



District Attorney of
New York County

May 3, 2017

The CUNY Institute for State and Local Governance (ISLG) appreciates your interest in the Request for Proposals (RFP) for Reentry Services and Supports.

This addendum includes answers to questions submitted to ISLG via the CJII Application Portal by April 12, 2017.

ANSWERS TO APPLICANT QUESTIONS
Reentry Services and Supports

ANNOUNCEMENT: Application Period Extended

The deadline for proposal submissions for this RFP – the Reentry Services and Supports RFP – has been extended to **June 9, 2017**. Proposal submissions are due by June 9, 2017, at 11:59pm EST. Proposals should be submitted via <http://cuny-islg.fluidreview.com>.

ELIGIBILITY: APPLICANT

QUESTION: If a non-profit organization currently serves family members of those returning from incarceration, would it still be eligible to apply under the "enhancement" criterion, especially when partnered with others providing key re-entry services?

ANSWER: Yes, as long as the proposed approach serves people returning from jail and/or prison to New York City (as a combined approach with serving family members or as a new approach focused on serving people returning from jail and/or prison). For example, if the approach to serve family members of reentering individuals is part of a strategy to support the reentering individuals then the approach would be eligible. Alternatively, if the organization currently serving family members of reentering individuals proposed a new approach to directly serve people returning from jail and/or prison, this approach would be eligible as well.

QUESTION: Can a grant application be for a new entity that cultivates and develops active partnerships between existing reentry organizations (and other programs that support successful permanent transitions) to leverage expertise, knowledge, and best practices, and to pool resources, networks and opportunities, all designed to improve reentry services and outcomes for less cost?

ANSWER: Applicants may be for-profits, nonprofits, or governmental entities that currently provide services/supports that are, or may be, supportive of reentering individuals (see Section IV.C.1). Non-profits without 501(c)(3) status may apply but are required to have a fiscal sponsor in place upon proposal submission (see Section IV.C.1)

Yes, an applicant may propose a new entity to enhance (add tailored programmatic elements), expand (increase the number of individuals served) and/or increase coordination among (promote wraparound service delivery; create or enhance linkages between providers) services that support the reentry of people from jail and prison to New York City communities (see Section III.A). Approaches that focus on the enhancement, expansion, and/or coordination of engagement practices, assessment and service coordination, and/or services and supports are, among other approaches, considered eligible for funding under this initiative (see Section IV.C.2).

PROGRAM DESIGN

We received a number of questions regarding whether programs funded through this initiative are permitted and/or required to provide services inside a jail and/or prison prior to release. We address those questions below.

ANSWER: Reentry services and supports funded through this initiative are permitted but not required to offer services and supports inside a jail and/or prison to individuals soon to be released from incarceration to New York City.

QUESTION: How comprehensive do you require each program to be? For instance, would you prioritize awarding programs that offer all the elements (housing, healthcare, benefits, employment) in-house vs. ones that heavily focus on couple of the elements with the rest being referred out through linkage agreements?

ANSWER: Through this initiative, as stated in the solicitation, DANY aims to build the capacity of organizations (including, but not limited to, grassroots and community-based organizations) to better engage and address the needs and opportunities of reentering individuals in their neighborhoods, and increase coordination among service providers and system actors in the delivery of wraparound supports and opportunities to reentering individuals (see Section IV.B, Goals and Objectives). DANY specifically seeks to fund through this RFP a variety of approaches that serve people returning from jail and/or prison to New York City (see Section IV.A). Evaluation criteria to be used to identify the winning proposal(s), alongside the goals and priorities of CJII stated in this RFP, are located in Section VII.B. Contract award(s) will be made to the applicant(s) whose proposal(s) are determined to be most advantageous, taking into consideration the price and such other factors and criteria are set forth in the RFP (see Section VII.D).

We received a number of questions regarding whether DANY may fund a specific type of service or support through this initiative (e.g., employment programs, legal services). We address those questions below.

ANSWER: This solicitation does not prescribe or restrict the type(s) of services and supports that could be funded. Section IV.C.2 of the RFP includes an inclusive but not exclusive list of eligible approaches. DANY specifically seeks to fund through this RFP a variety of approaches, including those originated by grassroots organizations and communities, that serve people returning from jail and/or prison to New York City (see Section IV.A). In describing the program design (see Section VI.B.1b), applicants should point to the literature, theories, and/or evidence that suggest the proposed program or approach would be effective in “assisting individuals in successfully reentering the community and avoiding further contact with the criminal justice system” as stated in Section III.A (Purpose of the RFP).

