November 10, 2016

The CUNY Institute for State and Local Governance (ISLG) appreciates your interest in the Request for Proposals (RFP) to for Early Diversion Programs for Young Adults and Adults.

This addendum includes answers to questions submitted to ISLG via the CJII Application Portal by October 21, 2016.
答案

解决问题

我们收到了关于被资助早期分流计划中的参与者数量的问题。以下回答旨在回答这些问题。

答案：没有最低规定，年满18岁或以上的参与者数量，以及在项目实施的整个过程中，由早期分流项目所服务的年轻人或成年人的数量。DANY预计会授予至多六个合同，用于规划和实施多元化的社区早期分流项目。所有被资助的早期分流项目预计将在三年的实施期服务超过8,500人，其中1,100名年轻人和3,300名成年人每年服务。在实施方案的叙述中，申请人应提供拟议早期分流项目计划在各年度中服务客户的估计数。这些估计可能基于各种因素，包括组织和工作人员的能力，以及目标人口（即早期分流合格的年轻人或成年人，或细分群体（例如性别、罪行类型、风险/需求特征））的大小。

问题：在实施早期分流计划后，连接参与者与其他服务的比例是多少？是否可以完全依赖社区导航器（Community Navigators）提供这项服务？

答案：申请人应考虑在早期分流项目中，如何将参与者介绍给其他自愿支持或服务，以满足特定需求。在实施方案的叙述中，申请人应说明他们与其他服务提供者在纽约市所建立的联系，并说明他们计划对该部分的资助进行分包的可能性。早期分流项目可能会与...

问题：至于实施早期分流计划的紧迫性：什么是“立即”的实施？

答案：受资助的早期分流项目将服务由警方开具的传票（DAT）的合格年轻人和/or成年人。计划必须在逮捕后和出庭前实施。DAT的出庭日期通常允许几周的间隔。特定的转介流程和早期分流计划的及时性将由DANY、NYPD和资助方建立。

问题：在什么比例上，社区导航器会将参与者连接到其他服务？是否可以完全依赖社区导航器提供这项服务？

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Community Navigators to support their clients’ ancillary needs (See Appendix 5 for a description of the Community Navigator pilot). The degree to which a funded early diversion program will be able to rely on Community Navigators for this service will depend on the timing and scale of the Community Navigator pilot. Given that the Community Navigator initiative is beginning with a small-scale pilot, applicants may want to consider other mechanisms for connecting participants with services, as needed.

**QUESTION:** Are there staffing recommendations, based upon number and need of participants?

**ANSWER:** DANY does not provide staffing recommendations for early diversion programs. DANY anticipates that staffing will vary by proposed program depending on the anticipated numbers to be served, the type and duration of the proposed intervention, and other factors. Applicants should speak to the proposed staffing structure as appropriate in the Capacity and Experience sections of the application.

**POPULATIONS TO BE SERVED**

**QUESTION:** For the Adult population (21+ group), is there an upper age limit? If there is not, can an organization propose a subgroup within the Adult age group?

**ANSWER:** There is no upper age limit for the adult population. Yes, an organization may propose to serve a subgroup (including a subgroup based on age) within the overarching eligible populations defined for this RFP should the applicant demonstrate a particular need for this focus.

**QUESTION:** On page 24 of the Early Diversion Programs RFP eligible diversion populations data is given, broken down by age range and number of defendants. Does DANY have data they can share that is broken down by gender for early diversion eligible individuals?

**ANSWER:** Provided below are Exhibits 4 and 5 broken out by gender (See Appendix 4 for the original exhibits). Please also note that there was an error in exhibit 4 (see page 24) of the solicitation; the age breakdown presented in exhibit 4 is accurate but the total # of defendants is 6657 (not 7561). A revised appendix 4 is available as an addendum at http://cjii.org/request-for-proposals-for-early-diversion-programs/.

*Exhibit 4 (revised): Early Diversion Eligible Young Adults and Adults by Age and Gender, 2015*

<table>
<thead>
<tr>
<th>Age Range</th>
<th>Female</th>
<th>Male</th>
<th># of defendants</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-20</td>
<td>432</td>
<td>842</td>
<td>1274</td>
</tr>
<tr>
<td>21-24</td>
<td>498</td>
<td>939</td>
<td>1437</td>
</tr>
<tr>
<td>25-35</td>
<td>652</td>
<td>1440</td>
<td>2092</td>
</tr>
<tr>
<td>36+</td>
<td>724</td>
<td>1130</td>
<td>1854</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2306</strong></td>
<td><strong>4351</strong></td>
<td><strong>6657</strong></td>
</tr>
</tbody>
</table>
Exhibit 5 (revised): Early Diversion Eligible Young Adults and Adults by Arrest Location and Gender, 2015

