



SFY 2015-16 Crimes Against Revenue Program RFP Questions and Answers

Question: Do M/WBE forms have to be included with the grant proposal?

Answer: No, M/WBE forms are not required with the proposal. Successful applicants will be required to submit applicable M/WBE forms prior to contract execution.

Question: Do we have to attach a signed and completed MOU with this grant proposal (Attachment 5)?

Answer: Yes, an MOU signed by the applying jurisdiction's district attorney must accompany the proposal. MOUs submitted by successful applicants will be forwarded to the NYS Department of Taxation and Finance (DTF) upon award. Please note that a PDF version of the MOU must be submitted.

Question: Do we have to attach a completed Crimes Against Revenue Certification with this grant application (Attachment 6)?

Answer: Yes, a CARP Certification signed by the applying jurisdiction's district attorney must accompany the proposal. Please note that a PDF version of the Certification must be submitted.

Question: Do we have to attach a completed CARP Metric Summary Worksheet with this grant application (Attachment 7)?

Answer: Yes, a 2013-2015 CARP RFP Metric Summary Worksheet must be submitted with the proposal.

Question: We received the Request for Proposals for the SFY 2015-2016 Crimes Against Revenue Program. Our grant contract for the SFY 2014-2015 Crimes Against Revenue Program was fully executed on 6/19/2015. Therefore, due to our recent awarding of the grant, is reapplication/renewal necessary at this time?

Answer: Yes, reapplication is necessary. The award period for the SFY 2014-2015 Crimes against Revenue Program began on 1/01/15 and ends on 12/31/2015.

DCJS intends to offer successful applicants for the 2015-2016 Crimes against Revenue Program multi-year contracts with an initial period of 12 months commencing on or about January 1, 2016. Two one-year renewal options will be offered contingent upon available appropriations, satisfactory program performance, and adherence to contractual terms and conditions.

Applicants are reminded that the CARP RFP and grant award process is competitive. Continuation funding for current or prior CARP grantees is not guaranteed.

Question: Our municipality currently has two separate CARP grants, with separate contract periods of 10/1/2014-9/30/2015 and 1/1/2015-12/31/2015. Our county ROI is based on both awards. Since our ROI is based on both grants, does that mean we submit an application for both grants together?

Answer: CARP applicants should submit one proposal that incorporates the expenditures necessary to sustain the totality of your jurisdiction's CARP initiative. This may include components of both existing grants.

Applicants should be mindful that following this CARP solicitation, the next competitive CARP RFP is expected to be released in 2018. There will not be a "Supplemental" CARP RFP process this year.

Question: Our office has a CARP unit that consists of an ADA, an investigator, and a full-time clerical coordinator. Our current funding is split between two CARP grants. The grants cover the three positions, with one grant covering the period of 10/1/14 – 9/30/15. The second (smaller) grant covers the period of 1/1/15 – 12/31/15. We would like to reapply to have everything consolidated into one grant for the next funding cycle. Can we do this, or do we need to reapply for the two separate grants?

Answer: Yes, expenditures necessary to sustain your municipal CARP initiative should be consolidated into one grant proposal.

Again, CARP applicants should submit one proposal that incorporates the expenditures necessary to sustain the totality of your jurisdiction's CARP initiative. This may include components of both existing grants.

Applicants are at liberty to include elements of the strategies from any prior year grants within their strategy for this new grant period.

Question: Concerning the budget, is there a cap on the fringe rate as in prior years? If so, what is the cap?

Answer: DCJS allows a maximum of 55% fringe-to-salary ratio. If a position listed on a line item of the budget for personnel receives a portion of their salary from the grant's funds, the fringe amount must be pro-rated on the same percentage – but no more than 55% of the dollar amount of any line item within the Personnel section of the budget.

Question: With respect to the budget, it says on page 8 of the RFP that the operating budget must not exceed the applicant's eligible award. What is the eligible award for my prosecutor's office? Is it what we received last year?

Answer: Proposal budgets should include the expenditures necessary to sustain a successful CARP initiative. No specific award eligibility amounts or limits have been established for this solicitation.