QUESTION: Is there an expected period of service? Of follow-up? Can participants be served continually through the 3 years of program operation or is that considered a duplication of numbers?

ANSWER: In this solicitation, DANY does not prescribe or restrict a particular length or period of service or follow up for proposed reentry services and supports. In their applications, applicants are asked to address the program dosage of their proposed reentry service and support, including: the proposed length of the program/approach (e.g., the number of sessions and over what length of time), the duration and intensity of each session/visit (if applicable), and what constitutes program completion/exit (see Section VI.B.g). In describing the program design (see Section VI.B.1b), applicants should point to the literature, theories, and/or evidence that suggest the proposed program or approach would be effective in “assisting individuals in successfully reentering the community and avoiding further contact with the criminal justice system” as stated in Section III.A (Purpose of the RFP).

QUESTION: Can a vendor co-locate the CJII program services in an existing building/office with other like services or is a free-standing service delivery site required?

ANSWER: This solicitation does not prescribe or restrict the location for proposed services.

QUESTION: Can you explain how vendors are expected to receive referrals? Self-recruitment, third-party recruitment, agency referrals?

ANSWER: The solicitation does not restrict the methods through which or sources from which programs should receive referrals. Self-recruitment, third-party recruitment, agency referrals and/or other methods may all be appropriate means of recruitment depending on the nature of the proposed reentry services and supports. Applicants are encouraged to, and funded programs will be expected to, work with appropriate system partners (e.g., state and city agencies) and community partners (e.g., service providers, faith-based organizations, Community Navigators) for referrals and support of the populations to be served, and may be expected to work with other CJII-funded organizations that are serving the same or similar populations and have participants who are seeking reentry services/supports (see Section IV.C.3). Applicants should address their outreach and engagement strategies in the program narrative section of their proposal (see Section VI.B.e).

QUESTION: Paragraph I C – it appears that a Planning phase may 1) not be applicable, e.g., go straight to implementation, 2) involve only a pilot, 3) involve only planning with no pilot, or 4) involve planning and pilot. Is that a correct re-summation?

ANSWER: Yes. Applicants may request up to \$75,000 for a planning grant in addition to an implementation grant. Planning grants issued through this initiative are intended to support up to six months of planning for the implementation of the proposed services/supports. Activities in the planning period may include (but are not limited to) hiring and training additional staff and finalizing plans for new program enhancements, expansions, or coordination structures. In some instances it may be appropriate for the

planning phase to include – either exclusively or in combination with other planning activities – a small pilot, prior to year one of implementation.

POPULATIONS TO BE SERVED

We received a number of questions regarding the minimum number of individuals to be served by any one program funded through this initiative.

ANSWER: The solicitation does not restrict or prescribe a particular number of individuals to be served by proposed programs. This funding can be used to support reentry programs that serve individuals reentering New York City from jail and/or prison, including individuals soon to be released from incarceration as well as individuals living in the community who were recently released from incarceration (Section IV.D). While proposed strategies and programs may serve individuals citywide, all proposals must propose to serve at least some individuals reentering communities in Manhattan (see Section IV.D). In the Program Narrative section of their application, applicants should identify how many clients the program plans to serve in each year of the initiative, and how that number reflects demand for services, capacity, or both (see Section VI.B.d). Applicants should also indicate whether the proposed program would be able to expand services beyond the scale proposed in the application if demand existed, and how the program would propose to achieve this (Section VI.B.d).

We received a number of questions regarding participant eligibility. We address those questions below.

ANSWER: This funding can be used to support reentry programs that serve individuals reentering New York City from jail and/or prison, including individuals soon to be released from incarceration as well as individuals living in the community who were recently released from incarceration (see Section IV.D). While proposed strategies and programs may serve individuals citywide, all proposals must propose to serve at least some individuals reentering communities in Manhattan (Section IV.D). One of the minimum requirements stated in the solicitation is that submissions must “propose to serve people returning to New York City from jail and/or prison, including at least some individuals returning to Manhattan” (see Section VII.C).

