

**Request for Proposals for**

**Queens District Attorney Community Youth Development and Crime Prevention Project**

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7. **Introduction**
	1. **Purpose of the RFP**

The purpose of this Request for Proposals (RFP) is to seek proposals from qualified applicants to implement the Office of the Queens District Attorney’s Community Youth Development and Crime Prevention Program (QDA-CYDCPP). The goals and expected outcomes of funded proposals are to provide youth activities and wrap around services as part of a more holistic approach to helping young people reduce crime and criminal justice involvement and increase engagement in prosocial, recreational, academic and career development activities. While we anticipate that some programs will serve high crime areas, the proposal is open to any program serving youth in Queens. QDA seeks proposals to provide skills training, support services and recreational activities to young people ages [11-18] in relevant areas. Please see “Scope of Services” for additional information.

This RFP presents an opportunity to fund an impactful youth development program that prioritizes community-based interventions, while simultaneously promoting overall crime prevention strategies. Positive youth development programs actively work to promote prosocial behavior by creating strong bonds between both youth and adults (coaches/parents/teachers/mentors) and between peers. By promoting positive social bonds and teaching self-confidence and discipline, these programs offer a unique opportunity to empower young people, strengthen community bonds, and increase public safety.

QDA-CYDCPP further promotes District Attorney Melinda Katz's mission to invest in innovative and impactful programs that create safer communities. QDA-CYDCPP seeks to integrate proven strategies with youth development program models, thus creating a nuanced and positive development program to service the multifaceted needs of Queens-based youth and their families.

The QDA-CYDCPP is envisioned as a local, collaborative, and community-driven project that will:

* Foster positive relationships between the community and law enforcement.
* Reduce youth crime.
* Improve self-confidence, perception/efficacy among young people.
* Increase exposure to positive adult role models.
* Improve academic performance and school attendance.
	1. **Timeline and Submission Instructions**

**1. Release Date of RFP**: June 9, 2021

**2.** Questions about this RFP may be submitted in writing to **C****YDCPPRFPBIDS@queensda.org** by **Monday, June 28, 2021, by 5 P.M. EST**. The subject line of the email should be: Questions QDA CYDCPP RFP. Answers to all questions will be available as an addendum to this RFP by **Friday,** **July 2, 2021,** and will be posted on www.queensda.org. It will be the responsibility of applicants to check this website to remain up to date regarding all addenda issued for this RFP. Any addenda will be posted at www.queensda.org.

**3. Due Date**: **Proposal submissions are due by Monday, August 2, 2021, by 4:00pm EST**. Proposals should be in an electronic PDF format and should be e-mailed to **RFPBIDS@queensda.org.** The subject line of the email should be: Submission QDA-CYDCPP RFP.

**4.** Unless an addendum to this RFP is issued extending the due date and time, all proposals must be submitted prior to the time and date set forth above.

**5. Projected Award Announcement Date:** On or about August 27, 2021.

**6. Anticipated Contract Start Date**: On or about September 1, 2021.

* 1. **Requirements for the Provider**

**\*\*\*Please be aware that all of these requirements must be demonstrated in the proposal. Proposals that are submitted without this information will be deemed non-responsive.**

 The Provider must be a not-for-profit organization that:

* Has been in operation for at least one year.
* Is currently designated as a 501(c)(3) organization by the IRS.
* Is currently designated as a tax exempt organization by the State of NY.
* Has obtained and maintained in good standing all licenses and registrations necessary to operate as a tax-exempt organization in the State of NY.
* Must demonstrate that it has the necessary infrastructure in place to achieve the program’s goals.

QDA is committed to funding community-based initiatives and helping community-based organizations to develop capacity where needed. As such, organizations of varying sizes and capacity are eligible and encouraged to apply. Applicants, however, should have the staff, relationships, and resources necessary to implement their proposed project or should demonstrate the ability to acquire and develop them in a timely manner upon being funded for an award through this RFP. All applicants must be able to illustrate how their proposal aligns with the goals and objectives of the RFP.

* 1. **Funding and Number of Awards**

The Queens District Attorney’s Office anticipates total funding to be up to $2,750,000 over 2 years. Individual award amounts requested should be no less than $5,000 and no more than $50,000 annually. Applicants will be required to identify and coordinate with other providers in the community and will not be considered for funding if their proposals do not reflect the intention and ability to coordinate.

