

Department of Public Safety & Corrections
State of Louisiana

JOHN BEL EDWARDS
GOVERNOR



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SECRETARY

January 13, 2022

Addendum 01

Your reference is directed to FY 22 Community Incentive Grant Program No: 2021-22 issued on December 30, 2021 for the Louisiana Department of Public Safety and Corrections scheduled to be opened at 3:00 P.M. CST on January 28, 2022.

This addendum is hereby officially made a part of the referenced Notice of Funding Availability (NOFA) & Applicant Instructions and Application.

The following changes are to be made to the referenced application:

Changed to Read on NOFA & Applicant Instructions cover page:

Closing date for Applications: January 28, 2022, 3:00 PM CT

The following changes are to be made to the referenced NOFA :

NOFA, Section 3.1.3 Use of Sub-Contractors:

Changed to Second Paragraph to Read:

If the Applicant intends to subcontract for portions of the work, the Applicant shall identify any sub-contract relationships and include specific designations of the tasks to be performed by the sub-contract. If awarded, it is the contractor's responsibility to ensure that the subcontractors are in compliance with the contract responsibilities and liabilities. The Grantee shall be the single point of contact for all sub-contract work.

NOFA, Section 2.3.1 Cost Per Participant and Maximum Number of Participants:

Revised Second Bullet:

The cost per participant shall be limited to up \$3,500 per active participant and the number of clients shall not exceed 100 participants per parish applied for.

- Case management component- Up to \$2,500 per active participant
- Participant Financial Assistance - No minimum or maximum cost per active participant and not to exceed the total combine cost per participant of \$3,500 (inclusive of the up to \$2,500 per active participant case management component).

Applicant Inquiries and State Responses:

Inquiry 1:

I have a question regarding NOFA Number: 2021-12 Section 2.3.1 Cost per Participant and Maximum Number of Participants page 5. Catholic Charities currently has a Community Incentive Grant with 72 active participants and 21 incarcerated between Orleans and St. Tammany parish. Catholic Charities continued to received referrals in November and December 2021 and those individuals have yet to be released from prison. Will any of our active or incarcerated participants be allowed to be counted in the participant cost if awarded?

State's Response:

The contractor may carryforward participants from a previous contract if they choose, however, only pre-release participants (currently still in prison) may be counted as an active participant for purposes of fulfilling the terms of the new contract.

Inquiry 2:

As a public official, could a DA's office apply as the lead applicant (for a diversion program)?

State's Response:

Yes. Community organizations including nonprofit, local governmental entities, and judicial districts are eligible to apply as lead applicant.

Inquiry 3:

If we are proposing a diversion program, do we need to use the CCMS model for case management?

State's Response:

The NOFA does not specify a specific type of case management model to follow. However, Appendix C: PS-C-1 Attachment F: Collaborative Case Management and Supervision does suggest the use of CCMS or a similar model. If awarded, the contractor case management plan should include at minimum the items included on page 4-5 of the NOFA.

Inquiry 4:

Will Rollover participants be allowed within the new funding for participants that remain Active as of the last day of the Contract? If so, how will that work with the small Gap in the Funding months? (Current Contract ends Jan 31st. New Funding begins March 1st.)

State's Response:

See response to Inquiry 1.

Inquiry 5:

Will there be a separate legal services NOFA, or should we respond to this one?

State's Response:

The purpose of this NOFA is to solicit proposals for the provision comprehensive case management services. Proposals must address all of the required criteria set forth in the NOFA in order to be considered/evaluated.

In the next 3 to 6 months, the State may issue a separate NOFA specific to the provision of legal services subject to the availability of sufficient funds.

Inquiry 6:

In the NOFA pg 4 of 40 there is an "or" instead of an "and" between high need/risk and felony conviction - does this mean it no longer has to be both to be eligible?

State's Response:

For this NOFA, a person eligible for CIG participation is someone who meets one of the below criteria

1. Has High or moderate risk factor **or**
2. Has a High Needs factor

Inquiry 7:

Can we transfer current JRI clients in? Do they count as part of the 100 per parish cap, or no?

