

**DCJS Office of Probation and Correctional Alternatives
DCJS Office of Program Development & Funding
2015 CRTF Request-for-Applications
March 26, 2015**

Questions and Answers

(Some questions have been edited for clarity and/or duplication.)

1. Should our application be submitted on the New York State Grants Gateway or another system labeled "DCJS Grants Management System?"

Answer: Applications must be submitted on-line via DCJS GMS. Please refer to pg. 14, section XVI, "Application Submission and Requirements," of the RFA. DCJS' GMS is a separate system from the Grants Gateway, and DCJS GMS must be used to submit the application. Please refer to pages 25, 26 (Appendix A) & 28 (Appendix C) of the RFA for complete instructions on GMS and Grants Gateway requirements.

2. We have four consultants which receive money under the grant in addition to the Coordinator. Are each of these entities required to submit MWBE forms? Are each of these entities required to submit Attachment 5, the MWBE and EEO Policy Statement?

Answer: No, the consultants do not have to submit any M/WBE documentation as part of the RFA application process. Once an award is made, your DCJS contract representative will review your M/WBE documents and work with you to make any corrections and finalize.

3. For the answer to question #6 regarding the use of NYS businesses in the performance of this contract, what type of supporting documentation should we attach in the GMS record as per p.17 of the RFA?

Answer: If you are using a NYS business for discretionary spending of your Operating Budget, you would use M/WBE form 3301 to indicate this. If you are utilizing a NYS business entity to assist your CRTF in the achievements of milestones, please provide the name of the NYS business (es), their address, and the nature of the business.

4. On page 24 of the RFA, it says that "the bidder will be required to submit a Minority and Women-Owned Business Enterprises and Equal Opportunity Policy Statement, Form #4, to DCJS with their bid or proposal." Does this form have to be submitted with the RFA, and if so, where can we access a copy of it?

Answer: Please go to the DCJS website, under grants/ funding where the RFA and all of the attachments are located. The document you are referring to is attachment #5 labeled "M/WBE EEO Policy Statement."

5. On page 17, the RFA states, "For subcontract agencies approved to provide CRTF services, upload signed and executed agreements and the approved operating budget using the Attachment feature on GMS." Is the approved operating budget you are referring to Attachment 3 which will be completed and attached in GMS?

Answer: Yes, this is the detailed budget form that is to be used by grantees and sub-contractors (if applicable) to provide the detailed budget for your program.

6. Do we need to bid for an individual therapist's contract and/or for the not-for-profit organizations which have been categorized as consultants on our prior Reentry grants? May we indicate the entity as "to be determined" since we would not conduct bidding until we receive notification of an award?

Answer: As a generally accepted rule, consultant costs are allowed up to \$650 per 8 hour day, or \$81.25 per hour.

The procurement guidelines are as follows:

For purchases between \$1,000 - \$4,999 – at least 3 telephone quotes

Between \$5,000 - \$9,999 – at least 3 written quotes

Exceeding \$9,999 – must use competitive bidding process.

Sole Source: *A procurement in which only one Subcontractor/Supplier is capable of supplying the required product or service.*

Single Source: *A procurement in which two or more Subcontractors/Suppliers can supply the required commodity or service, but the CRTF Bidder/Applicant provides substantial justification to sub-award to a specified Subcontractor/Supplier over the other(s).*

*** Sole or single source procurements must be submitted with justification for approval from DCJS prior to purchase of the goods or services.*

7. What are the M/WBE bidding requirements, if any, for not-for-profits?

Answer: There are no bidding requirements for M/WBE if you are utilizing an M/WBE certified vendor. If there is more than one to select from, you have the ability to select any one you choose. The M/WBE requirement is to fulfill 30% (at a minimum) of your discretionary spending budget with M/WBE suppliers. The discretionary spending is determined by utilizing the worksheet, form 3309. All resources, forms, and guidelines can be accessed on the DCJS website. Go to the Grants/funding link, then go to the right side of the page and access the M/WBE resource link to access all information regarding M/WBE. Each M/WBE form has instructions included within the document.

8. May we get an exemption from the M/WBE bidding requirement if the person is a "single" or "sole" source due to the uniqueness of the experience the vendor possesses?

