



REQUEST FOR APPLICATIONS (RFA)

**SNUG Street Outreach
and SNUG Social Work Program
in the City of Syracuse**

**Kathy Hochul, Governor
Rossana Rosado, Commissioner**

RFA Release Date: July 15, 2025

Application Due Date: September 16, 2025, at 12:00pm EST

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KEY DATES AND NOTICES:

Release Date of RFA:	July 15, 2025
Submission Deadline:	September 16, 2025
Estimated Total Program Funding:	\$1,820,189.00
Anticipated Number of Awards	One (1)
Bidder's Conference	July 21, 2025 1:00 pm
Deadline for Final Submission of Questions Regarding this RFA:	August 1, 2025
Response to Questions regarding this RFA Posted on DCJS Website (on or about):	August 15, 2025
Notification of Awards (on or about):	October 8, 2025
Anticipated Contract Start Date:	January 1, 2026

1. Applications must be received 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 to respond to this Solicitation.** See Appendix: *DCJS Grants Management System (GMS) Instructions and Helpful Hints*. **The DCJS GMS Help Desk is available Monday through Friday between the hours of 8:00 am and 4:00 pm.**
2. **Statewide Financial System Prequalification – To be considered for an award,** not-for-profit (NFP) applicants **must** be prequalified through the Statewide Financial System at the time of application submission. **NFP applicants should begin this process as soon as possible.** See Appendix: *Statewide Financial System (SFS) Prequalification Requirement*
3. New York State has launched a [website](#) as a helpful resource to not-for-profits offering information and assistance to new nonprofits, nonprofits yet to be registered, and nonprofits with active state contracts.
4. Questions regarding this RFA must be emailed to dcjsfunding@dcjs.ny.gov. Responses to the questions will be posted on the [DCJS website](#) on or about date indicated above. If the applicant has any general questions such as, "Did DCJS receive my e-mail?" please call (518) 457-9787. Please note that DCJS cannot answer substantive questions concerning this solicitation in any manner other than the e-mail method. Applicants are encouraged to submit their questions to DCJS as soon as possible prior to the deadline.
5. A bidder's conference will be held on Monday, July 21, 2025 at 1:00 PM. This will be held via Zoom and you can access the Zoom meeting via this link: [SNUG Syracuse RFA Bidder's Conference](#)

6. Applicants will be advised of award decisions via a letter of notification, which will be emailed to the address provided by applicant in GMS. Where applicable, applicants not receiving an award will receive notification via email to the contact email provided in GMS. A debriefing is available to any entity that submitted an application to this solicitation who is not successful in receiving an award. (See Section: Notification of Awards.)
7. Unless otherwise modified by DCJS, the contract period for this grant opportunity will be for a (1) one-year period.

State Fiscal Year 2026- 2027
SNUG Street Outreach and SNUG Social Work Programs Syracuse

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- Sample Budget
- Sample Work Plan – for informational purposes

I. INTRODUCTION

The New York State Division of Criminal Justice Services (DCJS) seeks applications to fund a SNUG Street Outreach, and SNUG Social Work, program in the city of Syracuse. The SNUG Street Outreach program is an evidence-based, violence reduction initiative that treats gun violence as a disease by identifying its causes and interrupting its transmission. The SNUG Social Work program provides funding to support social workers, and allows the DCJS SNUG programs to address trauma experienced by program participants and staff, and to improve access to services for survivors and victims of crime for participants and their families. Approximately one million eight hundred twenty thousand one eighty nine dollars (\$1,820,189) is *expected* to be made available to fund the programs. The Street Outreach and Social Work programs shall be co-located in Syracuse, and applicants should submit one application describing how they will administer both programs.

The SNUG Street Outreach program is an evidence-based, violence reduction initiative that treats gun violence as a disease by identifying its causes and interrupting its transmission. There are currently fourteen DCJS SNUG Programs across New York State. At each SNUG site, outreach teams of “credible messengers” – individuals who are hired from communities in which they work and have backgrounds similar to those with whom they aim to connect – mentor the highest risk youth with an emphasis on conflict mediation and violence prevention.

The SNUG Social Work program provides social workers to the DCJS SNUG programs, allowing them to address trauma experienced by program participants and staff and improve access to services for survivors and victims of crime for participants and their families. SNUG Street Outreach sites utilize grant funding to hire social workers trained to best address the ways in which prolonged exposure to violence affects youth served by the program, their communities, and SNUG staff.

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

DCJS is committed to providing programs that improve the effectiveness of New York’s justice system. Applications will be rated and selected for funding consistent with the best interests of the state. Applicants are encouraged to demonstrate in their response to this solicitation how their application supports New York’s commitment to public safety, and our commitment to supporting safer communities. Nothing herein requires DCJS to approve funding for any applicant.

II. FUNDING, APPLICANT ELIGIBILITY AND CONTRACT TERM

Approximately \$1,820,189 will be made available to support one (1) SNUG Street Outreach program SNUG Social Work Program in the city of Syracuse. Applications for this program should be for no more than \$1,820,189. All funding must support program efforts that will be accomplished during the contract period. Funding under this program must supplement, not supplant, non-grant funds that would otherwise be available for expenditure on the programs proposed. Awards are subject to the availability of appropriations.

A. Applicant Eligibility and Requirements

Eligible applicants are limited to not-for-profit organizations proposing to serve designated areas within the city of Syracuse. See Appendix: Syracuse Target Zone Eligible applicants are limited to not-for-profit organizations and local hospitals proposing to serve a designated area within the city of Syracuse. Government-run programs are not eligible applicants, nor are they eligible to receive subawards from, or enter into subcontracts with, successful (eligible) applicants for a portion of available grant funds.

Applicants will be expected to demonstrate support for their project from a local law enforcement agency (District Attorney, Police Department, Probation Department, etc.). A letter of support from the local law enforcement agency would satisfy this expectation and must be submitted to DCJS with the application in GMS.

B. Contract Term

Unless otherwise modified by DCJS, the contract period for this grant opportunity will be for one (1) year with an expected start date of January 1, 2026, subject to available funding.

III. PROGRAM DESCRIPTION

A. SNUG Street Outreach Program

The SNUG Street Outreach program started as an outreach initiative in New York State in 2009, and several project sites were established across the state. Over time, New York State developed its own evidence-based outreach SNUG program model. The DCJS SNUG model includes critical program elements such as a dedicated statewide Program Director and dedicated Training Director, who partner in overseeing all 14 sites and ensuring consistency in staff training and operating procedures, and in maintaining effective cooperative relationships with local law enforcement agencies in the jurisdictions they serve. In each of the 14 municipalities they serve, SNUG programs target specific blocks or neighborhoods with high volumes of shootings and violence, known as “hot spots” or “target areas.”

