



REQUEST FOR APPLICATIONS (RFA) **SFY 2017-2018 Aid to Crime Laboratories**

KEY DATES AND NOTICES:

Release Date of RFA:	Monday, April 24, 2017
Submission Deadline:	Thursday, May 25, 2017 by Noon
Deadline for Final Submission of Questions:	Wednesday, May 3, 2017
Response to Questions Posted:	On or about Friday, May 12, 2017
Notification of Award(s):	On or about June 21, 2017
Anticipated Contract Start Date:	July 1, 2017

1. Applications must be submitted by the submission deadline on-line via the DCJS Grants Management System (GMS). **Applicants who are not registered to access GMS, will need to obtain user access in order to respond to this Request.** 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 at <http://www.criminaljustice.ny.gov/ofpa/index.htm> on or about date indicated above. If the applicant has any general questions such as, "Did DCJS receive my e-mail?" please call (518) 457-9787. Please note that DCJS cannot answer substantive questions concerning this RFA in any manner other than the e-mail method.
3. Applicants will be advised of award decisions via a letter of notification, which will be emailed to the address provided by applicant in GMS. Applicants not receiving an award will receive notification via email and by U.S. Postal Service mail.
4. Unless otherwise modified by DCJS, the contract period for this grant opportunity will be for a 1-year term beginning on July 1, 2017 and ending on June 30, 2018.
5. Funding is available to accredited public forensic laboratories as outlined in the RFA.

SFY 2017-2018 Aid to Crime Laboratories

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APPENDICES

- DCJS Grants Management System (GMS) Instructions and Helpful Hints
- Budget Detail Worksheet and Budget Narrative – A Guide
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ATTACHMENTS

- Attachment #1 - Grant Expenditure Reporting Form (See also Task #7 listed in the Work Plan).
- Attachment #2 – Work Plan and Progress Report Guidance Document

I. INTRODUCTION

The New York State Division of Criminal Justice Services (DCJS) seeks proposals to enhance the efficiency, effectiveness, reliability, and accuracy of laboratory services operated by forensic laboratories in New York State (NYS). Approximately six million two-hundred seventy-three thousand dollars (\$6,273,000) will be made available to fund eligible accredited public forensic laboratories across NYS.

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

II. ELIGIBILITY, AVAILABLE FUNDS AND CONTRACT TERM

A. Eligibility Requirements

To receive funding under this grant program, applicants must meet the following four criteria:

1. Applicants must meet the definition of a public forensic laboratory as set forth in Executive Law §995 (1) and (2);
2. Applicants must represent a county or municipal government;
3. Applicants must be accredited by either the American Society of Crime Laboratory Directors / Laboratory Accreditation Board (ASCLD/LAB) or American Board of Forensic Toxicology (ABFT), and NYS; and
4. Applicants must participate in the New York State Technical Working Groups for disciplines in which their laboratory is currently accredited, as well as the Technical Working Group on Backlog Reduction, and the Technical Working Group on Quality Assurance.

Accordingly, the following laboratories are eligible to apply:

- Erie County Department of Central Police Services Forensic Laboratory
- Erie County Medical Examiner's Office, Forensic Toxicology Laboratory
- Monroe County Crime Laboratory
- Monroe County Office of the Medical Examiner Forensic Toxicology Laboratory

- Nassau County Office of the Medical Examiner Toxicology Laboratory
- Nassau County Office of the Medical Examiner Division of Forensic Services
- New York City Police Department Police Laboratory
- New York City Office of the Chief Medical Examiner, Department of Forensic Biology
- New York City Office of the Chief Medical Examiner, Forensic Toxicology Laboratory
- Niagara County Sheriff's Department Forensic Laboratory
- Onondaga County Center for Forensic Sciences
- Onondaga County Health Department Forensic Toxicology Laboratory
- Suffolk County Crime Laboratory
- Suffolk County Office of the Chief Medical Examiner, Toxicology Laboratory
- Westchester County Department of Laboratories & Research, Division of Forensic Science
- Westchester County Department of Laboratories & Research, Division of Forensic Toxicology
- Westchester County Department of Public Safety Crime Laboratory
- Yonkers City Police Department Forensic Science Laboratory

Applications must be submitted by Noon on May 25, 2017.