<table>
<thead>
<tr>
<th>Neighborhoods</th>
<th>Precincts</th>
<th># of young adult defendants (18-20)</th>
<th># of adult defendants (21+)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Female</td>
<td>Male</td>
</tr>
<tr>
<td>Tribeca, Soho, Financial District</td>
<td>1st</td>
<td>24</td>
<td>48</td>
</tr>
<tr>
<td>Lower East Side, Nolita, Chinatown</td>
<td>5th, 7th</td>
<td>39</td>
<td>123</td>
</tr>
<tr>
<td>East Village</td>
<td>9th</td>
<td>16</td>
<td>58</td>
</tr>
<tr>
<td>Gramercy Park, Flatiron</td>
<td>13th</td>
<td>19</td>
<td>39</td>
</tr>
<tr>
<td>West Village, Greenwich Village</td>
<td>6th</td>
<td>17</td>
<td>34</td>
</tr>
<tr>
<td>Midtown West &amp; Chelsea</td>
<td>10th</td>
<td>6</td>
<td>25</td>
</tr>
<tr>
<td>Midtown East</td>
<td>17th</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Midtown South</td>
<td>Midtown Precinct South</td>
<td>151</td>
<td>106</td>
</tr>
<tr>
<td>Midtown North</td>
<td>Midtown Precinct North</td>
<td>17</td>
<td>47</td>
</tr>
<tr>
<td>Central Park</td>
<td>Central Park Precinct</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Upper East Side</td>
<td>19th</td>
<td>14</td>
<td>5</td>
</tr>
<tr>
<td>Upper West Side</td>
<td>20th, 24th</td>
<td>17</td>
<td>42</td>
</tr>
<tr>
<td>Central &amp; West Harlem</td>
<td>26th, 28th, 32nd</td>
<td>39</td>
<td>83</td>
</tr>
<tr>
<td>East Harlem</td>
<td>23rd, 25th</td>
<td>37</td>
<td>83</td>
</tr>
<tr>
<td>Washington Heights &amp; Inwood</td>
<td>33rd, 34th</td>
<td>20</td>
<td>89</td>
</tr>
</tbody>
</table>

**QUESTION:** Can an application focus on a particularly vulnerable sub-population of the RFP (e.g. mental health population)?

**ANSWER:** Yes, DANY is open to funding programs that are tailored to specific subgroups (e.g., gender, offense type, risk/need profile) within the overarching eligible populations defined for this RFP should the applicant demonstrate a particular need for this focus.

**QUESTION:** When the proposal states that the criteria is no criminal history, can you clarify, please. For example, no arrests vs. no convictions. Also, is it criminal history as an adult (16+) or any age (i.e. arrests under 16 will count and therefore exclude them)?

**ANSWER:** This RFP seeks to fund early diversion programs for young adults (ages 18 to 20) and adults (ages 21+) with no prior adult arrest history arrested for select misdemeanor offenses in Manhattan and issued a DAT by the police. Eligibility and
exclusionary criteria will be finalized during the contract negotiations and may be subject
to modification during the grant term, after discussion among DANY, contractors, and
system and community partners, based on programmatic implementation, crime and
arrest trends, research findings, and/or other relevant factors.

The reference to no criminal history throughout the RFP refers to the exclusionary
criteria of “record of a prior arrest” (See Appendix 4). With some possible exceptions for
serious crimes, juvenile arrests (i.e. arrests of a minor under the age of 16) do not count
as a “record of a prior arrest.”

FUNDING

QUESTION: Please could you confirm what the funding structure and timeline looks like.
Is this understanding correct? Total funding for the project is 6.5 million for up to 6
awards meaning that if 6 awards were made they would roughly be for 1 million for each
award. 1 million for each project would mean an annual budget of +/-300,000 per annum -
correct? Of that total yearly budget are you saying that 75,000 of it for 'phase 1 planning
(1st 6 months)’ will be released immediately? If this is the case, when will the rest be
distributed?

ANSWER: DANY anticipates total funding for the early diversion programs under this
RFP to be up to $6.5 million (to be spread across up to six awards for up to 3.5 years).
Funding will be divided, where applicable, into planning (phase I, $75,000 maximum),
which will last up to six months and may include (but not be limited to) hiring and
training additional staff, finalizing program plans, establishing and testing referral
streams, and piloting the program with a small number of participants; and
implementation (phase II), which will last up to three years and is intended to support full
implementation of the program.

Funding is anticipated for six months for planning (phase I) (for those programs that
warrant a planning period) and up to three years for implementation (phase II). However,
DANY acknowledges the need for flexibility to account for the variety of factors that can
influence the length of the planning and/or implementation phase(s).

