

**Board of State and Community Corrections
Adult Reentry Grant (ARG) Program
Warm Hand Off Bidders' Conference**

Frequently Asked Questions

Updated: March 14, 2022

Grant Eligibility

- 1. Does this RFP service both women and men?**

Yes.

- 2. If we are a sub-contractor for Cohort I and will be applying as a grantee for Cohort III, would we be considered a new or past ARG grantee?**

The applicant would be considered a new grantee.

- 3. What is the longest time a state inmate can be served? Or how long after release can a former inmate be served?**

The RFP is silent regarding how long a participant may receive services with Adult Reentry Grant funds. Page 6 of the RFP indicates that priority should be given to those recently released and/or on state parole.

- 4. Is there a timeframe within which a person needs to be released from prison to qualify for the program?**

Please see the response to question three.

- 5. Can we send applications to case managers inside the prison to give to the people that are about to be released?**

It is at the applicant's discretion to determine how to inform others about their proposed ARG program.

- 6. May a CBO apply as a lead for both Warm Handoff and Rental Assistance?**

Yes.

- 7. Does the lead entity need to be a public agency, or can this be a NGO?**

The applicant entity must be a community-based organization with 501(c)(3) status.

Letter of Intent, RFP & Proposal Requirements

- 1. Do we need a Resolution for both applications, or will a blanket one work?**

The applicant should have a separate Resolution for each application. If the applicant does not include all required documents for each proposal submission, the proposal package may be considered incomplete.

- 2. Does the governing board resolution need to be included in the initial grant application or can it be submitted only if/when a grant is received?**

Although the Governing Board Resolution is on the required documents checklist for both project types and should be submitted with the application, it is not required to be submitted at the time of application. (See p. 12.).

3. For the narratives, are we allowed a bibliography? Or do we need to cite within the 9 allowed pages?

Footnotes or a works cited page/bibliography are acceptable. A works cited page/bibliography will count towards the nine-page limit, it is the applicant's responsibility to use the space accordingly.

4. For the letter of intent, do we need to have a separate letter for both applications, if we are planning on applying for both grants?

An applicant may submit a single letter of intent stating their intention to apply for both Warm Handoff and Reentry Services and Rental Assistance.

5. We have informal agreements with multiple parole agents, not with the parole office as a whole. Do we need letters from each agent?

A letter of commitment must be signed by the head of the agency if the agency's active involvement is necessary for the program's success. If you have an informal relationship, you may not need to submit a letter of commitment. However, if the Division of Adult Parole is a necessary partner, you will need to submit a letter of commitment signed by the Secretary of the California Department of Corrections and Rehabilitation.

6. For letters of partnership and commitment, is there a place to include them in the checklist or do they count toward the nine-page narrative limit?

Letters of commitment do not count toward the nine-page narrative limit. Applicants should only provide letters of commitment from governmental organizations they will collaborate with to implement the ARG project.

7. Does the letter of commitment from a parole agency have to specify the agreement is between the organization and parole agency, or a commitment with BSCC?

The letter of commitment should be with your organization and should also clearly define the nature of the commitment.

8. When you say digital signature, does that mean secure digital, like DocuSign?

No. A non-certified, electronic signature is sufficient.

9. Must it be a wet ink signature? If an electronic signature is allowed, does it still need to be blue?

Page 2 of the RFP states that a wet blue ink signature is required if an electronic signature is not available. There is no ink color requirement for digital signature.

- 10. Can we submit a letter of commitment, such as from parole, for the current relationship; in other words, not a letter produced for this proposal? They can be slow to produce such letters.**

Page 9 of the RFP indicates that the agreement must be relative to collaboration and active involvement with the services provided under the Adult Reentry Grant.

- 11. Do you need our federal indirect rate agreement included with the proposal?**

No. That document is not required in the proposal. However, in accordance with the instructions tab on the budget template Excel workbook, you will be required to provide your federally approved rate documentation to receive reimbursement. We will request that documentation once awards have been determined.

- 12. In the Sub proposal work plan, do you need the actual names of people or the title of those responsible?**

At a minimum, we require the title of the position be identified.

- 13. If we submit two applications—one for Warm Handoff and one for Rental Assistance—will these be considered separately? (IE: can we be awarded one and denied the other?)**

Yes, the proposals will be considered separately. It is possible to be awarded one and denied the other.

