htm> without identifying questioners. **The deadline for applications is 12:00 noon, Thursday, August 15, 2013.**

X. Final Application Checklist

Applicants must submit applications electronically through DCJS' Grants Management System (GMS). Please review Section VIII of the RFP for GMS instructions. Before submitting your application, please ensure that you have:

- Provided responses to the questions outlined in Section IV, "Required Application Content", in the GMS Questions module;
- Provided a Microsoft Word document containing responses to all questions in Section IV as a separate attachment to your GMS application;
- Attached signed MOUs or letters of support from any collaborating partners, consultants or researchers that are named in the application;
- Completed a line item budget in the GMS Budget module, including narrative justification for requested items, *and* submitted your budget request with narrative as a separate attachment to the GMS application. See Section IV(5);
- Completed the GMS Workplan module as instructed in Section IV; and
- Completed and attached the Local Assistance M/WBE Equal Employment Opportunity Staffing Plan and the Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form as instructed in Section IV and RFP Attachment 4.
- Not-for-Profit Applicants: See also Vendor Prequalification Requirements in Section VIII.

Applications must be submitted by **12:00 noon, Thursday, August 15, 2013**. Late applications will not be accepted or reviewed.

Addendum A

GMS Registration Form

GMS Signatory Registration Form

Helpful Hints for GMS



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

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. 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:



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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. 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 DCJS' Juvenile Justice Reentry Consortium Technical Assistance 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 "*Juvenile Re-entry Technical Assistance*" 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 "To Be Determined" for your Project Goal, Objective, Task and Performance Measure. **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 developing an appropriate program workplan including Project Goal, Objectives, Tasks, and Performance Measures.

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 RFP, 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. 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.

Attachments

Placement Data – Voluntary Agencies

OCFS Revocation Data

New York State Juvenile Reentry Strategic Plan

M/WBE and EEO Requirement Documents