

RFA 2021-02 Official Responses to Questions

Question Number	RFA Section	Questions Received in Writing	DOCCS' Responses to Questions
1	Attachment A – Work Plan	Can you please provide the minimum overall facility size and/or dimension requirements that are needed qualify to participate in CBRP Round 1 Catchment Areas 1 and 2?	<i>See Attachment A – Work Plan Section C – Facility pages 7-10.</i>
2	RFA page 6. Attachment A Section C – Facility pp 7-10.	We have property with 130 units. Can it be used for this proposal?	<i>As long as all the specifications for the portions of the building housing and servicing the CBRP residents are met.</i>
3	RFA page 3.	How is our site inspected and when for approval?	<i>An approved site visit may be required by DOCCS within 10 days of a tentative contract award notification by the Commissioner.</i>
4	Attachment B – Budget p 27	Is our staff and overhead included in the funds?	<i>Yes – staff and overhead can be included in the funds.</i>
5	RFA page 6. Attachment A Section C – Facility pp 7-10.	Can we do a building with 130 beds or more for DOCCS which is larger than 15-30 described in the RFA.	<i>“Applications must be submitted for the number of beds within the bed range specified for that particular Catchment Area applied for.” Additional residents are permitted to reside at the facility. “If services are provided in a multi-agency service facility, the Grantee must provide a plan for approval by the Contact Manager to separate parolee residents from other program residents.”</i>
6	RFA page 7.	We have a new building being built by the landlord for 36 units and will not be completed until November 2022 and will not be able to provide COO until	<i>“To be eligible for an award, DOCCS must receive a current and valid Certificate of Occupancy (COO).”</i>

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		completed. Can we give DOCCS another form of confirmation that we are using that as a facility (e.g. Letter of Intent).	<p><i>“The initial program will start on October 1, 2022, contingent on OSC approval of the resulting contract.”</i></p> <p><i>An award cannot be made without a valid COO and the program would be expected to start on October 1, 2022. The proposed does not comply with the time line / requirements of the RFA.</i></p>
7	RFA Catchment Area Table – Catchment Areas 37 (8 to 10 male) and 38 (3 to 10 female) Onondaga County	If we wish to service both males and females the range goes from 11 to 20 which is very difficult to budget for and may not be sufficient numbers to make it fiscally viable. The previous RFA 2017-07 had four addendums with Catchment Area revisions. Is there any possibility that there may be revisions to Catchment Areas 37 and 38 either in number or allotment of male and female beds?	<i>DOCCS is unable to predict if there will be addendums with Catchment Area Revisions.</i>
8	RFA Attachment A Section B - Personnel	The RFA does not stipulate the qualifications or credential requirements of staff. Does DOCCS have any recommendations or guidance on this subject?	<i>Staff are to be hired by the CBRP, and pre-approved by the DOCCS Contract Manager, in order to effectively conduct its program. DOCCS Contract Manager’s review will take into account factors such as, but not limited to, experience, education, appropriateness for the position and background check results.</i>
9	RFA Section I – Purpose	In Catchment Area 10 Albany, our location is 37-45 So Ferry St., which includes two adjacent buildings. This is being considered one location, one site in the Catchment Area 10. It will house 12 residents at 45 So Ferry St. and 8 residents at 37 So Ferry St	<i>Two adjacent buildings may be considered as one site and would be contingent upon a pre-award site visit.</i>

