



REQUEST FOR APPLICATIONS (RFA)

Transformative Youth Justice Hubs

**Creating and Sustaining Partnerships to Provide Support to Youth and Families
for Prevention Services**

**Funding provided by the Federal Office of Juvenile Justice and Delinquency
Prevention (OJJDP)**

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

RFA Release Date: May 28, 2025

Application Due Date: July 30, 2025 at 12:00pm EST

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KEY DATES AND NOTICES:

Release Date of RFA:	May 28, 2025
Submission Deadline:	July 30, 2025
Estimated Total Program Funding:	\$ 4,000,000.00
Anticipated Number of Awards	Four (4)
Deadline for Final Submission of Questions Regarding this RFA:	June 13, 2025
Response to Questions regarding this RFA Posted on DCJS Website (on or about):	June 20, 2025
Notification of Awards (on or about):	August 11, 2025
Anticipated Contract Start Date:	10/1/2025

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 (SFS) Pre-Qualification – To be considered for an award,** not-for-profit (NFP) applicants **must** be pre-qualified through SFS 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 new [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 at <http://www.criminaljustice.ny.gov/ofpa/index.htm> 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 application in any manner other than the e-mail method.

5. Applicants will be advised of award decisions via a letter of notification, which will be emailed to the e-mail address provided by applicant in GMS. Where applicable, applicants not receiving an award will receive notification via e-mail to the address provided by the applicant 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.)
6. Unless otherwise modified by DCJS, the contract period for this grant opportunity will be for a (3) three-year period.

SFY 2024 Transformative Youth Justice Hubs

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I. INTRODUCTION

Project Summary

The New York State Division of Criminal Justice Services (DCJS), acting upon the recommendation of the [New York State Juvenile Justice Advisory Group](#) (JJAG), seeks applications to create the first ever Transformative Youth Justice Hubs (Hubs) in New York State. Four (\$4) million will be made available to fund approximately four Hubs designed to support youth justice prevention efforts in rural or urban areas (see Appendix: Rural Counties in New York State for all counties designated as rural) in New York State. DCJS anticipates that each award will total approximately one (\$1) million, over a three-year period.

A Transformative Youth Justice Hub is a cross-sector collaborative, led by a fiscal/coordinating partner with the goal of driving youth justice systems change and with a focus on prevention, justice, and youth [well-being](#). Hubs will provide support and coordination at the local level by:

- Utilizing community-based wisdom to transform youth-serving systems through the efficient, equitable, and effective distribution of resources where communities create locally driven solutions to barriers.
- Serving as a platform that connects youth, families, communities, and system stakeholders with a broad array of resources – peers, organizations, programs, professional development, toolkits, templates, research, and more.

Hubs are not intended to provide programs or services, rather, they will develop policies, strategies and solutions that align tools, resources, and messages to support youth in reaching their full potential.

In the 2024 - 2026 [Strategic Action Plan](#), the JJAG has acknowledged that New York State has made substantial progress over the past several years in reducing youth contact with the juvenile justice system and enhancing effective services to help ensure their success. For example, in recent years, significant juvenile justice reform efforts helped pave the way for the successful implementation of the Raise the Age law (RTA). In addition, collaborative efforts among State agencies and with partners across New York State have resulted in the continuation of reduced reliance on the juvenile justice system despite the inclusion of new age groups under RTA. At the same time, the JJAG recognizes that there is still much work to be done to ensure that youth and families are provided the resources and support they need to mitigate interaction with the juvenile justice system and ensure public safety. The inaugural Transformative Youth Justice Hubs are intended to narrow that gap.

The federal Juvenile Justice and Delinquency Prevention Act (JJDPA) provides funding to states to support their delinquency prevention and juvenile justice systems improvement efforts. The JJAG has chosen to utilize a significant portion of New York State's available funds to support the creation of these new Transformative Youth Justice Hubs. The State intends to make four (4) individual awards/contracts for \$1,000,000 each. This \$1,000,000 would support a three-year

contract.

Purpose of a Transformative Youth Justice Hub

Hubs will provide youth-focused solutions that reduce reliance on the juvenile justice system and promote community-based success by:

- Identifying and amplifying what works.
- Mobilizing collaborations across sectors for systems change.
- Bringing youth, families, communities, and system stakeholders together in constructive ways for collective impact.
- Identifying collaborative leadership approaches that will result in effective community-based responses to youth justice issues.
- Creating, testing, and scaling new approaches, in coordination with the Youth, Family, and Community Toward Success (YFACTS) Center when appropriate.

