



**Request for Proposals for the  
Queens County District Attorney's Community Youth  
Development and Crime Prevention Project  
2024**

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## **I. Introduction**

### **A. 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 County 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.

## **B. Timeline and Submission Instructions**

**1. Release Date of RFP:** January 22, 2024

**2.** Questions about this RFP may be submitted in writing to **CYDCPPRFPBIDS@queensda.org** by **Tuesday, February 13, 2024, by 5pm EST**. The subject line of the email should be: Questions: QDA-CYDCPP2024 RFP. Answers to all questions will be available as an addendum to this RFP by **Tuesday, February 20, 2024** and will be posted on [www.queensda.org](http://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](http://www.queensda.org).

**3. Due Date: Proposal submissions are due by Monday, April 1, 2024, by 5:00pm 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-CYDCPP2024 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 June 1, 2024.

**6. Anticipated Contract Start Date:** On or about July 1, 2024.

## **C. 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.
- Must have obtained, by the proposal due date, a Unique Entity ID (UEI) number from the federal System for Award Management (SAM). Appendix 7 contains instructions for obtaining this number.

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. Religious organizations *are* eligible to apply. All applicants must be able to illustrate how their proposal aligns with the objectives of the RFP.

#### **D. Funding and Number of Awards**

The Queens District Attorney's Office anticipates total funding to be up to \$2,750,000 over 2 years. While we anticipate that each award will be for 2 years, the initial contract will be for one year with an opportunity to renew for year 2. QDA reserves the right to disallow funding for year 2 based upon the grantee's failure to comply with the requirements outlined in the contract. Individual award amounts requested should be no less than \$5,000 and no more than \$50,000 annually. Applicants are encouraged to identify and coordinate with other providers in the community in their proposal. At a minimum applicants should describe current collaborations within the community and how those collaborations will enhance the program proposed.

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.

#### **E. 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.

## **II. Overview**

### **A. 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. Queens County has a high incidence of youth related gang activities and related violent crimes, including assaults, shootings, robberies, and homicides. 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.

According to the Centers for Disease Control and Prevention, homicide is the third leading cause of death for young people ages 10-24 and the leading cause of death for non-Hispanic Black or African American youth. Between 2019 and 2020, the rate of child homicide deaths rose by almost 28 percent. Research continues to show that homicides of youth aged 11 to 17 were more likely committed by a known assailant. Research has also shown that homicides of youth under the age of 18 were most commonly precipitated by arguments and community violence-related factors (e.g., drive-by shooting, gang involvement, substance misuse, etc.), suggesting that these victims were the targets of community violence and retaliatory acts.

Additionally, there is a cumulative effect that increases the likelihood of youth engaging in acts of violence. Risk factors for youth gang membership include having unhealthy relationships with family, peer groups, schools, and the community. The more risk factors these youth are exposed to, the greater the likelihood that they will join a gang.

We have been taking a strong stand against gang activity and related crime 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.

On the prevention side, this Office also runs a wide array of programs intended to reinforce respect-for-all and positive options for youths in the Queens community,

particularly those in at-risk communities within the County. One of the Office's premier programs is the Hope and Leadership Academy program, which aims to promote anti-violence, anti-drug and crime prevention initiatives among the borough's youth population. In the 2022-2023 academic year, QDA's staff collaborated with teachers, police, and other partners to deliver topic-specific workshops to approximately 11,000 middle and high school students in selected schools. Guest presenters shared their professional experiences and skills to mentor and advise students in conflict resolution practices, social accountability, and promoting positive choices and life trajectory through dialogue, courtroom visits and classroom presentations. Among the topics covered were cyberbullying and online safety, human trafficking, substance abuse, gang, and gun violence prevention, building healthy relationships, hate crimes prevention, peer pressure, and career exposure. QDA also implements a diverse range of activities throughout the County for youth, including the Legal Explorers program, the QDA C.A.M.P summer Leadership Internship program, mock trial competitions, and many other community youth-based initiatives. Furthermore, early intervention can help prevent the onset of disruptive behavior and supports positive youth development.

### **Objective**

QDA is 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.