With regard to specific inquiries received on participant eligibility, within the parameters defined above:

- applicants may propose to serve individuals reentering NYC from jail and/or prison (applicants may but are not required to propose to serve individuals returning from both jail and prison);
- applicants may serve other populations in addition to individuals reentering New York City from jail and/or prison, but funding provided through this solicitation must be used to serve reentering/formerly incarcerated individuals exclusively (note, funded programs may serve participants who are not reentering or formerly

incarcerated but services for these participants may not be funded through this initiative);

- young people released from juvenile detention centers or placement facilities who did not also spend time in jail and/or prison are not eligible to be served under this solicitation;
- individuals released from federal prisons or living in federal work release facilities are eligible to be served under this solicitation so long as they are reentering or currently residing in New York City after a period of incarceration;
- individuals who are court-mandated to an alternative-to-incarceration program, individuals on probation, and individuals who go through local booking may be eligible for services under this initiative *if* they were recently released from incarceration in jail or prison (time spent in local booking in and of itself would not constitute “incarceration” for purposes of this solicitation).

Applicants are asked to address the identified focus population for their proposed program in their applications, specifically addressing why that population was chosen and how the proposed intervention is appropriate or necessary for the focus population (see Section VI.B.c).

We received a number of questions regarding applicant access to demographic and recidivism data of individuals reentering New York City. We address those questions below.

ANSWER: The RFP references 75,000 as the approximate number of people returning to New York City each year following a period of incarceration in jail or prison. This approximation is informed by data provided to ISLG from New York City Department of Correction showing that there were approximately 65,000 discharges from custody in 2015, and data provided to ISLG from New York State Department of Corrections and Community Supervision showing that there were approximately 9,300 releases to New York City in 2014. We cannot provide any additional data on reentering individuals at this time, nor can we provide applicants with access to databases that may contain reentry or recidivism data. Applicants may wish to consult relevant publicly available data on the New York City jail and New York State prison populations for more information.

COLLABORATION & PARTNERING

We received a number of questions regarding how applicants can connect to other providers for subcontracting or partner opportunities. We address those questions below.

ANSWER: With regards to partnering with others on applications, 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.

We received a number of questions inquiring whether the solicitation requires lead applicants to have formal linkages to partner providers. We address those questions below.

ANSWER: This RFP does not require applicants to engage partners in their applications; as stated in the solicitation (see Section III.B), applicants may apply independently or form partnerships with other entities to conduct the proposed work. Proposed partnerships may be formalized, for example, through agreements such as subcontracts and memoranda of understanding (MOUs), or collaboration among entities may be informal, including service and referral networks in the community.

If an applicant to this RFP engages partner organizations in the work as subcontractors, the applicant will hold the primary contract awarded under this RFP. The applicant will then subcontract with the partner provider(s). Only one organization should serve as the official applicant (lead applicant) and submit the proposal to DANY on behalf of the partnership/coalition that will conduct the work. An applicant proposing to subcontract with one or more organizations to provide services should address the role, capacity, and experience of the proposed subcontractor(s) as appropriate in their application, as requested in Section VI of the RFP. There is no specific linkage form required for proposed partnerships as part of the application.

If an applicant proposes non-subcontracted partnerships with service providers (e.g., community-based organizations, faith-based institutions, schools), city/state agencies, and/or other entities as part of the proposed program, the applicant should also identify and describe the nature of those partnerships in their proposal (see Section VI.D, Organizational Capacity).

QUESTION: Can we subcontract with a legal services organization to increase legal advice and legal representation for our clients?

ANSWER: Yes, as stated in the solicitation (see Section III.B), applicants may apply independently or form partnerships with other entities to conduct the proposed work. In Section IV.C2, legal advocacy is listed as an example of an eligible approach (note, this list is inclusive but not exclusive).

QUESTION: Can a proposal address criminogenic needs through significant partnerships (association membership) with entities besides reentry organizations, such as academic institutions, businesses, qualified professionals and volunteers?

ANSWER: As stated above and in the solicitation (see Section III.B), applicants may apply independently or form partnerships with other entities to conduct the proposed work. DANY does not prescribe or restrict the types of entities that may be appropriate partners for any given proposed program. A non-exclusive list of potential eligible approaches, which may be served by independent applicants or partnerships, is located in Section IV.C.2 of the RFP. Applicants proposing to address criminogenic needs through partnerships should identify those partnerships and speak to their role in the proposed

program (see Section VI.D). If the proposed partners are to provide services to reentering individuals the applicant should speak to how these activities will lead to improved outcomes and how they enhance or expand the provider's existing services (see Section VI.B).

QUESTION: NYC H+H in connection with Correctional Health Services recently issued an RFP for expanded reentry services for individuals who meet the Brad H. designation and who are returning from NYC correctional facilities to the community. These expanded services include pre-release services. Coordination with the provider(s) of these pre-release services could prevent service duplication. Will DANY consider funding for projects that coordinate with the expanded H+H-funded pre-release services as part of a Reentry & Support Services proposal? Could that kind of coordination address the pre-release component of a Reentry & Support Services proposal?