Question: Regarding Attachment 7, the 2013-2015 CARP Metric Summary Worksheet, where it has the boxes for outside referrals, do the referrals work both ways? In other words, are they for referrals made to my prosecutor's office from those listed agencies?

Answer: Only referral information pertaining to cases referred *from* those listed agencies to the prosecutor's office should be included on the 2013-2015 CARP Metric Summary Worksheet. Applicants may include other referral information in the narrative portion of the proposal detailing prior program performance.

Question: Regarding the 2013-2015 CARP Metric Summary Worksheet on page 37 of the RFP: Clarification is needed for Total Amount Projected CARP Savings. Is that the same as Return on Investment (ROI)?

Answer: No, Total Amount of Projected CARP Savings is not the same as ROI. The Total Amount of Projected CARP Savings refers to the total fiscal benefit to the State as a result of CARP cases, including revenues realized for which the grantee did not receive CARP credit, or future State expenditures avoided as a result of CARP cases. For example, the successful prosecution of a defendant may curtail further illegal welfare or unemployment insurance payouts by the State.

Question: Concerning Attachment # 7 (CARP Metric Summary Worksheet), there is a difference between the Worksheet included in the RFP and the fillable form that is on DCJS' website. The last category on the Worksheet from the RFP is entitled "Total Amount Projected CARP Savings," and the same category on the form from the website is "Total Amount CARP Revenue." Are these the same thing, or what do each of these terms mean?

Answer: The 2013-2015 CARP Metric Summary Worksheet included in the RFP is correct. The fillable Excel worksheet on the DCJS web site contained a misprint. It has been amended and is now available at <http://www.criminaljustice.ny.gov/ofpa/index.htm>.

"Total Amount CARP Revenue" refers to the amount of revenue for which the grantee has received CARP credit.

"Total Amount Projected CARP Savings" refers to the total fiscal benefit to the State as a result of CARP cases, including revenues realized but not counted for CARP credit, or State expenditures avoided. For example, the successful prosecution of a defendant may curtail further losses to the State in the form of illegal welfare or unemployment payments.

Question: Regarding the required 2013-2015 CARP Metric Summary Worksheet. Given that this is the first time we are reporting on some of this data, what should we do if the data is not available? What is meant by "Total Amount Projected CARP Savings"? Are there instructions for completing this table? We are based in New York City, so I assume we should report Welfare Fraud cases under DSS? The link to the fillable Excel document does not work. How can we obtain the Excel file?

Answer: Applicants should complete the 2013-2015 CARP Metric Summary Worksheet to the best of their knowledge and ability.

"Total Amount Projected CARP Savings" refers to the total fiscal benefit to the State as a result of CARP cases, including revenues realized but not counted for CARP credit, or State expenditures avoided. For example, the successful prosecution of a defendant may curtail further losses to the State in the form of illegal welfare or unemployment payments.

There are no written instructions for the 2013-2015 CARP Metric Summary Worksheet. Please read the following example for additional completion clarification.

Example: This excerpt from the 2013-2015 CARP Metric Summary Worksheet represents data submitted from a prosecutorial agency which received 5 referrals from the NYS Department of Taxation and Finance in 2013, 2 referrals from the NYS Department of Social Services (DSS) in 2014, and 7 referrals from the NYS Department of Labor (DOL) in 2015.

2013-2015 CARP METRIC SUMMARY WORKSHEET					
Outside Referrals		2013 Total	2014 Total	2015 YTD	TOTAL
	DTF	5			5
	DSS		2		2
	DOL			7	7
	NYSIF				
	TOTAL	5	2	7	14

Yes, welfare cases would be reported in the DSS category.

The 2013-2015 CARP Metric Summary Worksheet is available on the DCJS web site at <http://www.criminaljustice.ny.gov/ofpa/index.htm>. If you are unable to utilize the form via this site, please send an email to dcjsfunding@dcjs.ny.gov for additional guidance.

Question: Is there a maximum amount for which a current grantee may apply?

Answer: No, there is no set limit on the grant award amount that a potential CARP recipient may request. That being said, the dollar amount requested should be realistic, cost effective, and well justified, both in terms of the prosecution plan and proposed budget.