B. Availability and Approved Use of State Funds

Approximately \$6.27 million will be available to support accreditation and recurring laboratory costs, subject to the availability of state appropriation authority. All funding must support program efforts that will be accomplished during the contract period. Funding under this program must supplement, not supplant, existing federal, state, and local funding that would otherwise be available for expenditure on the programs proposed. Applicants must demonstrate that without the requested funding, items outlined in the proposed budget could not otherwise be supported or obtained. Applicants will be required to submit documentation demonstrating the need for these supplemental funds.

Contingent upon successful application, eligible accredited laboratories will receive a predetermined award amount. See Appendix: *2017-2018 Aid to Crime Laboratories Award Allocations* for individual award amounts eligible to crime laboratories in SFY 2017-18. The 2017-2018 enacted budget reduced total funding for the Aid to Crime Laboratories program by 5.5% when compared to the amount appropriated in 2016-17, and as a result each individual laboratory's 2016-17 award allocation has been reduced by approximately 5.5% for 2017-18, as listed in the Appendix.

Any laboratory that requests more than their predetermined allocation will be required to submit a revised budget for the correct amount.

Awards are to be used to support recurring costs which maintain the timeliness and quality of forensic services performed within the laboratory. Eligible costs supported under this

initiative include:

- Personnel salaries;
- Fringe benefits (for personnel salaries only; not to exceed rates for positions supported with grant funds in SFY 2016-17);
- Overtime and related expenses;
- Consultant services;
- Equipment;
- Supplies; and,
- Costs directly related to accreditation (including training).

Funding requests should prioritize continued support of existing positions providing direct forensic services.

Laboratories that request funding to train laboratory personnel must provide DCJS' Office of Forensic Services specific details about the training for laboratory personnel 90 calendar days prior to the training being offered.

Ineligible costs include:

- Capital construction and renovation;
- Governmental indirect costs;
- The purchase of firearms or other deadly weapons.

Applicants whose funding requests do not meet program objectives will be required to revise their requests.

C. Contract Term

Grant award agreements, unless otherwise modified by DCJS, will be for a term of one year, effective July 1, 2017 to June 30, 2018. Applicants should ensure that all costs can be encumbered by the contract end date of June 30, 2018. Any unused funds will be redistributed pursuant to a plan approved by the Executive Deputy Commissioner of DCJS or his/her designee.

III. PROGRAM DESCRIPTION

The goal of this program is to improve the efficiency, effectiveness, reliability, and accuracy of laboratory services within New York State's forensic laboratories. The main objective is to enhance the capacity of local crime laboratories to process evidence submissions in a timely manner. Funding should be used to obtain or retain personnel, consultants, and non-personal service resources to expand or enhance laboratory casework capacity. Funding for overtime may be used to provide additional analytical bench hours, increasing throughput and reducing backlog. Through the purchase of necessary laboratory equipment, laboratories will improve both the quality and efficiency of services and maintain compliance with New York State accreditation standards. Use of funds to support costs directly related to accreditation, including

training, will enhance the reliability and accuracy of laboratory services. Finally, laboratories will be required to participate in New York State Technical Working Groups to identify and address common issues that affect the quality and timeliness of forensic services in New York State and elsewhere.

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 submitted by the published deadline;
- Applicant is eligible as defined by this solicitation; and
- The submitted application shall include:
 - ✓ Budget detail and justification;
 - ✓ Work Plan, where instruction has been provided; and
 - ✓ Attachments and required documents (see Checklist at the end of this document).

Tier I Evaluation criteria will receive pass/fail ratings. Any application that does not meet each of these conditions will be subject to disqualification from further review.