Please note that this program will be supported with asset forfeiture funds and therefore, any applicants who are awarded funding will be required to agree to a series of terms and conditions regarding use of funds; record keeping requirements; sub-recipient monitoring requirements; and other certifications that are necessary in order to be in compliance with asset forfeiture guidelines.

* 1. **Program Locations**

While we anticipate that some programs will serve areas with higher crime, the proposal is open to any program serving youth in Queens. Funding will be used to support youth development and crime prevention projects that serve any area of Queens.

Applicants should indicate the neighborhood(s) they plan on serving. Applicants may apply to serve more than one service area but must complete and submit a separate proposal for each program location. In the case that an applicant is eligible for more than one contract award, QDA reserves the right to determine, based on the applicant’s demonstrated organizational capacity and QDA’s best interests, how many and which service area contract(s) the applicant will receive. Each service area will be considered a separate competition, therefore, proposals for individual service areas will be compared to one another. QDA will award contracts based upon need, programmatic, and geographic distribution.

1. **Overview**
	1. **Background**

Young people growing up in New York City's disadvantaged neighborhoods are more likely to interact with the criminal justice system. According to the U.S. Department of Justice, high-crime and economically disadvantaged areas can negatively influence youth as they grow older and venture out of their family units; areas with gang-crime in particular can increase the likelihood of juvenile criminal behavior.Over the last few years alone, we have unfortunately seen an increase in the incidence of youth gang activity in Queens County, with a high incidence of related violent crimes, including assaults, shootings, robberies, and homicides in our community. We are also seeing many new gangs continuing to emerge throughout the County, with increased recruitment of youths in the community, including in neighborhood schools.

We have been taking a strong stand against all of this conduct and have aggressively and successfully prosecuted those who engaged in such behavior. To address these matters to date, we have assigned a team of experienced attorneys, paralegals and investigators to our Violent Criminal Enterprises and Hate Crimes Bureaus, so that specially trained and dedicated staff can handle these serious matters through vertical investigation and prosecution of gang-related crimes.

On the prevention side, this Office also runs a wide array of programs intended to reinforce positive options for youths in the Queens community, with a major focus of working with youths in at-risk communities within the County. One of the Office's premier programs, for example, our StarTrack youth anti-violence, anti-drug and crime prevention initiative, teams QDA's staff with teachers, police and other partners in conducting bi-monthly sessions for over 1000 10 to 17 year-old-students in targeted schools in the high density, high poverty level, and high crime area of the Rockaway peninsula. As a complement to the school-based program, assigned staff also participate in a community-based Inter-Agency Council, composed of QDA’s staff, teachers, students, parents, school officials, community leaders and elected officials focused on gang and gun violence and substance abuse problems in the community with an eye toward developing effective preventative measures; hosts an annual "Say No to Violence Week" during the school year for students in the STAR Track schools, and in the summer months operates two companion programs, "Operation Summer Fun", a recreational program for Far Rockaway youth (ages 10 to 17), and the Summer Youth Employment Program for Far Rockaway teenagers (ages 14 to 17). QDA also runs a wide array of other programs throughout the County for youths, including Explorers programs, school-based initiatives, mock trial competitions, and many more.

* 1. **Purpose**

QDA has committed to investing funds to support impactful projects that improve public safety in Queens County. A total of up to $2,750,000 will be available to fund the “QDA Queens Community Youth Development and Crime Prevention Project” as described in this RFP. This initiative is part of QDA’s broader investment strategy for diversion and reentry.

This program is in response to the recent rise in incidents of shootings and homicides within Queens County, particularly in Southeast Queens. In 2020, amid the COVID-19 pandemic already ravaging communities of color, precincts in Southeast Queens neighborhoods saw a 333% increase in shooting incidents and a 150% increase in murders in the 100th precinct; a 290% increase in shooting incidents and a 400% increase in murders in the 101st precinct; and a 233% increase in shooting incidents and a 60% increase in murders in the 103rd precinct, according to NYPD CompStat statistics for the period ending 12/27/20.

In order to address these troubling trends, QDA is interested in funding qualified providers who implement impactful youth-development programs that prioritize community-based interventions, while simultaneously promoting overall crime prevention strategies. Positive youth development programs actively work to promote prosocial behavior by creating strong bonds between both youth and adults (coaches/parents/teachers/mentors) and between peers. By promoting positive social bonds and teaching self-confidence and discipline, these programs offer a unique opportunity to empower young people, strengthen community bonds, and increase public safety.

