

## **OPWDD – TACONIC DDRO - FAMILY SUPPORT SERVICES**

**GRANT OPPORTUNITY ID: OPD01-FSSTAC-2017**

### **REQUEST FOR PROPOSALS**

### **QUESTIONS AND ANSWERS**

1. **Question:** Is this grant for a specific area? We are out of Cattaraugus County and I was unsure if this is something we could apply for or is this for a specific county?

**Answer:** The agency providing services does not have to be located within TDDRO's service area, however, all services must be provided within in Taconic DDRO's service area which includes the counties of: Columbia, Dutchess, Greene, Putnam and Ulster. Additionally, program/service recipients must be OPWDD eligible, reside with their family full time, and live within Taconic DDRO's service area.

2. **Question:** I was wondering if this grant application is only open to regions in the Taconic area or if others could apply for it as well?

**Answer:** The agency providing services does not have to be located within TDDRO's service area, however, all services must be provided within in Taconic DDRO's service area which includes the counties of: Columbia, Dutchess, Greene, Putnam and Ulster. Additionally, program/service recipients must be OPWDD eligible, reside with their family full time, and live within Taconic DDRO's service area.

3. **Question:** (We are) interested in expanding our existing FSS programs. We are serving our target number of individuals at 20 for this year. We have a current wait list for our FSS reimbursement program of 16 with 6 individuals with Autism identified and an additional 15-20 in our programs that would like additional funding. Services for individuals with Autism usually run at a higher rate and the best outcomes are when these services are provided consistently. We would like to know if we should focus on expanding our Autism Leadership program or if we should request funding for the FSS reimbursement program and if we can request to expand both programs.

**Answer:** It is the responsibility of the agency to determine whether to expand an existing program or request funding for a new program. An agency may submit up to two proposals. There must be a documented demand for each proposed program/service that an agency is submitting a proposal for.

4. **Question:** Is the \$206,884 in funding per year, or for the 5 years total? Where is Attachment A located? In Attachment 6, there is no link to download and review the Grantee Quick Start Guide. Is it in a separate location? What is considered acceptable documentation of an unmet need?

**Answer:** The amount of \$206,884 is the amount to be dispersed each year for up to five years.

Acceptable documentation of an unmet need is, at a minimum, a list of names of (OPWDD eligible) individuals desiring the proposed program/service. The method used to determine the unmet need should be described, i.e. surveys, questionnaires, meeting with stakeholders and/or families, documented gaps of wanted/needed services. If possible, TABS numbers and age of individual should be included. If the proposed service will expand or enhance a current program, current enrollees should be included on the waitlist if they are intended recipients of such enhancements or will receive additional services due to program expansion. Contact information is not required.

Attachment A- A-1 Terms and Conditions is located in the Forms Menu>Contract Document Properties form. It is also available in the attachments of the NYS Contract Reporter announcement for this Request for Proposals.

The link for Attachment 6 ,“Grantee Quick Start Guide,” is <https://grantsreform.ny.gov/grantees> “Quick Start Guide: Applications”. It is also available in the attachments of the NYS Contract Reporter announcement for this Request for Proposals. **The “Grantee Quick Start Guide” has been included in this response as well -see next 11 pages.**



## **New York State Grants Gateway**

### **Vendor's Quick Start Guide**

#### **How to apply for an Online Opportunity**

**PLEASE NOTE: Waiting until the last several days to complete your application online can be dangerous, as you may have technical questions. Beginning the process of applying as soon as possible will produce the best results.**



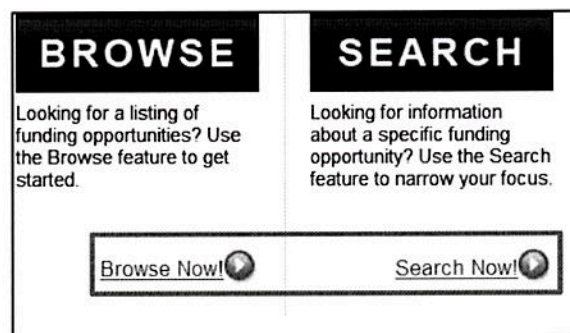


This document is provided as a “quick start” guide for grantees who want to apply for a grant opportunity online via the Grants Gateway. A comprehensive vendor system user manual (Grantee User Guide) can be found at [www.grantsreform.ny.gov/Grantees](http://www.grantsreform.ny.gov/Grantees).

