



Request for Applications (RFA)

For

H.O.P.E. NY: Havens of Opportunity, Peace and Empowerment in Communities Experiencing High Rates of Gun Violence.

Kathy Hochul, Governor

Rossana Rosado, Commissioner

Key Dates and Notices

RFA Release Date	Wednesday, April 8, 2026
Application Due Date:	Wednesday July 1, 2026, at 12:00 p.m. (noon) EST
Estimated Total Program Funding	\$5,000,000
Award Ceiling	\$1,000,000
Anticipated Number of Awards	5
Deadline for Final Submission of Questions	Wednesday, April 29, 2026
Response to Questions Posted	On or about Wednesday, May 13, 2026
Notification of Award(s)	Wednesday, August 1, 2026
Anticipated Contract Start Date	October 1, 2026

**Office of Gun Violence Prevention
HOPE NY RFA**

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- [List of the 14 Non-eligible SNUG Sites](#)
- [DCJS Grants Management System \(GMS\) Instructions and Helpful Hints](#)
- [Statewide Financial System \(SFS\) Prequalification Requirement](#)
- [Best Practices for Preparing and Effective Grant Application](#)
- [Budget Detail Worksheet and Narrative Guide](#)

I. INTRODUCTION AND GENERAL INFORMATION

The New York State 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; and the identification and funding of programs that reduce crime, recidivism, and victimization.

DCJS is committed to funding programs that improve New York's public safety and the effectiveness of New York's justice system. Applications 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 application supports New York's commitment to public safety.

In 2021, NYS declared the first-in-the-nation gun violence emergency disaster as part of a new, comprehensive strategy to build a safer New York. This new strategy treats gun violence as a public health crisis, using short-term solutions to manage the immediate gun violence crisis and reduce the rate of shooting incidents, in addition to long-term solutions that focus on community-based interventions and prevention strategies to break the cycle of gun-related violence.

To coordinate this nation-leading gun violence prevention effort using public health principles, the State created the Office of Gun Violence Prevention (OGVP) and codified it into state law in June 2025.

The mission of the OGVP is to build a statewide comprehensive, coordinated, and sustainable approach to preventing gun violence through the creation of equity with community-led, place-based prevention strategies and approaches.

OGVP is part of a larger violence prevention ecosystem that employs a multidisciplinary approach by working with agency partners across the state, including the Office of Victim Services, the Department of Health, the Office of Child and Family Services, the Office to Prevent Domestic Violence and the Office of Mental Health.

In New York and nationwide, gun violence is the leading cause of premature death. It is also the number one cause of death for young adults and children 19 years of age and under, surpassing traffic accidents for the first time ever. It is a major public health crisis, impeding our efforts to close racial health gaps and promote equity, as people of color are far more likely to be killed or injured by gun violence. Black people are 10 times more likely to be killed and 18 times more likely to be injured by a gun than their white contemporaries¹. These numbers are driven by a small subset of neighborhoods that continue to experience a disproportionate burden of gun violence.

The goal of this RFA is to develop or expand programming in physical spaces in neighborhoods

¹ Lois K. Lee, Eric W. Fleegler, Monika K. Goyal, Kiesha Fraser Doh, Danielle Laraque-Arena, Benjamin D. Hoffman, THE COUNCIL ON INJURY, VIOLENCE, AND POISON PREVENTION; Firearm-Related Injuries and Deaths in Children and Youth. *Pediatrics* December 2022; 150 (6): e2022060071. 10.1542/peds.2022-060071

most impacted by gun violence. This reflects OGVP's mission to invest in sustained, community-driven solutions by resourcing neighborhood-based organizations to create safe, healing-centered environments that interrupt cycles of violence and promote youth well-being.

DCJS seeks applications to develop or expand programming of physical spaces in neighborhoods most impacted by gun violence. Approximately \$5,000,000 will be allocated to support one qualified organization per New York City (NYC) borough, each tasked with managing a neighborhood-based haven within one of the 25 target zip codes listed in the [Appendix: List of 25 Target Zip Codes](#). DCJS anticipates that each award will total approximately \$1,000,000, over a two-year period.

This initiative will develop or expand programming in **centralized, trusted neighborhood havens** in communities most impacted by gun violence, providing safe and supportive spaces for everyone, prioritizing youth up to the age of 24, during high-risk evening hours (5–9 p.m.) and weekends. Each haven will offer **culturally relevant programming, wraparound services, and community-centered resources**, designed to foster healing, skill-building, and positive engagement.

