



**State of Florida  
Department of Children and Families**

**Ron DeSantis**  
Governor

**Chad Poppell**  
Secretary

**Request for Applications RFA112818HSET1  
ADDENDUM #002  
Criminal Justice Mental Health and Substance Abuse  
(CJMHA) Reinvestment Grant Program  
Office of Substance Abuse and Mental Health**

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

Section	RFA Page	Inquiries & Department Responses	
1	1.2	4	<p><b>If a County designates the PSCC as the Planning Council, will that membership suffice for the review and certification letter required? There are 10 people not on PSCC's that are listed in the Planning Council membership. 1.2.1, 1.2.5 state that County's may designate PSCC's and it doesn't state they must add the extra 10 members. Only in 1.2.6 does it state that if the County designates a body other than the PSCC must it meet 394 membership requirements. I'm wondering if Legislative intent was that PSCC's in their 951 membership would suffice. Our PSCC meets monthly, but not the Planning Council.</b></p> <p><i>If a public safety coordinating council established under section 951.26, Florida Statutes, acts as the planning council, its membership must include all persons listed under section 394.657(2)(a), Florida Statutes.</i></p> <p><i>If the designated Planning Council or Committee does not currently meet the statutory requirements, see section 3.8.6.1.1 of the RFA.</i></p>
		4	<p><b>Are previously county designation letters acceptable? Or, does the County need to provide a new one for this RFA?</b></p> <p><i>Designation letters must be current and specific to the RFA, not prior RFAs. See 3.8.1.2</i></p>
3	1.2.3	4	<p><b>Who signs the certification letter - the County Commission, the Planning Council Chair, Both?</b></p> <p><i>The designation letter must be signed by an authorized representative of the Board of County Commissioners.</i></p>
		4	<p><b>I oversee the County's PSCC which is designated as the Planning Council. Since this grant was opened a few years ago to ME's and non-profits and now sheriff's and local LEA's, the timing between release of solicitation and deadline, make it impossible to get to the Planning Council and County Commission by the deadline. The only way I will be able to submit this is if we use our emergency process which allows the County Commission Mayor (Chair) to sign and have that signature ratified and the next available County Commission meeting which will be after Feb 5th. Will this be ok?</b></p> <p><i>It is the responsibility of each applicant to comply with established County policies and procedures. In the event a required approval is not obtained or is withdrawn by a County Commission, an application will not be eligible for review or award.</i></p>

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5	1.2.4	4	<p><b>If a county has never received an implementation grant before, can it submit two applications during this RFA cycle, one for youth and one for adults if it comes from the same designated entity/organization authorized by the county?</b></p> <p><i>Only one application may be submitted per county. If the county intends to service both Target Populations, it must propose services for both populations in the application. See 2.1.1.</i></p>
6	1.2.4	4	<p><b>If a county has an active implementation/expansion grant for youth, can the county apply this year to implement a new pre-trial diversion program for adults? (We are asking specifically in regard to Duval County). If the county is determined eligible to apply for an adult implementation grant this year, can it do so using a different lead applicant organization (not the same one currently leading the youth grant)?</b></p> <p><i>A county, or its designee, may submit an application to implement a new program addressing a new target population, distinct from any programs supported by an existing award. The application must contain all elements specified in the solicitation and may not rely upon any information submitted separately as a condition of the prior grant agreement.</i></p> <p><i>Applicants are advised any award issued in response this solicitation would be implemented through a distinct Grant Agreement, would not alter the terms and conditions of an existing agreement, and would require award-specific service and fiscal tracking and reporting mechanisms. Each Grant Agreement resulting from the RFA will include the requirement to submit separate reports aligned with the award periods and service periods established in each Grant Agreement.</i></p> <p><i>The designated County Planning Council or Committee is responsible for designating an applicant meeting the requirements specified in Section 1.2 of the RFA.</i></p>
7	1.2.4	4	<p><b>Hillsborough County intends to submit an application under the new Reinvestment Grant solicitation for a new program to support clients in our adult mental health court for Judicial Circuit 13. We have an existing Reinvestment grant that has just over a year left on it that supports a separate program in the same adult mental health court. Our new proposal would be to serve completely different clients, with a new program, and provide a dedicated team and new services, but would operate out of the same specialty court. I didn't see anything in the RFA that would exclude us from this type of proposal given that it is a new program/different clientele. Please confirm that this is an allowable proposal parameter.</b></p> <p><i>See Response to Question 6.</i></p>
8	1.3	4	<p><b>What is the total funding available for each fiscal year, 19-20 and 20-21?</b></p> <p><i>CJMHSR Reinvestment Grant funding is subject to appropriation by the Florida Legislature each state fiscal year. Currently, the Department anticipates the following funding levels, which reflect the current recurring appropriation minus existing grant agreements awarded through previous RFAs:</i></p> <ul style="list-style-type: none"> <li>• <i>State fiscal year 2019-2020 \$1,354,597</i></li> <li>• <i>State fiscal year 2020-2021 \$6,342,068</i></li> </ul>
9	1.3.2	5	<p><b>Does the Department of Children and Families show any preference to applications that choose a project start date of 2019-2020 versus 2020-2021?</b></p> <p><i>The Department's scoring and ranking of applications is not weighted based on the proposed project start date. Awards will be recommended as described in Section 4.</i></p> <p><i>After ranking, an applicant's projected start date may be taken into consideration in determining the level of funding available to support awards at different start dates.</i></p>

