

Adult Reentry Grant Request for Proposals (RFP) Frequently Asked Questions (FAQs)

FAQs Updated and Posted, March 15, 2019

1	In the Project Budget Spreadsheets for both the Rental Assistance and Warm Hand-Off Reentry Services Sub-Proposals, cell G14, which currently displays the total of G2 through G12 does not include cell G13, which is Indirect Costs. Therefore, it looks like the Total requested is just the Direct Costs. Can this be fixed?
	Yes, there was an error in the Excel calculations and we now updated the Budget spreadsheets on 3-14-19 so that the Indirect Cost are now included in the Project Budget Total. Please use the 3-14-19 updated RFP posted to our website.

FAQs Posted, February 26, 2019

1	Does the Target Population include only those persons who are on parole or can any person who was formerly incarcerated in state prison, even if they are not currently on parole, also be included?
	The target population includes any person who was formerly incarcerated in state prison.
2	How long post release from state prison is a formerly incarcerated person eligible for program services?
	The Adult Reentry Grant program does not put a time limit on when services can be offered post release. However, the RFP places a priority on providing interventions that meet the immediate needs of individuals upon their release from prison or from placement by parole in residential treatment.
3	How can individuals who have conditions of parole that are in contradiction to the core components of the Housing First model (i.e., requirement for abstinence from drugs and alcohol) participate in the program?
	The Adult Reentry Grant may not be an appropriate resource for everyone. Individuals who require a Sober Living Housing Program might not benefit from a Housing First Program. However, some participants with terms and conditions of parole that include abstinence from drug and alcohol use may not need housing in a sober living environment and can be successful with the supportive services of a Housing First model.
4	Can an organization with several campuses (sites) submit one application and list the campuses that would be included?
	Yes, an eligible applicant with multiple campuses, field offices or satellite projects may submit one sub-proposal covering all (or multiple) field offices and satellite projects.

5	Is a person serving a sentence in a local jail for a probation violation but who is being monitored by probation on PRCS (Post-Release Community Supervision) eligible for the Adult Reentry Grant Program?
	Yes, people leaving state prison who are monitored by county probation departments through PRCS are eligible for program services. If the individual qualifies for PRCS they qualify for services in the Adult Reentry Grant Program.
6	If awarded funding for the Rental Assistance Sub-Grant and/or Warm Hand-Off Reentry Services Sub-Grant, will grantees be precluded from applying for the third component of the grant: Rehabilitation of Existing Property?
	The third component of the project, Rehabilitation of Existing Property, is under review and no determination has been made as to the timing or process for developing an RFP for this component of the Adult Reentry Grant Program.
7	There is a discrepancy between the stated amounts that sub-applicants can apply for on page 8 of the ARG RFP under the heading Funding Information and that stated in the Instructions tab of the Draft ARG RFP Budget Attachment – for Rental Assistance and Warm Hand-Off Reentry Assistance.
	<p>This is an error in the original budget table and an updated RFP with Amended Budget Attachments was posted on February 5, 2019 at the link below:</p> <p>http://www.bscc.ca.gov/s_argrant.php</p> <p>Please use this RFP with the amended Budget Attachments when submitting your proposals for either the Rental Assistance or Warm Hand-Off Reentry Services.</p> <p>The correct amounts remain as stated on page 8 of the RFP as follows:</p> <p>Rental Assistance an applicant may request up to \$3 million for the entire 42-month grant period; and Warm Hand-Off Reentry and applicant may request up to \$500,000 for the entire 42-month grant period.</p>
8	The date for submitting a Letter of Intent to Apply has passed. Am I still able to apply for the grant?
	A letter of intent is <u>not</u> required to apply. It is only requested so that the BSCC can get an estimate of the number of proposals that will be submitted and prepare for the proposal review process (pg. 2 of the RFP). You are welcome to apply for the Adult Reentry Grant with or without submitting a Letter of Intent. Although not required, if you decide to do so we would appreciate you letting us know.
9	Is it possible that an applicant applying for both the Rental Assistance and the Warm Hand-Off Reentry Services Sub-Applications will be approved for funding for one sub-application but not the other?
	Yes, the rating process for each sub-proposal is separate and it is possible an applicant will be awarded funding for one, both or neither sub-proposal.