The SNUG program employs street outreach workers who live in the communities where they work, many of whom had previously criminal justice system involved and may have served terms of incarceration. They are viewed as “credible messengers” because they have similar life experiences as the young people they aim to help predominantly, young men who

are between 14 and 25 years old and are at risk of involvement with guns and violence. By employing individuals who otherwise may have difficulty finding employment, SNUG is a model for effective re-entry practices and is one of the state's largest and strongest re-entry programs.

Street Outreach Workers respond to shootings to prevent retaliation and to assist family members of those who have been injured or killed. They engage the community, religious organizations and clergy, and local businesses through rallies and special events. Outreach Workers also meet with high-risk youth involved with the program to set goals with an emphasis on providing educational and job opportunities. Additional services include drug and alcohol treatment, education and college preparation, resume building, job training readiness and referrals, anger management courses, and other resources to promote positive life skills.

Each SNUG site also must implement a coordinated, community-based violence reduction strategy that engages and collaborates with neighborhood organizations and other community groups to organize events and public education activities that promote anti-gun violence messages. The goal of the program is to reduce shootings and firearm-related homicides, save lives, and improve community safety by changing behaviors, attitudes and social norms related to gun violence.

Through this solicitation, New York State will make approximately \$1,820,189 available to support a local outreach and violence intervention project that aims to reduce firearm-related violence in designated areas within the city of Syracuse, an area that has consistently experienced high volumes and rates of homicides and shootings. The proposed project under this solicitation must be designed and implemented with fidelity to the DCJS SNUG Street Outreach program and must therefore utilize street outreach workers to stem local violence in the targeted area.

While not required, the SNUG Outreach program has been successful at other sites in the state when located in a hospital setting. Applications from hospital-based models must include both the Street Outreach and Social Work staff at the same hospital location. Hospital models must be built around the DCJS SNUG Street Outreach model by employing a full-time project manager, full time street outreach workers, and must use the hospital setting to identify potential candidates for participation. They may use additional hospital resources, such as medical professionals and social workers, to support their anti-violence work with participants.

All proposed projects should be focused on implementation of a coordinated, community-based strategy for reducing violence in specified target areas. Applications must address gun violence in areas within the city of Syracuse designated as having high rates of gun violence, and proposed program efforts must involve community-based organizations, residents and other individuals that are well positioned to work with high-risk youth and young adults. Applicants must clearly demonstrate that their proposed strategies will maintain program fidelity to the SNUG Street Outreach model.

B. SNUG Social Work Program

The SNUG Social Work program will allow the SNUG program to address trauma experienced by program participants and staff and improve access to services for survivors and victims of crime for participants and their families. The funding will allow the SNUG Street Outreach sites to hire social workers trained to better address the ways in which prolonged exposure to violence affects youth served by the program, their communities, and SNUG program staff.

Grant-funded Social Workers will complement and strengthen the services provided by the SNUG Street Outreach program. The goals of the SNUG Social Work Program will be threefold:

1. Bridge the gap between victims of crime, specifically young men of color, and crime victim services offered by the NYS Office of Victim Services (OVS).
2. Strengthen the SNUG Street Outreach program adding trauma-informed clinicians to provide more support to SNUG participants and community members affected by violence.
3. Provide therapeutic support and guidance to SNUG team members, especially in times of crisis, recognizing the complex trauma histories of team members.

A DCJS-employed social work director and three regional social work supervisors centrally oversee social workers employed at each SNUG site. This administrative structure ensures that the social work initiative has the same support, training and oversight that has been critical to the SNUG Street Outreach program's success.

The site location shall have at least one social worker. The staff receive comprehensive training about the SNUG Street Outreach program. SNUG Social Workers will receive intensive training to provide evidence-based, trauma-informed care; lead support groups for SNUG participants and staff and work closely with families of homicide victims.

IV. SNUG PROGRAM MODEL REQUIRED PRACTICES

A. SNUG STREET OUTREACH Program

1. Staffing

The funded SNUG Street Outreach project must maintain and follow the SNUG Street Outreach program design as outlined below:

a. Community Member Staffing

Staff must be "credible messengers," trusted community insiders with backgrounds similar to the high-risk youth being served. They may live in the community and should be known to high-risk people. Staff may be former gang members,

individuals who have prior convictions related to firearms, others who have been previously incarcerated or served a sentence of probation, or individuals from other high-risk groups. They must be individuals who have clearly demonstrated positive changes in their lives and turned away from crime.

Credible Messengers can also be community members who have familiarity and comfort working with a high-risk population. They should possess long term knowledge of the target areas and the community, and be connected through schools (coaches), religion, extended family relationships and human services connections.

b. Staffing Team

Street Outreach Workers, with at least one acting as an Outreach Worker Supervisor for each target area within each city, will maintain a caseload of high-risk individuals who, because of their background and present situations, are involved in or likely to become involved in shootings. The street outreach workers meet and work with those they assist in non-traditional settings – parks, corners, places young people gather – during non-traditional hours when local data indicate violence is most likely to occur, particularly evenings and late-night hours and on weekends. Outreach staff work to mediate and intervene in conflicts and provide case management and other support.

A Program Manager supervises staff, oversees the overall coordination of the model's core components, and works with other community organizations and individuals on anti-violence strategies. The Program Manager is also expected to engage with the Police as a liaison to receive monthly information, data and updates as needed, as well as other local law enforcement entities.

2. Panels to Hire Staff

The use of hiring panels made up of key community stakeholders (including, but not limited to community-based organizations, community advocates, and local government officials), SNUG Street Outreach Staff and SNUG Social Work staff, DCJS staff. This ensures community input in hiring the right people and obtaining community buy-in and investment in the program. Local law enforcement will also be expected to provide input into hiring.

3. Training and Technical Assistance

DCJS employs a statewide director to oversee the funded programs, coordinate training, serve as a liaison between funded programs and law enforcement in each community, and facilitate sharing of best practices among the programs. The agency also employs a statewide training director and two assistant directors who work with each site to develop training programs for all SNUG staff, monitor outreach teams during their training, and in the field, to ensure that staff is performing their work appropriately and properly and documenting their efforts.

