

**NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES
OFFICE OF PROGRAM DEVELOPMENT AND FUNDING
SFY 2012 – 2013 REQUEST FOR APPLICATION (RFA)**

**BRIDGE FUNDING FOR ATI PROGRAMS AND ADULT REENTRY
EMPLOYMENT PROGRAMS CURRENTLY SUPPORTED UNDER
BYRNE JAG AMERICAN RECOVERY AND REINVESTMENT ACT**

APPLICATION HIGHLIGHTS

1. Application deadline is **12:00 Noon, Nov. 28, 2012.**
2. Applications **MUST** be submitted via the New York State Division of Criminal Justice Services (NYS-DCJS) Grants Management System (GMS).
3. If you are not already registered to access NYS-DCJS GMS, registration forms and instructions can be found inside the application.
4. Applications submitted after the deadline will not be considered for funding.

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REQUEST FOR APPLICATIONS (RFA)

I. Introduction

The New York State Division of Criminal Justice Services (DCJS) announces the availability of bridge funding for those service providers operating Alternative to Incarceration (ATI) and/or adult reentry employment programs currently supported with federal Byrne JAG American Recovery and Reinvestment Act (ARRA) funding through December 2012, January 2013, or February 2013. Eligible applicants may apply for funding to continue their program's services from the current end date of their contract until the end of the current state fiscal year, March 31, 2013.

Funding will be awarded under this RFA for the following priorities: 1) to continue support for ARRA funded Alternatives to Incarceration programs providing services to individuals and providing jobs across the state; 2) to provide continued support for adult reentry employment programs in Albany, Buffalo, Rochester and New York City that contribute to job placement and retention; and 3) ATI programs providing services to individuals in state prison facilities.

II. Appropriation and Availability of Funds

Approximately \$1.2 million in new state local assistance funds is available to support this RFA. Grant award agreements will be limited to the amount necessary to cover operational costs from the end of the grantee's current ARRA funded contract until the end of the current fiscal year, March 31, 2013.

If an applicant's current contract funding will last beyond the end date of the current contract, the applicant should request only the amount of money necessary to carry the project to March 31, 2013. The amount requested should not exceed the prorated cost of services delineated in the applicant's current contract. Any future funding beyond March 31, 2013, is not guaranteed, and is subject to available future state appropriation for this purpose.

Funds may be requested for bridge funding of currently funded programs as follows:

1. Adult Reentry Employment Programs – to support the continuation of employment reintegration services for formerly incarcerated individuals until March 31, 2013.
2. Current ARRA funded ATI programs– to support operating costs associated with the continuation of client services in:
 - a. local jurisdictions and
 - b. state prisons until March 31, 2013.

The intention of the bridge awards made as a result of this RFA is to provide funds to support the same level of services as provided in the current grant based on documented need and the utilization of all currently active contract funds. All funding requests must

indicate how long the applicant's current grant award supports the program's efforts. The award available for each eligible program will be based on documentation showing how much funding will be needed beyond the current contract award in order to continue services until March 31, 2013.

Funding under this RFA must supplement, not supplant, non-grant funds that would otherwise be available for expenditure on the proposed program. Any potential supplanting will be subject to application review or post-award monitoring and audit. If it appears that there is a supplanting issue, the applicant or grantee will be required to submit documentation demonstrating that the reduction in non-grant resources occurred for reasons other than the receipt or expected receipt of these grant funds.

There is no match requirement for this grant program.

III. Eligibility Requirements

Funding is available through this RFA to support bridge funding of ATI programs currently funded with federal ARRA funds and whose contracts expire December 31, 2012, January 2013, or February 2013.

This includes:

1. Adult reentry employment programs operated by the Center for Employment Opportunity (CEO), Fortune Society, Inc., and the Osborne Association.
2. ATI programs providing services in local jurisdictions: Adaptive Design Association, Inc.; Cattaraugus County, Center for Alternative Sentencing & Employment Services, Inc.; Center for Community Alternatives, Inc.; Correctional Association of New York, Inc.; Education and Assistance Corp, Inc. (EAC); Fund for the City of New York, Greenhope Services for Women, Inc.; Legal Action Center, Osborne Association, TASC of the Capital District, Inc. and Fortune Society, Inc., and
3. ATI programs providing services in state prisons – Osborne Association.