Answer: Please refer to the instructions at the bottom of form 3309 for a description of what constitutes "Single or Sole" source. The form also explains the differences between "Exempt and Excluded." Please keep in mind that all Single or Sole Source vendors have to be pre-approved by DCJS.

9. What is the criterion to qualify for a single or sole source for M/WBE purposes?

Answer: Please refer to the instructions tab at the bottom of form 3309 for a description of what constitutes "Single or Sole" source, and how to utilize it.

Sole Source: *A procurement in which only one Subcontractor/Supplier is capable of supplying the required product or service.*

Single Source: A procurement in which although two or more Subcontractors/Suppliers can supply the required commodity or service, the Bidder/Applicant provides substantial justification to select one Subcontractor/Supplier over the other(s).

10. In Attachment 5, which relates to the M/WBE and EEO Policy Statement, are we required to fill out the EEO contract goals or should it be deleted? If we are to include the goals, do we have to use the percentages on p. 22, i.e., 30% for M/WBE participation or 25% for MBE and 5% for WBE?

Answer: Please complete the Policy Statement form only. Disregard the 2nd page, M/WBE Contract Goals. Once an award is made, your contract representative will work with you to ensure all of your M/WBE forms are complete and correct.

11. With regard to the budget, we have a consultant that bills us for 15% Administrative Overhead/Indirect Costs. We checked their submitted bills and note that they submitted 5% for management costs. Do we need to back out that part of the total Administrative Overhead/Indirect Costs that we enter in GMS and add it somewhere else?

Answer: Administrative and/or Indirect costs are capped at 15%. Whether these costs are separate or combined, they cannot total more than 15% of the direct costs in your budget.

12. Our County has different reimbursement rates for each of the milestones. Given the total amount and number of participants for Milestones #1 and #2, that reimbursement rate should be \$665. Is there a set amount for Milestone #3 and #4 for our county?

Answer: The total amount allocated to Milestone #3 may not exceed 8% of your county's total funding amount and the total amount allocated to Milestone #4 may not exceed 13% of your county's total funding amount. However, cost per milestone may vary for some CRTFs with baseline award of \$100,000 – refer to Attachment 2 Appendix B-1 Program Performance Milestones and Costs.

13. We did not 'restart' our county CRTF until January 2014. Will this be taken into consideration for Program Narrative Question #2?

Answer: When responding to Question #2, you should reference the time periods for which you are reporting outcomes. Also note the dates that the CRTF was "inactive."

14. Can the executing agency of the re-entry grant put in proposed amounts for our subcontractors? Our County also sends out an application for enhanced services for our subcontractors to complete. Based on their response and re-entry's newly mandated programming needs (CBI and employment), we may need a longer period of time to review their applications that extends beyond the April 6, 2015 application deadline.

Answer: The grant applicant may enter proposed amounts for each of the services that are to be provided by individual sub-contractors under "Consultants" in the Budget tab on GMS, and also include these amounts on Attachment 3 Budget Detail Worksheet with sufficient narrative and justifications of services to be provided by the sub-contractors. Also, note that the sub-

contractor(s) are “to be determined.” Once the grantee agency awards sub-contract(s), their approved budget(s) should be forwarded to DCJS.

15. Our CRTF is located relatively close to Albany, and required travel tends to be limited to the tri-County region. Can we put in less than \$3,000 for our travel line on our budget? During the 2014-15 re-entry period we were granted approval to go down to \$1,500, and we have not exceeded that total.

Answer: Yes, an amount allocated to travel other than the recommended amounts of \$3,000 to \$5,000 referenced the RFA is acceptable if associated travel and training costs are anticipated to be incurred only for local travel.

16. When attaching the supportive research for use of an alternative employment readiness program. What are the guidelines for providing such evidence? Will DCJS approve employment programming that our agency currently provides to count towards employment readiness? This is not to replace Ready, Set, Work! but will be used in conjunction to it.

Answer: For consideration of Agency X’s program or any other alternate employment readiness program, applicant should submit the following information to DCJS as an attachment on GMS:

- Literature and Research Study
- Rigorous Peer Driven Evaluations
- Sample of Curriculum

Note: A program that has adapted various components from other approved curricula is not an acceptable format.

17. Is DCJS willing to be flexible with regards to the new milestone #4 and accept employment readiness program already in place in some of the CRTFs? For example, will DCJS accept employment readiness programs already running in CRTFs that reflect other models the “RSW” or OWDS?”