Grant Requirements

- 14. Do potential subcontractors need to have participated in the Bidder's Conference Webinar?**

No.

- 15. Our agency already conducts an agency-wide audit every year. Is this sufficient to cover the audit requirement? Or is another, separate audit specifically focused on the ARG program needed?**

No. Page 12 of the RFP states, "grantees are required to provide the BSCC with a financial audit that covers the service delivery period of the grant (October 1, 2022 through December 31, 2025)." An agency-wide audit will not meet the audit requirement.

- 16. Is there a certain target number of clients that we need to reach for rental assistance or a certain cost per participant that is your target?**

The RFP is silent on that matter. The ESC chose to allow the applicant to determine activities and program models that best serve their unique communities.

17. Can you have more than one avenue to obtain your referrals or clients? For example, you can have referrals from several sources, and have someone actively pursuing clients through reaching out to these individuals?

Yes.

18. If we don't get the referrals from the specified source but we have met our enrollment goals, is that ok?

Yes.

19. Earlier it was said that if a CBO applies to both Warm Handoff and Rental Assistance, the activities we propose for each project must either be completely separate or be complementary. Can you please provide more details about what that means? How does the BSCC define complimentary activities in this context, and what would be considered non-allowable if we were to apply for both Rental Assistance and Warm Hand Off?

Pages 8-9 of the RFP address Eligible Activities as well as the ESC definition for Rental Assistance and Warm Handoff services. There is no requirement that applications must be complementary. The ESC chose to allow the applicant to determine activities and program models that best serve their unique communities.

20. Would private pay beds meet the housing goal under the Housing First model?

Pages 6-8 detail the core requirements of a Housing First approach. Please refer to those requirements as you design your program model to ensure your project will be compliant with a Housing First approach.

21. Prior to housing, can the individual be placed into an emergency shelter with a limit of stay (i.e. 30, 60, 90-day limit of stay?) while attempting to provide housing?

Yes, if that is part of the program model. Please refer to the "Eligible Activities" section on page 9 of the RFP. Your program design will determine the type or duration of services you offer in your project.

22. Does providing referrals to housing services qualify as a "housing related service"?

Yes.

23. Does the CBO have to have their 501(c)(3) and their state of CA nonprofit status? Is the status needed at the time of application or at the time of award?

Yes. To be an eligible applicant, you must submit documentation and proof of nonprofit status at the time of application.

24. Do we have to serve sex offenders? Do we have to serve mentally disordered offenders?

The RFP is silent on serving or declining to serve specific classifications of formerly incarcerated individuals. Please consult your legal counsel when determining whether to decline services to otherwise eligible program participants.

25. Are organizational, fiscal & data collection audits required?

Pages 11-14 of the RFP addresses Grant Requirements. Page 12 of the RFP states, "grantees are required to provide the BSCC with a financial audit that covers the service delivery period of the grant (October 1, 2022 through December 31, 2025)."

Pages 14-16 of the RFP addresses Project Evaluation Requirements. Page 15 covers the requirement for a Local Evaluation Plan and Local Evaluation Report.

26. If an organization is awarded both Rental and Warm Handoff grant funds, are audits for the programs treated separately as well?

Yes.

27. Does Project Evaluation have to come from an external source or can we provide evaluation through our own organizational staff?

Page 15 of the RFP addresses the details of the Local Evaluation Plan and Report and further states, "Applicants are also *strongly encouraged, but not required*, to use outside evaluators to ensure objective and impartial evaluations."

28. For reach-in services, do we need to show that we already access to CDCR facilities?

Page 9 of the RFP states the following: "If the sub-proposal includes collaboration and active involvement with a local government agency for which their agreement is needed, a letter of commitment, signed by the agency head must be received from the agency."

29. Do you have a limit on the funds that can be dispersed to individuals or families for rental assistance? If yes, is it an annual limit?

Please refer to #16 above.

Budget / Funding

1. If ARG is now Reimbursement, does that mean there will not be any up-front funds?

Yes. There are no advance payments for Cohort III.

2. Would BSCC funds replacing BSCC funds be considered supplantation? Can we use this grant to continue services provided through Cohort I?

Page 12 of the RFP states, "Supplanting is strictly prohibited for all BSCC grants. ARG funds shall be used to support new program activities or to augment or expand existing program activities but shall not be used to replace existing funds."

