



## Division of Criminal Justice Services

### Frequently Asked Questions

The following *Frequently Asked Questions* may be of assistance to potential applicants when responding to funding opportunities issued by DCJS:

**Question:** Where are DCJS funding opportunities located on the DCJS website?

**Answer:** <http://www.criminaljustice.ny.gov/ofpa/index.htm>

**Question:** When responding to a Request for Proposals (RFP) or Request for Applications (RFA) using the DCJS Grants Management System (GMS), which funding program should be selected within GMS?

**Answer:** The funding program selection is usually the name of the actual RFP/RFA. Each RFP or RFA provides instructions regarding this selection.

**Question:** Must an applicant be registered in the Grants Management System (GMS) before responding to an RFP/RFA?

**Answer:** Yes, the applicant's contract signatory must be registered in the Grants Management System (GMS) in advance of responding to an RFP/RFA. Additionally, all organization/agency contacts associated with the grant applicant and implementing agency must be entered under the participant tab. Instructions regarding this are provided in the RFP/RFA Appendix: *DCJS Grants Management System Instructions and Helpful Hints*.

**Question:** Once information is entered and saved in the DCJS Grants Management System (GMS), can it be changed or corrected?

**Answer:** Once information is entered and saved in the GMS participant tab as part of a response to an RFP/RFA, it can only be changed or edited by the DCJS Help Desk. The DCJS Help Desk contact information is (517) 457-9787 or [dcjsfunding@dcjs.ny.gov](mailto:dcjsfunding@dcjs.ny.gov). Information entered under the budget tab, workplan, or questions sections may be edited or changed by the applicant prior to hitting "Submit."

**Question:** What is a Statewide Financial System (SFS) number and where is it obtained?

**Answer:** An SFS number is also referred to as a NYS vendor identification number. Before doing business with NYS, your business/organization must have a ten digit vendor identification/SFS number from the Office of the State Comptroller (OSC). Generally, unless it is a State entity, DCJS requests the new SFS number on behalf of an organization. Applicants need to contact [Damian.meehan@dcjs.ny.gov](mailto:Damian.meehan@dcjs.ny.gov) to request a substitute W-9 form. The applicant must complete the substitute W-9, submit it to Damian who will enter the information through the SFS system requesting an SFS number.

**Question:** What is a Charities Registration number and where is it obtained?

**Answer:** Most organizations that hold property of any kind for charitable purposes or engage in charitable activities in New York State and/or solicit charitable contributions (including grants from foundations and government grants) in New York are required to register with the Attorney General's Charities Bureau and will be assigned a Charities Registration Number. Please contact the Attorney General's Charities Bureau at <https://www.charitiesnys.com/>.

**Question:** Where does an organization register for the NYS Office of the State Comptroller (OSC) online VendRep System?

**Answer:** Not-for-profit organizations must register with the NYS Office of the State Comptroller (OSC) online VendRep System at [http://www.osc.state.ny.us/vendrep/info\\_vrsystem.htm](http://www.osc.state.ny.us/vendrep/info_vrsystem.htm).

**Question:** Where does a Not-for-Profit obtain pre-qualification for the Grants Gateway?

**Answer:** Not-for-profit applicants **must** be pre-qualified through the New York State Grants Gateway prior to the application submission deadline in order to be eligible for awards under this funding. **Applicants are strongly encouraged to begin this process as soon as possible.** Information can be found on the [Grants Reform Website](http://www.grantsreform.ny.gov/) at <http://www.grantsreform.ny.gov/>.

Specific questions about the prequalification process should be referred to your agency representative or to the Grants Reform Team at [grantsreform@budget.ny.gov](mailto:grantsreform@budget.ny.gov).

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