

**Alternatives to Incarceration, Employment Focused  
Services and Jail Based Cognitive Behavioral  
Interventions Programs Request for Proposals (RFP)  
Questions and Answers**

Posted 6/1/22

**THE DEADLINE FOR SUBMITTING RESPONSES TO THE RFP HAS BEEN  
EXTENDED TO FRIDAY, JUNE 24, 2022 BY NOON**

*The following questions were received by DCJS during the RFP Bidders' Webinar on May 4, 2022 or were submitted to DCJS through the DCJS funding mailbox. Questions and Answers are provided by category below and may have been edited for clarity and/or to avoid duplication.*

**Application Submission Questions:**

1. Question: What system do I use to submit the application?

Answer: Applications must be submitted through the DCJS Grants Management System (GMS).

2. Question: Where can I find the most recent DCJS GMS (grants management system) user manual?

Answer: The DCJS GMS manual may be found at:  
<https://www.criminaljustice.ny.gov/ofpa/applcngntfrms.html>

3. Question: It appears the questions in GMS are the same questions from 2016 but the questions in the application are different. If I were to attach the questions in the new RFP in GMS they will not apparently match the questions tab in GMS. Does DCJS want them this way?

Answer: This RFP includes a new set of Program Narrative Questions. Please follow the instructions on responding to the Program Narrative Questions provided at the beginning of RFP Section VI. *Request for Proposal Questions*. When in the DCJS Grants Management System (GMS), please note the name of the program is "ATI, Employment and Jail-based CBI Programs." Your Project ID# will have a prefix of "AJ22".

4. Question: Can one account have multiple projects open in GMS?

Answer: No, one account cannot have multiple projects open in GMS. However, one login can start separate application proposals.

5. Question: Are there word/character limits for responses? If not, any guidance on proposal/response length?

Answer: There are no character or length limits for proposals.

6. Question: Can a single organization submit multiple proposals?

Answer: Yes. An applicant proposing to provide services in multiple non-contiguous counties must provide separate proposals for each area and each funding program model. There are no restrictions on the number of project proposals submitted by an organization for different program models. Please see RFP Section E *Proposal Submission* for more information.

7. Question: Are there any restrictions on multiple applications from departments or agencies from the same county? For example, could a county submit a Pretrial Program proposal from its probation dept and a Defender Based Advocacy program from its public defenders' office?

Answer: There are no restrictions on the number of project proposals submitted by agencies within one county. Please see RFP Section E *Proposal Submission* for more information.

8. Question: If one program model serves clients from multiple boroughs, we just have to submit one proposal, correct?

Answer: New York City is considered one jurisdiction, and an applicant proposing to serve individuals from more than one borough may do so within a single proposal, as long as separate proposals are submitted for each proposed program model. For example, if an applicant wants to provide two or more different programs in NYC, separate proposals for each program model must be submitted. But persons from multiple boroughs may be served by each proposed program. Please see Section II.E *Proposal Submission* on page 6 of the RFP for more information.

9. Question: We understand that NYC is a single jurisdiction for the purposes of these proposals. If applicants propose to serve NYC and another county that is contiguous to NYC (e.g., Westchester or Nassau Counties), can applicants propose to do so in a single application?

Answer: An applicant proposing to provide services from one location but accept referrals from multiple contiguous counties or court districts must submit one proposal for each funding program model. Please see Section II.E *Proposal Submission* on page 6 of the RFP for more information.

10. Question: I wanted to confirm that I'm accounting for all of the attachments outlined in Section IX. *Administration of Contracts* that should be included with applications. Should applicants be preparing and submitting the following attachments noted in Section IX:
- a. Encouraging Use of New York State Businesses in Contract Performance form
  - b. Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form (DCJS-3301) (if requesting over \$25,000)
  - c. Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet (DCJS-3309) (if requesting over \$25,000)
  - d. M/WBE Equal Employment Opportunity Staffing Plan (DCJS-3300) (if requesting over \$250,000)
  - e. Sexual Harassment Prevention Certification form

Is that correct? Are there other forms outlined in Section IX that should be included with the application and that are not on the above list? Is there a form to be submitted related to potential SDVOB participation?

