

## **Social Equity Council**

### **RFP 25ECD2439: Reimagine and Revitalize Program Grant Managers**

#### **Questions and Answers**

##### **Amendment #1**

*Questions #1 through #4 include clarification resulting in amendments to the original RFP.*

1. Are stipends or community grant reviewers an eligible expense?

Stipends used by CBOs for eligible costs are an eligible expense. No, community grant reviewers are not an eligible expense.

Grant managers will be required to establish an evaluation committee to review applications submitted in response to the notice of funding opportunity for community-based organizations. The evaluation committee shall be composed of at least three individuals who are employees of the grant manager or invited by the grant manager, based on their expertise, on a volunteer basis.

2. Can you please provide a copy/sample of the following forms and where they can be found:
  - a. Secretary of State Recognition Organization Information Business Type – what specific form is required for this?

The instructions have been revised to indicate Secretary of State Recognition. Please see the revised instructions below.

Section 1, subsection B.2 of the RFP should read as follows:

Respondents must register with the State of CT contracting portal at <https://portal.ct.gov/DAS/CTSource/Registration> if not already registered. Respondents shall submit the following information pertaining to this application to this portal (on their supplier profile), which will be checked by the Agency contact.

- Secretary of State recognition
- Non-profit status, if applicable
- Notification to Bidders, Parts I-V

If you need assistance at any time during the registration process, please contact Proactis Vendor Care support.

Phone: 866-889-8533

Email: [WebProcure-Support@proactis.com](mailto:WebProcure-Support@proactis.com).

3. Please confirm we need to be a non-profit grantmaking entity with at least 5 years of experience OR can we be a (non 501c3) Grant SERVICES company and still be considered?

Proposers need to be a non-profit grant-making entity with at least 5 years of experience.

Yes, a non-profit grant services company without a 501(c)(3) can be considered.

4. The RFP has style line-spacing guidance of both 1.15 and 1.5. Which is the correct line-spacing value? I would like to ensure we're within compliance.

Line spacing should be 1.15.

5. Could you please clarify the expected funding amount/percentage to be retained by the grant manager (e.g., reserved for program management/administration and not allocated to CBO sub-awardees)? Is there a cap on funds to be retained by the grant manager or should applicants simply submit a competitive budget for expected costs?

The maximum administrative cost allowed is 10% of the contract (\$120,000) per year. Yes, there is a cap on allowable contract administrative costs. Total contract costs shall not exceed 10% of the contract amount per year.

6. Could you please clarify the following statement from the RFP (page 10): "Total contract costs shall not exceed 10% of the contract amount." Does this refer to the total amount of funding any single CBO sub-awardee could receive, or is this referencing a cap on how much the Grant Manager can retain to administer the program?

The statement refers to the total contract costs a selected Grant Manager can retain to administer the program, which is capped at 10% of the contract amount.

7. Our organization is prohibited from facilitating cannabis-related activities due to other federal contracts. Given this prohibition, we would not be able to facilitate cannabis-related workforce development and would need to exclude cannabis-related activities in the NOFO (e.g., a CBO could not propose to use the funds to train new workers specifically for the cannabis industry). Would this disqualify us from the RFP?

No, that would not disqualify the grant manager's proposal. The workforce priorities outlined in the R2 RFP are not limited to the cannabis industry.

8. Could you please confirm that if we are proposing to serve two regions, we would need to submit two separate applications?

Yes, proposers should submit separate individual proposals for each region they are proposing to serve. Proposers operating in multiple regions may submit no more than one proposal per region. The subject line of the email with the proposal must read: R2 Grant Managers RFP and indicate the region the proposal pertains to.

9. Are the CBO sub-awards anticipated to be 1-year or multi-year awards (e.g., would we be expected to issue a NOFO in each of the three years)?

The CBO awards will be for a three-year term. The notice of funds availability will only be issued once.

10. Will the Social Equity Council provide the scoring criteria for each priority area grantmaking process or will Grant Manager need to develop the scoring criteria?

The Social Equity Council will provide a scoring rubric for the subrecipient grant evaluation.

11. Should the "Total Proposed Cost" on the Cover sheet show the total 3-year cost, or the cost for only one year?

The "Total Proposed Cost" on the cover sheet should be the total for the three-year contract.

