



Office for the Prevention of Domestic Violence

New York State Office for the Prevention of Domestic Violence

REQUEST FOR PROPOSAL

The Risk Reduction Civil Legal Assistance Program

Andrew M. Cuomo, Governor
Gwen Wright, Executive Director

RFP Release Date:	April 21, 2017
Deadline for Submission of Questions:	May 5, 2017
Response to Questions:	May 12, 2017
Proposal Due Date:	May 24, 2017 12:00 PM EST
Anticipated Notification of Awards:	On Or About June 23, 2017
Contract Start Date:	October 1, 2017

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I. OVERVIEW

This Request for Proposal (RFP) provides program and application guidelines for the NYS Office for the Prevention of Domestic Violence (OPDV) Risk Reduction Civil Legal Assistance (RRCLA) Program. OPDV is accepting proposals to provide holistic legal services to victims of domestic violence who have been identified as having a high risk of physical danger or homicide. Eligible applicants for this Request for Proposals are NYS domestic violence programs that are licensed and/or approved by the Office of Children and Family Services (OCFS), in partnership with a civil legal assistance provider with experience and expertise in providing civil legal assistance to victims of domestic violence. Applicants must participate in a multi-disciplinary high risk response team, as later defined, or operate in a community utilizing a lethality or danger assessment tool with a protocol for response. Legal matters may include orders of protection, custody and visitation, child or spousal support, divorces, consumer credit and finances, landlord/tenant, child protective proceedings, or other areas of law identified as a need for particular clients. Recognizing that legal assistance can be most effective when legal needs are promptly identified and addressed, this program will aim to have an attorney involved with victims identified as high risk as soon as possible, to spot the legal issues that may be present, and to work with the victim to provide legal assistance and intervention as quickly and comprehensively as possible.

OPDV will fund one grant, up to a total of \$50,000, for one year. The funds will be available to cover salary and fringe benefits for the attorney and their supervisor, and related administrative costs for the domestic violence program and the civil legal assistance provider.

Intent of Program

The Risk Reduction Civil Legal Assistance Program has five primary goals:

- Assure that victims of domestic violence identified as being at enhanced risk of physical danger and/or lethality by a high risk response team or lethality/danger assessment tool are prioritized to receive prompt, effective civil legal assistance, including issue-spotting, case analysis, legal advocacy, and representation as needed.

- Assure that enhanced risk clients get appropriate legal assistance when it can do the most good – before there have been adverse experiences or outcomes in administrative or judicial proceedings.
- Provide enhanced risk clients the broadest range of civil legal assistance, through a combination of direct legal advocacy and representation, supplemented by referrals to assistance that cannot be directly provided.
- Enhance direct collaboration between the domestic violence program and the civil legal assistance provider to assure that prompt, effective legal assistance is available to victims.
- Report on outcomes of cases where targeted civil legal assistance to victims is provided.

The selected domestic violence service providers/civil legal assistance program will:

- Develop a project plan that provides for:
 - Ongoing collaboration between the involved partners
 - An MOU between the domestic violence service provider and the civil legal assistance provider regarding confidentiality and privilege issues, and how those will be negotiated within the collaboration, while still maintaining records of clients served
 - The method to be used in identifying enhanced risk clients and connecting them with the attorney and/or legal services provider
 - How priority will be assigned to those enhanced risk clients
 - Where the clients will meet with the attorney and how those meetings will be documented
- Identify the attorney who will be primarily responsible for providing legal services
- Identify direct attorney-supervisor for the attorney providing services, as required under the ethical standards for New York attorneys.
- Identify potential legal referrals for clients whose legal issues are such that they cannot be assisted by the primary attorney.
- Collaborate to hire the attorney working on such cases, if necessary.
- Complete and submit Quarterly Program and Fiscal Reports pursuant to contract terms.
- Attend meetings held by the high risk referral team, if applicable

- Attend applicable OPDV trainings of contract personnel upon request, including a training to be held at OPDV offices in Fall, 2017. Travel costs for project personnel will be provided by OPDV.

