Notification of Funding Opportunity

Adult Post-Release Reentry Services, Adult Pre-Release Reentry Services, and Youth Reentry Services (FY20 – FY23)

Questions & Answers

1. **For the Logic Model Template, are Proposers supposed to fill in the "Actual Results" column with our anticipated projections of how many clients will complete each program/service, or is this column meant to be left blank for now and used it to input the actual results at a later date?**
    - The actual results column will be filled in at a later date.
2. **Is the entire Logic Model supposed to be based on past performance, and is not supposed to address future service provision or projected performance?**
    - To address future service provision.
3. **Is it expected that we develop a separate outcome for each of the criminogenic needs pre-populated on the Logic Model?**
    - Yes.
4. **How does "Attachment 5: Program Budget Template" relate to "Attachment 6: Unit Cost of Service Template"?**
    - Attachment 5 provides the reviewers with an overview of your agency and Attachment 6 provides detail on how to calculate a unit rate that allows the agency to be reimbursed for the employees' salaries.
5. **Please clarify how to use the "Attachment 6: Unit Cost of Service Rate Template" for the Adult Post-Release Reentry Services NoFO.**
    - This template is provided in order to assist agencies to develop a unit cost of service for case management.
6. **For the "Attachment 6: Unit Cost of Service Rate Template" for the Adult Pre-Release Reentry Services NoFO, the "Non-Direct Service Hours" is based on 40 percent. Can you please explain why 40 percent?**
    - This was set to 40 percent based on the current year unit rate calculations. This can/should be modified by each Proposer to reflect their percent of non-direct service hours and may be further negotiated as part of the contracting process.

7. **For the "Attachment 6: Unit Cost of Service Rate Template" in the Adult Post-Release Reentry Services and Youth Reentry Services NoFOs, the "Non-productive hours" is based on five percent. Can you please explain why five percent?**
    - This was set to five percent based on the current year unit rate calculations. This can/should be modified by each Proposer to reflect their percent of non-productive hours and may be further negotiated as part of the contracting process.
8. **For the "Attachment 6: Unit Cost of Service Rate Template" in the Adult Post-Release and Youth Reentry Services NoFOs, should there be a line added for "trainings, Staff meetings" similar to the "Attachment 6: Unit Cost of Service Rate Template" in the Adult Pre-release Reentry Services NoFO?**
    - The "Non-productive hours" row includes time spent on meetings, trainings, checking email, making copies, etc. Again, since the Proposer, if selected, is billing for every hour worked (regardless of direct services provided to a client) the Proposer could take out the "Non-productive hours" row and only adjust for Paid Time Off (PTO), if desired by the Proposer.
9. **What data or instrument will be required to prove staff time for invoicing?**
    - The employees' official timesheet will be required to prove staff time, and the County may request other documents for proof of payment. Additional documentation may be required based on requests from our funders, the Clerk of Court or PSD Finance Division.
10. **Am I able to submit two proposals with two separate organizations, as I attended the meeting for my organization as well as another?**
    - Yes.
11. **Will training be provided separately from the budget for Motivational Interviewing, or any other DJJ required pieces of training?**
    - Training will be a separate budget allocation.
12. **Will agencies, who aren't already, be provided access to the Juvenile Justice Information System (JJIS)?**
    - Access to JJIS is provided by the Department of Juvenile Justice.
13. **Other clarifications to the Adult Post-Release Reentry Services, Adult Pre-Release Reentry Services, and Youth Reentry Services NoFOs:**
    - In "Section I: General Information" under "Section Process", the section referenced for the Proposal Guidelines should be "Section V" not "Section VI"
    - In "Section I: General Information" under "Contractual Insurance Requirements, if a Proposal is Selected", the attachment referenced for the Sample Contract Form should be "Attachment 9" and not "Attachment 10"
    - In "Section II: Official Notification of Funding Opportunity (NoFO)" under "Electronic Submission Deadline Date" the Proposal Guidelines should be "Section V" not "Section VI"
    - In "Attachment 3: Submittal Checklist" the Proposal Guidelines should be "Section V" not "Section VI"

Questions have been edited for brevity and clarity