Core offerings should include, but are not limited to the following components:

- Hot, nutritious meals to address food insecurity.
- Therapeutic services for mental health and trauma support, such as individual or group counseling, psychotherapy, Cognitive Behavioral Therapy (CBT), healing circles, and art or music therapy.
- Supportive navigation services to connect youth and families to additional community-based or government resources.
- STEAM and arts programming to cultivate creativity and innovation (e.g. coding workshops, robotics, design challenges, art and film).
- Recreational and physical activities, such as fitness sessions, yoga, dance, meditation, martial arts, and outdoor activities.
- Competitive and organized activities, including sports leagues (basketball, soccer, baseball, volleyball), gaming tournaments, public speaking or debate clubs, and academic competitions.

Community Investment: At least 40% of each award must be subcontracted to local grassroots organizations, ensuring that programming and services are delivered by trusted community partners. The grassroots organizations must be distinct from the applying entity.

Infrastructure Support: Funds may be used for extended hours, staffing, additional insurance,

and space improvements, enabling havens to operate effectively and sustainably.

These neighborhood-based havens will serve as safe spaces where the community, and especially young people, can access the appropriate supports, build positive relationships, and develop skills, ultimately helping to interrupt cycles of violence and promote youth well-being.

Please Note:

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.**
 - Please See [Appendix: DCJS Grants Management System \(GMS\) Instructions and Helpful Hints](#).
2. **Statewide Financial System Prequalification – To be considered for an award**, not-for-profit (NFP) applicants **must** be prequalified through the Statewide Financial System at the time of application submission. **NFP applicants should begin this process as soon as possible.** See [Appendix: Statewide Financial System \(SFS\) Prequalification Requirement](#)
3. New York State has launched a [website](#) as a helpful resource to not-for-profits offering information and assistance to new nonprofits, nonprofits yet to be registered, and nonprofits with active state contracts.
4. Questions regarding this RFA must be emailed to dcjsfunding@dcjs.ny.gov. Responses to the questions will be posted on the [DCJS website](#) on or about Wednesday, May 13, 2026. If the applicant has any general questions such as, “Did DCJS receive my e-mail?” please call (518) 457-9787. Please note that DCJS cannot answer substantive questions concerning this solicitation in any manner other than the e-mail method. Applicants are encouraged to submit their questions to DCJS as soon as possible prior to the deadline.
5. Applicants will be advised of award decisions via a letter of notification, which will be emailed to the address provided by applicant in GMS. Where applicable, applicants not receiving an award will receive notification via email to the contact email provided in GMS. A debriefing is available to any entity that submitted an application to this solicitation who is not successful in receiving an award. (See [Section: Notification of Awards](#).)
6. Unless otherwise modified by DCJS, the contract period for this grant opportunity will be for a (2) two-year period.

II. PROCUREMENT REQUIREMENTS – GUIDELINES – VENDOR SELECTION

Procurement Guidelines:

Please ensure that the proper procurement guidelines are followed when procuring vendors. It is necessary to ensure that all documentation about how a vendor(s) has been procured and justification for reasonableness of cost is maintained and can be provided to DCJS staff upon request. Please see retention requirements in the [Records](#) section. Failure to comply with procurement guidelines may result in disallowance of costs, voucher rejections, and/or termination of contract(s).

Please note, any and all vendors/subcontractors must have all the necessary licenses, approvals, and certifications currently required by the laws of any applicable local, state, or Federal government to perform the services or work, as applicable.

Not For Profits:

If the Grantee is eligible to purchase an item or service from a government contract (such as a New York State Office of General Services (OGS) contract) or is able to purchase such item or service elsewhere at a lower than or equal price, they do not need to follow the below procurement guidelines, but instead, if purchasing off an OGS contract, grantees must follow the OGS How-to-Use-Guidelines linked below.

Please see the following Helpful Resources information.

Helpful Resources:

Below are links to an OGS contract with an approved list of vendors for Facility and Security System enhancements, as well as How to Use Guidelines.

- [Contractor Information Summary](#)
- [OGS Contract How-to-Use Guidelines](#)

Purchases up to \$5,000

- Grantee may purchase any single piece of equipment, single service or multiples of each, that cost up to \$5,000 at their discretion.
- Please Note: MWBE goals still apply.

Purchases between \$5,000-\$50,000

- Grantee must first obtain at least 3 written quotes on the vendor's stationery prior to the purchase. Please note that emailed quotes or quotes received electronically are sufficient as long as it is clear from which vendor it originated and includes sufficient detail.

- For purchases over \$25,000 DCJS recommends, but does not require, that quotes be solicited via an advertisement or soliciting a large group of appropriate vendors/contractors to demonstrate appropriate market rate.
- Grantee must maintain a record of the quotes obtained.
- Please Note: MWBE goals still apply.

Purchases over \$50,000

- Grantee must utilize a competitive bidding process.
- Please Note: MWBE goals still apply.

Competitive Bidding Procurement Process (must include):

- Open and fair solicitation of the opportunity to provide services.
- Information provided equally to all interested parties.
- Solicitation lists reasonable deadlines for interested applicants.
- A methodology for evaluating bids must be consistently applied to all applicants.
- A justification for which bid was selected must be recorded to justify the selection.
- Maintenance of a record of the competitive procurement process for audit purposes.