Answer: Applicants should include the Encouraging Use of New York State Businesses in Contract Performance form and the Sexual Harassment Prevention Certification form in their proposals as attachments in GMS. Minority and Women-Owned Business Enterprises (M/WBE) documents are not required at the time of proposal submission. Please refer to Section X. *Application Submission and Requirements* and Section XI. *Application Checklist* for information about required application components.

11. Question: Should applicants complete and submit NYS *Vendor Responsibility Questionnaires* with their applications? If so, can applicants meet this requirement by submitting receipts for recent electronic submissions of *NYS Vendor Responsibility Questionnaires*?

Answer: The NYS Vendor Responsibility Questionnaire is not a required application component.

12. Question: During the webinar on 5/4/2022, DCJS mentioned letters of support/MOUs with referral sources for non-jail-based programs (which were not discussed in the RFP). Can bidders that are applying for non-jail-based Employment Focused Services programs submit such documentation with their applications, or should we just have them on file? And can these letters/MOUs be from other partners besides referral sources?

Answer: Letters of support may be submitted with all proposals; however, they are required for Jail Based Cognitive Behavioral Interventions (CBI) and Employment Focused Services program proposals. Any letters of support from community stakeholders and referral sources with programs/agencies that are partnering to provide proposed services (whether required or optional) may be provided within application proposals for all other program models.

13. Question: In the RFP, it states that a sample letter of support from a Sheriff/Jail Administrator (which is required for Jail-based programs) is in the RFP, but we did not

see this as an Appendix. Can you please tell us what page the sample letter is on or if there is a different place we should look for it?

Answer: A Sample Letter of Support for Jail-based programs is available on the DCJS website at <https://www.criminaljustice.ny.gov/ofpa/index.htm>.

14. Question: The RFP states that a letter of support from our employment program's "primary referral source" is required. As an existing employment services contractor with DCJS, our program receives referrals from a variety of partners, and we do not necessarily have one primary referral source. Is it acceptable to send multiple letters of support and cooperation from our various referral partners?

Answer: Multiple letters of support may be submitted with all proposals, however they are required for Jail Based CBI and Employment Focused Services program proposals.

15. Question: The RFP states that applicants are expected to list the names and contact information for referral agencies who will support proposed ATI programs (page 19 of the RFP). Are applicants also expected to provide support letters or other documentation that verifies these commitments from referral agencies or other partners?

Answer: Applicants are not required to provide letters of support or other documentation verifying the information they include when answering the specific elements of Program Narrative Question #4 (page 19 of the RFP). While such letters/documentation is not required, stated commitments from potential referral agencies or partners may be subject to verification by DCJS.

16. Question: Are applicants allowed to attach support letters that would supplement information provided in the program narrative? Or would these support letters not be considered as part of the application scoring?

Answer: No, support letters will not be considered in scoring applications. You must provide complete answers to all the required narrative questions. You may use additional letters of support to strengthen or reinforce the information provided in your narrative answers.

### **Funding Questions:**

17. Question: Is the payment structure line item, performance-based, or a combination?

Answer: Contracts will be expenditure-based line item, reimbursement contracts. However, proposals must include target numbers to be served for each required service. For example, proposals describing intakes into a program should include the intended number of intakes to be enrolled, as well as the intended number to be served, the number of expected completions, etc. Prior to contract execution, DCJS will work with prospective grantees to finalize expected annual targets for numbers of participants served in each required service in each program model.

18. Question: Will this grant include milestones?

Answer: Contracts will be expenditure-based, reimbursement contracts. However, proposals must provide target numbers of individuals to be served for each required service. For example, proposals describing intakes into a program should include the intended number of intakes to be enrolled, as well as the intended number to be served, the number of expected completions, etc. Prior to contract execution, DCJS will work with prospective grantees to finalize expected annual targets for participants to be served in each required service in each program model.