II. ADMINISTERING AGENCY

OPDV is an executive level state agency created in 1992. OPDV's mission is to improve New York State's response to and prevention of domestic violence with the goal of enhancing the safety of all New Yorkers in their intimate and family relationships. In fulfilling this goal, OPDV has three primary areas of focus:

- advise the governor and legislature on policies and practices for the State;
- train NYS professionals from all systems about the interaction of domestic violence in their daily practice; and
- serve as a resource regarding the issue of domestic violence by disseminating regular public awareness campaigns, publishing materials for use by non-profits and victims, distributing local assistance funds and highlighting best practices in the field.

OPDV is committed to supporting programs that meet the needs of all victims, especially underserved populations. The Violence Against Women Act defines underserved populations as follows, "Populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services as appropriate." All applicants are required to include underserved populations in all service provision, training, outreach, collaboration and system improvement activities.

III. FUNDING

Funds for this contract are provided by the New York State Office for the Prevention of Domestic Violence Aid to Localities appropriation. All agreements and funding are subject to the availability of funds. Funding is not guaranteed. Modifications or additional requirements may be imposed during the award and/or contract period.

Funding Amounts

One selected collaboration project is eligible for a one year award of \$50,000.

Eligible Costs

- Attorney and supervising attorney salaries
- Attorney and supervising attorney fringe benefits
- Administrative costs for domestic violence program and legal services provider
- Supplies

Any additional costs incurred would be the responsibility of the program. Budgets that reflect match contributions by the applicant are permissible, but not required.

Ineligible Costs

- Audit costs
- Insurance costs
- Space costs (mortgage, rent, utilities)
- Travel
- Any and all costs that would be disallowed under New York State law including but not limited to Office of the State Comptroller regulations and/or guidelines.

IV. NOTEWORTHY DETAILS ABOUT THE RFP

- **Grants Gateway Pre-Qualification**
Not-for-profit applicants **must** be pre-qualified through the New York State Grants Gateway prior to submitting their grant application in order to be eligible for awards under this funding. **Applicants are strongly encouraged to begin this process as soon as possible.**
- **All applicants must have the ability to submit proposals electronically.**
- Grant applications should be submitted to the automated DCJS Grants Management System (GMS) by **12:00 PM Eastern Standard Time, May 24, 2017.**
- The GMS system allows a program to complete an application electronically and submit it over the Internet. If you are interested in completing a grant application and you have not previously registered to use the DCJS GMS

system, your program will first need to register a user who will be responsible for electronically completing and submitting applications and submitting quarterly program and fiscal reports.

- In addition, you must ensure that the signing official for your program has registered as a Signatory User in the GMS system. The Signatory will be required to electronically indicate his/her acceptance of the grant contract (if awarded) on behalf of your program. GMS will not allow the submission of an application for funds without a registered Signatory User.
- [Registration Request Forms](#) for both general GMS users and Signatories are available online. Please allow three to five business days to process your GMS Registration request. Applicants are encouraged to register and begin their online application early in order to allow time to obtain assistance with using GMS. A User Manual and tutorials are available online at the foregoing Internet address. If you experience difficulty using GMS or do not have Internet access, please contact [DCJS' Office of Program Development & Funding](#) or call (518)457-9787. DCJS technical assistance with GMS will be available until 12:00 PM Eastern Standard Time, May 24, 2017.
- When accessing the GMS system to complete an application, click Project>New, then select "Risk Reduction Civil Legal Assistance" as the funding program.

V. ELIGIBLE APPLICANTS

Applicants must be domestic violence service providers licensed and/or approved by NYS Office of Children and Family Services that are also, as of the date of this application, participating in a high risk response team or are using a lethality or danger assessment with a protocol for response to evaluate clients' risk of danger. Applicants should also demonstrate a partnership with a local civil legal assistance provider through the attachment of a letter from the civil legal assistance provider regarding intent to collaborate for the length of the contract. A high risk response team, for the purposes of this procurement, is defined as a multidisciplinary team utilizing locally selected risk assessment tools to identify and respond to those

domestic violence cases that are at the highest risk of danger based on the assessment used by the program and its partners.

VI. EVALUATION OF PROPOSALS

There will be a three-tier evaluation of each application as detailed below.