All Street Outreach Workers hired to work at SNUG sites must successfully complete the 40-hour SNUG Education Training (SET) program. Outreach Worker Supervisors, Program Managers and staff from the nonprofit organizations that administer the SNUG programs also attend a 32-hour management and supervisory training course. The Training Director also instituted a monthly video conference training during which Program Managers share topics they researched with their peers, including interviewing techniques, documenting client contacts and job readiness. Outreach Worker Supervisors also attend monthly training. In addition, all SNUG employees must complete 24 hours of approved training annually. The following trainings have been offered to meet that requirement: Approaches to Violence Prevention, Dealing with Grief and Trauma, Critical Thinking Facilitation, Case Management Notetaking, and Assisting Individuals in Crisis.

Representatives from all funded sites convene annually for training, program evaluation and to share best practices. The agency offers training for Outreach Workers exploring the issue of PTSD, and partners with the state Office of Victim Services to educate SNUG program staff about eligibility guidelines and the resources that may be available to crime victims and their families so that SNUG staff can relay that information to program participants.

4. Relationship with Law Enforcement

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

5. Active Engagement of Critical Partners

All SNUG Street Outreach programs will include active support and collaboration with both law enforcement, as outlined above, and community-based organizations and leaders. The proposed project should include a structure for eliciting the active engagement of all these partners, including regular meetings with law enforcement and community-based partners, who are critical to the project's success.

6. Public Education and Community Mobilization

Community mobilization focuses on energizing and strengthening collaboration among residents, local businesses, service organizations and members of the faith community to build a safer and more viable community. Project staff should organize community responses to every shooting, coordinate public education campaigns, and hold other community events that promote anti-violence messaging and alternatives to violence.

7. Standardized Data Procedures

Project staff must collect, maintain, and report data in a prescribed format and time frame, which includes the SNUG Street Outreach Database, as specified by DCJS.

B. SNUG Social Work Program

The SNUG Social Work program will allow the SNUG program to address trauma experienced by program participants and staff and improve access to services for survivors and victims of crime in the SNUG cities. By hiring social workers at each site, the program will be equipped to better address the constant exposure to violence that affects youth and families served by the program, their communities, and SNUG staff.

The funded SNUG Social Work project must maintain and follow the program design as outlined below:

1. Staffing Team

The SNUG Social Worker will be a licensed social worker (LMSW or LCSW) who will be able to provide clinical mental health services at their SNUG sites. They will work onsite as a member of the SNUG team to support SNUG staff in their current work with high-risk individuals affected by community violence. They will also work with victims of community violence and their families and provide them with either short or longer-term therapeutic services.

The SNUG case manager(s) will be located at the SNUG office and will be supervised by the SNUG Social Worker. They will be assisting the social worker in providing case management services to victims of crimes. Among other things, this will include assisting clients with navigating court and medical appointments, applying for compensation through OVS, and connecting individuals to educational/vocational services. The Case Manager is required to have an associate's degree or 2+ years in the case management field.

2. Panels to Hire Staff

The use of hiring panels made up of key community stakeholders (including, but not limited to, community-based organizations, community advocates, and local government officials), SNUG Street Outreach Staff and SNUG Social Work staff, ensures community input in hiring the right people and obtaining community buy-in and investment in the program. Local law enforcement will also be expected to provide input into hiring.

3. Training and Technical Assistance

DCJS employs a statewide SNUG Social Work Director to oversee the social work program and coordinate training. One clinical social work supervisor (LCSW) is employed by DCJS to provide clinical supervision to the site-based social workers.

4. Standardized Data Procedures

Project staff must collect, maintain, and report data in a prescribed format and time frame, which includes the SNUG Social Work Database, as specified by DCJS.

V. EVALUATION AND SELECTION of APPLICATION

Tier I Evaluation – Threshold Pass/Fail

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

- Application was received by the published deadline;
- Applicant and sub-applicant (where applicable) are eligible as defined by this solicitation; and
- Applicant is an eligible, pre-qualified entity in the Statewide Financial System. (*This pre-qualification requirement applies only to not-for-profit applicants.*)

The submitted applications shall include:

- answers to all questions as presented;
- budget detail and justification provided in GMS itemizing operating expenses in support of the program;
- completed Program Work Plan, according to instructions provided; and
- all attachments and required documents.

Tier I Evaluation criteria will receive pass/fail ratings. Any application that does not meet each of these conditions may be subject to disqualification from further review. DCJS may, at their discretion, request additional information from an applicant as deemed necessary.

Tier II Evaluation – Evaluation and Scoring

Reviewers will evaluate applications that successfully pass the Tier I Evaluation. A standard rating tool will be used to score responses to questions provided in the application. (See *Questions* section for additional information.) The maximum application score will be 100 points. Each response, that proceeds beyond the Tier I review, will be scored, and all scores will be totaled, resulting in an overall score. Applicants must attain a minimum application score of 75 points to be eligible for funding. The final score will be determined by averaging Team Reviewers’ overall scores for each application. DCJS may, at their discretion, request additional information from an applicant as deemed necessary. Also, in the event of a substantial scoring disparity, defined as 15 or more points of the total available points, an additional reviewer may rate the relevant application and the average of all the scores will determine the final average score of the application. In the event of a tie score among applicants, and where both applicants cannot be selected, an additional reviewer will rate the affected application and the average of the scores will represent the final score. In the event that two or more of the applications have a tied score after final calculation of all categories, the application with the higher score in Agency Experience and Qualifications, Executive Summary, Community Profile, Social Work Programs, and Operating Budget will prevail. If the scores remain tied, the second tie breaker will be the application with the highest score in Agency Experience and Qualifications.

Tier III Evaluation

The Tier III Evaluation assessments will be conducted by designated DCJS executive staff. During the Tier III Evaluation, an applicant shall be selected for funding and award amounts shall be determined through consideration of some or all of the following: Tier II Evaluation scoring and comments, strategic priorities, available funding, and best overall value to New York State.

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.

The DCJS Commissioner or designee will make the final decisions regarding approval and individual award amounts based on the quality of the submission, the recommendations of the reviewers, and the specific criteria set forth in this solicitation.

VI. REQUEST FOR APPLICATION QUESTIONS

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

Please prepare prospective responses in a Microsoft Word Document using Arial, 11-point font and 1.5 line spacing.

Responses should then be copied and pasted to GMS under the *Questions* module “tab” of the application. Applicants are also required to attach the Microsoft Word document with responses to these questions using the *Attachments* module on GMS.