The CYDCPP program was established in 2020 in response to the COVID-19 epidemic and the increasing number of shootings and homicides in Queens County, namely in Southeast Queens. The NYPD CompStat statistics for the period ending 12/27/20 revealed significant increases in shooting incidents and murders in several precincts in Southeast Queens neighborhoods. The 100th precinct experienced a 333% surge in shooting incidents and a 150% rise in murders. Similarly, the 101st precinct witnessed a 290% increase in shooting incidents and a staggering 400% increase in murders. Lastly, the 103rd precinct observed a 233% spike in shooting incidents and a 60% uptick in murders. While 2023 Compstat statistics show a significant reduction in shooting incidents, a continued presence and dedication of resources will help sustain, and build upon, the strides we have made.

As a result, 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.

### **III. Scope of Services**

#### **A. 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.

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

All applicants must illustrate how their proposed project/program will incorporate and sustain meaningful youth crime prevention strategies into their projected plan and budget.

Proposals must clearly demonstrate how they fit into one or more of the following categories, however, proposals are not limited to the categories listed below.

- 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

Applicants are expected to currently provide one or more of these support services or recreational activities as appropriate to the population(s) they serve and needs/gaps in their communities. Applicants are encouraged to identify and coordinate with other providers in the community. Applicants should indicate whether they currently provide any of these services, and how and to what extent they propose to deliver them if funded through this RFP.

## **IV. Proposal Content and Format**

### **A. 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 and should include, at a minimum, the following sections:
  - Program Description
  - Organizational Capacity
  - Organizational Experience

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.

### **B. 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.

### **C. Program Description**

Applicants should describe in detail the following components:

#### **a. 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.

**b. Program Design**

- Describe the services/activities to be provided with the proposed funding.
- Describe strategies that effectively address the risk factors and preventative measures associated with violence prevention, with the aim of decreasing the number of community-based and/or youth-based violence incidents.
- Identify the applicant's key partners, if applicable, 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 throughout the entire service area. Describe your outreach plan including the populations to whom you intend to outreach.
- If proposing a program enhancement, the applicant should include a description of the existing program and details on how funding will support program enhancements.

**D. 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.

2. 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.
3. Resources the applicant and partner providers would use to provide the supports, including number of full-time staff members, facilities, and technology (if applicable).
4. 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.
5. Using Appendix 3 as a guide, list the five largest grants the applicant has administered over the past three years, along with funding sources and contact information. Please include, under "Description of Program" any similarities to the CYDCPP2024 program and/or how the CYDCPP2024 program will enhance your current work.
6. Address whether 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.
7. 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.
8. Address whether the applicant organization, and/or any key staff 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.
9. Please describe the type(s) of liability insurance your organization carries.

#### **E. 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 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.

#### **F. 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

#### **G. Performance Monitoring**

QDA is committed to measuring performance of 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.

While every organization will have different performance measures linked to the nature of their program, 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. We have included, as Appendix 2, grant evaluation quarterly program report guidelines.

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.

## **H. 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 5 “How to Complete Your Budget and Budget Narrative” when completing the budget and budget narrative.

## **I. 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 sub-contractor costs.

## V. Proposal Evaluation 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 8 “Proposal Checklist for Applicants” must be included in the proposal. Proposals that are submitted without this information will be deemed non-responsive.**

### A. Evaluation Procedures

All proposals received 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.

The programmatic review consists of assessing the application for compliance with the program's scope and activities, and, if applicable, past performance on QDA contracts. An applicant with considerable past performance issues may receive a deduction in points or be removed from consideration entirely regardless of the application's peer review score.

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.

### B. 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 Description (including any follow-up questions): 45 points
- Organizational Capacity: 20 points
- Organizational Experience; including past performance on QDA contracts (if applicable): 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 strongly suggests that applicants 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.

### **D. 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. The quarterly expenditures report should be supported by documentation such as payroll reports, functional timesheets, any other time records, receipts, etc. Payments will be made to grantees following review and approval of eligible expenditures detailed within the quarterly expenditure reports. Included as Appendix 6 is a sample fiscal report.

## **VI. 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: Grant Evaluation Quarterly Program Report Guidelines**

**Appendix 3: Organization's 5 Largest Grants and Contracts.** Use Appendix 3 as a guide to list the organization's 5 largest grants and contracts.