- 1.** NYS Grant Opportunities can be found in the Grant Opportunity Portal, located at <https://grantsgateway.ny.gov>.



- 2.** Browse/search for the available Grant Opportunity in the Portal :



- 3.** To apply for the opportunity, you must be registered with the Grants Gateway. If your organization is not registered in the Grants Gateway, click on the Request Access Now link for instructions and form:



## REGISTRATION

If you are already a vendor with NYS or are interested in becoming a vendor request access here.

[Request Access Now!](#)

4. If your organization is a Not-for-Profit, you must be prequalified prior to the due date of the opportunity for your application to be reviewed. To read about the prequalification process, please visit [www.grantsreform.ny.gov/grantees](http://www.grantsreform.ny.gov/grantees).
5. Once your Organization is registered and prequalified (if applicable) in the Grants Gateway, the User with the **Delegated Administrator** Role will have to create additional roles to initiate, complete, and submit the application in Grants Gateway. Please refer to "Section 4.2" of the "Grantee User Guide" located at [www.grantsreform.ny.gov/grantees](http://www.grantsreform.ny.gov/grantees) to learn how to create a user role in Grants Gateway system.

New York State  
Grants Gateway

Streamlining State Grant Processes

New York State's premier grant website

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### Information for Current and Potential Grantees

New York State is committed to making the grant contracting process easier for grantees. The **Grant Opportunity Portal** and the **Grants Gateway** will improve the way New York State administers grants by simplifying and streamlining the grants management process.

#### The Grant Opportunity Portal

The Grant Opportunity Portal is a one-stop shop for anyone interested in locating funding opportunities. State agencies have already posted nearly 100 upcoming and available procurements and are adding to the list on a daily basis. You can search for and download solicitations with no login required. Check out the Grant Opportunity Portal today!

#### The Grants Gateway

The Grants Gateway is the next stop for organizations interested in doing business with New York State. This spring, State agency funding opportunities will begin to be posted on the Gateway for online application. To prepare for this exciting transition, it is essential that all potential bidders register with the Gateway and create an account that will provide full access to the system. Potential applicants can locate [online opportunities](#) by clicking [View Opportunities](#) on the user's Home page.

#### Quick Links

- Grants Gateway
- Registration Form for Administrator
- Grantee User Guide
- Complete Guide of Opportunities
- Substitute Form W-9
- Senior Leadership CV Template
- MWBE Board Resolution Template
- NFP Prequalification
- Website Resources
- FAQs About Prequalification
- May 15 Correspondence




6. The following table will provide a snapshot of which roles are allowed to Initiate, Complete, and Submit the Grant Application(s) in the Grants Gateway.


Role	Create and Maintain user Roles	Initiate Application	Complete Application	Submit Application	Only view the Application
Delegated Admin	✓				
Grantee		✓	✓		
Grantee Contract Signatory		✓	✓	✓	
Grantee Payment Signatory		✓	✓		
Grantee System Administrator		✓	✓	✓	
Grantee View Only					✓

7. Apply for an opportunity

7.1 Log in to Grants Gateway using your Credentials.



New York State  
Grants Gateway



Grants Gateway Login

SHOW HELP

Grant Opportunity Portal - Home

Login

Username

Password

LOGIN

[Forgot Password?](#)

7.2 Click on the View Opportunities button under View Available Opportunities





## New York State Grants Gateway



Welcome A  
Grantee  
[Change Picture](#)

Instructions:  
Select the **SHOW HELP** button above for detailed instructions on the following  
> Using System Messages  
> Understanding your Tasks

Hello A, please choose an option below.

### View Available Opportunities

You have Opportunities available.  
Select the **View Opportunities** button below to see what is available to your organization.

**VIEW OPPORTUNITIES**

- 7.3 In the Search Criteria enter the Grant Opportunity name and select the Funding Agency and hit the Search button.

[Back](#)

## Opportunities

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Search by Grant Opportunity

Search by Due Date From:  To:

Search by Eligibility

Search by Funding Agency

- 7.4 Click on the name of the Grant Opportunity from the search results grid.

Search Results

Click the **Grant Opportunity Name** to view more detail on Available Opportunities.  
Sort the results by clicking on a column heading (sorting by Eligibility is not an option).

