

ADDENDUM #002**RFA06H16GS1
CRIMINAL JUSTICE, MENTAL HEALTH, AND SUBSTANCE ABUSE (CJMHSR)
REINVESTMENT GRANT****Office of Substance Abuse and Mental Health**

Below are inquiries submitted to the Department and official Department responses related to the above referenced RFA:

RFA Pg #/Section	Question
1 Page 4 Section 1.1	<p>Q: Must the PSCC make a formal presentation to the Board of County Commissioners for Planning Grant applications?</p> <p>A: <i>The Department cannot make this determination. The Public Safety Coordinating Council should comply with the local Board of County Commissioners' processes, procedures, and requirements regarding approval to submit the application.</i></p>
2 Page 4 Section 1.2 & Page 29 Appendix C	<p>Q: The RFA states that if the lead applicant is a non-profit, the nonprofit must obtain a letter certified by the county designating that the non-profit can apply on behalf of the county. If this certification from the county is obtained, does the county still sign the Cover Page (Appendix C, p. 29) or does the non-profit sign as lead applicant?</p> <p>A: <i>An authorized representative of the lead applicant should sign the Cover Page. The certification letter must be included in the application submission, as outlined in Section 3.7.7.</i></p>
3 Page 4 Section 1.2	<p>If a nonprofit is the lead applicant on behalf of a consortium of counties, do all counties have to provide a letter certifying that the nonprofit can apply on their behalf or just the designated lead county?</p> <p>A: <i>S. 394.657(1), F.S., says, in pertinent part, "The board of county commissioners may assign any entity to prepare the application on behalf of the county administration ... A county may join with one or more counties to form a consortium and use a regional public safety coordinating council or another county-designated regional criminal or juvenile justice mental health and substance abuse planning council or committee for the geographic area represented by the member counties.</i></p> <p><i>To document authority applicable to a consortium of counties, the applicant must provide documentation:</i></p> <p><i>1) That the Board of County Commissioners in <u>each</u> participating county in the consortium has designated the regional council or committee. This documentation may be in any form adopted by each county to document legally binding decisions of the Board of County Commissioners.</i></p> <p><i>AND</i></p> <p><i>2) That the designated council or committee, acting under its designated authority, has designated the applicant to submit a proposal under this RFA on behalf of all participating consortium counties. This documentation should be in the form of the certified letter specified in the RFA.</i></p>

	RFA Pg #/Section	Question
4	Page 4 Section 1.2	<p>Q: Can an applicant serve as lead for more than one application, each serving a different geographic region/county?</p> <p>A: Yes, an Applicant may serve as lead for more than one County. It should be noted, in such a case, each Grant Agreement resulting from this RFA will be an entirely separate set of terms and conditions and all service and documentation requirements applicable to each Agreement must be managed and tracked as distinct obligations and programs by the lead agency.</p>
5	Page 4 Section 1.3	<p>Q: What is the total amount of funding available under this RFA?</p> <p>A: Maximum amounts per individual application are specified in section 1.3. Total funding available for new awards is \$ 5,747,218 in FY16-17 funds and \$8,500,000 in future FY funds.</p>
6	Page 4 Section 1.3	<p>Q: What is the maximum number of grant awards that will be made?</p> <p>A: There is no maximum number of awards. The Department will award as many grants to Applicants meeting the minimum scores as can be supported with available funds.</p>
7	Page 4 Section 1.3	<p>Q: What is the estimated number of awards to be given?</p> <p>A: The Department intends to award as many grants to Applicants meeting the minimum scores as can be supported with available funds.</p>
8	Page 5 Section 1.4	<p>Q: This section states that if an applicant has a consortium of fiscally constrained counties and non-fiscally constrained counties, this will not alter the statutorily required percentages of matching funds for each. Please clarify if this means that the non-fiscally constrained counties in the consortium must submit a match of 100% of the total request and the fiscally constrained counties in the consortium must submit a match of 50% of the total request.</p> <p>A: S. 394.658(2)(c), F.S., says, in pertinent part, "A 3-year implementation or expansion grant may not be awarded unless the applicant county or consortium of counties makes available resources equal to the total amount of the grant. For fiscally constrained counties, the available resources may be at 50 percent of the total amount of the grant. ..."</p> <p>For a consortium of counties, the statute clearly requires match equal to 100% of the total amount awarded the consortium. It is the responsibility of the consortium as a whole to allocate match among its participating member counties.</p> <p>The only times the match amount requirement may be reduced according to the statute are:</p> <ul style="list-style-type: none"> • in the case of individual applicants from fiscally constrained counties, or • in the case of a consortium of counties composed <u>entirely</u> of fiscally constrained counties.
9	Page 5 Section 1.4	<p>Q: We have a consortium of two counties: one is a fiscally constrained county and one is not. Can the fiscally constrained county submit an all in-kind match or must the match include cash?</p> <p>A: It is the responsibility of the consortium as a whole to allocate match among its participating member counties. For a consortium of counties, Section 394.658(2)(c), F.S. clearly requires match equal to 100% of the total amount awarded the consortium. Match may be in any form specified on Section 1.4.</p>

