

**Adult Reentry Grant Program (ARG)
Warm Hand Off Reentry Services Cohort II
Request for Proposals**

Frequently Asked Questions – Updated 2-4-2021

Grant Eligibility

- 1. How many grants will be awarded? Are there a specific number of counties or cities that are going to be selected?**

This Request for Proposals (RFP) can fully fund 35 Warm Handoff projects if each applicant requests the maximum amount of funding available. Counties or cities are not eligible to apply for this grant. Eligible applicants are Community-Based Organizations (CBOs) located in the State of California that have been determined by the IRS to have 501(c)(3) status (i.e., nonprofit).
- 2. Does sitting on Community Corrections Partnership board present a conflict of interest?**

Not with respect to applying for ARG.
- 3. How much do the employment placement services factor into the grant?**

Employment placement services are allowable activities in this RFP. It is the applicant's responsibility to review the Rating Factor Scoring System (RFP, page 14) and the Rating Factors (pages 22-24) and submit a proposal that satisfies the RFP criteria.
- 4. Must the provider offer transitional or permanent housing? Can the provider refer people to housing first service providers?**

This RFP doesn't require providers to offer transitional and/or permanent housing. However, it does require applicants proposing projects that include housing or housing-related services to people experiencing homelessness or at-risk of homelessness to incorporate the core components of Housing First in their proposed program design (RFP, page 5).
- 5. Can the goals of our organization be completely career and employment services focused and be eligible for the grant?**

Yes. The statutory language authorizing the Adult Reentry Grant Program does not specify the types of Warm Handoff reentry services to be funded. Applicants should select programs that best fit the needs of the community. Please review the Eligible Activities language on pages 6-7 of the RFP. As a reminder, applicants must ensure the proposed project address the Rating Factors on pages 22-24 of the RFP..
- 6. How do we emphasize a Housing First philosophy when addressing reentry services rather than housing in our proposal?**

It is the applicant's responsibility to submit a proposal that meets the requirements of the RFP.
- 7. Because of the emphasis on Housing First, does this mean that linkage to housing resources is required or essential to a successful proposal?**

Page 6 of the RFP states, "Grantees awarded funding under the Adult Reentry Grant Program are required to support these core components of the Housing First model. They will be woven throughout the RFP and incorporated into the rating criteria. Applicants should develop proposals that reflect these principles to the extent that their projects include housing related services.

8. Are we able to make referrals (as part of our linkage to resources) to CBOs who were funded in round 1?

Yes

9. Does funding from this grant make other funding opportunities through CDCR ineligible?

Successful applicants are not precluded from receiving additional BSCC funding opportunities. Please contact CDCR directly for information regarding how a BSCC grant award may impact current or future funding from that agency. It is the applicant's responsibility to ensure grant funds are not supplanted and comingled.

10. Can an NGO subcontractor whose lead contractor was funded in Round 1 at the \$500,000 award amount apply as a lead organization in Round 2?

Yes. An NGO subcontractor whose lead contractor was funded in Round 1 at the \$500,000 award amount may apply as the applicant organization in Round 2.

11. Are 501 (c)(3) non-profit workforce development boards considered community-based organizations for purposes of a qualifying entity for this grant opportunity?

The structure of each Workforce Development Board is different, for this reason please provide additional information about the structure that we can further assist you. Please submit additional information to ARGWarmHandoff@bscc.ca.gov.

12. Are County Offices of Education eligible to apply?

No. Applicants are limited to Community-Based Organizations (CBOs) located in the State of California that have been determined by the IRS to have 501(c)(3) status (i.e., nonprofit).

13. Is a community college an eligible entity?

No.

14. Are 501(c)(3) organizations that serve as fiscal agents eligible if they work with a public agency and the public agency provides program deliverables?

A 501(c)(3) would not be disqualified from applying for ARG funds if the public agency provides the program deliverables, i.e., warm handoff services. However, the BSCC grant funds cannot be used by the 501(c)(3) entity to reimburse the public entity if the public entity is the sole provider for these services.

15. Do unpaid organizations who are partners with the grantee need to be identified in the grant?

Yes.

