



Request for Applications (RFA)

For

Youth Development and Professional Opportunities

Kathy Hochul, Governor

Rossana Rosado, Commissioner

Key Dates and Notices

RFA Release Date	Wednesday, February 25, 2026
Application Due Date:	Wednesday April 22, 2026, at 12:00 p.m. (noon) EST
Estimated Total Program Funding	\$1,250,000
Anticipated Number of Awards	Category 1 – One (1) award Category 2 – Up to 15 awards
Deadline for Final Submission of Questions	Wednesday March 11, 2026
Response to Questions Posted	On or about Wednesday March 25, 2026
Notification of Award(s)	Wednesday July 15, 2026
Anticipated Contract Start Date	October 1, 2026

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

YOUTH ADVISORY COMMITTEE AND MINI GRANTS

Contents

I. INTRODUCTION AND GENERAL INFORMATION	3
II. FUNDING, APPLICANT ELIGIBILITY AND CONTRACT TERM	7
III. PROGRAM DESCRIPTION	8
IV. EVALUATION AND SELECTION OF APPLICATIONS	10
V. REQUEST FOR APPLICATION QUESTIONS	11
VI. NOTIFICATION OF AWARDS.....	16
VII. REPORTING REQUIREMENTS	17
VIII. APPLICATION SUBMISSION AND REQUIREMENTS.....	23
IX. APPLICATION CHECKLIST	24

APPENDICES:

- [Statewide Financial System Prequalification Requirement](#)
- [DCJS Grants Management System \(GMS\) Instructions and Helpful Hints](#)
- [Best Practices for Preparing an Effective Grant Application](#)
- [Budget Detail Worksheet and Narrative Guide](#)

I. INTRODUCTION AND GENERAL INFORMATION

DCJS Agency Background

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

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

Applicants are encouraged to demonstrate in their response to this solicitation how their application supports New York's commitment to public safety.

Project Summary

The New York State Division of Criminal Justice Services (DCJS), on behalf of the [New York State Juvenile Justice Advisory Group](#) (JJAG), seeks applications to establish, develop, and implement a new Youth Advisory Committee (YAC) and Youth Scholarship Program.

DCJS also seeks to provide funding to support local mini grant assistance funding for grassroots and community-based organizations to fund direct service programming to support youth, families and communities throughout New York State.

- **Category 1: Youth Advisory Committee (YAC) and Youth Scholarship Program (1 award) Anticipated Award Amount: \$250,000**

A Youth Action Committee (YAC) would be a youth-led decision-making body designed to make recommendations to the JJAG supporting the development of youth-led programming and funding recommendations to be considered for future JJAG supported programming and initiatives. It should provide continuing education and professional development opportunities for youth and emerging adults.

1. Up to \$200,000 to support the establishment of a Youth Advisory Committee (YAC), which will act as a youth-led decision-making body to make recommendations to the JJAG. Grant funds would be used to compensate the youth JJAG members for their time dedicated to meetings, related projects, and professional development. The establishment of the YAC would support the goals of increased meaningful engagement among youth, family, and

community; as well as increased youth-centered service delivery, as outlined in the 2024-2026 JJAG Strategic Plan.

2. Up to \$50,000 of this award is allocated to support youth and young adult scholarships to advance access to educational and vocational opportunities for justice-involved youth and for those returning to the community from facilities. Funding may also be used to support direct paid internships.

For Category 1, DCJS anticipates one (1) award that will total up to \$250,000 for a two-year performance period. A one-time, two-year optional extension will be offered depending on program performance, funding availability and approval from the JJAG.

- **Category 2: Local Assistance Mini Grants (Anticipated Award Amount: Up to \$75,000)**

In alignment with the priority areas identified in the 2024-2026 JJAG Strategic Plan to be considered for funding, proposals for programming must be evidence-informed and/or a promising strategy in one of the following programmatic/target areas:

- Increase Meaningful Youth, Family, and Community Engagement.
- Increase Access to Trauma, Healing, and Behavioral Health.
- Increase Prevention Efforts and Youth-Centered Service Delivery.