**Appendix 4: Budget Template** An electronic version of this form is available on our website. Please note that funding for food, beverages, and equipment purchases **are not** eligible.

### **Appendix 5: How to Complete Your Budget and Budget Narrative**

### **Appendix 6: Sample Fiscal Report**

**Appendix 7: Instructions for obtaining a UEI number through the federal SAM system.**

### **Appendix 8: Proposal Checklist for Applicants**

## Appendix 1

### Program 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: <ul style="list-style-type: none"> <li>• Date enrolled in program</li> <li>• Demographic information such as race, gender and age.</li> <li>• Length of participation in program</li> </ul>	
4	Narrative Summary		Quarterly
5	Operational costs status	Fiscal Reports	Quarterly
6	Outcome data	Data on various outcomes as requested by QDA or third party evaluator	Ad hoc

## Appendix 2

### Grant Evaluation Quarterly Program Report Guidelines

*A grant evaluation report is required for each quarter of the award.*

- A. Header:
  - a. Organizational and grant information, including the following:
    - i. Provide the organization name and mailing address.
    - ii. Contact information: name, phone number, and email address
    - iii. Specify the grant period (e.g., September 1, 2024 – November 31, 2024).
    - iv. Grant Number
  
- B. Program Summary
  - a. Describe the program's purpose. This could be the mission and vision, or program goals.
  - b. Provide a brief overview of program members and partners, including their specific contributions.
  - c. Include demographic information such as race or ethnicity, gender, zip code, grade level, and age group.
  - d. Total number of individuals served or participated.
  
- C. Outcomes (This part should make up the majority of your report).
  - a. Describe the program's goals and objectives.
    - i. Key activities completed
      - 1. Describe the services provided throughout the quarter, how they were delivered, and how they helped participants fully participate in grant-funded activities.
    - ii. What progress has been made in program impact?
    - iii. Provide examples of how this award has impacted your organization's ability to serve your population, whether directly or indirectly.
  - b. Use obtained data to provide evidence of achieved outcomes.
    - i. What progress have you made toward achieving the results you described in your proposal during this period? What evidence do you have to demonstrate your success? If you did not achieve your intended results, why not?
    - ii. What efforts were made to enhance performance and achieve goals.
    - iii. Describe the project's next phases and main priority areas for the upcoming quarter. What, if anything, will you do differently?
  - c. Have there been any substantial changes to your organization or project since the funding was awarded?
    - i. Identify any unintended consequences (positive or negative).
  
- D. Attach Supporting Documents/ Backups:
  - a. Daily attendance (labeled and dated)
  - b. Roster

- c. Photos of activities via JPEG or PNG (4 max)
- d. If applicable, event flier (2 max)

E. Formatting Notes:

- Reports should be typed in 12-point font (Times New Roman or similar) with one-inch margins all around
- Reports should be submitted in PDF or Word format
- Pages should be numbered
- Properly label all attachments and include the period covered
- Email subject line should include the name of the organization and the specified reporting quarter (i.e., Program Name Q2 report)

**Appendix 3**  
**Organization's 5 Largest Current Grants and Contracts**

<b>Funder Name</b>	<b>Program Name</b>	<b>Start Date</b>	<b>End Date</b>	<b>Total Amount</b>	<b>Description of Program</b>

## **Appendix 4**

### **Budget Template**

An electronic budget template is available on our website [www.queensda.org](http://www.queensda.org). Please use this template when completing your budget.

## Appendix 5

### 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.

Please describe the basis upon which you plan to pay your employees. Will their work on CYDCPP2024 be a percentage of their annual salary? Will it be on an hourly basis? Will it be on a piecemeal basis; i.e. per class taught?

Sample narrative:

- We propose to include 15% of the program director's annual salary in this proposal. The annual salary is \$65,000, therefore we budget \$9,750 for this purpose. The program director's responsibilities will include....