19. Question: I wanted to confirm that applicants should not be preparing performance-based budgets with performance persons-served targets (i.e. B-1 *Program Performance Persons-served targets and Costs* budgets) under the current RFP. Is that correct?

Answer: Correct. Contracts will be expenditure-based, reimbursement contracts. However, proposals must provide target numbers of individuals to be served for each required service. For example, proposals describing intakes into a program should include the intended number of intakes to be enrolled, as well as the intended number to be served, the number of expected completions, etc. Prior to contract execution, DCJS will work with prospective grantees to finalize expected annual targets for participants to be served in each required service in each program model.

20. Question: Should applicants also include *Budget Detail Worksheet and Narrative* sheet as a separate attachment in the application? Or will the information included in the Budget Module tab in the GMS application suffice?

Answer: Applicants do not need to separately attach a Budget Detail Worksheet and Narrative Guide, which was provided as a guide. The information included in the Budget Module tab of the GMS application will provide the operating budget detail and justification information requested by Program Narrative Question #8.

21. Question: If this a 5-year grant award, how are applicants to submit a funding proposal for each year given any cost increases?

Answer: Unless otherwise modified by DCJS, grant award contracts will be for a term of one year, from January 1, 2023 to December 31, 2023, with four optional one year renewals. Proposals should include the anticipated annual expenses for one year only. For any subsequent annual contract renewals, award amounts will not increase.

22. Question: The maximum amount we can apply for is 15% of the total funding category (in our case, total is \$6.3M for employment services, so 15% is \$945,000). Is that the total annual amount, or the total over 5 years (since there will be 4 annual options to renew)?

Answer: The funding category totals and the associated “caps” (maximum amounts a single applicant may apply for) are based on annual funding amounts.

23. Question: What is meant by “specific one-time start-up costs”?

Answer: Specific one-time startup costs for individual expenses may be requested as part of the proposed overall budget for new programs, or expansions of existing programs, that have not previously received DCJS grant support for such start-up implementation costs. Examples would include: separate line items for non-recurring equipment purchases, training or travel. It is expected that for any subsequent optional renewals, these start up line-item costs would not be included in the budget.

24. Question: Is this a brand-new grant opportunity? Or is it a renewal/continuing funding opportunity? If the latter, we were wondering who the previous grantees are, as we are curious as to who our competitors might be.

Answer: This is a new grant opportunity, however past RFPs have provided funding for similar programs. Please utilize [Open Book NY](#) to review executed DCJS contracts (see: <https://www.osc.state.ny.us/open-book-new-york>).

25. Question: My organization is planning to apply for our 3 upstate locations (Buffalo, Albany and Rochester), and we are aware that we must submit 3 proposals since these locations are non-contiguous. My question is: per the RFP, "no single applicant proposal should request more than 15% of the available funding for each category" (*page 5, top*). Does "single applicant proposal" mean single entity as in the total amount we can request is 15% of the \$6.3 million Employment Focused Services (EFS) category?

Answer: The 15% cap applies to applications for separate, individual projects. The same applicant organization may submit multiple proposals for separate projects, and each proposal may request up to 15% of the amount available for each funding category.

26. Question: Under guidelines in the RFP there is a statement as follows: "Funding under this program must supplement, not supplant, non-grant funds that would otherwise be available for expenditure on the programs proposed." Please clarify meaning.

Answer: It is not permissible to use grant funds to replace or substitute for federal, state, local or other funds that are already available to the applicant/grantee and which would otherwise be spent for the same grant-funded project or purpose. This non-supplanting requirement provides that grantees shall use grant funds to *increase, augment, or provide for the ability to diversify* the amount of resources otherwise available from federal, state, local or other funding sources.

