

City and County of San Francisco
Adult Probation Department

IS#APD2016-02
Community Recidivism and Crime Reduction Services

SOLICITATION QUESTIONS AND ANSWERS

Overview

1. Is this a new solicitation opportunity, meaning have these funds been awarded in the past and are there grantees already receiving these funds?

ANSWER: This is a new solicitation. The San Francisco Adult Probation Department (SFAPD) has not released any other solicitation to allocate these funds (Board of State and Community Corrections' (BSCC) Recidivism and Crime Reduction Services Grant). There are no previous grantees of the SFAPD receiving these funds.

2. Are collaborations allowed and how would they work?

ANSWER: Yes, collaborations are allowed and encouraged. Section 1.1 of the Solicitation (page 2 of 16) defines the Community Recidivism and Crime Reduction Service Provider as a 501 (c) 3 not-for-profit, nongovernmental entity **or a consortium or coalition of nongovernmental entities**. When a collaborative submits a Response, there must be a "lead" partner/agency submitting the Response. The lead partner must meet the Solicitation minimum qualifications by the time the Response is submitted. The lead partner must be a compliant city vendor, or must become one before grant agreement is signed. If a Response from a collaborative is selected for an award, SFAPD will develop a grant agreement with the lead partner. The total maximum amount of funds an agency, including lead partners, can receive under this solicitation is \$100,000.

3. Are for profit corporations with a B Corp Certification eligible to apply?

ANSWER: Only nonprofit organizations are eligible to submit a Response under this Solicitation.

4. We are a nonprofit with head offices in Illinois, but serve nationwide. Is this an issue that we are not a CA corporation?

ANSWER: Any nonprofit organization may submit a Response under this Solicitation so long as it is able to qualify as a compliant city vendor. For information on becoming a compliant vendor of the City and County of San Francisco visit [this site](#).

Funding

5. Must the funding be stretched over the course of two years?

ANSWER: Given the modest grant amount there is no expectation that the funding should last two years. Cover page, Section Estimated Contract Term of the Solicitation (page 1 of 16) indicates that the term of the grant agreements will last two years; this is to accommodate an array of projects/programs, timelines and budgets. Program/project lengths may be less than 2 years. If a program/project is a pilot and/or would be conducted in a year or less, agencies must communicate how the program/project will be launched and implemented in the program/project timeline.

6. Can the funds be used to supplement an existing program, or a program that is already performing the services?

ANSWER: The funds can be used to supplement or enhance existing programs/projects or services already being provided by the agency, as long as the services are provided to the target population as described in the Section 2.3 of the Solicitation (page 4 of 16).

7. If selected as a grant recipient, what would the funding payment schedule look like?

ANSWER: APD uses a monthly cost reimbursement schedule. This means that awardees are paid for expenditures, and not pre-paid for projected expenses. SFAPD reserves the right to consider and implement alternative payment schedules.

Target Population

8. What is the target population?

ANSWER: Section 2.3 of Solicitation (page 4 of 16) specifies the target population as persons who have been released from a state prison, a county jail, a federal facility, a juvenile detention facility, who are under the supervision of a parole or probation department, or any other person at risk of becoming involved in criminal activities. All enrolled grant participants must be 18 years of age and older.

9. Does the target population include clients who are under 18 years of age?

ANSWER: Only individuals 18 years old and older can be served with the funds supporting these grant awards.

10. Can services be offered to individuals who are no longer on probation or parole?

ANSWER: Services funded with these grants can be offered to individuals no longer on probation or parole. See answer to Question 8.

11. What does “any other person at risk of becoming involved in criminal activity” mean?

ANSWER: It means any person who based on his or her life circumstances may be at risk of becoming involved in activities considered illegal and punishable by the law. At-risk of criminal involvement while open to interpretation, for the purpose of this Solicitation, includes people 18 and over who live in neighborhoods that are deeply impacted by crime, drugs, poverty and violence, and whose family members may have been involved in the criminal justice system.

12. What if potential clients committed their crime as youth, but are no longer on criminal justice system paperwork?

ANSWER: Any person, as per Question 8 who is 18 years or older who is/was justice involved or who is at-risk of being justice involved as per Question 11 is eligible to receive services under these grant awards.

13. Are the funds open to individuals no longer on probation or parole, can they still receive assistance through these grants being that they are in need of support to not reenter the system?

ANSWER: Funds under these grants can be used to support individuals who are 18 years of age or older, who are no longer on probation or parole. See answer to Question 8.

14. Can youth be present during programming?

ANSWER: While these grant awards are expected to support services for individuals 18 years and older, youth may be present during services, as appropriate to their developmental stages and as long as their participation is voluntary and to their benefit. However, participants under 18 years of age should not be included in the reports or reimbursement requests/invoicing.