All activities of the Hub will be rooted in justice in a way that ensures accountability by addressing the root causes of behavior through community involvement and healing. Youth, families, and communities will have influence on system structure and decision making.

The fiscal/coordinating partner will be a central “backbone” organization that will coordinate efforts to manage and align activities of the Hub. Each Hub will establish a cross-sector collaborative with co-chairs of different backgrounds. Partnerships will provide prevention support services that center on youth well-being domains (i.e., physical health, mental and behavioral health, family, community, economic stability, and education) with a specific priority on adolescent-aged youth. Facilitated by the backbone organization and co-chairs, the Hub will establish by-laws by which the partnership will be governed, which must be approved by a majority of members of the partnership. At minimum, the by-laws must include the values of equity, evidence, accountability, and innovation.

The Hubs will be supported by a new Youth, Family, and Community Toward Success (YFACTS) Center run by the [New York State Youth Justice Institute \(YJI\)](#) and designed to coordinate the measurement, gathering, and dissemination of youth justice data (qualitative and quantitative) on prevention services, efforts, and impact. Hubs will receive technical assistance and research support from the YFACTS Center to identify and analyze barriers and gaps in services among youth between the ages of 12 and 17 who are at risk or are involved in the juvenile justice system. Additionally, Hubs will work collaboratively with community partners to implement solutions that will lead to their success and well-being.

DCJS Agency Background

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, conducting research on critical criminal justice issues; and providing training, legal guidance and regulation to the State's law enforcement, community corrections and prosecutorial communities.

DCJS is committed to providing programs that help keep New York's communities safe and improve the effectiveness of the State's criminal justice system. Applications will be selected for funding consistent with the best interest of the State.

II. FUNDING, APPLICANT ELIGIBILITY AND CONTRACT TERM

A. Funding

DCJS expects that \$4 million will be made available to support approximately four Hubs. Applications will be accepted for up to \$1 million **per fiscal/coordinating partner**. Each eligible organization may submit one (1) application to become a Transformative Youth Justice Hub. The contract term will be for three (3) years.

B. Applicant Eligibility Requirements

This RFA requests applications to create a Transformative Youth Justice Hub within the applicant's local community. The Hub will be a cross-sector collaborative led by a fiscal/coordinating partner with the goal of driving youth justice systems change and a focus on prevention, equity, and youth well-being. The fiscal/coordinating partner will be a central "backbone" organization that will coordinate efforts to manage and align activities of the Hub.

To be eligible, applicants must meet the following requirements:

- The applicant must be a non-profit community-based organization, local Municipal education agency, or institute of higher education.
- Non-Profits must be prequalified through the New York Statewide Financial System (SFS) at <https://grantsmanagement.ny.gov/get-prequalified> at the time of application submission.
- This funding is supported through federal grant funds, specifically the Title II Formula Grant Program. Grantees are required to follow federal [special conditions](#), including compliance with the award condition related to determining the suitability of individuals who will interact with participating minors.

C. Contract Term

Unless otherwise modified by DCJS, the anticipated contract period for this grant opportunity will be for 36 months, with a tentative start date of October 1, 2025.

III. PROGRAM DESCRIPTION

General Criteria

Applicants must be an established and experienced organization with demonstrated skills to serve as the fiscal/coordinating partner of the Transformative Youth Justice Hub. The fiscal/coordinating partner must be a non-profit community-based organization or educational institution. To apply as a rural Hub, the fiscal/coordinating partner must be a non-profit community-based organization or educational institution located in a county listed in Appendix: Rural Communities in NYS. All other applicants should submit as an urban Hub.

Collaborative Partners

Hubs will be designed to cross-pollinate prevention efforts and best practices as partnerships to coordinate and provide support at prevention and re-entry points for youth, families, and communities. Partnerships should be diverse and include persons, groups or organizations aligned on decision-making, values, and activities to address youth justice involvement prevention and well-being. They may include representation from public, private, nonprofit, or philanthropic sectors, and the population this collaboration seeks to serve.

