1.       Please explain on the agenda how lunch will be provided.

The agenda has been updated, see attached agenda.

2.       Who is planning and facilitating this training?  If there are costs for any logistical, programmatic planning or facilitation that are charged to your cooperative agreement (such as time spent drafting the agenda, or arranging hotel, etc.), those costs must be shown on Sheet A in the appropriate facility item category.

The costs for logistical planning are being absorbed by DBHDS staff and DCJS staff members. Individual staff salaries are covered by State General Funds and not included in the cooperative agreement.

3.       Please include a detailed justification for the meeting room costs, to include the daily room rental rate as well as the taxes and service charges.

Per the State of Virginia’s procurement rules and regulations, a best cost estimate was performed and the facility offering the best cost estimate and Government state rate was identified and secured. See attached Sheraton Revised Pricing Schedule and revised worksheet. The meeting room fees were ultimately waived. This has been updated and reflected on our worksheet.

4.       How was the meeting room selected?  A cost comparison of multiple facilities in multiple locations must be provided on the submission form and as a separate attachment.  You also need to attach an unsigned contract or letter of intent from the venue as a separate attachment. See attached Revised Bidders Tabulation Sheet.

5.       Please include a detailed justification for the AV costs, to include the daily room rental rate as well as the taxes and service charges.  Also, please provide a copy of the AV quote to support the costs include in this request. See attached Sheraton Revised Pricing Schedule.

6.       Please include a detailed justification with the breakdown of Printing and distribution costs. See updated worksheet dated 6.24.19.

7.       The travel costs for speakers (Conference Facilitators) should be moved from other to the appropriate travel categories, ie, lodging, M&IE, Transportation, with a detailed justification for each one. See updated worksheet dated 6.24.19.

8.       Honorarium is unallowable, but a speakers fee is allowable, but it should be moved to the conference facilitator category with a detailed justification. See updated worksheet dated 6.24.19.

9.       Please provide an explanation as to why there is lodging for 150 people but there is not M&IE, Transportation etc. for them as well. The M&IE for the 150 conference travelers will be paid by the individual agencies and not by this grant. See updated worksheet dated 6.24.19.

10.   The submission form tab has "zero" for the "Total number of travelers that travel expenses are being paid for by DOJ" That number should match the number of travelers being covered. Due to cost saving measures we are not covering the cost of attendee travel, but rather only lodging for attendees traveling a long distance.

11.   There are not any Logistical planner or programmatic planner costs included.  Please explain how the meeting space was obtained, who made the travel arrangements, created the agenda, training materials, and who procured the speakers. The costs for logistical planning are being absorbed by DBHDS staff and DCJS staff members. Individual staff salaries are covered by State General Funds and not included in the cooperative agreement.

12.   Please reference the Job Aid tab when completing Sheet A

13.   The grantee did not include any indirect costs of these items.  Please note if indirect costs are not included on the form, they cannot be recouped at a later date.  If indirect costs are included, a copy of their federally approved indirect cost rate that is current at the time of the event will need to be included.

14.   Section J on the submission form must be completed. See updated spreadsheet attached.

15.   The per diem rate for VA Beach is $61 however on sheet A the grantee is using $71.  Please make the necessary adjustment – This has been corrected.

16.   Please provide the breakdown for the room cost and taxes for lodging – this is included on the Sheraton Revised Pricing Schedule, see attached

17.   Please provide additional justification as to why VA Beach was chosen as opposed to a more central location in VA. The cost of having trainings in central or norther Virginia is prohibitive. Therefore, the planning team chose Virginia Beach on off season as a cost savings measure. Please see Revised Bidders Tabulation Worksheet.