Tier I Evaluation Pass/Fail

Tier 1 evaluation assesses whether applications satisfy minimum “pass/fail” requirements for funding consideration. All proposals will initially be screened by OPDV to determine if the applications are complete using the following criteria:

- Application was submitted by the deadline. The deadline for applications is May 24, 2017.
- Application is from an eligible, pre-qualified program collaboration as described in Section V.
- The applicant has submitted all required responses to the application questions. Applications include the following required elements:
 - Project Summary
 - Experience and Organizational Capacity
 - Problem Statement and Identified Needs
 - Work Plan Narrative
 - Collaboration
 - Budget

Tier 1 review will receive a pass/fail rating. **Any application that does not meet each of these criteria will be immediately disqualified from further review.**

Tier II Evaluation – Evaluation, Scoring and Ranking

A team of at least three reviewers will evaluate proposals that have successfully passed the Tier I evaluation. Each reviewer will review and evaluate all proposals. A standard rating tool will be used by all reviewers to score each proposal. The maximum score will be 80 points. Each category (Project Summary, Experience and Organizational Capacity, Problem Statement & Identified Needs, Work Plan Narrative, Collaboration, and Budget) will be scored and the category scores will be totaled for an overall score. A proposal’s final score will be determined by averaging the overall

scores from each reviewer. Applicants must receive a final score of at least 55 on this RFP in order to be considered for an award.

In the event of a tie for the average overall score among two or more applicants, impacted programs will be ranked against each other based on the combined average score in the following evaluation segment:

- Problem Statement and Identified Needs.

Upon initial scoring of all applications, the Tier II recommendations will be submitted to executive management for review.

Tier III Evaluation– Executive Management Review

The Executive Director will evaluate the top 3 scoring proposals. A standard rating tool will be used by the Executive Director to score each proposal. The maximum score will be 20 points.

Final decisions regarding the funding of programs will be rendered by the OPDV Executive Director based on the criteria set forth in this RFP and the recommendations of project staff and OPDV executive staff.

Evaluation Components

Applications must be submitted directly into the DCJS Grants Management System. Applicants should answer all questions and complete each section in GMS as indicated. Additionally, applicants are required to attach a Microsoft Word document with their responses to section 1, 2, 3 and 5 in the Attachments section of GMS. Applications will be scored on the following criteria:

1. Project Summary (10 Points) One page.

- Clearly outline the proposed project.
- Explain the overall goal of the partnership between the domestic violence service provider and the civil legal assistance provider.
- Outline the roles and responsibilities of the attorney.
- Identify who will be supervising the attorney.
- Explain what type(s) of training will be provided for the attorney.
- Include a statement that you have read and agree to the Special Consideration, found in section VIII.

2. Experience and Organizational Capacity (10 Points) One to two pages.

- Describe the history and mission of the domestic violence service provider program and the civil legal assistance organization, and highlight how the mission of the programs are relevant to the services proposed.
- Describe the structure, role and function of the domestic violence service provider program and the civil legal assistance organization.
- Detail the qualifications, expertise and experience of the selected civil legal assistance program in providing, supporting and supervising the proposed work of the attorney.
- Include a description of the current high risk response team or lethality or danger assessment tool used by the community of the applicant
- Describe the capacity of the domestic violence service provider program and the civil legal assistance organization to provide external legal resources to clients with a high risk of increased violence in the event such resources cannot be provided by the civil legal assistance organization.

3. Problem Statement and Identified Needs (15 Points) Two to four pages.

- Define the nature and scope of the problem of enhanced risk domestic violence cases in your community.
- Detail specific steps being taken within your community to identify and address the needs of enhanced risk victims.
- Indicate the populations and geographic area to be served.
- Develop a formal job description detailing the responsibilities of the primary attorney position. This may later be used as a recruitment tool for the program.
- Describe how the project position will enhance any or all of the following OPDV priorities:
 - Victim/survivor safety
 - Offender accountability
 - Community coordination
 - Underserved populations
 - Public awareness
 - Community outreach
 - Homelessness prevention

4. Work Plan Narrative (10 Points) The work plan narrative should describe the specific, concrete ways in which the goal of the project will be accomplished and measured. Using the goals set out in the Project Summary section of your

application, identify and explain the tasks to be carried out in the effort to achieve these goals, and the performance measures that will be used to indicate success in these tasks, and therefore in the larger goals. If necessary, goals may be expanded upon, and broken down into smaller objectives. The work plan narrative should be provided as a Word document attachment.