16. Will grants be considered to organizations that have been in existence for 2-3 years or must they be more established than that?

Page 4 of the RFP notes "the applicant must have been duly organized, in existence, and in good standing as of November 20, 2019."

17. Can the non-profit lead applicant be an out-of-state non-profit subcontracting to a for-profit organization in California?

No. These funds are restricted to Community-Based Organizations with 501(c)(3) status in the State of California.

18. Will a 501(c)(3) with 509(a)(3) Supporting Organization subclassification be eligible? The 501(c)(3) would serve as fiscal agent and a government agency would lead and provide program services.

The 501(c)(3) would technically be eligible to apply. However, the purpose of the ARG grant is to build or augment community-based, non-governmental reentry capacity and services. As such, the 501(c)(3) cannot act as merely a passthrough to solely fund government services. In this situation, the government agency is effectively acting as the lead applicant entity and the BSCC will not reimburse for the services provided by the government agency.

Letter of Intent, RFP & Proposal Requirements

1. We follow a housing first model in our housing program (in accordance with parole), but since this proposal will be addressing other re-entry services, how do we highlight our housing first philosophy?

Applicants are only required to incorporate the core components Housing First in their proposed program design if they are proposing projects that include housing or housing-related services to people experiencing homelessness or at-risk of homelessness (RFP, pages 5-6).

2. Will there be a zoom presentation to the [scoring] panel of RFPs?

No. Proposals will be reviewed and rated based on the written proposal that is submitted by the applicant agency.

3. Do we submit our Letter of Intent before RFP?

Yes. Applicants interested in applying for the Adult Reentry Program are asked, but not required, to submit a non-binding Letter of Intent by January 8, 2021 via email to: ARGWarmHandoff@bscc.ca.gov. RFP, page 2.

4. Should the Letter of Intent explain anything about the proposal that we intend to submit? Or does the BSCC just want to know that an organization plans to apply?

The Letter of Intent does not need to address the proposal. It is simply a non-binding statement that you intend to submit an application for the funding opportunity (RFP, page 2.).

5. Is there a page length limit to RFP?

Yes. The Proposal Narrative cannot exceed 9 numbered pages in length. These 9 pages do not include the Cover Sheet, Proposal Checklist, Applicant Information Form, One-Page Flowchart (optional), Budget Table or other required attachments (RFP, pages 17 and 21).

6. The checklist shows that 11 and 12 are required items, but the grant also says that if you do not collaborate with these entities that these are not required. Which is true?

If your organization does not intend on collaborating with a local government agency, then you need only submit the Assurance of Government Organizations Agreement and make sure to check the statement indicating you do not intend to collaborate with any governmental organizations.

7. Can the board resolution be the same item as the evidence of signing authority, or does the BSCC need two different documents?

A clear Governing Board Resolution should be enough. Please provide a resolution that reflects the individual signing the application for Adult Reentry Grant funding is authorized on behalf of the governing board to submit the grant proposal and sign the Grant Agreement with the BSCC, including any amendments thereof. .

8. Do we collect and include the Letters of Support in our submission packet or do those partners submit the letters independently?

A Letter of Support and agreement is required from each government agency with which an Adult Reentry Grant Program grantee proposes to collaborate and for which active involvement is needed to support efforts as outlined in the grantee's ARG Program proposal (RFP, page 32). If applicable, please submit Letters' of Support with the applicant agency's proposal.

9. Do reviewers of the RFP have an obligation to review all materials submitted or do they only review certain parts?

The Scoring Panel review is limited to the required and optional documents identified in the RFP; no other attachments will be considered. Please carefully review the Proposal Checklist (page 17), Rating Factors (pages 21-24), and Attachments (page 25).

10. Can we attach other supporting documents, data, and other materials to our RFP?

No. The Scoring Panel will **ONLY** receive and review the items identified on the Proposal Checklist on page 17 of the RFP.

11. When submitting the PDF and Excel Application Proposal Package are the two files submitted intended to remain separate?

Yes. Please submit the PDF application and the Excel Budget Template as independent attachments.

