



Q&A

Case Management Pilot Program (CMPP)

Solicitation Questions and Answers

As of 11/01/2024

What is the minimum number of participants that each provider should serve?

The solicitation will clearly state:

- a) The minimum number of participants to be served among all providers
- b) The maximum number of awards anticipated
- c) The total amount of funding available, and
- d) The anticipated individual award amount

These numbers will apply to the entire period of performance. Each proposal should clearly describe both the minimum number of participants it plans to serve and the maximum number as a goal to reach. Note that each individual enrolled in the program is considered and counted as a 'participant'.

What is an acceptable cost per participant?

Although many factors can affect the average cost per participant, the acceptable cost is determined by dividing the total amount available (c) by the minimum number of participants among all providers (a).

Should CMPP service providers be part of a consortium, and what does that entail regarding the number of consortium members?

CMPP service providers should be part of a consortium of multiple community-based providers, each offering services to CMPP participants, ensuring that all services are available to every participant. The proposal should clearly outline how services will flow through the consortium.

There must be one lead organization, and consortium members must be included in the program budget. There are no specific criteria that define the number of sub-grants within each proposal; this number depends on how the proposal is structured and explained by the applicant.

Does the relationship between the lead organization and its potential sub-sub-grantees need to be formalized through an MOU or contract for the application?

Applicants must propose a community consortium approach, including one lead subrecipient and its sub-subrecipients, to provide CMPP services. This approach should be clearly outlined in the proposal and does not require formalization through an MOU or contract for the application. However, if awarded a grant, the relationship between the lead and its sub-subrecipient must be formalized through a contract. **The funds allocated to all members of the consortium should be included in the budget.**



Should applications be submitted only by the lead organization, or should sub-sub recipients also submit one?

Only one application should be submitted per proposal by the lead organization. As stated in the solicitation, proposals must include and describe the consortium approach.

Can new partners be brought onboard during the program implementation to enhance service delivery capacity?

The consortium approach and its members should be clearly outlined and defined in the proposal. If there is a need to bring on another partner during the implementation phase, it would require a program and budget amendment that must be clearly justified and is subject to prior approval.

What CMPP services should be provided to participants?

All CMPP core services should be offered and are voluntary for participants. These services include case management, mental health screenings and services, trafficking screenings, legal orientation programs, cultural orientation programs, connections to prioritized social services, and departure planning and reintegration assistance for participants returning to their home countries. Additionally, participants should receive notifications about court hearings and ICE appointments.

Is there any CMPP service that is more important or that should be prioritized over the others?

All core CMPP services must be available to every participant. It is the participant's choice whether to prioritize one service over another. Additional services may also be offered based on an individualized assessment of the participant's needs and their specific priorities.

How long can participants receive CMPP services?

Participants can receive CMPP services as long as they remain eligible. The minimum service period is 90 days. For the upcoming round of funding, CMPP service programs are funded for approximately 30 months; however, this does not mean individuals are enrolled in the program for the entire duration.

Are there any restrictions on the geographic area for which an applicant may propose to serve?

The applicant should focus on a targeted and specific geographic location within the continental U.S., with high rates of noncitizens known to ICE relative to the community's population. While there is no strict boundary, applicants should explain how they plan to serve the proposed geographic area.



Can CMPP provide cash assistance to participants?

CMPP does not provide direct cash assistance to participants, but the provider may use 'Flexible Funding' to assist them. This funding is intended for goods or services that benefit the client and is paid for directly by the provider. Flexible funds can address needs prioritized by CMPP participants based on case assessments and emerging needs identified during case management. Eligible uses may include public transportation fares, emergency rental assistance, groceries, clothing, and school supplies. Each instance of flexible funding requires a system to document the receipt of goods or materials, such as a client signature

Can CMPP funds support direct legal representation for participants?

No. CMPP funding cannot be used for direct legal representation. However, CMPP funds can support robust legal orientation programming, including pro se assistance and limited appearance for document assistance.

Can indirect costs be charged to the program?

Any indirect costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating, should be described in the proposal. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, please attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 15% of the modified total direct costs as defined in 2 CFR 200.68. The indirect cost rate should be current at the time the application is submitted.

Is there any required format or template to submit the budget?

The budget should be submitted in the template provided, which will be attached to the solicitation. It should include the budget for the lead organization and the budget for all consortium members in different tabs, as outlined in the template. The budget must be organized by year according to the performance period, following the federal fiscal year calendar.

Do staff and key personnel assigned to CMPP need to be 100% allocated to the program?

The distribution and allocation of hours for personnel assigned to the program will depend on the program structure, which is determined by the applicant and should be described in the proposal, outlining their specific roles in the budget narrative. The proportion of personnel time allocated to the program must align appropriately with their level of effort.

Can family members enroll in CMPP, and do they count toward deliverables?

Yes. Families can enroll in CMPP if all individuals reside in the same household, have an A number, are known to ICE, and are:

- Parents or legal guardian(s), with their minor children and/or unmarried adult children between the ages of 18-21;
- Primary caretakers of children/unmarried young adults up to age 21, or an individual who is otherwise unable to care for themself; and
- Spouses/domestic partners who are both 18 or older.

Core Services should be offered to all enrolled individuals who are 14 or older. All family members who are enrolled in the program count toward deliverables.

What may be the most frequent pitfalls that applicants should be aware of?

When preparing an application, it is essential to avoid common pitfalls such as proposing to serve multiple locations, neglecting to form formal consortia, not including all consortium members in the budget, omitting required documents, including direct cash assistance in the budget, failing to demonstrate organizational capacity, and exceeding cost limits specified in the solicitation. This document addresses many of these points in detail. In addition, applicants should make a careful review of the Solicitation and the scoring criteria.

What are the formatting and submission guidelines that applicants should meet?

The solicitation will clearly outline the formatting requirements, the required attachments, and the acceptable length of the application. Failure to meet the proposal requirements will be grounds for disqualification.

Who do I contact with questions about CMPP?

For additional questions, please contact: cmpp_info@cwsglobal.org Website: www.CMPP.org