State's Response

See response to Inquiry 1.

Inquiry 8:

If applying in multiple parishes, can we do one application? Or should they be separate?

State's Response:

Only one application is needed for multiple parishes. If the event certain services will not be available in both parishes applied for, then the applicant should denote the differences in services within the application. For example, if an applicant is applying to provide services in St. Tammany and East Baton Rouge Parishes but only intend to provide transitional employment in St. Tammany only, this should be denoted within the application.

Inquiry 9:

Do compiled financial statements, as opposed to audited, suffice?

State's Response:

No. Audited financial statements are required.

Inquiry 10:

Clarity on what sub-contractors have to submit, do they also have to submit: audited financial statements, board resolution, and logic model?

State's Response:

No, only the official applicant is responsible for submitting the audited financial statements, board resolution, and logic model. If awarded, it is the contractor's responsibility to ensure that the subcontractors are in compliance with the contract responsibilities and liabilities.

Inquiry 11:

Are there word counts for these sections that can be provided in advance?

State's Response:

There is no word count limits within the application, but DOC expects the responses to the questions to be as concise, direct and specific as possible.

Inquiry 12:

Clarification re: staff costs for individuals who aren't directly serving clients - they are under the personnel line items or under the 25% admin fee?

State's Response:

Personnel/Fringe of employees essential to the administration of the contract that do not have direct participant contact should be listed under the Administrative Fee, up to 25%.

Inquiry 13:

I'm writing to inquire as to whether legal services can be requested as a part of NOFA #2021-12, or whether there will be another separate legal services NOFA forthcoming? It was my understanding that legal services were going to be separate, so I just wanted to make sure before we started this application process and coordinated with partners.

State's Response:

See response to Inquiry 5.

Inquiry 14:

Where is the administrative fee amount get calculated into the budget worksheet? Case management/Client Expenses – page 16 and budget form

State's Response:

The Administrative Fee should be included as Letter E. Administrative Fee for each budget year on the CIG NOFA Application Budget Worksheet. The overall administrative fee percentage is auto-calculated in cell C15. In the event the percentage is higher than the allowed amount, you will be asked to adjust the budget categories accordingly.

Inquiry 15:

If the cost for case management per participant is less than the \$2,500 threshold, can the excess be applied toward the cost per participant as long as the total does not exceed the \$3,500 threshold? Page 5 and budget form

State's Response:

See NOFA change above.

Inquiry 16:

For participants who do not need the full cost per participant of \$1,000, can the unspent fund be allocated to another participant? Page 5 and budget form

State's Response:

No, the cost per participant limits are as noted in the NOFA change above.

Inquiry 17:

With limited resources for sex offenders and the high cost of reintegration into the community, will DOC consider raising the threshold for sex offenders? (see attachment – this was one of our most recent registration fees paid for an existing CIG client) Page 5 and budget form

State's Response:

See NOFA change above. The State also suggests utilizing the use of leverage funding for an additional funding stream as noted in Section 2.3.4 of the NOFA.

Inquiry 18:

If ETH housing is not available due to lack of bed availability, will DOC consider raising the threshold due to the high costs of safe rent (\$600-800/month)? Page 5 and budget form

State's Response:

See response to inquiry 17.

Inquiry 19:

Is the DOC working with ETH housing providers to have them hold beds for CIG participants to help prevent homelessness (cannot enroll in ETH housing while still incarcerated and ETH providers can rent beds to public).

State's Response:

No. To clarify, the ETH is separate statewide program designed to provide emergency/short term housing for people releasing from prison who would otherwise be homeless. Beds are secured, on a rolling basis per individual, specifically through the person's supervising P&P agent based upon location, need, availability. DOC reimburses ETH partner providers a daily per diem per bed used/per day after proper authorization of use and verification documentation from the supervising agent. While CIG active-participants are not excluded from this emergency housing resource, DOC does not reserve or guarantee with partner housing providers ahead of time. If a CIG provider identifies a client who may meet this emergency short term housing criteria, the provider must coordinate directly with the supervising agent to determine if ETH housing is available for the client.

