



## **2017-18 Aid to Prosecution (ATP) REQUEST FOR APPLICATIONS (RFA)**

### **KEY DATES AND NOTICES:**

<b>Release Date of RFA:</b>	<b>Tuesday, July 25, 2017</b>
<b>Submission Deadline:</b>	<b>Thursday, August 31, 2017 12 PM (Noon)</b>
<b>Deadline for Final Submission of Questions:</b>	<b>Tuesday, August 1, 2017</b>
<b>Response to Questions Posted:</b>	<b>On or about Friday, August 4, 2017</b>
<b>Notification of Award(s):</b>	<b>On or about Friday, September 15, 2017</b>
<b>Anticipated Contract Start Date:</b>	<b>October 1, 2017</b>

1. Applications must be received by the submission deadline on-line via the DCJS Grants Management System (GMS). **Applicants who are not registered to access GMS will need to obtain user access in order to respond to this Solicitation.** See Appendix: *DCJS Grants Management System (GMS) Instructions and Helpful Hints.*
2. Questions regarding this RFP must be emailed to [dcjsfunding@dcjs.ny.gov](mailto: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 solicitation 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. Where applicable, applicants not receiving an award will receive notification via email and by U.S. Postal Service mail. A debriefing is available to any entity that submitted a proposal or application in response to this solicitation who is not successful in receiving an award. (See Section: Notification of Awards.)
4. Unless otherwise modified by DCJS, the contract period for this grant opportunity will be October 1, 2017 through September 30, 2018 with two optional one year renewals.
5. Funding is available to all county district attorney offices in New York State.

**2017-18 Aid to Prosecution  
Request for Applications (RFA)**

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## **I. INTRODUCTION**

The New York State Division of Criminal Justice Services (DCJS) seeks applications for funding to provide vital resources to county district attorney offices to support the prosecution of serious felony offenders. Twelve million five-hundred forty-nine thousand dollars (\$12,549,000) has been appropriated in the 2017-18 state fiscal year budget to provide this funding for all county district attorney offices in New York State.

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

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 interest of the state. Applicants are encouraged to demonstrate in their response to this solicitation how their proposal supports New York's commitment to public safety.

## **II. FUNDING, APPLICANT ELIGIBILITY, APPROVED USE OF FUNDS AND CONTRACT TERM**

### **A. Funding**

Twelve million five-hundred forty-nine thousand dollars (\$12,549,000) will be made available to support the prosecution of serious felony offenders during the contract period.

### **B. Applicant Eligibility Requirements**

To receive funding, applicants must be a county district attorney's office located in New York State.

### **C. Availability and Approved Use of State Funds**

Applicants are eligible to apply for funding up to the amounts specified in *Appendix: 2017-2018 Aid to Prosecution Award Allocations*. Funding allocations for eligible applicants for 2017-18 have been determined based on a data driven, weighted formula utilizing county population, a three year average (2014 to 2016) of reported non-violent felony arrests and a three year (2014 to 2016) average of reported violent felony arrests, with the following limitations:

1. There will be a minimum grant amount of \$30,200 per applicant;
2. No applicant will receive an increase in Aid to Prosecution funding in 2017-18 of more than 40% above the amount received in 2016-17; and
3. No applicant will receive a decrease in Aid to Prosecution funding in 2017-18 of more than 25% from the amount received in 2016-17.

Applicants requesting more funding for their office than the allocation provided on *Appendix: 2017-18 Aid to Prosecution Award Allocations* in this RFA will be required to submit a revised budget for the correct amount.

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.

Awards will be provided to support recurring costs which maintain the applicant's capacity to effectively prosecute felony criminal cases. Eligible recurring costs include:

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

Applicants should prioritize continued support of existing positions providing direct prosecution services in their application.

#### **D. Contract Term**

Grant award agreements will be for a term of one year, unless otherwise modified by DCJS, effective no earlier than October 1, 2017, with two optional one year renewals. Funding is contingent upon available appropriations, satisfactory program performance and adherence to contractual terms and conditions.