12. Our parolees and state prisoners come from throughout the Inland Empire and not just from one city? The parolees live in both San Bernardino and Riverside Counties, not just one city. Should I write all of the cities in the Inland Empire on a separate piece of paper? Or, can I just state cities within San Bernardino and Riverside counties?

The applicant instructions on page 18 specifically request applicants "List the names of the towns and cities (not the county) in which your CBO is proposing to provide Adult Reentry Program Warm Handoff funded services."

13. Do we need to establish whether or not we'll work with a subcontractor when we submit our proposals or can we decide to work with a subcontractor after being awarded the grant?

In the budget template instruction tab, it stipulates that you can identify the subcontractor at a later date, but also indicates you should identify the amount of grant funds that will be allocated and describe the services to be provided.

14. On page 21 of the RFP, the instructions say to address each of the two (2) Rating Factor sections below, but I see three (3) Rating Factors. Is that a typo or do we address 2 out of 3 rating factors?

Yes, that was a typo. There are three (3) Rating Factors and you must address all of them.

15. On page 17 of the RFP, the Proposal Checklist #6 indicates that the Certification of Compliance with BSCC Policies Regarding Debarment, Fraud, Theft, and Embezzlement document is Appendix E. However, Appendix E is actually the Assurance of Government Organizations document. Is this a typo?

Yes. The Certification of Compliance with BSCC Policies Regarding Debarment, Fraud, Theft, and Embezzlement is actually Appendix H.

Funding

- 1. Do you expect this grant opportunity to become available again in the future, and if so when?**
We do anticipate continued and ongoing funding for this program. However, that is dependent on annual appropriations by the Legislature in the annual Budget Act.
- 2. Can re-entry services start pre-release of the participants?**
Yes.
- 3. How long does this grant funding last for?**
43 Months. The grant period covers July 1, 2021 to February 28, 2025.
- 4. On page 27 of the Warm Handoff Grant it states “b) \$15,000,000 shall be available for the rehabilitation of existing property or building for housing offenders released from prison.” Are we able to use this grant to make capital improvement to a building that houses AB 109 clients?**
That funding was allocated in the first cohort that was funded in 2018-2019. Page 27 is the legislation that established the Adult Reentry Grant in budget year 2018. Page 30 is the legislation for this current round of funding. The rehabilitation component has not been reauthorized in any of the additional allocations by the legislation.
- 5. Are we correct in our understanding that the only available funding for these services will be coming from the \$17,575,000 for Warm Handoff Reentry Services? Can we budget from the \$1,850,000 for cost to administer the grant?**
Yes, funding for this grant project will be coming from the \$17,575,000 for Warm Handoff Services. Applicants can apply for up to \$500,000. The \$1,850,000 represent the BSCC’s administrative costs; you may not include these funds in your budget to administer your program.

Application Content

- 1. Can we report unpublished past program accomplishments as evidence of program effectiveness?**
Yes. Please note that applicants are asked to provide a rationale for their proposed project that includes a description of the relevant evidence or research that supports the selection of the proposed program for the target population and the community (RFP, page 23).
- 2. Should the answers to the three questions about the EBP’s be in any specific section of the project narrative?**
Please answer the questions as stipulated in the section on “Instructions for Proposal Narrative” on pages 21-23 of the RFP.
- 3. As to “targeted population”, will team experience with people formerly incarcerated in County Jail or Federal Prison count?**
The target population referenced in the RFP speaks to the clients that will receive services with ARG funding (RFP, page 5). Please refer to Rating Factor 3 on page 23 of the RFP.
- 4. Are letters of support required? How many? Are letters accepted only from those entities who are directly associated with our proposed program? Would letters from entities not direct partners for the ARG be accepted? Can letters of support be from government agencies?**

A letter of support and agreement is required from each government agency with which an Adult Reentry Grant Program grantee proposes to collaborate and for which active involvement is needed to support efforts as outlined in the grantee's ARG Program proposal. The Scoring Panel review is limited to the required and optional documents identified in the RFP; no other attachments will be considered.