Applicants should enter “TBD” in every box in the GMS work plan module. This is necessary in order for GMS to accept your application. Upon successful application and notification of award, OPDV staff will then assist awarded agencies with creating and adjusting the program work plan Project Goal, Objectives, Tasks, and Performance Measures as necessary.

Tasks are steps taken to achieve the stated objectives for the program. They are, generally, a sequence of activities that together lead to attainment of the project objectives. Tasks should define what primary steps and activities will be accomplished by the civil legal assistance program, and how they will be carried out. Only include the minimum number of substantive steps and activities that are essential for achieving goals.

Performance measures are indicators of the work performed and the results achieved in an activity. Performance measures set a target level of performance over time expressed as a tangible, measureable objective, against which actual achievement can be compared. Measures should directly reflect those tasks being accomplished by the civil legal assistance program in partnership with the domestic violence program. Measures should not reflect the decisions and actions of victims/survivors, offenders, community organizations or other non-program entities. Each task should have at least one related performance measure.

Tasks and performance measures may relate to both the work of the domestic violence program and the civil legal assistance provider, however, any tasks and performance measures outlined in this section that are the responsibility of the civil legal assistance provider should also be reflected in the Letter of Commitment from the provider. Programs may choose to attach a timeline specifying key deliverables for the project.

The work plan narrative will be evaluated for:

- consistency with the issues identified in the Problem Statement and Identified Needs section above;
- how tasks and performance measures address the issues identified in the Project Summary;
- reasonable assumption of achieving the outlined tasks and performance measures within the time period and budget of the contract;
- how clearly applicants connect the goals with the proposed tasks and performance measures

5. Collaboration (15 points) One page.

Collaboration between the domestic violence program and the civil legal assistance provider is vital to this project.

- Describe any current collaborative efforts in your community in which you are currently involved that include the civil legal assistance provider.
- Other than attendance at meetings and trainings, detail evidence of working together in the community to solve problems, and attempts to reduce duplication of services, if applicable.
- Include a Letter of Commitment from the civil legal assistance organization that includes a minimum of the following information:
 - Describe the willingness and ability of the organization to participate in necessary trainings, team meetings, and other necessary communication.
 - Identify the potential specific ways in which the organization will provide an enhanced response to cases that are deemed high risk.
 - Identify an individual or position from the organization that will serve clients directly as well as a supervising attorney for that position.
 - Identify and explain existing protocol of the legal assistance program to refer clients to external legal resources.
 - Describe the willingness and ability of the organization to adopt program-related risk assessment tools and/or protocols as outlined by the domestic violence service provider in the Project Summary, and to adopt the goals and tasks outlined in the Work Plan Narrative.
 - Describe the perceived benefit of this program to the organization.

- Describe the ability and commitment to implementing individualized legal intervention plans for cases deemed high risk by the domestic violence service provider.
- Include the organization's agreement to administer services regardless of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, income, immigration status, veteran status or any other characteristic protected under applicable federal or state law.
- Indicate the willingness and ability to provide information and outcome data to the domestic violence service provider.

6. Budget (20 points) Enter directly into the Budget module "tab" of the GMS application. Under Version 1, prepare a line item budget outlining the cost of each element the program. Budgets that reflect match contributions by the domestic violence service provider are permissible, but not required.

In the space provided, please detail the additional cost (if any) above the cap of the annual grant of \$50,000 per year that will be the responsibility of your program. Provide a statement on how those costs would be covered, and include a commitment from the program to doing so.

7. Executive Management Review (20 points)

The top three scoring proposals will be evaluated by the Executive Director using a standard rating tool based on the criteria set forth in this RFP and the recommendations of project staff and OPDV senior staff.