Any grantee who proposes to purchase from a vendor without competitive bidding, above the \$50,000 threshold, or who believes they have a justification for not following the processes detailed above for purchases under \$50,000, must obtain the prior written approval of DCJS in the form of an approved [Single/Sole Source Authorization Form](#).

- The circumstances leading to the selection of the vendor/contractor, including the alternatives considered and the rationale for selecting the specific vendor/contractor, must be included in the single/sole request. It must also include the method for determining the reasonableness of cost
- Proof of reasonableness of cost must be documented. An example of this would be to obtain price quotes from other vendors or contracts from the selected vendor within the past two years.

- Ensure selected vendor(s) are qualified (licensed and/or certified where applicable) consistent with New York State contractual requirements.
- Please note that the burden for justification falls on the grantee and approval is not guaranteed.

III. FUNDING, APPLICANT ELIGIBILITY AND CONTRACT TERM

A. Funding

Approximately \$5,000,000 will be made available to support five (5) qualified organizations (one per NYC borough). Applications will be accepted for up to \$1,000,000, with a contract term of two (2) years. Each eligible organization may submit only one (1) application. 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.

B. Applicant Eligibility Requirements

This funding opportunity seeks one qualified organization in each NYC borough to manage a neighborhood-based haven. Each site will serve as a centralized, trusted haven open during high-risk evening hours (5–9 p.m.) and weekends for the community, prioritizing youth up to the age of 24, offering culturally relevant programming, wraparound services, and community-centered resources. At least 40% of each award must be subcontracted to local grassroots organizations for service delivery and programming.

To be eligible, applicants must meet the following requirements:

- The applicant must be a non-profit 501c (3) community-based organization.
- The neighborhood haven must be in one of the 25 target zip codes, listed in the Appendix: List of 25 Target Zip Codes, and cannot reside in Zip Codes with the Office of Mental Health's Safe Spaces (11208, 10467, 11368, 10011, & 11377).
- Area/organization must not be currently receiving funding by DCJS Project RISE or NYS OASAS Youth Club Houses.
- You are not eligible if you are one of the 14 SNUG sites listed in the [Appendix: List of 14 SNUG Sites](#).
- Non-Profits must be prequalified through the [New York Statewide Financial System \(SFS\)](#) at the time of application submission.

C. Contract Term

Grant award agreements, unless otherwise modified by DCJS, will be for a term of 24 months starting October 1, 2026. DCJS reserves the right to continue the funding for an additional two-year term.

IV. PROGRAM DESCRIPTION

This initiative aims to establish or enhance safe, supportive, and trusted neighborhood havens that provide consistent, high-quality programming for youth and families, prioritizing individuals up to age 24, during high-risk evening hours (5:00–9:00 p.m.), and weekends. These havens will foster healing, connection, and skill-building through culturally relevant and trauma-informed programming designed to interrupt cycles of violence and promote youth well-being.

A. Core Program Offerings

Each haven should provide the following holistic suite of wraparound services: 40% of the award, must be subcontracted to local grassroots organizations for service delivery and programming:

- Hot, nutritious meals to address food insecurity.
- Therapeutic services for mental health and trauma support, such as individual or group counseling, psychotherapy, Cognitive Behavioral Therapy (CBT), healing circles, and art or music therapy.
- Supportive navigation services to connect youth and families to additional community-based or government resources.
- STEAM and arts programming to cultivate creativity, and innovation (e.g. coding workshops, robotics, design challenges, art, and film).
- Recreational and physical activities such as fitness sessions, yoga, dance, meditation, martial arts, and outdoor adventures.
- Competitive and organized activities, including sports leagues (basketball, soccer, baseball, volleyball), gaming tournaments, public speaking or debate clubs, and academic competitions.

When necessary and appropriate, the program should provide safe transportation options for participants. This could include fare for subway or bus transit, arranged car services, or walking companionship, to ensure accessibility and safety.

B. Collaborative Framework

Applicants must be an established and experienced nonprofit community-based organizations with the demonstrated capacity to serve as the fiscal and coordinating partner for their respective haven. Applicants must have a proven record of operating within the proposed zip codes and the ability to convene diverse stakeholders to advance prevention and well-being outcomes.

Havens will be designed to cross-pollinate prevention efforts and best practices, serving as neighborhood partnerships that address violence and strengthen community resilience. Collaborative partnerships may include representation from:

- Youth and parent-led groups
- Schools and educational institutions
- Courts and law enforcement
- Mental health and therapeutic service providers
- Survivors and advocates
- Researchers and academic institutions
- Faith-based organizations (Faith-based organizations must ensure State funding is not used for religious activities and only for appropriate programming under this solicitation, though the same space can be used for both).
- Government entities and philanthropic partners

Each haven's governance and programming design must incorporate youth and families with lived experience of gun violence to ensure relevance, authenticity, and trust.