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10	1.3.2	5	<p><b>If a county is still expending funds in 2020 on an existing CJMHSA grant, is it possible to compete now and set a start date of either June 1, 2020 (if all grant funds are expended by then) or January 1, 2021 (if it takes all of 2020 to exhaust existing grant dollars)?</b></p> <p><i>A current Grantee may submit an application to continue implementing an existing program. The application must contain all elements specified in the solicitation and may not rely upon any information submitted separately as a condition of the prior grant agreement.</i></p> <p><i>The proposed start date must be later than the end date of the existing grant agreement, between July 1, 2019 and June 30, 2021.</i></p> <p><i>The application must contain all elements specified in the solicitation and may not rely upon any information submitted separately as a condition of the prior grant agreement.</i></p> <p><i>Applicants are advised any award issued in response this solicitation would be implemented through a distinct Grant Agreement, would not alter the terms and conditions of an existing agreement, and would require award-specific service and fiscal tracking and reporting mechanisms. Each Grant Agreement resulting from the RFA will include the requirement to submit separate reports aligned with the award periods and service periods established in each Grant Agreement.</i></p>
			<p><b>Does this grant cycle begin immediately following our current cycle? July 2020?</b></p> <p><i>A current CJMHSA Reinvestment Grant recipient may submit an application to continue implementing an existing program. The proposed start date must be later than the end date of the existing grant agreement, between July 1, 2019 and June 30, 2021.</i></p> <p><i>The application must contain all elements specified in the solicitation and may not rely upon any information submitted separately as a condition of the prior grant agreement.</i></p> <p><i>Applicants are advised any award issued in response this solicitation would be implemented through a distinct Grant Agreement, would not alter the terms and conditions of an existing agreement, and would require award-specific service and fiscal tracking and reporting mechanisms. Each Grant Agreement resulting from the RFA will include the requirement to submit separate reports aligned with the award periods and service periods established in each Grant Agreement.</i></p>
12	1.3.2	5	<p><b>If a current award (contract) expires in 2020, does the provider need to re-apply for a grant during this grant cycle?</b></p> <p><i>See response to Question 10.</i></p>
13	1.3.2	5	<p><b>I understand an application for the above referenced grant can request for fund expenditure immediately upon award or can be deferred to the following fiscal year. Is there a particular way to signify the difference between the request on the funding application, please advise.</b></p> <p><i>Applications may request funding for programs beginning during state fiscal year 2019-2020 or 2020-2021. The preferred project start date must be completed on the Cover Page for Grant Application (Appendix C).</i></p> <p><i>After scoring and ranking to recommend awardees, an applicant's preferred start date may be taken into consideration in determining the level of funding available to support awards at different start dates.</i></p>
			<p><b>Can federal grant funds be used as match?</b></p> <p><i>Appendix E specifies as unallowable "Costs paid for by another state or federal contract or grant except as provided by State or Federal statute." Applicants are advised to consult their federal grant project managers for specifics regarding other fund source restrictions.</i></p>
14	1.4	5	<p><b>Can federal grant funds be used as match?</b></p> <p><i>Appendix E specifies as unallowable "Costs paid for by another state or federal contract or grant except as provided by State or Federal statute." Applicants are advised to consult their federal grant project managers for specifics regarding other fund source restrictions.</i></p>

