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MIAMI-DADE COUNTY

Carlos A. Gimenez, Mayor

DATE:	**April 7, 2016**
TO:	**Prospective Proposers**
FROM:	**Daniel T. Wall, Contracting Officer**
SUBJECT:	**RFP No. CBO1516 – FY 2015-16 Human and Social Services Community-Based Organization Funding**
PROPOSAL SUBMISSION DEADLINE:	**2:00 P.M., Friday, April 29, 2016**

<u>**FORMAL ADDENDUM No. 1**</u>

This Addendum is hereby made a part of the Request for Proposals (RFP) No. CBO1516 for Human and Social Services Community-Based Organization Funding.

Item 1. Criminal Justice:

Page 10 – III. Criminal Justice (CJ) section, "Activities and related percentage funding allocations in this service priority include and are limited to:" is changed to strike "Juvenile Drug Court Support: Assessment and Case Management [3% of CJ Allocation]" in its entirety.

Item 2. Criminal Justice – Detailed Service Descriptions (separate document):

Page 17 – General Introduction, in the last line of the first paragraph strike "Brief Systemic Family Therapy (BSFT)" and replace with "Brief Strategic Family Therapy® (BSFT®)."

Page 17 – In the "FIS grants will be available in the estimated amounts of:" section strike "Brief Strategic Family Therapy (BSFT)" and replace with "Brief Strategic Family Therapy® (BSFT®)."

Pages 28 through 32 – Strike the following sections in their entirety: "Program Model – Brief Strategic Family Therapy (FIS/BSFT)"; "Targeted Participants"; "Participant Referral"; "Program Completion Requirements"; "Staffing"; "Scope of Services and Performance Standards"; and "Participant Outcomes and Indicators" and replace with

"**PROGRAM MODEL**

Brief Strategic Family Therapy® (BSFT®)

Brief Strategic Family Therapy® (BSFT®) is an empirically supported, family-focused, clinical intervention developed at the University of Miami and was designed to reduce juvenile delinquency

and substance abuse. Sessions are conducted at locations that are convenient to the family, including the family's home and community settings.

BSFT® strategies and treatment plans are based on a structured diagnostic plan for each family. Therapy sessions target the problem behaviors of the youth in relation to family functioning. The program fosters family communication, problem solving, clear rules and consequences, nurturing, and shared responsibility for family problems. In addition, the program utilizes specialized engagement strategies to bring resistant family members into therapy.

The BSFT® intervention is typically delivered in 12 – 16 family sessions over a period of 3 to 4 months. A typical session lasts 60 to 90 minutes and is held with the adolescent and the entire family. Sessions are conducted at locations that are convenient to the family, including the family's home.

The successful applicant will already have entered into a formal licensing agreement or formal certification agreement for the BSFT® program and must include proof of that agreement in the proposal. Strategic. The selected agency will work closely with the independent program evaluator and the BSFT® program developers to make sure the intervention is being implemented with fidelity and in accordance with the program manuals.

Note: The BSFT Model has been identified as an effective intervention by the Office of Juvenile Justice and Delinquency Programs (OJJDP), the National Registry of Evidence-Based Programs and Practices (NREPP) of the Substance Abuse and Mental Health Service Administration (SAMHSA) and the National Institute for Drug Abuse (NIDA).

Targeted Participants

BSFT® provides clinical interventions to juvenile offenders (ages 13 -17) and their families based on assessments conducted by the Juvenile Services Department (JSD) and the Department of Juvenile Justice (DJJ).

Participant Referral

Sixty percent (60%) of referrals to BSFT® should come exclusively from JSD and 40% from DJJ. Families referred for services should be contacted within 48 hours or as soon as possible (i.e. if the juvenile is detained, upon release). The referral agency should be notified if the program has a waiting list, or if services to the family cannot begin within 2 weeks.

The successful applicant is responsible for promoting itself and obtaining referrals by maintaining regular contact with relevant case managers and juvenile probation officers

Program Completion Requirements

Program completion is based on the BSFT® model, e.g. a minimum of 12 – 16 sessions. The number of sessions required depends upon each family's progress toward treatment goals and the seriousness of the case. The BSFT® model provides specialized techniques to engage and retain families in treatment.

Staffing

The program should identify a position with primary responsibility for the management and execution of all grant activities. The individual must devote sufficient time and possess the educational and/or practical experience and commitment to assure the successful achievement of the program goals and objectives.

Therapeutic services must be provided by a Masters' level clinician selected following the guidelines for BSFT® implementation. Clinicians must also demonstrate a commitment to delivering services in communities where youth and families reside.

Proposers should discuss how they will assure that the training, supervision, and ongoing implementation services are provided by an approved purveyor of the BSFT® model.