C. Haven Activities and Expected Impact

Havens are expected to operate as action-oriented, community-driven centers that build capacity, strengthen social connection, and promote sustained change. Activities may include, but are not limited to:

- Conducting community resource mapping to identify and connect existing services.
- Building relationships with youth, families, and neighborhood leaders to strengthen trust and participation.
- Performing data collection and analysis to identify system gaps and co-design solutions.

- Issuing community-specific guidance and resources related to violence prevention and healing.
- Implementing trauma-informed and healing-centered practices to reduce harm and promote well-being.
- Increasing linkages to services, including vocational, educational, and literacy programs.
- Expanding mental health and well-being supports and reducing barriers to access.
- Fostering peer mentoring and intergenerational engagement opportunities.
- Developing learning communities that share best practices and amplify local innovation.

D. Performance Monitoring

From the start of the program, it's important to build in ways to regularly track progress and outcomes. Monitoring should focus on ensuring activities are on track and identifying opportunities for improvement. Applicants may use their own staff for this work; or may subcontract out for such support.

Minimum expectations for reporting include the following indicators:

- Number of unique youth and families served (demographics: age, gender, race/ethnicity, zip code). No identifiable data.
- Attendance rates for evening and weekend programming.
- Retention rates (e.g., percentage of participants who return for multiple sessions).
- Number of meals served (tracked daily/weekly).
- Types and frequency of therapeutic services provided (e.g., individual/group counseling, healing circles, art/music therapy).
- Number of STEAM, arts, recreational, and competitive activities offered and participation rates for each.
- Number of supportive navigation services provided (e.g., referrals to housing, education, employment, or mental health resources).

Applicants are encouraged to enrich their data with qualitative narratives, offering deeper insight and meaningful context.

E. Purpose and Alignment with OGVP Mission

This initiative reflects OGVP's commitment to investing in sustained, community-driven solutions that prioritize safety, healing, and opportunity for youth and families in neighborhoods most impacted by gun violence. By resourcing trusted, neighborhood-based organizations to develop safe havens, DCJS seeks to cultivate environments that promote belonging, reduce risk, and create the conditions for long-term peace and resilience across New York State.

F. Implementation Timeline

The following implementation timeline is generally expected to be used and should be reflected by applicants in their application submission. This timeline outlines key phases of planning, implementation, monitoring, and sustainability activities for each funded haven.

1. Planning Phase – First 3 Months

During the planning phase, award recipients will work collaboratively with DCJS and OGVP to establish the foundation for their neighborhood haven. Activities should include:

- Developing a local action plan and key performance indicators, aligned with the haven's mission, vision, and community context, to track and ensure success.
- Conducting community resource mapping and partner engagement meetings to confirm subcontracting relationships with grassroots organizations (minimum 40% of award).
- Finalizing program schedules, staffing plans, and space readiness (including insurance, site improvements, and extended hours).
- Establishing data collection and program monitoring protocols with internal or contracted local partners.
- Designing youth and family feedback mechanisms to ensure programming reflects community voice and lived experience.

By the conclusion of this phase, havens should be prepared to begin direct service delivery and community engagement.

2. Implementation Phase – Months 4–15

During the implementation phase, award recipients will operationalize their local action plans, offering consistent and high-quality programming across all core areas: therapeutic supports, STEAM and arts, recreation, competitive activities, meals, and navigation services. Activities should include:

- Launching full program operations during high-risk evening hours (5:00–9:00 p.m.) and weekends.
- Delivering trauma-informed, healing-centered services and culturally relevant youth programming.
- Monitoring progress against success metrics and adjusting implementation strategies as needed.
- Maintaining ongoing communication and technical assistance with DCJS and OGVP.
- Building cross-sector collaborations among community partners, local agencies, and other havens.

This phase emphasizes action, service delivery, and measurable improvements in youth engagement, safety, and well-being.

3. Performance Monitoring and Continuous Improvement Phase – Months 10–21

Beginning midway through implementation, this phase focuses on tracking progress, learning from experience, and making data-driven adjustments to strengthen program delivery. Activities should include:

- Reviewing mid-term progress to understand how activities align with goals and identify areas for improvement.
- Hosting community feedback sessions and peer learning exchanges to capture insights from youth and families.
- Using monitoring results to refine programming.
- Documenting promising practices and developing case studies for statewide learning.

This phase ensures each haven remains adaptive and responsive to evolving community needs while building an evidence base for sustainability.

