

QUESTIONS AND ANSWERS

NYS DIVISION OF CRIMINAL JUSTICE SERVICES NEIGHBORHOOD VIOLENCE PREVENTION PROGRAM EVALUATION REQUEST FOR PROPOSALS

As stated in Section IX of the Request for Proposals (RFP), and in the interest of fairness to all prospective applicants, DCJS is posting the following answers to substantive questions received through Wednesday September 18, 2013 regarding this RFP.

Q. On page 2, the RFP states that the evaluator will be expected to work closely with the program sites to obtain state and local data to help identify an appropriate target area. It will also be necessary to obtain state and local data to complete an evaluation. While some local agencies and police departments are willing to share data (and some are willing to share the incident-level data most useful here) others do not have data-sharing policies and it can be difficult to obtain such information. What data will DCJS make available? Will DCJS facilitate the process of obtaining data from other sources, and if so how? What will the process be if a selected site, working with the evaluator, cannot obtain the relevant data for either the initial current conditions analysis or the final evaluation?

A. Relevant data is immediately available from a number of sources. DCJS has provided data on Index Crimes by jurisdiction within New York State to Open New York, New York State's open data portal. It can be found at <https://data.ny.gov/Public-Safety/Index-Crimes-by-County-and-Agency-Beginning-1990/ca8h-8gjq>. The DCJS public website contains a series of monthly and annual reports on crime, including monthly crime, arrest and firearm activity reports for jurisdictions within New York State. It can be found at <http://www.criminaljustice.ny.gov/crimnet/ojsa/stats.htm>.

The successful evaluation applicant will be expected to work closely with the new programs to obtain and analyze the State and local data necessary. This will require working with the local police agencies, other relevant community agencies, the Division of Criminal Justice Services and additional sources to obtain detailed data on the locations of violent crime, shooting incidents and gang activity, and other pertinent information. Much of this must be obtained from local law enforcement, and the applicant will be expected to initiate contact with local police agencies to obtain the level of detail that will be required to identify specific target geographical areas. DCJS will provide whatever support it can for these efforts, but should not be expected to be the source for additional data.

It is expected that DCJS will be quickly advised of any problems with the process of obtaining the data required so that any possible assistance can be offered. It is anticipated that both site selection and program evaluation will be based upon the best data sources available.

Q. On page 4, the RFP states that the evaluator will be expected to attend trainings provided by Chicago Project for Violence Prevention (CPVP) or if relevant, other Technical Assistance providers. How many trainings should be budgeted for? Is there any intent to consolidate CPVP trainings, e.g. one upstate and one downstate or some other variation or will each site have its own training?

A. The Cure Violence training is outlined in RFP Attachment 1 on page 31. It includes:

- a. An initial site visit to a Cure Violence established program site in Chicago for key staff (2 days)
- b. Program manager/outreach worker supervisor training (3 days)
- c. Violence interrupter and outreach worker training (6 days)
- d. Booster and documentation training (3 days)
- e. Additional booster training as needed (flexible)

As noted on page 13 of the RFP with regard to Budget Detail and Narrative – “The actual number and location of the up to seven Neighborhood Violence Prevention program sites to be evaluated under this RFP will not be known until the Program RFP process is completed. However, the applicant should complete this section as if seven programs will be funded.” This would create the need for separate upstate and New York City training within New York State.

The applicant should budget for one initial site visit to a Cure Violence site in Chicago (2 days). The remainder of the training will occur within New York State. Given the assumption that all seven sites will be funded, it can be anticipated that there will be separate upstate and New York City training sessions for the remainder of the components. There will be one six-day presentation during which components b. (Program manager/outreach worker supervisor training) and c. (Violence interrupter and outreach worker training) listed above will be presented concurrently and an additional 3-day presentation for component d. (Booster and documentation training). Applicants will be expected to attend a minimum of one presentation (upstate or New York City) of each of these three units. Applicants believing that attending more presentations would be valuable can budget accordingly and address that in their submissions.

Q. In regard to the funding, what does the phrase “DCJS is prohibited from allowing for a profit margin to be paid in any contract resulting from the RFP” mean? Does this mean that the proposed work must be completed without any profit for the contractor? Being a for-profit entity, we must consider this issue before proceeding with a formal proposal.

A. This means that grant funding awarded to the successful applicant (i.e. the contractor) will be limited to support for allowable and approved project expenses at an amount not to exceed the contractor’s actual costs incurred for such expenses. Accordingly, this would preclude any “profit” from the grant award for the contractor; for-profit applicants should be sure to exclude any profit margin from their budget requests.

Q. Please define what types of expenses fall within "administrative costs" on page 12?

A. Administrative costs are direct operational costs (other than direct project personnel, consultant and project travel costs) that are essential to the implementation of the grant-funded project as described below. Administrative costs are allowable for purposes of the Neighborhood Violence Prevention Program Evaluation project and are limited to 5% of the project award amount.

Applicants' budget narratives must clearly describe how requested administrative costs contribute to the implementation of the project. Examples of allowable administrative costs include, but are not limited to: project supplies; printing, reproduction and postage costs; and staff time to complete fiscal and progress reports required for the grant award.

Additionally, indirect costs of up to 10% of requested funding for personnel salaries and fringe costs are allowable for non-governmental organizations to cover expenses incurred in support of general agency operations including, but not limited to: personal service costs for executive management and staff providing general clerical, legal, accounting, payroll and similar agency support functions; legal fees; rent; utilities; general office supplies; and maintenance and repair costs for facilities and equipment. Budget requests for indirect costs must include an explanation for how the indirect cost rate was determined.

Although applicants are eligible to apply for allowable administrative costs and indirect costs as described above, DCJS reserves the right to reduce or disallow funding for such costs to ensure funding priority is given to essential costs that directly contribute to the delivery of program services.