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15	1.4	5	<b>For match, if there is office space used for match, can we use the appraised value of that office space or do we have to use the actual cost of that space?</b>
			<i>Please see Rule 65E-14.005, F.A.C. for standards related to match valuation. Applicants are advised paragraphs (3) and (4) of the rule do not apply in this context, as those paragraphs address determining the level of match for community programs. All other paragraphs in the rule apply to funds available for this solicitation. The level of match required for this solicitation is specified in s. 394.658, F.S.</i>
16	1.5	4	<b>As a current CJMHSA grantee focusing on Adult population, can we apply for an expansion grant that would expand services to include children/adolescents?</b>
			<i>See response to Question 6.</i>
17	2.1.7	8	<b>If a non-profit organization decides (and is designated) to be the lead applicant, do they have to start with the planning grant first or can they submit a proposal to the implementation grant? The organization has not submitted a proposal for the reinvestment grant before.</b>
			<i>Pursuant to s. 394.656(5)(c), F.S. applications for Implementation Grants are not required to have previously received a Planning Grant. However, the application must demonstrate that there is an established Strategic Plan.</i>
18	2.2.4.1.2 2.5.1.2.1	10 13	<b>2.2.4.1.2 Providing an information system to track persons who consent to treatment during their involvement...and for at least one year after discharge....</b>
			<b>2.5.1.2.1 A negotiated number of persons served...in any category and the subset of persons served who consent to treatment...</b>
			<b>Can you please expand upon: 1) What is considered “treatment”; 2) must an application include a treatment component within the grant program; and 3) if no treatment component does the one year after discharge apply (e.g. peer supports)?</b>
			<i>See Addendum #001.</i>
19	2.4.2	12	<b>Will discharge from the program be defined by the provider or by the Reinvestment Grant? If it is determined by the Grant, what are the conditions upon which a person is considered discharged from the program?</b>
			<i>Discharge criteria will be determined by the grantee based on the Project Design as discussed in Section 3.8.6 of the solicitation.</i>
20	2.4.2	12	<b>If the client’s legal proceedings/supervision period extends beyond the grant period and the person is not “discharged” prior to the conclusion of the grant—will this reflect negatively on the program? For example, conditional release orders are often for an indefinite amount of time therefore the individual may not be discharged prior to the grant reporting period ending.</b>
			<i>A person who is never discharged from the program at the completion of the grant period would not necessarily reflect negatively on the program. Discharge criteria will be determined by the grantee based on the Project Design as discussed in Section 3.8.6 of the solicitation.</i>

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21	2.5.1.2	<p data-bbox="435 285 1520 386"><b>If we can apply for an expansion grant that would expand services to include children/adolescents, would the future quarterly reporting be just one report to incorporate the expansion or would we have two reports, one for adult and one for children/adolescents?</b></p> <p data-bbox="435 396 1446 464"><i>The question is unclear regarding the application to be submitted, proposed start dates and the proposed project design.</i></p> <p data-bbox="435 495 1503 630"><i>If a county or their designee is a current grant recipient serving adults and submits an application under this RFA for an expansion grant to serve both adults and youths with a start date after the end of the current grant agreement, this would result in a single grant agreement requiring one report under the new grant agreement providing information regarding each population served.</i></p> <p data-bbox="435 661 1479 795"><i>If a county or their designee is a current grant recipient serving adults and submits an application under this RFA for an expansion grant to serve youths, this would result in 2 distinct grant agreements requiring separate reporting for each grant agreement providing information regarding the population served under each grant agreement.</i></p> <p data-bbox="435 827 1281 863"><i>See Section 2.5.1.2 for service units and Section 2.6 for reporting requirements.</i></p>
22	3.3	<p data-bbox="435 873 1520 974"><b>Will we be able to know the answer to these questions prior to Jan. 17th when the written responses are published in order to determine the right course of action in time to meet the deadline?</b></p> <p data-bbox="435 989 1520 1056"><i>Responses to inquiries will be posted to the Vendor Bid System (VBS) in accordance with the Schedule of Events and Deadlines. Individual responses to inquiries will not be provided.</i></p>
23	3.6.3.1	<p data-bbox="435 1073 1520 1377"><b>The RFA explains that the original hard copy application should include an “original signature of an official authorized to bind the Applicant to the response.” If we are a not-for-profit community provider designated by the Planning Council to apply for the grant, which authorized official should provide the signature—an authorized official of the not-for-profit community provider or of the Planning Council? Additionally, could you please define “original signature”? Does this mean that an ink signature on an original document should be included in the hard copy application, or is a scanned document that includes the original signature acceptable, as well? Finally, on which required document should this original signature appear?</b></p> <p data-bbox="435 1392 1520 1493"><i>If a not-for-profit community provider is designated to apply on behalf of the county, the signature must be an official of the not-for-profit community provider with appropriate authorization to bind the provider to the application.</i></p> <p data-bbox="435 1503 1179 1539"><i>The application must include an authorized signature on the following:</i></p> <ul data-bbox="483 1549 1167 1709" style="list-style-type: none"> <li data-bbox="483 1549 1040 1585">• <i>Appendix C – Cover Page for Grant Application;</i></li> <li data-bbox="483 1591 1167 1627">• <i>Appendix D – Statement of Mandatory Assurances (initials);</i></li> <li data-bbox="483 1633 1149 1669">• <i>Appendix H – Commitment of Match Donation Forms; and</i></li> <li data-bbox="483 1675 854 1709">• <i>Appendix I – Match Summary.</i></li> </ul>