Tier II Evaluation – Evaluation and Scoring

DCJS staff reviewers will first evaluate applications that successfully pass the Tier I Evaluation. A standard rating tool will be used to evaluate the budget requests to ensure requested items are allowable as outlined in the grant announcement. DCJS may, at their discretion, request additional information from an applicant as deemed necessary. DCJS reserves the right to allow applicants to correct minor omissions or technical errors in applications that pass Tier I Evaluation.

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 Executive Deputy Commissioner, or his or her designee, will make final decisions regarding approval and individual award amounts based on the quality of each submission, the recommendations of the reviewers and the criteria set forth in this solicitation.

V. APPLICATION SPECIFIC REQUIREMENTS

A. Operating Budget Detail and Justification

- ✓ Enter the operating budget directly into the **Budget** module “tab” of the GMS application. Operating budgets should project total costs for the contract period and must not exceed the applicant’s eligible award amount if provided. See Appendix: *Budget Detail Worksheet and Budget Narrative* to use as a guide.

- ✓ A detailed budget for the grant period provided must be complete and provide sufficient detail. It must also be reasonable and appropriate, as determined by DCJS, and directly tied to the work plan. For subcontracted agencies approved to provide services, where applicable, upload signed and executed agreements and the approved operating budget using the **Attachment** Module on GMS.
- ✓ Budgets should reflect total projected costs for a 12-month contract period and be limited to eligible costs and must not exceed the applicant's total award amount in Appendix: 2017-2018 Aid to Crime Laboratories Award Allocations. Requested budget items must be limited to eligible costs.

Note:

- Governmental Organizations: Indirect costs are not an allowable expense for governmental organizations.
- The justification for each requested budget item should demonstrate how the requested item is essential to enhancing the effectiveness, efficiency, reliability, and accuracy of laboratory services in accordance with the Program Work Plan.

B. Program Work Plan

Within the **Work Plan** module of your GMS application, enter the following standard Work Plan:

Project Goal: The reduction/elimination of bottlenecks which affect the timeliness and quality of forensic services.

Objective 1: To enhance the capacity of local crime laboratories to process evidence submissions in a timely manner.

Task 1: To obtain and retain necessary personnel, consultants and non-personal service resources to expand and enhance the laboratory's casework capacity.

Performance Measures for Task 1:

1. Number and discipline(s) of personnel hired/retained/supported utilizing grant funds.
2. Number and discipline(s) of consultants hired/retained/supported utilizing grant funds.
3. Non-personal service resources obtained/supported during grant quarter.

Task 2: To maintain the laboratory's New York State accreditation, pursuant to New York State Executive Law Article 49-B.

Performance Measure for Task 2:

1. Contemporaneous submission to DCJS' Office of Forensic Services of all written communications between the laboratory and its accrediting body pertaining to the laboratory's accreditation.
2. Timely submission of Quarterly Workload Survey to DCJS' Office of Forensic Services.

3. Timely submission of Annual Laboratory Summary to DCJS' Office of Forensic Services.
4. Timely submission of Annual Performance Declaration to DCJS' Office of Forensic Services.

Task 3: Obtain necessary laboratory equipment to maintain accreditation, eliminate bottlenecks, reduce backlog, increase throughput, and improve quality of analysis.

Performance Measures for Task 3:

1. The date equipment was purchased or leased with grant funds; and
2. The date equipment validation was completed and/or brought into service.

Task 4: Utilize overtime to increase the number of analytical bench hours thereby increasing throughput and reducing backlog.

Performance Measures for Task 4:

1. The amount of overtime hours utilized during the reporting period; and
2. The number of area case assignments, broken out by section, completed utilizing grant-funded overtime.

Task 5: Support costs directly related to accreditation, including training.