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		for a total of 20 residents in one application. They share the same staff, services, dining, common spaces, recreation area, etc. Could you confirm this is acceptable?	
10	Attachment B – Budget	If a program has 3 rd party funding, will that lower DOCCS reimbursement? For example, a community donation to the program for \$25,000 to offset cost of housing, would that lower NYS portion?	<i>Each awarded contract will contain an estimated annual expenditure-based budget which will be the basis for the contract award amount. Grantee will be eligible to submit for reimbursement of budgeted expenses up to the annual contract amount. Reimbursement will be for actual and necessary expenses to run the CBRP. DOCCS expects that third party revenue such as community donations would be used to offset program costs.</i>
11	Attachment B – Budget	Will NYS pay for unoccupied beds? If we build capacity for 10 beds, but at any given time, there are only 7-9 occupied, will we get paid for 10 beds still?	<i>Reimbursement will be for actual and necessary expenses to run the CBRP regardless of the number of beds occupied.</i>
12	Attachment B – Budget	Is this rate per night or for the annual number of beds we have available at the ready?	<i>Each awarded contract will contain an estimated annual expenditure-based budget which will be the basis for the contract award amount. Grantee will be eligible to submit for reimbursement of budgeted expenses up to the annual contract amount. Reimbursement will be for actual and necessary expenses to run the CBRP regardless of the number of beds occupied.</i>
13	RFA 2021-02 Section V. Financial Requirements. 3. Claims for Reimbursement	RFA 2021-02 in Section V. Financial Requirements. 3. Claims for Reimbursement says: Grantee will bill DOCCS monthly for reimbursement of actual and necessary expenses which may have been paid during the previous 30-day period. Also, in 1. Budget	<i>Each awarded contract will contain an estimated annual expenditure-based budget which will be the basis for the contract award amount. Grantees will be eligible to submit for reimbursement of budgeted expenses up to the annual contract amount. Reimbursement of expenses will be for actual and necessary expenses to run the CBRP regardless of the number of beds occupied.</i>

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		<p>and Narrative says: DOCCS will not consider any application with an annual cost per bed to DOCCS which exceeds \$26,000 in Catchment Areas 10-15, 18-54 (areas of our concern). Since it is possible that the actual beds occupied, at any particular time may not be at the maximum that has been contracted for that Catchment Area, how are allowable reimbursements made? Is it based on “actual number of “heads on pillow” or based on “actual expenses” occurred during the month. How are the calculations made? Will we be paid at a guaranteed fixed-rate for the number of beds in the contract or is the reimbursement variable, based on the utilization of the beds? Or is it some hybrid?</p>	
14	RFA 2021-02 pages 3, 25	Is this a 5 year grant/contract	<i>See award rounds chart on page 25 of RFA.</i>
15	RFA 2021-02 page 5	Up to how many houses would be needed or allowed in each catchment area?	<i>The bed range is set for each Catchment Area.</i>
16	RFA 2021-02 page 5	How many clients per house maximum?	<i>The number of clients that can be served in one property is determined by the facility requirements enumerated in the Work Plan (Attachment A).</i>

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17	Attachment A – Work Plan Section C – Facility – page 7.	How many clients allowed per bedroom?	<i>The number of clients that can be served in one bedroom is determined by the facility requirements enumerated in the Work Plan (Attachment A).</i>
18	Attachment A – Work Plan	What services are needed other than 3 meals a day?	<i>Required services are outlined in the Work Plan (Attachment A).</i>
19	Attachment B - Budget	Does payment get paid monthly based on a monthly budget?	<i>Grantee will prepare an annual expenditure-based budget to project expenses during each contract year. Grantee will bill DOCCS monthly for reimbursement of actual and necessary expenses which have been paid during the previous 30-day period. Vouchers submitted for reimbursement should include the Voucher Backup Detail Budget Sheet to detail expense items submitted for reimbursement. Items on the Voucher Backup Detail Budget Sheet should confirm to the approved annual budget for the contract term. Please see Section V. Financial Requirements, 2. CLAIMS FOR REIMBURSEMENT of the RFA for additional information.</i>
20	RFA 2021-02 pp 5-6.	Can two independent not-for-profit organizations submit applications and be evaluated for consideration for the CBRP RFA 2021-02 at the same location? Both not-for-profit organizations would be applying for the Schenectady NY location at 428 Duane Avenue. It is assumed that only one contract would be awarded. If the first not-for-profit program receives the award they will run the program. If the other not-for-profit organization receives the award, the first not-for-profit will lease the facility to the other not-for-profit organization.	<i>There is nothing in the RFA which prohibits this scenario.</i>
21	RFA 2021-02 pp 5-6.	We are interested in applying for both Catchment Area 37 (Onondaga County Male) and 38	<i>Separate applications must be submitted for Catchment Areas 37 and 38.</i>