VII. PROPOSAL SUBMISSION

All submissions must be received electronically through the DCJS Grant Management System by **12:00 PM EST on May 24, 2017.**

Registration and Pre-Qualification

All applicants must be registered in Grants Gateway, and must be pre-qualified in Grants Gateway or their application will be considered non-responsive and disqualified from further consideration.

To register and/or pre-qualify in Grants Gateway:

- Download a copy of the Registration form on the [Grants Reform website](#). Complete and submit the registration form to the New York State Division of Budget for review and approval.
- Once registered you will receive a User ID and you can [access Grants Gateway](#) and begin the Pre-qualification Application.
- Refer to the Grants Gateway training materials and resource links found on the “Grantees” section of the Gateway website for assistance in filling out the Pre-qualification Questionnaire and uploading required documents into the Document Vault.
- Questions concerning pre-qualification can be sent to the [Grants Reform](#) division of Budget.

On-Line Application

Receipt of an application does not indicate that OPDV has pre-determined a program's qualifications to receive a grant award. Such determination will be made only after a complete evaluation of the application compared to specific requirements and qualification in this RFP.

No material received after or apart from the electronically submitted Application will be added to, or considered part of, the Application. All forms necessary to complete the application process should be attached to the online application.

All proposals **must** be submitted via the DCJS Grants Management System. **Any proposals submitted via fax, email, U.S. Postal Service, express delivery service, courier, in person or any other non-GMS means will not be reviewed and will be returned to sender un-opened.**

Applicants should:

- Thoroughly read the OPDV RFP and Application Instructions.
- Thoroughly read and understand all appendices associated with this RFP.
- Prepare all forms as required by this RFP.
- Review application before submitting for completeness, accuracy and clarity.

Application Overview

Applicants must submit the following information using the online GMS application process:

- Project Summary
- Experience and Organizational Capacity
- Problem Statement and Identified Needs
- Work Plan Narrative
- Collaboration
- Budget

Additional Funding

If the available grant will not be covering 100% of the salary and fringe benefits, it is essential that the program include the following in the Budget section of their submission:

- Cost above and beyond the grant for the eligible costs.
- Details of how the additional cost would be covered.
- A commitment statement from the program that the costs would be covered.

VIII. SPECIAL CONSIDERATION

PLEASE NOTE: The start date of the contract is October 1, 2017. As a result, once a program has been awarded a contract, they will be required to begin recruitment and selection activities **prior to the start date of the contract**. Details of this process will be made available to grantees at the time of the award. A statement, agreeing to this consideration, must be included in your Project Summary on your application.

IX. QUESTIONS

All questions about the requirements contained in this RFP must be submitted in writing (emails are accepted) by **5:00 PM EST on May 5, 2017** to:

NYS OPDV
Risk Reduction Civil Legal Assistance Program
Alfred E. Smith Building
80 South Swan Street – Suite 1157

Albany, NY 12210

Email: [Erin Trowbridge](#). Please type “Risk Reduction Civil Legal Assistance” as the subject line.

OPDV is unable to answer specific questions regarding individual proposals but questions concerning the RFP generally are accepted. Applicants must cite the particular section of the RFP about which they have questions, if applicable. All clarification is to be resolved prior to the submission of a proposal. A list of questions about the RFP which are received from potential applicants, answers to those questions, as well as any changes, additions, or deletions to the RFP, will be noted on the [OPDV homepage](#) under “What’s New” and will be listed with the [electronic version of this RFP](#). Answers to questions will be posted **on or before May 12, 2017**.

X. ADMINISTRATION OF CONTRACTS

Contract Approval

OPDV will negotiate and develop a grant contract with the successful applicants (“grantee”). The grant contract is subject to approval by the NYS Office of the Attorney General and the NYS Office of the State Comptroller before grant funding may actually be disbursed to reimburse project expense. Until said approval has been received, the Contract shall be of no force and effect.

Contract Period

OPDV will enter into a contract period of 12 months beginning on October 1, 2017 and ending September 30, 2018. OPDV reserves the right to modify the contract period in the best interest of the State.

Contract Activities

All activities must have prior approval from OPDV and meet the guidelines established by the State of New York and federal government as applicable.