Performance Measures for Task 5:

1. Describe accreditation fees for the reporting period.
2. Number of proficiency tests purchased during the reporting period.
3. Number of proficiency tests completed during the reporting period.
4. Number of personnel trained using funds during the reporting period (include course title).
5. Describe other accreditation-related expenses during the reporting period.

Task 6: Participation in the New York State Technical Working Groups (TWGs).

Performance Measures for Task 6:

1. Attendance at TWG meetings during the reporting period; and
2. Meet designated milestones for assignments and/or tasks identified by the TWGs.

Task 7: Demonstrate the need for NYS funding to supplement other funding sources.

Performance Measures for Task 7: Complete *Grant Expenditure Reporting Form* (Attachment I) annually and attach to the second quarterly progress report which is the progress report for the quarter ending December 31.

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 awards, notifications will be both emailed to the contact person and sent by U.S. Postal Service mail.

In the event that DCJS and the successful applicant cannot agree to contract terms within ninety days of notification of selection for award, DCJS reserves the right to rescind the award and redistribute the funds.

VII. REQUIRED REPORTING

Reporting requirements are provided below:

Quarterly Progress Reports

Applicants are required to submit quarterly progress reports via GMS that describe quarterly performance and activities in support of the project Work Plan entered in GMS. Applicants agree to submit any other reports considered relevant by DCJS.

Quarterly Fiscal Reports: (hard copy via US Postal Service)

All DCJS funded grantees are required to submit quarterly Fiscal Cost Reports and Claims for Payment to:

*NYS Division of Criminal Justice Services (DCJS)
Finance Office, 10th floor
Alfred E. Smith Building
80 South Swan Street
Albany, NY 12205*

Reporting Due Dates:

Quarterly Progress Reports and Fiscal Claims for Payment (formerly known as State-Aid vouchers) are due to DCJS by the following dates:

<u>Calendar Quarter</u>	<u>Report Due</u>
July 1 - September 30	October 31
October 1 - December 31	January 31
January 1 - March 31	April 30
April 1 - June 30	July 31

VIII. ADMINISTRATION OF CONTRACTS

DCJS will negotiate and develop a contract with each successful applicant. The 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 actually be disbursed. In the event that DCJS and the successful applicant cannot agree to contract terms within ninety days of notification of selection for award DCJS reserves the right to rescind the award and redistribute the funds.

Contract Approval

All contracts may be subject to the approval of the Attorney General and the Comptroller of the State of New York, and until said approval has been received and indicated thereon, the contract shall have no force and effect.

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 New York 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, amended or renegotiated for any reason at the discretion of the Executive Deputy Commissioner of DCJS as a result of contractual performance, changes in project conditions, or as otherwise may be in the best interests of New York State.

Records

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

Liability

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

Payments

Payments to reimburse project expenses will be made pursuant to a schedule specified in the contract between the State of New York and the grant award recipient. Where applicable,

performance-based expenses will be reimbursed in compliance with the contract milestone performance budget and project work plan.

Reports

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

Performance Review

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

Disposition of Allocations

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

Revocation of Funds

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

Encouraging Use of New York State Businesses and Use of Service-Disabled Veteran-owned Business Enterprises in Contract Performance

Use of New York State Businesses - New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the State and the nation. In recognition of their economic activity and leadership in doing business in New York State, applicants for this solicitation are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract(s) resulting from this solicitation. Such partnering with New York State businesses may be as subcontractors, suppliers, protégés or other supporting roles. To assist in demonstrating commitment to the use of New York State businesses in the performance of the contract(s), all applicants must complete the form provided on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/forms.htm> entitled: *Encouraging Use of New York State Businesses in Contract Performance* and submit the completed form as an attachment to the application in GMS. There are no points attributable to this component of the application.

Use of Service-Disabled Veteran-Owned Businesses - Article 17-B of the Executive Law enacted in 2014 acknowledges that Service-Disabled Veteran-Owned Businesses (SDVOBs) strongly contribute to the economies of the State and the nation. As defenders of our nation and in recognition of their economic activity in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles. SDVOBs can be readily identified on the directory of certified businesses at https://ogs.ny.gov/Veterans/Docs/CertifiedNYS_SDVOB.pdf.