Approximately \$1,000,000 will be made available to award local assistance grants for up to \$75,000 to community-based organizations, which will fund direct service programming to support youth, families, and communities throughout NYS. A one-time, one-year optional extension will be offered depending on program performance, funding availability and approval from the JJAG

Project Background and Information

Since its inception, the JJAG has identified priority areas and supported efforts to engage youth and young adults with lived expertise as partners in decision making. Those efforts have included:

- Funding and piloting two rounds of Youth Empowerment Academies across New York State to provide training, support, and growth opportunities to assist the JJAG in better supporting youth and young adults.
- Supporting a cohort of approximately 100 young people to attend the Coalition for Juvenile Justice Youth Summit in Seattle, Washington.
- Creating a process to support and compensate youth and young adults for their time and expertise at JJAG meetings. This has occurred through adopting a stipend payment for JJAG youth members to attend the JJAG meetings including travel reimbursement while

also providing financial support to attend national conferences and convenings related to youth justice.

These initiatives have put New York State in the forefront for supporting youth and young adults as the JJAG has one of the highest payment/stipend rates for youth and young adult members across the country. However, there are still many areas of growth and opportunity to authentically support and engage youth and young adults.

The 2024-2026 JJAG [Strategic Action Plan](#) sought to augment those efforts by embedding youth engagement in two of its three priority areas of focus over the next three years. The establishment of the YAC would support the following goals:

- Increase meaningful youth, family, and community engagement with an equal focus on prevention and intervention, and greater emphasis on geographic community and adolescence.
- Increase prevention efforts and youth-centered service delivery with a focus on prevention, geographic community and childhood.

Understanding the direct impact that juvenile justice programs and policies have on the youth and young adult population allows for better informed juvenile justice planning, initiatives, and programming. The lived expertise of youth, their families and communities provide a unique perspective on success and highlights gaps that may exist in the system they encounter.

In March 2024, the state of Massachusetts established its Youth Advisory Council under Executive Order No. 617. The Council is comprised of 60 young people, aged 16-21 years from all areas of the state who will serve two-year terms and advise on issues related to education, violence, mental health and community and civic engagement. Participation on the Council provides opportunities for youth to work together, make decisions and bring a voice to issues impacting them.

Similarly, in 2022, the state of Iowa received funding from the Office of Juvenile Justice Delinquency and Prevention to establish their Youth Justice Council. Similar to the model proposed, the Iowa Youth Justice Council serves as a subcommittee of the State's Advisory Group (SAG). The Council provides monetary compensation for youth efforts as well as support for the mental and emotional well-being of its members. The Council meets monthly to provide recommendations to the SAG and courts in Iowa.

Recently, at the 2024 Coalition for Juvenile Justice Annual Conference, a panel of young people from Iowa highlighted how crucial it was for young people to be paid timely and more efficiently so they are not waiting for payment and the impact having to wait for reimbursement and payment can cause. In supporting this investment in young people with the creation of the YAC, the JJAG will expand upon its previous efforts by creating opportunities and making space to expand into true partnership and power sharing over inclusion and representation of youth and young adults.

By funding scholarship opportunities for youth through this award category, the JJAG supports

expanded access to educational and vocational opportunities for justice impacted youth by removing barriers to access.

The 2024 - 2026 JJAG [Strategic Action Plan](#) highlighted that access to trauma, healing, and behavioral health is currently inadequate due to structural barriers in obtaining and utilizing related services. Expansion of local access to effective mental health and behavioral health supports is necessary to alleviate these challenges. Barriers also exist in the delivery of youth-centered services which must be identified and addressed; specifically, youth and families often lack equitable access to community-based opportunities. The JJAG invested in direct service programming to address these barriers and increase access to programming in both rural and urban communities across NYS through a pilot of mini-grant opportunities in 2024. Leveraging the success of prior mini grants, this funding has been made available again to expand efforts for increased access and opportunity for direct service prevention and intervention programming.

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. 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 March 25, 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.** This is to ensure equity in the application process and that all applicants have access to the same information.
3. **Prequalification** – To be considered for an award, not-for-profit (NFP) applicants **must** be pre-qualified prior to the RFA submission deadline. NFP applicants should begin this process as soon as possible. See [Appendix: Statewide Financial System \(SFS\) Pre-qualification Requirement](#).
4. 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 applied in response to this solicitation who is not successful in receiving an award. (See Section: Notification of Awards.) Unless otherwise modified by DCJS, the anticipated contract period for this grant opportunity will be for 24 months for Category 1 and 12 months for Category II, with a tentative start date of October 1, 2026.

