



Notification of Funding Opportunity

Adult Post-Release Reentry Services, Adult Pre-Release Reentry Services, and Youth Reentry Services (FY23 – FY25)

Questions & Answers

1. **For the Pre and Post Release Reentry NOFO's, I see language in both NOFO's that requires applicants to submit Memorandums of Understanding (MOU's) with provider agencies for any services that the applicant is not able to provide themselves. Outside of that, should applicants gather and submit Letters of Support from various stakeholders in the community in order to bolster their application? If this is not required, can applicants include such letters voluntarily, or is it preferred/required that we do not include Letters of Support?**
 - Yes, for any services that an applying agency cannot directly provide, MOUs will need to be created and signed by the time of contract execution for the awarded agencies. If an executed and active MOU currently exists, agencies should submit that with their proposals. If an MOU does not yet exist, agencies will need to submit at minimum a signed letter of intent from that external service provider that states that they will agree to an MOU with the proposer's agency for those services. Agencies are welcome to voluntarily submit additional letters of intent or support outside of what is required however it will not affect scoring.

2. **Regarding minimum requirements on page 5, bullets 3 and 4, for Youth pre- and post-release. The providers specifically should maintain a 501(c)(3), correct?**
 - The proposers themselves should be either a 501(c)(3) or a government agency. Any external agencies who awarded agencies have an MOU with or letters of intent from may be a for-profit agency.

3. **Will the recording of the pre-proposal conference be available?**
 - Yes, the recording and questions asked during the pre-proposal conference will be posted on the County website and are included in this Q&A. To access the recording, please see the link below:
<https://discover.pbcgov.org/publicsafety/justiceservices/Pages/NoFO.aspx>

4. **Do proposers have to be based in Florida?**
 - Proposers do not have to be based in Florida however they do have to be able to do business with Florida through the Division of Corporations and Palm Beach County.
5. **Do you see selecting more than one agency per category or will there be only one agency per category?**
 - Multiple awards are possible but the decision will be based on the quality and innovativeness of proposals as well as the decisions of the Review Panel.
6. **In the NoFOs there is a requirement to work with the other awarded agencies, does that require an MOU?**
 - No, the requirement to work with other awarded agencies will be outlined in the awarded contracts.
7. **Are the oral presentations virtual?**
 - Yes, oral presentations and the review panel will be held virtually.
8. **What amounts of money will be allocated for pre-release and post-release services?**
 - All funding if eligible for pre- and post- release and funding will be based on the proposals being submitted and the quality of those proposals. Agencies should base their proposals and funds requested on what their agency is able to provide for services.
9. **Does PBC review credible news sources in order to gauge the integrity of the applicants?**
 - PBC does background research prior to awarding contracts.
10. **For transitional housing, is there going to be a requirement of the referring agencies to vet external halfway houses/housing options or is PBC going to work with the halfway houses/housing options to maintain requirements? Also, will an MOU be required for any external halfway houses/housing options?**
 - It will be the referring/awarded agency's responsibility to ensure external service providers are maintaining the requirements outlined in the NoFOs. Any external agencies needed to provide services will require MOUs with the referring/awarded agencies. At minimum Letters of Intent must be submitted with proposals and an MOU must be executed and active by the time awarded agencies' contracts are execution. The referring/awarded agencies will also be responsible for developing an internal process to ensure external agencies with MOUs are in compliance with NoFO guidelines.

11. Can you speak to the anticipated case loads for the youth and the adults and the scale PBC Reentry is looking to serve?

- The juvenile population of those being placed in DJJ have dropped significantly since COVID-19 so there will likely be about 50-75 exiting in the next year. For adults, we work with the Florida Department of Corrections (FDC) as well as our local County jail. While there are about 1,200 released from FDC, it is really about engagement so it fluctuates. PBC Reentry serves about 500 participants annually but it depends on an agency's proposal and style of how they are planning to serve those individuals. Pre-release inside Sago Palm holds about 384 individuals but not all are returning to PBC.

12. Is there a minimum or maximum length of treatment for case management services?

- That is something we are looking for within the proposals based on what the programs can provide. For the adults who are pre-release at Sago Palm, they are typically sent there 3 years before release so an agency could possibly be serving an individual for 3 years.

13. For Adult Post-Release, if an agency can provide services for multiple service categories can the proposing agency submit a single proposal?

- No, if an agency can provide services for multiple service categories in the Adult Post-Release NoFO, they must meet the requirements outlined in the NoFO for each service category and submit separate proposals for each service category they are applying for.

