



REQUEST FOR APPLICATIONS (RFA)

Revised - LIVESCAN Equipment Program

SFY 2015-2016

Issued: June 12, 2015

KEY DATES AND NOTICES:

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| Submission Deadline: | Wednesday, August 5, 2015 by Noon |
| Deadline for Final Submission of Questions: | Tuesday, June 23, 2015 |
| Response to Questions Posted: | On or about Thursday, July 2, 2015 |
| Notification of Award(s): | On or about Monday, August 24, 2015 |

1. This RFA is a revised version of the Livescan RFA that was previously released in February 2015. The eligibility criteria has been expanded to include agencies which were previously ineligible. All applicants who applied to the original RFA must re-apply to be considered for funding. Applicants should update their previously submitted application to reflect any changes based on this new RFA eligibility and/or other criteria by the submission deadline provided above.
2. Prior applicants who consider their previous application still relevant, and not applicable for change, must still re-apply - but can submit the previously submitted application.
3. DCJS' Grants Management System (GMS) Project records for those applicants who previously submitted applications have been returned to "New" status to allow previous applicants to make any necessary or desired modifications.
4. All applications must be submitted by the submission deadline on-line via the DCJS Grants Management System (GMS). **Applicants who are not registered to access GMS will need to obtain user access in order to submit an application.** See Appendix: *DCJS Grants Management System (GMS) Instructions and Helpful Hints*.
5. Non-GMS questions regarding this RFA may be e-mailed to funding@dcjs.ny.gov through date **indicated above**. Please reference "**Livescan Equipment Program**" in the subject line of your e-mail. Answers to submitted questions will be posted on the DCJS website at <http://criminaljustice.ny.gov/ofpa/newrfp.htm> as indicated above.
6. Successful applicants will receive email notifications to the address provided on GMS. For those not approved to receive funding awards, notifications will be emailed to the contact person and sent via first class mail to the applicant's postal address. Contracts for this grant opportunity will be for a 12 month period and are expected to start no earlier than October 1, 2015.
7. This is a competitive process.
8. There is a 50% cash match requirement for this program.

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ATTACHMENT

- *List of Eligible Agencies*

I. INTRODUCTION

The New York State (NYS) Division of Criminal Justice Services (DCJS) seeks proposals to fund the upgrade or replacement of existing Livescan fingerprint processing equipment. This RFA is a revision of the Livescan RFA that was previously released in February 2015. **Previous applicants should review and modify their original applications as needed prior to re-submitting them for consideration.**

Approximately \$1,000,000 is available for a competitive award to those law enforcement agencies identified in Attachment: *List of Eligible Agencies*. In previous years, DCJS provided grant funding to county and local law enforcement agencies for the purchase of Livescan fingerprint processing equipment. Funds are again being offered for the upgrade or replacement of existing Livescan/Cardscan equipment in recognition that this equipment may now be outdated or no longer functioning properly.

DCJS is requiring a 50% match for this Request for Applications (RFA). The match requirement was set in acknowledgement of the shared responsibility local agencies have in supporting this critical law enforcement function.

This is an RFA for Livescan Equipment Program funds. A grant award requested under this program is **for the acquisition of Livescan equipment only.**

Applicants will be selected based on eligibility, the need and quality of the proposed project, the applicant's ability to administer the project, and the appropriateness of budget as more fully outlined below. Due to limited availability of funds, priority for funding will be given to agencies with the greatest average number of arrests per year from 2011-2013, as reported to DCJS Computerized Criminal History database. However, please note that this revised RFA includes that all local and county law enforcement agencies identified in Attachment: *List of Eligible Agencies*, or jurisdictions which they represent are eligible to apply.

DCJS is a multi-function criminal justice support agency with a variety of responsibilities, including the collection and analysis of statewide crime data; operation of the DNA databank and criminal fingerprint files; administration of federal and state criminal justice funds; support of criminal justice-related agencies across the state; and administration of 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 continue to improve the effectiveness of New York's justice system. Applications will be rated and selected for funding consistent with the best interest of public safety.