5. New York State has a [website](#) that may be 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.
6. Applicants must meet a federal requirement related to determinations of suitability to interact with participating minors. Pursuant to federal special conditions, DCJS is required to ensure that a determination of suitability is completed, in advance, for any covered individual(s) who **may** interact with participating minors. If any individual in a program is funded either fully or partially with federal awards, and **may** interact with minors, a determination of suitability must be conducted and documented. DCJS considers a “covered individual who may interact with participating minors,” one whose job it is to do so, or one whose job could reasonably expect to have even incidental interaction with participating minors. The details of this requirement are posted on the OJP website:
 - [Determination of Suitability Award Condition.](#)
 - [Determination of Suitability Download.](#)

As an applicant of grant funding originating from the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention, all applicants will need to have internal policies and/or protocols used to determine the suitability of individuals to interact with participating minors, to be determined an eligible applicant.

II. FUNDING, APPLICANT ELIGIBILITY AND CONTRACT TERM

A. Funding

Category 1:

- DCJS expects that \$250,000 will be made available to support the Youth Advisory Committee (YAC) and the Youth Scholarship Program. 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. \$200,000 in funds for Category 1 will be allocated for expenses related to the development and management of the YAC and the remaining \$50,000 is allocated for scholarship funds to be distributed to selected applicants.

Category 2:

- DCJS expects that \$1,000,000 will be made available to support awardees for up to \$75,000 each for Mini Grants programming. 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

For **Category 1 and 2**, to be eligible, applicants must meet the following requirements:

- The applicant must be a non-profit community-based organization.
- Non-Profits must be prequalified through the [New York Statewide Financial System](#) (SFS) prior to application submission.
- This funding is supported through federal grant funds, specifically the Title II Formula Grant Program. Grantees are required to follow federal special conditions, including compliance with the award condition related to determining the suitability of individuals who will interact with participating minors.

C. Contract Term

Category 1: Grant award agreements, unless otherwise modified by DCJS, will be for a term of 24 months effective 10/1/2026 – 09/30/2028. DCJS reserves the right to continue the funding for an additional two-year term.

Category 2: Grant award agreements, unless otherwise modified by DCJS, will be for a term of 12 months year effective 10/1/2026 – 9/30/2027. DCJS reserves the right to continue funding for an additional one-year term.

III. PROGRAM DESCRIPTION

Category 1: Funding would be used to partner with a community-based non-profit to collaborate in establishing a Youth Advisory Committee (YAC) to assist as a youth-led decision-making subcommittee of the Juvenile Justice Advisory Group (JJAG) and allow for compensation of youth JJAG members for their time and efforts. The established (YAC) would address some of the identified barriers as well as invest in young people who serve on decision-making bodies. It would support the establishment of the (YAC), and costs associated with doing so. Minimally, it would provide:

- Stipend payments for JJAG participation as well as an hourly payment rate to support work outside of the JJAG meetings.
- Mentorship and professional development opportunities for YAC members.
- Meeting facilitation and support for JJAG members.

The Youth Advisory Committee will develop formalized structures, guiding principles and visions to govern their work. Additionally, they will identify youth-driven and youth-led programs and opportunities to improve outcomes for youth and may be considered for future JJAG funding opportunities.

JJAG youth members are required to be a part of the Youth Advisory committee, however JJAG membership is not required to be a part of the committee, meaning in addition to JJAG youth members, the YAC should be comprised of non-JJAG youth members. The committee would be co-chaired by a JJAG youth member as well as a non-JJAG youth member. The intent here is to create a pipeline for new JJAG youth members to be recommended for appointment to the JJAG.

The Juvenile Justice Advisory group is required to have 1/5th of its members be youth appointed prior to their 28th birthday. As highlighted above NYS is committed to compensating youth JJAG members for their expertise. JJAG members are required to attend and participate in quarterly JJAG meetings and are compensated \$150 for their participation and are reimbursed for any travel related expenses per federal guidelines. Additionally, youth members are supported in their professional development by attending national and local conferences. There are currently five youth members on the JJAG committee. Submitted budgets for the YAC should include a line item to support compensation for up to four JJAG meetings per year as well as travel expenses to attend up to three conferences per year. It is expected that the grantee will develop processes for approval and request for relevant travel to conferences.

In coordination with DCJS Office of Youth Justice (OYJ) the successful applicant for Category 1 will be responsible for the administration of \$50,000 in scholarship funds over the contract period for youth and young adults to advance access to educational and vocational opportunities for justice-involved youth and for those returning to the community from out of home placement (e.g., foster care, residential, detention, etc.).

Funding may also be used to support direct paid internships. Responsibilities will include developing an application, outreach process and a review process for scholarship funds in coordination with DCJS' (OYJ). The grantee may utilize the YAC in the development and implementation of the scholarship program but it is not mandatory.

