



**Youth with Sexual Behavioral Problems**  
**SFY 2017-2018 REQUEST FOR PROPOSALS (RFP) \*REVISED\***  
*Issued: Friday, May 26, 2017*  
*Re-Issued: Monday, June 19, 2017*

**KEY DATES AND NOTICES:**

<b>Submission Deadline:</b>	<b>Friday, July 7, 2017 12:00pm (noon)</b>
<b>Deadline for Final Submission of Questions:</b>	<b>Friday, June 2, 2017</b>
<b>Response to Questions Posted:</b>	<b>On or about Tuesday, June 6, 2017</b>
<b>Notification of Award(s):</b>	<b>On or about Friday, July 28, 2017</b>
<b>Anticipated Contract Start Date:</b>	<b>Friday, September 15, 2017</b>

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 in order to respond to this Solicitation.** See Appendix: *DCJS Grants Management System (GMS) Instructions and Helpful Hints.*
2. Questions regarding this RFP must be emailed to [dcjsfunding@dcjs.ny.gov](mailto: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 solicitation in any manner other than the e-mail method.
3. 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 and by U.S. Postal Service mail. A debriefing is available to any entity that submitted a proposal or application in response to this solicitation who is not successful in receiving an award. (See Section: Notification of Awards.)
4. Unless otherwise modified by DCJS, the contract period for this grant opportunity will be 12 months.
5. Approximately two hundred and ten thousand dollars (\$210,000) is available to fund one not-for-profit organization in New York State.
6. **Grants Gateway Pre-Qualification – In order to be considered for an award**, not-for-profit (NFP) applicants **must** be pre-qualified through the NYS Grants Gateway prior to the RFP submission deadline. **NFP applicants should begin this process as soon as possible.** See Appendix: *Grants Gateway Prequalification Requirement.*

## *SFY 2017-2018 Youth with Sexual Behavior Problems*

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## **I. INTRODUCTION**

The New York State Division of Criminal Justice Services (DCJS) seeks proposals to facilitate training and technical assistance in support of systemic change to address the behaviors of youth with problematic sexual behaviors (PSB). Approximately two hundred and ten thousand dollars (\$210,000) is available to fund one not-for-profit organization in New York State.

The selected applicant must be equipped to identify six teams within New York State and be prepared to utilize a community-based learning collaborative training model developed by Oklahoma University. Each team identified for the initiative will receive training and technical assistance to implement a comprehensive community-based system for adolescents with PSB and their caregivers. Criteria used to identify the teams is provided in Section III of this RFP. Selected teams are subject to the approval of the NYS Division of Criminal Justice Services (DCJS).

The NYS Division of Criminal Justice Services (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 prosecution communities.

DCJS is committed to providing programs that improve the effectiveness of New York's justice system. Proposals will be rated and selected for funding consistent with the best interest of the state. Applicants are encouraged to demonstrate in their response to this solicitation how their proposal supports New York's commitment to public safety.

## **II. FUNDING, APPLICANT ELIGIBILITY AND CONTRACT TERM**

### **A. Funding**

Approximately \$210,000 will be made available to support one not-for-profit organization in New York State. 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. No more than one contract will be awarded through this solicitation.

## **B. Applicant Eligibility and Requirements**

Eligible applicants are limited to not-for-profit organizations located within New York State. Eligible applicants will be expected to demonstrate support for their proposal by professionals and/or organizations within the discipline of youth with sexual behavior problems. Examples of organizations and/or individuals that would be relevant to demonstrating applicant support include the federal Office of Juvenile Justice and Delinquency Prevention, the National Center on the Sexual Behavior of Youth at Oklahoma University, and individuals who are participating in or who have participated in the six teams in New York State as identified in Appendix: *Teams Trained in the Oklahoma University's Problematic Sexual Behavior Cognitive Behavioral Therapy (OU PSB-CBT) Treatment Model for School-age Children*. Letter(s) of support, submitted with the proposal, would satisfy this expectation.

## **C. Contract Term**

Grant award agreements, unless otherwise modified by DCJS, will be for a term of 12 months.