DCJS will accept only one application per project currently supported with ARRA funds.

IV. Program Requirements

Description of Program Services

1. Adult Reentry Employment Programs

Offender employment increases the potential for success of individuals under criminal justice supervision and reduces recidivism. Employment is viewed as one of the community ties that can make the difference for individuals and their families by participating in the legitimate economies of communities across New York State. In

addition to providing a means of support, employment can serve as a strong pro-social bond in the community. The goal of reentry employment programs should be to provide job readiness, placement and job retention, and to track success by measuring job retention at benchmark intervals, for example 90 and 180 days. Projects should be designed to provide or to facilitate the acquisition of job skills targeted to market needs that lead to employment.

Adult reentry employment projects are expected to fund workforce development, including transitional employment, for men and women who have been incarcerated. As a result, it is important that project staff have participated and become certified in Offender Workforce Specialist Training. Workforce development staff should prioritize job placement and retention in jobs that pay above minimum wage and have opportunities for sustainability and advancement. The program should prepare clients for the workforce through development of job readiness training that outfits clients with the necessary skills, etiquette and attitude to obtain and retain employment, and include resume development, mock interviews, and skills identification.

Client skills training should be complemented by job developers that locate both permanent and transitional employment opportunities and placements for clients that maximize existing skills. In addition to general skills training, clients may also be directed to sector-based training for specific fields of interest. Program job developers should develop strong community relationships with a multitude and variety of employers and local businesses willing to hire people with criminal records. Retention specialists should offer job retention counseling and other support to both clients who are employed and to those who are unemployed using evidence based program models with proven effectiveness.

2. Alternatives to Incarceration

The goal for these projects is to reduce recidivism, promote public safety, and enhance defendant/offender accountability through community corrections. While the mission or program model may differ among the several programs that are eligible, all should focus on the provision of the following services, as appropriate: intake and assessment services, the provision of life skills and rehabilitative services, including but not limited to substance abuse and mental health treatment using evidence-based models, the measurement of appropriate performance milestones and outcomes, such as graduated stages of retention in program, successful program completion, successful defined period without re-arrest or conviction following program completion, as well as demographic characteristics of the project clientele.

All projects should be based on the following principles of effective practice:

- Assess risk and needs
- Use Motivational Interviewing techniques
- Target appropriate risk-level offenders
- Promote services that use cognitive behavior therapy approaches

- Provide individual level case planning and management to effectively manage risk and address criminogenic and stability needs
- Increase positive reinforcement
- Engage ongoing, pro-social support
- Measure relevant processes and practices and provide measurement feedback

V. RFA Specific Instructions

Applications must be submitted by the designated eligible county agency or a not-for-profit agency listed above in Section III. Only one application per project will be accepted from each eligible agency/county.

A. General

Complete the information requested on the **General** tab in GMS. (See helpful hints for using GMS in Addendum A.)

Within the **General** tab of GMS, indicate the start date of the project as the day after your current award ends. The end date should be listed as March 31, 2013.

B. Participant

Complete all participant data requested on the **Participant** tab for project primary contact, fiscal contact, and project signatory.

C. Budget

The amount of bridge funding an applicant requests in this application should reflect how much money is needed for operating expenses to continue their current program through March 31, 2013 utilizing all existing grant funds.

Within the **Budget** module of your GMS application, prepare a line item budget by appropriate category of expense (e.g., Personnel, Fringe Benefits, Consultants, etc.). Budgets should reflect only the amount of money you would need to continue the existing program for the period from when your current funding is fully spent through March 31, 2013. Budget requests must not exceed a prorated cost of the same line item expenses in the applicant's current contract. Requested budget items must be limited to eligible costs as included in the current contract and are ongoing to support the eligible services. One-time costs are not eligible.

In the space provided in the GMS Budget tab, provide a brief narrative justification for each requested budget item demonstrating how the requested items are essential to supporting the program. All personnel line items should reflect percentage FTE that the employee works on the project or the rate of pay and number of hours to be worked.

Funding for indirect costs for participating not-for-profit agencies to be supported with

grant funds is capped at a rate of 15% of salary plus fringe only. Requests for funding for indirect costs must include justification and an itemized description of the types of expenses and/or activities included in the indirect cost rate.