II. ELIGIBILITY AND FUNDING GUIDELINES

A. Eligibility

All local and county law enforcement agencies identified in Attachment: *List of Eligible Agencies*, or jurisdictions which they represent are eligible to apply. Eligible applicants may apply as follows:

1. Individual agencies which currently submit fingerprint data directly to DCJS, or intend to do so going forward, and **DO NOT** host a server through which other departments submit fingerprint data.
2. Agencies which **DO** host regional servers through which other departments submit fingerprint data. These agencies can file a joint application that includes ALL departments that submit through the regional server. If ALL departments that utilize the regional server are not included in the application, the host agency must commit to continue hosting the current regional server for one year from the date of contract execution to be considered for funding.
3. All applicants must be current with their Uniform Crime Reports (UCR) or Incident-Based Reports (IBR).

B. Appropriation and Availability of Funds

Approximately \$1,000,000 is available for competitive award to those law enforcement agencies identified in Attachment: *List of Eligible Agencies*. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Applicants also should anticipate that awards under the initiative will be **one-time awards and accordingly should propose project activities and deliverables that can be accomplished without additional funding**. Agencies receiving awards should plan for the institutionalization of the project after grant funds are no longer available, including any ongoing training and/or equipment maintenance and warranty costs.

C. Eligible Costs and Equipment Requirements

This program is strictly limited to the purchase and installation of Livescan equipment to replace Livescan equipment or upgrade from Cardscan to Livescan equipment. Applicants may seek up to \$10,000 in grant funds per Livescan unit (request may include software and installation).

Applicants may apply for more than one Livescan unit, but must provide sufficient justification that multiple units are necessary due to large arrest volumes and/or the need for devices at different locations. Funding priority will be given based on the applicant's demonstration of need for the equipment requested.

The Livescan units requested should include Palm Capture functionality. Functionality for scars, marks, and tattoos; as well as digital signature capture is highly recommended, but not required. DCJS requires inclusion of the following Types of Transactions (TOTs) in the Livescan configuration: CARAAR for arrest submissions, CARJDR for juvenile arrests, CARCIR for criminal inquiries (ID purposes only). In addition, the following TOTs are recommended, depending on applicant agency needs: CARSOR if the agency submits sex offender updates, DEUDEC for dead submissions, CARSUP if Parole or Probation share your Livescan, FBICRM for resubmissions to the FBI, and CARADM for correction admissions. (For additional information and definitions of these Types of Transactions, please see the New York State Criminal Justice Electronic Biometric Transmission Standard, Section 3.1, at www.criminaljustice.state.ny.us/advtech/ebts.pdf).

Equipment purchases must meet all procurement guidelines of federal, state, and local governments.

D. Matching Funds

DCJS is requiring a 50% match for this RFA. The match requirement was set in acknowledgement of the shared responsibility and benefit local agencies have in supporting this critical law enforcement function.

This means, for example, that applicants requesting \$10,000 must identify and be prepared to spend an additional \$10,000 in the application budget. The total of the application budget should include BOTH the requested grant funds plus the 50% match amount.

Applicants must identify the source of the match and describe how match funds will be used in the budget. Match funds are subject to the same requirements as funds allocated under the Livescan grant and must be documented in the same manner as grant funds.

E. Ineligible Costs

This program is strictly limited to the purchase and installation of Livescan equipment (including software) to replace Livescan equipment or upgrade from Cardscan to Livescan equipment. Any other costs, including upgrades not related to the purchase of new equipment or functionality not described under Eligible Costs, are ineligible.

III. APPLICATION SUBMISSION

A. Grants Management System (GMS)

Applications must be submitted via the DCJS GMS on-line system. No other format of application will be accepted. First time GMS users should download the GMS User Manual located at <http://www.criminaljustice.ny.gov/ofpa/gms.htm> to complete the GMS Registration Form and GMS Signatory Registration Form. 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. Technical assistance with GMS will be available during business hours through the application due date.

Applicants are encouraged to complete the GMS Application as well as the registration and/or pre-qualification on the Grants Gateway (Not-for-Profits only), early to avoid any delays cause by potential issues with these automated system(s).

NOTE: Alternative applications **will not** be accepted.
Faxes **will not** be accepted.
Applications by e-mail **will not** be accepted.
Any applications received **after the due date and time deadline will automatically be disqualified from review and funding consideration.**

B. Specific GMS Instructions for this RFA

The following information is specific to this **Livescan Equipment Program RFA**. 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 “**Livescan Equipment Program**.”
- Click “Create Project”. Your application will now be ready to complete.