## **III. PROGRAM DESCRIPTION AND BACKGROUND**

In December 2015, the Juvenile Justice Advisory Group (JJAG) authorized funding for up to six teams across the State to be trained in Oklahoma University's school-aged model for youth with PSB between the ages of 7 and 12 years. The natural next step in the process will be to train interested jurisdictions in the adolescent model for youth with PSB for older youth between the ages of 13 and 18 years. As DCJS has traveled across the state of New York to the Regional Youth Justice Team and other meetings, it has become clear that this is an area that is not adequately addressed in many jurisdictions.

According to data retrieved from the National Children's Alliance NCAtrak Database Tracking System, which contains information reported by Child Advocacy Centers (CACs) across New York State, there were 4,713 alleged offenders involved in sexual abuse incidents between the ages of 13 and 18 handled by New York CACs between January 2011 and June 2016. During the same period, there were 16,525 alleged offenders whose age was undisclosed, some portion of which may also fall into the 13 to 18 age category. Currently, there is not an effective or adequate response to these incidents in many areas, and New York State would like to build capacity through this effort to implement a community-based intervention to more appropriately address this issue.

New York State expects to implement a community-based intervention and improve systemic change for youth with sexual behavior problems by delivering training and technical assistance. Six teams have been trained on and are currently implementing Oklahoma University's Problematic Sexual Behavior Cognitive Behavioral Therapy (OU PSB-CBT) treatment model for

school-age children between the ages 7 and 12, and this solicitation will make funding available to train an additional six teams on the OU PSB-CBT treatment model for older adolescent youth between the ages of 13 to 18.

The successful applicant to this solicitation will be responsible for contracting with Oklahoma University to conduct the training in New York State, which will include providing all training materials, three (3) in person training sessions, consultation calls, and other necessary measures. The awardee will also develop a process to select six teams to be trained, facilitate the logistics of the project, and ensure the appropriate collection of data and outcome measures associated with the project. Selected teams will be subject to the approval of DCJS.

Teams should be comprised of a minimum of four clinicians who are committed to implementing the OU PSB-CBT model in their jurisdiction, and a senior leader administrator, who will establish a process by which referrals of youth to the intervention will be made and group sessions will be convened in a manner consistent with the parameters of the model, which include 90-minute weekly concurrent youth and caregiver sessions that address supervision and monitoring, family negotiation and communication skills, healthy sexual behaviors, taking responsibility, recognizing the impact of behaviors on others, self-control strategies, and community safety. Team composition may also include clinical supervisors and/or case managers. Applicants should not identify their recommended teams in response to this solicitation, but will be responsible for including a plan as part of their response to this solicitation that outlines how teams will be selected and how requirements will be met by those teams. Selected teams may be identified from any area in the state and all areas should be considered. The selection process should address the readiness of both agencies and providers, including agency service history, implementation of policies and protocols, commitment to model fidelity, relevant licensing and employment status of the participating providers, and any other relevant information that the applicant deems critical to the successful implementation of the aforementioned treatment model.

#### **IV. EVALUATION AND SELECTION**

##### **Tier I Evaluation – Threshold Pass/Fail**

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

- Proposal was received by the published deadline;
- Applicant is eligible as defined by this solicitation; and
- Applicant is an eligible, pre-qualified entity in the Grants Gateway.

The submitted proposals shall include:

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- 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 proposal that does not meet each of these conditions may be subject to disqualification from further review.

### **Tier II Evaluation – Evaluation and Scoring**

DCJS staff reviewers will evaluate proposals that successfully pass the Tier I Evaluation. A standard rating tool will be used to score responses to questions provided in the proposal (see *Questions* section for additional information). The maximum proposal score will be 100 points. Each response will be scored and all scores will be totaled, resulting in an overall score. The final score will be determined by averaging Team Reviewers' overall scores for each proposal. DCJS may, at their discretion, request additional information from an applicant as deemed necessary. Also, in the event of a substantial scoring disparity of total available points, an additional reviewer may rate the affected proposals and the average of all of the scores will determine the final average score of the proposal. In the event of a tie score among applicants, and where both applicants cannot be selected, an additional reviewer will rate the affected proposals and the average of the scores will represent the final score.

