

Mobile Probation Service Centers Grant Program
Request for Proposals and Bidders' Conference
Frequently Asked Questions

December 19, 2022

General Questions

1. How does this Request for Proposals define homelessness?

The Mobile Probation Service Centers Grant Program was established in the State Budget Act of 2022 (Assembly Bill 178). The legislation uses the term "unhoused". For the purposes of this RFP, an individual without housing is unhoused.

As a reminder, respondents to the Request for Proposal (RFP) are not required to define homelessness. Respondents are asked to describe the need(s) to be addressed including how the need is related to the target population and the intent of the grant program (RFP, Page 14).

2. Can travel costs related to this program be covered by the program funds?

Additional information about the type of travel and its purpose are required. Please submit a follow-up response with additional detail.

3. Does this grant require or allow for Letters of Support?

Letters of Support are not required for this specific grant program. Applicants are limited to the documents that are specified in the RFP.

Target Population Questions

1. What types of clients can be served by this grant?

This grant is open to individuals on probation, particularly those individuals who are unhoused and struggling with meeting probation requirements.

2. Can this grant serve pre-trial clients, since these individuals are pre-trial and technically not probationers?

No. This grant opportunity is available to individuals on probation.

3. Can this grant serve individuals that are at risk of being unhoused?

Yes, if the individual is on probation.

4. Can this grant serve transitional age youth at risk of being unhoused?

See the response to question 3.

5. Can this grant serve individuals that are not unhoused?

See the response to question 3.

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- 6. If a Mobile Probation Center is purchased, can non-homeless individuals use it?**

See the response to question 3.

- 7. If a department is at a remote location providing services and comes across an individual that needs services but is not homeless, can this grant serve that individual?**

See the response to question 3.

Budget Questions

- 1. What are examples of "indirect costs" that are not eligible for this grant?**

Mobile Probation Service Centers Grant funds may not be used for indirect costs.

Indirect project costs are shared costs that cannot be directly assigned to a particular activity but are necessary to the operation of the organization and the performance of the project. Examples of indirect costs include utilities and rent expense, health insurance, equipment depreciation, clerical and managerial salaries, human resources, accounting and legal fees, office and cleaning supplies ([BSCC Grant Administration Guide](#), Page 16)

- 2. The Budget Attachment has a limited number of response rows. Can the number of rows be increased to allow for more budget detail?**

Yes. The Budget Attachment has been updated with additional rows.

- 3. If necessary, can this grant cover the cost of parking a mobile probation vehicle?**

Yes. Please include anticipated parking costs in the budget document.

- 4. Since maintenance costs can be covered during the grant, can gas costs, insurance costs and washing the vehicle also be considered?**

Yes.

- 5. Per our county's light fleet vehicle policy, the Probation Department rents all of its vehicles from County General Services (GS). When the Probation Department request vehicles from GS that do not exist, like the vehicles we would like to procure for this grant, GS requires the Probation Department to pay for the vehicle up front. GS then takes control of that vehicle, and**

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rents it to the Probation Department for a monthly fee that would include maintenance, depreciation, replacement reserve, fuel, etc.

Would this upfront cost that we pay GS be eligible under grant rules? Would the monthly rental/maintenance cost be eligible through March 15, 2025, the end of the purchasing period?

The grantee must retain ownership of the vehicle. As such, the BSCC would reimburse for the initial vehicle purchase, but may not be able to reimburse for all expenses associated with the GS services. For example, fuel is an allowable and reimbursable cost, but depreciation is not.

6. If I forget to write down an item for purchasing, that we later need for the mobile, may we buy it later on? Or is that not allowed?

Subject to BSCC approval, grantees may submit a budget modification that includes additional items that were not identified in the Proposal Budget. To the extent possible, applicants should submit a budget reflective of all known needs to implement the grant program.

Evaluation and Character Limit Questions

1. Will the Mobile Probation Service Centers Scoring Panel read the RFP responses in their entirety, or will they read specific sections?

The Scoring Panel will read their assigned proposals in their entirety.

2. What is the character limit for the Proposal Summary?

Responses to the Proposal Summary may not exceed 670 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately one (1) paragraph in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spacing.

3. What is the page and character limit for the Implementation Section?

Responses to the Implementation section may not exceed 4,474 characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is up to 2 (two) pages in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spacing.

4. What is the minimum number of characters for the Proposal Narrative?

The Proposal Narrative character limits are identified below:

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Rating Factor	Total Characters	Microsoft Word Equivalent*
Need	2,237	Up to 1 (One) Page
Equipment	4,474	Up to 2 (Two) Pages
Implementation	4,474	Up to 2 (Two) Pages

**Assumes text in a Microsoft Word document in Arial 12-point font with one-inch margins on all four sides and at 1.5-line spacing.*

Please refer to page 13 of the RFP for additional information.

5. Should the word count be with spaces or no spaces?

Please submit a response that includes spaces between words. As a reminder, The BSCC-Submittable application portal includes an automatically enabled character counter. This feature shows the number of characters used and the remaining number of characters before the limit is met. If the limit is exceeded, a red prompt will appear with the message "You have exceeded the character limit".

Information about character spacing may also be found on page 13 of the RFP.

6. For the Need Rating Factor, should applicants describe the needs of the target population and how we plan to address those needs with the grant? Or are you looking for us to identify the need the requesting department has for the equipment?

Applicants should address the criteria in the Need Rating Factor (RFP, page 14). The stated need should show a relationship to the program purpose. Please reference the Description of the Grant Section in the RFP (pages 3-4).

7. May four or more goals be added to the Project Work Plan

Yes.