	RFA Pg #/Section	Question
10	Page 7 Section 1.6.17	<p>Q: Could you clarify the definition of the Target Population(s)? Are applicants expected to serve individuals with either a mental illness, a substance abuse, or co-occurring disorders (i.e., one of these groups of individuals), or individuals that have mental illness, substance abuse disorders, and/or co-occurring disorders (i.e., all of these groups of individuals)?</p> <p>A: Pursuant to section 394.656(1), F.S., the Target Population is either Adult or Youth who may have:</p> <ul style="list-style-type: none"> • a mental illness; • a substance abuse disorder; or • co-occurring mental health and substance abuse disorders <p>and</p> <ul style="list-style-type: none"> • are in, or at risk of entering, the juvenile or criminal justice systems.
11	Page 8 Section 2.1.2	<p>Q: Are the items listed under "(i.e.,)" meant to be the defined list of EBPs the organizations selects from, or are these meant to be examples (e.g.,)?</p> <p>A: Yes, the items listed under each "i.e." are intended to be examples and are not an inclusive list of all acceptable service models that may be proposed under the CJMHSR Program.</p>
12	Page 16 Section 3.7	<p>Q: How should citations be formatted, and where should they be included in the application?</p> <p>A: The Department does not specify the manner in which citations must be formatted. It is the responsibility of the Applicant to ensure the application is formatted in a manner that allows reviewers to easily identify the information required, information referenced, or information included as an attachment.</p>
13	Page 17 Section 3.7	<p>Q: Is there a page limit for the application (or for each tab of the application)?</p> <p>A: There are no page limits.</p>
14	Page 17 Section 3.7.5	<p>Q: Should the Table of Contents precede or follow the Cover Page?</p> <p>A: The Table of Contents should precede the Cover Page and should contain all of the information detailed in Section 3.7.5.</p>
15	Page 17 Section 3.8.4	<p>Q: Is cross-referencing within the narrative permitted (e.g., "Please see Section 5.3.3.1")?</p> <p>A: Yes, cross-referencing within the narrative is permitted. It is the responsibility of the Applicant to ensure the narrative is responsive to all of Section 3.8.4. in a manner that allows reviewers to easily identify the information required.</p>
16	Page 17 Section 3.8.4	<p>Q: Are there any recommended page limits to the Project Narrative sections?</p> <p>A: There are no page limits.</p>
17	Page 17 Section 3.8.4.1.1.1	<p>Q: Is the screening and assessment process to be described related to a needs assessment used to identify the Target Population or the process for identifying individuals with mental illness, substance abuse disorder, or co-occurring mental health and substance abuse disorders for project participation?</p> <p>A: In the problem statement, describe the problem the project will address and identify the screening and assessment process used to identify the target populations according to the current jail and juvenile detention center population in your county or region.</p>
18	Page 18 Section 3.8.5	<p>Q: Will a plan to add council members be sufficient or do all members need to be signed at the time of application?</p> <p>A: In the event an existing Council does not include all statutorily required members, an Applicant must identify those members that meet the criteria and may provide a plan to expand membership for specific members. Please note, the Department will not execute a Grant Agreement unless all statutory members are actively seated on a Council.</p>

	RFA Pg #/Section	Question
19	Page 18 Section 3.8.5.3.3.1	<p>Q: Are the project goals referenced those that are identified in 2.2.2 (p. 9) and are the strategies referenced those that are identified in 3.8.5.3.4 (p. 19)?</p> <p>A: <i>The goals referenced in section 2.2.2 are the broad primary outcomes of the CJMHSR grant.</i></p> <p><i>The objectives referenced in section 2.2.3 for planning grants and section 2.2.4 for implementation and expansion grants are the measurable steps each project intends to achieve related to the broad primary goals.</i></p> <p><i>The strategies referenced in section 3.8.5.3.4 are the approach and interventions to be implemented by implementation and expansion grants in order to achieve the objectives and thus the primary goals.</i></p>
20	Page 18 Section 3.8.5.3.3.1 3.8.5.3.3.2	<p>Q: Can responses to multiple criteria be combined (e.g., is it acceptable to use one table to respond to the criteria)?</p> <p>A: <i>Yes, responses may be combined, however, it is the responsibility of the Applicant to ensure the narrative is responsive to all of Section 3.8. in a manner that allows reviewers to easily identify the information required.</i></p>
21	Page 20 Section 3.8.5.5.3	<p>Q: For the purposes of this RFP, what is the definition of a “responsible partner” and what is the definition of “advocate”?</p> <p>A: <i>Responsible partner is a contracted provider whose services will directly impact the target population. An advocate will be a person or organization that may support services of your program i.e. referral sources.</i></p>
22	Page 20 Section 3.8.5.6	<p>Q: This requires recipients to quantify the cost savings and averted costs resulting from the grant programs, will recipients will be required, following grant expiration, to reduce the funds directed to their corrections departments and other programs related to the issues addressed by the grant by the amount identified pursuant to 3.8.5.6? In other words, if the programs initiated through the grant result in savings and averted costs of \$500,000 for corrections, incarcerations, etc., will the County be required to reduce the amount it spends on corrections, incarcerations, etc. by the same amount, or can the County continue its regular funding of corrections, etc. as long as the programs initiated through the grant continue to deliver the same level of benefit post-grant?</p> <p>A: <i>Section 3.8.5.6.1.1 requires an estimate of cost savings or averted costs but does not require any funding reduction as a result of the estimate. This section requires the application to describe how the Applicant will evaluate the program and to describe the Applicant’s approach to sustainability after the grant funding ends.</i></p>
23	Page 20 Section 3.8.5.6	<p>Q: Second, if the County decides to authorize a non-profit organization to submit an application on its behalf, will the resulting grant agreement be between the County and DCF, or the non-profit and DCF? Also, what liability will the County have if the non-profit is unable to perform or if the benefits cannot be sustained post-grant?</p> <p>A: <i>Grant Agreements will be executed between the Department and the Applicant as the Grantee. Any failure of the Grantee to perform under the Agreement may result in appropriate Department corrective action up to and including possible grant termination.</i></p>
24	Page 21 Section 3.7	<p>Q: Please clarify what is meant by “certified” as in a “letter certified by the county planning council or committee?”</p> <p>A: <i>If the Applicant is designated by a County to apply on their behalf, the application must contain a letter certified (signed by an authorized official) designating the not-for-profit community provider or managing entity to apply for the RFA on behalf of the county.</i></p>
25	Page 22 Sections 4.1 & 4.3	<p>Q: Is each criteria/question and attachment worth a certain amount of points? What is the total number of points possible per application?</p> <p>A: <i>An evaluation manual detailing the scoring approach and minimum acceptable scoring to be used by the Review Committee is being finalized and will be published as an addendum to this RFA as soon as possible.</i></p>

