

**NYS DIVISION OF CRIMINAL JUSTICE SERVICES
2015- 2016 LIVESCAN EQUIPMENT PROGRAM/Revised
June 2015 REQUEST FOR APPLICATIONS
Questions and Answers**

As stated in Section V of the June 2015 Request for Applications (RFA), and in the interest of fairness to all prospective applicants, DCJS is posting the following answers to substantive questions received through Tuesday, June 23, 2015 regarding this RFA. Some questions have been edited for clarity.

Q. Our agency is not included on the list of eligible agencies, are we eligible to apply for this funding? Are Probation Departments, District Attorney's Offices, State University of New York Police Departments, New York State Police, New York State Department of Environmental Conservation eligible, or can they be included as recipients of equipment in applications by eligible agencies?

A. Agencies that are not on the list of eligible agencies are not eligible to apply for this funding opportunity and cannot be included as recipients of equipment on applications by eligible agencies. There may be future funding opportunities for Livescan equipment for other agencies not included in the list of eligible agencies for this RFA.

Q. Does this funding apply to agencies that already have Livescan equipment but are experiencing problems with outdated equipment? Is it full funding, or matching funds?

A. Yes. This funding is specifically for the replacement of existing Livescan equipment that is outdated or malfunctioning, or for upgrade from Cardscan equipment to Livescan equipment. As noted in the RFA, there is a 50% match requirement.

Q. My agency is a host agency. If agencies that we host want to apply for this grant individually, can they submit their own application or do we as the host agency, have to submit a joint application?

A. Hosted agencies that are on the list of eligible agencies can submit their own application. Host agencies can still choose to apply on behalf of hosted agencies that do not submit their own applications, but are not required to do so.

Q. As a host agency, if we decide NOT to apply for this grant, will that prevent agencies that we host from applying on their own and then continue using our services as a host agency with the new equipment? If some of the agencies that we host apply and receive funding, will those agencies be obligated to submit their Livescan directly to DCJS or will they still be able to report their Livescan Data through the host agency?

A. Hosted agencies will still be eligible to apply, regardless of whether the host agency applies for funding. Whether they submit directly to DCJS or through the host agency will depend on the vendor selected and the vendor's capability to integrate with the host agency's existing Livescan equipment. It is anticipated that most agencies seeking grant money independent of their host agency will most likely submit directly to DCJS following receipt of the grant.

Q. If a host agency submits a joint application on behalf of some of the agencies that we host, are those individual agencies responsible for securing their own matching funds? If so, who is liable for the funds if one of those agencies fail to meet their matching obligation? Who is responsible for tracking the status of the funds and the equipment purchased with them?

A. The source of the matching funds is left up to the applicant and any hosted agencies included in the application to determine, but the source(s) should be clearly identified in the application. Because funding is for the purchase and installation of equipment, and is paid as a reimbursement after the purchase is made, the matching funds will have already been spent before DCJS provides reimbursement. If an agency is unable to provide the agreed upon matching funds, they will be unable to complete the purchase and will not receive that portion of the grant funds.

Q. Our department has been using the Livescan system but it is in need of upgrades or we would like to add additional functionality (such as Civilian modes) to our current equipment. Can this grant funding be used to cover required upgrades to existing equipment?

A. No, this funding is intended specifically for the replacement of outdated or malfunctioning Livescan equipment, or the upgrade from Cardscan equipment to Livescan equipment. Applicants must demonstrate the need for new equipment as part of the application.

Q. If our department recently purchased a new Livescan system to upgrade our previous system, which was no longer functioning properly, can we apply for these grant funds for the reimbursement of our previous purchases? Our department was not eligible for the RFA released in February, so we purchased new equipment from our own budget, are we eligible to apply for this grant to reimburse that purchase?

A. No. These funds are only available for new purchases and cannot be used to reimburse previous Livescan purchases. Contracts written as a result of this RFA are expected to start October 1, 2015, so purchases made prior to that start date will not be reimbursed. The *Question and Answer* posting on the RFA released in February 2015 indicated that additional funding opportunities were expected for agencies that were not eligible to apply for that opportunity.

Q. If our agency's application is selected to receive funding, how long would we have to wait to receive funds so we can get the Livescan installed?

A. Contracts are expected to have a start date of October 1, 2015, so any purchases would have to occur after that start date. Payments will be made as reimbursements for eligible expenses incurred, so the grantee will make the purchase and submit documentation to DCJS for reimbursement.

Q. On page 7 of the RFA, you state that grantees are required to report quarterly in the Federal Performance Measurement Tool (PMT). How do we get access to that system in order to report on this grant?

A. Reporting in the PMT is required for federally funded contracts. If the PMT requirement is applicable to your grant contract, you will be provided a User ID, temporary password, web address, and instructions to access the PMT upon execution of the contract.

Q. Our agency did not apply for the original Livescan Equipment grant issued in February 2015 because we did not have funds in our budget for the \$10,000 in matching funds that would be required, and we provided this feedback to DCJS. What has changed since the February RFA?

A. There has been no change to the 50% match requirement. The primary substantive changes in this RFA include expanding the list of eligible agencies and allowing agencies to purchase more than one Livescan unit (if sufficiently justified in the application).

Q. Our agency currently has a Livescan unit that is about 3 years old. Is the funding for a newer model or are they all basically the same?

A. The funding is available for the replacement of existing Livescan equipment that is outdated or malfunctioning. The applicant should determine whether there is need for new equipment, and must sufficiently justify the need for such in the application.