#### **OTPS: \* Equipment purchases and food/beverages are not allowable expenses under this grant.**

- **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 the indirect 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 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 6

Sample Fiscal Report

Queens County District Attorney Queens Community Youth Development and Crime Prevention Program Fiscal Report					
FUNDING SOURCE	Queens County District Attorney				
GRANTEE NAME	[REDACTED]				
GRANTEE ADDRESS	[REDACTED]				
GRANT NUMBER	[REDACTED]				
GRANTEE INVOICE # (Optional)	[REDACTED]				
REPORTING PERIOD START	4/1/2023	REPORTING PERIOD END	6/30/2023		
CATEGORY	APPROVED BUDGET	ACTUAL EXPENSES	PREVIOUS EXPENSES	CUMULATIVE EXPENSES	BALANCE
<b>PERSONNEL SERVICES</b>					
Total Salaries	\$44,580.00	\$2,768.83	\$7,580.01	\$10,348.84	\$34,231.16
Fringe Benefits	\$11,145.00	\$692.21	\$1,895.00	\$2,587.21	\$8,557.79
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$55,725.00</b>	<b>\$3,461.03</b>	<b>\$9,475.01</b>	<b>\$12,936.04</b>	<b>\$42,788.96</b>
<b>OTHER THAN PERSONNEL SERVICES</b>					
Supplies	\$5,097.56	\$172.43		\$172.43	\$4,925.13
Equipment				\$0.00	\$0.00
Travel				\$0.00	\$0.00
Consultants				\$0.00	\$0.00
All Other	\$9,422.00	\$4,726.73		\$4,726.73	\$4,695.27
<b>Sub-total</b>	<b>\$14,519.56</b>	<b>\$4,899.16</b>	<b>\$0.00</b>	<b>\$4,899.16</b>	<b>\$9,620.40</b>
Subcontracts (if applicable)					
Subcontractor 1				\$0.00	\$0.00
Subcontractor 2				\$0.00	\$0.00
Subcontractor 3				\$0.00	\$0.00
<b>Sub-total Subcontracts</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total OTPS</b>	<b>\$14,519.56</b>	<b>\$4,899.16</b>	<b>\$0.00</b>	<b>\$4,899.16</b>	<b>\$9,620.40</b>
<b>TOTAL DIRECT COSTS</b>	<b>\$70,244.56</b>	<b>\$8,360.19</b>	<b>\$9,475.01</b>	<b>\$17,835.20</b>	<b>\$52,409.36</b>
<b>INDIRECT COSTS</b>	<b>\$7,024.00</b>	<b>\$836.02</b>	<b>\$947.50</b>	<b>\$1,783.52</b>	<b>\$5,240.48</b>
<b>TOTAL</b>	<b>\$77,268.56</b>	<b>\$9,196.21</b>	<b>\$10,422.51</b>	<b>\$19,618.72</b>	<b>\$57,649.84</b>
<b>REPORT COMPLETED BY:</b>	[REDACTED]				
	SIGNATURE				7/20/2023
	[REDACTED]				
	PRINT NAME				7/20/2023
					Date
<b>FISCAL OFFICER:</b>	[REDACTED]				7/20/2023
	SIGNATURE				Date
	[REDACTED]				
	PRINT NAME				7/20/2023
					Date
<b>QDA APPROVAL:</b>	[REDACTED]				
	SIGNATURE				Date
	[REDACTED]				
	PRINT NAME				Date

**Queens County District Attorney  
Queens Community Youth Development and Crime Prevention Program  
Fiscal Report Back-up - Salaries**

FUNDING SOURCE	Queens County District Attorney		
GRANTEE NAME			
GRANTEE ADDRESS			
GRANT NUMBER			
GRANTEE INVOICE # (Optional)			
REPORTING PERIOD START	4/1/2023	REPORTING PERIOD END	6/30/2023

**SALARIES**

POSITION TITLE/NAME	PAYROLL PERIOD FROM	PAYROLL PERIOD TO	CHECK NUMBER	CHECK DATE	TOTAL HRS PAID	GROSS PAY	% OF EFFORT OR HOURS CHARGED TO CYDCPP GRANT	AMOUNT CHARGED TO CYDCPP GRANT
	3/20/2023	3/31/2023	DD# 140040	4/7/2023	70.00	\$3,691.77	10.00%	\$369.18
	4/3/2023	4/14/2023	DD# 160042	4/21/2023	70.00	\$3,691.77	10.00%	\$369.18
	4/17/2023	4/28/2023	DD# 180045	5/5/2023	70.00	\$3,691.77	10.00%	\$369.18
	5/1/2023	5/12/2023	DD# 200045	5/19/2023	70.00	\$3,691.77	10.00%	\$369.18
	5/15/2023	5/26/2023	DD# 220046	6/2/2023	70.00	\$3,691.77	10.00%	\$369.18
	5/29/2023	6/9/2023	DD# 240060	6/16/2023	70.00	\$3,691.77	10.00%	\$369.18
	6/12/2023	6/23/2023	DD# 260048	6/30/2023	70.00	\$3,691.77	10.00%	\$369.18
	6/26/2023	6/30/2023	DD# 280050	7/14/2023	70.00	\$5,198.77	5.00%	\$184.59
<b>TOTAL SALARIES</b>						<b>\$31,041.16</b>		<b>\$2,768.83</b>

