

2017 Shannon CSI LARP Bidders Conference Questions and Answers

Q. Is it expected to complete all of the guidelines for risk assessment for one whole year? Does everyone need to follow all aspects of the community risk assessment portion?

A. It is expected that the LARPs will follow the OJJDP Comprehensive Gang Model guide when conducting their respective community assessments. Given certain time and financial constraints, EOPSS will make a case by case determination on what aspects of the assessment need to be completed and those that can be skipped and/or conducted during a different funding cycle.

Q. If our organization's contract authorized signatories have not changed since last year's application, must we submit a new authorized signatory listing?

A. Yes. Even if the signatories have not changed a Contractor Authorized Signatory form is still required.

Q. At the top of p8, the AGF asks applicants who have received funding previously to "indicate any challenges experienced and means for addressing these challenges". Are these meant to be included in the Statement of Partnership (heading immediately before on p7) or in the applicant qualifications and experience section in Attachment B?

A. Challenges should be stated within the applicant qualifications and experience section in Attachment B.

Q. Can we submit just one copy of the community assessment report with the proposal package or do we need to submit five copies, one for each proposal copy being submitted?

A. Please submit 5 copies, as each reviewer will need a copy.

Q. The AGF states that CVs are not needed for personnel who have worked on Shannon the previous year(s). Is it still necessary to provide a narrative of qualifications, etc. for returning personnel in the proposal?

A. No. It is not required to provide a narrative of qualification for returning personnel.

Q. Within the budget under Fringe costs, would CRJ be considered a "non-Massachusetts state sponsored agency"?

A. Yes. CRJ would be considered a Non-Massachusetts state sponsored agency and would need to list fringe costs within the "Fringe" category. These costs will need to be broken down within this category as well (i.e. health/dental, 401k, etc.).

Q. If we include "Direct and/or support service costs", not to exceed a rate of 27.5%, do these costs need to be broken down and itemized separately in the budget? (e.g. \$1,000 – Administrative Personnel, \$1,000 – Facilities Costs, etc.) Or would it be allowable to group these costs into a single budget line with the general description "Direct and/or support service costs" and calculate the amount by multiplying total direct costs by 27.5%?

A. Yes, the costs need to be broken down and itemized separately within the budget. Per the allowable costs on p.11 in the LARP AGF: "Direct and/or support service costs relevant to the proposed project that cannot be listed within the personnel, fringe, consultants/contracts, travel and/or supplies cost category can be included in the "Other" cost category. Direct and/or support service costs may not exceed a rate of 27.5%. Please be sure to itemize each cost type and detail as to how the amount budgeted was calculated."

Q. Could you please confirm that indirect costs cannot be requested?

A. Yes. The Indirect Cost section is no longer included in the LARP budget. Costs that were formerly listed in the "Indirect Costs" section should now be included in the "Other" section within the budget. Per the allowable costs on p.11 in the LARP AGF: "Direct and/or support service costs relevant to the proposed project that cannot be listed within the personnel, fringe, consultants/contracts, travel and/or supplies cost category can be included in the "Other" cost category. Direct and/or support service costs may not exceed a rate of 27.5%. Please be sure to itemize each cost type and detail as to how the amount budgeted was calculated."