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24	3.8.5.3	18	<p><b>The RFA asks applicants to provide the “projected number of the broader category of persons served in any capacity” as well as the “projected number of any subset of persons served who consent to treatment under the Applicant’s program.” Could you please clarify and give an example of what is meant by “broader category” and “subset” of persons served?</b></p>
			<p><i>Reinvestment Grant programs vary in design and scope based on the community needs and target populations. Depending on the specific program, some service elements may address the needs of a broadly defined target population, while a more intensive clinical level of services is provided only to a subset of the target population. For example:</i></p> <ul style="list-style-type: none"> <li><i>If a program design includes an intake, assessment and referral process, the projected number may be 100 persons served.</i></li> <li><i>If a program design includes the above plus the provision of treatment services, the broader category of persons served may be 100 persons, with a projected subset number of 75 persons provided a more intensive clinical level of services.</i></li> </ul>
25	3.8.6.3	19	<p><b>Could you please clarify the following page length limitations: For Implementation and Expansion Grants, are review criteria items under section 3.8.6.3 limited to 35 pages, or is all of Tab 6 limited to 35 pages?</b></p>
			<p><i>Page length limitations are specified in Section 3.8.6.2 for Planning Grants - 20 pages, and in Section 3.8.6.3 for Implementation and Expansion Grant - 35 pages.</i></p>
26	3.8.6.3	19	<p><b>Does the Strategic Plan count toward the 35 page limit for section 3.8.6.3? Should it be included within the Tab 6 narrative, as an attachment to Tab 6, or elsewhere?</b></p>
			<p><i>The Strategic Plan must be included in Tab 6 as part of the 35 page limit.</i></p>
27	3.8.9	21	<p><b>Is it allowable to include Strategic Intercept Model consultation services in the grant application? How would we ensure that the paid consultation services requested in the grant would not duplicate support already available through TAC assistance?</b></p>
			<p><i>Strategic Intercept Mapping (SIM) is available at no cost to grantees under an existing contract between the Department and the Technical Assistance Center (TAC) at USF/FMHI. Costs associated with SIM provided by the TAC may not be included in an application budget. Applicants are encouraged to consult with the TAC to identify availability for SIM within their proposed Project Timeline.</i></p> <p><i>SIM provided as an element of the proposed program and delivered by qualified consultants other than the TAC may be included in the budget with appropriate narrative justification.</i></p> <p><i>Costs associated with SIM conducted in order to prepare an application may not be included.</i></p>
28	Appendix H	35	<p><b>If the county is not the direct applicant, can the form be modified to replace “name of county” with the name of applicant in the TO: line and the signature line since the match funds will be in the budget completed by the applicant?</b></p>
			<p><i>Yes, the form should be addressed to the applicant’s legal name. If the applicant is not the county, the address should include a reference to the county in with the match donation will be used, Example. TO: Fiscal Provider Legal Name, for Name of County</i></p>

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29	Appendix J	38	<p><b>Should “Appendix J – Checklist of Mandatory Application Criteria” be included in the application? If so, where should it be attached?</b></p> <p><i>This form does not need to be included in the application. This form is used by the Procurement Manager to review applications submitted by the deadline specified in Section 3.3 for compliance with all Mandatory Criteria.</i></p>
30	Appendix K	39	<p><b>Appendix K has a list of Planning Council members that looks like it is supposed to be signed by each member. Is that the case?</b></p> <p><i>The name of each person on the Planning Council or Committee must be clearly <u>printed</u> on the appropriate line for each position, as listed in Appendix K.</i></p>
31	Appendix K	39	<p><b>Should “Appendix K – CJMHPA Reinvestment Grant Planning Council or Committee” be included in the application? If so, where should it be attached?</b></p> <p><i>Please see Addendum #001, Appendix K must be included in Tab 6.</i></p>
32	NA	NA	<p><b>Will the CJMHPA grant opportunity be offered again in 2020?</b></p> <p><i>An opportunity in 2020 is contingent on the availability of funds, which cannot be determined until this RFA is completed.</i></p>