Category 2: Funding would be used for each selected community based organization to create or expand direct services programming in one or more of the following areas:

- Increasing youth, family, and community engagement.
- Increasing access to trauma, healing, and behavioral health services.
- Increasing prevention efforts and youth-centered service delivery.

All funding provided must support programmatic efforts during the project period. Funding requests not directly related to the plan will not be considered.

A. Allowable Costs

Examples of allowable program categories for funding include, but are not limited to, the following:

- Mentoring.

- Mental health services.
- Restorative practices.
- Trauma and healing.
- Positive youth development opportunities.
- Community trust building.
- Personnel and administrative overhead are also examples of allowable costs.

Examples of unallowable categories for funding include, but are not limited to, the following:

- Capital improvement projects.
- Law enforcement equipment.

IV. EVALUATION AND SELECTION OF APPLICATIONS

Tier I Evaluation – Threshold Pass/Fail

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

- Application was received by the published deadline.
- Applicant is eligible as defined by this solicitation.
- Applicant is an eligible, pre-qualified entity in the Statewide Financial System at the time of application submission (*This pre-qualification requirement applies only to not-for-profit applicants.*).

The submitted applications shall include:

- Answers to all questions as presented.
- Budget detail and justification provided in GMS itemizing operating expenses in support of the program.
- Completed Program Work Plan, according to instructions provided.
- 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

DCJS staff 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.

For Category 1 Applications, in the event that two or more of the applications have a tied score after final calculation of all categories, the application with the highest score in Experience and Capacity and Program Design and Implementation will prevail. If the scores remain tied, the second tie breaker will be the application with the highest score in the Budget, including Budget justification.

For Category 2 applications, in the event that two or more of the applications have a tied score after final calculation of all categories, the application with the highest score in Previous Experience and Performance and Program Design and Implementation will prevail. If the scores remain tied, the second tie breaker will be the application with the highest score in the Budget, including Budget justification.

Tier III Evaluation

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

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

The DCJS Commissioner, or their designee will make final decisions regarding approval and individual award amounts based on the quality of each submission.

V. REQUEST FOR APPLICATION 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.

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 only applying for one category are only required to submit questions for the respective category. Applicants should respond “N/A” (Not Applicable) for all questions within the category they are NOT seeking funding.

Program Narrative Questions (1 - 5)

For Category 1: (Youth Action Committee/Scholarships)

1. Question #1 - Detail the Need for Project (15 points)

Utilizing supporting data (qualitative or quantitative), demonstrate an understanding for the need of a Youth Advisory Council. In response, please be sure to highlight why youth leadership is necessary for youth justice reform. Please include best practices associated with this type of work.

2. Question #2 –Experience and Capacity (20 points)

Detail your organization’s capacity to establish and support the Youth Advisory Committee in its function of being a youth-led decision-making subcommittee of the NYS Juvenile Justice Advisory Group. Comprehensive answers should at a minimum include:

- Organization’s capacity to develop an application for and administer scholarship funds.
- Staff experience that highlights experience with youth engagement.
- Concrete examples of convening and leading youth and young adults to develop action plans and supporting youth scholarships.

3. Question #3 – Area of Service and Target Population (10 Points)

Identify the target area for recruitment for the Youth Action Committee. Please detail parameters for selecting scholarship recipients and proposed efforts to invest in youth community partners from diverse geographic regions and cultural backgrounds in an effort to include perspectives of all New York State Youth.

4. Question #4 – Program Design and Implementation (25 Points)

Detail your plan to organize and implement the activities of the YAC throughout the implementation timeline.

- How will you recruit, onboard, and provide professional development to YAC members?
- How will you compensate YAC members and JJAG members for their time and expertise in the development of policy recommendations to the JJAG?
- Describe how you will collaborate with the NYS JJAG and other youth coordinating bodies across NYS to ensure a comprehensive reach in engagement activities.

- How will you ensure that there is an equitable distribution of scholarships provided to youth and young adults.

5. Question #5 – Timeline of Activities (10 Points)

Provide a comprehensive, realistic and actionable timeline of activities for the performance period of the grant, including planning.

6. Question #6 - 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 of Full Time Effort (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.
- The detailed budget for the grant period must be complete and provide sufficient detail. It must be reasonable and appropriate, as determined by DCJS, and directly tied to the work plan. Where applicable, signed and executed subcontractor agreements with their approved operating budget should be uploaded in 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%. If an organization has a federally approved indirect cost rate, DCJS will honor that.