4. Sustainability and Scalability Phase – Months 12–24

During the final phase, award recipients will focus on sustaining their impact and expanding successful components. Activities should include:

- Preparing a final report that summarizes progress on key activities and outcomes, highlights lessons learned and provides recommendations for future improvements.
- Identifying and securing additional funding streams and in-kind resources to maintain services beyond the grant period. Award recipients will collaborate with DCJS and OGVP on sustainability plans, including discussions, funding sources, and actionable strategies for safe space longevity beyond the project.
- Institutionalizing effective program components and partnership structures.
- Contributing to a statewide learning agenda by sharing findings and recommendations with DCJS and OGVP.
- Supporting policy and systems change efforts informed by data and lived experience.

This phase promotes long-term stability, community ownership, and the scalability of successful haven models across New York State.

5. Cross-Pollination Between Havens

Havens will participate in ongoing activities to share best practices and lessons learned through DCJS and OGVP. Activities may include statewide convenings, learning communities, and peer exchange sessions. Occasional travel for in-person events and collaborative meetings may be required.

V. 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.
- Applicant is an eligible, prequalified entity in the New York Statewide Financial

System. Information on prequalifying can be found in the [Appendix: SFS Prequalification Requirement](#).

- Budget detail and justification provided in GMS Budget tab itemizing and justifying expenses in support of the program/project.
- All attachments and required documents.

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

Tier II Evaluation – Evaluation and Scoring

Reviewers will evaluate applications that successfully pass the Tier I Evaluation. A standard rating tool will be used to score responses to questions provided in the application. (See *Questions* section for additional information.)

The maximum application score will be 100 points. Each response will be scored, and all scores will be totaled, resulting in an overall score. DCJS reserves the right to apply a minimum application score of 75 points to be eligible for funding. The final score will be determined by averaging team reviewers' overall scores for each application. DCJS may, at their discretion, request additional information from an applicant as deemed necessary. In the event of a substantial scoring disparity, defined as 15 or more points of the total available points, an additional reviewer may rate the relevant application and the average of all the scores will determine the final average score of the application. In the event of a tie score among applicants, and where both applicants cannot be selected, an additional reviewer will rate the affected application and the average of the scores will represent the final score. In the event that two or more of the applications have a tied score after final calculation of all categories, the application with the higher score in the Program Narrative will prevail. If the scores remain tied, the second tie breaker will be the application with the highest score in the Community Partnerships & Subcontracting Section.

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 for each identified jurisdiction, and award amounts shall be determined through consideration of some or all of the following: Tier I eligibility review, Tier II Evaluation scoring and comments, strategic priorities, available funding, and best overall value to New York State.

Final award decisions will be made by DCJS in accordance with the best interests of the State. Nothing herein requires DCJS to approve funding for any applicant.

The DCJS Commissioner or designee will make the final decisions regarding approval and individual award amounts based on the quality of the submission, the recommendations of the reviewers, and the specific criteria set forth in this solicitation. Awards must be approved by the Division of the Budget and may also require Attorney General and Office of the State Comptroller approval. ***All awards are subject to availability of state funds.***

VI. REQUEST FOR APPLICATION QUESTIONS

Applicants must respond to the sections/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 with a maximum page limit of 20 pages.

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

Responses to the following questions will be scored and are the basis for Tier II Evaluation funding recommendations. Note: The aggregate scoring value assigned to all questions equals a total possible score of 100 points.

A. Program Narrative Questions (1-6)

1. Program Narrative (25 points)

- a. Describe your organization’s capacity to serve as the coordinating partner for a neighborhood-based haven within an eligible zip code in your selected borough. Detail how your organization is an established and experienced nonprofit with a proven record of operating within the proposed zip code. (5 points)
- b. What services are you currently offering? Detail your plan for creating or expanding a holistic suite of wraparound services (including meals, therapeutic services/trauma-informed supports, and supportive navigation services/resource linkage). Also detail how you will establish or expand programming that provides safe, consistent, and high-quality evening and weekend programming for youth and families. (5 points)
- c. How will your organization ensure that the haven operates effectively during high-risk hours (5:00–9:00 p.m.) and weekends, maintains safety and accessibility, and aligns with OGVP’s mission to interrupt cycles of violence and promote youth and family well-being? (5 points)

- d. Please Note, if this section does not include all of the core offerings, as defined in Section III. A., 0 Points will be awarded for this section. How will the required offerings, including meals, therapeutic services/trauma-informed supports, and supportive navigation services/resource linkage, be designed and delivered to reflect the interests, cultural context, and lived experiences of youth and families in your target community? (10 points)

2. Community Partnerships and Subcontracting (20 points)

- a. Explain your strategy for subcontracting at least 40% of the award to local grassroots organizations for service delivery and programming. (5 points)
- b. Please describe the specific programming you will offer and identify the potential partners. Detail how the collaboration will ensure culturally relevant, healing-centered programming. (5 Points)
- c. How will you ensure that subcontracted organizations are trusted by the community, properly supported, and accountable for delivering high-quality, evidence-informed services? (5 points)
- d. How will STEAM and arts programming, recreational and physical activity, competitive and organized activities be designed and delivered to reflect the interests, cultural appropriateness or inclusiveness, and lived experiences of youth and families in your community? (5 points)