SCOPE OF SERVICES AND PERFORMANCE STANDARDS

Services must be consistent with the BSFT® program model.

1. Enroll 40 youth and families in the BSFT® program.

   Performance standard: A client is officially enrolled when a completed enrollment record, documentation of two (2) weeks of participation, and requisite consent forms are submitted to the independent evaluator.

2. Implement a case management component that begins at program intake and includes the development of an individual program plan with goals that address needs in the home, school, work, and community.

   Performance standards: Provide on-going case management as needed, including:

   - Link youth and families with services as needed. Provide interagency referrals as needed and support youth and family through the referral process to ensure that the connection is made. Program staff should document referrals, follow-up on referrals, and provide on- going feedback on the status of referrals.

   - Inform families about the juvenile justice system, including court processes and up-to-date contacts/phone numbers.

   - Document clients' participation and progress in all aspects of the program in case files and update case plans accordingly.

   - Conduct drug tests as needed.

3. Provide intensive mental health services to youth and families in accordance with the BSFT® model.

   Performance standard: BSFT® model is delivered with fidelity in accordance with the program implementation guidelines.

4. The program eliminates obstacles

   to participation. Performance

   standards:

   - BSFT® offers home-based services.

   - Provide flexible working hours for staff to ensure that services are convenient

for clients, e.g. afternoon, evening and/or weekend.

5. Keep referring agents apprised of youth and families' progress in all aspects of the program.

   Performance standard: Provide JSD case managers and/or DJJ probation officers with monthly feedback reports on the youth's progress (or lack thereof) as documented in case files, therapy reports and follow-up related to referrals.

6. The program is fully staffed by clinicians trained in the BSFT® model by an approved purveyor.

   Performance standard: Staff meets the qualifications specified in this RFP. Staff vacancies are filled in 30 days or less by temporary or permanent staff.

7. Program staff must fully cooperate with the independent evaluator.

   Performance standards: Provide completed enrollment forms on time, completed pre-tests and post-tests at appropriate times, and have the program and staff available for evaluator consultation, at mutually agreed upon times.

Contact information:

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PARTICIPANT OUTCOMES AND INDICATORS

The following list does not constitute all data possibilities but rather provides <u>a sample of the kinds of</u> information that will be required when full cooperation with the independent evaluator occurs. Funded providers are expected to collect and track individual participant data in collaboration with the independent evaluator. The expected outcomes identified below are consistent with the overall goal of this priority area and may be used along with other indicators to track program success. Applicants may assess additional outcomes and/or indicators.

EXPECTED PARTICIPANT OUTCOMES	INDICATOR
90% of youths/families enrolled in the program will complete BSFT® requirements for successful closure.	# and % of youth/families who have participated in a minimum of eight (8) sessions of intervention programming; documented by youth and parent enrollment and case notes.
90% of youth and parents will improve in (or maintain positive) communication skills, relationships, and overall functioning.	# and % of youth who report improvements (or maintain positive scores) on standardized BSFT® pre-post measures. # and % of parents who report improvements (or maintain positive scores) on standardized BSFT® pre-post measures.
90% of youth who complete the program will improve (or maintain positive) school attendance and school conduct.	# and % of youth who improve (or maintain positive) school attendance on pre and post school reports # and % of youth who improve (or maintain positive) school conduct on pre and post school reports.
90 % of the youth will not be re-arrested during program participation. 80 % of the youth who complete the program will have fewer re-arrests after 6 months or more, than non-completers	# and % of youth who are not re-arrested while participating in the program. # and % of referred youth who are not re-arrested within 6 months or more of program completion."

Pages 63 through 67 – Strike "Program Funding Priority Area: Juvenile Drug Court Support: Assessment and Case Management" in its entirety.

Item 3. Fillable Forms:

The following fillable forms have been posted online at:

http://www.miamidade.gov/grants/RFP/1516CBO/rfp-1516CBO-email-login.asp

  A) Cover Sheet and Checklist
  B) Budget Form
  C) Board of Directors List
  D) Small Business Enterprise/Sudan Form
  E) Affidavit D-1
  F) Lobbyist Registration
  G) Acknowledgement of Addenda
  H) Subcontractor/Supplier Listing
  I) Fair Subcontracting Practices

No changes or alterations of any kind may be made to the forms, except to fill in the blanks and provide all required information.

Item 4. Clarification of Questions from Pre-Proposal Conference:

Questions may have been edited for clarity.