Contract Changes

Contracts resulting from this RFP may be executed, increased, terminated, renewed, decreased, extended, amended or renegotiated at the discretion of the Executive

Director of OPDV in light of a grantee's performance, changes in project conditions, or otherwise.

Records

The grantee will keep books, ledger, receipts, personnel time and effort records pertinent to the project and consistent with OPDV contractual provisions and mandates guidelines. In accordance with the standard contract Appendix A-1 (see "Standard Contract Provisions" below); grantee staff whose salaries are paid in whole or in part from grant funds shall maintain a time recording system that show the time and effort devoted to the grant project.

Liability

Nothing in the contract between OPDV and the grantee shall impose liability on the State of New York for injury incurred during the performance of approved activities.

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.

Project expenses will be reimbursed for expenditures incurred during the contract period, and made in compliance with the contract budget and compliance with the project work plan.

Reports

The grantee will be required to work with OPDV to develop a project work plan that will become part of their contract and will form the basis of quarterly progress reports. The grantee shall submit all reports to OPDV in a format and time frame as specified in the grant contract. Quarterly reports shall include a description of the grantee's efforts undertaken during the reporting period and the current status of the project. The quarterly reports must be submitted electronically as directed by OPDV. Independent of any reporting schedule, all grantees will be required to inform OPDV of any program issues that are significantly impacting program performance.

Any program funded under this RFP must comply with the requirements established by OPDV. The grantee agrees to submit any other reports considered relevant by OPDV.

Review

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

Disposition of Allocations

OPDV reserves the right to reject applications, 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 noncompliance.

Revocation of Funds

Funds awarded to an applicant who does not implement an approved project within the parameters specified by the grant may be revoked and redistributed at the discretion of the Executive Director of OPDV.

Standard Contract Provisions

Any contracts negotiated as a result of this RFP will be subject to the provisions of Appendix A, Appendix A-1, Appendix C, and Appendix M which contain the standard clauses for all New York State grant contracts with OPDV. [Appendices](#) are available on the DCJS website.

XI. APPROVAL AND NOTIFICATION OF AWARD

Applicants approved for funding will be advised through a letter of notification. Once a project is approved, contracts will then be negotiated.

An applicant whose proposal is not selected for funding will be notified by letter.

In the event that OPDV and the successful applicant cannot execute a contract within the parameters specified by the grant, OPDV reserves the right to rescind the award and redistribute the funds at the discretion of the OPDV Executive Director.

XII. OPDV CONTRACT AWARD PROTEST PROCEDURE

The State of New York strives to assure a fair, open and competitive process to all vendors qualified to respond to this Procurement. In the event that any vendor has a

complaint or objection to the RFP requirements, the procurement process, or any matter affecting the submission of a vendor's Bid Proposal, the vendor is encouraged to informally contact OPDV, to address the matter.

XIII. APPLICATION FORMS & REQUIREMENTS

Application Submission

Applications must be submitted on-line via GMS. No other format of application will be accepted. Applicants who do not currently have access to GMS must first submit a GMS Registration Form (See Appendix B). It is strongly suggested that the [GMS User Manual](#) be downloaded.

In addition, each applicant must submit a separate Microsoft Word document containing the responses to the question in Section VI as an attachment to their GMS application.

Persons authorized to execute contracts on behalf of an applicant, hereafter referred to as the signatory, must submit a separate GMS eSignature registration form. This allows general access to GMS and for eSignature of grants. All applications, once approved, will be processed as eSignature contracts. Failure of an applicant to have an authorized signatory with eSignature rights will prevent submission of the application. Both GMS registration forms can be [e-mailed](#) or faxed to (518)457-1186 and should be submitted at least 7 days prior to submission of the application to allow sufficient time to process your registration.

A simplified set of instruction for submitting the application within GMS can be found in Appendix B.

When accessing GMS to complete an application, click "Project>New," then select "Risk Reduction Civil Legal Assistance" as the funding program to begin entering your application.

For general questions or for technical assistance with the Grants Management System, please call the Office of Program Development and Funding at (518)457-9787. DCJS assistance with GMS will be available until 12:00 PM EST on May 17, 2017.

