

**New York State Department of Corrections and Community Supervision**  
**RFA 2016-08, Community Based Residential Programs**  
**Application Instructions**

**Introduction:** The associated RFA 2016-08 is now posted on the NYS Contract Reporter and the Grants Gateway. To complete the application, eligible grantees must register on the Gateway application: [Request for Gateway Access](#)

For providers already registered on the Gateway, please search for the following opportunity to access the application for the RFA 2016-08: DOC01-CBRP16-2016 on the Gateway at [Grant Opportunity Portal](#).

**Application:** Access the above-cited opportunity, review the entire application, and download the associated documents. The RFA 2016-08 in the Forms Menu and review other documents available will serve as a reference for the application process.

1. Be familiar with the Pass/Fail responses that are provided in the RFA.
2. To be eligible for an award, programs must have a current Certificate of Occupancy (COO) or equivalent, such as a letter from the municipality with jurisdiction over property land use advising that the proposed use in your application is acceptable for the proposed program site, and a demonstrated ability to start the program on May 1, 2017.
3. All applicants should enter responses in the *Program-Specific Questions* module.
4. For each question, enter the requested information in the Response field, and upload any requested documents.
5. Read questions carefully: Some of the questions require the applicant to access the *Pre-Submission Uploads* page, download documents posted by DOCCS, complete and sign documents that have been downloaded, and upload the completed documents.
6. Important: Some documents are requested on *Pre-Submission Uploads* page and other documents must be uploaded in the field associated with the response in the *Program-Specific Questions*.
7. In the responses to the program-specific questions, reference the RFA section or attachment that pertains to the response if applicable.
8. For the Financial requirements, see Attachment B of the RFA 2016-08. Applicants must upload the required documents:
  - a. For Form E-1, *Indirect Cost Sheet*, a sample is provided in the *Pre-Submission Uploads* page and in RFA 2016-08, Attachment E, and applicants can access the Excel version on the *Pre-Submission Uploads* page. To complete the spreadsheet select enable editing on the banner.

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- b. For Attachment B-1, *Expenditure Budget*, complete the narrative justification for each line.
9. For-Profit providers must be registered in the Grants Gateway application and provide all of the requisite documents including the *Procurement Lobbying Certification* (Pre-Submission Uploads).
10. If you have questions, please email the DOCCS Contracts mailbox: [dccccontracts@doccs.ny.gov](mailto:dccscontracts@doccs.ny.gov). Include RFA 2016-08 in the subject line of your email.
11. Note the following important dates:
  - A mandatory Bidders' Conference will be held on Thursday, September 29, 2016
  - Questions must be submitted by **Thursday, October 6, 2016**.
  - Bidders' Conference transcript will be available by **Tuesday, October 18, 2016**.
  - **Application due date and time:** Applications must be completed and submitted on the Grants Gateway by 3:00 p.m. on **Wednesday, October 26, 2016**.
  - **Important Reminder:** If you are a not-for-profit provider, you must be prequalified on the Grants Gateway by the due date and time of the application.