10	Are counties eligible to apply for the grant?
	No. Eligible applicants are <u>Community-Based Organizations</u> (CBOs) located in the State of California that have been determined by the IRS to have 501(c)(3) status (i.e., nonprofit). Verification of applicant's status as a 501(c)(3) must be submitted via a Letter of Determination from the IRS or the most recent 990 IRS form.
11	Can two Sub-Proposals be mailed (or emailed) together at the time of submission or are they to be mailed (emailed separately)?
	Sub-proposals may be mailed (or emailed) separately or together. Either option is acceptable.
12	There is some confusion about the Housing First model and the warm hand-off approach. Most people coming out of state prison have conditions of parole with restrictions or conditions that are not supported by the Housing First model. What should potential grantees do about this conflict?
	The Housing First requirement only applies to programs that are providing housing or housing related services. Not all warm hand-off services may be housing related. For housing related services that fall under the Warm-Hand-Off Sub-Proposal, applicants may want to identify those individuals that do not have conflicting parole restrictions and/or work with the individual's parole agent to obtain approval and support for placement in a Housing First Program. The same would be true for housing services provided under the Rental Assistance Sub-Proposal.
13	Can grant funding be used for new projects?
	Yes, 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.
14	Can grantee sub-contract with a county organization?
	Yes however, see the instructions on page 18 and 29 of the RFP which includes the required Items for the Rental Assistance Sub-Application and the Warm Hand-Off Reentry Services Sub-Application (respectively). These instructions indicate that If the sub-proposals include collaboration and active involvement with a local government agency for which their agreement is needed, a letter of support signed by the agency head must be received from the agency.
15	Can an applicant apply as the lead agency on one sub-application and then submit a second sub-application as a joint partner for the same project component?
	No. An organization can only apply once as either lead applicant or as a joint applicant for Rental Assistance <u>and</u> only once as either a lead or as a joint applicant for Warm Hand-Off Reentry Services.

16	Can an organization or individual be a sub-contractor on more than one project.
	Yes.
17	Can a grantee be fiscally sponsored?
	No. A grantee must be a nonprofit 501(c)(3) CBO in good standing and must be responsible for all aspects of grant administration and management, including fiscal responsibility.
18	Does an applicant with multiple sites have to standardize their program design across all sites?
	No. The program design can be representative of the specific needs of the various sites. However, the applicant will need to be able to address the differences in design within the page limits of the RFP.
19	Can Evaluators from private colleges provide program evaluation?
	Yes.
20	Will grantees be required to collect documentation that verifies they are serving the target population?
	Each project will be expected to develop their own methodology and system for determining eligibility for each potential participant and keep a record of this information. This information will be reviewed by the BSCC Field Representative during monitoring and site reviews and is subject to audit review. There is no specific requirement that grantees obtain court records or other documents from participants to verify eligibility.
21	What is DJJ and 1170(h)?
	<p>DJJ is the California Division of Juvenile Justice, previously known as the California Youth Authority (CYA). It is a division of the California Department of Corrections and Rehabilitation that provides education, training, and treatment services for California's most serious youth offenders. Individuals released from DJJ do not meet the eligibility criteria for the target population for the Adult Reentry Grant Program even if they are over 18 years of age.</p> <p>In June 2011, Assembly Bill 109 (AB 109), known as "Public Safety Realignment" was enacted and created substantial changes in the way most people convicted of felonies serve their sentences. Some of changes can be found in California Penal Code section 1170(h). Persons sentenced pursuant to Section 1170(h) now serve their sentences in county jails instead of state prison, Individuals who are sentenced pursuant to section 1170(h) are not eligible for the Adult Reentry Grant Program.</p>
22	If our program does not own its own rental house do we include the landlord, owner or rental agency as a subcontractor in the budget?

	Yes, if the rental house is used to provide housing to eligible clients, you could list them as a subcontractor or if more appropriate it could be listed as an expense under the Services line item. They should be included as an expense in the budget.
23	Do AB 109 individuals who served their time in jail qualify for services?
	No, these individuals would fall under the PC 1170(h) condition (see question 19).
24	In addition to the lead applicant being a 501(c)(3) do sub- contractors also have to be a 501(c) (3)?
	No. However, Non-Government Organizations (NGOs) must meet all of the requirements listed in the RFP for NGOs. (see pgs. 4-5 of the RFP).
25	Within the Warm Hand-Off component, will proposals that have housing navigation at the forefront of the project and use a Housing First approach be prioritized over those that don't explicitly focus on housing?
	No.
26	Can we serve "Lifers" (i.e., those individuals with life sentences coming straight out of prison) under the Adult Reentry Grant Program?
	Yes.
27	Can we use Rental Assistance Sub-Grant funds to open a new Transitional Housing Project?
	Yes, as long as it adheres to a Housing First model to support the program's efforts.
28	Can an individual released from jail pursuant to PC 1170(h) but who also was previously incarcerated in state prison be served by the Adult Reentry Grant Program?
	Yes.
29	Can Rental Assistance Sub-Grant funds be used for staffing such as a case manager?
	Yes.
30	Is rental assistance for therapeutic housing an acceptable expense?
	Yes, as long as it is guided by the required structure of the Housing First model.
31	Does a proposal need to provide more than an assurance that a project will adopt a Housing First Model and assert that they have no provisions that conflict with Housing First?

