

**SFY 2014 – 2015 CRIMES AGAINST REVENUE PROGRAM (CARP) RFP
QUESTIONS AND ANSWERS**

Q: Does the Attachment B, the Program Work Plan, just have to be copied exactly as is into GMS in the Work Plan section?

A: DCJS will import all the elements of the standard “boilerplate” Work Plan into each approved CARP grant application to spare applicants from unnecessary typing and to ensure consistency. However, GMS will not accept an application with blank spaces for the Goal, Objectives, and the respective Tasks and Performance Measures for each Objective, so applicants should simply type “N/A” in each of these spaces in order for GMS to accept the application. DCJS will insert the standardized Work Plan after the application is submitted if funding is approved.

Q: Concerning Section IV B (the Prosecution Plan), does it have to be attached in GMS as a Word document as well as entered into GMS next to each question?

A: Yes, applicants are requested to attach their answers in a double spaced Word document using the GMS attachment module as well as pasting their Word response next to the question in GMS.

Q: Is it acceptable to submit the CARP Certification to DCJS after the grant award is received (as well as the Memorandum of Understanding (MOU) between the respective District Attorney and the NYS Department of Taxation and Finance), as staffing levels will likely depend upon the award amount determined after the review process?

A: Yes, it is acceptable to submit the CARP Certification not to supplant funds and the MOU after the grant application is submitted. However, a CARP grant application (even if approved) will not be processed to contract execution until a signed and dated Certification is received by DCJS, as well as the MOU (signed by the respective District Attorney and the Commissioner of the NYS Dept. of Taxation and Finance.)

Q: Question 1B (page 5) asks for data January to December 2014. Is it acceptable to report January – September 2014, as fourth quarter 2014 data will be compiled in January, and the application will be submitted before the end of December?

A: Applicants are required to submit the most complete monthly data available for 2014 as an acceptable response to Question 1B (page 5).

Q: As a current grantee, are there any suggestions as to how much can be requested other than that the budget should be justified by the project?

A: There are no fixed limits on grant award amounts, but each requested award amount must be sufficiently justified by the application. The budget will be scored based upon cost justifications as well as reasonableness of cost.

Q: The questions in GMS and the RFP are not identical ... which should be followed?

A: This technical error which occurred in some of the questions was discovered and corrected soon after release of the RFP. The application questions appearing within the RFP on DCJS' website were correct, and the questions listed in GMS were corrected to be consistent with the RFP questions. We apologize for this inconvenience and we notified all applicants who were affected.

Q: The checklist refers to submitting a budget attachment (p. 14) but Section IV (D) directs applicant to enter budget item justifications directly into the budget section of GMS. If the applicant believes that an attachment is not necessary (in addition to the justification provided for each budget line item via GMS), is it acceptable to *only* submit justifications within the budget section through GMS?

A: If further justification of requested expenditures is not required, it is acceptable to provide line item budget justifications solely through GMS. However, justifications should fully explain the purpose of the line item and justify how the cost is essential to the success of the Prosecution Plan.

Q: Concerning Attachment F, “Encouraging Use of New York State Businesses in Contract Performance,” we have a subcontractor whose place of business is within New York State and who also owns a Women Business Enterprise (WBE). Should we answer the question “Will New York State Businesses be used in the performance of this contract” as “yes”? If so, what type of identifying information do you want for that?

A: The answer to your first question contained directly above is “yes.” The “identifying information” of the “New York State Business” (which is also a WBE) would be contained in the MWBE-related form DCJS-3301 on which the name and address of the business would be listed.

Q: Regarding the budget, as in the past, can we seek monies for equipment, software and travel to CARP training conferences? The eligible costs don’t list those categories on page 8, and the ineligible costs listed on page 9 don’t address those categories.

A: Yes, equipment, software and travel expense relevant to the investigation and prosecution of CARP cases are allowable expenditures for CARP grants. The list of eligible CARP expenditures on page 8 of the RFP is not all-inclusive, but rather indicates *examples* of “included” eligible expenditures which are allowable.