3. Data Collection and Impact Measurement (10 points)

- a. Describe your organization's capacity and approach to collect, review, and share data on program activities, participation, youth engagement, and community impact. (5 points)
- b. Which data elements will you track, and how will you use this information to understand progress, improve programming, and maintain accountability throughout the 24-month award period? (5 points)

4. Community Need and Asset Mapping (10 points)

- a. Using relevant data (e.g., Crime and hospital data, community safety reports, local health equity assessments, etc.), describe the specific

needs, barriers, and risk factors faced by youth and families in your proposed service area. (5 points)

- b. How will your haven address these needs while leveraging existing community assets, neighborhood partnerships, and trusted relationships to enhance youth safety, belonging, and opportunity? (5 points)

5. Infrastructure and Space Utilization (15 points)

- a. Explain how your organization will use grant funds to support infrastructure, staffing, and operational sustainability, including extended hours, space improvements, and safety enhancements. (5 Points)
- b. If your organization currently operates a physical space in the target area, describe how it will be adapted or expanded to function as a fully resourced haven, aligned with the program's mission and requirements. If your organization does not currently operate a physical space, describe your plan to identify, secure, and prepare a suitable site within the target community. (5 Points)
- c. Explain how you will ensure a space that meets the safety, accessibility, and programmatic needs, within the three-month timeline for readiness, to begin programming during high-risk evening hours (5:00 – 9:00 p.m.) and weekends. (5 points)

6. Youth and Family Engagement (10 points)

- a. Describe your approach to engaging youth and families in the design, implementation, and impact of the hub. (5 points)
- b. How will you ensure that the haven is a trusted, welcoming, and inclusive space where young people and their families feel ownership, voice, and connection to the programs and services offered? (5 Points)

7. Operating Budget Detail and Justification (10 points)

- a. 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 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 known 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.
- 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. Grantees must follow the above [procurement guidelines](#) when obtaining any consultant services. 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, is capped at a rate of 15%.
- Subcontractor budgets must be included and total at least 40% of the overall award, reflecting direct service delivery by grassroot organizations.
- Up to 5% of the total award can be used for performance monitoring work.

VII. 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 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.

Pursuant to § 163(9) (c) of the State Finance Law, any non-awarded applicant may request a debriefing regarding the reasons the Application was not selected for 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 (H.O.P.E. NY: Havens of Opportunity Peace and Empowerment in Communities Experiencing High Rates of Gun Violence)**. The debriefing shall be scheduled to occur within 30 days business days of receipt of written request by DCJS or as soon after that time as feasible.

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

VIII. REPORTING REQUIREMENTS

Reporting requirements are provided below:

GMS Quarterly Progress Reporting

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

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:

Calendar Quarter	Report Due
July 1 – September 30	October 31
October 1 – December 31	January 31
January 1 – March 31	Due April 30
April 1 – June 30	July 31

IX. ADMINISTRATION OF CONTRACTS

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

Contract Approval

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

Contract Term

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

Contract Activities

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

Contract Changes

Contracts resulting from this solicitation may be executed, increased, terminated, renewed, decreased, extended 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 shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, the "Records"). The Records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the Grantee within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under

Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Grantee shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the State's right to discovery in any pending or future litigation.

In accordance with the standard contract Attachment 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](#), or by email at epayments@osc.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 Self-Service 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](#)

Update or add additional bank accounts

See the section *Update or Add Locations* at [Update Vendor Information and Access](#).

For assistance, email ePayments@osc.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: [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.

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 Contract for Grants](#), including the [State Standard Terms and Conditions](#), [Agency Specific Terms and Conditions](#), [Program Specific Terms and conditions](#), and other standard clauses for all New York State grant contracts with DCJS. Applicable contract appendices and attachments are available on the [DCJS website](#).

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.

Contracts in excess of \$25,000 require grant recipients to document good faith efforts to provide meaningful participation by M/WBEs as subcontractors or suppliers in the performance of grant contracts, as well as the employment of minority group members and women.

Accordingly, applicants requesting in excess of \$25,000 must be prepared to submit a Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form (DCJS-3301), and a Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet (DCJS-3309). For contracts in excess of \$250,000 applicants must also submit an M/WBE Equal Employment Opportunity Staffing Plan (DCJS-3300). All forms are located on [the DCJS website](#).

DCJS will review the submitted Local Assistance M/WBE Equal Employment Opportunity Staffing Plan, the Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form, Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet, and Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement and advise the applicant of DCJS' acceptance once an award determination is made. There are no points attributable to this component of the application.