Applicants whose funding requests:

1. exceed the prorated amount needed to fund their project until March 31, 2013,
2. include ineligible costs, or
3. do not meet program objectives will be required to revise their requests. Awards may also be limited by the amount of funds available under this RFA.

D. Program Workplan

In the GMS Workplan module, enter your Project Goal, Objectives, Tasks, and Performance Measures as they appear in your current contract or with revisions as necessary. Upon successful application and notification of award, DCJS may require awarded agencies to revise their program workplan if necessary or appropriate due to the limited duration of the project continuation award and overall DCJS goals for the Alternative to Incarceration or Adult Reentry Employment projects.

Each proposal must include a project Workplan. All goal, objectives, tasks and performance measures must be provided in the GMS Workplan module **and** submitted as a separate Microsoft Word document using the GMS Attachments module.

E. RFA Questions

Each proposal must respond to the following questions. All responses must be provided in the GMS Questions module **and** submitted as a separate Microsoft Word document using the GMS Attachments module.

1. Based on an assessment of your current contract spending, what balance (if any) will remain at the end of your current contract period?
2. Do you need an extension of your current contract to allow full expenditure of those existing grant funds? If so, until what date do you request that your current contract be extended?
3. After fully expending your current contract, how much money is needed for operating expenses to continue your program until March 31, 2013? The answer to this question should match the operating budget that is completed in the budget tab of this application.

Note: Given that this application is for limited time bridge funds for current contracts, no other questions need to be answered in GMS.

VI. Special Conditions and Prohibitions

All grant recipients whose staff is paid in whole or in part from grant funds provided under this program shall maintain a time recording system which shows the time devoted to the grant project. The system shall consist of time sheets, computerized workload distribution reports, or equivalent systems. The time devoted to grant activities must be determinable and verifiable by DCJS. If time sheets are used, each must be signed by the individual and certified by the individual's supervisor in a higher level position.

A county opting to subcontract with a not-for-profit agency for services must follow the jurisdiction's procurement process for such services and maintain the records for obtaining these services on file.

Counties must include in their grant application a description of the services to be provided by each subcontracted agency and a line item budget outlining the sub-awarded expenses to be supported with grant funds. If applicable, this should be attached to the GMS application as a Microsoft Word document.

Where indicated in the application that funds will be sub-awarded, DCJS' approval is required prior to submitting a voucher for reimbursement for the proposed funded activity. The grantee agency shall hold recipients of sub-granted funds accountable for all terms and conditions set forth under the grant program and the resulting grant contract.

All subcontract arrangements shall be formalized in writing between the parties involved and shall be approved by DCJS prior to the submission of a voucher for reimbursement. The written agreement must, at a minimum, include the following information: the duration of the agreement; the dollar amount of the agreement; the amount to be supported with DCJS grant funds, if different; a description of activities to be performed and/or services to be provided; time schedule and/or hours of operation; a line item budget, including estimated number of hours to be worked and rate of pay for funded positions; project policies; and other policies and procedures to be followed.

Grantees will not be reimbursed for sub-granted funds unless all sub-grantee expenditures are listed on certification forms. Backup documentation for such expenditures must be made available upon request. All expenditures must be programmatically and fiscally consistent with the grant contract.

VII. Reporting Requirements

In addition to the submission of quarterly narrative progress reports, counties may also be required to provide monthly case-level data or tracking logs in a format and timeline prescribed by DCJS.

VIII. Award Methodology

Applications will be evaluated based upon a pass/fail review of applicants' fulfillment of the qualifying criteria for funding. Qualifying criteria are conditions that must be met in order for an application to receive funding.

All applications MUST:

1. Be submitted by an eligible applicant;
2. Include a statement of how long current contract funding can support program services, even if it is beyond the end date of the current contract;
3. Include all required information described in Section V, "RFA Specific Instructions." (DCJS reserves the right to allow applicants to correct minor omissions in applications received by the due date); and
4. Be submitted via the DCJS Grants Management System (GMS), in accordance with Section XI, by the stated application deadline.