Responses to the following questions will be scored and are the basis for Tier II Evaluation funding recommendations. Note: The aggregate scoring value assigned to all questions equals a total possible score of 100 points. Applicants must attain a minimum application score of 75 points to be eligible for funding. All questions, including sub-sections and those which have no point value, must be answered.

Request for Application Questions:

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

1. Executive Summary (20 points)
2. Community Profile (20 points)
3. Agency Experience and Qualifications (30 points)
4. Social Work Program (10 points)
5. Operating Budget (20 points)

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

1. Executive Summary (20 points)

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

2. Community Profile (20 points)

Describe how the proposed project will fit into the current landscape of violence prevention work in the City of Syracuse. If the proposed project is to be coordinated with existing community projects, please describe how you will accomplish this.

- a. Describe the applicant's relationships with the community to be served. This section should demonstrate:
 - i. The specific neighborhood(s) or post (s) within the eligible area that is the proposed target area for the project. Explain why that target area was chosen.
 - ii. Plans for further community engagement in relation to the proposed initiative.

Note: Final determination of target areas with successful applicants will be made based on their partnership with the local police department and applicable Crime Analysis Center and will be subject to final DCJS approval.

3. Agency Qualifications and Experience (30 points)

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

- a. Briefly explain the function of the applicant. (In addition, if the implementing entity is different from applicant, provide the information requested herein for both the applicant and the implementing agency, and include the entity's name.)
- b. Illustrate what makes the applicant qualified to successfully administer the proposed project by outlining its capacity and relevant experience in the areas listed below. If the applicant does not have applicable experience in some area, describe a plan for identifying and engaging partners or consultants that do have the necessary expertise or ability.
 - i. Describe the experience that prepares the applicant for hiring, use of hiring panels, training, managing and retaining staff consisting of former gang members, individuals who have prior convictions related to firearms, those who have been previously incarcerated or served a sentence of probation,

those who have limited traditional workforce experience, or individuals from other high-risk groups.

- ii. The program requires that SNUG staff perform routine direct entry of data regarding daily activities into the SNUG database. Describe the applicant's experience with such tasks (if any), and its ability to supervise and support staff in such efforts.
 - iii. Attach copies of the applicant's employee and client drug screening policy or the applicant's timeframe to develop and implement such policy.
 - iv. Summarize the applicant's experience with managing direct services. Provide examples of work with older adolescents and young adults who are at high risk of involvement in shootings and killings.
 - v. Describe any prior experience(s) the applicant has working with the local police and local law enforcement agencies. Please describe any interactions occurring during the last three years with law enforcement. Describe joint projects, if any, and any other work in which the applicant and the local law enforcement have been involved together.
 - vi. Identify the applicant's key partners that are critical to the project's success and describe the method that will be used to have regular meetings with these key partners.
 - vii. If the project will have a physical office that is located in, or in close proximity to, the identified target areas, provide details on how that will be accommodated. Describe the plans to provide appropriate working space for employees and meeting space for the clients.
- c. Address whether either the applicant or the implementing entity is or was the subject of any completed, current, pending or ongoing investigation(s) by any federal, state, or local authority for criminal, civil or regulatory violations. Include the current status and/or outcome, if known.

4. Social Work Program (10 points)

This section establishes the applicant's capacity for implementing the SNUG Social Work program. It should reflect the qualifications and experience of the organization that will be primarily responsible for implementing the proposed strategy's core components. Please address the following items in this section:

- a. Describe any current or past experience the agency has in employing social workers. Identify any programs or resources run by the applicant agency that provide social services within the community.

5. Operating Budget (20 points)

Applicants must enter an operating budget directly into the Budget module "tab" of

the GMS application for the SNUG Street Outreach Program and the SNUG Social Work Program. Please see the sample budget provided in Appendix: *Sample Budget*, as applicants are strongly encouraged to enter the sample budget provided in GMS as part of their application. Applicants may enter their own budget and not use the sample provided if they choose. DCJS will work with the successful applicant during contract development to finalize a budget that is acceptable to both DCJS and the successful applicant.

Please be aware of the following budget information:

- The SNUG Street Outreach program budget should be weighted so that 80% of the budget is dedicated to Personnel Services and 20% should be weighted towards “other than personnel services” (OTPS). The SNUG Street Outreach budget should include at least one Program Manager, one Outreach Worker Supervisor for the target area and two or three Outreach Workers. Other OTPS expenses to consider, but not limited to, equipment, office supplies, program supplies, travel, rent, uniforms, community and participant events and indirect costs.
- The budget should also include one (1) Social Worker and (2) Case Managers.
- Consultant Services: All consultant services must be obtained in a manner that provides for fair and open competition. The rate for a consultant should not exceed \$650 for an eight-hour day (not including travel and subsistence costs). A rate exceeding \$650 per eight-hour day requires prior written approval from DCJS and may be approved on a case-by-case basis where adequate justification is provided, and expenses are reasonable and allowable. A grant award recipient obtaining consultant services that cost in excess of \$10,000 must use a competitive bidding process. A grant award recipient who proposes to obtain consultant services from a particular vendor without competitive bidding, will be required to obtain the prior written approval of DCJS. The request for application must be in writing and set forth, at a minimum, a detailed justification for selection and basis upon which the price was determined to be reasonable. Further, such consultant services must be in accordance with the guidelines, bulletins and regulations of the NYS Office of the State Comptroller, State Procurement Council and, if applicable, the U.S. Department of Justice.

Note:

Not-for-Profits: Funding for indirect costs, including administrative costs, is capped at a rate of 15%.

VII. NOTIFICATION OF AWARDS

Applicants approved for funding will be notified in writing by DCJS via email to the email address provided in the Grants Management System (GMS). The terms of the final contract agreement are subject to negotiation between DCJS and the grantee.

For those not approved to receive funding awards, notifications will be emailed to the contact person using the email address provided in the GMS.

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

An unsuccessful Applicant's written request for a debriefing must include specific questions that the Applicant wishes to be addressed, and must be submitted to DCJS via the funding mailbox at dcjsfunding@dcjs.ny.gov with the following in the subject line: **Request for Debriefing SNUG Street Outreach and SNUG Social Work Program**. The debriefing shall be scheduled to occur within 30 days business days of receipt of written request by DCJS or as soon after that time as feasible.

If DCJS and a successful award recipient cannot agree to contract terms within ninety days of notification of selection for award, DCJS reserves the right to rescind the award and redistribute the funds.