### **Tier III Evaluation**

The Tier III Evaluation assessments will be conducted by designated DCJS executive staff. The Tier III Evaluation will select an applicant for funding and determine the award amount through consideration of the Tier II Evaluation scoring and comments, strategic priorities, available funding and best overall value to New York State.

The final award decision 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' Executive Deputy Commissioner or his or her designee will make a final decision regarding approval and the award amount based on the quality of the submission.

## **V. REQUEST FOR PROPOSAL QUESTIONS**

Applicants must respond to the questions below within the DCJS Grants Management System (GMS), as instructed. **GMS instructions are located as an Appendix to this solicitation.** 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 proposal score of 70 points in order to be eligible for funding. All questions, including sub-sections and those which have no point value, must be answered.

### **1 – 6: Program Narrative Questions (1-6)**

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

1. Executive Summary (5 points)
2. Relevant Experience (20 points)
3. Team Selection (15 points)
4. Training Plan (10 points)
5. Data and Outcome Measures (10 points)
6. Letter(s) of Support (20 points)
7. Operating Budget Detail and Justification (20 points)
8. Contract Work Plan (0 points)

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

#### **1. Executive Summary (5 points) – Not to exceed 1 page**

This section provides a brief overview of the applicant and the proposed project.

Provide a brief executive summary that details characteristics that identify the approach that will be taken, highlighting experience which uniquely qualifies it to accomplish the goals of this RFP.

#### **2. Relevant Experience (20 points) – Not to exceed 3 pages**

This section demonstrates the experience of the applicant in the area of addressing youth with sexual behavior problems, preferably utilizing the OU PSB-CBT model.

Describe experience working with multi-disciplinary teams and, in particular, team personnel from the six teams in New York State that are currently implementing the OU PSB-CBT treatment model for school-age children.

**3. Team Selection (15 points) – Not to exceed 3 pages**

Describe the methodology that will be used to select the six teams. The description should include information about what criteria will be used to determine readiness, how team members will be chosen, what each team member's responsibilities will be, and how the teams will be held accountable for completing their agreed upon requirements. The applicant should also describe how teams will ensure that adequate referrals will be made for them to implement the model.

**4. Training Plan (10 points) – Not to exceed 2 pages**

Describe your plan for working with Oklahoma University to travel to New York to conduct the in person trainings, and to provide any and all consultation associated with ensuring successful implementation by the six teams.

**5. Data and Outcome Measures (10 Points) – Not to exceed 2 pages**

Describe the data that will be collected as part of the project, and how outcome measures will be used to measure effectiveness.

Describe your experience in data collection and outcome measurement for similar projects, preferably with teams that have implemented the OU PSB-CBT treatment model.

**6. Letter(s) of Support (20 Points) – Each letter not to exceed 2 pages**

The applicant should provide Letter(s) of support from organizations and/or individuals that would be relevant to the project.

Examples of organizations and/or individuals that would be relevant to the project include the federal Office of Juvenile Justice and Delinquency Prevention, the National Center on the Sexual Behavior of Youth at Oklahoma University, and individuals who are participating in or who have participated in the six teams in New York State that are currently implementing the OU PSB-CBT treatment model for school-age children.

**7. Operating Budget Detail and Justification (20 points)**

Using the Budget Detail Worksheet and Budget Narrative sheet as a guide, enter the operating budget directly into the Budget module "tab" of the GMS application. 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 12 month contract period and be limited to eligible costs. Operating budgets must not exceed the total budget in the applicant's proposal amount if provided.

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 using the **Attachment** Module on GMS.

**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%.

#### **8. Contract Work Plan (0 points)**

In the GMS Work Plan module enter "to be determined: for your project goal, objective, task, and performance measures. **This is necessary in order to GMS to accept your application.** Upon successful application and notification of award, DCJS staff will assist the awarded applicant in developing an appropriate work plan, including project goal, objectives, tasks, and performance measures (See Section XX. Required Reporting for additional information). Accordingly, there are no points attributable to this component of the application.

## **VI. NOTIFICATION OF AWARDS**

The Applicant 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 both emailed to the contact person and sent by U.S. Postal Service mail.

A debriefing is available to any entity that submitted a proposal in response to this solicitation and 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](mailto:dcjsfunding@dcjs.ny.gov) with the following in the subject line: **Request for Debriefing Youth with Sexual Behavior RFP**. 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.