IX. Award Decisions

Applications for awards will be evaluated by DCJS staff on a pass/fail basis in accordance with the criteria outlined in Section VIII. Applicants who fulfill all pass/fail criteria outlined in these sections will be eligible for the amount necessary to continue program operations at the same level from the end date of their current contract until March 31, 2013. Applicants will not be awarded more money than a pro-rated cost of services based on their current contract, and may receive less due to actual need or availability of funds.

DCJS reserves the right to reduce the award amount based on insufficient program performance, documentation of needed funds, the adequacy of proposed services to address identified needs, reasonableness of cost, and available funds from the current contract period.

The Commissioner of the Division of Criminal Justice Services will provide oversight of the grant review process and will announce the final grant award decisions based on the staff reviews and the recommendations made in accordance with the criteria described in Section VIII, "Award Methodology." Nothing herein requires DCJS to approve grant funding for any applicant. All applicants will be notified by DCJS in writing regarding whether they received an award.

DCJS reserves the right to suspend approval of an award and/or execution of a grant contract in the event an applicant has overdue fiscal cost reports or progress reports for current DCJS grants. Accordingly, **applicants should ensure that all fiscal cost reports and progress reports required for current DCJS grants have been submitted to DCJS by the due date for applications.**

X. ADMINISTRATIVE CRITERIA AND CONDITIONS

A. Cost Incurred Prior to Contract Approval

The state of New York will not be liable for any cost incurred by a service provider in preparation for, or prior to, the approval of an executed contract by the NYS Office of the Attorney General and the Office of the State Comptroller. Additionally, no cost will be incurred by the State for the service provider's participation in any pre-contract award activity.

B. Commitment

Submission of a response to this RFA shall not be construed as a commitment by the State to proceed with this project.

C. Certain State's Rights

The State reserves the right to:

1. Reject all proposals and re-issue a subsequent version of this RFA.
2. Utilize any or all ideas submitted in the proposals unless those ideas are covered by legal patent or proprietary rights.
3. Amend RFA specifications to correct errors or oversights, or to supply additional information. Notification of any such changes will be posted on the DCJS website and per the original RFA distribution.
4. Make typographical corrections to proposals with the concurrence of the applicant.
5. Correct computational errors with the concurrence of the applicant.
6. Change any of the scheduled dates stated herein with notification posted on the DCJS website and per the original RFA distribution.
7. Negotiate with service providers responding to this RFA within the RFA requirements to serve the best interests of the State.
8. Deny proposals that fail to meet mandatory requirements.
9. Waive a mandatory requirement if unmet by all applicants and is non-material in nature.
10. The State may award a contract for any or all parts of a proposal and negotiate contract terms and conditions to meet DCJS' and the applicant agency's needs consistent with the solicitation.

D. Contract Negotiations

During contract negotiations, the State expects to have direct access to applicant personnel who have full authority to make commitments on behalf of the applicant. An applicant must include, as part of its proposal, any restrictions under which its primary negotiations will operate.

E. Executed Contracts

Any negotiated contract must conform to the laws of New York State and will be subject to approval by the NYS Office of the Attorney General and the Office of the State Comptroller in accordance with state requirements. The contract will not be considered fully executed until formal approval has been granted by the NYS Office of the Attorney General and the Office of the State Comptroller if required.

F. Contract Period

DCJS will enter into contracts limited to the period from the end date of the current contract to the end of the current state fiscal year, March 31, 2013, contingent upon program performance and the availability of funds. DCJS reserves the right to modify the contract period due to unsatisfactory program performance or in the best interests of the State.

G. Contract Activities

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

H. Contract Changes

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

I. 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.

J. Review

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

K. 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.

L. Standard Contract Provisions

Any contracts negotiated as a result of this RFP will be subject to the provisions of the standard New York State Agreement, Appendix A (Standard Clauses for New York State Contracts), Appendix A-1 (Agency-specific clauses) and Appendix C (Payment & Reporting Schedule), which contain the standard clauses for all New York state grant contracts with DCJS. Appendices are available for review on the DCJS website at: <http://www.criminaljustice.ny.gov/ofpa/index.htm>.