Collaborative partners must include youth and families with experience in the juvenile justice system, and could also include:

- Faith-based organizations.
- Parent-focused/led organizations.
- Youth service organizations (e.g., community-based organizations).
- Schools.
- Courts.
- Law enforcement.
- Mental health service organizations.
- Advocates.
- Survivors or victims of crime.
- Researchers.
- Government entities.

Hub Activities

Hubs are intended to be action oriented in nature. They should work in collaboration with their partners to develop structural and community-based solutions designed to improve outcomes for youth who are at risk or are involved in the juvenile justice system. Examples of such actions may include, but are not limited to:

- Community resource mapping to facilitate connection to effective services.
- Relationship building with youth, adults, and families.

- With support from the YFACTS Center, quantitative and qualitative data analysis to identify system gaps and proposed solutions.
- Issuance of guidance and resources relevant to youth justice.
- Implementation of trauma-informed, healing-centered, and violence reduction methods to decrease incidents of harmful behavior.
- Increased participation in vocational, educational, and literacy programming.
- Encouragement of participation in mental health and well-being programs.
- Establishment of relationships with law enforcement agencies and the court system to support diversion services.
- Improvement in the socio-emotional and behavioral response of youth in the community through skill building.
- Fostering peer-to-peer and traditional mentoring activities and programs.
- Envisioning, creating, and implementing innovative learning communities of best practices and resources.

Implementation Timeline

The following implementation timeline is generally expected to be used, and should be reflected by the applicant in the application:

1. Planning Phase (first six months)

During the planning phase, award recipients will work with DCJS and the YFACTS Center to develop a theory of action for their proposed work as a Hub. This will include, but not be limited to, creating a local action plan, including a logic model with success metrics, a mission and vision, and action items that will be implemented.

2. Implementation Phase – (one year, immediately following the planning phase)

During the implementation phase, award recipients will implement the action items included in its local action plan with the assistance of the YFACTS Center.

3. Evaluation Phase – (one year, beginning half-way through the implementation phase)

During the evaluation phase, award recipients will learn from experience and make adjustments to their logic model as necessary. Hubs will strengthen their relationships with the YFACTS Center and work with their local research/data partner to revisit the success metrics in the logic model and fine tune them.

4. Sustainability and Scalability Phase - (one year, immediately following the evaluation phase)

During this phase, award recipients will seek additional funding streams to sustain their efforts and enhance implementation measures that have been successful. Scalability to other sites will be assessed during this phase as well. Hubs will also provide recommendations on systems change and organized advocacy during this phase.

Cross-pollination Between Hubs

Hubs will be expected to participate in activities designed to cross-pollinate and share best practices between Hubs through the direction of DCJS and the YFACTS Center. This may include occasional travel to in person events and meetings, including possible presentations to the JJAG.

IV. EVALUATION AND SELECTION OF APPLICATIONS

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 is eligible as defined by this solicitation; and
- applicant is an eligible, pre-qualified entity in SFS. (*This pre-qualification requirement applies only to not-for-profit applicants.*)

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.

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 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 to be

eligible for funding. If the available funding is not exhausted, DCJS may consider applications that did not meet this minimum score. 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. 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 applications and the average of all the scores will determine the final average score of the application. 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 Program Narrative, Data Capacity, and Collaboration will prevail. If the scores remain tied, the second tie breaker will be the application with the highest score in Budget, including Budget Justification.

Tier III Evaluation

The Tier III Evaluation assessments will be conducted by designated DCJS executive staff. During the Tier III Evaluation, applicants 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 final decisions regarding approval and individual award amounts based on the quality of each submission, the recommendations of the reviewers, and the specific criteria set forth in this solicitation.

V. REQUEST FOR APPLICATION QUESTIONS

Applicants must respond to the questions below within the DCJS Grants Management System (GMS). **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. The maximum number of pages allowed for each question is indicated.

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. If the available funding is not exhausted, DCJS may consider applications that did not meet this minimum score. All questions, including sub-sections and those which have no point value, must be answered.

1 – 7: Program Narrative Questions (1-7) (Narrative Questions should total 80% of overall total points)

1. Question #1 – Program Narrative (15 points)

Describe your organization's capacity to be the fiscal/coordinating partner and central support organization to become a Transformative Youth Justice Hub. Provide a description of your plan to organize and implement the activities of the Hub throughout the implementation timeline. Please include staff experience, ability to convene key community members, and focus on youth well-being in your answer.