Minimum Qualifications

15. What qualifies as experience for the Prior Project/Program Description (PPD)?

ANSWER: Section 5.1 of the Solicitation (page 12 of 16) indicates experience in the service area. This is, any project or program comparable with the services areas described in this Solicitation that has been run by the nonprofit agency responding to this Solicitation; including pilot programs or projects.

16. When demonstrating prior experience, is it more important to have service area or target population experience?

ANSWER: Both. Section 5.1 of the Solicitation (page 12 of 16) indicates that Respondents must demonstrate current (within the past five years) experience providing the services they are proposing to provide. SFAPD prefers that Respondents have experience partnering with criminal justice agencies and providing services to criminal justice involved populations.

17. We started a program in Solano State Prison that is now run by the inmates on their own. It is identical to what we would like to do in probation would this count?

ANSWER: Programs/project comparable with the services areas required and implemented within the past five years count as PPD for the purpose of demonstrating that agencies meet the minimum qualification for this Solicitation.

Response Package

18. Does BSCC have a list of the agencies receiving these funds through California?

ANSWER: SFAPD does not know if such list exists.

BSCC assigned the funds to probation department in California and instructed them to grant the funds to nongovernmental agencies through a competitive process. Section 4.2 Part I Cover Letter (page 10 of 16) of this Solicitation asks agencies report all Community Recidivism and Crime Reduction Grant funded by the Board of State and Community Corrections (BSCC) your agency has received from any California County since 2014, including amount of each grant. Agencies must report this information to the best of their knowledge.

19. Do the cover letter and attachment 1 need to follow the double space guideline?

ANSWER: Section 4.2 of the Solicitation (page 9 of 16) indicates that Responses must be limited to 12 double-spaced pages including cover letter and Minimum Qualification verification sheet (Attachment I). Instructions on Attachment I may be deleted to allow for more space.

Grants Award Selection

20. How will proposals be objectively selected across service areas?

ANSWER: Section 5.2 and 5.3 of the Solicitation (page 13 & 14 of 16) explain the evaluation process and award selection process. SFAPD will instruct the Evaluation Team to score proposals based on responsive of answers to questions. The scores will be one tier of consideration. SFAPD will also consider how well the proposal describes how programs/projects can be launched and implemented, in the prescribed timeline.

21. How will collaborations serving multiple service areas be awarded?

ANSWER: The maximum grant amount per service area to a single agency is \$50,000 regardless of whether a single (lead) agency or collaborative submits the winning Response. No one lead agency can receive more than \$100,000 in Recidivism and Crime Reduction grant funds. Grants will be awarded based on service area. The grant award will be made to the lead partner in the collaboration. The lead partner and SFAPD will sign a grant agreement. The total

maximum amount of funds an agency, including lead partners, can receive under this solicitation is \$100,000.

Response Evaluation Criteria

22. Will program cost be taken into account in evaluating proposals?

ANSWER: Section 5.3 of the Solicitation (page 14 of 16) indicates that Cost and Work Effort Estimate will receive up to 10 points of the 100 available points. SFAPD prefers that the Estimate results in a “cost per person/service unit”. Responders who include a cost per unit, as per the solicitation, will be allowed preferential points by the Evaluation Team. The highest or lowest costs will not necessarily be a cause for elimination or selection – the cost per unit simply provides a good touchstone for understanding a hypothetical distribution of grant funds per person or unit of service (e.g., prosocial outings, emergency housing voucher, reentry event, etc.). Proposed costs should be within industry standards and ranges and the proposed expenses should be reasonable considering proposed services, and target population.

SERVICE AREA SPECIFIC QUESTIONS

Community Circles

23. Our group is preparing a bid for community circles for mental health support. To get an idea of the number of groups that we could facilitate I would like a rough estimate of how many people cycle into adult probation who have anger and impulse control issues at any one time. Your solicitation says that APD has a client base of 4,200 people. Ours is an 8-week training program, with a follow on voluntary meeting open to anyone who has been in the criminal justice system to continue to work on these issues. In order to estimate the number of groups we could run concurrently, I would like to know the number of people needing anger management and impulse control coming into ADP in an 8 week period. Also, is there any seasonal pattern? Or is it pretty constant year around?

ANSWER: SFAPD’s current client case management system cannot aggregate the number of people with anger and impulse control issues. SFAPD’s system does indicate that seventy-two percent of SFAPD’s clients are medium to high risk which is clear indication of anti social attitudes, behaviors and peers, and family or marital challenges that make someone at greater risk of criminal justice involvement. Anger management and impulse control interventions may be able to mitigate these needs. SFAPD recommends agencies to prepare their Responses based on their capacity.