M. Proposal Security

Public inspection of the bids is regulated by the Freedom of Information Law (Article 6 of the New York State Public Officers Law). The bids are presumptively available for public inspection. If this would be unacceptable to an applicant, the applicant should apply to the State for trade secret protection of its bid. In applying for trade secret protection, it would be unacceptable to indiscriminately categorize the entire proposal as such. The applicant should point out those sections of the proposal that are trade secrets and explain the reasons therefore. The State will review applications and grant trade secret protection, if appropriate.

N. State Property

All proposals and any accompanying documentation become the property of the state of New York and will not be returned.

O. Vendor Responsibility

New York state procurement laws and guidelines require the award of state contracts to responsible vendors. Accordingly, not-for-profit agencies selected for a grant award valued at \$100,000 or more will be required to provide vendor responsibility information and certify the accuracy of such information prior to DCJS' submission of an executed grant contract for approval by the New York State Attorney General and the Office of the State Comptroller (OSC). Additional information about vendor responsibility requirements, including the Vendor Responsibility Questionnaire (VRQ) for not-for-profit business entities and guidance for submitting VRQs using the NYS VendRep System, is available on OSC's website at <http://www.osc.state.ny.us/vendrep/index.htm>. A grant award could be rescinded if, after review of the Vendor Responsibility documents, an awardee is determined to be "Non-responsible."

P. Announcements or Releases

Public announcements or news releases pertaining to the selection of the applicant or award of a contract must not be made without prior written approval from DCJS.

Q. Debriefing Sessions

Unsuccessful applicants will be notified in writing and will be offered an opportunity to be debriefed. A debriefing, if requested, will be scheduled for any unsuccessful applicant at a date and time convenient to both DCJS and the applicant concerned, but not before completion of contract negotiations.

R. Miscellaneous Requirements

1. Confidentiality of Information

- a. New York State Law protects the privacy of criminal history records and other confidential information. The applicant shall take all steps required by the State to protect confidential information. This may include, but not be limited to, execution of a non-disclosure agreement with each staff assigned to the project, fingerprinting checks of applicant personnel with access to such information, and a requirement that the applicant replace personnel at the discretion of the State.
- b. The applicant shall be responsible for assuring that it notifies its officers, agents, and employees involved with the contract of the provisions of this subsection. The applicant shall be responsible for assuring that any joint agreement contains a provision that conforms to the provisions of this subsection.
- c. All applicants will require that program participants undergoing drug or alcohol treatment to sign the appropriate consent form in order to allow DCJS and the CONTRACTOR access to treatment information for purposes of determining project compliance.
- d. The CONTRACTOR specifically agrees to comply with New York state's "Information Security Breach and Notification Act" as set forth in State Technology Law Section 208 and General Business Law Section 899-aa. The CONTRACTOR shall promptly notify DCJS where there is reasonable belief of breach of security, unauthorized access or unauthorized release of personal computer data containing personal information and take appropriate action with respect to notification of affected individuals and to other required state agencies consistent with such Act. CONTRACTOR shall be liable for the costs associated with such breach if caused by CONTRACTOR'S negligent or willful acts or omissions, or the negligent or willful acts or omissions of CONTRACTOR'S agents, officers, employees or subcontractors.

2. Case Files

The applicant must maintain individual case files on clients being served under this program. Such case files must include a description of the coordination of services delivered to the target population. Files shall also include relevant court records including court orders and conditions, as well as information stating the degree to which

the conditions are being satisfied. Documentation of each participant's achievements per contract milestones and outcomes shall also be included, as well as a summary chart of those achievements.

3. Contract Funding and Reporting

- a. Successful applicants will be required to enter into contracts with DCJS, subject to the approval of the NYS Office of the Attorney General and Office of the State Comptroller and subject to the availability of funding. Provision of program services beyond the contract end date is subject to the appropriation of funds in future enacted state budgets. Funds will be awarded through the execution of a contract that specifies the obligations of all parties and includes the applicant's proposal in its approved form. Payment of funds will be made after submission to the designated payment office of a NYS Standard Voucher and any other information that may be required. All reimbursement will be based upon documented expenditures, the applicant's progress towards achieving the contract award performance objectives and compliance with the contract terms and conditions including, but not limited to, receipt of certain programmatic reports. Standard voucher claims will be made quarterly.
- b. Throughout the contract period, and as specified in the contract or otherwise, grant recipients will be required to submit reports on a quarterly basis including demographic data, participant-specific data and monthly aggregated data to document criminal justice involvement, types of services rendered, and program outcomes.