DUNS Registration Requirements

All OPDV funding applicants are required to provide a DUNS number. If you are unsure whether or not your organization has a DUNS number, check with your Fiscal Officer. Applicants should enter the DUNS number in GMS while completing the Participant section of their application.

Any program needing a DUNS number can register [here](#). Please note the process of requesting and receiving a DUNS number will require additional time. It is strongly recommended that applicants begin this process early.

Appendix A – Prequalification Requirement

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

Proposals received from not-for-profit applicants that have not Registered and are not Prequalified in the Grants Gateway by of 12:00 PM EST on 5/24/17 cannot be evaluated or recommended for award. Such proposals will be disqualified from further consideration.

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The [Vendor Prequalification Manual](#) on the Grants Reform Website details the requirements and an [online tutorial](#) are available to walk users through the process.

1) Register for the Grants Gateway.

- On the Grants Reform Website, download a copy of the [Registration Form for Administrator](#). A signed, notarized original form must be sent to the Division of Budget at the address provided in the instructions. You will be provided with a Username and Password allowing you to access the Grants Gateway.

If you have previously registered and do not know your Username please email grantsreform@budget.ny.gov. If you do not know your Password please click the [Forgot Password](#) link from the main log in page and follow the prompts.

2) Complete your Prequalification Application.

- Log in to the [Grants Gateway](#). **If this is your first time logging in**, you will be prompted to change your password at the bottom of your Profile page. Enter a new password and click SAVE.
- Click the *Organization(s)* link at the top of the page and complete the required fields including selecting the State agency you have the most grants with. This page should be completed in its entirety before you SAVE. A *Document Vault* link will become available near the top of the page. Click this link to access the main Document Vault page.
- Answer the questions in the *Required Forms* and upload *Required Documents*. This constitutes your Prequalification Application. Optional Documents are not required unless specified in this Request for Proposal.
- Specific questions about the prequalification process should be referred to your agency representative or to the Grants Reform Team at grantsreform@budget.ny.gov.

3) Submit Your Prequalification Application

- After completing your Prequalification Application, click the **Submit Document Vault** Link located below the Required Documents section to submit your Prequalification Application for State agency review. Once submitted the status of the Document Vault will change to *In Review*.
- If your Prequalification reviewer has questions or requests changes you will receive email notification from the Gateway system.
- Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

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

Appendix B – GMS Registration Forms and Helpful Hints



NYS Division of Criminal Justice Services

Alfred E. Smith Building

80 South Swan Street

Albany, NY 12210

Phone: (518) 457-8462

<http://www.criminaljustice.ny.gov>

Office of Program Development and Funding

GMS USER REGISTRATION

In order to complete grant applications online to DCJS, your agency must register with the GMS system. Do so by submitting this Registration Request from – and the attached IRS W-9 form – via email attachment to funding@dcjs.ny.gov. When your request has been processed, you will be sent a username and instructions. Please download the GMS User Manual at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>.

Please allow 3-5 business days for your Registration Request to be processed.

Registrant Information (all fields are required):

Agency:

EIN (Tax ID#):

Registrant:

Title:

Address:

Address2: (if applicable)

City/State:

Zip:

Email:

Phone: (Ex.: (555) 111-1111)

DCJS #s of Current Grants (if applicable):

NOTE: You must also complete IRS form W-9, Request for Taxpayer Identification Number and Certification, in order for your registration to be processed. Faxed signatures are acceptable. Download the form at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. Fax to (518) 457-1186.

Indicate here that form W-9 has been completed and faxed: ☐



NYS Division of Criminal Justice Services
Alfred E. Smith Building
80 South Swan Street
Albany, NY 12210
Phone: (518) 457-8462
<http://www.criminaljustice.ny.gov>

Office of Program Development and Funding

GMS SIGNATORY REGISTRATION

In order to complete grant applications online to DCJS, your agency must register with the GMS system. Do so by submitting this Registration Request form via email attachment to funding@dcjs.ny.gov. When your request has been processed, you will be sent a username and instructions. Please download the GMS User Manual at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>.

Please allow 3-5 business days for your Registration Request to be processed.