The preferred method for the debriefing will be in-person, however, upon mutual agreement by all parties, another means such as via telephone, webinar, or any combination thereof may occur.

In the event that 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.

## VII. REQUIRED REPORTING

**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.

### ***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 the successful applicant. In the event that 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 of \$50,000 or greater is subject to approval by the NYS Office of the Attorney General (OAG) and the Office of the State Comptroller (OSC) before funding may actually 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**

Any Contract resulting from this solicitation may be executed, increased, terminated, renewed, decreased, extended or amended or renegotiated for any reason at the discretion of the Executive Deputy Commissioner of DCJS as a result of contractual performance, changes in project conditions, or as otherwise 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.

### **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 Executive Deputy 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 at <http://www.criminaljustice.ny.gov/ofpa/forms.htm>, entitled: *Encouraging Use of New York State Businesses in Contract Performance* and submit the completed form as an attachment to their application in GMS. There are no points attributable to this component of the application.

## Standard Contract Provisions

Any contract negotiated as a result of this solicitation will be subject to the provisions of Appendix A, Appendix A-1, Appendix C and Appendix M, which contain the standard clauses for all New York State grant contracts with DCJS. Appendices are available on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/forms.htm>.

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

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

### **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, applicants requesting funds 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 [https://ogs.ny.gov/Veterans/Docs/CertifiedNYS\\_SDVOB.pdf](https://ogs.ny.gov/Veterans/Docs/CertifiedNYS_SDVOB.pdf).

### **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/vendor\\_index.htm](http://www.osc.state.ny.us/vendrep/vendor_index.htm). Any not-for-profit sub-grantees must also complete a Vendor Responsibility Questionnaire.

### **Charities Registration**

Not-for-Profit entities must also insure 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>.

### **Data Universal Numbering System (DUNS) Registration Requirements**

All DCJS funding applicants are required to provide a DUNS number. If you are unsure whether or not your organization has a DUNS number, check with your Fiscal Officer. New applicants will enter the DUNS number in GMS while completing the Participant section; existing DCJS grantees

whose DUNS number is not already on file should email the number to [funding@dcjs.ny.gov](mailto:funding@dcjs.ny.gov) to have it entered by DCJS staff prior to submission of the application. Any organization needing a DUNS number can register through the following link: <http://fedgov.dnb.com/webform>. Please note the process of requesting and receiving a DUNS number and/or having it entered into GMS by DCJS staff will require additional time. It is strongly recommended that applicants begin this process early.

## IX. PROPOSAL SUBMISSION

### A. Specific Instructions

One application should be submitted for each not-for-profit organization seeking funding. Proposals must be submitted using the DCJS Grants Management System (GMS).

### B. Grants Management System (GMS)

Proposals 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>. Proposals must be complete in order for the GMS submission to be successful. If you need assistance with accessing and using GMS, please contact the DCJS Office of Program Development and Funding GMS Help Desk at (518) 457-9787. **The DCJS Office of Program Development and Funding GMS Help Desk is available Monday through Friday between the hours of 9:00 am and 5:00 pm. However, applicants should note specific RFP submission deadlines.**

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 a Proposal on GMS

To submit a new proposal 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 which is *Youth with Sexual Behavior Problems*. Click "Create Project." Your application will now be ready to complete.

#### Completing the Application

**Applicants are encouraged to complete and submit their Proposal on GMS early to avoid any difficulties.** Additionally, applicants should complete the GMS Registration and pre-qualification on the NYS Grants Gateway System, where applicable, early to avoid any concerns with these automated systems. Grants Gateway prequalification and GMS signatory registration **must** be complete prior to the submission of a proposal.

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, such as Letter(s) of support

When all of the above requirements and GMS components are completed, click the “**Submit**” button. GMS will review the submission 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.*”

## X. PROPOSAL CHECKLIST

- Complete Grants Gateway Prequalification Requirements – See Appendix: *Grants Gateway Prequalification Requirement*
- 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 also attach the answers on a Word Document to GMS.
- Complete *BUDGET* TAB on GMS by entering the line-item Operating Budget. Attach any Letter(s) of Support.