Sexual Harassment Prevention Certification

As of January 1, 2019, bidders on procurements subject to competitive bidding in New York State, are required to submit a certification with every bid that states they have a policy addressing sexual harassment prevention and that they provide sexual harassment training to all employees on an annual basis. Pursuant to State Finance Law §139-I, 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 two hundred one-g of the labor law. Bidders that do not certify will not be considered for award; provided however, that if the bidder cannot make the certification, the bidder provides a signed statement with their bid detailing the reasons why the certification cannot be made.

In addition to requiring this certification for competitively bid RFPs, 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 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](#). 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](#).

Gender-Based Violence and the Workplace Requirements

Under New York State Finance Law § 139-m, all bidders submitting a bid for a New York State contract must establish a policy addressing gender-based violence in the workplace and include required certification language set forth in State Finance Law § 139-m(1)(a) with their bid submission, where competitive bidding is required by law or where the State contracting entity has otherwise determined, in its discretion, to impose the requirement.

Website:

- [OSC Gender-Based Violence and the Workplace Law](#)
- [Office for the Prevention of Domestic Violence Gender-Based Violence in the Workplace Resources](#)

By submission of this 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 as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing gender-based violence and the workplace and has provided such policy to all of its employees, directors and board members. Such policy shall, at a minimum, meet the requirements of subdivision 11 of section five hundred seventy-five of the executive law.

X. APPLICATION SUBMISSION AND REQUIREMENTS

A. Specific Instructions

Only one application can be submitted per organization to serve their selected borough. 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](#). 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, **Havens of Opportunity Peace and Empowerment**. 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 on the NYS Grants Gateway System early, where applicable, to avoid any concerns with these automated systems. Grants Gateway 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.
- N/A should be entered for the Work Plan
- Any required attachments, such as letters of support.

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.*”

XI. APPLICATION CHECKLIST

- Not-for-Profit Applicants ONLY: Complete Grants Gateway Prequalification Requirements – See [Appendix: State Financial System 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 also attach the answers on a Word Document to GMS.
- Complete BUDGET TAB on GMS by entering the line-item Operating Budget.
- N/A should be entered for the Workplan TAB.

Appendix:
List of 25 Target Zip Codes

Borough	Zip Code
BRONX	10456
	10457
	10451
	10453
	10458
	10452
BROOKLYN	11212
	11207
	11233
	11206
	11203
MANHATTAN	10027
	10029
	10034
	10035
	10026
QUEENS	11691
	11435
	11434
	11692
	11101
	11418
	11413
STATEN ISLAND	10301
	10304

Appendix:
List of 14 Non-Eligible SNUG Sites

Albany: Trinity Alliance of the Capital Region, Inc.

Bronx: Jacobi Medical Center (Stand up to Violence)

Buffalo: Erie County Medical Center Corporation (BRAVE)

Hempstead: Family and Children's Association

Mt. Vernon: Family Services of Westchester

Newburgh: Regional Economic Community Action Program, Inc.

Niagara Falls: Community Missions of Niagara Frontier, Inc.

Poughkeepsie: Family Services, Inc.

Rochester: PathStone Corporation (585 SNUG)

Syracuse: Pathstone, Inc.

Troy: Trinity Alliance of the Capital Region, Inc. (LLTY)

Utica: Integrated Community Alternatives Network, Inc.

Wyandanch: Economic Opportunity Council of Suffolk, Inc.

Yonkers: Yonkers YMCA

Appendix: State Financial System Prequalification Requirement – Not for Profit Applicants Only

State Financial System Pre-Qualification

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013 and revised January 9, 2024, 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 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](#) with State Financial System (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 the Grants Gateway on the application due date and time will not be evaluated. Such applications will be disqualified from further consideration. **Vendors are strongly encouraged to begin this process as soon as possible to participate in this opportunity.**

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

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

Submit the Application

1. On the Submit page, you certify that you are authorized to submit the information on the prequalification application and submit the prequalification application for agency review. You also have the option to review the information that you entered on the application, prior to submitting.
2. If you are interested in reviewing all the information that you entered on the application, before you submit, click the Review button.
3. To certify, click the Attestation toggle option to Yes. And click submit.
4. If the Prequalification Specialist, has questions or requires additional information,

users will receive a system generated email instructing they to login into SFS and take necessary action.

5. Once an organization's Prequalification application has been approved, the user will receive a system generated email that New York State Prequalification Application has been reviewed and you are now Prequalified to do business with New York State. The Document Vault will be placed in the status of "Prequalified." If you do not receive an email and/or see this status in SFS, you are **not** Prequalified and must take further action to become Prequalified.

Required Questions:

Questions that must be completed include reference to:

- Organizational Capacity
- Organizational Compliance
- Organizational Integrity

Documents that must be uploaded include:

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

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

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

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

Appendix:

DCJS GRANTS MANAGEMENT SYSTEM (GMS) INSTRUCTIONS AND HELPFUL HINTS

GMS Helpful Hints: See Application 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 RFP for additional specific instructions.