**Queens County District Attorney  
Queens Community Youth Development and Crime Prevention Program  
Fiscal Report Back-up - OTPS**

FUNDING SOURCE	Queens County District Attorney		
GRANTEE NAME			
GRANTEE ADDRESS			
GRANT NUMBER			
GRANTEE INVOICE # (Optional)			
REPORTING PERIOD START	4/1/2023	REPORTING PERIOD END	6/30/2023

OTPS							
ITEM DESCRIPTION	CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DATE	INVOICE NUMBER	AMOUNT	OTPS CATEGORY
						\$1,500.00	All Other
						\$16.97	Supplies
						\$109.60	Supplies
						\$21.01	Supplies
						\$6.44	Supplies
						\$1.72	Supplies
						\$7.85	Supplies
						\$8.84	Supplies
						\$49.89	All Other
						\$19.75	All Other
						\$8.98	All Other
						\$2.88	All Other
						\$4.00	All Other
						\$1,141.23	All Other
						\$2,000.00	All Other
<b>TOTAL OTPS</b>						<b>\$4,899.16</b>	

**COMMUNITY YOUTH DEVELOPMENT AND CRIME PREVENTION PROGRAM**

NAME [REDACTED]

POSITION SR. DIR. YOUTH JUSTICE -AS JOB DEVELOPER\_ MONTH: APRIL

YEAR 2023

DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total hrs	% per	
TOTAL HOURS	0	0	7	7	7	7	7	0	0	7	7	7	7	7	0	0	7	7	7	7	7	0	0	7	7	7	7	7	0	0	0	140	Funct.
CYDCPP GRANT				2			2							3				7														14	16.67%
OTHER FEDERAL GRANT																																0	0.00%
OTHER			7	5	7	7	5			7		7	7	4			7			7												70	83.33%
																																0	0.00%
																																0	0.00%
																																0	0.00%
																																0	0.00%
																																0	0.00%
VACATION																								7	7	7	7	7				35	25.00%
SICK TIME																																0	0.00%
PERSONAL TIME											7								7	7												21	15.00%
PAID HOLIDAY																																0	0.00%
																																0	0.00%
																																0	0.00%

I CERTIFY THAT THIS IS A TRUE AND CORRECT RECORD OF MY TIME WORKED FOR THIS PERIOD.