27. Question: The RFP says that “Funding under this program must supplement, not supplant, non-grant funds that would otherwise be available for expenditure on the

programs proposed.” Can these grants be used to fully fund existing programs, where previous funding contracts have ended/not been renewed?

Answer: This grant funding may be used to fund an existing program **only if** the prior source of funding has ended and the program would be forced to close absent new grant funding. It is not permissible to use grant funds to replace or substitute for federal, state, local or other funds that are available to the applicant/grantee and which would otherwise be spent for the same grant-funded project or purpose. This non-supplanting requirement provides that grantees shall use grant funds to increase, augment, or provide for the ability to diversify the amount of resources otherwise available from federal, state, local or other funding sources.

28. Question: How are award amounts determined?

Answer: The DCJS Commissioner or designee will make final decisions regarding individual award amounts based on the quality of each submission, the recommendations of proposal reviewers, and specific criteria set forth in this solicitation. Applicants shall be selected for funding and award amounts shall be determined through consideration of some or all of the following: Tier II Evaluation scoring and comments, strategic priorities, available funding and the best overall value to New York State. Nothing herein requires DCJS to approve funding for any applicant. Please see RFP Section V. *Evaluation and Selection of Applications* for additional information on how awards may be determined.

29. Question: Are currently funded Recidivism and Incarceration Reduction (RIR) programs in their last year of funding eligible to apply for this grant? Or will additional RIR funding be available?

Answer: All current Alternatives to Incarceration (including RIR), Employment Focused Services and Jail Based Cognitive Behavioral Intervention program contracts will end on December 31, 2022. Please see RFP Section II.C *Applicant Eligibility Requirements* for information about applicant eligibility.

### **Program Model Questions:**

30. Question: For purposes of this RFP, does an “Alternatives to Incarceration/ATI” program (a) only refer to cases with a disposition, where the program serves as an alternative to a prison sentence; or (b) also include pre-trial cases, where the program can serve as an alternative to unaffordable bail (known in NYC as “Alternative to Detention/ATD”)?

Answer: This solicitation allows for services to be provided to criminal/county court individuals at any case processing point prior to disposition. Please refer to the target population section for each of the ATI program models (see RFP Section III.A) for more information.

31. Question: Is 18 the minimum age of eligibility for participating in all of the programs funded under this RFP?

Answer: No, this solicitation allows for services to be provided to eligible individuals facing charges in criminal court regardless of age.

32. Question: Can you more fully define what you mean when you reference court-referred populations as a target population? What is the criteria for this particular population?

Answer: The court referred target population consists of individuals referred by a criminal court following arrest for pretrial services. This population does not include populations referred by other entities, such as probation departments, parole offices, or treatment providers.

33. Question: For pre-trial release programs, are pre-arraignment interviews required?

Answer: For Pre-trial Programs, participant interviews are required and may occur before or after arraignment.

34. Question: Regarding the Pretrial Program model, the description states "when requested by OCA, pretrial service agencies will also notify defendants to return for all court appearances." Also, under the section Required Services/ Monitor & Supervise, it states "individual will continue to be monitored or supervised until final disposition or advised otherwise by the court." If an individual is no longer engaged in treatment, what activities does monitoring and/or supervision entail? To explain, our agency assists the courts and other justice stakeholders with treatment planning, referrals and monitoring. Therefore, our primary contact with defendants is during the treatment planning process. Subsequently, our contact is through our referral source and treatment programs that serve the program participants. Does a program need to track an individual outside of treatment (after successfully being discharged)?

Answer: Pretrial service agencies are required to monitor or supervise individuals released by the court until final disposition, or when they are advised otherwise by the court. Additionally, pretrial service grantees will, when authorized or requested by the court, refer individuals to court ordered services. When requested by the Office of Court Administration, pretrial service grantees will also notify defendants to return for all court appearances.

35. Question: I work for a public defender's office, and we participate in the ATI program. After reviewing the different program models, it seems we would qualify for Pretrial Programs and Defender Based Advocacy programs. Do you think this grant would be a best fit for our office?