## Appendix

### Grants Gateway Prequalification Requirement – Not for Profit Applicants Only

#### **Grants Gateway Pre-Qualification**

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.**

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process, which require not-for-profits to register in the Grants Gateway and complete the Vendor Prequalification process in order for proposals to be evaluated. Information on these initiatives 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).

Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

**Vendors are strongly encouraged to begin this process as soon as possible in order to participate in this opportunity.**

## Appendix

### DCJS GRANTS MANAGEMENT SYSTEM (GMS) INSTRUCTIONS AND HELPFUL HINTS - Dated February 2016

#### GMS Helpful Hints: See Proposal for additional specific GMS directions.

First time GMS users should download the GMS User Manual located at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. Persons familiar with GMS can use the following simplified guidelines:

#### **Getting Started:** Sign on to GMS.

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 "Youth with Sexual Behavioral Problems," then click "Create Project."

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

In the newly-created project complete the following modules which are listed across the top of the screen:

**General** - Complete the text screens and press save.

**Participants/Contacts** - Complete the text screens and press save.

Click on "Add Participant" and in the search prompt that appears type in your agency name. This should take you to a list, find your agency, and click in the blue section of your agency name. This will prompt a drop down list that defaults to "Grantee." Click "Add." If there will be a separate Implementing Agency, repeat the process, choosing "Implementing Agency" as the Participant Type. In the event your agency is not listed, click the "New" button to add your agency to our database. Please complete all required information on the screen, including the Employer Identification Number (EIN) before you SAVE the entry. GMS will only allow one attempt then locks the entry to edits. Should you still need additional information added to the Participant record, please call GMS Help at (518) 457-9787.

Scroll to the bottom of the screen to add contact information. Click on "Add Contact" and in the search prompt that appears type in the last name of the person to be added. This should take you to a list. Find the person to be added and click in the blue section of the name. This will prompt a drop down list that defaults to "Primary." Ensure you do this until you have added a minimum of three contacts: Primary, Signatory and Fiscal. In the event that the contact you are attempting to add does not appear in a search, click the "New Contact" button to add the contact to our

database.

Note: If the signatory you try to add is not eSignature registered, you will get an error message and will not be allowed to add that person at that time. You will NOT be able to submit the application without a signatory attached.

**Budget - See Application for additional specific instructions.**

**Work plan** - In the GMS work plan module, enter the Project Goal, Objectives, Tasks and Performance Measures provided in the Standard Work Plan within this 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 (where applicable and when the solicitation includes questions) -**

Answer all required program 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: BUDGET DETAIL WORKSHEET AND BUDGET NARRATIVE GUIDE