12. We are planning to apply for four different regions, so to clarify, we will have to submit four separate proposals. We expect most of the information to be the same across the four proposals, is this okay with the Council?

Yes, you will need to submit four separate proposals.

Each proposal should be based on the specific targeted area you are applying to administrate.

13. We are the backbone to 3 [entities]. Would they be able to apply as a sub-grantee if we are awarded the grant manager contract? (Question revised to maintain confidentiality.)

Grant managers should avoid perceived or actual conflicts of interests. The Council will not allow selected grant managers to have CBOs they directly support apply as a subrecipient of such grant manager.

14. We already have our own grant management software. What do you anticipate using as a grant management software?

The Council may obtain Grant Management Software (GMS), which has not been selected. If GMS is selected, subrecipients and grant managers will be expected to utilize the designated GMS. The Council will provide training on how to interface with the GMS to meet contractual requirements.

15. Will the sub-grants be multi-year grants or do sub-grantees have to reapply each year?

The subrecipient grants will be for three-year contracts.

16. What is meant by a competitive budget?

The competitive budget is a well-structured, cost-effective financial plan that clearly supports the proposed project costs and aligns with the Council's priorities and allowable costs.

17. Are you looking for the letters of support to come from funders that granted us funding to manage a grant process only or any grant funder, i.e. we receive a grant for a program we run?

The letters of support can be from entities that have provided funding to your entity for your own programming or from entities that you have managed and/or distributed funds for.

18. Can we provide more than two letters of support? We would like to have one letter of support within each of the focus areas, i.e., economic development, reentry, and youth initiatives.

No, only two letters of support are required.

19. What is the 'Notification to Bidders, Parts I-V form?

The Notification to Bidders, Parts I-V form is a document used in government procurement processes, particularly at the state and local levels, to ensure that bidders understand and comply with various regulations, particularly regarding contract compliance, non-discrimination, and equal employment opportunity.

Can you provide a copy of this or where we can download it?

Below please find the link to the Notification to Bidders:

<https://portal.ct.gov/-/media/chro/cc-documents/notificationtobidderspdf.pdf?rev=63ae9bf7406c4ef8b686464466ab8493&hash=1A95FCD08D0688CFDB09A70B61F68C9A>

20. Where do we upload the forms outlined in the RFP under B 2 when we are logged into CT Source?

Log into your CTsource supplier account. Click on your name in the top right, then click My Account; a menu opens on the left; click on Account Management and click on State of CT – DAS Procurement. Click Attachments. Upload the documents to the appropriate folders.

If you need assistance at any time during the registration process, please contact Proactis Vendor Care support. Phone: 866-889-8533  
Email: [WebProcure-Support@proactis.com](mailto:WebProcure-Support@proactis.com).

21. There is a request to upload a 'Campaign Contribution Certification' form. Can we use a 'Campaign Contribution Certification' form dated 2/13/25, given that no information has changed since that submission? Please clarify if your agency has specific requirements that differ from the general guidance on the form.

The Campaign Contributions Certification form is not required at this time. The form will be required during contract execution.

22. What will need to be included in the monthly financial reports? For us grant managers and for sub-grantees?

Grant Managers:

- Completion of monthly financial templates, scheduled for submission and provided by the Council. Templates will include, but not be limited to, details of the hours charged against the contract and disbursements amounts made to CBOs.

Subrecipients:

- Completion of monthly financial templates, including but not limited to, details of use of grant funds for program activities.

23. What are the reporting requirements?

Grant managers will be expected to conduct and submit a consolidation of regular reporting, including monthly financial reports and quarterly programmatic performance data to the Council. Additionally, grant managers will be required to submit reports regarding disbursements of funds to CBO, site visits, and any CBO corrective action plans.

24. How often should the reports be filed?

Financial reporting will be required monthly and programmatic performance reporting quarterly.

25. Will we have to use special forms for billing/invoicing?

While there will be not special forms, invoice guidelines will be provided to ensure uniformity and compliance.