Completing the Application

Each application requires completion of following on GMS:

- Enter general information on the general tab
- Enter participant name(s) and related contact information for all participating agencies per application.
- Project budget; and
- Certification of all Award Conditions (if applicable).
- Enter “To Be Determined” in the GMS work plan module for Project Goal, Objective, Task, and Performance Measure. Note: *A work plan will be developed after grant awards are made as part of the contracting process.*
- In addition, applicants must attach a Microsoft Word; Excel document; or ‘pdf’ file (as required) that addresses the two questions in *Request for Application* (RFA) Questions Section and any requirements outlined in *Administration of Contracts* Section.

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.*”

IV. REQUEST FOR APPLICATION (RFA) QUESTIONS AND AWARD DETERMINATIONS

A. RFA Questions

The following questions must be answered in full and submitted as an attachment in the DCJS Grants Management System (GMS) as instructed. Please prepare the answers to these questions in a Word Document using Ariel, 11 point font, 1.5 spacing, and attach to GMS using the *Attachments* module. GMS instructions are located in Appendix: *DCJS Grants Management System (GMS) Instructions and Helpful Hints* of this RFA.

A numerical rating will be awarded based on the **completeness** of the response to each of the following questions, as well as completion of the budget module in GMS. Applications can score **a maximum of 50 points**. A minimum score of 70 percent or 35 is necessary to be eligible for funding. Any and all sub-sections must be answered.

Program Specific Questions (#1 and #2) (40 points)

Question #1: 0-30 points

Describe the project that will be supported by the grant proposal.

- ***What is the goal of the project?***
- ***Where will the project operate?***
 - Describe the physical location of the project. If multiple Livescan units are being requested for use at different locations, describe why a unit is needed at each location.
- ***When will the project operate?*** Provide a timeline for identifying equipment, ordering, installation and operation.
 - ***Include a plan*** to assure the institutionalization of the project once funds are no longer available such as on-going training, equipment maintenance, and warranty issues.

Describe the status of current Livescan/Cardscan Equipment

- Provide the number and types of equipment in use in your agency.
- Provide a description of any malfunctioning or outdated equipment and how those issues impact your ability to submit fingerprint data efficiently.
- Provide justification for the number of device(s) requested in the application.
- Regional server host agencies should provide a list of all departments that currently submit fingerprint data through their server and indicate a commitment to continue hosting for one year from the date of contract execution.

Question #2: 0-10 points

Implementing Agency Profile – Answer all sub-sections within the following question:

- ***Briefly describe your agency including:***

- organizational structure and operational units or divisions
 - the overall annual operating budget with number of employees (full-time and part-time) and hours of operation
- *Identify where, within the agency, the project will be operated.*

Budget Questions: 0-10 points

Complete the budget in the GMS budget module.

What funds are needed to support the project in this grant proposal? Provide an overall budget in GMS that supports the project presented. The detailed budget lines are to be directly related to project implementation and must be sufficiently justified. If requesting more than one Livescan unit, the applicant should justify the need for multiple devices. Please describe the source of matching funds (i.e., seized asset account; local budget).

The total of the application budget should include BOTH the requested grant funds plus the 50% match amount. For example, this means that applicants requesting \$10,000 must identify \$10,000 in the application budget which will be provided by the applicant.

For regional server host agencies submitting a joint application on behalf of all departments who submit data through their server, the budget should include a budget line under the All Other Expenses category for each department supported by the grant application.

B. Final Award Determinations

Applicants who are eligible for funding must receive **a score of at least 35** on this RFP. The actual award amount will be dependent upon the soundness of the proposed project and its relation to the requested budget, the average number of arrests reported annually by applicant agencies, and the demonstration of need for the number of units requested.

Final award decisions will be made by DCJS in accordance with the best interests of the State. Nothing herein requires DCJS to approve funding for any applicant. Subsequent to staff review, the Executive Deputy Commissioner of the Division of Criminal Justice Services will score evaluations conducted by State agency staff and make final decisions regarding the funding of projects and individual award amounts based on the quality of each application, the recommendations of the reviewers, and the criteria set forth in this RFP.