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		(Onondaga County Female) and housing the residents at one location. Since this involves two Catchment Areas, is an application required for each Catchment Area or can both Catchment Areas be included in one application?	
22	Attachment I – Diversity Practices Questionnaire	Are questions 6b and 6c referring to our entire organization rather than just the CBRP program?	<i>Diversity Practices questions 6b and 6c refer to the entire organization.</i>
23	RFA 2021-02 page 5 Attachment B - Budget	For Catchment Area 47, the RFA identifies 5-15 male parolees for Broome County. We would like to serve 15 and will state this in our application. In addition, our budget will be based on serving 15 individuals. Can you please explain why a range of 5-15 is requested? Are you looking for organizations that can provide up to 15 beds? And we assume our requested amount can be up to \$390,000 (based on 15 beds) – is that correct?	<i>Applications must be submitted for the number of beds within the bed range specified for that particular Catchment Area applied for. For Catchment Area 47 DOCCS is seeking organizations that can provide between 5 to 15 beds. Awards will go to providers whose application provides the best value as determined by DOCCS, pursuant to NYS Finance Law §103 1j. This is defined as the most beneficial combination of quality and costs for the services being requested. The requested amount can be up to \$390,000.</i>
24	Attachment B - Budget	Should the E-1 be completed for our entire agency (we have more than 30 programs and an organizational budget of more than \$11 million) or just for the CBRP program?	<i>The E-1 is used to calculate the indirect cost rate for the DOCCS program. The calculation requires that direct and indirect costs for the Grantee's entire agency are included. However, for Grantee's with more than 5 non-DOCCS' programs, it is acceptable to provide the total cost for all non-DOCCS' programs in one column instead of breaking these out individually. However, if indicating a total cost for all programs in</i>

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			<p><i>one column, Grantee should provide a supplemental listing of the non-DOCCS programs and total costs each of those programs. See example below.</i></p> <p><i>Programs:</i> <i>1 – Name & Total Direct Cost & Total Indirect Costs</i> <i>2 – Name & Total Direct Cost & Total Indirect Costs</i> <i>3 - Name & Total Direct Cost & Total Indirect Costs</i> <i>4, etc.</i></p>
25	Attachment B - Budget	Is there a cap for Administrative/Indirect expense? Can it be more than 10%?	<i>The 10% is an example. Indirect costs of up to 15% are allowable.</i>
26	Attachment B - Budget	It is our understanding that we can only apply for up to \$26,000 per bed for Catchment Area 47 and the cost cannot exceed this amount. This will = \$390,000 in funding from DOCCS. However, we can show other funding from other entities, correct? So the program cost can exceed \$390,000, but the amount requested from DOCCS cannot be higher than this – is this accurate?	<i>That is correct. Note: DOCCS will not be in the position to make up any projected third-party revenue that does not materialize.</i>
27	RFA 2021-02 page 5	Currently we operate a CBRP program in Utica (Oneida County) and it has 10 beds. We wanted to expand the bed capacity to 15 as our building will allow that easily but it looks like in our catchment area #33 there is only a capacity for 5-10 beds. Can you clarify if there is anyway it can be increased to 15?	<i>Applications must be submitted for the number of beds within the bed range specified for that particular Catchment Area applied for.</i>
28	Attachment A – Work Plan Section A.14 Food Services	What is the cost for meals per day?	<i>The requirement is that 3 meals are provided daily with healthy, nutritious snacks are available 24/7.</i>