1. **Scope of Services**
	1. **Program Description**

QDA-CYDCPP, a youth-development and crime prevention program, will provide young people in underserved neighborhoods in Queens a safe, fun, and productive space, particularly in the evening and on weekends. QDA-CYDCPP will aim to provide youth (ages [11-18]) with exceptional programming and additional support to reduce crime and criminal justice involvement and increase engagement with academic, career development and social services throughout Queens.

* 1. **Suggested Areas for Skills Training, Support Services and Recreational Activities**

All applicants must be able to illustrate how their proposal aligns with the goals and objectives of the RFP. Proposals must clearly demonstrate how they fit into one of more of the following categories. *Please note that proposals are not limited to the categories listed below.*

Applicants are expected to currently provide one or more of the following type of skills training, support services or recreational activities as appropriate to the population(s) they serve and needs/gaps in their communities. Applicants will be required to identify and coordinate with other providers in the community and will not be considered for funding if their proposals do not reflect the intention and ability to coordinate. Applicants should indicate whether they currently provide any of the following services, and how and to what extent they propose to deliver them if funded through this RFP.

* Sports and recreational activities
* Job readiness workshops
* Academic assistance
* Mentorship and relationship-building
* Art and cultural activities
* Life skills workshops
* Family strengthening support
* Health education
* Civic engagement and leadership
1. **Proposal Content and Format**
2. **Proposal Formatting and Requirements**

Applicants should adhere to the following formatting requirements:

* The program narrative should be double-spaced, using standard 12-point font (Times New Roman is preferred) with 1-inch margins.
* The program narrative should not exceed 15 pages. Charts, figures, footnotes, endnotes, and references do not need to be double-spaced. Attachments are not included in the fifteen-page limit (i.e. budget forms, timeline, resumes, letters of support or linkage agreements).
* The proposal should include page numbers.
* Proposals should not contain hyperlinks. All relevant information should be in the body of the proposal itself. Reviewers will not visit external websites when evaluating proposals.
1. **Cover Letter**

The cover letter should include the proposed neighborhood to be served, the types of services to be provided, a brief description of the focus population(s) intended to be served under this RFP, and a list of any potential partners. The cover letter should be signed and dated by an authorized representative of the applicant. Letters of agreed involvement from potential partners should also be included as part of the application submission.

1. **Program Narrative**

Applicants should describe in detail the following components:

* 1. **Neighborhood Profile**
* Identify the specific neighborhood(s) in Queens to be focused on for the proposed project and explain why that target area was chosen.
* Describe the characteristics that make the target area appropriate for intervention.
* List and describe the activities of any known existing youth development and crime prevention resources within the proposed target area. Include coalitions, initiatives, strategies, agencies and programs that are focused on preventing youth gang and other youth crime activity.
* Describe how the proposed program will coordinate with existing community projects.
	1. **Program Design**
* Describe the services to be provided with the proposed funding.
* Identify the applicant's key partners that are critical to the project's success and describe the method that will be used to have regular meetings with such key partners.
* Describe your experience working with the focus population of the proposed program.
* Describe how the program will actively identify and retain participants.
1. **Organizational Capacity**

Applicants should describe their organizational (i.e., technical, managerial, and financial) capacity to perform the work set forth in this RFP. Items to be addressed in this section:

1. Provide an explanation of what makes the applicant qualified to successfully administer the proposed project by outlining its capacity and relevant experience in the areas listed below:
* Describe the function of your organization.
* Explain how current and/or previous work is relevant, and how this knowledge and experience will be leveraged in the planning and implementation of QDA-CYDCPP. If the applicant does not have applicable experience in an area, describe a plan for identifying and engaging partners or consultants that do have the necessary expertise or ability. This section should demonstrate the applicant’s credibility with the community in the target area specified.
1. Description and evidence of community/neighborhood ties of the applicant and partner providers. Identify any partnerships with other service providers (e.g., community-based organizations, religious institutions, schools) and describe the nature of the partnerships.
2. Resources the applicant and partner providers would use to provide the supports, including number of full-time staff members, facilities, and technology (if applicable).
3. Attach a copy of the applicant’s latest audit report or certified financial statement, or a statement as to why no report or statement is available.
4. Using Appendix 2 as a guide, list the five largest grants the applicant has administered over the past three years, along with funding sources and contact information.
5. Address whether if any fiscal or program management issues resulted in **any** contract suspension or termination for your organization, the applicant must disclose it and provide an explanation in the narrative.
6. Does the applicant use a Data Management System or database? If yes, please note the type of system or database being used. If no, please describe how accomplishments are currently, or will be, documented and measured for this program. Outline prior experience with data collection, management and reporting.
7. Address whether the applicant, or the implementing entity, is or was the subject of any completed, current, pending or ongoing investigation by any federal, state, or local authority for criminal, civil or regulatory violations, include the current status or outcome, if known.
8. Please describe the type(s) of liability insurance your organization carries.
9. **Organizational Experience**