Answer: Please refer to the required services for each program model. The program design and services rendered should drive the selection of the program model. The program design and services rendered should determine the selection of the program model.

36. Question: Eligibility Criteria for Defender Based Advocacy: Our agency, which is a county agency, is interested in applying for this grant in which we would partner with our public defender's office. Would this be acceptable since we are not a Not-for-profit organization?

Answer: Eligible applicants for Defender Based Advocacy (DBA) programs are public defender offices and/or not-for-profit organizations that partner with public defender offices only. Not-for-profit organizations must demonstrate the support of the public defender's office they propose partnering with to be eligible to apply.

37. Question: Can we propose to serve people with parole violations under DBA services?

Answer: The target population for DBA programs are individuals charged with a misdemeanor and/or felony level offense who are subject to a sentence of incarceration. Parolees are only eligible to be served by DBA programs when subject to sentences for new (post release) offenses.

38. Question: Are individuals accused of violating the terms and conditions of their probation sentence eligible for the DBA program model?

Answer: The target population for DBA programs are individuals charged with a misdemeanor and/or felony level offense who are subject to a sentence of incarceration. Individuals under probation supervision can only be served by DBA programs following new arrests.

39. Question: For the DBA program model, would you clarify under Required Services/Program Intake/ what court paperwork is required to determine who is eligible?

Answer: Court documentation would include information identifying that an individual is charged with a misdemeanor and/or felony level offense and is subject to a sentence of incarceration, effectively affirming participants are within the target population for the DBA program model.

40. Question: Are we allowed to get referrals for Defender Based Advocacy programs from conflict defenders (private attorneys assigned by the court to handle indigent defendants' cases) or 18B panels (attorneys that are assigned matters by the Court and the Administrator's office when conflicts exist)?

Answer: Yes, if they are referring an individual charged with a misdemeanor and/or felony level offense who is subject to a sentence of incarceration.

41. Question: Can we provide Defender Based Advocacy services to clients in family court cases where clients are faced with placement in facilities (Juvenile Delinquency cases)?

Answer: This solicitation only allows for services to be provided to individuals charged with a misdemeanor and/or felony level offense in criminal or county court.

42. Question: Eligibility Criteria for Jail Based Cognitive Behavioral Intervention Programs: Can a county agency (Alternative Sentencing) be eligible to apply? Our sheriff's department would like us to provide Thinking for a Change in the jail, thus we have his support.

Answer: Not-for-profit organizations are eligible to apply with a letter of support demonstrating cooperation from both the local jail administrator or sheriff and the agency applying. Sheriffs or jail administrators are also eligible to apply, in partnership with a not-for-profit organization for the provision of CBI services. Please see pages 13 and 14 of the RFP for more information.

43. Question: Is there a minimum number of people to be served for Jail Based CBI program proposals?

Answer: There is no minimum number of people served for Jail Based CBI proposals, however, proposals must include intended numbers-served targets for each required service. For example, proposals describing intakes into a program should include the intended number of intakes to be enrolled, as well as the intended number to be served, the number of expected completions, etc. Contracts will be expenditure-based, reimbursement contracts. Prior to contract execution, DCJS will work with prospective grantees to finalize annual targets for expected participants served for each required service.

44. Question: Can a Jail-Based CBI services program also include a post-release employment readiness component, or is it preferred to write a second and specific Employment Focused Services Program?

Answer: Optional Services for Jail-based CBI proposals are allowed, and may include employment readiness services, but are not required. Programs proposing to provide optional services may request additional funds with justification. Optional Services are subject to final DCJS approval, should an award be made.

Please refer to RFP Section III.B *Employment Focused Services (EFS)* for more information on required services for this program model if your agency/organization would like to submit a separate application.

45. Question: Can you clarify which program populations are eligible to be served under the Employment Focused Services programs? Can we co-mingle populations when delivering CBI and employment readiness interventions?