Elements of the quarterly reports shall also include, but not be limited to:

- i. Barriers to implementation of the proposed program elements and
- ii. Solutions developed to overcome these barriers.
- iii. Fiscal cost reports, state aid vouchers and other detailed itemization forms must be submitted to support payment claims.
- iv. Other reports, as requested.

XI. Application

Applications must be submitted on-line via the DCJS 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>

Additionally, 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 dcjsfunding@dcjs.ny.gov or faxed to (518) 457-1186.

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 “*ATI Bridge Funding*” as the funding program to begin entering your application.

For technical assistance with the Grants Management System, please call the Office of Program Development and Funding at (518) 457 – 9787. Technical assistance with GMS will be available through the due date for applications until 12:00 PM (noon).

XII. Timetable

Application Deadline: 12:00 PM (Noon), Nov. 28, 2012
Award Announcements: On or about Dec. 20, 2012

XIII. Approval & Notification of Award

Awards will be made by the Commissioner of the Division of Criminal Justice Services based on the criteria described in RFA Sections VIII and IX. DCJS reserves the right to award a reduced amount based on the reasonableness of cost of a budget, the scope of the proposed project costs and services to be supported with grant funds, and the fiscal balance on existing contracts. All applicants will be notified by DCJS in writing as to whether or not they received an award.

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.

XIV. RFA Questions

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 RFA will be accepted through 4:00 p.m., November 13, 2012 and must be emailed to dcjsfunding@dcjs.ny.gov. Please reference “ATI Bridge Funding” in the subject line of your email. On November 16, 2012 DCJS will post responses on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/newrfp.htm>.

Addendum A

GMS Registration Form

GMS Signatory Registration Form

Helpful Hints for GMS

Final Checklist



NYS Division of Criminal Justice Services
4 Tower Place
Albany, NY 12203
Phone: (518) 457-8462
<http://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 completing and emailing this Registration Request form and an IRS W-9 form (available for download as described below) 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:



NYS Division of Criminal Justice Services
4 Tower Place
Albany, NY 12203
Phone: (518) 457-8462
<http://criminaljustice.ny.gov>

Office of Program Development and Funding

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 dcjsfunding@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>.

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 only to the ATI Supplemental RFA as previously described.

Sign on to GMS.

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 “*ATI Bridge Funding*”

Then click “*Create Project*”

In the newly created project, complete following modules:

> **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.

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.**

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**

Click “*Create a budget version for your agency (grantee)*”. There is no match requirement for this program.

> Workplan

Fill in the “Project Goal text box and click “**Save.**” Click “**Create New Objective**” and fill in the text box and click “**Save**” (Note: This can be repeated, as needed, for multiple Objectives.) Click “**Add Task to this Objective**” and fill in the text box and click “**Save**” (Note: This can be repeated, as needed, for multiple Tasks.) Click “**Add Performance Measure to this Task**” and fill in the text box and click “**Save**” (Note: This can be repeated, as needed, for multiple Performance Measures.)

Hint: You should work in a Microsoft Word 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 Microsoft Word document will prevent you from losing any work in this manner.

In addition to completing the Workplan module in GMS, you must attach a Microsoft Word copy of your project workplan via the GMS Attachments module.

> Questions

Go to the questions tab and answer all required questions (See Section V, RFA Specific Instructions.) Just click anywhere in the blue section of the question and it will take you to a text box for your answer.

> Attachments

Applicants submitting attachments in response to this RFA must use the GMS Attachments module. You may click on “**Attachment**” (and upload documents there). **Note:** Follow the instructions in the GMS Users Manual for Attachments.

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.*

> Submitting Your Application

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.

FINAL CHECKLIST

Before sending your application, make sure that you have:

- Completed the General, Participant, Budget and Workplan tabs as outlined Section V, “RFA Specific Instructions.”
- Responded to the RFA questions as outlined in Section V, “RFA Specific Instructions” under the GMS Questions tab.
- Attached a Microsoft Word copy of your project Workplan and responses to the RFA Questions via the GMS attachments module.

**The application must be submitted on-line via the
NYS DCJS GMS no later than 12:00 Noon, Nov. 28, 2012**