ANSWER: It is permissible for an applicant to propose a program through this initiative that would partner/coordinate with pre-release services that are funded through other sources. Note, this question refers to a "pre-release component" of this initiative. While funding through this initiative is available to support programs that provide services and supports to individuals pre-release that are soon to be released from jail or prison to New York City, this is not a requirement of the initiative. It is possible that some programs funded through this initiative will focus exclusively on providing services and supports to formerly incarcerated individuals in the community after release. Also note, asset forfeiture funds (i.e., the source of CJII funding) cannot be used to fund government staff salaries.

GEOGRAPHY

We received a number of questions regarding whether applications that propose to serve multiple boroughs would be eligible for one or multiple awards. We address those questions below.

ANSWER: As stated in Section IV.D of the solicitation, funding can be used to support reentry programs that serve individuals reentering New York City from jail and/or prison. While proposed strategies and programs may serve individuals citywide, all proposals must propose to serve at least some individuals reentering communities in Manhattan.

Applicants may propose to serve eligible individuals from one, multiple, or all five boroughs of New York City. Applicants submitting a proposal to serve multiple boroughs would be eligible for one award consisting of one planning grant (if applicable) and implementation funding to cover the proposed expenses of operating the proposed program in multiple boroughs.

QUESTION: Is DANY separating awards by geography?

ANSWER: Contract award(s) will be made to the applicant(s) whose proposal(s) are determined to be the most advantageous, taking into consideration the price and such other factors and criteria as are set forth in the RFP (see Section VII.B. Evaluation Criteria). Note, a stated minimum requirement to be considered responsive, scored by the evaluation team, and considered by DANY for funding is that an application must propose to serve people returning to New York City from jail and/or prison, including at least some individuals returning to Manhattan (see Section VII.C).

COMMUNITY NAVIGATORS

We received a number of questions regarding the status, focus, capacity, timeline, and anticipated scale of the CJII Community Navigators pilot program. We address those questions below.

ANSWER: The Community Navigator pilot, launched mid-April, will begin to develop a network of trained peers and social workers—Community Navigators—to work with individuals to locate, connect, and engage with services they need. Navigators will be mobile and meet people where they are and serve as the bridge to guide individuals across different systems, city agencies, and organizations to ensure they are connected with the services and resources that meet their needs and achieve their goals. Additionally, Community Navigators will participate in an educational fellowship program that allows them to advance their education and support their career development through meaningful work in social service fields.

The Silberman School of Social Work at Hunter College will be responsible for managing the Community Navigator pilot (including recruiting, hiring, training, and managing individuals to work as Community Navigators) and the fellowship program. The Silberman School of Social Work will also collaborate with city agencies and service providers to explore needs and to facilitate cooperation and coordination among stakeholders.

During the 6 month pilot, Community Navigators will focus on working in East Harlem with survivors of domestic violence and with young people (ages 14 to 21) who are at risk of becoming involved in the justice system. After the pilot, the network of Navigators is expected to expand to other Manhattan neighborhoods, and Navigators will begin to work with survivors of other types of crime as well as youth and adults who are involved in the justice system and people returning from incarceration. We expect the Community Navigators to begin its full implementation period on, or around, January 2018.

The Community Navigator pilot will help inform other aspects of the Community Navigators Initiative that relate to the work funded under this RFP. In terms of Navigator assignments, the pilot will help determine when, where, and how to best assign the Navigators for the later expansion of the initiative. Community Navigators will carry caseloads, with the exact number and focus population(s) to be determined during the

pilot. During the pilot, the Silberman School of Social Work at Hunter College will be responsible for determining models of care and developing Navigator training content for peer and masters level staff.

We received a number of questions regarding the sharing of client information with Community Navigators and the Community Navigator Managing Entity. We address those questions below.

ANSWER: Programs funded under this RFP may be asked to share client information with Community Navigators and the Silberman School of Social Work, the entity responsible for managing the Community Navigators, to facilitate program implementation. The Community Navigator pilot will be critical in determining which client information can be shared among the various stakeholders and how to best share it. Information shared with the Community Navigators would be for the purpose of facilitating client referrals and monitoring/evaluating the Community Navigator Initiative. The specifics regarding the sharing of client information will be finalized during contract negotiations with applicants who are selected to move forward under this RFP. The Silberman School of Social Work will ensure that the process and procedures for sharing client information among the various stakeholders will be informed by best practices. The Community Navigator pilot and initiative will comply with all federal, state, and city legal requirements.