1.0 PROJECT OVERVIEW, BACKGROUND, AND GENERAL TERMS AND CONDITIONS AND
2.0 RFP REQUIREMENTS

Q. In the RFP, there are percentages of funding shown for the different categories to be funded; is the dollar amount for each category known?
A. The Board of County Commissioners allocated $15,318,000 as part of the budget process. Of this amount, $1,300,000 has been set aside for Commissioners to allocate through a separate process ($100,000 for each district) which leaves about $14,018,000 available to be allocated through this RFP process. The percentages listed on page 6 of the RFP document may be applied to this $14,018,000 to determine the available amount of funding per service category.

Q: Is there a specific number of proposals that will be funded?
A. No.

Q: Do applicants who submit a proposal have to have a certain lifetime?
A. No, there is no minimum time that the organization has to have been incorporated as long as the applicant has a letter from the IRS certifying it as a 501(c)(3) that is dated on or before the proposal submission deadline of April 29, 2016.

Q: If an applicant is partnering with one organization and that organization is partnering with another, will the proposal still be considered?
A. Yes, as long as all the requirements of the RFP are met. Legal documents documenting the relationship among these organizations should be included with the proposal. Each proposing organization may only submit one application, and that application may not request more than $1 million in funding.

Q. Did the last RFP contain a separate $100K per Commission District?
A. No.

Q: Will success in the main RFP process disqualify an organization from applying to, or being successful in, the Commissioner-specific $100K process?
A: No.

Q. Can a municipality or a unit of local government apply?
A. Only 501(c)(3) nonprofit organizations are eligible to apply. Municipalities are not eligible by themselves, but may partner with an eligible organization that can apply on their behalf as long as all other RFP requirements are met. However, the proposal and any potential resulting contract will be with the 501(c)(3) organization and the municipality would be a subcontractor. Clearly describe the relationship in the proposal narrative and provide documentation that defines the legal relationship between the partners.

Q. Can 501(c)4 organizations apply directly?
A. No. However, they may be able to partner with an eligible organization that can apply on their behalf as long as all other RFP requirements are met. However, the proposal and any potential resulting contract will be with the 501(c)(3) organization and the municipality would be a subcontractor. Clearly describe the relationship in the proposal narrative and provide documentation that defines the legal relationship between the partners.

Q. Can a church submit a grant request for a new youth education programs that hasn't started? Can grant funding be allocated towards physical infrastructure, such as a wing of church for communal usage? Are churches limited in the amount that can request?
A. Eligibility to apply for funding under this RFP is limited to 501 (c)(3) organizations only as stated in the RFP document. However, you might be able to partner with such an organization provided that they agree to serve as your fiscal agent. An eligible applicant may propose a new program. Funds may not be used for capital expenses or religious purposes. An eligible Proposer may not request more that $1 million.

Q. If we are partnering with another organization and they also receive funding, can the proposal be considered?
A. Yes. However, each eligible organization may only submit one application, and that application may not request more than $1 million in funding.

Q: What if another organization wants to use our organization as a fiscal agent; do we still only submit one application?

A: Yes and the application is still subject to the $1 million funding cap. Please be clear as to which program belongs to which organization.

Q. What if someone uses our agency as Fiscal agent for the proposal?
A. The Fiscal Agent must meet all eligibility requirements in order to apply, and the fiscal agent would submit the proposal under their name and submit all required legal documents in their name as well.

Q. If an entity is applying through a local chapter of an organization and does not have the IRS determination letter for the local chapter, but the parent organization does, can the local chapter apply?
A. Yes. However, in the proposal narrative, you must describe the relationship between the local chapter and the parent organization. If the legal name of the organization on the IRS letter of determination of 501(c)(3) status does not match the name of the applicant on the submitted proposal, then the proposal must describe the relationship between the two organizations and provide documentation that defines the legal relationship between the partners.

Q. The local chapter of the agency has not received the Internal Revenue Service (IRS) determination letter, but the parent organization is a 501(c) (3). How is this arrangement addressed in the proposal?
A. The proposal must explain and document the specific legal relationship between the parent and the local chapter organization.

Q. What should we do if our agency's name is slightly different from that on our legal documents?
A. The proposal must include legal documents that establish or confirm the link between any different names appearing on various agency documents. Corresponding explanations must also be included in the proposal narrative.

Q: We have 501(c)(3) status, but have misplaced our original letter. We have contacted the IRS, but were told it may be up to four months to receive a duplicate. How do we proceed?
A: To be considered as eligible to apply for this grant opportunity, the proposer needs to submit that letter by the proposal submission deadline in the RFP.

Q: What is the "Form 177" referenced in the RFP document? My organization was granted 501©3 status in the year 2000 and have our Letter of Determination.
A: The RFP document does not make reference to any "Form 177".

Q: Our organization is new; we have not yet filed an IRS form 990. Is this is a requirement?
A: In the proposal narrative explain why the IRS form 990 is not available and provide some alternative form of documentation that shows that the applicant organization is sound financially and can operate under a cost-based reimbursement contract.