Q: If a district attorney’s office is a current CARP grantee (implementing agency) that did not receive a supplemental 2014 CARP award, is there a limit to how much funding is requested in the RFP for 2015? Should the funding request be limited to the award amount received by the respective jurisdiction in 2014, or can a higher amount of funding be requested.

A: There is no funding cap for existing CARP recipients that did not receive a supplemental 2014 CARP award, and applicants are not restricted to requesting the same amount as they received in their respective SFY 2013–14 (Calendar Year 2014) grant. A larger amount may be requested, which must be justified in the RFP application. There is no guarantee that the full amount requested will be awarded, as the request must be reasonable and substantiated by information provided in the application.

Q: Is the entire Section C on page 7 (question 1) and page 8 (question 2) only for *first-time* CARP applicants?

A: Yes. Pertinent provisions (also comprising 80 points in the application rating scheme) applying solely to *existing* CARP grantees begin on page 4, Section IV (B) (“Prosecution Plan – Existing CARP Grantees Only”), and are detailed in subdivisions (1), (2) and (3) on pages 5 and 6.

Q: Page 11: What agency(ies) employ(s) the two State staff members who will score each application, and what agency employs the third reviewer if needed in the event of a tie score between applicants?

A: A staff member of the NYS Division of Criminal Justice Services (DCJS) and a staff member of the NYS Department of Taxation and Finance (DTF) will independently score each application, and those scores will be averaged to obtain the final score. In the event of a tie score between applicants, a third reviewer (a DCJS staff member) will make the determination as to which application receives a higher score.

Q: Concerning RFP Section IV(B)(3)(d) – pertaining to revenue generated by the county – is this referring to the county portion of the sales tax returns on prosecuted cases or “what has been done” with the total award dollars received from DCJSW from the CARP Program?

A: Section IV(B)(3)(d) is referring to the cumulative dollar amount of CARP revenue *collected* (as determined by the NYS Department of Taxation and Finance) during the total number of years that a given district attorney’s office has been a CARP participant, as compared to the total dollar amount in CARP grant awards received by that district attorney’s office over the same number of years.

Q: Is there a maximum fringe rate that may be requested (and approved) for this RFP?

A: The maximum fringe rate allowed by DCJS for a grant-funded position is 55% based upon the dollar amount for that position’s line item under “Personnel” within the grant application budget.

Q: We received a “Supplemental CARP grant” as our first CARP grant, with our current grant period running from 10/1/2014 – 09/30/2015. How will the overlap between the period of our current funding and the period of the new grant be handled?

A: For this situation, you should follow the RFP’s instructions for “Prosecution Plan - Existing CARP Grantees Only” (pages 4 - 6), and as indicated by IV(B)(1)(b) – reporting on CARP statistical data for the three months of October to December 2014. Concerning your application’s budget, you should apply for funding for the remainder of Calendar Year 2015 not covered by your Supplemental CARP grant period (October 1, 2015 – December 31, 2015) in a maximum amount equal to 25% (for this ¼ year period) of the total dollar award of your current Supplemental CARP grant which would allow for expenditures of CARP funds until the end of 2015.

Q: If we were to ask for an additional Assistant District Attorney, would that individual have to be dedicated to the program as a full-time employee.

A: While the CARP program places emphasis on personnel (including Assistant District Attorneys, Forensic Investigators, Auditors, etc.) to perform the work of CARP grants to achieve results (both in terms of criminal convictions as well as revenue collected through fines, taxes and interest), there is no requirement that personnel funded by the grant receive 100% of their salaries from grant funds. Nevertheless, positions funded at less than 100% FTE may be funded only to the extent indicated within the grant contract’s budget, and there must be a certified record keeping system ensuring that CARP positions funded at a percentage of FTE in fact have worked at least that percentage of their full-time hours on CARP cases.