VIII. REPORTING REQUIREMENTS

Reporting requirements are provided below:

GMS Quarterly Progress Reporting

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

Program-Specific Reporting

Grantees are required to enter daily data collection in the SNUG and SNUG Social Databases.

Quarterly Fiscal Reports

Grantees will be 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>
January 1 - March 31	April 30
April 1 - June 30	July 31
July 1 - September 30	October 31
October 1 - December 31	January 31

IX. ADMINISTRATION OF CONTRACTS

DCJS will negotiate and develop a contract with each successful applicant. If DCJS and the successful applicant cannot agree to contract terms within ninety days of notification of selection for award DCJS reserves the right to rescind the award and redistribute the funds.

Contract Approval

A grant contract may be subject to approval by the NYS Office of the Attorney General (OAG) and the Office of the State Comptroller (OSC) before funding may be disbursed. For contracts subject to the approval of the Attorney General and the Comptroller of the State of New York, the Contract shall be of no force and effect until said approval has been received and indicated thereon.

Contract Term

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

Contract Activities

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

Contract Changes

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

Records

The grantee will keep books, ledgers, receipts, personnel time and effort records, consultant agreements and inventory records pertinent to the project and consistent with DCJS contractual provisions and mandated guidelines. In accordance with the standard contract (see "Standard Contract Provisions" below), grantee staff whose salaries are paid in whole or in part from grant funds shall maintain a time recording system that shows the time and effort devoted to the grant project.

Liability

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

Payments

Payments to reimburse project expenses will be made pursuant to a schedule specified in the contract between the State of New York and the grant award recipient. Where applicable, performance-based expenses will be reimbursed in compliance with the contract milestone performance and costs budget and the project work plan. Payment for invoices submitted by the Contractor shall be rendered electronically only unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to

authorize electronic payments. Authorization forms are available at the State Comptroller's website at www.osc.state.ny.us/epay/index.htm, or by email at epayments@osc.state.ny.us. Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

To enroll in e-Payments:

1. Log in to the [Vendor Portal](#)
2. Select the "Enroll in e-Payments (Direct Deposit)" link
3. Follow the prompts to complete your enrollment

Don't have an account? [Enroll in the Vendor Self-Service Portal](#)

For assistance, email ePayments@osc.state.ny.us

Reports

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

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, virtual 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 calendar days of the contract start date may be revoked and redistributed at the discretion of the Commissioner of the DCJS or designee.

Encouraging Use of New York State Businesses in Contract Performance

New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the State and the nation. In recognition of their economic activity and leadership

in doing business in New York State, applicants for this solicitation are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract(s) resulting from this solicitation. Such partnering with New York State businesses may be as subcontractors, suppliers, protégés or other supporting roles. To assist in demonstrating commitment to the use of New York State businesses in the performance of the contract(s), all applicants must complete the form provided on the DCJS website at <https://www.criminaljustice.ny.gov/ofpa/applcmtgrntfrms.html> entitled: *Encouraging Use of New York State Businesses in Contract Performance* (scroll down to Letter G and item #4) and submit the completed form as an attachment to the their application in GMS. There are no points attributable to this component of the application.

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

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

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

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

Bidders/proposers can demonstrate their commitment to the use of SDVOBs by responding to the questions on the form located at <https://www.criminaljustice.ny.gov/ofpa/applcmtgrntfrms.html> (scroll down to letter E item #1) and attach the completed form, along with your application, to the NYS Division of Criminal Justice Services' Grants Management System (GMS). There are no points attributable to this component of the application.

Standard Contract Provisions

Any contracts negotiated as a result of this solicitation will be subject to the provisions of the Master Grant Agreement, including the State Specific Terms and Conditions, Agency Specific Terms and Conditions, Program Specific Terms and conditions, and other standard clauses for all New York State grant contracts with DCJS. Applicable contract appendices and attachments are available on

the DCJS website at <https://www.criminaljustice.ny.gov/ofpa/applcngntfrms.html>.

Minority and Women-Owned Business Enterprises (M/WBE) and Equal Employment Opportunity (EEO) Requirements – Applicable to state funded grants only

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.

Grantees with contracts in excess of \$25,000 are encouraged 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 are encouraged to submit a Local Assistance M/WBE Subcontractor/Supplier Utilization Application Form (DCJS-3301), and a Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet (DCJS-3309). For contracts in excess of \$250,000 applicants would submit an M/WBE Equal Employment Opportunity Staffing Plan (DCJS-3300). All forms are located at <https://www.criminaljustice.ny.gov/ofpa/applcngntfrms.html>.

DCJS will review the submitted Local Assistance M/WBE Equal Employment Opportunity Staffing Plan, the Local Assistance M/WBE Subcontractor/Supplier Utilization Application 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 if needed once an award determination is made. For additional information regarding M/WBE requirements see also <https://www.criminaljustice.ny.gov/ofpa/applcngntfrms.html>. There are no points attributable to this component of the application.

Sexual Harassment Prevention Certification

As of January 1, 2019, bidders on procurements subject to competitive bidding in New York State, are required to submit a certification with every bid that states they have a policy addressing sexual harassment prevention and that they provide sexual harassment training to all employees on an annual basis. Pursuant to State Finance Law §139-l, bidders responding to a competitively bid Request for Solicitation, must certify that by submission of their bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies its own organization, under penalty of perjury, that the bidder has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law. Bidders that do not certify will not be considered for award; provided however, that if the bidder cannot make the certification, the bidder provides a signed statement with their bid detailing the reasons why the certification cannot be made.

In addition to requiring this certification for competitively bid solicitations, DCJS has included this requirement for all grantees receiving funds from DCJS. Grantees must provide certification that they have implemented a written policy addressing sexual harassment prevention in the workplace and that they provide annual sexual harassment prevention training to all of their employees.

Therefore, all applicants to this solicitation must complete the certification provided on the DCJS

website at:

https://www.criminaljustice.ny.gov/ofpa/pdfdocs/sexual_harassment_prevention_policy_training_certificate.pdf and submit the completed certification as an attachment to the application in GMS.

Vendor Responsibility

Not-for-Profit entities that are receiving an award of \$100,000 or greater are required to complete an updated Vendor Responsibility Questionnaire. The questionnaire and additional information are available on the NYS Office of State Comptroller website:

<http://www.osc.state.ny.us/vendrep/>. Any not-for-profit sub-grantees must also complete a Vendor Responsibility Questionnaire.