Applicants should describe their organizational experience relevant to the successful performance of the work set forth in this RFP. Items to be addressed in this section:

* + - 1. What experience prepares the applicant for hiring, training, managing and retaining staff necessary to the operation of this program?
			2. Provide the applicant’s experience with managing direct services. Provide examples of work/programs and additional support services provided to youth (ages [11-18] that helped to reduce criminal justice involvement and increase engagement with academic, career development and social services.
			3. What prior experience does the applicant have working with the local law enforcement? Describe joint projects, if any, and any other work in which the applicant and law enforcement have been involved together.
			4. List titles, qualifications, and anticipated roles of key staff that will be needed to implement and administer this project. Provide resumes for any staff that have been identified for specific roles on the project. To what extent do staff have training and experience in working with individuals from the populations to be served.
			5. Does the applicant have other resources (i.e., relevant programs, volunteers, administrative support, food for meetings etc.) that can be dedicated to the implementation of the program in the identified community? If yes, please describe. Please note that matching funds are not a requirement for a successful proposal.
			6. Identify any collaboration between the applicant and any partners that are expected to have roles in implementing the project. Include signed Memoranda of Understanding (MOUs), other written agreements or letters of support stating the roles and responsibilities of the participant entities who have agreed to a role in this proposal.
1. **Timeline**

Attach a timeline that outlines key activities and deliverables for administering the program during the term of the grant, keeping in mind the planning/startup and operational periods. The timeline should include a schedule that includes the following:

1. Goals and milestones for the planning and operating periods

2. Anticipated timing of public education and community events (if applicable)

3. Other significant project milestones

1. **Performance Monitoring**

QDA is committed to measuring performance for our initiatives so that others may learn from and build on those initiatives. Data gathered by providers throughout the grant term will be used to adjust implementation of services, as appropriate. Process measures will be particularly important for helping grantees adjust program implementation.

At a minimum, applicants will be expected to report on metrics in the following areas each quarter: (i) type of services provided, (ii) number of clients served, (iii) demographics, (iv) a narrative summary of activities during the reporting period.

Funded applicants will be required to submit deliverables to QDA on a quarterly basis throughout the contract period. Appendix 1 provides an example of these deliverables. Applicants may add any other deliverables relevant to your program.

Please note that QDA may elect to collaborate with program evaluators during the contract period. Therefore, applicants must be willing to collaborate and share information with evaluators in order to examine the effectiveness of the project.

1. **Program Budget and Narrative**

Applicants must provide a budget outlining their proposed use of funding to achieve the goals of QDA-CYDCPP. A link to an electronic budget template is available on our website. Please use this template when preparing your budget.

A separate budget is required for all sub-contractors.

Applicants must also provide a budget narrative that corresponds to the budget. Applicants should describe funding needs over the length of the two-year funding period. The narrative should link the proposed costs to the proposed program components and activities and outline any assumptions on which the budget is based. Please refer to Appendix 4 “How to Complete Your Budget and Budget Narrative” when completing the budget and budget narrative.

1. **Eligible Expenses**

Funding may be used to cover administrative expenses needed to implement and administer the program including materials and other program expenses necessary to accomplish the goals of the program. This includes salaries necessary for the performance of this program. When completing your budget and budget narrative please be specific and explain the tasks and role the funded person will play.

Please note that funding may not be used for food and beverages. Funding may also not be used for equipment purchases but can be used for equipment rentals for the duration of the contract.

Awarded funding may not supplant existing funding. However, the funds can be used to augment and/or expand an existing program.

Applicants may request up to 10% for indirect costs on all budget categories except equipment and sub-contractor costs.