Funding Agency	Grant Opportunity	Status	Eligibility	Due Date
Office of Victim Services	<a href="#">Victims of Crime Act (VOCA) Victim and Witness Assistance Grant Program</a>	Available	Governmental Entity, Not-For-Profit, Tribal Organization	May 12, 2014

1

- 7.5 Click on the APPLY FOR GRANT OPPORTUNITY button located bottom left of the Main page of the Grant Opportunity.



**APPLY FOR GRANT OPPORTUNITY**



- 7.6 Start creating your application by going to Forms Menu and filling in all the required forms.

Back Menu **Forms Menu** Status Changes Management Tools Related Documents and Messages

**8. Retrieve the Application you already started**

- 8.1. If you need to save your work and come back at a later time, you can do so. To retrieve the application you already started, click on the Applications link located at the top of your home screen and enter search criteria to locate the application.

New York State Grants Gateway

Home Grant Opportunity Portal **Applications** Contracts

Training Materials | Organizations(s) | Profile | Logout

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### Applications

Use the search criteria below, then select the Search button.

Search Applications

Use the search criteria below, then select the Search button.

Agency: Office of Victim Services

Grant Opportunity Name: Victims of Crime Act (VOCA) Victim and Witness Assistance Grant Proc

Current Application Status: - SELECT -

-OR-

Application Status: - SELECT - From To

Application Type: - SELECT -

Application Number:

SEARCH CLEAR

- 8.2. The system will display the application you have already started.

Search Results

Export Results to: Screen Sort by: -- Select -- GO

Number of Results 1

Application Number	Grant Opportunity Name	Application Type	Organization Legal Name	Status	Start Date	End Date
<a href="#">OVS01-VOCA-2014-00001</a>	2014 VICTIMS OF CRIME ACT VICTIM AND WITNESS ASSISTANCE GRANT PROGRAM	Competitive	Zohra NFP	Application in Process	Apr 01, 2014	

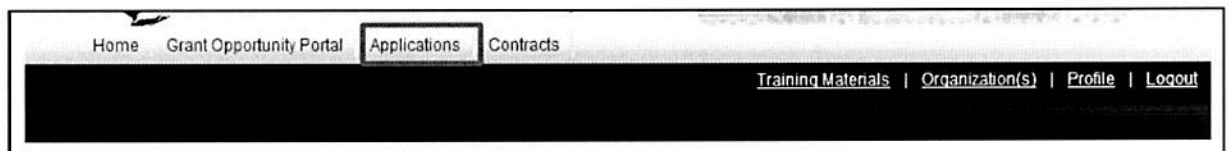




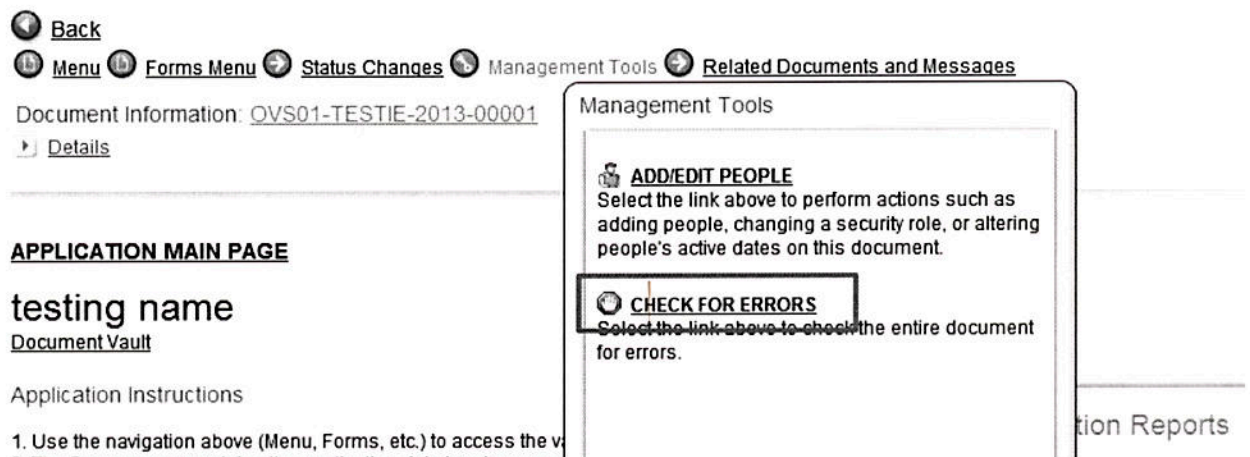
- 8.3. Click on the application number to restart the application where you left it earlier.
- 8.4. It is very important you do not click “Apply for Grant Opportunity” again in the system, as it will create duplicate applications (if the RFP allows more than one application per grantee). Once an application has been initiated, you should continue using that one by utilizing the application search function.