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 at http://www.criminaljustice.ny.gov/ofpa/pdfdocs/Veteran_Owned_Business_Form.pdf 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 Appendix A, Appendix A-1, and Appendix M, which contain the standard clauses for all New York State grant contracts with DCJS. Appendices are available on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/forms.htm>.

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

DCJS recognizes its obligation under New York State Executive Law Article 15-A to promote opportunities for the participation of certified minority-and women-owned business enterprises

(M/WBEs), as well as the employment of minority group members and women in the performance of DCJS contracts.

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

Accordingly, applicants requesting in excess of \$25,000 must be prepared to submit a Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form (DCJS-3301), and a Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet (DCJS-3309). For contracts in excess of \$250,000 applicants must also submit an M/WBE Equal Employment Opportunity Staffing Plan (DCJS-3300). All forms are located at <http://www.criminaljustice.ny.gov/ofpa/mwbe/index.htm>.

DCJS will review the submitted Local Assistance M/WBE Equal Employment Opportunity Staffing Plan, the Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form, Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet, and Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement and advise the applicant of DCJS' acceptance once an award determination is made. For additional information regarding M/WBE requirements see <http://www.criminaljustice.ny.gov/ofpa/forms.htm>. There are no points attributable to this component of the application.

Vendor Responsibility

Not-for-Profit entities that are receiving an award of \$100,000 or greater are required to complete an updated Vendor Responsibility Questionnaire. The questionnaire and additional information are available on the NYS Office of State Comptroller website: http://www.osc.state.ny.us/vendrep/vendor_index.htm.

Charities Registration

Not-for-Profit entities must also insure that their filing requirements are up-to-date with the Charities Bureau of the NYS Attorney General's Office. Further information on the registration requirements may be obtained at the Attorney General's website: <http://www.charitiesnys.com/home.jsp>.

DUNS Registration Requirements

All DCJS funding applicants are required to provide a Data Universal Numbering System (DUNS) number. If you are unsure whether or not your organization has a DUNS number, check with your Fiscal Officer. New applicants will enter the DUNS number in GMS while completing the Participant section; existing DCJS grantees whose DUNS number is not already on file must email the number to dcjsfunding@dcjs.ny.gov to have it entered by DCJS staff prior to submission of the application. Any organization needing a DUNS number can register through the following link: <http://fedgov.dnb.com/webform>. Please note the process of requesting and receiving a DUNS number and/or having it entered into GMS by DCJS staff will require additional time. It is strongly recommended that applicants begin this process as early as possible.

IX. APPLICATION SUBMISSION AND REQUIREMENTS

A. Application Specific Instructions

One application should be submitted for each eligible laboratory, as listed in Appendix: *2017-2018 Aid to Crime Laboratories Award Allocations*. Applications must be submitted using the DCJS Grants Management System (GMS).

B. Grants Management System (GMS)

First time GMS users should download the GMS User Manual located at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. Applications must be complete in order for the GMS submission to be successful. If you need assistance with accessing and using GMS, please contact the DCJS Office of Program Development and Funding GMS Help Desk at (518) 457-9787.

The following information is specific to this Application. For general guidance and GMS Helpful Hints see Appendix: *Grants Management System (GMS) Instructions and Helpful Hints*.

Accessing the Application on GMS

To access a new application on GMS, log on to the system and click on “Project.” Click the “New” button at the top of the project grid. This will take you to a screen that says “Select a Program Office.” Using the drop-down box, find and select *Aid to Crime Labs*. Click “Create Project.” Your application will now be ready to complete.

Completing the Application

Applicants are encouraged to complete the GMS Application as well as the registration and/or pre-qualification on the NYS DCJS Grants Gateway System, where applicable, early to avoid any concerns with these automated systems.