14. For agencies submitting multiple proposals, is it okay that some of the information will be duplicated?

- Yes.

15. For the Youth Reentry NoFO, specifically for the substance use and mental health service providers, do they need to meet all of the minimum criteria listed for the counselors?

- Yes.

16. For the Youth Reentry NoFO, for the education and employment specialists, does PBC Reentry want to see a dedicated position for this?

- PBC Reentry is looking for innovativeness in programs and do not want case managers doing it all as the model is moving to care coordination.

17. The Youth Reentry NoFO includes low-to-high risk youth when previously it has been moderate-to-high risk youth. Can agencies focus on moderate-to-high risk or should agencies include low risk as well.

- The focus continues to be moderate-to-high risk but we did incorporate low risk as well as some exist. We are asking agencies to consider that as

there are low risk youth being committed to the highest level of residential commitment and can come out as moderate-risk.

18. Is question A6 missing on the Youth NoFO?

- Yes, this was a clerical error.

19. Will the PowerPoint shown at the beginning of the pre-proposal conference be available?

- Yes, the PowerPoint can be found at <https://discover.pbcgov.org/publicsafety/justiceservices/Pages/NoFO.aspx>

20. If an agency applies for post release case management and transitional housing but only receives funding for one, will a referral process be set up so their participants can connect with the awarded providers?

- Yes, a system would be put in place by the PBC Reentry program for participants to access services from all awarded service providers.

21. If an agency is awarded post-release case management and an additional service category such as transitional housing, are they required to take an equal number of housing referrals from other case management agencies outside of prioritizing their own?

- Yes, the awarded agencies will be the providers of choice and will be required to work together.

22. If multiple providers are selected for a service types, will referrals be based on client needs?

- Yes, referrals will be based on client needs, program options and availability. PBC Reentry will also ensure referrals are being used appropriately between all awarded providers.

23. If a provider is chosen to be used for a service such as housing but that provider is full, can other awarded providers utilize their MOUs with external agencies to refer clients to available housing options.

- Yes, the MOU can be utilized to ensure clients are not losing access to services.

24. If another provider comes up during the contract period, will awarded providers be allowed to add to the MOUs outside of what was submitted at the time of their application for funding?

- Yes, awarded providers can add MOUs as providers become available as the contracts awards will be for a three year period. All proposed MOU partners must be approved by PBC Reentry.

25. Is PBC seeking agencies for career counseling for Post Release Services?

- PBC is seeking a full transitional job program as outlined in the NoFO.

26. Can a counseling services agency apply for the Youth or Pre-Release services NoFOs?

- The Youth and Pre-Release services NoFOs require a case management agency as the lead proposer. It is up to the applying agencies to review the criteria prior to applying to see if their agency or program will qualify.

27. Will there be a master roster for transitional housing service providers to follow the same guidelines and offer the same services?

- PBC Reentry is seeking innovativeness and creativity and allows for this to be included in the proposals. PBC Reentry will be prioritizing those quality proposals as we are seeking to improve the quality of services for clients.

28. Would a mentoring agency have to partner with a case management service provider to qualify for the Youth Reentry Services NoFO?

- Yes, the Youth Reentry Services NoFO requires a case management agency lead for applying. Agencies can work together through the MOU process however the submitting proposer must be an agency who will provide case management services.

29. If someone is applying for a service that is not case management under the Adult Post Release NoFO, do clients who qualify for that service have to be associated with a case management agency if they are not already assigned?

- Yes, for the service providers who are not the case management agencies to be reimbursed for services, the clients receiving services must be referred to a case management agency.

30. Are there traditionally editable (Word, Excel) versions of the Required Attachment templates provided in the PDF NOFO, such as the staffing detail, budget form, and logic model, or should applicants add text to the PDF templates in the NOFO in order to complete them?

- Editable attachments found on each NoFO are posted on the PBC Reentry website at:
<https://discover.pbcgov.org/publicsafety/justiceservices/Pages/NoFO.aspx>

If there are any forms that cannot be edited, you may put text on top or recreate the table to match the outline of the attachments provided.

31. If several different organizations are collaborating, do all parties need to complete individual proposals or can the Case Manager submit one proposal that includes each partner and the services they provide?