V. QUESTIONS REGARDING THIS RFA & TECHNICAL ASSISTANCE

Non-GMS questions regarding this RFA may be e-mailed to funding@dcjs.ny.gov. Please reference “**Livescan Equipment Program**” in the subject line of your e-mail. Answers to submitted questions will be posted on the DCJS website at <http://criminaljustice.ny.gov/ofpa/newrfp.htm> on date indicated on RFA cover page.

Requests for technical assistance or with accessing and using GMS may be directed to the DCJS Office of Program Development & Funding at (518) 457-9787. Technical assistance is available during business hours through the application deadline.

VI. NOTIFICATION OF AWARDS

Successful applicants will receive email notifications to the address provided on GMS. For those not approved to receive funding awards, notifications will be emailed to the contact person and first-class mail to the applicant's postal address.

VII. REPORTING REQUIREMENTS

Reporting requirements that are applicable to this funding are provided below:

GMS Quarterly Progress Reporting

All DCJS-funded programs are 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 DCJS funded grantees are required to submit quarterly fiscal reports and claims for payment.

Reporting Due Dates:

GMS Progress Reports, 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 |

Performance Measurement Tool (PMT) Reporting:

In addition to GMS Progress reports, grantees are required to report quarterly in the federal Performance Measurement Tool (PMT). PMT reports are due on the same schedule as GMS Progress Reports and Fiscal Claims for Payment.

VIII. ADMINISTRATION OF CONTRACTS

DCJS will negotiate and develop a contract with each successful applicant. The contract may be subject to approval by the NYS Office of the Attorney General and the Office of the State Comptroller before funding may actually be disbursed. In the event that an award recipient cannot begin contractual activities within 90 days of contract execution, DCJS reserves the right to rescind the award and redistribute the 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 have no force and/or effect.

Contract Period

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

Contract Activities

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

Contract Changes

Contracts resulting from this solicitation may be executed, increased, terminated, renewed, decreased, extended, 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 in the best interest of NYS.

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 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

The grantee shall submit all reports to DCJS in a format and time frame as specified in the grant 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 RFA must comply with the requirements established by DCJS. The grantee agrees to submit any other reports considered relevant by DCJS.

Performance Review

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

Disposition of Allocations

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

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 RFA. Such partnering with New York State businesses may be as subcontractors, suppliers, protégés or other supporting roles. To assist in demonstrating commitment to the use of New York State businesses in the performance of the contract(s), all applicants must complete the form provided on the DCJS website 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.

DUNS Registration Requirements

All DCJS funding applicants are required to provide a Data Universal Numbering System (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;jsessionid=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.

Standard Contract Provisions

Any contracts negotiated as a result of this RFA 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>.

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.

All DCJS grant 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). (Note: Submit documents, either WORD or EXCEL - as provided in original format.) All forms are located at <http://www.criminaljustice.ny.gov/ofpa/mwbe/index.htm>. Additional information about MWBE Terms and Conditions 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. There are no points attributable to this component of the application.

IX. APPLICATION CHECKLIST

Applicants must submit their applications electronically through the DCJS Grants Management System (GMS). Before submitting your application, ensure completion of the following:

- Provided complete and updated contact information on GMS.
- Answered Program Specific Questions (1 – 2) and attached in GMS as a Microsoft Word document.
- Completed a line item budget in the GMS budget module, including narrative justification for requested items. Be sure to include 50% matching funds and identify the source of those funds.
- Completed the GMS Workplan module, noting “To Be Determined” as instructed.
- Completed all necessary contract requirements as outlined in Section: ADMINISTRATION OF CONTRACTS including question regarding “Encouraging Use of New York State Businesses in Contract Performance”.
- **All applications must be received by Noon on Wednesday, August 5, 2015.**

APPENDIX: DCJS GRANTS MANAGEMENT SYSTEM (GMS) INSTRUCTIONS AND HELPFUL HINTS

Dated March 2015

GMS Helpful Hints: Also read **Application** 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. Complete the text screens and press save.

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"

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 RFA.

- 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 RFA 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 RFA. 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 an award being rescinded for the application being untimely.

When all requirements 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 the application is successfully 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.

End of Application