### **III. EVALUATION AND SELECTION OF APPLICANTS**

#### **Tier I Evaluation – Threshold Pass/Fail**

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

- Application was received by the published deadline;
- Applicant is eligible as defined by this solicitation; and
- The submitted applications are complete and include:
  - Answers to all questions;

- Budget details and justifications are provided in GMS itemizing operating expenses in support of the program; and
- A program Work Plan completed according to instructions provided.

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

## Tier II Evaluation – Evaluation and Scoring

DCJS staff reviewers will evaluate applications that successfully pass the Tier I Evaluation. A standard rating tool will be used to score responses to questions provided in the application (see *Questions* section for additional information). The maximum proposal score will be 100 points. Each response will be scored and all scores will be totaled, resulting in an overall score. Applicants must achieve a minimum proposal score of 70 points in order to be eligible for funding. The final score will be determined by averaging Team Reviewers' overall scores for each proposal. Also, in the event of a substantial scoring disparity of total available points, an additional reviewer may rate the affected applications and the average of all of the scores will determine the final average score of the application.

## Tier III Evaluation

The Tier III Evaluation assessments will be conducted by designated DCJS executive staff. The Tier III Evaluation will select applicants for funding and approve the award amount through consideration of the Tier II Evaluation scoring and comments.

Final award decisions will be made by DCJS' Executive Deputy Commissioner or his designee in accordance with the best interests of the State. Nothing herein requires DCJS to approve funding for any applicant.

## IV. REQUEST FOR APPLICATION QUESTIONS

Applicants must respond to the following questions within the DCJS Grants Management System (GMS), as instructed. **GMS instructions are located as an Appendix to this solicitation.** Please prepare prospective responses in a Microsoft Word Document using Arial, 11 point font and 1.5 line spacing.

Responses should then be copied and pasted to GMS under the *Questions* module "tab" of the application. Applicants are also required to attach the Microsoft Word document with responses to these questions using the *Attachments* module on GMS. The maximum number of pages allowed for each question is indicated.

Responses to the following questions will be scored and are the basis for Tier II Evaluation funding recommendations. Note: The aggregate scoring value assigned to all questions equals a total possible score of *100 points*. Applicants must attain a minimum proposal score of 70 points to be

eligible for funding. All questions, including sub-sections and those which have no point value, must be answered.

#### **1 – 4: Program Narrative Questions (1-4) (80 Points)**

**Question #1** - Describe the physical location of the project. Provide a brief profile of the District Attorney's Office, including its organizational structure and operational units or divisions. Detail the role of any position(s) for which funding is requested through the Aid to Prosecution program. - **(20 points) - Not to exceed 3 pages**

**Question #2** - Using data provided in Appendix: *2017-18 Aid to Prosecution Award Allocations*, describe the violent and non-violent felony activity occurring within the county. Include any identified trends or patterns and/or other relevant information or data that supports the need for this funding. **(20 points) - Not to exceed 3 pages**

**Question #3** - Provide information regarding the office's current ability to effectively prosecute violent and non-violent felony cases. **(20 points) - Not to exceed 3 pages**

**Question #4** - Describe the proposed program and delineate how funding through the Aid to Prosecution program will enable the county to better combat and prosecute serious violent crime. - **(20 points) - Not to exceed 3 pages**

#### **5. Operating Budget Detail and Justification (20 points)**

- ✓ Using Appendix: *Budget Detail Worksheet and Budget Narrative Sheet* as a guide, enter the operating budget directly into the Budget module "tab" of the GMS application. Prepare a line item budget, including justification, by appropriate category of expense (e.g., Personnel, Fringe Benefits, Consultants, etc.). All funded positions should clearly indicate the general duties, full annual salary of the position, hours worked per week, and proposed hours or percentage FTE supported by the grant. Budgets should reflect total projected costs for a 12-month contract period and be limited to eligible costs associated with the prosecution of felony offenders. Operating budgets must not exceed the applicant's eligible award amount if provided. The detailed budget for the grant period must be complete and provide sufficient detail. It must also be reasonable and appropriate, as determined by DCJS, and directly tied to the work plan.