	In the rating factors, the applicant will be prompted to address how the project will comply with the core concepts of Housing First. Each applicant will need to decide how and to what degree their proposal will describe this.
32	If we have a pre-release graduation requirement for our Transition Housing Program is this in conflict with a Housing First model?
	Yes, this could be the case if the pre-release requirement prevents a potential participant from entering the program for failure to complete treatment or services. (see Housing First core components #1 and 2 pg. 6 of RFP).
33	Can a project have multiple housing sites some of which offer a Housing First model and also have other sites that are alcohol and drug free environments that require participants to abstain from drugs and alcohol?
	The grant funds and project design must support the principles of Housing First and this situation would conflict with the core components. (see Housing First core component 1 and/or 2- pg. 6 of RFP). This scenario is possible only if the alcohol and drug free environments are not funded or otherwise supported with the grant funds or resources provided through grant funds.
34	How much weight is given to the core components of Housing First and are any of them more heavily weighted than others?
	The weighted rating factor scores are listed on page 14 of the RFP. The rating factors associated with Housing First can be found on page 24 of the RFP for the Rental Assistance Sub-Proposal and on page 34 of the RFP for the Warm Hand-Off Reentry Services Sub-Proposal.
35	Can grant funds be used to purchase property for a new transitional housing project?
	No. Funds may not be used for the acquisition of real property.
36	If an individual has a total of one year of homelessness with some breaks in the last three years can they still count as chronically homeless?
	In the Adult Reentry Grant Program, it is up to each grantee to determine for themselves what constitutes homelessness. Projects should develop a methodology for making this determination and keep participant records of this.
37	When looking at reentry interventions and services, some evidence-based practices related to reentry services are in conflict with Housing First principles. How should that be addresses in the application?
	Applicants should use the rating factors to help guide their responses in the application. When asked to respond to rating factors related to Housing First they should do so and when prompted to respond to rating factors associated with evidence-based services or interventions, they should do so. It is up to the applicant to decide whether conflict, if any,

	between the two concerns needs to be addressed.
38	What if there’s not enough room in the line item area of the budget to describe or list all the information that may be needed? Can I add additional lines?
	No. You won’t be able to add additional lines in the line item section of in the budget table. We recommend that you <u>broadly</u> state what you propose to do in each category and provide detail in the narrative section below the line item section. In the line item sections, you may state “see detail below” if needed.
39	Scenario: Increased understanding is needed regarding the connectivity between pre-and post-release. If some of our services are offered pre-release from prison and then warm hand-off services are offered to the same individuals in our post-release program, how would one describe that? Do we have to get into that? Does that qualify?
	<p>Services that help smooth the transition of an individual as they are being released to the community from prison could be supported by the Adult Reentry Grant Program. The post release service design supported by the Adult Reentry Grant are services that happen following release or at transition shortly before release. These are primarily services that happen at the “door” not prior to the “door”.</p> <p>If an applicant wanted to include a description of the pre-release services that occur prior to transition to the community to show connectivity between pre and post release programs in their proposal they could do so in the Program Description Narrative Section. The extent to which an applicant provides detail on this in their proposal is up to the individual applicant and based on the instructions and rating factors in the RFP but if it is discussed, the proposal should be clear that no pre-release services would be funded by an award.</p>
40	Scenario: Let’s say you have a pre-release program and part of the pre-release program offers graduates an opportunity to enter a post-release reentry house that has restrictions for entering. The program wants to offer a “warm release” to this kind of housing program. How is that affected by the requisites that have been presented with Housing First?
	<p>The program must be designed to support the Housing First core components. The scenario above may conflict with Housing First, depending on the “restrictions”. It will conflict if the restrictions violate the following core components of Housing First. (pg. 6 of the RFP)</p> <ol style="list-style-type: none"> 1) Tenant screening and selection practices that promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services. 2) Applicants are not rejected based on poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of “housing readiness.” <p>If a program intends to provide housing services, they must provide housing services that</p>