2. Question #2 – Data Capacity (10 points)

Describe your organization's capacity to collect and analyze data for youth between the ages of 12 and 17 who are at risk of becoming, or are, involved in the juvenile justice system. Include any research/data partners that you have existing relationships with or plan to establish relationships with as part of this project, along with letters of support where applicable.

3. Question #3 – Collaborative Partners (10 points)

Provide information about any collaborative partnerships your organization is currently involved in that may serve as a basis for the partnership required in this project. Describe additional partners that you would seek to include. Please upload, as an attachment, any letters of support from existing or potential partners.

4. Question #4 – Demonstrated Community Need and Impact (15 points)

Describe the need for a Transformative Youth Justice Hub in your community. In your response, include how the proposed hub activities (described on page 8) will address community needs and impact for youth and families in the community.

- What are the existing barriers to success among youth who are at risk or are involved in the juvenile justice system?
- How will a Hub in your community enhance collaboration amongst, stakeholders, prevention efforts, equity, and youth well-being in a way that reduces reliance in the juvenile justice system?
- What are your community's assets? Include data that demonstrates the need, if possible.

5. Question #5 – Elements of Existing Models (10 points)

In Appendix: *Transformative Youth Justice Models*, there are links to existing models that contain elements which may be useful in developing the model for your Transformative Youth Justice Hub. Describe how you will incorporate some elements of one or more of these models into your project plan.

6. Question #6 – Area of Service (10 points)

Describe the geographic area of service that will encompass the activities of the Hub surrounding your organization's location. How do you plan to utilize your partnership and its community-based resources within this geographic area?

7. Question #7 – Measuring Success/Impact (10 points)

Describe what success looks like and how it will be measured throughout the course of this project and at the end of the three-year project period. What data elements will be used and how will they be tracked over the project period?

8. Operating Budget Detail and Justification (20 points)

- a. Prepare a line-item budget, including justification, by appropriate category of expense (e.g., Personnel, Fringe Benefits, Consultants, etc.). All funded positions should clearly indicate the general duties, full annual salary of the position, hours worked per week, and proposed hours or percentage FTE supported by the grant. Budgets should reflect total projected costs for a 36-month contract period and be limited to eligible costs. Operating budgets must not exceed the applicant's eligible award amount if provided.
- b. The detailed budget for the grant period must be complete and provide sufficient detail. It must also be reasonable and appropriate, as determined by DCJS, and directly tied to the work plan. For subcontracted agencies approved to provide services, where applicable, upload signed and executed agreements and the subcontractor's approved operating budget.
- c. 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 approval 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, is capped at a rate of 15%. If an agency has a federally approved indirect cost rate, DCJS will honor that.
- Governmental Organizations: Indirect costs are not an allowable expense for governmental organizations.

VI. NOTIFICATION OF AWARDS

Applicants approved for funding will be notified in writing by DCJS via email to the email address provided in 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 sent in writing via email to the email address provided in GMS.

A debriefing is available to any entity that submitted an application in response to this solicitation 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 Transformative Youth Justice Hubs**. The debriefing shall be scheduled by DCJS and occur within 30 days business days of receipt of written request or as soon after that time as feasible.

VII. 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. Additional program reporting may be required.

Quarterly Fiscal Reports

All grantees will be required to submit quarterly fiscal reports and claims for payment.

Reporting Due Dates:

GMS Progress Reports, Case-specific Reports (if applicable) and Fiscal Claims for Payment (formerly known as State-Aid Vouchers) are due to DCJS by the following dates:

<u>Calendar Quarter</u>	<u>Report Due</u>
July 1 - September 30	October 31
October 1 - December 31	January 31
January 1 - March 31	April 30
April 1 - June 30	July 31

VIII. 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 or 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 Appendix A-1 (see “Standard Contract Provisions” below), grantee staff whose salaries are paid in whole or in part from grant funds shall maintain a time recording system that shows the time and effort devoted to the grant project.

Liability

Nothing in the contract between DCJS and the grantee shall impose liability on the State of New York for injury 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 only be rendered electronically 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.