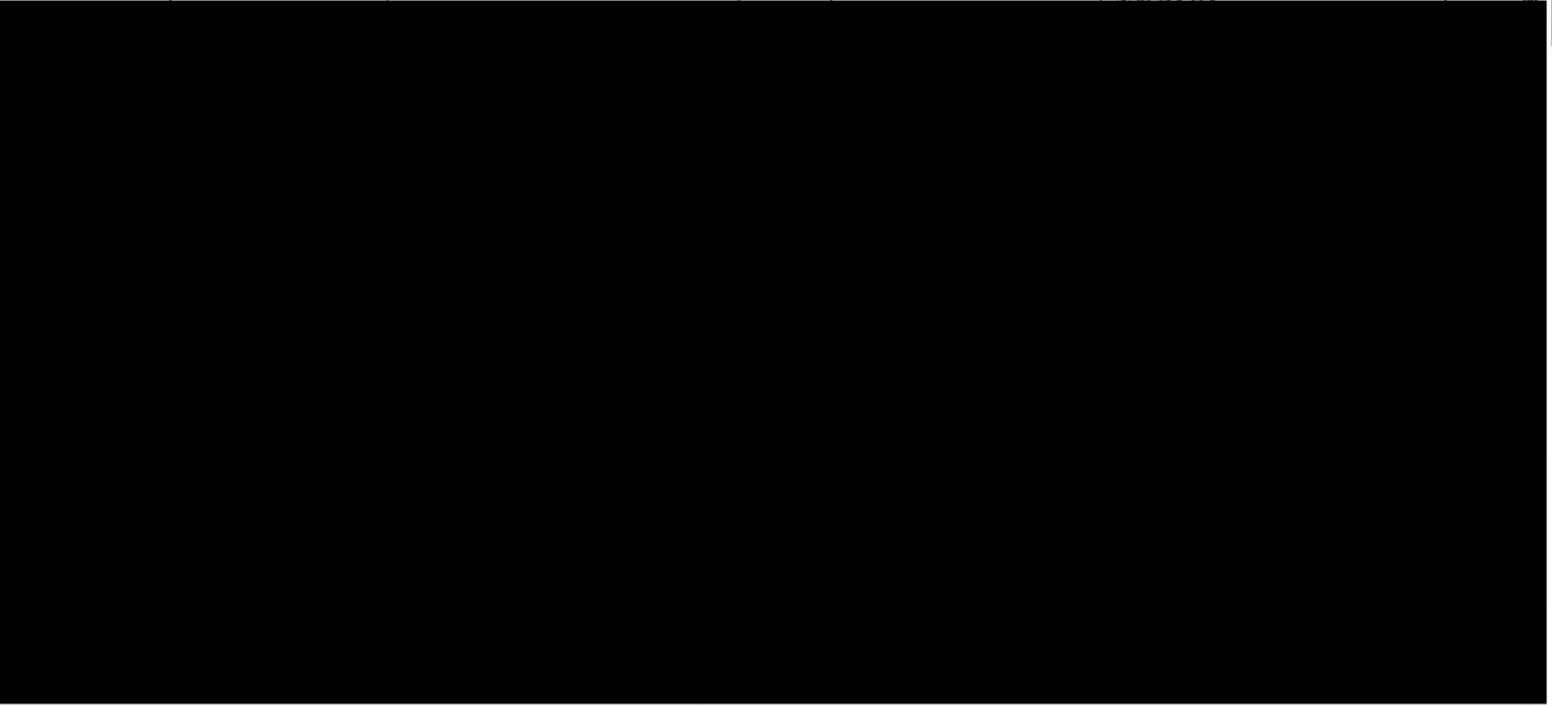
Please note that minutes are converted into decimals by dividing by 60. Ex: 15 minutes = 15/60 = .25

EMPLOYEE SIGNATURE: [REDACTED] DATE: 5/1/2023

SUPERVISOR SIGNATURE: [REDACTED] DATE: 5/1/2023



PERSONNEL	HOURS			EARNINGS			GROSS	STATUTORY DEDUCTIONS		VOLUNTARY DEDUCTIONS		NET PAY
	Reg	O/T	Hours 3&4	Reg	O/T	Earnings 3&4		Earnings 5	Federal	State/Local		
VOLUNTARY DED. ANALYSIS: 10.73 D PREDEN 229.11 M PREMED 1,277.01 X CHECK 5.40 16 VISION												
			9.02 P									
File: 201202			22.55 V									
Dept: 302000											47.67 N- K 401KM	
Rate: 3678.16												
Dept: 301000			.63 P									
			1.57 V									
											3.30 N- K 401KM	
Dept: 306000			1.34 P									
			3.35 V									
											7.03 N- K 401KM	
Dept: 309000			1.60 P									
			4.01 V									
											8.43 N- K 401KM	
Dept: 312000			1.41 P									
			3.52 V									
											7.40 N- K 401KM	
Total Work Hrs:		49.00					3,691.77	422.46 FIT	146.85 NY 01 S1	2148.94 X CHECK		Voucher# **
								215.49 SS	110.19 0022	16.33 D PREDEN	367.81 K 401K	180045 <input type="checkbox"/>
								50.39 MED		94.83 M PREMED	83.33 12 DEPFSA	eVoucher
										.71 16 VISION	13.61 66 LTD	
										26.88 FSA FSA		