26. What backup are needed for reporting/invoicing?

The Council or State Auditors may request supporting documentation for items included in the invoices at any time during or after the contract period in accordance with the contract terms. For example, charges against contracts for salaries and wages must be based on records that accurately reflect the work performed. These records must justify the distribution of an employee's salary or wages among specific

activities or cost objectives.

27. Are there any unallowable costs that must be conveyed to sub-grantees?

Page 10 of the RFP lists “Non-Eligible Use of Funds” that will also apply to subrecipients. The NOFO to be published for subrecipients will include this list.

28. If we are not able to spend the funds on time, can we apply for extension?

No, extensions will not be granted.

29. What do you mean by a training resource library? What does that need to look like?

A training resource library is a centralized collection of learning materials designed to enhance CBO program effectiveness.

This should be a webpage, link or digital document with access to a virtual training repository of videos, templates, and other tools.

30. If sub-grantees are not able to spend down the funds on time, can they apply for an extension?

No, extensions will not be granted.

31. On the State of CT Contracting Portal, do we need to upload all of the following documents on our profile, connected to opportunity #25ECD2439 by Aug 1<sup>st</sup>?

a. Secretary of State Recognition Organization Information Business Type

The Secretary of State Recognition must be entered in CTSource as part of your proposal by August 4, 2025. (See question #2 above.)

b. Main Contact Information including email address

This information must be entered in CTSource as part of your proposal by August 4, 2025.

c. Organization’s Taxpayer ID Number

This information must be entered in CTSource as part of your proposal by August 4, 2025.

d. Non-Profit Status

This information must be entered in CTSource as part of your proposal by August 4, 2025.

e. Notification to Bidders, Parts I-V

This information must be entered in CTSource as part of your proposal by August 4, 2025.

f. Campaign Contribution Certification

This document is not required at this time. The Campaign Contribution Certification form will be required during contract execution.

Respondents must register with the State of CT contracting portal at <https://portal.ct.gov/DAS/CTSource/Registration> if not already registered, and provide the required documents, which will be checked by the Agency contact.

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See Question #2 above.

- b. Notification to Bidders, Parts I-V, what specific form is required for this?

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<documents/notificationtobidderspdf.pdf?rev=63ae9bf7406c4ef8b686464466ab8493&hash=1A95FCD08D0688CFDB09A70B61F68C9A>

- c. Certificate of Good Standing – what specific form is required for this?

See Question #2 above. This document is not required as part of your submission.

33. Can a non-profit grant making entity partnered with a for-profit company qualify for a contract award under this RFP?

No, only non-profit grant managers can qualify for a contract award under this RFP.

34. Will the funding be provided from the SEC upfront to the grant manager organizations, or will it be provided on a reimbursement basis?

No, funding will not be provided 100% upfront. Funding will be disbursed to grant managers quarterly based on the submission of required reporting.

35. What is the expectation around the timing of the grant-making process that grant managers will conduct? Meaning, is it expected that there will be one grant-making round during the three years, and selected organizations will receive multi-year funding, or is it preferred to have multiple processes during the three-year period, with grant awards made annually?

There will be one grant making round to select CBOs that will receive a 3-year award. The Council will make multiple distributions to grant managers to disburse to the selected CBOs over the three-year term.

36. Must a grant manager response include all three areas (economic development, transition for justice-involved, youth initiatives), or should it be for one or more specific areas? If it is for one or more, should it be one proposal or separate?

The grant manager's proposal may reflect experience with one or more of the three R2 Program Priorities. However, the requirement is that proposals should reflect evidence of successful management of multiple initiatives simultaneously and total operating budget for all initiatives.

37. We're required to get at least 2 letters of support from FUNDERS. Is to be read as letters from organizations that have *provided* our entity funding? Or is the letter

supposed to be from organizations our entity has managed funds for or distributed funds to?

The letters of support can be from entities that have provided funding to your entity for your own programming or from entities that you have managed and/or distributed funds for.

38. Is A&G Other Admin (Admin Indirect) allowed within our proposed budget, assuming it's within the max 10% allowed? Most state grants do allow Admin Indirect and I don't see it specifically mentioned in the RFP.

A&G is allowed in accordance with OPM Cost Standards. All costs must be reasonable, necessary, and allocable to the program.