5. Where in the narrative do we describe our evaluation and data?

Please see the above response to question 2.

6. Do we need a letter of support from a non-governmental organization(s) that will act as a support with the service we are providing for this grant? Or is the letter of support only required for government agencies?

Please see above response to question 4. Additionally, NGO partnerships are explained on page 4 of the RFP. You can also refer to the "Instructions" tab on the budget template and review number 4, "Non-Governmental Organization Subcontracts".

7. Attachment J, Criteria for Non-Governmental Organizations Receiving BSCC Grant Funds is required, yet, I do not see it on the checklist. Is this an error?

Yes. The NGO form is necessary if you plan to use a NGO for contracted services. However, though it is not identified on the checklist, it is noted in the Disqualification list on page 12 of the RFP.

8. We understand that we need to include letters of support from our local government partners. Do we include letters of support and commitment from those community-based organizations we plan to collaborate with?

No. The NGO form is sufficient.

9. Does the 9-page total for the narrative cover all 4 program description sections or is it 9 pages for each of the 4 sections?

As noted on page 21 of the RFP, the Proposal Narrative addresses each of the three (3) Rating Factor sections: Project Need, Project Description, and Organizational Capacity and Coordination. That narrative, addressing all three of these factors, cannot exceed 9 pages total. The budget template has a separate area to document budget narratives for the various line item categories.

10. Is it acceptable to list the Board Treasurer as the Financial Officer and the Day-to-Day Fiscal Contact even though this individual is not an employee?

Per the Applicant Information Instructions on page 18 of the RFP, the Financial Officer and Day-to-Day Fiscal Contact must be an employee of the grantee.

11. May the responses detailed in the grant be submitted single spaced?

No, per the instructions on page 21 of the RFP, the proposal narrative must be 1.5 spaced.

12. Is everything to be submitted electronically or can it be submitted via snail mail?

Snail mail is not accepted. As referenced on page 2 of the RFP, applications must be submitted electronically.

13. Can the person doing the financial audit be a Board member?

Page 9 of the RFP stipulates that the audit must be completed by a Certified Public Account.

14. For the Governing Board Resolution, who needs to sign it? Can it be the Secretary?

Per the instructions on page 8-9 of the RFP, the resolution must be authorized on behalf of the governing board.

15. I cannot locate the Governing Board Resolution form in the package. Can you tell me which attachment this is?

The RFP does not include a sample Governing Board Resolution. At a minimum, applicants must submit a resolution from their governing board that the individual signing the application for Adult Reentry Grant funding is authorized on behalf of the governing board to submit the grant proposal for this funding and sign the Grant Agreement with the BSCC, including any amendments thereof.

Budget

1. Would the transportation for clients be included in the support service or travel expenses section?

If the applicant agency is subcontracting with another provider for client transportation, those expenses can be recorded in the Non-Governmental Organization Subcontracts line item. If the applicant agency is responsible for client travel, the Services and Supplies or Other line may also be appropriate. Please review the "Instructions" tab on the Project Budget and Budget Narrative for additional information.

2. Will there be an opportunity to amend the allocation of the budget as the COVID landscape changes?

Yes. The BSCC will work with grantees, as necessary, experiencing unforeseen challenges due to the pandemic.

3. Do we put an outside evaluator in professional services or in the data collection section of the invoicing?

Please record all grant funds associated with data collection efforts in the Data Collection and Progress Reporting line item. Please review the "Instructions" tab on the Project Budget and Budget Narrative for additional information.

4. If our agency already has a CPA, are we required to include those costs in the budget?

Additional information is required, what role would the CPA play as it pertains to this grant? Please email us at ARGWarmHandoff@bscc.ca.gov.

5. Does the Advance Payment Model mean the program gets the funds in total upfront?

No. Funds will be disbursed in one-third increments. Please see page 9 for description on the disbursement process.

6. Indirect costs consist of 10% or 5% of which categories?

10% of total direct salaries and benefits or 5% of total direct project costs. Please refer to the instructions tab on the budget template for more details.