Charities Registration

Not-for-Profit entities must also ensure that their filing requirements are up to date with the Charities Bureau of the NYS Attorney General's Office. Further information on the registration requirements may be obtained at the Attorney General's website: <http://www.charitiesnys.com/home.jsp>.

X. APPLICATION SUBMISSION AND REQUIREMENTS

A. Specific Instructions

All applications must be submitted to DCJS using the DCJS Grants Management System (GMS).

B. Grants Management System (GMS)

Applications must be submitted to DCJS using the Grants Management System (GMS). First time GMS users should download the GMS User Manual located at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. If you need assistance with accessing and using GMS, please contact the DCJS Office of Program Development and Funding (OPDF) GMS Help Desk at (518) 457-9787. **The DCJS GMS Help Desk is available Monday through Friday between the hours of 8:00 am and 4:00 pm. Please be aware that there is no technical assistance available on weekends, or after 4:00 PM on weekdays.**

The following information is specific to this solicitation. For general guidance and GMS Helpful Hints see Appendix: *Grants Management System (GMS) Instructions and Helpful Hints*.

Submitting an Application in GMS

To submit 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 the name of the program **SNUG Street Outreach SNUG Social Work Program**. Click "Create Project." Your application will now be ready to complete.

Completing the Application

Applicants must complete the GMS registration as well as the registration and/or prequalification on the NYS Statewide Financial System early, where applicable, to avoid any concerns with these automated systems. Statewide Financial System prequalification and

GMS signatory registration **must** be completed prior to the submission of an application. Each application will consist of the following components that must be completed using GMS:

- Participant name(s): primary contact, fiscal contact, contract signatory
 - Contact information for all participating agencies or organizations
 - Answers to project specific questions
 - Project Budget
 - Project Work Plan, and
 - Any required attachments indicated in this RFA and noted below in the checklist.
- When all 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 states “*Your application has been submitted.*” In addition, GMS will send an email notification to the Signatory official listed on the application to make aware that an application has been submitted on your jurisdiction’s or organization’s behalf. If you do not get this message or email, your application has NOT submitted. GMS will, however, supply a pop-up box with the requirement that has not been fulfilled. If after updating the application, you still do not receive a successful submission, please contact our help desk at (518) 457-9787 for assistance.

XI. APPLICATION CHECKLIST

- Not-for-Profit Applicants ONLY: Complete Statewide Financial System Prequalification Requirements – See Appendix: *Statewide Financial System (SFS) Prequalification Requirement*
- All Applicants: Complete all DCJS Grants Management System (GMS) Registration Requirements – See Appendix: *DCJS Grants Management System (GMS) Instructions and Helpful Hints.*
- Complete all necessary contractual requirements as described in Section: *Administration of Contracts.*
- Answer Questions in *QUESTIONS* TAB in GMS and also attach the answers in a Word Document to GMS -- See Section VI of this solicitation.
- Answer Program Narrative Questions in *QUESTIONS* TAB in GMS and attach the answers on a Word Document to GMS.
- Complete *BUDGET* TAB on GMS by entering the line-item Operating Budget.
- Complete the *WORKPLAN* tab by entering “TBD” on all required areas. TBD will need to be entered into one “Objective,” one “Task,” and one “Performance

Measure” to submit the application. A sample Work Plan has been provided for applicant information.

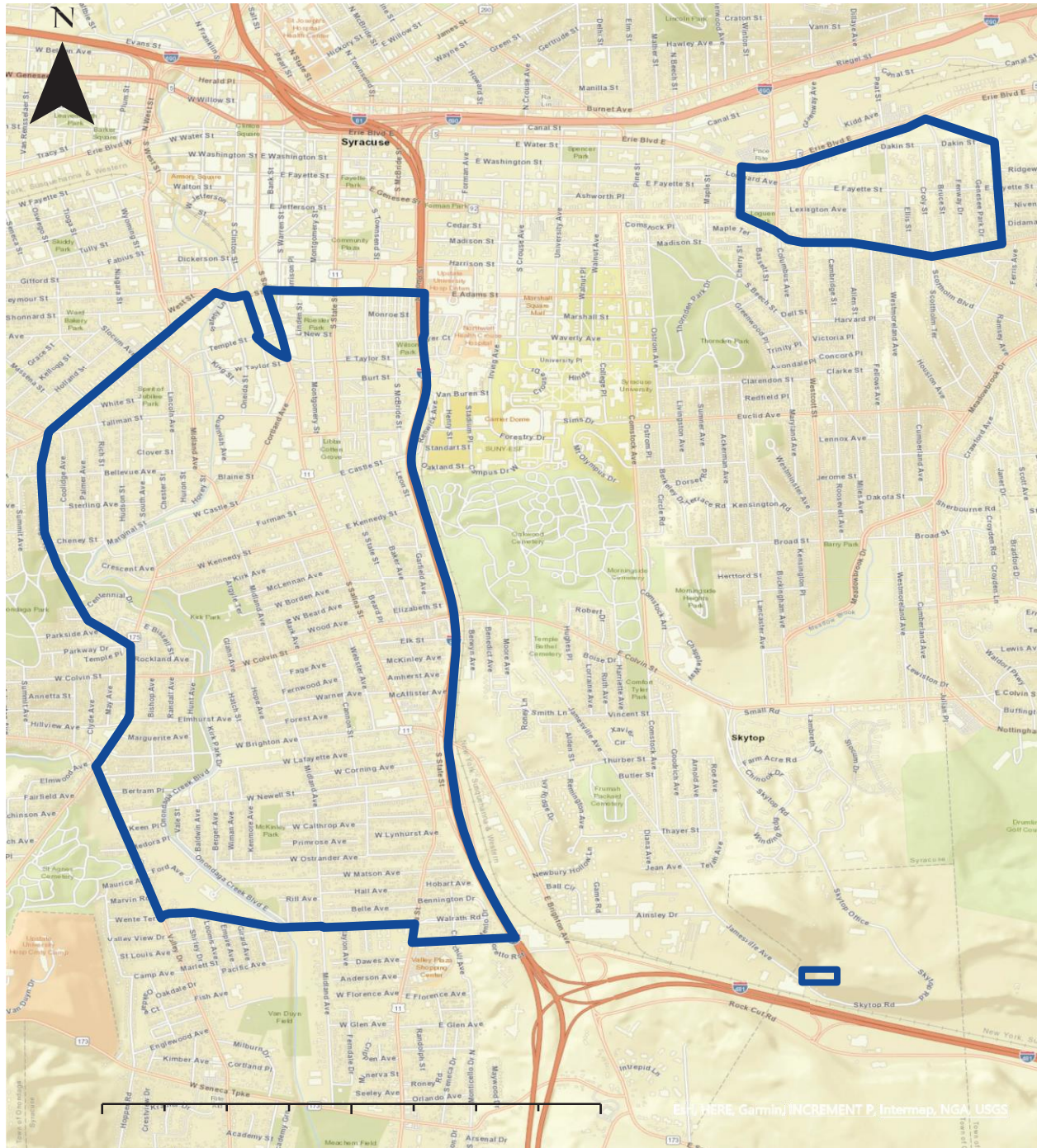
- A letter of support from a local law enforcement entity. See RFA Section II.B for information.