Answer: Programs may apply to serve Court-referred, Probation, or Parole target populations. Parole populations must be served separately from Probation and Court-referred populations in CBI groups, including CBI EMP curriculum. Parole populations

may be co-mingled with the Probation/Court referred population in employment readiness group interventions such as **Ready, Set, Work!**. Applicants may propose to jointly serve Probation and Court-referred populations, but separate applications must be submitted for proposals to serve the Parole population.

46. Question: Does DCJS anticipate limiting eligibility for Employment Focused Services to people with specific community supervision levels? If yes, what are those levels?

Answer: Yes. For individuals on probation supervision or individuals referred by a court, eligibility is limited to those assessed as having a high or moderate risk of re-offending by a DCJS-approved risk/need assessment.

For individuals on parole supervision, eligibility is therefore limited to those determined to have Supervision Levels 1, 2 and 3 by the Correctional Officer Management Profiling for Alternative Sanctions (COMPAS Re-entry) risk and needs assessment instrument.

For more information, please refer to the Target Population section of the Employment Focused Services program model (on page 12 of the RFP) as well as Appendix: *DCJS Approved Instruments for Risk/Needs and Other Assessment Instruments*.

47. Question: Can applicants for Employment Focused Services funding propose to serve people with different risk scores together in a single group?

Answer: Applicants for Employment Focused Services funding can serve people with Moderate to High-risk scores in a single group. The target population for this program model does not include individuals assessed to be at low risk of re-offending.

48. Question: What is required in intake risk/needs assessment for EFS? Do you have an example of the Intake risk/needs assessment for the EFS grant?

Answer: Programs must complete a DCJS-approved Risk/Needs Assessment for all program participants. Please see Appendix: *DCJS Approved Instruments for Risk/Needs and other Assessment Instruments* for more information.

49. Question: For Employment Focused Services program applicants, how would one complete an Employment Retention Plan for a referral when the client is unemployed at the time of intake? Please clarify what this plan needs to include.

Answer: Regardless of employment status, the Employment Retention Plan should include the identification of the following:

- a. Barriers to obtaining and maintaining employment,
- b. Goals to address barriers to obtaining and maintaining employment, and

- c. Recommended interventions and strategies for the participant to assist with obtaining and maintaining employment.

The Employment Retention plan can be modified/updated at any time while a participant is involved in the program.

50. Question: Must applicants for Employment Focused Services funding provide subsidized/transitional employment?

Answer: No. Applicants for Employment Focused Services programs must offer participants a hard skills training program (e.g., OSHA 40) and/or HSE/educational services **or** Subsidized/Transitional Employment. Please see the Required Services section for the Employment Focused Services program model (on pages 12-13 of the RFP) for more information.

51. Question: Must applicants for Employment Focused Services offer both a CBI and **Ready, Set, Work!**, or is **Ready, Set, Work!** sufficient?

Answer: Applicants for Employment Focused Services programs must offer both a DCJS-approved CBI and a DCJS-approved Employment Readiness program such as **Ready, Set, Work!**. Please see the Required Services section for the Employment Focused Services program model (on pages 12-13 of the RFP) for more information.

52. Question: For EFS programs, should we be partnered with hard skills training programs or administering them from within our program?

Answer: DCJS prefers programs partnering with local/community, county, city and state agencies to deliver hard skills training to participants, however it is acceptable for programs to develop the in-house capacity for these trainings.

53. Question: Can you please clarify "hard skills" and how formal they need to be?

Hard skills are abilities you acquire through education, training and experience that pertain directly to a specific job or industry. The following are examples of hard skills training (not all inclusive):

- a. Truck, Bus and Automobile Mechanical Repair and Maintenance
- b. Commercial Drivers Licenses
- c. Construction Management – OSHA 40
- d. Culinary, Baking and Food Service
- e. Health Care
- f. Building Trade Apprenticeships
- g. Building Services
- h. Hospitality and Tourism
- i. Welding School

54. Question: Regarding the hard skills milestone, do participants need to engage or enroll AND complete the training?

Answer: If your agency/organization is proposing to offer hard skills training as a required service of an Employment Focused Services program, participants must be provided the opportunity to both enroll in and complete the hard skills training component of the program.