3. Can we budget for travel to the Grantee Orientation?

Yes.

4. Is there a maximum amount or guideline for allocating funds to Project Evaluation?

In accordance with the instructions in the Budget Template Workbook, grantees may allocate up to 10% of total grant funds requested for project evaluation planning, oversight, and reporting activities.

5. Did you say if BSCC is our evaluator we should put 10% of our cost into the evaluation cost?

BSCC cannot serve as the evaluator for your Local Evaluation Plan or Local Evaluation Report. Please see #4 above for allocation guidance.

6. May we ask why the indirect cost rate cannot be greater than 10% for those organizations who do not have federally approved, larger rates?

The indirect cost rate allowance for an RFP is an administrative decision of the BSCC.

7. If our evaluator is out of state, can their travel to BSCC meetings be included in the budget?

Page 14 of the RFP states, "Out-of-state travel is restricted and only allowed in exceptional situations. Grantees must receive written BSCC approval prior to incurring expenses for out-of-state travel."

8. Can the ARG funds be used for billing rent if the entity is applying for the Warm Handoff?

Please refer to pages 8-9 of the RFP for the definition of Rental Assistance and Warm Handoff and Reentry Services and for examples of eligible activities under each project type.

9. Can we use ARG funds for the following for Warm Handoff services: Vocational training, in-reach services, and short-term housing while arrangements are made for longer-term housing (e.g., SRO housing, hotel rooms)?

Please see #8 above.

General Q&A

- 1. Can you please confirm that the grant term (October 1, 2022 to April 30, 2026) is actually 43 months, not 42 months as stated in the RFP?**

Page 4 of the RFP highlights the grant term as October 1, 2022 through April 30, 2026. The grant term accounts for 3 months implementation (if necessary), 36 months for service delivery, and 4 months for close-out and evaluation. That is a 43-month grant term.

- 2. Will this PowerPoint be posted to the BSCC website?**

Yes, the PowerPoint and the recording will be posted.

- 3. Is there a way BSCC is intending to continue to support Cohort I programming?**

Cohort 1 funding expires February 28, 2023. Cohort I grantees are eligible to apply for Cohort III funding.

- 4. Do you have guidance on how our agency will be able to identify and contact the AB 128 Population?**

It is the applicant's responsibility identify eligible participants for the ARG Program.

- 5. Under ARG Rental Assistance, are sub-grantees allowed?**

Yes. Please see page 5 of the RFP for specifics regarding sub-grantees.

- 6. Is one of the grant scoring measurements a consideration of the equitable geographic distribution of funding to each of the 58 counties in California?**

Scoring and Rating Factors are identified on pages 17-18 of the RFP. Rating Factors are also contained in each sub-proposal application (pages 27-29 for Rental Assistance and pages 40-42 for Warm Handoff and Reentry Services).

- 7. Will we receive a receipt of our submission?**

Yes, applicants will receive an e-mail acknowledgement.

- 8. Are these evaluation reports new to Cohort III?**

Yes, prior cohorts were not required to submit Local Evaluation Plans or Reports.

- 9. Is there a sample of an evaluation report?**

Additional details about the Local Evaluation Plan and Report will be made available after awards have been made.

- 10. Is there a fourth cohort for this grant?**

ARG was established as an on-going budget appropriation, and we anticipate additional cohorts in the future pending future state appropriations.

- 11. Who should be at the orientation?**

Page 13 of the RFP stipulates the Project Director, Financial Officer, and Day-to-Day Contact must attend the mandatory Grantee Orientation. Grantees are also strongly encouraged to include the individual tasked with Data Collection and Evaluation, and any subgrantee(s) or subcontractor representative(s).

12. Are any in-person meetings one day long or do we need to budget for a hotel room and, if so, for how many nights per meeting?

The agenda and itinerary have not been set for Orientation, however, please plan for two consecutive days of Orientation in Sacramento County.

13. How do we ensure that we are on mailing lists for answers to FAQ? Do we include our name/email on this chat?

The FAQs will be posted to the BSCC website.

14. Why is it called an "Amended" budget Table and an "Amended RFP" if this is a new proposal for Cohort III?

Please ensure you are reviewing and applying with the correct RFP. Cohort II included an amended RFP and Budget Table. Cohort III does not include an amended RFP or budget.