<b>PERSONAL SERVICES</b> – List each position by title and name of employee, if available. Show the annual rate of pay, the percentage of time to be devoted to the project (percent of FTE) and the cost to grant funding.				
Name	Position	Salary	Computation (Annual Salary, % of FTE Time)	Cost
<i><b>Personal Narrative:</b></i> Describe responsibilities and duties of each position in implementing and operating the grant program. <span style="background-color: #cccccc;"> </span>				
<b>FRINGE BENEFITS</b> - Should be based on actual known costs or approved negotiated rate of the agency. Fringe benefits are for the personnel listed above, and only for the percentage of time (%FTE) of each position charged to the project.				
Approved Rate or Description of Actual Costs		Computation (Salary x Rate)		Cost
<i><b>Fringe Benefits Narrative:</b></i> Describe computation of fringe benefits to be charged to the project. <span style="background-color: #cccccc;"> </span>				
<b>CONSULTANT SERVICES</b> – For each consultant, enter the name, service to be provided, hourly or daily fee, and estimated time on the project. Upload the signed consultant agreement as an Attachment in GMS.				
Name of Consultant	Service Provided	Computation	Cost	
<i><b>Consultant Services Narrative:</b></i> Explain how each consultant is necessary to the success of the project and discuss the procurement method to be used. Using the format of "F – Travel" category, list all expenses to be paid from the grant to the individual consultants in addition to their fees (e.g., travel, meals, lodging). This includes travel expenses for anyone who is not an employee of the applicant such as participants, volunteers, community partners. Consultant costs are limited to \$650 per 8 hour day (excluding travel, meals, and lodging) unless justification is provided and approved by DCJS. <span style="background-color: #cccccc;"> </span>				
<b>EQUIPMENT</b> – List non-expendable items that are purchased. List expendable equipment under the "Supplies" category. Rented or leased equipment should be listed in this category.				
Item	Quantity	Cost per Item	Total Cost	
<i><b>Equipment Narrative:</b></i> Explain how the equipment is necessary for the success of the Project and describe the procurement method to be used. <span style="background-color: #cccccc;"> </span>				
<b>SUPPLIES</b> – List supplies by type (office supplies, postage, training materials, copying paper, and expendable equipment, such as books or hand-held tape recorders) and how the basis of computation.				
Item	Quantity	Cost per Item	Total Cost	
<i><b>Supplies Narrative:</b></i> Discuss the supplies needed for success of the project and indicate who will be using expendable materials. <span style="background-color: #cccccc;"> </span>				
<b>TRAVEL AND SUSTENANCE</b> – Itemize project related expenses required of staff by purpose (e.g. training, field work, meetings). Prior to any out-of-state travel, a written request for approval to use grant funds must be submitted to, and granted approval by DCJS. Show all travel expense computations (# of people x cost of travel, daily lodging cost x number of rooms x number of nights, per diem meals x number of travelers). Identify location.				
Travel Purpose and Location	Number of People	Cost of Travel per diem	Number of Travel Days	Total Cost
<i><b>Travel and Sustenance Narrative:</b></i> Describe location of travel, purpose of travel, mode of transportation and cost. Also				

indicate who is traveling and how this travel is necessary for the success of the project. Meals and lodging must be itemized and must not exceed published NYS per diem rates. [REDACTED]

**RENTAL OF FACILITIES** – Provide square footage of **NEW** space rented specifically for the project and the rental cost per square foot. Provide a monthly cost multiplied by the number of months that rent is required within the program period. Note: Units of local government may not charge rent to the awardee for existing agency office space.

Monthly Rent	X Number of Months	Cost
[REDACTED]	[REDACTED]	[REDACTED]

**ALL OTHER COSTS** – List line item costs, such as reproduction and telephone, by category and the basis for computation.

Description	Computation	Cost
[REDACTED]	[REDACTED]	[REDACTED]

**ADMINISTRATION/INDIRECT COSTS** – Combined funding for administrative and/or indirect costs is capped at a rate of 15 percent. Note: Indirect costs, including administrative, are not an allowable expense for governmental agencies.

Description	Computation	Cost
[REDACTED]	[REDACTED]	[REDACTED]

BUDGET CATEGORY	AMOUNT
Personal Services	\$ [REDACTED]
Fringe Benefit	\$ [REDACTED]
Consultant Services	\$ [REDACTED]
Equipment	\$ [REDACTED]
Supplies	\$ [REDACTED]
Travel and Sustenance	\$ [REDACTED]
Rental of Facilities	\$ [REDACTED]
All Other Expenses	\$ [REDACTED]
Administration/Indirect Costs	\$ [REDACTED]
<b>TOTAL OPERATING BUDGET</b>	\$ [REDACTED]

Grant Amount Requested:	Match Amount (if applicable):	Total Project Amount:
\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]

**Appendix: Teams Trained in the Oklahoma University's Problematic Sexual Behavior Cognitive Behavioral Therapy (OU PSB-CBT) Treatment Model for School-age Children**

1. Allegany/Cattaraugus County
  - a. Southern Tier Child Advocacy Center
  - b. New Directions Randolph Children's Home
  - c. Alfred Counseling Associates
2. Broome County
  - a. Broome County Child Advocacy Center
  - b. The Family and Children's Society
3. Chautauqua County
  - a. Child Advocacy Program of Chautauqua County
  - b. Chautauqua County Mental Hygiene
4. Cortland County
  - a. Cortland County Child Advocacy Center
  - b. Family Counseling Services of Cortland County
5. Oswego County
  - a. Child Advocacy Center of Oswego County
  - b. Huntington Family Centers
6. Albany/Rensselaer County
  - a. START Children's Center
  - b. LaSalle School

END OF RFP.