1. **Proposal Evaluations and Contract Award Procedures**

**\*\*\*Please be aware that all of the requirements listed in Section I.C. “Requirements for the Provider” and all items included in Appendix 5 “Proposal Checklist for Applicants” must be included in the proposal. Proposals that are submitted without this information will be deemed non-responsive.**

1. **Evaluation Procedures**

All proposals accepted by QDA will be reviewed to determine whether they are responsive or non-­responsive to the requirements of this RFP. Proposals that are determined as non-responsive will be rejected. QDA's evaluation committee will evaluate and rate all remaining proposals based on the evaluation criteria detailed below. QDA reserves the right to conduct site visits and/or interviews and/or to request that proposers make presentations and/or demonstrations, as QDA deems applicable and appropriate.

Although discussions may be conducted with proposers submitting acceptable proposals, QDA reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the applicant's initial proposal should contain its best programmatic/technical terms.

QDA reserves the right to fund none, one, or multiple applicants, based on the proposals received in response to this RFP.

1. **Proposal Ranking and Review Process**

**Review Committee:** QDA will convene a review board to review each proposal to determine if it meets the requirements outlined in this document. A point system will be utilized with a maximum number of points equaling 100.

The following evaluation criteria will be used to identify the winning proposal(s):

* Program Narrative (including any follow-up interviews, site visits, presentations etc.): 45 points
* Organizational Capacity: 20 points
* Organizational Experience: 25 points
* Budget and Budget Narrative: 5 points
* Queens Organization: 5 points

**Contract Specifications:**

QDA anticipates that any agreement entered into as a result of this RFP will be with QDA as the contracting party. If the selected applicants are unable to fulfill the requirements of the contract awarded pursuant to this RFP, QDA reserves the right to enter into contract negotiations, at a later date, with other providers who are available to fulfill the services specified in this RFP.

QDA anticipates that for this project to succeed, it will need to be a collaborative effort within the community. Therefore, and given QDA’s commitment to collaboration as one of its guiding principles, QDA is seeking applicants that will form a partnership(s) or leverage existing partnerships with one or more entities with relevant expertise to plan and implement the project.

 **C. Basis for Contract Award**

Contract(s) will be awarded to the responsible applicant(s) whose proposal(s) are determined to be the most beneficial to the designated neighborhood in Queens County, taking into account the criteria set forth in this RFP. Additionally, awards will be based on (1)the timely completion of contract negotiations and (2) QDA's need for programmatic and geographic distribution of services to adequately address the level of need of targeted youth populations.

QDA reserves the right to determine, based on the applicant's demonstrated organizational capability and the best interests of the City, how many and for which proposed service area and at what level of services a contract will be awarded, as well as the dollar value of each contract. Each service area will be considered a separate competition; therefore, proposals for individual service areas will be compared to one another. The number of contracts awarded will be based upon available funding.

1. **Payment Structure**

Awarded applicants will be required to submit detailed quarterly expenditure reports to QDA in a prescribed format no later than 30 days following the end of each quarterly reporting period for each quarter during the contract term. Payments will be made to grantees following review and approval of eligible expenditures detailed within the quarterly expenditure reports.

1. **Appendices**

**Appendix 1: Deliverables**

Funded applicants will be required to submit deliverables to QDA on a quarterly basis throughout the contract period. Appendix 1 provides an example. Applicants may add any other deliverables relevant to their program.

**Appendix 2: Organization’s 5 Largest Grants and Contracts.** Use Appendix 2 as a guide to list the organization’s 5 largest grants and contracts.

**Appendix 3: Budget Template**

An electronic version of this form is available on our website. Please note that funding for food and beverages **are not** eligible.

**Appendix 4: How to Complete Your Budget and Budget Narrative**

**Appendix 5: Proposal Checklist for Applicants**

**Appendix 1**

**Deliverables**

Funded applicants will be required to submit deliverables to QDA on a quarterly basis throughout the contract term. The template below includes the anticipated deliverables. Applicants may add any additional deliverables that are part of their programmatic goals.

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name** | **Description** | **Frequency/Due Date** |
| 1 | Type of Services Provided | Based upon programmatic goals | Quarterly |
| 2 | Number of Clients Served |  | Quarterly  |
| 3 | Demographic Data | Program client information such as:* Date enrolled in program
* Demographic information such as race, gender and age.
* Length of participation in program
 |  |
| 4 | Narrative Summary |  | Quarterly |
| 5 | Operational costs status | Fiscal Reports | Quarterly |
| 6 | Implementation Report | Report on challenges to implementing and growing the program; status of solutions; outputs | Bi-annually |
| 7. | Outcome data | Data on various outcomes as requested by QDA or third party evaluator | Ad hoc |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Appendix 2**

**Organization’s 5 Largest Current Grants and Contracts**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Funder Name** | **Program Name** | **Start Date** | **End Date** | **Total Amount** | **Description of Program** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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**Appendix 3**

**Budget Template**

An electronic budget template is available on our website. Please use this template when completing your budget. **Appendix 4**

**How to Complete your Budget and Budget Narrative**

Below are instructions on how to complete your budget. Also included are examples on how to complete your budget narrative.

