

**SNUG Street Outreach and SNUG Social Work Program  
Schenectady  
Request for Proposals -Due March 21, 2023**

***The following questions were submitted to DCJS through the DCJS funding mailbox. Questions may have been edited for clarity and/or to avoid duplication.***

**Question #1:** It appears that there are some SNUG sites that are based in hospitals and there are some SNUGS sites that are not, but the social worker is hired by the hospital. Is it a requirement that the social worker is hired by the hospital, or can the social worker be hired by the agency?

**Answer:** Whether or not the social worker is hired by the hospital or by the agency is determined on a case-by-case basis depending on the successful applicant and the site.

**Question #2:** What is considered an average caseload for a SNUG outreach worker?

**Answer:** *The preference for an average caseload for a SNUG Outreach Worker is between 7 and 10.*

**Question #3:** The RFP states that the SNUG model is an evidence-based model. What outcomes will actually be measured to gauge success of the program?

**Answer:** *The outcomes that are measured of the SNUG Street Outreach and SNUG Social Work programs include: monitoring the number of shooting and homicide victims in the target area, participant caseloads, daily log entries, canvassing hours, the number of mediations performed, hospital responses, in-person participant contacts, community and stakeholder meetings, community and participant events, shooting responses and training hours.*

**Question #4:** Will the contracts be expense-based and at what frequency will the funding be released?

**Answer:** *Contracts with DCJS are reimbursement-based which means that the grantee would have to absorb the program expenses and costs initially and then submit a claim to DCJS for payment to be reimbursed. Claims should be submitted quarterly. It is important to note that costs and expenses should not begin until after a grantee is selected for an award and for only the contract period noted in the Award Notice.*

**Question #5:** Is funding for this program provided through the Office of Children and Family Services (OCFS)?

**Answer:** *No. Funding provided as a result of this RFP is through the NYS Division of Criminal Justice Services (DCJS).*

**Question #6:** Upon the execution of a contract, is there an advance?

**Answer:** *Yes. Once the contract is executed, grantees can request an advance of up to 25% of the total contract value.*

**Question #7:** The RFP states that the SNUG program “seeks to engage high-risk individuals who are causing violence in communities with high rates of violent crime.” [Our Agency’s] success across the country, in this area since 2013, has been mainly preventative, offering youth who are tempted to join a gang the alternative to join a fun/adventurous/supportive/safe alternative. So, my question is, will funding be limited to organizations that only want to focus on youth with criminal records? I ask because our members must pass background checks in order to be able to join.

**Answer:** *The SNUG Street Outreach and SNUG Social Work program are not limited to serve only those with criminal histories; the SNUG programs employ street outreach workers who live in the communities where they work, many of whom had previously been engaged in low-level violence and served terms of incarceration. The target population to be served by these programs are the highest risk individuals who are most likely to be involved in a shooting. Funding priority will be given to those applicants who are determined to be in the best position to reduce firearm-related violence in the designated areas within each of the cities of Niagara Falls, Schenectady and Utica as having high rates of gun violence. Proposed program efforts must involve community-based organizations, residents and other individuals that are well positioned to work with high-risk youth and young adults to stem local violence.*

**Question #8:** The RFP states that the budget should be weighted to be 80% personnel expenses and 20% non-personnel expenses. Are these the final ratio requirements?

**Answer:** *Proposals must include budgets for up to the eligible amount as instructed in the RFP and should include personal service (PS) and non-personal services (NPS) at the ratio of approximately 75% dedicated to PS and 25% dedicated to NPS. The RFP includes a range of 80% to 20% and there is an example budget provided as an Appendix with a range of 75% to 25%. The information in the RFP is provided as a guide. DCJS will work with selected grantees to develop final budgets that are within these ranges.*

**Question #9:** Where can I find the most recent Grants Management System (GMS) Applicant User Manual?

**Answer:** *Proposals must be submitted to DCJS using the Grants Management System (GMS). The most recent GMS Applicant User Manual can be found on the DCJS website at*

*[https://www.criminaljustice.ny.gov/ofpa/pdfdocs/gms\\_app\\_manual.pdf](https://www.criminaljustice.ny.gov/ofpa/pdfdocs/gms_app_manual.pdf)*

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