Work Plan – A work plan does not need to be entered for this RFA. However, GMS will still require something to be entered in the GMS Work Plan Tab. Please enter “TBD” in the Project Goal, Objectives, Tasks and Performance Measures.

- ✓ Fill in the “Project Goal” with TBD in text box and click “Save.”
- ✓ Click “Create New Objective” and fill in “TBD” in the text box and click “Save.”
- ✓ Click “Add Task to this Objective” and fill in “TBD” the text box and click “Save.”
- ✓ Click “Add Performance Measure to this Task” and fill in “TBD” 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. 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:
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 realistic, reasonable, and articulate how your budget will address the objectives of the grant opportunity, as well as how it will **mitigate the threat/vulnerabilities** that have been identified in the Vulnerability Assessment.

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 AND NARRATIVE GUIDE**

Note this can be an attachment and completed by applicant or it can be a guide provided to “guide” applicant in completion of their budget. If it should be completed, then change this to an Attachment.

PERSONAL SERVICES – List positions by title. For each position title, 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.			
Position	Salary	Computation (Annual Salary, % of FTE Time)	Cost
█	█	█	█
<i>Personal Justification: Describe the responsibilities and duties of each position in implementing and operating the grant program. █</i>			
FRINGE BENEFITS - Fringe benefits to be aggregated for the personnel listed above, and only for the percentage of time (%FTE) of each position charged to the project. Fringe should be based on actual known costs or approved negotiated rate of the agency.			
Approved Fringe Rate	Computation (Aggregate Grant Salaries x Rate)		Cost
█	█		█
<i>Fringe Benefits Justification: Use approved fringe rate for grant related salaries above. Need not break out dollar value of each benefit. █</i>			
CONSULTANT SERVICES – For consultant 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>Consultant Services Justification: Explain how the consultant(s) is necessary to the success of the project and discuss the procurement method to be used. Provide explanation of cost to be paid from the grant to the consultant, i.e., fees (limited to \$650 per 8-hour day unless justification is provided and approved by DCJS), travel, meals, and lodging per OSC guidelines unless otherwise approved by DCJS. Any consultant anticipated out-of-state travel must be pre-requested and approved in writing by DCJS.</i>			
EQUIPMENT – List aggregate cost of non-expendable program equipment to be purchased and aggregate cost of office equipment to support the grant. (List expendable equipment under the "Supplies" category.) Rented or leased equipment should be included in this category.			
Item	Approx. Quantity	Approx. Cost per Item	Total Cost
█	█	█	█
<i>Equipment Justification: List included equipment and explain how the equipment is necessary for the success of the project. Describe the procurement method to be used. █</i>			
SUPPLIES – List aggregate cost of program supplies and aggregate cost of office supplies. (Do not break out costs of individual office or program supplies, i.e., postage, training materials, copying paper, and expendable equipment, such as books or hand-held tape recorders.)			
Supplies	N/A	N/A	Total Cost
█	█	█	█
<i>Supplies Justification: Identify supplies and discuss why the supplies are needed for the success of the project and indicate who will be using expendable materials. █</i>			
TRAVEL AND SUSTENANCE – Indicate aggregate project related expenses required of staff (for example, for training, field work, meetings). Prior to any out-of-state travel, a written request for approval to use grant funds must be submitted to DCJS for written approval. Also indicate aggregate cost of participant travel if reimbursed, for example, metro cards.			

Travel	N/A	Total Cost
█	█	█

Travel and Sustenance Justification: Describe location and 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 not exceed published state per diem rates. Participant cost must be specified, e.g., metro cards. █

RENTAL OF FACILITIES – Not-for-Profit applicants: Provide cost of rent specifically for the project. Property taxes are **not** an allowable separate line item expense. Units of local government may **not** charge rent to the grant for agency office space.

Total Rent for budget period	N/A	Cost
█	█	█

Rent Justification: Provide total rent cost for budget period, and describe the cost allocation method for determining how much rent is being charged to the grant.

ALL OTHER COSTS –List indirect cost rate which may be capped under the RFA or RFP, and is not an allowable expense for governmental agencies. List aggregate cost of miscellaneous other costs.

Description		Cost
█	█	█

Justification: Indicate indirect cost rate and amount. Indirect costs may be limited by the RFA or RFP and are not allowed for units of local government. Additionally, list items included, but not limited to, in the aggregate cost of other miscellaneous expenses, approximate costs, and how these items are necessary for the success of the project.

BUDGET CATEGORY	AMOUNT
Personal Services	\$ █
Fringe Benefit	\$ █
Consultant Services	\$ █
Equipment	\$ █
Supplies	\$ █
Travel and Sustenance	\$ █
Rental of Facilities	\$ █
All Other Expenses	\$ █
Indirect Cost	

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

End of Application