QUESTION: This question is regarding information found on page 7 of CJII's Strategic Plan about the Community Navigator network offering services to support the career development of Navigators. In order to help them more effectively deliver career guidance to both high-risk youth and the formally incarcerated, will professional development opportunities for Navigators be funded through this RFP?

ANSWER: Community Navigators, and any services to be provided to Community Navigators through the pilot program, are independent of programs funded through the *Reentry Services and Supports RFP*.

QUESTION: The RFP indicates that the pilot phase of the Community Navigator program will focus on working with young people (ages 14 to 21) who are at risk of becoming involved in the justice system. Should proposals include services designed for those under the age of 18 to include this pilot group, or focus on services for adults?

ANSWER: Funding made available through this RFP can be used to support reentry programs that serve individuals reentering New York City from jail and/or prison, including individuals soon to be released from incarceration as well as individuals living in the community who were recently released from incarceration (see Section IV.D). In their application, applicants should speak to the focus population identified for their proposed program in accordance with guidance provided in Section VI.B.c. It is not required nor expected that applicants tailor their focus population to align with that of the Community Navigators pilot. As stated above, after the pilot period, Navigators will serve youth and adults who are involved in the justice system and people returning from

incarceration, with more details about this expansion of service to be determined during the pilot period.

While providers that receive funding through this RFP must be willing to work with Community Navigators and may be asked to receive and process referrals from Community Navigators (see Section III.B), the requirement to work with Navigators may or may not be applicable to every funded applicant, depending on the proposed geography and focus population of the proposed reentry program and whether it overlaps with the geography and focus populations of the Community Navigator initiative.

PERFORMANCE MEASUREMENT & EVALUATION

We received a number of questions regarding the frequency, content, and purpose of performance measurement and evaluation for this initiative. We address those questions below.

ANSWER: The Manhattan District Attorney’s Office is committed to measuring outcomes for all CJII initiatives and disseminating that information so that others can learn from and build on those outcomes. ISLG will manage the grantees funded under CJII, and provide oversight and performance measurement throughout the lifetime of the initiative. As indicated in Appendix 2, funded applicants will be required to submit de-identified, client-level data quarterly to ISLG. Funded applicants will also be required to provide outcome data on participants quarterly or semi-annually; and work with ISLG, its subcontractor(s), agent(s), or designated third-party evaluator(s) in interpreting, clarifying, or correcting any data.

QUESTION: To what extent will the Manhattan District Attorney's Office be involved in information sharing and/or evaluation?

ANSWER: ISLG will manage the grantees funded under CJII and provide oversight and performance measurement throughout the lifetime of the initiative. As the funder of the initiative and any related evaluation of the initiative, DANY may be provided with aggregate-level data demonstrating the performance of programs funded through the initiative. If personally identifiable information (PII) are required for the implementation and/or evaluation of a program, a Data Use Agreement will be negotiated and agreed upon by the funded applicant and ISLG, which shall govern the treatment of all PII. In the event the funded applicant provides PII to ISLG pursuant to such a Data Use Agreement, ISLG will not disclose any such information to DANY (see Appendix 6 “Contract Template”, page 42)

QUESTION: Regarding the requirement to continue to provide performance data for one year beyond funding, if the awarded program continues beyond the funding period (having acquired other sources of funding and continuing operations) we presume that submitted performance data would only be for those cases that were part of the RFP funded cohort of participants. Is that correct?

ANSWER: Funded applicants may be required to provide performance data for one year beyond the period during which programming was supported by CJII funds (see Section III.B). Performance data may be required of participants supported by this initiative and/or individuals who are part of any evaluation of this initiative.

QUESTION: In addition to sharing de-identified program data with CUNY ISLG and its third-party researcher, can an awardee share such data with other research parties, with the clients' permission?

ANSWER: Article IX, of the contract template (see Appendix 6), addresses Rights in Data, Copyrights and Publication. Section 9.01 specifies that DANY owns the rights to all copyrightable works created by the contractor in the course of its work, including compilations of data. Section 9.02 requires the contractor to consult with ISLG prior to publication or other disclosure of the results of the work produced under this contract.

BUDGET & FUNDING

We received a number of questions regarding allowable and unallowable expenses. We address those questions below.