Appendix: Bidder's Conference Information

A Bidder's Conference will be held via Zoom on Monday, July 21, at 1:00 PM. You may access this bidder's conference via this link: [**SNUG Syracuse RFA Bidder's Conference**](#)

A brief overview of the SNUG Outreach and SNUG Social Work Program will be discussed. DCJS staff will answer technical questions during this webinar about how to apply for this funding. Substantive questions may be asked during the webinar, however the questions may not be answered until the Question and Answer document is posted on the DCJS website: [**Current Funding Opportunities - NY DCJS**](#)

Appendix: Syracuse Target Zone



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

See Solicitation for additional specific GMS directions.

First-time GMS users should download the GMS User Manual located at <https://www.criminaljustice.ny.gov/ofpa/applcmtgrntfrms.html>.

Persons familiar with GMS can use the following simplified guidelines:

Getting Started: Sign on to GMS.

Click "Project" to go to project grid. Click the "New" button at the top of the project grid. This will take you to a screen that says "Select a Program Office" in a drop-down box format. Find and highlight "**SNUG Street Outreach and SNUG Social Work 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 Tabs 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 allow only one attempt then lock 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. If 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 attempt 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 <https://www.criminaljustice.ny.gov/ofpa/applcmtgrntfrms.html> to add a signatory for your agency.

Budget - Complete BUDGET TAB on GMS by entering the line-item Operating Budget for the SNUG Street Outreach Program. Applicants are strongly encouraged to use the sample budget provided. Please see Appendix: *Sample Budget*. On the BUDGET tab click on “Create new Budget version.”

Work Plan - In the GMS Work Plan Tab, enter “TBD” in the Project Goal, Objective, Task and Performance Measure – See Application Checklist in Section XI of the solicitation.

- ✓ Fill in the “Project Goal” text box and click “Save.”
- ✓ Click “Create New Objective” and fill in the text box with TBD and click “Save.”
- ✓ Click “Add Task to this Objective” and fill in the text box with TBD and click “Save.”
- ✓ Click “Add Performance Measure to this Task” and fill in the text box with TBD and click “Save.”

Questions-

Answer all required project narrative and budget information questions.

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

Attachments -

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

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

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

Appendix: Statewide Financial System (SFS) Prequalification Requirement – Not for Profit Applicants Only

Statewide Financial System (SFS) Prequalification

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, and revised January 19, 2025, New York State has instituted key reform initiatives to the grant contract process, which require not-for-profits to register in SFS and complete the Vendor Prequalification process for applications to be evaluated. Information on these initiatives can be found on the [Grants Management website](#).

Not-for-profit organizations **must** Prequalify to do business with New York State agencies **before** they can compete for State grants. To become prequalified, a not-for-profit must first [register](#) in SFS. Once registered, not-for-profits must complete an online Prequalification application. This includes completing a series of forms by answering basic questions regarding the organization and uploading key organizational documents. Grant applications received from not-for-profit applicants that are not Prequalified in SFS on the application due date and time will not be evaluated. Such applications will be disqualified from further consideration. **Vendors are strongly encouraged to begin this process as soon as possible to participate in this opportunity.**

Complete the Prequalification Application - A Vendor Prequalification Manual can be found [here](#). An SFS Grantee Manual can be found [here](#).

1. Login to [SFS](#).
2. Click the Grants Management Tile
3. Click the Prequalification Application Tile.
4. Select "Initiate a Prequalification Application" and click Next.
5. Choose DCJS as the State Agency to review your application and enter your Tax year end date.
6. Complete the Prequalification application by answering all the required questions and uploading all required documents. An overview of the required forms and documents is available below.

Submit the Application

1. On the Submit page, you certify that you are authorized to submit the information on the prequalification application and submit the prequalification application for agency review. You also have the option to review the information that you entered on the application, prior to submitting.
2. If you are interested in reviewing all the information that you entered on the application, before you submit, click the Review button.
3. To certify, click the Attestation toggle option to Yes. And click submit.
4. If the Prequalification Specialist has questions or requires additional information, users will receive a system generated email instructing they to login into SFS and take necessary action.
5. Once an organization's Prequalification application has been approved, the user will receive a system generated email that New York State Prequalification Application has been

reviewed and you are now Prequalified to do business with New York State. The Document Vault will be placed in the status of “Prequalified.” If you do not receive an email and/or see this status in SFS, you are **not** Prequalified and must take further action to become Prequalified.

Required Questions:

Questions that must be completed include reference to:

- Organizational Capacity
- Organizational Compliance
- Organizational Integrity

Documents that must be uploaded include:

- Certificate of Incorporation or equivalent document
- IRS 501(c) determination letter
- Certificate of Assumed Name or DBA (if applicable)
- Board of Directors Profile
- Senior Leadership Resumes
- Corporate Bylaws
- Organization chart
- IRS 990
- Audit/Reviews and Findings
- CHAR500 or CHAR410

A not-for-profit must renew and get approval of their application **each year** to maintain prequalification. Not-for-profits are provided a full 10.5 months from the end of their fiscal year to provide a current IRS990 or Financial Statement without the interim requirement of uploading extension requests.

Specific questions about the prequalification process should be referred to your agency representative or to the Grants Management Team at: HelpDesk@sfs.ny.gov.

Disclaimer: *New York State reserves 5-10 business days from the receipt of complete Prequalification applications to conduct its review. If supplementary information or updates are required, review times will be longer. Due to the length of time this process could take to complete, it is advised that not-for-profits Prequalify as soon as possible. Failure to successfully complete the Prequalification process early enough will result in a grant application being disqualified.*

Appendix: Sample Budget

Applicants are strongly encouraged to enter the sample budget provided below as part of their application. Applicants may enter their own budget and not use the sample provided if they choose. DCJS will work with the successful applicant during contract development to finalize a budget that is acceptable to both DCJS and the successful applicant.