Performance Review

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

Disposition of Allocations

DCJS reserves the right to reject applications, deny awards, or defer applications for future consideration based on insufficient information in the application, lack of accompanying documentation, the inappropriateness of the project proposed, an organizational history of unsuccessful projects of a similar nature, or a history of contract 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 his or her 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 entitled: [USEOFNYSBUSINESSES-2025.pdf](#) and submit the completed form as an attachment to 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 for this contract for commodities, services or technology are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles. SDVOBs can be readily identified on the directory of certified businesses at [Division of Service-Disabled Veterans' Business Development](#).

Bidders/proposers need to be aware that all authorized users of this contract 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 [here](#) 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 State of New York Standard Contract for Grants, including the State Specific Terms and Conditions, Agency Specific Terms and Conditions, Program Specific Terms and conditions, and other clauses for all New York State grant contracts with DCJS. Applicable contract appendices and attachments are available on the DCJS website at [Applicant and Grantee Resources - NY DCJS](#).

Minority and Women-Owned Business Enterprises (M/WBE) and Equal Employment Opportunity (EEO) Requirements

DCJS recognizes its obligation under New York State Executive Law Article 15-A to promote opportunities for the participation of certified minority-and women-owned business enterprises (M/WBEs), as well as the employment of minority group members and women in the performance of DCJS contracts.

Determination of Suitability Requirement

These contracts are covered by federal funding which includes a special condition that requires a determination of suitability, in advance, for certain individuals who may interact with participating minors.

If awarded, the grantee will be required to submit the following to DCJS:

1. A letter to DCJS clearly illustrating whether your organization has any interaction with minors in the course of your work. If you state that you do not, please provide a detailed description of why you are not subject to this special condition – [Determination of Suitability for Covered Individuals Who May Interact with Participating Minors](#).
2. Your policy/procedure for this process, including the steps taken to ensure that any determination made by your organization meets all the required elements of the advanced determination. This policy/procedure must detail what positions in your organization are responsible for each part of the process and who is responsible for the ultimate determination of suitability. The policy/procedure you develop must demonstrate how you operationalize the requirements detailed here.
3. The final determinations of suitability for each covered individual at your organization.

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 Applications (RFAs), 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 201-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 RFAs, 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 RFA must complete the certification provided on the DCJS website at:

https://www.criminaljustice.ny.gov/ofpa/pdfdocs/sexual_harassment_prevention_policy_training_cert.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: [The VendRep System | Office of the New York State Comptroller](#). 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>.

SAM Registration and UEI

All organizations applying for federal grant funding must first register with the federal System of Award Management (SAM) website. <https://sam.gov> Upon registration, an organization will be automatically assigned a UEI (Unique Entity Identifier). A valid UEI number is required to execute a contract. If your organization is currently registered in SAM, then it already has an assigned UEI.

IX. APPLICATION SUBMISSION AND REQUIREMENTS

A. Specific Instructions

One application should be submitted for each Transformative Youth Justice Hub. Applications must be submitted 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

[Applicant and Grantee Resources - NY DCJS](#). 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 particular name of program “Transformative Youth Justice Hubs”. Click “Create Project.” Your application will now be ready to complete.

Completing the Application

Applicants are encouraged to complete the GMS registration as well as the registration and/or pre-qualification (where applicable) on the Statewide Financial System (SFS) early, to avoid any concerns with these automated systems. SFS prequalification and GMS signatory registration **must** be complete prior to the submission of an application.

Each application will consist of the following components that must be completed using GMS:

- Participant name(s);
 - Contact information for all participating agencies per application;
 - Program specific questions;
 - Project budget; and
 - Project work plan.
 - Any required attachments
- When all of the above requirements and GMS Application components are completed, click the “**Submit**” button. GMS will review the application for completeness. If any fields are missing, a report will display what remains to be completed. Once all fields are complete and you submit successfully, GMS will display a screen that says, “*Your application has been submitted.*” In addition, GMS will send an email notification to the Signatory official listed on the application to make them 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 been 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.

X. APPLICATION CHECKLIST

- Not-for-Profit Applicants ONLY: Complete Statewide Financial System (SFS) 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 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.