Question: Do Attachment 4 ("Crimes Against Revenue Standard Work Plan"), Attachment 5 ("Memorandum of Understanding") and Attachment 6 ("Crimes Against Revenue Certification") need to be submitted at the time of application or are they to be submitted after notification of award?

Answer: Attachment 4 ("Crimes Against Revenue Standard Work Plan") is a "boilerplate" work plan which will be a standard component of all CARP award contracts. Both Attachment 5 ("Memorandum of Understanding") and Attachment 6 ("Crimes Against Revenue Certification") should be completed and submitted in PDF format to DCJS with the application proposal.

Question: If a case was self-generated or was a referral from an agency other than the four agencies listed on the metric summary worksheet, are those not to be included on the Metric Summary Worksheet?

Answer: Self-generated cases should not be included on the 2013-2015 CARP Metric Summary Worksheet. Applicants may include a summary of self-generated cases or those referred from other outside agencies in the narrative portion of the proposal detailing a jurisdiction's prior performance.

Question: For Question 2a on page 7 of the RFP, is any narrative required or is the only requirement for the question to complete and attach Attachment 7 "CARP Metric Summary Worksheet?"

Answer: There is no narrative required for Attachment 7 ("CARP Metric Summary Worksheet"); it is solely numerically based. Applicants may include any relevant historical information to

demonstrate the effectiveness of its jurisdiction's local program in the narrative portion of the proposal detailing a jurisdiction's prior performance.

Question: Is any narrative required for Question 3 ("Demonstrated Historical Return on Investment") on page 7 of the RFP?

Answer: There is no narrative to be submitted for Question 3 on page 7 ("Demonstrated Historical Return on Investment") which is based on the three highest ROI rates for calendar years 2011 - 2014.

Question: Can you describe a model prosecution plan objective, task and performance measure for applicants without demonstrated ROI?

Answer: There is no particular "model" prosecution plan objective, task and performance measure for applicants without demonstrated ROI. Each eligible jurisdiction is unique in its population, average personal income, businesses, and types and extent of financial crimes that occur within their jurisdiction. The prosecution plan should be developed to address the specific history and current existence of given types of CARP crimes taking place in your jurisdiction, the estimated amount of such crimes being committed, success of past efforts to detect, investigate, and prosecute these crimes; current resources available, and requested resources listed within the application's budget to reduce and prevent CARP crimes. The proposed prosecution plan submitted by applicants should be an enhancement to the standard CARP work plan. (See RFP Attachment 4: "Crimes Against Revenue Standard Work Plan," pages 29 – 30.)

Question: Is there an Award Methodology for this round of funding? Will awards be based on ROI? What if an applicant is a historical applicant without demonstrated ROI?

Answer: The award methodology is based on the scoring criteria delineated in sections IV and V of the RFP, on pages 4 - 13.

Proposals from historical applicants with demonstrated ROI may receive up to 60 points for their prosecution plan, up to 10 points for prior program performance, up to 10 points for demonstrated historical return on investment, and up to 20 points for their operating budget.

Proposals from historical applicants without demonstrated ROI may receive up to 60 points for their prosecution plan, up to 20 points for prior program performance, and up to 20 points for their operating budget.

Proposals from first time applicants, which are limited to prosecutorial agencies located within counties with a minimum resident population of 150,000 may receive up to 80 points for their prosecution plan and up to 20 points for their operating budget.

Question: What are the M/WBE Goals for this program? See Question # 7 on DCJS – 3300.

Answer: The M/WVE goals for the CARP initiative are 30% of discretionary grant funds, which reflect a 25% MBE goal and a 5% WBE goal.

Question: Does Attachment 5 – Memorandum of Understanding – need to be signed and attached in the GMS application if an MOU has previously been signed?

Answer: Yes, all applicants must submit a signed Memorandum of Understanding with their proposal. Prior year MOUs are not sufficient or applicable to this CARP solicitation.

Question: Attachment 1 “Allowable Revenue Sources for Crimes Against Revenue” does not include sales tax cases. Are sales tax cases allowable sources of CARP revenue?

Answer: Yes, sales tax cases are allowable sources of CARP revenue and should have been included on this attachment.