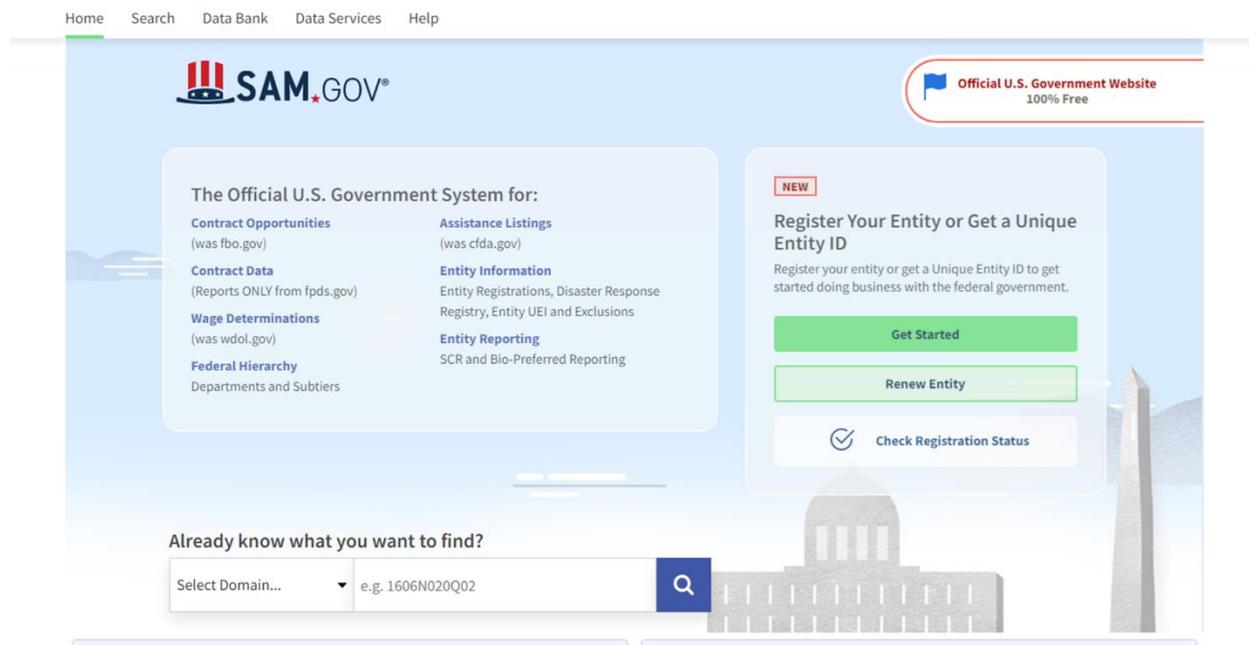
## Appendix 7:

### Instructions for obtaining a Unique Entity ID (UEI) number through the federal System for Award Management (SAM).

For reporting purposes, the Federal Government requires that all grant recipients obtain a Unique Entity ID (UEI). To do this please go to [SAM.gov | Home](#). Below is an image of the home page of their website. Click on the green “Get Started” button to request the UEI. **You will need a DUNS number to apply for the UEI.** If you don’t have one go to [What is a D-U-N-S Number? \(dnb.com\)](#) to obtain it.

If you have received federal contracts in the past as a prime contractor, you already have a UEI. Log into your SAM account to find it.

After you have obtained a UEI, please include in your proposal a screenshot from SAM showing you are registered.



## Appendix 8

### Proposal Checklist for Applicants

**\*\*\*Please be aware that all 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 Description
- \_\_\_\_\_ Organizational Capacity
- \_\_\_\_\_ Organizational Experience

#### **Budget**

- \_\_\_\_\_ Budget Forms (see Appendix 4)
- \_\_\_\_\_ 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 3: Five largest grants administered.
- \_\_\_\_\_ Timeline.
- \_\_\_\_\_ Most recent independent audit of agency, certified financial statements, or a statement as to why these items are not available.
- \_\_\_\_\_ Resumes and job descriptions for all key staff involved in the project.
- \_\_\_\_\_ MOU's with partners (if applicable)
- \_\_\_\_\_ Copy of current fiscal year budget.
- \_\_\_\_\_ Appendix 7: SAM UEI documentation.