#### **6. Program Work Plan (0 points)**

- In the GMS *Work plan* module, enter "To Be Determined" for your Program Goal, Objective, Task, and Performance Measure. This entry is necessary in order for GMS to accept your application. Upon successful application and notification of award, DCJS staff will then assist offices with developing an appropriate program work plan, including project goal, objectives, tasks, and performance measures. Accordingly, there are no points attributed to this component of your application.

## V. NOTIFICATION OF AWARDS

Applicants approved for funding will be notified in writing by DCJS by 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.

A debriefing is available to any entity that submitted an application in response to this solicitation and was not successful in receiving an award. Applicants will be accorded fair and equal treatment with respect to an opportunity for a debriefing. A debriefing shall be requested in writing by the unsuccessful applicant within 15 calendar days of being notified in writing by DCJS that the application was not selected for an award.

An unsuccessful applicant's written request for a debriefing must include specific questions that the applicant wishes to be addressed, and must be submitted to DCJS via the funding mailbox at [dcjsfunding@dcjs.ny.gov](mailto:dcjsfunding@dcjs.ny.gov) with the following in the subject line: **Request for Debriefing - Aid to Prosecution RFA**. The debriefing shall be scheduled to occur within 30 days business days of receipt of written request by DCJS or as soon after that time as feasible.

The preferred method for the debriefing will be in-person, however, upon mutual agreement by all parties, another means such as via telephone, webinar, or any combination thereof may occur.

## VI. REPORTING REQUIREMENTS

**Reporting requirements are provided below:**

### ***GMS Quarterly Progress Reporting***

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

### ***Quarterly Fiscal Reports***

All grantees will be required to submit quarterly fiscal reports and claims for payment.

**Reporting due dates:**

GMS 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

## **VII. ADMINISTRATION OF CONTRACTS**

DCJS will negotiate and develop a contract with each successful applicant. 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**

A grant contract of \$50,000 or greater is 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. For contracts subject to the approval of the Attorney General and the Comptroller of the State of New York, the Contract shall be of no force and effect until said approval has been received and indicated thereon.

### **Contract Term**

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

### **Contract Activities**

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

### **Contract Changes**

Contracts resulting from this solicitation may be executed, increased, terminated, renewed, decreased, extended or amended or renegotiated for any reason at the discretion of the 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 and costs budget and the 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 that 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 designee.

## **Encouraging Use of New York State Businesses in Contract Performance**

New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the State and the nation. In recognition of their economic activity and leadership in doing business in New York State, applicants for this solicitation are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract(s) resulting from this solicitation. Such partnering with New York State businesses may be as subcontractors, suppliers, protégés or other supporting roles. To assist in demonstrating commitment to the use of New York State businesses in the performance of the contract(s), all applicants must complete the form provided on the DCJS website 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 their application in GMS. There are no points attributable to this component of the application.

## **Use of Service-Disabled Veteran-owned Business Enterprises in Contract Performance**

Article 17-B of the Executive Law enacted in 2014 acknowledges that Service-Disabled Veteran-Owned Businesses (SDVOBs) strongly contribute to the economies of the State and the nation. As defenders of our nation and in recognition of their economic activity in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of

the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles. SDVOBs can be readily identified on the directory of certified businesses at [http://ogs.ny.gov/Core/docs/CertifiedNYS\\_SDVOB.pdf](http://ogs.ny.gov/Core/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](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, Appendix C 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 also <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](http://www.osc.state.ny.us/vendrep/vendor_index.htm). Any not-for-profit sub-grantees must also complete a Vendor Responsibility Questionnaire.

### **Charities Registration**

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

### **Data Universal Numbering System (DUNS) Registration Requirements**

All DCJS 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. 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 should email the number to [funding@dcjs.ny.gov](mailto:funding@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 early.

## **VIII. APPLICATION SUBMISSION AND REQUIREMENTS**

### **A. Specific Instructions**

One application should be submitted for each county. Applications must be submitted using the DCJS Grants Management System (GMS).