Budget Summary

Budget Category	Total Cost
Personnel Service	
Site Administrator	\$84,150
Accounts Payable	\$4,688
Program Manager	\$66,300
Outreach Worker Supervisor	\$56,100
Outreach Worker Supervisor	\$56,100
Senior Outreach Worker	\$53,550
Outreach Worker (9 Positions @ \$51,000 each)	\$459,000
Hospital Responder (2 positions @ \$51,000 each)	\$102,000
Social Worker	\$81,600
Case Manager (2 positions @ \$57,000 each)	\$114,000
Total Salaries	\$1,077,488
Fringe	\$177,785.00
Contractual/Consultant	\$0.00
Travel	\$34,000.00
Equipment	\$40,000.00
Space/Property/Rent/Own/Utilities	\$51,000.00
Alterations	\$0.00
Supplies	
Office Supplies	\$7,500.00
Program Supplies	\$3,000.00
Total Supplies	\$10,500.00
All Other	
Participant Events	\$40,000.00
Participant Expenses	\$7,000.00
Community Events	\$20,000.00
Victim Expenses	\$35,000.00
Uniforms	\$25,000.00
Advertising and Public Education	\$10,000.00
Program Administration	\$55,000.00
Indirect Costs	\$237,416.00
Total All Other	\$192,000.00
TOTAL OPERATING BUDGET	\$1,820,189.00

Appendix: Standard Workplan

This Work Plan is provided for applicant information and is not required to be entered or attached as part of the Application. Please see RFA Checklist for specific instructions regarding the Work Plan requirement in GMS.

WORK PLAN – SNUG Outreach & Social Work Program

Goal:

Reduce the incidence of shootings and community violence in the target area through the SNUG Outreach program. The SNUG Outreach program will also improve access to victim services by providing specialized services for victims, their families, and the community.

Objective #1:

Implementation and operation of a SNUG Outreach site in accordance with the SNUG Manual.

Task #1 for Objective #1:

Complete required data entry into the SNUG Database for all appropriate data entry level tasks.

Performance Measure:

Has data entry been entered into the SNUG database according to DCJS guidelines?

Task #2 for Objective #1:

Implement 90-day check ins with participants as required by DCJS.

Performance Measure:

Please enter the Quarterly Number of participants receiving a 90-check in.

Task #3 for Objective #1:

All staff participation is required for SNUG activities including but not limited to: Statewide Conferences, Site Administrator monthly virtual meetings, monthly program virtual meetings, site visits and trainings. If required program staff is not available, the program should send an authorized program staff in their place.

Performance Measures:

#1: Were meetings and list of attendees entered in SNUG database?

#2: If program staff was not able to attend, was an authorized representative sent in their place?

Task #4 for Objective #1:

Staff will participate in basic, booster, and additional training in relevant program area topics. Minimum of 40 hours a year for new hires and 24 hours for veteran staff. Participation can be virtual or in person.

Performance Measure:

Has the number of staff of training hours been entered into the SNUG Database?

Task #5 for Objective #1:

The Program Manager will meet with the police liaison and/or crime analysts in person or via Web Conference call (aka Zoom) at least monthly to discuss shooting incidents and any ongoing concerns in the target area. Updated shooting maps should be requested and updated quarterly when possible.

Performance Measure:

Have meetings with police liaisons and/or crime analysts been occurring monthly? If not - please articulate the hurdles for this meeting to occur.

Task #6 for Objective #1:

The Program Manager should be available to be contacted whenever a shooting may occur in the SNUG target area and the on-call SNUG team should be activated.

Performance Measure:

- #1: Has the response to all shootings and notifications of the on-call SNUG team been entered in the database?
- #2: Were there any hurdles to contacting the on-call staff for shooting responses this quarter? Please articulate any hurdles faced.

Objective #2:

Sustain the SNUG Outreach program by hiring and training appropriate staff. ****Note: DCJS should be notified within 24 hours of any staff firing, staff arrests, staff demotion, staff suspensions, significant injury to a paid SNUG staff member that will inhibit their ability to perform their duties, or significant staff issues. ****

Task #1 for Objective #2:

Use approved panels in hiring. (Exceptions or substitutions must be approved in advance by DCJS).

Performance Measure:

- #1: Is hiring panel composition and activity at the SNUG site being maintained according to DCJS guidelines? The log should include panel members and people interviewed and whether the person interviewed was recommended to be hired.
- #2: Are staffing changes being entered into the SNUG database?

Task #2 for Objective #2:

Maintain a staff team consistent with the criteria and job descriptions outlined in the SNUG Manual. Staffing forms should be emailed and attached in GMS.

Performance Measure:

Was the quarterly staffing form emailed to DCJS and is form is attached in GMS?

Objective #3:

Implement a Social Work program at the site and provide victim services.

Task #1 for Objective #3:

Social Work staff to be hired consistent with the needs of the site. Social Workers: Master's degree in Social Work, LMSW required within one year of hire. Case managers: Associate's degree or two (2) years of relevant case management experience.

Performance Measure:

Does the hired Social Work staff meet DCJS guidelines?

Task #2 for Objective #3:

Documentation and data entry meets the minimum criteria to direct service percentage, clients seen, weekly support groups, case conferencing, and daily briefings.

Performance Measure:

Is documentation entered in the DCJS Social Work database accurately?

Task #3 for Objective #3:

The social work staff must adhere to weekly supervision by the site and DCJS Social Work Supervisors and training requirements.

Performance Measure:

#1: Are weekly supervisions being conducted? Please indicate any hurdles encountered.

#2: Has staff attended DCJS sanctioned training?

Task #4 for Objective #3:

Victim Service Funding is spent in accordance with DCJS guidelines.

Performance Measure:

What is the percentage of Victim Services spent to date?

Objective #4:

Implement the provisions of NYS Exec. Law Article 15-A and 5NYCRR Parts 142-144 Minority and Women-Owned Business Enterprise

Regulations (MWBE) by providing meaningful participation by NYS Certified MWBEs, defined as subcontractors or suppliers.

Task #1 for Objective #4:

Utilize good faith efforts to meet the maximum feasible portion of the organization's established MWBE goals.

Performance Measure:

What is the percentage of MWBE goal met to date?

End of Request for Application.