55. Question: If a court refers an individual to an Employment Focused Services (EFS) program and we do the intake including the COMPAS and the individual is assessed as "low" risk, can EFS still count the intake?

Answer: Low risk participants are not included in the target population for this program model. Expenses associated with conducting a DCJS-approved risk/needs assessment of potential program participants would be eligible for funding.

56. Question: We intend to offer an Alternatives to Incarceration (ATI) Sex Offender program. Is the 4<sup>th</sup> model mentioned in the grant (model designation begins on page 6) the correct model for us to apply under?

Answer: An ATI applicant applying for a program serving individuals charged with a sex offense could apply under the *Programs Serving Specialized or Underserved Populations, Probation Violation Residential Centers (PVRC), or Other ATI program model*. The target population for this model are specialized or underserved populations, which can include, but are not limited to, women, individuals convicted of sex crimes, individuals with mental illness, and/or individuals with developmental disabilities that are at a moderate/high risk of recidivism or detention/incarceration and/or who have criminogenic needs, such as behavioral health needs based on a standardized or specialized risk needs assessment.

57. Question: We are planning to apply under the ATI – TASC section of the RFP (Section III.A.3). My question is: Could we include CBI's received at treatment/partner agencies as an 'optional service'? One example would be a participant attending T4C at a treatment agency.

Answer: Optional Services are allowed but are not required. Programs proposing to provide optional services may request additional funds with justification. Optional Services (and related persons-served targets) are subject to final DCJS approval should an award be made. Optional services may include, but not be limited to, providing, or referring participants to a Cognitive Behavioral Intervention (CBI) program.

58. Question: Would Alternatives to Detention (ATD) fit into the "Programs Serving Specialized or Underserved Populations, Probation Violation Residential Centers (PVRC), or Other ATI program models"?

Answer: Please refer to the required services for each program model and decide which program model would best fit your proposed program. The program design and services rendered should determine the selection of the program model.

59. Question: I wanted to confirm that Specialized ATI programs are no longer required to include CBIs in their model, but applicants are still free to incorporate CBIs into their proposed Specialized ATI program. Is that correct?

Answer: That is correct. For the Programs Serving Specialized or Underserved Populations, Probation Violation Residential Centers, or Other ATI program model, applicants may provide or refer individuals to CBI(s) as an Optional Service. Optional Services are allowed but are not required. Programs proposing to provide optional services may request additional funds with justification. Optional Services (and related persons-served targets) will be subject to final DCJS approval should an award be made.

60. Question: Could a "drop-in center" with a few emergency beds available for participants be considered an "optional service" for ATI pretrial programs?

Answer: Yes. Optional Services are allowed but are not required. Programs proposing to provide optional services may request additional funds with justification. Optional Services (and related persons-served targets) are subject to final DCJS approval, should an award be made.

### **CBI/RSW! Curriculum Questions:**

61. Question: If I choose to utilize Interactive Journaling as a CBI program, will there be a restriction on what booklets are required?

Answer: DCJS guidance for the use of Interactive Journaling provides the following: Implementation is flexible and can be customized based on risk, responsivity, and programming needs. DCJS encourages a review of the criminogenic needs of the participant based on a validated risk needs assessment to develop a case plan that includes the use of the most appropriate journals to address the needs of the participant. The Change Companies offer a useful guide to delivering this curriculum titled Resource Support for Evidence Based Sentencing and Navigating the Risk and Needs Principles <https://www.changecompanies.net/interactivejournaling/>.

62. Question: Do programs have to deliver the full curriculum of **RSW!**, or other curriculums if the program delivers other interventions such as transitional employment?

