New York State Department of Corrections and Community Supervision
RFA 2017-01, Community Based Residential Programs

Application Instructions

Introduction: The associated RFA 2017-01 is now posted on the NYS Contract Reporter and the Grants Gateway. To complete the application, eligible grantees must register on the Gateway application: NYS Grants Gateway Registration

For providers already registered on the Gateway, please search for the following opportunity to access the application for the RFA 2017-01: DOC01-CBRP17-2017 on the Gateway.

Application: Access the above-cited opportunity, review the entire application, and download the associated documents. The RFA 2017-01 and the 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 October 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 or in the *Program-Specific Questions.* Applicants are responsible for checking both locations for the necessary uploads.

7. For the Financial requirements, see Attachment B of the RFA 2017-01. 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 2017-01, 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.

b. For Attachment B-1, *Expenditure Budget*, complete the narrative justification for each line.

8. 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).

9. If you have questions, please email the DOCCS Contracts mailbox: doccscontracts@doccs.ny.gov. Include RFA 2017-01 in the subject line of your email.

10. Note the following important dates:

    - Questions must be submitted by **Thursday, April 13, 2017**.
    - Responses to Questions will be available by **Wednesday, April 19, 2017.**
    - **Application due date and time:** Applications must be completed on the Grants Gateway by 4:00 p.m. on **Wednesday, April 26, 2017.**

The following instructions are from the NYS Grants Gateway:

Starting a Grant Application

1 Prerequisites

1.1 **Registration**: All entities that wish to apply for grants in NY State must be registered in the Grants Gateway. This process includes filling out and mailing a signed and notarized registration form. Your organization will not be able to start a grant application until it has an account with the Grants Gateway.
If your organization does not yet have an SFS (Statewide Financial System) Vendor ID number, the registration process will take an extra 2-3 business days to be processed.

Related Links:

1.1.1 Registration Form

1.1.2 Video: Grants Gateway Registration

1.1.3 Grants Gateway Registration

1.2 **Prequalification**: All non-profit organizations applying for grants in NY State must be prequalified in the Grants Gateway prior to the grant application due date and time.
NOTES:

Governmental entities and for-profit organizations are not required to be prequalified.

You may work on your prequalification and grant applications simultaneously; you don't have to wait for prequalification to start an application.

Related Links:

1.2.1 Vendor Prequalification Manual

1.2.2 Maintaining Prequalification document

1.2.3 Video: Grants Gateway Prequalification

1.3 **System Roles**: You must be logged in under the right role in order to begin a grant application. The role of *Grantee Delegated Administrator* **cannot** start a grant application. However, this user can create accounts for roles that can start applications.

1.3.1 ***Grantee***: This role can start, edit, and save a grant application, but can't submit the application.

1.3.2 ***Grantee Contract Signatory***: This role can start, edit, save, and submit (sign) a grant application.

1.3.3 ***Grantee System Administrator***: This role has the same rights as the Grantee Contract Signatory.

1.3.4 The ***Grantee Delegated Administrator*** can add a new account by following these steps:

1) Click on **Organization(s)**
2) Click on **Organization Members**
3) Click on **Add Member**
4) Click on **New Member**
5) Fill out the required fields on the blank New Member page and select the appropriate role.
6) Click **[SAVE AND ADD TO ORGANIZATION]** when complete.

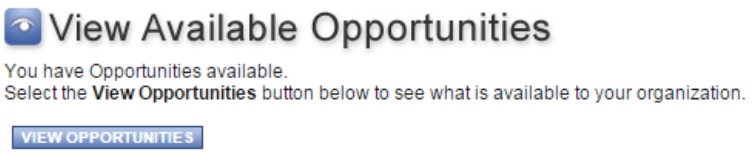
Refer to the section starting on page 15 of the Grantee User Guide for detailed instructions.

2 Search for the Grant Opportunity

2.1 Log in to the Grants Gateway system in either one of the following roles

- Grantee
- Grantee Contract Signatory
- Grantee System Administrator

2.2 On your home page there is a section called "View Available Opportunities". Click on the [VIEW OPPORTUNITIES] button.



2.3 Search for the grant by using some of the search fields. You can select the agency's name or type in a key word in the Grant Opportunity Name field

2.4 The results will appear below the search box. Click on the link to the Grant Opportunity you wish to apply for; this will bring you to the Opportunity Funding Profile page.

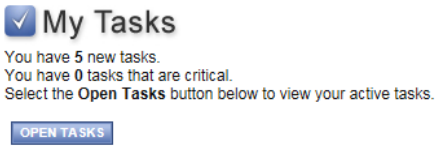
2.5 Begin your application by clicking on the [APPLY FOR GRANT OPPORTUNITY] button.

3 Work through the Forms Menu

Everything that is required of you will be found in the "Forms Menu" of the application. The Forms Menu includes several pages of forms and documents that you must complete and save. This includes your project address, questions to be answered (Program Specific Questions), your budget, a work plan, and attachments (Pre-Submission Uploads).

4 Finding an Application You've Already Started

If you've started an application and have logged out of the system, the next time you log in, the application will be found in your "My Tasks" section on the home page. You can also use the "Applications" search function at the top of the page to search for all applications started for your organization.



5 Submitting Your Application

All grant applications have a due date and time. The Grants Gateway system will not accept applications after the specific time applications are due. You are strongly encouraged to submit your application 24 or 48 hours in advance of the deadline to ensure that any problems you encounter are handled before the deadline.

5.1 Log in to the Grants Gateway system in either one of the following roles

- Grantee Contract Signatory
- Grantee System Administrator

5.2 Locate (search for) and access the application

5.3 Review the application: You can go through each section in the Forms Menu and/or you can click on the “Print Application” option which will show you all of your text-based answers (it will not show you the attachments you have added).

5.4 Submit the application

5.4.1 Click on Status Changes and apply the status of **Application Submitted**.

5.5 Confirm that the application was submitted: You will receive an email a few minutes after submission, confirming that the application was submitted; your task will go away (as it is now a task for the state agency); the status of the application will change to “Assignment of Reviewers”.