## B. Grants Management System (GMS)

Applications must be submitted to DCJS using the Grants Management System (GMS). First time GMS users should download the GMS User Manual located at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. If you need assistance with accessing and using GMS, please contact the DCJS Office of Program Development and Funding (OPDF) GMS Help Desk at (518) 457-9787. **The DCJS GMS Help Desk is available Monday through Friday between the hours of 9:00 am and 5:00 pm. However, applicants should note specific RFA submission deadlines.**

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

### Submitting an Application on GMS

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

### Completing the Application

Applicants are encouraged to complete the GMS registration as well as the registration and/or pre-qualification (not-for-profit applicants only) on the NYS Grants Gateway System, where applicable, early to avoid any concerns with these automated systems. Grants Gateway prequalification and GMS signatory registration **must** be complete prior to the submission of an application.

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

- Participant name(s);
- Contact information for all participating agencies per application;
- Program specific questions;
- Project budget; and
- Project work plan (as instructed in the RFA)

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.*”

## IX. APPLICATION CHECKLIST

- Complete all DCJS Grants Management System (GMS) Registration Requirements – See Appendix – *DCJS Grants Management System (GMS) Instructions and Helpful Hints*.

- Complete all necessary contractual requirements as described in Section: *Administration of Contracts*.
- Answer Program Narrative Questions in *QUESTIONS* TAB in GMS and also attach the answers on a Word Document to GMS.
- Complete *BUDGET* TAB on GMS by entering the line-item Operating Budget.

## Appendix

### *DCJS GRANTS MANAGEMENT SYSTEM (GMS) INSTRUCTIONS AND HELPFUL HINTS*

**GMS Helpful Hints: See Application for additional specific GMS directions.**

First time GMS users should download the GMS 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.

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. GMS will time out after 30 minutes and unsaved material will be lost. Cutting and pasting from a Word document will prevent the loss of any work.**

**Attachments -**

Click on “Attachment,” and upload the required attachments for this solicitation. Note: Follow the instructions in the GMS User’s Manual for Attachments; also, see screen instructions for accepted file types and advice on file names.

Remember: Failure to submit required documents will be considered the same as failure to meet the deadline for application submission. This may result in a non-award due to the application being untimely.

When all requirements are completed, click the “Submit” button. If any fields are missing, a report will display what remains to be completed. Once all fields are complete and the application is submitted, GMS will display a screen that says “*Your application has been submitted.*” In addition, GMS will send an email notification to the Signatory official listed on the application to make him or her aware that an application has been submitted on your jurisdiction’s or organization’s behalf.

**APPENDIX**  
**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
█	█	█	█	█

**Personal Narrative:** Describe responsibilities and duties of each position in implementing and operating the grant program. █

**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
█	█	█

**Fringe Benefits Narrative:** Describe computation of fringe benefits to be charged to the project. █

**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
█	█	█	█

**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. █

**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
█	█	█	█

**Equipment Narrative:** Explain how the equipment is necessary for the success of the Project and describe the procurement method to be used. █

**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
█	█	█	█

**Supplies Narrative:** Discuss the supplies needed for success of the project and indicate who will be using expendable materials. █

**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
█	█	█	█	█

**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. █



**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.

Monthly Rent	X Number of Months	Cost
█	█	█

**ALL OTHER COSTS** – List line item costs, such as reproduction and telephone, by category and the basis for computation.

Description	Computation	Cost
█	█	█

**ADMINISTRATION/INDIRECT COSTS** – Combined funding for administrative and/or indirect costs is capped at a rate of 15 percent. Note: Indirect costs, including administrative, are not an allowable expense for governmental agencies.