Answer: Programs delivering the **Ready, Set, Work!** curriculum or other DCJS-approved CBI or Employment Readiness curricula must deliver the full curriculum, even if the program delivers additional interventions such as transitional employment.

63. Question: Will DCJS offer more opportunities for staff in funded programs to receive Workforce Development Specialist (WDS) training, either by expanding the number of training slots available in each training or increasing the frequency of the training?

Answer: DCJS plans to make WDS training available for grantees on an ongoing/timely basis.

64. Question: Would DCJS please provide more information on the 180-hour Workforce Development Specialist Training as well as the other different DCJS training opportunities that are available, including any potential training costs?

Answer: DCJS currently hosts the 180-hour Workforce Development Specialist Training. In general, this training is delivered in three separate weeks of live training, each separated by 5-7 weeks when participants must complete practicum assignments during the intervals between classroom instruction.

Participants who successfully complete this training are certified by DCJS to facilitate the **Ready, Set, Work!** employment readiness intervention.

All DCJS hosted trainings are free and have previously been delivered both in-person or virtually. Grantees should include any anticipated travel costs associated with in-person trainings and/or costs associated with technology needed to participate in virtual trainings in proposed application budgets.

For additional information on these interventions, please refer to APPENDIX: DCJS Pre-Approved Cognitive Behavioral and Employment Readiness Curricula.

65. Question: The description of the Cognitive Based Intervention for Offenders Seeking Employment (CBI-EMP) curriculum sounds like it talks about changing someone's thinking as well as addressing employment-related issues. If this curriculum is chosen to be delivered by a program applicant, can this count as both a CBI and employment readiness intervention? Also, does DCJS currently provide training on this curriculum?

Answer: The CBI-EMP curriculum will fulfill the requirement for EFS grantees to offer both CBI and Employment Readiness services. Please note that DCJS does not currently provide training on this curriculum, therefore applicants will need to reach out to the curriculum developer to explore training opportunities. Please refer to APPENDIX: *DCJS Pre-Approved Cognitive Behavioral and Employment Readiness Curricula* for this contact information.

### **Other Questions:**

66. Question: During the webinar on 5/4/2022, DCJS referenced materials that were available for download, but our organization was unable to view/download these documents. Can you please share them with applicants who may have missed this opportunity?

Answer: The DCJS Bidders Conference Webinar Presentation, RFP and Program Logic Model Template are located here: <https://www.criminaljustice.ny.gov/ofpa/index.htm>

67. Question: Which program models is the logic model intended for?

Answer: A logic model is required for all program models and all proposals. All applicants must complete and submit a logic model clearly describing the program's goals, the activities intended to achieve those goals, the resources available and needed to perform those activities, metrics that will be used to monitor those activities, and the expected short- and long-term outcomes. A sample logic model is provided in **Appendix: Sample Logic Model** and a fillable logic model template is provided in **Attachment: Program Logic Model Template**.

68. Question: Where can I locate the logic model fillable form?

Answer: The fillable program logic model template may be found at: <https://www.criminaljustice.ny.gov/ofpa/index.htm>

For optimal functioning, please use Google Chrome or Microsoft Edge to open the Program Logic Model template link.

69. Question: Will grantees be required to submit Community Corrections Data Submission (CCDS) information on a monthly or quarterly basis? If I'm reading the RFP correctly, it would be monthly.

Answer: Each month, grantees will be required to report case-level data to DCJS through the Community Corrections Data Submission (CCDS) application. Monthly data should be entered into CCDS no later than the 10th day of the following month (e.g., January data are due February 10<sup>th</sup>).

70. Question: While discussing the shift in language regarding the prior Offender Workforce Development Specialist (OWDS) and the new Workforce Development Specialist (WDS), should previously trained individuals be referred to as trained OWDS or WDS?

Answer: Previously trained OWDS shall now be referred to as Workforce Development Specialists (WDS).