7. We have a fiscal sponsor who requires a fee of 15%, where does this belong in the budget?

Additional information is required but this fee can be recorded under the Indirect Costs or Professional Services line item depending on the agreement between the applicant agency and the fiscal sponsor.

8. Is the \$25,000 for CPA separate or part of \$500,000 maximum allocated funds to a grantee? Is the \$25,000 allocated audit funding line item to be an annual cost?

The \$25,000 allotment for a financial audit must be accounted for and deducted from the grant award. This one-time financial audit covers the service delivery period (July 1, 2021 through February 28, 2025) and is due no later than August 31, 2025.

9. On the Budget worksheet, under Data Collection and Progress Reporting, the example is “Data Collection & Reporting Efforts @7%”; is this an example of how to indicate that 7% of a person’s salary will be dedicated to completing data collection/progress reporting?

The 7% would refer to a maximum of 7% of grant funds that can be allocated for Data Collection and Progress Reporting.

10. Are we able to use our Federal Negotiated Rate for Indirect on the BSCC Warm Handoff Reentry Grant?

For this grant program, indirect costs may be charged using one of the following options: 1) 10% of direct salaries and wages; or 2) 5% of the actual total direct project costs.

11. The list of items that will result in a disqualification include a budget in Excel that exceeds 4 pages. The template provided is 7 pages long and does not allow for unused portions to be deleted. Can the template be unlocked to allow for editing?

No. The template cannot be unlocked. However, please submit your budget in the Excel format, not as a printed PDF.

12. Would a subcontractor be considered an employee of the grantee?

Per the “Instructions” tab on the budget template under Salaries and Benefits line item instructions, subcontractors are not considered employees of the grantee.

13. Are we subject to the indirect cost cap limitation described in the RFP and FAQ’s, or may we propose using our UC/CA State established IDC rate of 30% of modified costs?

Please refer to question 10 above.

14. Are participant stipends or other forms of direct payment to participants an eligible expense category?

Participant stipends or other forms of direct payment to participants are an eligible expense however, they are subject to prior BSCC review and approval. Please reference page 27 of the BSCC Grant Administration Guide [here](#) for additional information on incentive and support items.

Participant Data

1. Are people who did state time in a county jail considered a potential participant in these re-entry funds?

No. The target population for this grant are people who have been formerly sentenced to and released from state prison.

2. Do we need to address the recency of incarceration in a state facility or is it enough to state the number of clients that ever were incarcerated at the state?

The legislation does not stipulate any timeframe requirements for recency of incarceration. Projects selected for funding must ensure participants have been formerly sentenced to and released from state prison.

- 3. What if clients are required to maintain sobriety as a condition of parole?**
There are exceptions to Housing First requirements to address parole conditions.
- 4. Does this grant require eligible participants to be formally sentenced to and released from state prison, regardless of when their release occurred, or do they currently need to be on parole or monitored by probation through Post Release Community Supervision (PRCS)?**
See responses to question two.
- 5. Are there performance metrics required to be met by the grantee?**
Grant award recipients will be required to submit quarterly progress reports to the BSCC. Once grants are awarded, BSCC will work with grantees to create custom progress reports. Applicable forms and instructions will be available to grantees on the BSCC's website.
- 6. Is there a minimum number of clients served?**
This RFP doesn't designate a minimum number of clients to be served. However, Rating Factor 2.2 does ask for a description of the proposed services to include the projected number of participants to be served. (RFP, page 22)
- 7. I am interested in providing services to any person released from prison, whether from federal prison or an out of state prison. Is that allowed with this grant opportunity or would we be limited to serving those released from California prisons?**
These funds are limited to serving those released from California state prisons.
- 8. If someone was previously incarcerated in a DJJ/CYA facility and exited when they were an adult, are they eligible for the ARG funding?**
No. Those who were previously incarcerated in a juvenile facility, even though they were an adult at time of release, are not eligible. Eligible participants must have been incarcerated as an adult in state prison.