	use the Housing First model and/or modify the existing program to demonstrate how Housing First would support what is being proposed. We recognize that there are excellent and viable programs that may not fit or can't be modified to include a Housing First project design.
41	If you applied for both sub-proposals and wrote it as one program, could you combine the budgets?
	No, you'd have to submit two sub-proposals and two budgets.
42	Could allowable expenses be transferred between two sub-proposals activities? Scenario: We would like to apply for Rental Services as well as Warm Hand-Off Reentry Services. If awarded funding for both sub-programs at \$3M and \$500,000 respectively, could we transfer funds from one program budget to the other if more funding was needed for one project or the other?
	No. The program funding for each sub-component was identified separately by statute in SB 840 (pg.1 of the RFP). Funding for each sub-proposal cannot be comingled.
43	How long will Letters of Intent to Apply be accepted and who should they be sent to?
	Letters of Intent to Apply are still being accepted and should be sent to Colleen Stoner at Colleenstoner@bscc.ca.gov
44	Can you apply for both components of the program; Rental Services and Warm Hand-Off Reentry Services?
	Yes, applicants may submit a separate sub-proposal for one or both.
45	Would a logic model of the program be acceptable for the optional flow chart attachment?
	Yes.
46	The funding guidelines indicate that one agency can ask for only a maximum of \$500,000 for 42 months in the Warm Hand-Off Reentry Services Sub-Proposal. Is this correct?
	Yes, if applying for the Warm Hand-off Reentry Sub-Grant, 1 CBO may submit 1 application for up to \$500,000. The same CBO may also submit 1 sub-application for up to \$3M for the Rental Assistance sub-component. Applicants can apply for 1 or both pots of money (i.e., Warm Hand-Off and Rental Assistance) but may not apply twice for the same pot of money.
47	The RFP states that the narrative is a maximum number of 9 pages. Does this include only Section 1 and Section 2 for each sub-proposal?
	Yes, the 9-page narrative for the Rental Assistance Sub-Application is the maximum number of pages you may use to respond to Sections 1 and 2 of the Rental Assistance

	<p>Sub-Application. Section 3 is for the Budget and there is a link to a template embedded in the application that will take you to an excel workbook where you will respond to budget information. The excel budget workbook does not count against the 9-page narrative for the Rental Assistance component.</p> <p>The 9-page narrative for the Warm Hand-off Reentry Services Sub-Application is the number of pages you may use to respond to Section 1 and 2 of the Warm Hand-Off Reentry Services Sub-Application. Section 3 is for the Budget and there is a link to a template embedded in the application that will take you to an excel workbook where you will respond to budget information. The excel workbook does not count against the 9-page narrative for the Warm Hand-off Reentry Services component.</p>
48	<p>Scenario: If a non-profit applies for both the Rental Assistance and Warm-Hand Off Reentry Services, is it possible that one sub-application application would be funded but not the other? This is asked because the allocations for Warm Hand-Off suggest that there could be up to 18 fully-funded awards, whereas the Rental Assistance suggests up to 9 fully-funded awards. Would BSCC simultaneously reject a Rental Assistance Sub-Application but approve a Warm Hand-Off Sub-Application under the same request?</p>
	<p>Yes, the Rental Assistance Sub-Applications will be rated and considered separately from sub-applications received for Warm Hand-Off Reentry Services. It is possible that if an organization applies for both that they may be granted an award for one, neither, or both depending on the merits of the proposals submitted and how they rank against other proposals submitted in the competitive-bid process.</p>
49	<p>On page 5 of the Adult Reentry Grant RFP the Target Population is stated to be “people who have been formerly sentenced to and released from state prison. This includes people leaving state prison that are on parole or those monitored by the probation departments of each county through Post-Release Community Supervision (PRCS).”</p> <p>However, also on page 5 under the Housing First Approach to Service Delivery it states, “Senate Bill (SB)1380 (General RFP Appendix B) chaptered September 29, 2016 and effective January 1,2017, requires a state agency that funds, implements, or administers a state program that provides housing or housing-related services to people experiencing homelessness or at risk of homelessness, to adopt guidelines and regulations to include Housing First policies.</p> <p>It is important for applicants to be aware that SB 1380 applies to the Adult Reentry Grant Program. As such, this will require applicants proposing projects that include housing or housing-related services to people experiencing homelessness or at-risk of homelessness to incorporate proposed program design.”</p> <p>Should an applicant read the references to people experiencing homelessness or at-risk of homelessness to be (1) only people defined in the Target Population paragraph or (2) anyone experiencing or at-risk of homelessness regardless of whether or not they have been formerly sentenced to and released from state prison?</p>