For Category 2: Local Mini Grants

1. Question #1 – Document Need for Project (15 points)

Utilizing supporting data (qualitative or quantitative), please identify the needs and/or service gaps within the community the proposed programming will address. Detail how proposed programming would address those needs. Comprehensive answers should, at a minimum, include:

- Existing barriers to success among youth who are at risk or involved in the juvenile justice system.
- Assets or resources currently existing that support youth and how proposed programming would partner with or supplement this programming in the community.

2. Question #2 - Previous Experience and Performance (10 points)

Please detail your organization's qualifications, experience, and demonstrated success in providing direct service programming to youth and families.

3. Question #3 – Program Design and Implementation (25 points)

Detail proposed programming and how it will address the current service gaps in the community. Comprehensive answers should, at a minimum, include:

- How the proposed programming will include JJAG funding priorities (described in Section II Program Description, Category 2).
- Detail how programming will be implemented through a healing lens and include cultural considerations for program participants.
- How programming will include youth, family, and community in decision making.
- If you are proposing an enhancement to an existing program, please detail which components are currently in place and your timeline for implementing these enhancements.

4. Question #4 – Target Population (10 Points)

Describe the target population for the proposed programming. Comprehensive answers should, at a minimum, include:

- The service area(s) in which programming will take place.
- Highlights of any program criteria.
- A thorough overview of the referral processes.

5. Question #5 – Timeline of Activities (10 Points)

Provide a comprehensive, realistic, and actionable timeline of activities for the time performance period of the grant.

6. Question #6 – Intended Outcomes (10 Points)

Please detail the intended outcomes of the proposed programming. The proposed programming should address one or more of the following goals:

- Increased Meaningful Youth, Family, and Community Engagement.
- Increased Access to Trauma, Healing, and Behavioral Health
- Increased Prevention Efforts and Youth-Centered Service Delivery.

Comprehensive answers should, at a minimum, include:

- Your organization’s plan for collecting data to demonstrate program impact.
- A thorough description of how you will seek to include youth, family, and community in program design and delivery as well as in determining program impact and outcomes.

7. Operating Budget Detail and Justification (20 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 be reasonable and appropriate, as determined by DCJS, and directly tied to the work plan. Where applicable, signed and executed subcontractor agreements with their approved operating budget should be uploaded in 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. 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% unless the applicant has a federally approved indirect cost rate.

VI. NOTIFICATION OF AWARDS

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

For those not approved to receive funding, 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. Requests must be submitted to DCJS via the funding mailbox at dcjsfunding@dcjs.ny.gov with the following in the subject line: **Request for Debriefing: Youth Advisory Committee**. The debriefing shall be scheduled to occur within 30 business days of receipt of written request by DCJS or as soon after that time as feasible.

VII. REPORTING REQUIREMENTS

Reporting requirements are provided below:

GMS Quarterly Progress Reporting

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

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

VII. ADMINISTRATION OF CONTRACTS

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

Contract Approval

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

Contract Term

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

Contract Activities

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

Contract Changes

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

Records

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

Liability

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

Payments

Payments to reimburse project expenses will be made pursuant to a schedule specified in the contract between the State of New York and the grant award recipient. Where applicable, performance-based expenses will be reimbursed in compliance with the contract milestone performance and costs budget and the project work plan. Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at the State Comptroller's website at www.osc.state.ny.us/epay/index.htm, or by email at epayments@osc.state.ny.us. Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

To enroll in e-Payments:

1. Log in to the [Vendor 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.state.ny.us

Reports

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

Performance Review

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

Disposition of Allocations

DCJS reserves the right to reject applications, deny awards, or defer applications for future consideration based on insufficient information in the application, lack of accompanying documentation, the inappropriateness of the project proposed, an organizational history of unsuccessful projects of a similar nature, or a history of contract non-compliance.

Revocation of Funds

Funds awarded to an applicant who does not implement an approved project within 90 calendar days of the contract start date may be revoked and redistributed at the discretion of the Commissioner of the DCJS or his or her designee.

Encouraging Use of New York State Businesses in Contract Performance

New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the State and the nation. In recognition of their economic activity and leadership in doing business in New York State, applicants for this solicitation are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract(s) resulting from this solicitation. Such partnering with New York State businesses may be as subcontractors, suppliers, protégés or other supporting roles. To assist in demonstrating commitment to the use of New York State businesses in the performance of the contract(s), all applicants must complete the form provided on the DCJS website entitled: [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](#).