ANSWER: Applicants should provide a budget outlining their proposed use of funding to achieve the goals of the proposed reentry program and the overarching goals of DANY's investment in Reentry Services and Supports. This solicitation does not predetermine specific expenses to be eligible or ineligible for funding. This solicitation also does not specify a minimum or maximum cost per participant. The applicant should provide justification for the budget and any rate(s) requested, and consider that contract awards will be made to the applicants whose proposals are determined to be the most advantageous by the evaluation team, taking into consideration the price and such other factors and criteria as are set forth in the RFP (see Section VII).

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). Programs may be funded for operations, service provision, and/or other costs associated with the enhancement, expansion, and/or coordination of reentry services and supports in New York City to assist individuals in successfully returning from jail and prison. Funding can be used to support reentry programs that serve reentering individuals, including individuals soon to be released from incarceration as well as individuals living in the community who were recently released from incarceration. 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).

With regard to questions pertaining to specific programmatic expenses, applicants' budgets may include, but are not limited to, requests for the following expenses: rent, utilities, insurance, fringe, staff salaries (full or part time), participant wages/wage

subsidies/stipends/incentives, subcontracts, travel, trainings, performance measurement related expenses and supplies. Budgets may be amended after proposal review and as part of the contracting process. Asset forfeiture funds (i.e., the source of CJII funding) cannot be used to fund government staff salaries.

We received a number of questions regarding whether applicants can apply for multiple awards. We address those questions below.

ANSWER: Applicants may submit only one proposal as a lead applicant in response to this RFP. Applicants submitting a proposal as a lead applicant may, however, also serve as partners/subcontractors on one or more other proposals that respond to this RFP.

Note, applicants submitting proposals as lead applicants in response to this RFP may also submit up to two Letters of Interest (LOI) as a lead applicant in response to the CJII Reentry Innovation Challenge.

QUESTION: Are the implementation grant amounts of \$150,000 to \$750,000 for annual funding or for total three-year funding?

ANSWER: DANY anticipates total funding to be up to \$15 million to be spread across multiple awards issued through this RFP and CJII's Reentry Innovation Challenge. For awards issued through this initiative, DANY anticipates variation in grant sizes across awards depending on factors including, but not limited to, the number of proposed program sites, the intensity and duration of the proposed services/supports, and the estimated numbers of individuals to be served. The maximum planning grant is \$75,000 total per funded applicant. Available annual implementation awards will range from \$150,000 to \$750,000 per award. As such, DANY anticipates that three-year implementation funding may range from a total of \$450,000 to \$2,250,000 per award.

QUESTION: Can funding for the planning phase be used for training that will last longer than those initial six months?

ANSWER: Depending on the proposed model it may or may not be appropriate for certain costs, such as training, to be reflected in both the planning budget and the implementation budget. Applicants should provide a budget narrative that corresponds to the budget, links proposed costs to the proposed program components and activities described in the program narrative, and outlines any assumptions on which the budget is based (see Section VI.G).

In addition, while funding is anticipated for up to six months for planning and up to three years for implementation, the duration of the two phases may be negotiated during the contracting phase to allow for needed flexibility.

QUESTION: If an applicant is requesting funding for a new formal association consisting of existing reentry organizations and other entities, where association members are providing support and services from their own resources, can significantly more than 17%

of the proposed budget be used for executive salary, administrative needs, marketing and outreach?

ANSWER: Applicants should provide a budget outlining their proposed use of funding to achieve the goals of the proposed reentry program and the overarching goals of DANY's investment in Reentry Services and Supports. This solicitation does not predetermine specific expenses to be eligible or ineligible for funding, nor does it specific maximum allowable allocations or rates. As stated in the RFP, the applicant should provide justification for the budget and any rate(s) requested, and consider that contract awards will be made to the applicants whose proposals are determined to be the most advantageous by the evaluation team, taking into consideration the price and such other factors and criteria as are set forth in the RFP (see Section VI.F).

Indirect costs (IDC), also known as "overhead," "administrative," or "general operating" expenses, are generally calculated as a percentage of a program's direct expenses. While this solicitation does not set maximum allowable allocations or rates, it does state that the preferred rate for administrative or indirect costs is 17% or below (see Section VI.F).

QUESTION: Can we include additional funding in our CJII budget to support the time and materials another program will require to execute a program for our clients?

ANSWER: Applicants may apply independently or form partnerships with other entities to conduct the proposed work. If an applicant engages partner organizations in the work, the applicant will hold the primary contract awarded under this RFP. The applicant will then subcontract with the partner provider(s) (see Section III.B). Costs associated with a subcontract may be included in a proposed budget as part of an application (for example, see Appendix 4).