General Q&A

- 1. Will we get a copy of this presentation Power Point and other materials, and where can we find them?**
Yes. The Bidders' Conference agenda, PowerPoint presentation, and meeting recording are available at: http://www.bscc.ca.gov/s_argrant/.
- 2. If this grant does not apply to youth in the DJJ, are there other grant opportunities through the BSCC that we should focus on applying for?**
Yes. Please sign up on the BSCC listserv to learn of funding opportunities as they become available. https://www.bscc.ca.gov/s_bsccmailchimplisterserv/ You can also review current funding opportunities on the BSCC homepage: <https://www.bscc.ca.gov/>
- 3. Is there a template available for the workplan?**
Yes. Please see page 25 of the RFP
- 4. Does the BSCC require external evaluators?**
No.
- 5. Do the audit requirements for this grant audit the entire organization, or just items in relation to the grant?**
The audit pertains to the grant specifically.

6. Are there to be required meetings and travel of grantees and if so, how many days would we be in Sacramento for these meetings?

You should plan for 2 trips to Sacramento, no more than 2 days each time. (Please note that travel will not be required if COVID-19 travel restrictions remain in place.)

7. What is the definition of CBO?

For the purposes of this grant, as identified on page 3 of the RFP under the section “Eligibility to Apply,” “Eligible applicants are Community-Based Organizations (CBOs) located in the State of California that have been determined by the IRS to have 501(c)(3) status (i.e. nonprofit).

8. Who will be on the panel?

The BSCC will recruit Scoring Panel members who are stakeholders and subject matter experts on the issues relevant and pertinent to the ARG project.

9. What color does a wet signature need to be in?

Wet signatures need to be in blue. Due to COVID-19 the BSCC is temporarily allowing digital signatures on documents.

10. Is a flowchart like a logic model?

For the purposes of this RFP, applicants can, but are not required to, submit a flowchart. The flowchart is a visual representation of the service delivery model, project workflow, process, and/or intended outcomes and activities.

11. Will this program pay for actual employment services/training for some clients if we have those available in-house and both link them to and provide the services? Can we engage clients that are already being served within our program continuum that meet the eligibility criteria?

Please refer to page 6 of the RFP which states, “Grant funds may be used to implement new activities and programs and/or augment existing funds dedicated to a project but may not replace or supplant funds that have been appropriated for the same purpose.”

12. Do you want each section as a separate attachment, or is the application one attachment with everything in it?

Please submit the entire proposal package as one PDF attachment. The budget should be submitted in its Excel form, not PDF.

13. Is a digital signature (in blue?) acceptable?

The color of the digital signature is not critical, but yes, digital signature is acceptable.

14. Is a screenshot of our “active” 501(c)(3) status from the Secretary of State website acceptable?

Yes.

15. How should we submit our references/citations to literature (e.g., related to evidence-based practices)? Should they be documented as footnotes, as a separate page of references or other? If a separate page, may this be in addition to the 9-page narrative?

That would be applicant choice in regard to submitting references and citations. However, you are restricted to the 9 pages total.

16. Will persons on parole and probation be automatically referred to us by BSCC or will our organization be responsible for locating and connecting with these persons in the community?

Projects are responsible for generating their own participant referrals. BSCC is not involved in the referral process.

17. Would it be useful for us to make contact with and try to obtain a letter from the California Division of Adult Parole Operations, or will this relationship be automatic in the context of the program?

Letters of Support from government agencies are required if your organization has an agreement with that organization to provide referrals for the project. BSCC is not involved in that process.

18. Would a letter from our Board Chair or a copy of a passage from our Bylaws verifying the Executive Director as the person authorized to submit applications be sufficient, or is a specific resolution related to this grant and summarized in Board minutes needed?

Per the proposal checklist on page 17 of the RFP, #10 references evidence of signing authority examples, such as, articles of incorporation, bylaws, or board resolution conferring authority to the signatory.

19. How should one fill in the application? Should we extract the forms from the RFP and submit them along with free-style narrative? Or do we submit the entire 59-page RFP with the forms filled in?

Please extract the forms and complete with the free-style narrative and submit as a single PDF proposal package.

20. What do we place in the subject line of our email when it is time to submit our grant application?

Per the RFP, there is no specific requirement for the subject line when submitting your proposal.