Grant sizes may vary across awards depending on factors including, but not limited to,
the number of proposed program sites and the estimated numbers of individuals to be
served. Applicants should provide a budget and corresponding budget narrative outlining
their proposed use of funds for the planning period (if applicable) and each year of
implementation (funding may vary by year).

The anticipated contract date for this RFP is late spring 2017. Applicants awarded a grant
through this RFP will receive planning funds (if applicable) upon completion of contract
negotiations. In the case of applicants seeking funding for planning (phase I), funding for
implementation (phase II) will be contingent upon approval of the implementation plans
developed during the planning phase (I).
QUESTION: Is there a cap on a single-grant award?

ANSWER: Total available funding for early diversion programs under this RFP is $6.5 million, so no single award could exceed that amount. However, DANY anticipates funding up to 6 contracts for early diversion programs under this RFP. To allow for tailored and flexible program proposals, grant sizes may vary across awards depending on factors including, but not limited to, the number of proposed program sites and the estimated numbers of individuals to be served.

CONTRACTING

QUESTION: On page 39, is the 'work for hire' clause open to revisions? We are interested in clarifying what original research and writing could be done as part of this project and who would own that data and intellectual property.

ANSWER: Questions regarding intellectual property and copyright rights will be addressed during contract negotiations with vendors selected to advance to the contracting phase.

APPLICANT ELIGIBILITY

QUESTION: Could an agency apply for multiple grants within the Criminal Justice Investment Initiative (CJII)?

ANSWER: Yes, an agency may apply for multiple grants within the Criminal Justice Investment Initiative (CJII). CJII funding opportunities are detailed here: http://cjii.org/category/opportunities/.

QUESTION: Would an agency be considered if it's not able to achieve or work towards goal #4 on page #8 of the RFP? (Holding defendants accountable for their actions and restoring harm done to harmed parties)

ANSWER: DANY is interested in funding evidence-based, promising, and/or innovative community-based diversion programs that are proportionate to the alleged crime and that are designed to hold individuals accountable for their actions while helping them to avoid prosecution and to address the challenges and circumstances that contributed to their arrest. DANY is particularly interested in programs that incorporate restorative justice approaches and collaboration with harmed parties, where applicable.

The five outcomes detailed in Section IV.B are provided as examples of anticipated and desired, but not required, outcomes for early diversion programs funded under this initiative. The list of “program elements” on pages 9 and 10 of the solicitation that includes “harm restoration, where applicable” is a list of program elements common to, but not required by, effective diversion programs.
QUESTION: Would you consider a proposal to fund the provision of dedicated legal support to the early diversion programs receiving awards under the RFP?

ANSWER: This RFP is seeking proposals from qualified applicants to plan and implement diversion programs after arrest and before arraignment (or, “early diversion” programs) to divert young adults and adults arrested for low-level offenses who do not have a criminal record from court processing to effective and tailored community-based responses. Applicants are encouraged to consider in their program design how the early diversion program may refer participants to additional supports or services, as needed. In their Program Narrative, applicants are asked to speak to established connections with other service providers in New York City to whom they may refer clients based on particular needs (e.g., substance abuse, mental health, education and/or employment services), and whether they plan to sub-contract any portion of the grant, if awarded.

We created the Criminal Justice Investment Initiative networking group on LinkedIn to help connect service providers who may be interested in working together to propose programs in response to various CJII RFPs. You can share information about your organization and see what other service providers are offering and connect. Participation in the group is voluntary and will not be a factor in selecting the proposals to be funded.

BUDGET

QUESTION: Will our organization's existing budget be taken into account? If so, what should the maximum proportion of requested funding be to the organization's overall operating budget?

ANSWER: Applicants should provide a budget and corresponding Budget Narrative outlining their proposed use of funding to achieve the goals of the proposed early diversion program. The Budget and Budget Narrative should include only the funding requested through this RFP. In addition, applicants are asked to provide a copy of their latest audit report or certified financial statement, or a statement as to why no report or statement is available as part of the Organizational Capacity section of the application (See Section VI.D). The information in the audit report or certified financial statement may be taken into account by reviewers when evaluating the applicant’s capacity to plan (if applicable) and implement the proposed Early Diversion program. There are no requirements or guidance regarding the proportion of requested funding to the organization’s overall operating budget.

APPLICATION SUBMISSION

QUESTION: Regarding the cover letter: Is there a maximum page limit?

ANSWER: There is no length restriction for the Cover Letter. Length restrictions apply to the Program Narrative, Performance Measurement, Organization Capacity, and Experience sections of the application. Proposal formatting and length requirements are provided on page 16 of the RFP (see Section VI.I).