QUESTION: How does DANY define "The budget should include only the funding requested through this RFP, and not the entire costs need to operate the program"? (VI.F Proposed Budget).

ANSWER: The guidance referenced in this question (and detailed in Section VI.F of the solicitation) is applicable only in instances where the funding requested would support only a portion of the costs needed to implement the proposed reentry program. For example, if a proposed program is to be funded by the requested CJII funds and other sources, the budget submitted should only reflect the expenses to be covered by the requested CJII funds.

PROPOSAL EVALUATION

QUESTION: Some proposals may benefit from services provided while reentry candidates are still in the custody of the New York City Department of Corrections, or the New York State Department of Corrections and Community Supervision. To what extent are these

agencies participating in reviewing proposed solutions that might benefit from their cooperation?

ANSWER: An evaluation team will evaluate and rate proposals based on the evaluation criteria described in the solicitation, and make funding recommendations to DANY. DANY will make all funding decisions informed by the recommendations of the review committee. The evaluation team for this RFP may or may not include participation from NYC DOC and NYS DOCCS.

APPLICATION SUBMISSION / TECHNICAL

QUESTION: Regarding the "Projected Deliverables" mentioned in the CJII RFP for reentry services, are we required to submit these as part of our proposal or will only funded organizations be required to do so?

ANSWER: Only funded applicants will be required to submit regular deliverables throughout the duration of the term of any contract awarded from this RFP (see Section V). Appendix 2 of the solicitation provides examples of possible deliverables that funded applicants may be required to submit; deliverables, frequency, and dates are subject to negotiation with applicants selected for funding as part of standard contract negotiations. Applicants are not required nor expected to submit the deliverables presented in Appendix 2 as part of their proposal.

QUESTION: In the Performance Measurement section of the proposal, would the measurement table like the one in Exhibit 1 of the RFP still have to be double-spaced with the 12-point font?

ANSWER: All submissions should be double-spaced, using standard 12-point font (Times New Roman is preferred) with 1-inch margins. Charts, figures, footnotes, endnotes, and references do not need to be double-spaced or use standard 12-point font.

QUESTION: Appendices A, B, F, and G are blank in the version of the RFP that is available on the website. Are these necessary appendices?

ANSWER: The *Reentry Services and Supports RFP* includes six appendices as follows: Performance Measurement, Deliverables, Description of the Community Navigators Pilot, Sample Budget Form, References, and Contract Template. The sixth, and final appendix, is the contract template provided for applicants' reference. It is the template of the contract that funded applicants will be asked to enter into with DANY. The template includes 9 appendices (labeled Appendix A – Appendix I). As noted in this question, some of those appendices are blank. Appendix A, B and F will be populated once DANY enters into contract negotiations with an applicant to reflect the specific scope of services budget, and proposal presented by that applicant. Appendix G will ultimately include a copy of the *Reentry Services and Supports RFP*.

QUESTION: Can we schedule a phone call to discuss the viability of our proposal for a jobs in art post-incarceration program?

ANSWER: This funding opportunity does not allow for applicants to schedule phone calls, or otherwise communicate, with DANY or ISLG about the content or viability of a proposal outside the approved channels outlined in the solicitation (see Section I.B and I.D) to ensure a fair process for all applicants. Potential applicants were permitted to submit questions about this RFP in writing through CJII’s application portal by Wednesday April 12, 2017, and will receive a response to those questions from DANY and ISLG in writing by May 3, 2017 (this document). Potential applicants may send questions regarding technical difficulties at any time to cjii@islg.cuny.edu. Other methods of communication are not permitted to ensure this remains an open and fair competition.

QUESTION: Please clarify how the Challenge is or is not duplicative of or complementary to this RFP.

ANSWER: On March 29, 2017, CJII released two solicitations focused on reentry: a Request for Proposals for Reentry Services and Support and a Request for Letters of Interest for the Reentry Innovation Challenge. These solicitations reflect two separate CJII initiatives that will follow two separate application and review processes. Both initiatives, however, draw from the same pool of \$15 million.

The Reentry Services and Supports Initiative seeks to enhance, expand and/or promote coordination among reentry services and supports in New York City to address the multiple and wide-ranging needs of individuals returning from jail and prison, and in doing so improve outcomes for reentering individuals, reduce recidivism, and increase public safety in New York City.