Inquiry 20:

When will the REAP be provided to CIG grantees? Page 4, 39, 41, 42

State's Response:

It is the State's intent to provide the REAP to contractors either at the time of the referral or upon initial client contact with after a Release of Information (ROI) is signed by the potential client.

Inquiry 21:

How do we determine how many beds are available for ETH housing in a specific parish? General DOC

State's Response:

ETH Beds are secured, on a rolling basis per individual, specifically through the person's supervising P&P agent based upon location, need, availability. While CIG active-participants are not excluded from this emergency housing resource, DOC does not reserve or guarantee with partner housing providers ahead of time. If a CIG provider identifies a client who may meet this emergency short term housing criteria, the provider must coordinate directly with the supervising agent to determine if ETH housing is available for the client.

Inquiry 22:

What is the expectation of each organization to track how much is spent on each individual client, and how will DOC monitor this? General, budget

State's Response:

As noted on page 13 of the NOFA, the grantee (contractor) shall establish separate accounting records and maintain documents and other evidence sufficient to properly reflect the amount, receipt, and disposition of all project funds, including grant funds, any matching funds by the Grantee, and the total cost of the project. This will be monitored during the receipt of monthly invoices and progress reports.

Inquiry 23:

Can you share the monthly progress reports format (this may determine if a specific staff member may need to be added to the budget)? General, page 13

State's Response:

Page 45 of the NOFA provides the best example of a monthly progress report, as it is currently being utilized.

Inquiry 24:

How will the administrative fee be billed on the submitted invoice, and will it be based on amount approved in the budget or will it be this percentage of the amount of bill submitted? Page 5 and budget form

State's Response:

The administrative fee can be billed as a monthly flat fee or a percentage per the approved contract budget; whichever option is approved, it cannot be changed.

Inquiry 25:

Will documentation be required each month to support the administrative fee? General, budget form

State's Response:

During the invoice review process, the State looks for the following key items: proof of expense (employee paycheck stub, invoice, bill, or receipt of purchased item), proof of payment (credit card statement, receipt from company, etc), and itemized analysis of expense (if the contract does not cover 100% of the expense).

Inquiry 26:

Is there a time expectation to work with clients? General, Page 5, 7, budget form

State's Response:

As noted in Question 10 of the Application, the program length shall not exceed one (1) year (pre-release and post-release).

Inquiry 27:

If an applicant request to merge an existing Tier 2 CIG contract into this new Tier 1 contract since it is adjacent, how will the participants be rolled into it and will they be counted as a new number served? General, Page 5

State's Response:

Not at this time, the contracts cannot be combined because of the two separate contract periods. It may be considered at a later date.

Inquiry 28:

Is ongoing case management training registration fees allowed, and if so, where should this be input on the budget form? Page 5 and budget form

State's Response:

Pre-approved conference and training registration fees related to the execution of the contract are allowed and should be inputted on the budget form under Administrative Costs.

Inquiry 29:

Will retainage be held back from monthly invoices? General, budget form

State's Response:

No, retainage fees are not included in this NOFA.

Inquiry 30:

How fast will DOC pay out approved invoices for reimbursement? General

State's Response:

The State makes every effort to process invoices within 30 business days of receipt. If an invoice is considered incomplete in nature and additional information is requested, the 30 business days starts over.

Inquiry 31:

When will the revised budget form be available and where on your website? General, Grant meeting

State's Response:

It is currently posted on the website under the Current Funding Opportunities Section

<https://doc.louisiana.gov/about-the-dpsc/justice-reform/criminal-justice-reform-initiative-jri-community-investments/>

Inquiry 32:

Page 18 – Question 10 – Length of Program

Question: The question states that we are only allowed to count participants once in the primary year and they cannot be counted in two separate contract years. Are we allowed to count the participants that were referred to us by the JRI office that are currently incarcerated and the recent referrals we received in November of 2021? Other than in-reach, those that are incarcerated will not begin to receive wraparound services until they are released.

State's Response:

See response to Inquiry 1.