- For Adult Post Release Services, Agencies seeking direct funding should apply for the service categories (outlined on page 3 of the NoFO) they would be providing direct services for. Each Service Category requires a separate proposal

as outlined on the Adult Post Release Services proposal guidelines found on page 18:

PROPOSAL GUIDELINES

- Complete the Cover Sheet (**Attachment 2**)
 - Submit the Proposal in the order of the Submittal Checklist (**Attachment 3**)
 - i. **ALL** proposers shall address the questions and submit Section 1 Description of Need (questions 1.1-1.5) once regardless of how many service categories applied for.
 - ii. *Proposers must submit a separate proposal for each Service Category being applied for. For example, if a proposer is seeking funding for a Transitional Housing Program and Mental Health Services/Treatment, the proposer would submit answers for Section 1. Description of Need (questions 1.1-1.5), Section C. Transitional Housing Program (questions C.1-C.18) and Section E. Mental Health Services/Treatment (questions E.1-E.14).
 - Use Times New Roman font, 12 point, double spaced, standard 8 ½ x 11”
 - Submit one (1) single electronic PDF file to the Reentry website. The file shall be named as follows: **ADULT POST RELEASE REENTRY SERVICES_FY23_to_FY25_Proposer’s Agency Name_Service Category Addressed**
 - Fully address the following questions and provide citations for all data sources
32. **We reviewed the PBC Reentry Task Force’s Five Year Strategic Plan 2020 to 2025, updated in July 2021 that there were approximately 565 adults and 90 youth that received services for case management, transitional housing, employment assistance, substance use treatment, and mental health treatment. Some questions from this statement: Does this represent the total number of population that is expected to be served in this contract?**
- Yes, it represents an approximate number.
33. **We understand that the Prerelease population will become the Post release population, if awarded both contracts, would it be continuing services to the same population?**
- Yes
34. **Is it the same population being served for the adult prerelease and the adult post release contracts?**
- The pre-release services participants may be transitioned to post-release services population upon release from incarceration. Post-release services participants do not always receive pre-release services and may enroll in services after their release to Palm Beach County from incarceration.

35. **For services provided, is it the expectation that the provider that starts with the individual in the “Pre-Release” continue with the same provider and recategorize as “Post-Release” services? In other words, services start and are billed under contract A = (pre-release services) then moves in status and is now billed from contract B = (Post Release services)?**
- Pre-release and post-release services will depend on the contracts awarded. Pre-release participants who move to post-release will be categorized appropriately based on funding source and awarded providers.
36. **Of this population, is there a historical break down of specific services received by the individual. For example: out of 565 individuals, “X number received Mental Health Services” or “X number received case management services”**
- For the previous fiscal year, approximately 53% of adult participants in reentry programming received substance use and mental health treatment based on identified need, 57% of adult participants in reentry programming received transitional housing, based on identified need, and 25 adult participants received a transitional job. All youth and adult reentry participants must receive case management services.
37. **For provider(s) who is selected to deliver “Mental Health Treatment/Services” only, what is the referral process? Does the agency delivering MH treatment services under this contract receive all MH Treatment cases, or does the referrer have the discretion to refer elsewhere?**
- Mental Health Treatment/Services provider(s) will be selected based on proposals received for the Adult Post Release Services NoFO. The referral process will be established by the Palm Beach County Reentry Program for participants to access services from all awarded service providers. Contracted awardees will be utilized as the providers of choice. If program services are full or unavailable, the referrer may refer to another agency where an approved MOU is in place.
38. **Is these existing or new contract dollars? If existing, who are the providers currently delivering the services?**
- These are existing contract dollars that are renewed based on funding availability. The current providers are The Lord’s Place (Adult Post Release and Adult Pre Release), Gulfstream Goodwill Industries (Adult Post Release and Youth Reentry), and the City of Riviera Beach (Adult Post Release).
39. **Regarding the Youth Reentry, are all the youth coming from juvenile facilities or will some be coming from the Adult Facilities?**
- Majority of youth come from juvenile facilities. Youth entering from adult facilities are assessed on a case by case basis.

40. Who decides when and how a reentry offender is released from these services?

- The PBC Reentry Services Program is a voluntary program. Participant release from services is based on participant need and agency programs.

41. Who is the primary person responsible for the individual prerelease and post release? Does the same person supervise the individual in the community?

- The PBC Reentry Services Program is a voluntary program. Some participants may have obligations to State and Local probation and parole offices.

42. For the youth reentry RFP, because youth in commitment programs are throughout the state, is it acceptable to conduct virtual visits through Zoom like platforms?

- Yes.

Questions have been edited for brevity and clarity