The Reentry Innovation Challenge seeks to elicit, support, and test new and innovative strategies to fill key gaps in the NYC reentry landscape and ultimately to improve outcomes for individuals reentering the community from jail and/or prison and increase public safety in New York City. It also seeks to support the development and contribution of new evidence to the field of “what works” in reentry. DANY is especially interested in identifying programs that effectively support people who are leaving jail.

While both initiatives share a focus population, focus geography, and common goals of improving outcomes for reentering individuals and increasing public safety, the Reentry Services and Supports is focused on expanding, enhancing, and promoting coordination of reentry services and supports whereas the Innovation Challenge is focused on testing new and innovative strategies in the field of reentry.

Applicants submitting a proposal in response to the Reentry Services and Supports RFP may also submit up to two Letters of Interest in response to the CJII Reentry Innovation Challenge.

QUESTION: The request for LOIs emphasize that only select agencies will be asked to submit full proposals for stage 2, and according to the due dates, it says that full proposals are invited late-June and submissions due mid-August. However, on the RFP document, submissions are due May 26th. Can you clarify these dates/process?

ANSWER: The deadline for proposal submissions for this RFP – the Reentry Services and Supports RFP – has been extended to June 9, 2017. Proposal submissions are due by June 9, 2017, at 11:59pm EST. Proposals should be submitted via <http://cuny-islg.fluidreview.com>.

CJII's Reentry Innovation Challenge is a separate solicitation that follows a separate timeline and review process. The deadline to submit letters of interest in response to the Reentry Innovation Challenge's Request for Letters of Interest is Friday, May 5, 2017, at 11:59 p.m. EST.

As noted above, applicants submitting a proposal as a lead applicant in response to the Reentry Services and Supports RFP may also submit up to two Letters of Interest (LOI) as a lead applicant in response to the CJII Reentry Innovation Challenge.

QUESTION: Do items within [the experience] section apply to applicant only, or does CJII want subcontractor information as well?

ANSWER: In this section, the applicant should describe the successful relevant experience of the applicant and the proposed key staff and subcontractors (if any) in providing the work described in Section VI.B. As requested in section VI.E.4, applicants should indicate the number of clients that the applicant and any subcontractors (if applicable) have served for similar or comparable services in the previous calendar year, with description of the services provided and any data available describing outcomes. With regard to the other questions in section VI.E (Experience), applicants should provide their own relevant experience and use their judgment in providing any subcontractor(s)' experience where relevant in delivering the work applicant has described in Section VI.B.

QUESTION: All items within this section [the Organizational Capacity section] seem to ask for equal information from main applicants and subcontractors other than 6 and 7. Are subcontractors required to provide information for items 6 and 7 section?

ANSWER: Proposed subcontractors are not required or expected to provide an audit report or certified financial statement, nor are they required or expected to provide letters of support/commitment from their partners, funders, etc. Only lead applicants are asked to attach a copy of the applicant's latest audit report or certified financial statement, or a statement as to why no report or statement is available. And, only lead applicants are asked to attach letters of support/commitment from city agencies, community partners, consultants, subcontractors and/or other funders, as appropriate. Note, it is appropriate for a proposed subcontractor to provide a letter of support/commitment for the applicant and

the proposed program/partnership; but as stated above, subcontractors are not expected to gather and submit letters of support/commitment from their partners, funders, etc.

OTHER

QUESTION: Housing is perhaps the single most important structural gap in reentry. Will there be another RFP focused exclusively on housing?

ANSWER: DANY cannot speak to remaining unannounced solicitations at this time. Applicants seeking to address this gap in reentry through the expansion, enhancement, or coordination of services may submit a proposal with a focus on housing related services and supports. Additionally, or alternatively, entities that have a *new* and *innovative* idea to address the housing needs of reentering individuals may submit a Letter of Interest describing this idea in response to the CJII Innovation Challenge Request for Letters of Interest.

QUESTION: Will there be MWBE goals on these projects and if so, who would be the District Attorney's contact for assistance with achieving MWBE utilization goals?

ANSWER: In accordance with the city procurement rules, the solicitation for services to provide Reentry Services and Supports are exempt from MWBE goals.

QUESTION: Is there any kind of program currently in existence that matches job opportunities available at New York City employers to either at-risk youth or former inmates with relevant backgrounds and/or experience?

ANSWER: DANY is unable to address this question directly as part of this Q&A, as it is outside the scope of questions about the RFP specifically. You may, however, be interested in joining 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.