Case Management Pilot Program

Q & A - updated 9/8/2023

- The solicitation states that a mandatory attachment is a **Completed and signed SF-424A**. However, the SF-424A is not a form that has an authorizing official signature line. Should we create a signature line on the SF-424A?
  - *No signature is required on the SF-424A, including for purposes of applying for CMPP. That is an error in the solicitation.*

- To maximize the benefits of case management and mental health services to the program participants, can we stop intaking new participants about three months before the end of the funding period? All existing program participants would continue to receive case management and all other services until the end of the funding period.
  - *Applicants should design programs that enable them to provide case management and other services to CMPP participants during the period of performance. Ending enrollments before the end of the period of performance is an acceptable means of ensuring that CMPP participants have meaningful access to services; the proposal should make clear how the applicant intends to reach and serve its target number of participants.*

- We would like to provide legal orientation and screening services to a large number of individuals, and intensive case management services to a portion of these participants. Is that an acceptable program design? Are non-citizens participating in our proposed program continue to be eligible to enroll in ATD as long as they participate in some of our activities (but not all activities)?
  - *Applicants are encouraged to design programs to meet demonstrated needs within the community while also satisfying the CMPP Program Objectives listed on page 4 of the Solicitation.*

    Case management and associated services must be available to everyone enrolled as a CMPP Participant. Please see the Solicitation, page 4, which lists the minimum set of CMPP activities; and page 2, which states: "[CMPP] service providers. . . provide case management and related services to eligible noncitizens. Services provided by subrecipients shall include and are not limited to: mental health services; human trafficking screening; legal orientation; cultural

orientation; connections to social services; and, for individuals departing the U.S., assistance with pre-departure planning and/or referral to reintegration services... CMPP subrecipients shall provide additional services, or connections to services, identified as priorities by CMPP participants…"

Individuals who enroll in CMPP, and to whom CMPP services are made available, will be removed from ISAP. While other individuals may benefit from a subset of CMPP services, and while those activities may enhance a program design, individuals to whom CMPP case management and other services are not available will not be eligible for removal from ISAP.

- Can CRCL endeavor to refer individuals within certain demographic groups to a CMPP service provider, so that the provider can focus, in part, on a particular language group or cluster of languages?
  - *No. CMPP services must be open and available to all eligible and interested individuals, who can enroll using one of the three designated pathways and following a randomization process by CRCL.*

CMPP Q &A – 9/1/2023

- *Our understanding is that the lead organization has 5 pages for the budget narrative, and that we have 3 pages for each of the sub-recipients (for example: 4 subs at 3 pages each would be a max of 12 pages); can you please confirm that our understanding is accurate??*
  - Yes, that is correct. The Solicitation, Section D.4, states that the Budget Narrative shall be "5 pages maximum for Lead Organization, 3 pages maximum for Sub-subrecipients," with sub-subrecipients defined as sub-recipients of the Lead Organization.

- *What exactly constitutes a "location" for purposes of the solicitation?*
  - "Location" is not defined in the Solicitation. For guidance, please refer to the Solicitation, Section E.2, which lists among the evaluation and rating criteria: "The defined project is focused on a targeted geographic location within the continental U.S., with high rates individuals on ICE ATD relative to the population with demonstrated need within the community." In addition, the Project Proposal must include "a clear, concise, and well-supported statement of the problem to be addressed in the proposed geographic area…" (see Solicitation, section 4). Please note that current CMPP projects are focused on New York City and the Houston area.

- *I want to confirm that it is the SF-424A Budget Information for Non-Construction Programs form that is being requested, and that the SF-424B form is NOT required.*
  - Yes, that is correct. The SF-424A, Budget Information for Non-Construction Programs, is required and the SF-424B, Assurances for Non-Construction Programs, is not required

- *We are to provide our consortium members in the narrative. Do we need to provide an additional attachment of consortium members.*
  - Yes, that is correct. As per the Solicitation, Section D.4, a proposal must state consortium members in both the Project Abstract and the Project Proposal. The Project Proposal must include (1) a description of consortium members, (2) a discussion of "how the Lead Organization will monitor and evaluate progress, performance, and compliance by consortium members," and (3) a list of "the names and type of involvement of consortium members… and other key partner organizations, including letters of support if available." No additional attachment of consortium members is required.
- *I'd like to confirm that the UEI we need to provide for consortium members is only required for the subrecipient of the grant, and not for all consortium members.*
  - The Unique Identity Number is required for the subrecipient as well as its sub-subrecipient(s). Please see Solicitation, Section D.5: Each applicant and their subrecipient(s) ("sub-subrecipients") must… provide a valid unique entity identifier in the application."

CMPP Q &A – 8/25/2023

Legal Services:

- *The solicitation states that CMPP funds cannot be used for legal representation. Can a CMPP service provider use other funding to provide legal representation for CMPP participants?*
  - Yes, CMPP service providers can use non-CMPP funds to provide legal representation to CMPP participants. All funding for legal representation must be entirely from non-CMPP sources.