**Personnel Services:**

Only salaries necessary for the performance of this program are eligible. When completing your budget and budget narrative please be specific and explain the tasks and role the funded person will play.

**OTPS:**

* ***Supplies:*** Indicate general categories such as sports equipment, office supplies, and other items needed for the performance of the contract, including an amount for each category. List items by type (office, supplies postage, training materials, copying paper, and other expendable items such as books) and show the basis for computation.  Generally, supplies include any materials that are expendable or consumed during the course of the project.
* Sample Narrative:
	+ We anticipate purchasing the following:
		- *75 basketballs at $20 each*: $1,500
		- *Office supplies $250*
			* *Total: $1,750*
* ***Rental of Equipment:*** Funding may not be used for equipment purchases but can be used for equipment rentals for the duration of the contract.
* ***Travel:*** In the budget justification, include the destination, number of people traveling and dates or duration of your stay for all anticipated travel. It is important that you clearly state how the travel is directly related to the program.

Sample Narrative:

* + *We anticipate a local travel budget of $400 for Metro-cards for travel to….*
* ***Consultant Services:*** Consultants differ from sub-contractors in that they may provide advice, but should not be providing actual services. Typically, consultants will charge a fixed rate for their services (see below for a description of sub-contractors and how they differ from consultants). The rate for a consultant should not exceed $650 for an eight-hour day and should include a breakdown of the consultant’s hourly rate and the estimated number of hours required.

Sample Narrative:

*“ABC Consulting Services. $100/hr x 5 hours = $500. We will employ ABC consulting services at the beginning of the program to assist us in determining the best way to ensure that we are able to maintain the retention rates we propose.”*

* ***Other:*** Please indicate any other costs that you are requesting that do not fit into the categories above. Food and beverages are not eligible for funding.

**Sub-contractors/Partners:**

Each Sub-contractor/Partner you include must complete a separate budget form. These forms have been provided to you in separate sheets on the budget template. When you complete the sub-contract’s sheet the total will automatically populate the Budget Request form.

* ***Direct costs:*** The direct costs categories are similar to the ones described above. However, sub-contractors are not permitted (i.e. a sub-contractor cannot have a further sub-contractor).
* ***Indirect Costs:*** The indirect costs requested should be theindirect costs of the sub-contractor’s organization.
* ***Narrative:*** Sub-contractors should each provide a budget narrative following their detailed budget. The justification should be separate from the primary grantee's justification and address just those items that pertain to the sub-contract.

**Indirect Costs:** You may request up to 10% for indirect costs on all budget categories except equipment and sub-contractor costs.

\*\*\*NOTE: Because the sub-contractor will receive reimbursement for its own indirect costs, the direct cost category of sub-contractor in the primary grantee’s budget is excluded from indirect costs.

**Appendix 5**

**Proposal Checklist for Applicants**

**\*\*\*Please be aware that all of these checklist items must be included in the proposal. Proposals that are submitted without this information will be deemed non-responsive.**

\_\_\_\_\_\_ Cover Letter signed by and dated by an authorized representative of the applicant

\_\_\_\_\_\_ Program Narrative

\_\_\_\_\_\_ Organizational Capacity

\_\_\_\_\_\_ Organizational Experience

**Budget**

\_\_\_\_\_\_ Budget Forms (see Appendix 3)

\_\_\_\_\_\_ Budget Narrative

**Attachments**

\_\_\_\_\_\_ Documentation of 501(c)(3) designation by the IRS.

\_\_\_\_\_\_ Documentation of designation as a tax-exempt organization by the State of NY.

\_\_\_\_\_\_ Documentation of any other licensure/accreditation/certification of agency.

\_\_\_\_\_\_ Documentation of insurance coverage

\_\_\_\_\_\_ Appendix 2: Five largest grants administered

\_\_\_\_\_\_ Timeline

\_\_\_\_\_\_ Most recent independent audit of agency

\_\_\_\_\_\_ Resumes and job descriptions for all key staff involved in the project

\_\_\_\_\_\_ MOU’s with partners (if applicable)

\_\_\_\_\_\_ Copy of current fiscal year budget