Appendix:

RURAL COUNTIES IN NEW YORK STATE

In its approach to working with rural areas, DCJS sought conformity with OJJDP's designation, identifying as "rural" those counties that fall outside a Metropolitan Statistical Area (MSA) as specified by the United States Census Bureau. Because New York's MSAs are very large and include several counties whose populations live mainly in small towns or rural areas, eligibility was expanded to include counties whose largest urban area has a population of less than 20,000. To be considered a "rural" Transformative Youth Justice Hub through this RFA, the fiscal/coordinating partner must be located in one of the following counties:

Allegany
Cattaraugus
Cayuga
Chautauqua
Chenango
Clinton
Columbia
Cortland
Delaware
Essex
Franklin
Fulton
Genesee
Greene
Hamilton
Lewis
Montgomery
Otsego
Schuyler
Seneca
St. Lawrence
Steuben
Sullivan
Wyoming
Herkimer
Livingston
Madison
Ontario
Orleans
Oswego
Putnam
Schoharie
Tioga
Warren
Washington
Wayne
Yates

Appendix:

Transformative Youth Justice Models

- a. [Community Restorative Justice Hubs](#)
- b. [Restorative and Transformative Justice Hub](#)
- c. [Youth Justice Resource Hub Website](#)
- d. [Colorado Hub](#)
- e. [State Innovation Model \(Michigan\)](#)
- f. [National Assessment Centers](#)
- g. [Neighborhood Opportunity Network \(NeON\)](#)
- h. [Area Deprivation Index](#)
- i. [Tamarack Institute | Empowering Change in Canada & Beyond](#)
- j. [Coalition for Community Schools](#)

Appendix:

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

Statewide Financial System (SFS) Pre-Qualification

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 at the time of submission 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 [S3FS](#).
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: sfs.sm.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: DCJS GRANTS MANAGEMENT SYSTEM (GMS) INSTRUCTIONS AND HELPFUL HINTS - [See RFA for additional specific GMS directions.](#)

First time GMS users should download the GMS Application Manual [here](#)
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 "Name of funding program," then click "Create Project."

This begins your application. You may work on the application, save and return to it at a later time, except as noted below. **Note that GMS will time out after 30 minutes of inactivity.** That means that you should save your work frequently. Each save re-sets the timer.

In the newly created project complete the following 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 only allow one attempt then locks the entry to edits. Should you still need additional information added to the Participant record, please call GMS Help at (518) 457-9787.

Scroll to the bottom of the screen to add contact information. Click on "Add Contact" and in the search prompt that appears type in the last name of the person to be added. This should take you to a list. Find the person to be added and click in the blue section of the name. This will prompt a drop-down list that defaults to "Primary." Ensure you do this until you have added a minimum of three contacts: Primary, Signatory and Fiscal. 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 [here](#) to add a signatory for your agency.

Budget - See RFA for additional specific instructions.

Work Plan - In the GMS Work Plan Tab, enter the Project Goal, Objectives, Tasks and Performance Measures provided in the Standard Work Plan within this solicitation, unless otherwise instructed within the solicitation.

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

Questions-

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. Copying 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:

BEST PRACTICES FOR PREPARING AN EFFECTIVE GRANT APPLICATION

What to do when you have received the Request for Applications (RFA):

It is important to start early in preparing your application, highlighting deadlines and/or tasks that must be completed as part of the application process.

Review all plans, strategies, policies and documents related to the grant you are applying for to ensure you can appropriately address the goals and objectives pertaining to the nature of the grant opportunity.

What to do when you are completing the application:

Ensure that the proposed budget is reasonable and articulate how your budget will address the objectives of the grant opportunity.

Review and evaluate the scoring criteria. Pay close attention to the sections that are weighted the most first as they have a greater impact on your overall score.

What to do prior to submitting your application:

Make sure that you have completed all the required sections of the application and attached all the required documents in GMS. Applicants are strongly recommended to share their completed applications with a colleague to ensure that the application is clearly written, complete, and addresses all the objectives of the grant opportunity.

Appendix:
BUDGET DETAIL WORKSHEET

Budget Summary

Budget Category	Total Cost
Personnel Service -Salary	\$0.00
Personnel Service -Fringe	\$0.00
Contractual/Consultant	\$0.00
Travel	\$0.00
Equipment	\$0.00
Space/Property/Rent/Own/Utilities	\$0.00
Alterations	\$0.00
Operating Expenses/Supplies	\$0.00
All Other	\$0.00
TOTAL OPERATING BUDGET	\$0.00