Answer: We highly recommend and endorse the three programs that are provided to you in Appendix F of the RFA, but DCJS reserves the right to approve any alternate CBI or Employment Readiness programs. If you do have a program that is a CBI not listed in Appendix F, be sure to submit the above-mentioned documentation with your application for review. Please see the response to # 16 above.

18. What is the operational definition of program completion? Is there no more 90 days milestone? Are we working with each individual until they complete each respective program? T4C? MRT? RSW?

Answer: Program completion occurs when a participant’s stabilization needs have been identified and satisfactorily met. There will not be a 90 day milestone for reimbursement, but CRTFs may choose to work with individuals for 90 days or any other reasonable time period while assistance is being provided to meet those stabilization needs. Additionally, for persons enrolled in a CBI or RSW! program, a successful completion occurs at the time a client completes that program (all modules) and the stabilization criteria as delineated above have also been met.

19. Will DCJS consider counting full time employment toward Milestone 4?

Answer: No, while full-time employment is not be reimbursable under Milestone 4 (completion of CBI and/or employment programming), full-time employment is an important step toward success. Individuals should be encouraged to accept the job offer, with DOCCS approval as applicable, but encouraged to complete the CBI or employment programming as it will assist them with employment retention. Also, this information should be noted on the CBI/Employment Readiness roster that the individual did not complete the programming due to obtaining full-time employment.

20. Can we request additional funding to implement Thinking for A Change?

Answer: Additional funding is currently not available.

21. Is there a timeframe in which we are expected to have a participant complete the CBI? Is it expected to be completed within the same 90 day period that indicated “successful completion” for us previously?

Answer: The timeframe for completion of a CBI is not limited to 90 days, as it is recognized that cycles, length, and scheduling of program(s) vary and may require participation past the 90 day timeframe.

22. In the project budget section of the application, how do we enter the budget information?

Answer: Please refer to Appendix C, pg. 28 of the RFA for GMS instruction. Once you have created your Project in GMS, please refer to pg. 29 of the RFA, and go to “Budget” for the step by step instructions.

23. Do we need to create a new project in GMS for the re-entry RFA or is there a way to work off the previous one?

Answer: Yes, the applicant must create a new project in GMS. Please refer to Appendix C pg. 28 for the complete instructions.

24. Due to the size of our award, in past years we charged half of the coordinator’s salary and all of the other employees’ salaries to the grant. This year we have discussed using the entire salary and fringe for both the coordinator and other staff member as well as DCJS travel and agency overhead in the budget covered by our award, and a partner agency that the county contracts with will cover all other spending by the program (supplies, equipment, client needs etc.). Is that okay? And should we put in the budget narrative in the appropriate section that certain items will be covered by another agency and not fall under the grant budget?

Answer: Please refer to Section VI, pg. 7 of the RFA on the Approved Use of State Funds. The operating budget entered in GMS should only equal the DCJS grant amount. If additional funding is necessary to sustain the program outside of the DCJS funding amount, a separate budget detail worksheet outlining those associated costs may be attached to GMS.

25. In “Section II, Eligibility Requirements,” it states that if a not-for-profit is the applicant, than a letter signed by the chief elected official or “designee” must accompany the application. Can you please clarify what is meant by “designee,” especially in regards to a NYC jurisdiction? Could this be a deputy mayor or head of a department of the Mayor’s office, e.g. the Mayor’s Office of Criminal Justice?

Answer: The chief-elected-official's designee may be an agency head or someone who is appointed as signatory on grant applications and contractual agreements. Within NYC, the designee would be the Mayor's Director of Criminal Justice or other person identified by the Mayor's office.

26. For the Program Narrative Word document, should the written responses be single- or double-spaced?

Answer: There is no specific requirement in the RFA. You may use either type of spacing.

27. The RFA states that staff must be allocated at a minimum of .5 FTE. Would you accept a position that was less than that if they are part time (not a full timer with a partial allocation to the CRTF)?

Answer: No. As defined in Section VI of the RFA, additional staff is at a minimum of .5 FTE. A full time coordinator is at 1 FTE.

28. What will DOCCS' role be in ensuring compliance with enrollment and retention for the CBI groups?

Answer: DOCCS has advised that they will make participation in a CBI by individuals a condition of their supervision if such individuals have been identified as needing a CBI.