Emergency Housing Vouchers

24. For the Emergency Housing Voucher service area, what does it mean to have “prior approval from SFAPD” and what would the process for obtaining approval look like?

ANSWER: Prior approval from SFAPD means that housing facilities must be approved by SFAPD before clients are offered a stay. SFAPD will work with selected grant awardees to determine and implement a facilities approval process.

25. Does the “7 day maximum stay” mean that services could only be provided in 7 consecutive days?

ANSWER: 7 day maximum stay means that clients should not use the Emergency Housing Vouchers Program for more than seven consecutive days.

26. Can a person return at a later date, if services are needed again? May we serve them again?

ANSWER: A person in need of emergency housing vouchers can receive services even if this person has already received the service in the past.

27. It would be difficult for an agency to do cost reimbursement for the Emergency Housing Program-what would be a solution?

ANSWER: Agencies should use the Cost and Work Effort Estimate section (page 11 of 16) of their Response to explain in detail the payment protocols that best works for their program/project and organizations. SFAPD will work with the selected grantee to determine an effective cost disbursement protocol during grant agreement negotiation.

28. Why is there such a limited maximum stay?

ANSWER: The emergency housing vouchers are not meant to be a sustainable solution for the city's housing/homeless population crisis. The purpose of the emergency housing services is to provide SFAPD with a real-time solution to support clients facing housing challenges. This service area attempts to create options for a "soft landing" for individuals whose housing plan is delayed or interrupted.

Section 2.4 of the Solicitation, Service Area 2 (page 5 of 16) indicates that the candidates for the emergency housing voucher program are individuals who may be transitioning from custody to the community, who may be waiting for a treatment bed, or who may have a pending transitional or more permanent housing solution.

Additional examples of ideal candidates and emergency situations are:

- a. A person who has a housing plan and something falls through and she or he needs a two-three night stay while the situation resolves,
- b. A person who comes from out of town to testify in a trial (District Attorney or Public Defender referral) and need to spend a couple of nights in the city and does not have any other housing options,
- c. A person guaranteed placement in a housing or treatment program three days from now. The key to this example is that the person has a concrete plan to move to transitional or permanent housing.

29. Can you extend emergency housing?

ANSWER: Agencies should submit Responses addressing the services as requested in the Solicitation.

30. How will referrals for the emergency housing program work? Will SFAPD assist in coordinating with agencies?

ANSWER: Housing vouchers should be available to all criminal justice involved population and those at risk of becoming involved in criminal activity (See answer to Question 8). Referrals may be received from California Department of Corrections and Rehabilitation (CDCR), District Attorney's Office, Office of the Public Defender, Sheriff's Department, SFAPD, and any other city department or agency. SFPAD expects selected grantees to have experience and contacts with agencies that will also offer referrals.

Prosocial Activities

31. Can prosocial activities grant awards be used for just women and/or veterans?

ANSWER: A Response can specify a population to be served (women, veterans, TAY, LBGTQ etc.) The only category with a *population restriction* is the Women's Educational Achievement Programs– Agencies submitting Responses for this category must focus on Women/Anyone who identifies as a woman.

Other General Questions

32. What is the start up deadline?

ANSWER: Agencies should use Timeline section (page 11 of 16) of their Response to explain in detail the life of the program from kick off to completion that best works for their program/project and organizations. SFAPD will work with the selected grantee to determine an effective program/project timeline during grant agreement negotiation.

33. How will SFAPD evaluate success?

ANSWER: During contract negotiations, the awardee and SFAPD will agree on appropriate service delivery benchmarks and a benchmark reporting schedule. This information will help SFAPD to evaluate what else is working in reentry services, and if there are new areas for longer term funding that should be considered. SFAPD Program Managers, staff administering and monitoring the grants and services, will work closely with grantees to evaluate their performance and the impact of services.

34. How can I access space at the Community Assessment and Services Center (CASC)?

ANSWER: The CASC is managed by Leaders in Community Alternatives (LCA). Agencies may contact LCA directly to inquire about accessing space. LCA contact information is 415-489-7300

35. Our campus is located in Berkeley but we get referrals from SF, would that count against us?

ANSWER: This Solicitation does not limit program/project to particular location.

36. Will APD coordinate with CDCR to get participants to our program?

ANSWER: SFPAD expects selected grantees to have experience and contacts with agencies that will offer referrals.

37. Is reporting time included within the two year timeframe?

ANSWER: All reporting responsibilities will be included within the term of the grant agreement. Reporting will be defined during the grant agreement negotiation period.