	The grantee is to serve only people defined in the Target Population (i.e., people who were formerly sentenced to and released from state prison). If the applicant intends to provide housing related services to the target population and these individuals are also homeless or at risk of being homeless then the applicant is required to incorporate a Housing First Model.
50	The RFP was described as being for Community-Based Organizations, but sections of the RFP described it as solely for Nonprofit organizations. Our For-profit CBO is interested in responding to the RFP for the Adult Reentry Program. Can a For-Profit corporation respond to this RFP? Please clarify.
	No. Eligible applicants are <u>Community-Based Organizations</u> (CBOs) located in the State of California that have been determined by the IRS to have 501(c)(3) status (i.e., nonprofit). Verification of applicant's status as a 501(c)(3) must be submitted via a Letter of Determination from the IRS or the most recent 990 IRS form
51	Warm Hand-off Reentry Services - Scoring sheets section 2.1 requests a description of proposed program goals, which is a duplication of information required in Attachment A. In light of the restrictive page limits, is it sufficient to refer to Attachment A to meet this requirement?
	Rating Factor 2.1 requests the applicant to describe the proposed program goals and objectives that includes the relationship to the need and intent of the Rental Assistance and Warm Hand-Off Programs, respectively. Attachment A requests the top three goals and objectives and specifics related to implementation. The applicant should decide for themselves how much written information is needed to adequately describe their program goals and objectives and whether a reference to Attachment A would suffice for addressing factor 2.1.
52	The front cover of the grant proposal states That the Grant Period is July 15th, 2019 to February 28th, 2023. Part I page 4 says the Grant Period is August 1, 2019. Which grant period is correct? In addition, it states that it is approximately 3 years 6 months, but the period of August 1, 2019 – February 28th, 2023 is actually 3 years 7 months. Please clarify for budgeting purposes.
	Successful proposals will be funded for approximately three years and 6 months commencing August 1, 2019 and ending February 28, 2023.
53	We notice on Part I page 5 that it states that “an eligible application may not submit more than one sub-proposal for rental assistance and may not submit more than one sub-proposal for warm hand-off reentry services.” Is it possible for an entity to serve as the lead applicant on a sub-proposal and then as a subcontractor or partner on another application to that same sub-proposal?
	A Lead applicant that submits an application for Rental Assistance and/or Warm Hand-Off Reentry Services may be a <u>subcontractor</u> on separate applications by different Lead applicants for the same sub- proposals.

54	We note that on Part I Page 11 it states that we must send staff to attend the Grantee Orientation in Sacramento. Can you please let us know how many days this training is, and which staff might be expected to attend so that we can budget accordingly?
	The Orientation is usually one day and is held in Sacramento. Typically, the Project Director, Financial Officer, Day-to-Day Contact, and major service providers attend. Grant recipients may use grant funds for travel-related expenditures such as airfare, mileage, meals, lodging and other per diem costs. Applicants should include anticipated costs in the budget section of the proposal under the “Other” category
55	Part III page 35 Scoring Criteria 2.5 states that we are to provide “Description of the plan for selecting, recruiting and referring participants for the Warm Hand-Off Reentry Services program” with the bullet of “Agreements with partnering or referring organizations that will help ensure the projected number of participants are served are included”. Does it suffice to just list the partnering organization and the project number of participants or should the agreements be included as attachments, not included in the 9-page narrative page count?
	You may list the partnering agencies with whom you have agreements. You are not required to submit the agreements
56	Can you clarify the difference between AB 109 clients vs. the grant target population? Is there a difference between the two?
	Answer: Yes, there is difference. In June 2011, Assembly Bill 109 (AB 109), known as “Public Safety Realignment” was enacted and created substantial changes in the way most people convicted of felonies serve their sentences. Some of the changes can be found in the California Penal Code section 1170(h). Persons sentenced pursuant to Section 1170(h) now serve their sentences in county jails instead of state prison. Individuals who are sentenced pursuant to section 1170(h) <u>are not eligible</u> for the Adult Reentry Grant Program. The target population for the Adult Reentry Grant Program includes any person who was formerly incarcerated in <u>state prison</u>
57	If a client spent time at Santa Rita are they eligible to be identified as the correct population of grant?
	Answer: The target population for the Adult Reentry Grant Program includes any person who was formerly incarcerated in <u>state prison</u> . It is possible that a person formerly incarcerated in state prison but released and monitored by probation on PRCS (Post-Release Community Supervision) could end up in a local jail facility (i.e., Santa Rita Jail) for a probation violation. However, in this case the individual qualifies for the Adult Reentry Grant Program because the person was <u>formerly incarcerated in state prison</u> . People leaving state prison who are monitored by county probation departments through PRCS are eligible for program services. If an individual qualifies for PRCS, they qualify for services in the Adult Reentry Grant Program.