## 9. Submit the Application

- 9.1. Log in to the Grants Gateway with one of the following Grants Gateway roles.
  - Grantee Contract Signatory
  - Grantee System Admin
- 9.2. Retrieve the completed application by searching for it under the Applications link on top of the screen



- 9.3. To check your application for errors, click on the “Check for Errors” link under the management tools link:



This will provide you with a list of errors that need to be corrected before submission.



- 9.4. In order to submit your online application, click on the Status Changes link located top of your application main page.



- 9.5. Click on the APPLY STATUS button located under APPLICATION SUBMITTED



- 9.6. Prior to final submission, you will need to certify the agreement as stated. Please read the paragraph closely and click on I agree. If you select I DO NOT AGREE, your application will not be submitted. Click I AGREE to submit the application.

New York State  
Grants Gateway

Home Grant Opportunity Portal Applications

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PRINT SHOW HELP

### Agreement

Please make a selection below to continue.

By clicking the **I Agree** button below, you certify and agree that you are authorized on behalf of the applicant and its governing body to commit the applicant to comply with the requirements of Article 15-A of the New York State Executive Law: Participation By Minority Group Members and Women With Respect To State Contracts by providing opportunities for Minority-owned Business Enterprise (MBE)/Woman-owned Business Enterprise (WBE) participation. You further certify that the applicant will maintain such records and take such actions necessary to demonstrate such compliance throughout the completion of the project.

**I AGREE** **I DO NOT AGREE**

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## New York State Grants Gateway



- 9.7. Once your application is submitted you are returned to the Application main page. If you hover over the status changes link you will see that there are no available status options at this time.

**APPLICATION MAIN PAGE**

Advantage After School Program  
Document Vault

Application Instructions

1. Use the navigation above (Menu, Forms Menu, Status Changes, Management Tools, Related Documents and Messages).
2. The Forms menu contains the application forms.
3. The Change the Status link is used to change the status of the application.

Application Properties

Project Title	ssdfs
Total Grant Funds Requested	\$0.00
Total Project Cost	\$0.00

Application Reports

- ☐ Prompt Contracting and Activities Report

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- 9.8. To check the current status of your Application click on the Details link. When you are working on your Application, the application status would say "Application in Process".

**Document Information: DOL01-sss-2014-00001**

My Activities: New 0, Current 0, Review 0, Assigned 0

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
		Zohra NFP	Grantee Contract Signatory	Application in Process	N/A - N/A 06/11/2014 5:15AM CST





- 9.9. After you submit your application, the application status in the Details grid would say “Assignment of Reviewers” Congratulations! This status means you have successfully submitted an application.



Home Grant Opportunity Portal Applications Contracts

[Training Materials](#) | [Organization\(s\)](#) | [Profile](#) | [Logout](#)

[SHOW HELP](#)

[Back](#)

[Menu](#) [Forms Menu](#) [Status Changes](#) [Management Tools](#) [Related Documents and Messages](#)

Document Information: [NYSGG-ZOH2-2014-00001](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
		<a href="#">Zohra NFP</a>	Grantee Contract Signatory	Assignment of Reviewers	N/A - N/A 07/04/2014 1:00AM CST



## Helpful Information/Links

- [www.grantsreform.ny.gov/grantees](http://www.grantsreform.ny.gov/grantees)
- Grants Reform Videos (includes a document vault tutorial and an application tutorial) on YouTube: <http://www.youtube.com/channel/UCYnWskVc7B3ajjOVfOHL6UA>
- Grants Reform Helpdesk
  - Phone: 1-518-474-5595
  - Email: [GrantsReform@its.ny.gov](mailto:GrantsReform@its.ny.gov)  
(Technical questions)
- <https://grantsgateway.ny.gov>  
Within the Grants Gateway
  - Training materials link will contain training documents and videos
  - Show help
- Agate Help Desk
  - Phone: 1-800-820-1890
  - Email: [helpdesk@agatesoftware.com](mailto:helpdesk@agatesoftware.com)  
(Technical questions)
- Questions regarding specific opportunities or applications should be directed to your funding agency.