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;
- Program work plan

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.*”

X. APPLICATION CHECKLIST

- 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.*
- Complete BUDGET TAB on GMS by entering the line-item Operating Budget.
- Complete the WORK PLAN TAB on GMS by entering the Standard Work Plan.

Appendix

DCJS GRANTS MANAGEMENT SYSTEM (GMS) INSTRUCTIONS AND HELPFUL HINTS

Dated February 2016

GMS Helpful Hints: Also read Application for additional specific GMS directions.

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

Getting Started: Sign on to GMS. Complete the text screens and press save.

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 modules which are listed across the top of the screen:

General - Complete the text screens and press save.

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

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

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

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

Budget - See Application for additional specific instructions.

Work plan - In the GMS work plan module, enter the Project Goal, Objectives, Tasks and Performance Measures provided in the Standard Work Plan within this solicitation.

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

Questions (where applicable and when the solicitation includes questions) -

Answer all required program narrative and budget information questions.

Hint: Answers should be developed in Word. DCJS-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 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. 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 the application is successfully submitted, GMS will display a screen that says “Your application has been submitted.” In addition, GMS will send an email notification to the Signatory official listed on the application to make him or her aware that an application has been submitted on your jurisdiction’s or organization’s behalf.

Appendix

BUDGET DETAIL WORKSHEET AND BUDGET NARRATIVE GUIDE

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

<p>Travel and Sustenance Narrative: Describe location of travel, purpose of travel, mode of transportation and cost. Also indicate who is traveling and how this travel is necessary for the success of the project. Meals and lodging must be itemized and must not exceed published NYS per diem rates.</p>		
<p>RENTAL OF FACILITIES – Provide square footage of NEW space rented specifically for the project and the rental cost per square foot. Provide a monthly cost multiplied by the number of months that rent is required within the program period. Note: Units of local government may not charge rent to the awardee for existing agency office space.</p>		
Monthly Rent	X Number of Months	Cost
<p>ALL OTHER COSTS – List line item costs, such as reproduction and telephone, by category and the basis for computation.</p>		
Description	Computation	Cost
<p>ADMINISTRATION/INDIRECT COSTS – Combined funding for administrative and/or indirect costs is capped at a rate of 15 percent. Note: Indirect costs are not an allowable expense for governmental agencies.</p>		
Description	Computation	Cost

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

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

Appendix
2017 – 2018 Aid to Crime Laboratories Award Allocations

Laboratories	Award Amount
Erie County Department of Central Police Services Forensic Laboratory	\$505,433
Monroe County Public Safety Laboratory	\$631,791
Nassau County Office of the Medical Examiner Division of Forensic Services	\$530,704
NYPD Police Laboratory	\$661,807
New York City Office of Chief Medical Examiner Department of Forensic Biology	\$945,440
Niagara County Sheriff's Department Forensic Laboratory	\$176,901
Onondaga County Center for Forensic Sciences	\$631,791
Suffolk County Crime Laboratory	\$431,008
Westchester County Department of Laboratories & Research Forensic Science Laboratory	\$758,149
Westchester County Department of Public Safety Crime Laboratory	\$277,988
Yonkers City Police Department Forensic Science Laboratory	\$126,358
Toxicology Laboratories	
Erie County Medical Examiner's Office Forensic Toxicology Laboratory	\$85,090
Monroe County Office of the Medical Examiner Forensic Toxicology Laboratory	\$85,090
Nassau County Office of the Medical Examiner Toxicology Laboratory	\$85,090
New York City Office of Chief Medical Examiner Department of Forensic Toxicology	\$85,090
Onondaga County Health Department Forensic Toxicology Laboratory	\$85,090
Suffolk County Office of the Chief Medical Examiner Toxicology Laboratory	\$85,090
Westchester County Department of Laboratories & Research Division of Forensic Toxicology	\$85,090
Total Award Allocations	\$6,273,000

End of Application