Registrant Information (all fields are required):

Agency:
EIN (Tax ID#):

Authorized Signing Official:
Title:
Address:
Address2: (if applicable)
City/State:
Zip:
Email:
Phone: (Ex.: (555) 111-1111)

Basis for signing authority (Ex., executive officer, authorized by municipal charter, e.g.)

DCJS #s of Current Grants (if applicable):

NOTE: If your agency has not yet submitted IRS form W-9, Request for Taxpayer Identification Number and Certification, you will be required to do so. Download the form at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. Fax to (518) 457-1186.

Helpful Hints

First time GMS users should download the GMS User Manual located at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>.

Persons familiar with NYS-DCJS GMS can use the following as a simplified guideline.

The following instructions apply to Request for Proposals as previously described.

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 "***Risk Reduction Civil Legal Assistance 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 modules (listed across the top of the screen):

General

Complete the text screens and press save.

Participants/Contacts

Click on "***Add Participant***" and in the search prompt that appears type in your agency name. This should take you to a list, find your agency, and click in the blue section of your agency name. This will prompt a drop down list that defaults to "***Grantee***". Click "***Add***." If there will be a separate Implementing Agency, repeat the process, choosing "***Implementing Agency***" as the Participant Type.

In the event your agency is not listed, click the "***New***" button to add your agency to our database. Please **complete all required information** on the screen, including the Employer Identification Number (EIN) before you SAVE the entry. GMS will only allow one attempt then locks the entry to edits. Should you still need additional information added to the Participant record, please call GMS Help at (518) 457-9787.

Scroll to the bottom of the screen to add contact information. Click on "***Add Contact***" and in the search prompt that appears type in the last name of the person to be added. This should take you to a list, find the person to be added and click in the blue section of the name. This will prompt a drop down list that defaults to "***Primary***." Ensure you do this until you have added **a minimum of three contacts: Primary, Signatory and Fiscal**. In the event that the contact you are

attempting to add does not appear in a search, click the "**New Contact**" button to add the contact to our database.

Note: If the signatory you try to add is not eSignature registered, you will get an error message and will not be allowed to add that person at that time. You will NOT be able to submit the application without a signatory attached. Please refer to the preceding GMS Signatory Registration form and instructions to register a GMS signatory for your agency.

Budget

Select the "**Budget**" tab at the top of the application screen. Click on "**Create a new budget for (your agency)**". On the subsequent entry screen, you will choose a budget category to work on from a drop-down list. You may continue to work within a category, or choose a new category at any time. Proceed through the various budget categories to enter your proposed project budget. Please make sure that sufficient justification is provided for each budgeted line item.

If you should need to exit the budget module and return to it later for editing or updating, click the blue "Edit" button to return to the budget screen to input your updates.

Workplan

In the GMS workplan module, enter the Project Goal(s), Objective(s), Task(s) and Performance Measure(s) as detailed in the RFP. **This is necessary in order for GMS to accept your application.** Upon successful application and notification of award, DCJS staff will then assist awarded agencies with adjusting the program workplan Project Goal, Objectives, Tasks, and Performance Measures as necessary.

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

For purposes of this RFA, when entering applications into GMS, make sure to answer all required questions.

Hint: You should work in a word processing document for any long answers. DCJS-GMS will time out after 30 minutes and you will lose any unsaved material. Cutting and pasting from a word processing software document will prevent you from losing any work in this manner.

Acceptance

Click in the blue lettering anywhere under “*Assurances.*” This will bring you to a list of Certified Assurances (if applicable). Read the assurances carefully and at the bottom of the list (if they are acceptable); click the “*Certify*” button. This will automatically fill in the “Certified by” and “Certified Date” fields, as GMS will recognize the user based upon user name and password when signing on to GMS.

Note: Your signatory will not be able to "accept" the appendices at this time as the project is still just an application. Accepting appendices occurs as part of the contract signature at a later date.

Attachments

You may click on “*Attachment,*” and upload the required attachments for this RFP. Note: Follow the instructions in the GMS Users’ 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 an award being rescinded for the application being untimely.***

When you have completed all of the above requirements, 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 him or her aware that an application has been submitted on your jurisdiction’s or organization's behalf.