

## PEPP Technical Session August 1, 2013

### Q-A

- Question: Explain the meaning of Primary and Secondary Territories.  
Answer: Applicants must identify a primary county for service but should accept referrals from all of the associated secondary counties.
- Question: Can more than one grantee serve the same secondary county?  
Answer: Yes.
- Question: Can referrals come from the One-Stop?  
Answer: All referrals must come through the State Parole Board (Parole Officer).
- Question: What should be included in the financial information?  
Answer: Applicants must submit complete financial statements for the three most recently completed fiscal years for the participating organization.
- Question: Is the audit an acceptable complete financial statement?  
Answer: Yes.
- Question: Is an audit letter an acceptable complete financial statement?  
Answer: No.
- Question: Can the financial sheet be submitted electronically?  
Answer: It should be sent as described in the packet and it can be electronically delivered.
- Question: Can a vendor apply to serve multiple counties?  
Answer: Yes, as long as there is enough staff to service the clients.
- Question: If a PEPP participant has been placed and loses a job before the 90 days, does this person have to be re-assessed, or can they be re-placed and then billed for the 90 day benchmark?  
Answer: This will be determined on a case-by-case basis.
- Question: When listing participants in the activity reports is an AOSOS number required indicating registration with the One-Stop?  
Answer: No, just put a "Y" or "yes" in that field.
- Question: What if you have never worked with this population before; must a grantee work with all populations and types of offenders?  
Answer: You are required to work with all referrals from Parole regardless of their background or criminal offense.
- Question: Is participation in this program mandatory or voluntary?  
Answer: Voluntary.

Question: What is the referral process from Parole?  
Answer: Grantees should establish a relationship with Parole Officers and should have a written referral document accompanying the participant for enrollment purposes.

Question: Whose responsibility is it to follow up after six months?  
Answer: The grantee must follow up for six months in order to receive the six-month benchmark payment for no new arrests. We would hope that the grantee would continue to track for long-term success.

Question: How is the veteran status determined for the 5% veteran requirement?  
Answer: Veteran status is established during intake. The Parole Officer is responsible for identifying Veteran's status and indicating the status on the referral form.

Question: What should be included in the executive summary?  
Answer: The executive summary should be a brief abstract of the overall program and describe intentions and proposed outcomes.

Question: Once a budget is set in the contract, can a grantee make line item changes in the budget without official approval from the grantor (LWD)?  
Answer: No, all budget changes must be first approved by the grantor.

Question: Can vendors partner in a county?  
Answer: Yes.

Question: Can temp agencies be used for placement? Can part-time jobs be combined to create full time employment?  
Answer: The goal of the program is long term, full-time, sustainable employment. Part-time jobs, employment provided by temp agencies and seasonal jobs are not permitted. Two part-time jobs may not be combined to create full-time employment. Job placements must be for permanent, full-time employment.

Question: How do we get needed documents to start the job careers of our clients?  
Answer: Parolees may have their basic ID documents, i.e., birth certificate, social security card; if not, the grantee must work with community, government and social service organizations to assist in obtaining the documents needed for the participant to begin employment.

Question: Who is responsible for registering the participants in On Ramp/Jobs4Jersey?  
Answer: The grantee.

Question: Could this program ever be renewable and not the form it is today?  
Answer: Yes it might be in the future. Currently this grant is for one year.

Question: Can a client cross state borders for employment purposes?  
Answer: Possibly. This would be determined by the Parole Officer on a case-by-case basis.

Question: What if a grantee exceeds their goals prior to the end of the contract period, could they serve additional participants?  
Answer: Additional participants could not be served under this grant without a signed contract modification.

Question: Are there any statistics regarding the number of parolees being released by County?  
Answer: SPB is unable to provide this information prior to the application deadline.

Question: Will the referred participants have housing?  
Answer: Parole is unable to guarantee that participants will have housing at the time of referral. The grantee may need to work with community agencies to assist participants.

Question: How many pages are allowed?  
Answer: The narrative section can only be 25 pages. If it is 26 pages it will not be considered.

Question: Does the 25 pages include the financial documents, budget or the standards and assurances?  
Answer: No.

Question: Are there any offenders that cannot be served under contract; i.e. sex offenders?  
Answer: No, but you must be aware of any limitation on the type job the job or where the job is located. Of the 15,600 under the supervision of the State Parole Board approximately 5,600 are sex offenders.

Question: What are minimal education requirements?  
Answer: There is not a requirement for a High School Diploma, but a client should be properly matched to the appropriate job.

Question: Can we develop our own incentives from the “other funds”?  
Answer: Yes with prior approval from LWD.

Question: Can we establish our own OJT type incentive for jobs that do not meet your minimum hourly wage requirement of \$10/hour?  
Answer: Yes with funding sources other than these grant funds.

Question: Can an agency enroll more than 60 participants for the assessments and be able to bill for them?  
Answer: You can apply to serve more than 60 participants. But you can only bill for the maximum amount of your award. If your award is for 60, you cannot receive benchmark payments for more than 60 in the assessment category (or any other category).

Question: We are considering a 10% administrative charge within the \$250,000 budget. This 10% would include payroll expenses for projects staff, fiscal oversight from the finance department, and other indirect costs. Is this allowable procedure for the PEPP-NGO in FY14?

Answer: Yes, they are allowable costs.

Question: Is Juvenile Justice Commission a partner in this grant opportunity?

Answer: No.

Question: Is the Intensive Supervision Program (ISP) a part of this program?

Answer: No. This grant is only from those under the supervision of the State Parole Board.