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	\$ █
<b>TOTAL OPERATING BUDGET</b>	\$ █

<b>Grant Amount Requested:</b>	<b>Match Amount (if applicable):</b>	<b>Total Project Amount:</b>
\$ █	\$ █	\$ █

**APPENDIX**  
**2017-2018 Aid to Prosecution (ATP) Award Allocations**

County	Non-Violent Felony Offense Arrests = 50%		Violent Felony Offense Arrests = 30%		Population = 20%		Total Funding	
	Number of Non- VFO Arrests	Percentage of Statewide Non-VFO Arrests	Number of Violent Felony Arrests	Percentage of Statewide Violent Felony Arrests	2015 Population	Percentage of Statewide Population	Percentage of Statewide Need (Formula Based)	SFY17-18 ATP Award Allocations
Allegany	834	0.18%	54	0.13%	47,462	0.24%	0.18%	\$30,200
Chenango	833	0.18%	48	0.12%	48,844	0.25%	0.18%	\$30,200
Columbia	1,121	0.24%	54	0.13%	61,509	0.31%	0.22%	\$30,200
Delaware	927	0.20%	47	0.12%	46,053	0.23%	0.18%	\$30,200
Essex	648	0.14%	33	0.08%	38,478	0.19%	0.13%	\$30,200
Franklin	1,170	0.25%	52	0.13%	50,660	0.26%	0.22%	\$30,200
Fulton	1,143	0.25%	76	0.19%	53,992	0.27%	0.23%	\$30,200
Greene	1,222	0.27%	56	0.14%	47,625	0.24%	0.22%	\$30,200
Hamilton	60	0.01%	3	0.01%	4,712	0.02%	0.01%	\$30,200
Herkimer	1,105	0.24%	53	0.13%	63,100	0.32%	0.22%	\$30,200
Lewis	351	0.08%	21	0.05%	26,957	0.14%	0.08%	\$30,200
Livingston	1,252	0.27%	52	0.13%	64,717	0.33%	0.24%	\$30,200
Madison	1,137	0.25%	56	0.14%	71,849	0.36%	0.24%	\$30,200
Montgomery	1,142	0.25%	61	0.15%	49,642	0.25%	0.22%	\$30,200
Orleans	722	0.16%	45	0.11%	41,582	0.21%	0.15%	\$30,200
Otsego	1,145	0.25%	57	0.14%	60,636	0.31%	0.23%	\$30,200
Schoharie	496	0.11%	25	0.06%	31,330	0.16%	0.10%	\$30,200
Schuyler	325	0.07%	11	0.03%	18,186	0.09%	0.06%	\$30,200
Seneca	763	0.17%	37	0.09%	34,833	0.18%	0.15%	\$30,200
Tioga	657	0.14%	40	0.10%	49,453	0.25%	0.15%	\$30,200
Washington	1,176	0.26%	57	0.14%	62,230	0.31%	0.23%	\$30,200
Wyoming	646	0.14%	44	0.11%	41,013	0.21%	0.14%	\$30,200
Yates	350	0.08%	11	0.03%	25,048	0.13%	0.07%	\$30,200
Albany	7,453	1.62%	571	1.40%	309,381	1.56%	1.54%	\$176,540
Broome	4,975	1.08%	413	1.01%	196,567	0.99%	1.04%	\$111,020
Cattaraugus	1,563	0.34%	97	0.24%	77,922	0.39%	0.32%	\$40,228
Cayuga	1,370	0.30%	78	0.19%	78,288	0.40%	0.29%	\$35,975
Chautauqua	3,245	0.71%	182	0.44%	130,779	0.66%	0.62%	\$54,460