29. With respect to CBI programs initiated under the current contract, can we use those participants under the new contract period for completion statistics?

Answer: Yes, participants that are enrolled in a CBI prior to July 1, 2015, may be counted toward Milestone #4 in the new contract term if their completion of a CBI occurs on or after July 1, 2015.

30. Just to clarify, if we are subcontracting for services not otherwise provided through another fiscal source, does it go under Consultant Services, i.e., sex offender services?

Answer: Yes. Any of your subcontractor's allocations will go under "Consultant Services" on the operating budget. See below for further clarification of consultants and subcontractors:

Consultant/Vendor: A Consultant is defined as an individual or organization hired by the grantee for the stated purpose of accomplishing a specific task relative to the funded project.

Subcontractor/Sub-awardee/Sub-recipient: A Sub-recipient is an entity that is awarded State/Federal funding by a CRTF grantee to support the performance of any portion of the project or program for which the direct recipient grantee is receiving assistance.

31. When should we discharge clients with the elimination of the 90 day successful program completion milestone? Are we working with each individual until they complete each respective program? T4C? MRT? RSW?

Answer: In some cases, in which an intake is completed and a client reaches the 45- day milestone and their stabilization needs have been met, they can be discharged. If you intake

clients who reach the 45-day milestone and they are also enrolled into a CBI, the discharge occurs upon successful completion of the CBI, unless you see the value of them going on to the RSW! program and/or they require continued assistance with their stabilization needs.

Please note: with the elimination of the 90 day metric for the 2015-16 contract, DCJS expects to provide no-cost extensions to any current CRTF contracts that are not able to achieve their maximum reimbursement by June 30, 2015 for the retention milestones. More guidance about this will be provided during contract preparations.

32. Will DCJS be offering MRT training this grant cycle as travel out of state must first be approved, and is costly?

Answer: Appendix F in the RFA outlines T4C, MRT and OWDS. The MRT website is provided and it lists the trainings and locations on its website. You may be able to find trainings offered in New York State. DCJS is exploring ways to provide this training, but it is not likely during the 2015-16 contract period. CRTFs are encouraged to explore other available training options or coordinate with other agencies that offer MRT.

33. Can you please explain Milestone 3? Is the target number direct from DOCCS or does that include individuals from the intakes? Also, does the individual who completed intake have to complete the 45 day milestone before he/she can be enrolled in CBI?

Answer: The target number for Milestone #3 is 30% of the target for Milestone #1, Intakes. In addition, DOCCS may make referrals of a CBI-only client, and if your program has space available to accommodate the CBI-only client referral, they can be included in the 30% target number.

The target number for Milestone #3 is inclusive of any participants enrolled in CBI that were a CRTF intake and those that were a direct DOCCS referral for CBI- only. Individuals can be enrolled in CBI at any point, but enrollment is dependent on the groups that are presently running and their current time frame. If a waiting list is necessary, CRTFs should intake the individual and work on their stabilization needs during the first 45 days and enroll them in the next CBI class, when one becomes available.

34. What T4C and OWDS trainings are currently scheduled to certify additional individuals to facilitate these groups?

Answer: On March 9, 2015, DCJS started the ninth annual OWDS training with 31 participants. More than half of the trainees are with current CRTFs. If there is a demand, DCJS may conduct a 2nd class in fall 2015. DCJS expects to offer training classes in Thinking for A Change during 2015.

35. Do we need to wait until the 45 day milestone before we can start the CBI/RSW program?

Answer: No. After intake, if there's a class available, you may elect to put the client into a CBI or RSW! prior to the 45 day point.

36. How will the Quarterly Reporting (mainly the Case-Specific Report and its components) be impacted by the changes in milestones?

Answer: DCJS is reviewing reporting formats to determine the best way to capture the new milestones for reporting in the new contract year and will communicate reporting changes to the programs near or soon after the start of the new contract term.

37. Do you expect to provide any Train the Trainer opportunities for OWDS? We have someone trained in OWDS but not able to train.

Answer: Instructor training for trainers will be hosted by the National Institute of Corrections (NIC) and DCJS in Albany on April 7-9, 2015. Only certified Global Career Development Facilitators are eligible for this training. For more information, call 518-485-7692.