	RFA Pg #/Section	Question
26	Page 23 Section 4.5	Q: Will geographic distribution be a factor in the awarding of grants? A: <i>Geographic distribution is not a factor in the awarding of grants. Pursuant to Sections 4.1 and Section 4.5, the scores from the Grant Review Committee will be totaled and averaged to determine the ranking of applications in order of highest to lowest scoring for each type of grant. Recommendations for awards will be made in order of rank.</i>
27	Page 25 Appendix A	Q: Is there a page limit to the Strategic Plan Cover Page? A: <i>There are no page limits.</i>
28	Page 31 Appendix E	Q: Under "Loaned/Donated Equipment or Space," makes the following reference, "See Appendix F for worksheets to set the value." Appendix F is the "List of fiscally-constrained Florida counties." Can you clarify where the worksheet is located? A: <i>Please see Appendix H for worksheets to set the value. Please see Addendum 003 for the revised Appendix E.</i>
29	Page 36 Appendix H	Q: Match Form H notes in several locations that Match is being committed to the "County" and the form requires a "County Designee Signature" but in the case of a non-profit being designated as the applicant for grant funds, are the match commitments instead being made to that applicant (and they can counter sign the Commitment of Match Donation Forms)? A: <i>If an Applicant is not a County, the authorized representative of the designated nonprofit or managing entity should complete and sign the form as the 'County Designee'.</i>
30	Page 38 Appendix I	Q: What method of calculation do you prefer for Match Requirement Percentage, as each period will have different match percentages? Also, for the lines titled "Match Reported this Period," what does "this period" refer to? A: <i>Correction – Please see Appendix I (Addendum 002) for revised Match Summary Form.</i>
31	Page 40 Appendix K	Q: If an applicant uses an existing Council, is Appendix K required to be signed/submitted with the application? A: <i>Yes, Appendix K is required for <u>all</u> applications.</i>
32	Page 40 Appendix K	Q: Is Appendix K to be completed as a list of statutory members on the PSCC or are each of the statutory designees to sign the form? A: <i>Appendix K is intended to be a list of the person designated under for each required position on the council or committee. Signatures for each individual are not required.</i>
33	Page 41 Appendix L	Q: Do we need to include a copy of the Letter of Intent in the final application submission? A: <i>A copy of the Notice of Intent to Submit an Application is not required to be submitted with the application. If an Applicant includes a copy of the Notice of Intent to Submit an Application, it should be included in Tab 1, directly after the Cover Page.</i>
34		Q: We currently have a reinvestment grant from DCF and are intending to apply for this new opportunity. Currently, our County Administrator is required to sign the quarterly Financial Reports. Because of our internal process, this is quite burdensome. For this new Reinvestment Grant, would he be able to delegate signature authority for the quarterly Financial Reports to one of our Assistant County Administrators to execute? A: <i>Delegations of authority are internal decisions to be made by the grant awardee.</i>
35		Q: Is there a certain threshold of points (e.g., 90/100) for the grant to be considered for funding? A: <i>An evaluation manual detailing the scoring approach and minimum acceptable scoring to be used by the Review Committee is being finalized and will be published as an addendum to this RFA as soon as possible.</i>

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), FLORIDA STATUTES, OR FAILURE TO POST THE BOND OR OTHER SECURITY REQUIRED BY LAW WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.