CMPP Q &A - 8/17/2023

Legal Services

- *Funding cannot be used for direct legal representation of enrolled CMPP participants in this project. CMPP funds can support pro se assistance for program participants. What is meant by "pro se assistance"?*

  - Pro se assistance refers to a variety of legal help that does not include retention as an attorney and/or representation before USCIS, EOIR, or other adjudicative bodies. It can include, for example, legal orientations, legal screenings, legal advice, review of and guidance about immigration-related documents, and self-help workshops with immigration applications and cases.

Application Requirements

- *Is the logic model to be folded into the proposal narrative or featured as an attachment? Does the logic model count towards the overall page count?*

- The logic model counts toward the overall page count. Please see Section D.4 of the solicitation, which states that the Project Proposal will be 15 pages maximum, and lists the logic model, in paragraph 6, as a required part of the Project Proposal. While the logic model counts toward the page count of the Project Proposal, it can be attached to the Project Proposal or folded into the narrative.

Program Design

- *We understand that the consortium may be a formal partnership. As we would still be forming some of these partnerships, is an MOU required or will a letter of support suffice?*

  - Consortiums must include at least one formal partnership between the lead subrecipient and another consortium member. Proposals do not need to include MOUs with consortium partners. However, please see Section D.4 of the Solicitation, which requires that applications include a detailed budget and budget narrative for each individual sub-subrecipient.

- *Can we provide services to clients via telehealth or other virtual tools, as appropriate?*

  - CMPP services can be provided using virtual tools if and as appropriate. Proposals to provide virtual services must be detailed in the submitted proposal documents for consideration.

- *Will the lead subrecipient be expected to manage funds toward the consortium, or will that function be provided by Church World Services as the fiduciary agent and their award management?*

  - The lead subrecipient will manage funds and be responsible for programmatic and fiscal oversight of formal consortium members, with which the lead subrecipient will have sub-subagreements. Please see the solicitation, Section D.4, which states that "Applications shall discuss how the Lead Organization will monitor and evaluate progress, performance, and compliance by consortium members." Church World Service will monitor the overall funds and performance of the award through the lead subrecipient. Also, as per the solicitation, Section A.5, Church World Service also must approve any subaward, including budget, by the subrecipient to consortium members.

- *What is the minimum number of partners we may have for this opportunity, as part of the consortium?*

  - Proposals must include at least one sub-subrecipient as a member of its consortium. Applicants are encouraged to include additional consortium members.

Other

- *We are preparing our proposal for the CMPP Solicitation and have been asked by a potential consortium member to confirm the limited involvement with ICE in terms of reporting. They would like some kind of statement in writing to assure that there are no reporting responsibilities or threat of impact to the clients served. Is there something you can provide that would assist us in assuring them of the limited ICE contact/information sharing?*

- Please see Section A.3 of the solicitation, which explains that "Neither the CMPP Board, Church World Service, nor the CMPP subrecipients awarded funding under this solicitation will provide information to ICE regarding program enrollment and participation, except to confirm enrollment in CMPP so that individual participants can be removed from ICE's Intensive Supervision Appearance Program, if applicable."

- *Per the solicitation, "Subrecipients will provide Church World Service with regular, anonymized data reports reflecting indicators listed above and using a database or other data collection system maintained by Church World Service." We would like to know if this database contains case noting and other case management functions, or if it is simply a place for reporting. If the latter is true, do you expect local consortia to maintain their own database for case noting functions?*

  - The consortia will maintain their own database for case noting functions. As per the solicitation, section A.4, the central data collection system created and maintained by Church World Service will be for subrecipients to enter performance data and indicators. Also see the solicitation, section F.4, which states that "subrecipients will provide Church World Service with regular, anonymized data reports reflecting indicators listed above and using a database or other data collection system maintained by Church World Service."

- *Is there a Webinar recording or any relevant materials?*

  - The webinar was not recorded and materials from the webinar are not available. We will post a FAQ document on the www.cmpp.org website by early next week, and will continue to update the Q&A information on the website to ensure that all interested parties have access to the latest information.

CMPP Q &A - **8/7/2023**

General Questions

- *The target number to be served is a minimum of 2,800 individuals with a goal of serving 5,000 or more. Is that per proposal or total of all grantees?*
  - Page 3 of the Solicitation states that one of the program objectives is "to serve a minimum of 2,800 individuals with a goal of serving 5,000 or more." This is the total for all grantees that receive funding through this solicitation.

Others:

- *Where can we find a city's rate of people on ICE ATD relative to the population?*
  - Data related to cities/regions where people are on ICE ATD can be through the internet. For example, Transactional Records Access Clearinghouse (TRAC) has data on this topic. ICE also provides ATD data available to the public.
- *Is there a recording of the August 1 webinar?*
  - The webinar was not recorded.