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29	Attachment A – Work Plan Section C Facility	Would we have to provide new linen for each new resident or could we wash the linen and re-use for future residents?	<i>Washing and re-using is acceptable.</i>
30	RFA 2021-02 pp 24-25	Could we do expansion after year 1 if we are awarded the contract?	<i>No</i>
31	Attachment A – Work Plan Section B Personnel	Could we hire Peer Recovery advocates that are certified and in long term recovery?	<i>Each candidate for hire must be pre-approved by the DOCCS Contract Manager. Each request for approval to hire will be evaluated for appropriateness.</i>
32	Attachment A – Work Plan Section B - Personnel	We are applying for a bed capacity of 7 in Dutchess County. We plan on hiring a FT Administrative Director and RA's to work the off hours in order to provide 24/7 coverage. The RFA also requires a Case Manager but this would take us over the maximum budget allowed. Our housing is connected to our Reentry Services Programming as we occupy a two family home (with separate entrances). Would we be able to provide the case management as in-kind through our already existing programming?	<i>The recommended caseload for the case manager is 10 clients per case manager. The DOCCS Contract Manager would need to pre-approve the selection for Case Manager, regardless of the funding source. Grantees may use third party revenue such as housing assistance funds to support program costs which are over the annual cost per bed outlined in the RFA for the catchment area.</i>
33	Attachment B - Budget	The RFA states 3 rd party funding is allowed in addition to this proposed funding. Can we use Department of Social Services Transitional Housing funding (used only for 6 months out of the	<i>Grantee may use third party revenue such as housing assistance funds to supplement program costs.</i>

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		year) to supplement this grants funding?	
34	Attachment A – Work Plan Section B - Personnel	Re B. Personnel # 3: preapproval by DOCCS for all personnel – what is this process for existing and new hires, what factors are taken into account? Are there certain convictions that are automatic non-approvals? Is there an appeal process, if so what? What is the time frame for approvals (must DOCCS decide within certain number of days from request, etc)	<p><i>No individual who has been convicted of any crime that would bring into question the competence or integrity of the individual to provide services, shall be employed in the CBRP, unless prior written approval is obtained from DOCCS Contract Manager. No individual under active DOCCS supervision is eligible for employment in the CBRP contract program, unless prior written authorization is obtained from DOCCS Contract Manager.</i></p> <p><i>Each submission for approval is reviewed individually on its own merits.</i></p> <p><i>There is not enumerated time frame for approvals, however, DOCCS Contract Managers make every effort to expedite requests for approval to hire.</i></p> <p><i>There is no established appeal process, however, the DOCCS chain of command may be utilized for an appeal.</i></p>
35	Attachment A – Work Plan Section B - Personnel	Attachment A #6: staff having annual exam on file. What is reason for this?	<p><i>In order to assure that staff members are free from any health problem that is a potential risk to clients or may interfere with the performance of their duties, program staff members are to have an annual medical examination, which includes PPD testing.</i></p>
36	Attachment A – Work Plan Section B - Personnel	Attachment A #8: DOCCS approval for interns/volunteers, etc. Same questions as #1 regarding process for approval.	<p><i>No individual who has been convicted of any crime that would bring into question the competence or integrity of the individual to provide services, shall be employed in the</i></p>

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			<p><i>CBRP, unless prior written approval is obtained from DOCCS Contract Manager. No individual under active DOCCS supervision is eligible for employment in the CBRP contract program, unless prior written authorization is obtained from DOCCS Contract Manager.</i></p> <p><i>Each submission for approval is reviewed individually on its own merits.</i></p> <p><i>There is not enumerated time frame for approvals, however, DOCCS Contract Managers make every effort to expedite requests for approval to hire.</i></p> <p><i>There is no established appeal process, however, the DOCCS chain of command may be utilized for an appeal.</i></p>
37	RFA page 22 – Mandatory Pass/Fail Requirements. Attachment A – Section B. 1. Personnel.	More guidance requested for 24/7 on-site security provision. Does the security have to be provided by a certified security guard such as F01 or F80 or other designations?	<p><i>For 24/7 on-site security coverage the person or persons do not have to a certified security guard. This can be a staff person such as a program aide who is there physically on a 24/7 basis and NOT a resident.</i></p>
38	RFA page 25 – Questions/Important Dates	Would we have to wait for the RFA deadline before knowing if we've been approved?	<p><i>The review process for Round 4 of RFA 2021-02 will not begin until the application due date of 12/4/23.</i></p>