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 Appendix A - NYS Standard Term 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.

Determination of Suitability Requirement

Awards made under this solicitation will be supported with U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) Title II Formula Grant funds. These funds are subject to a special condition that requires a determination of suitability, be provided in advance, for certain individuals who may interact with participating minors.

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

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

Sexual Harassment Prevention Certification

As of January 1, 2019, bidders on procurements subject to competitive bidding in New York State, are required to submit a certification with every bid that states they have a policy addressing sexual harassment prevention and that they provide sexual harassment training to all employees on an annual basis. Pursuant to State Finance Law §139-l, bidders responding to a competitively

bid Request for Applications (RFAs), must certify that by submission of their bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies its own organization, under penalty of perjury, that the bidder has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section 201-g of the labor law. Bidders that do not certify will not be considered for award; provided however, that if the bidder cannot make the certification, the bidder provides a signed statement with their bid detailing the reasons why the certification cannot be made.

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

Therefore, all applicants to this RFA must complete the certification provided on the DCJS website [here](#).

Please 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 ensure 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](#).

SAM Registration and UEI

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

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:

- [Guide to Financial Operations XI.18.J Gender-Based Violence and the Workplace](#)
- [Office for the Prevention of Domestic Violence - Gender Based Violence in the Workplace](#)

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.

VIII. APPLICATION SUBMISSION AND REQUIREMENTS

A. Specific Instructions

One application should be submitted for each agency. 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 9:00 am and 5:00 pm. Please be aware that there is no technical assistance available on weekends, or after 5 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 in 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 Youth Development and Professional Opportunities. 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 Statewide Financial System (SFS) early, where applicable, to avoid any concerns with these automated systems. SFS prequalification and GMS signatory registration **must** be complete prior to the submission of an application.

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

- Participant name(s)
- Contact information for all participating agencies per application
- Program specific questions
- Project budget
- Project work plan
- Any required attachments, such as letters of support

Questions-

Answer all required project narrative and budget information questions. Applicants should respond “N/A” (Not Applicable) for all questions within the category they are NOT applying.

When all of the above requirements and GMS Application components are completed, click the “**Submit**” button. GMS will review the application for completeness. If any fields are missing, a report will display what remains to be completed. Once all fields are complete and you submit successfully, GMS will display a screen that says “*Your application has been submitted.*”

In addition, GMS will send an email notification to the Signatory official listed on the application to make them aware that an application has been submitted on your jurisdiction’s or organization’s behalf. If you do not get this message or email, your application has NOT been submitted. If after updating the application, you still do not receive a submission notice, please contact our help desk at (518) 457-9787 for assistance.

IX. APPLICATION CHECKLIST

- Not-for-Profit Applicants ONLY: Complete Statewide Financial System Prequalification Requirements – See [Appendix: Statewide 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.

Appendix:

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

Statewide Financial System (SFS) Pre-Qualification

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

Not-for-profit organizations **must** Prequalify to do business with New York State agencies **before** they can compete for State grants. To become prequalified, a not-for-profit must first [register](#) in SFS. Once registered, not-for-profits must complete an online Prequalification application. This includes completing a series of forms by answering basic questions regarding the organization and uploading key organizational documents. Grant applications received from not-for-profit applicants that are not Prequalified in SFS 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/Application for additional specific GMS directions.

First time GMS users should download the GMS Application Manual [here](#).

People familiar with GMS can use the following simplified guidelines:

Getting Started: Sign on to [GMS](#).

Click "Project" to go to project grid. Click the "New" button at the top of the project grid. This will take you to a screen that says "Select a Program Office" in a drop-down box format. Find and highlight "Name of funding program," then click "Create Project."

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

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

General - Complete the text screens and press save.

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

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

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

Note: If the signatory you attempt to add is not eSignature registered, you will get an error message and will not be allowed to add that person at that time. You will NOT be able to submit the application without a signatory attached. Please refer [here](#) to add a signatory for your agency.

Budget - See RFA for additional specific instructions.

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

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

Questions-

Answer all required project narrative and budget information questions.

Hint: Answers should be developed in Word. GMS will time out after 30 minutes and unsaved material will be lost. 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.

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	\$ █

Grant Amount Requested:	Match Amount (if applicable):	Total Project Amount:
--------------------------------	--------------------------------------	------------------------------

\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]
---------------	---------------	---------------

End of Application