**2017-2018 Aid to Prosecution (ATP) Award Allocations, Continued**

County	Non-Violent Felony Offense Arrests = 50%		Violent Felony Offense Arrests = 30%		Population = 20%		Total Funding	
	Number of Non-VFO Arrests	Percentage of Statewide Non-VFO Arrests	Number of Violent Felony Arrests	Percentage of Statewide Violent Felony Arrests	2015 Population	Percentage of Statewide Population	Percentage of Statewide Need (Formula Based)	SFY17-18 ATP Award Allocations
Chemung	2,051	0.45%	92	0.23%	87,071	0.44%	0.38%	\$47,911
Clinton	1,927	0.42%	88	0.21%	81,251	0.41%	0.36%	\$40,880
Cortland	1,343	0.29%	80	0.20%	48,494	0.24%	0.25%	\$31,937
Dutchess	4,741	1.03%	292	0.71%	295,754	1.49%	1.03%	\$63,560
Erie	21,646	4.71%	2,115	5.18%	922,578	4.66%	4.84%	\$600,287
Genesee	1,277	0.28%	70	0.17%	58,937	0.30%	0.25%	\$31,476
Jefferson	2,459	0.54%	108	0.26%	117,635	0.59%	0.47%	\$55,860
Monroe	14,085	3.07%	1,206	2.95%	749,600	3.79%	3.18%	\$395,739
Nassau	15,625	3.40%	1,273	3.12%	1,361,350	6.88%	4.01%	\$501,572
Niagara	4,668	1.02%	425	1.04%	212,652	1.07%	1.04%	\$89,180
Oneida	5,136	1.12%	279	0.68%	232,500	1.17%	1.00%	\$67,900
Onondaga	9,828	2.14%	945	2.31%	468,463	2.37%	2.24%	\$277,660
Ontario	1,846	0.40%	101	0.25%	109,561	0.55%	0.39%	\$48,615
Orange	8,487	1.85%	513	1.26%	377,647	1.91%	1.68%	\$100,240
Oswego	2,619	0.57%	170	0.42%	120,146	0.61%	0.53%	\$53,760
Putnam	1,219	0.27%	47	0.12%	99,042	0.50%	0.27%	\$33,934
Rensselaer	3,133	0.68%	239	0.59%	160,266	0.81%	0.68%	\$59,080
Rockland	3,512	0.76%	290	0.71%	326,037	1.65%	0.92%	\$109,340
St. Lawrence	2,172	0.47%	126	0.31%	111,007	0.56%	0.44%	\$53,340
Saratoga	3,692	0.80%	165	0.40%	226,249	1.14%	0.75%	\$57,820
Schenectady	3,896	0.85%	307	0.75%	154,604	0.78%	0.81%	\$59,780
Steuben	1,932	0.42%	104	0.26%	97,631	0.49%	0.39%	\$42,140
Suffolk	20,653	4.49%	1,098	2.69%	1,501,587	7.59%	4.57%	\$576,659
Sullivan	1,849	0.40%	118	0.29%	74,877	0.38%	0.36%	\$45,580
Tompkins	1,564	0.34%	84	0.20%	104,926	0.53%	0.34%	\$40,880
Ulster	4,235	0.92%	216	0.53%	180,143	0.91%	0.80%	\$79,380
Warren	1,669	0.36%	75	0.18%	64,688	0.33%	0.30%	\$38,172
Wayne	1,510	0.33%	84	0.21%	91,446	0.46%	0.32%	\$40,147
Westchester	13,101	2.85%	1,121	2.75%	976,396	4.93%	3.24%	\$500,175
Bronx	60,574	13.18%	6,927	16.96%	1,455,444	7.35%	13.15%	\$1,618,621
Kings	67,793	14.75%	8,557	20.96%	2,636,735	13.32%	16.33%	\$2,006,993
New York	72,094	15.69%	4,585	11.23%	1,644,518	8.31%	12.87%	\$2,020,500
Queens	49,615	10.80%	5,568	13.63%	2,339,150	11.82%	11.85%	\$1,464,078
Richmond	9,761	2.12%	1,032	2.53%	474,558	2.40%	2.30%	\$182,980
<b>Totals</b>	<b>459,546</b>	<b>100.0%</b>	<b>40,835</b>	<b>100.00%</b>	<b>19,795,791</b>	<b>100%</b>	<b>100.00%</b>	<b>\$12,549,000</b>

Source: Division of Criminal Justice Services, OJRP; Computerized Criminal History (CCH) analytic file.

Funding allocations for eligible applicants for 2017-18 have been determined based on a data driven, weighted formula utilizing county population, a three year average (2014 to 2016) of reported non-violent felony arrests and a three year (2014 to 2016) average of reported violent felony arrests, with the following limitations:

1. There will be a minimum grant amount of \$30,200 per applicant;
2. No applicant will receive an increase in Aid to Prosecution funding in 2017-18 of more than 40% above the amount received in 2016-17; and
3. No applicant will receive a decrease in Aid to Prosecution funding in 2017-18 of more than 25% less than the amount received in 2016-17.