Q: We have not yet filed our IRS form 990 for this past year and have requested an extension. How should we proceed?

A: Submit the last 990 you have filed and a written explanation of why you requested an extension for this past year.

Q: Our 501©3 letter is in our parent organization's name, which is located out of state. Similarly, our bank is not local. Is this a problem?
A: No, as long as all other RFP requirements are met and the relationship between the parent and subsidiary organization are clearly explained and documented in the proposal. Also, out-of-town banking is allowed, but please note that all funds are auditable, so it may create an inconvenience if documents are requested and are not on site. That said, with modern technology, it should not pose a considerable burden.

Q. If organization submitted a name change to the state, but still does not show on Sunbiz, what do they do?
A. Submit an explanation as part of the proposal describing the steps taken and provide a copy of the legal documents requesting such a change.

Q. If you have the same staff working on different programs, how can this be shown?
A. You have to explain this in the line item budget and budget justification. The agency would have to explain how staff is allocated across programs, but it is best that each program stand alone in the event that one program is selected for funding and the other is not. Also, remember that there is a funding cap per organization of $1,000,000. No organization can request more than $1,000,000 in total funding.

Q: How do I account for the second and third years' activities and budgets in my proposal?
A: The proposal budget should only include the first year's activities and expenses; subsequent years' extensions will be at the County's sole discretion.

Q. Does this funding cap per organization pertain to large organizations such as the Public Health Trust where multiple departments may be applying and may not be aware how much is being requested by each department?
A. The rules apply to the large organizations as well. Make sure you have communicated with your co-workers and any and all other sub-units of the parent organization in order to fully comply with all RFP requirements.

Q. You mean no single organization or application can request more than $1 mil?
A. Correct.

Q. Can you apply for several programs in different categories?
A. Yes, you can. However, it has to be one (1) proposal.

Q. Could you have one single programmatic request crossing over multiple service categories?
A. No.

Q. Is there a preference whether to submit multiple program requests or one comprehensive program request? Will each approach have the same likelihood of being awarded funding?
A. No. Multiple proposals may be evaluated by different teams of reviewers including persons with experience in social and human services, experts in non-profit organization management, and persons with financial background, apart from County staff. Different program proposals by the same applicant may be scored differently. It is also possible that one of the proposed program(s) is funded, and the other(s) are not.

Q. Are there targeted areas that this RFP aims to serve or is the scope countywide?
A. The County has not defined high-need areas but applicants are encouraged to identify these areas. The applicant, in their proposal, would determine what constitutes an area as high-need and provide statistics and/or documentation to support its claim.

Q. Can services be pooled to include funding for all services in one proposal?
A. Yes, one application can include funding requests for multiple programs. Applicants should note that the same program should not request funding under more than one (1) service priority area.

Q. Can organizations submit applications for two programs that serve the same target population?
A. Yes, this is allowed but make sure it is clear in the narrative.

Q. Just to be clear, can we apply for 3 different categories?
A. Yes. However, you cannot apply for the same program [twice] under different categories.

Q. What about if you have different programs serving the same population (i.e., foster kids)?
A. If you are serving the same kids in both programs, this may be alright. But you have to answer how that is in case the reviewers have questions. An acceptable alternative would be to apply as 1 program, but with multiple service components. In this way, you would not risk one program being funded and not the other (i.e., getting funding for food and not shelter for the foster kids).

Q. If you have a provisional indirect cost rate that was not approved by the county, do we use the provisional rate when submitting the proposal?
A. No. The budget must fully describe and justify all indirect costs. If you have a federally approved indirect cost rate letter, you may submit it only to help justify what you are including. However, remember that cost and its component parts constitute a review criteria and are assigned points or scores by reviewers.

Q. How do we actually apply for three separate programs for three styles of Mental Health Programs?
A. You have the choice to submit each programmatic request separately as part of one application or as one comprehensive program.

Q. Is there a standard definition of administrative costs?
A. As part of Appendix C of the application, there are instructions on how to prepare the budget and narrative including what is direct vs. indirect. It depends how well you can justify the item. If the service touches the clients directly, then it is probably a direct cost. If it doesn't, it is probably indirect. For instance paper, if the paper is used for a client file then it is indirect. However, if you are putting together hard copy materials for a client's direct use then it might be direct.

Q. Do Administrative Costs have to be submitted in each application?
A. No.

Q. Just to be clear, we are not limited to 15%?
A. Correct.

Q: Can an agency's overall overhead exceed 45%?
A: There is no rule against this per se; but each programmatic request cannot exceed a maximum of 45% for overhead costs.

Q. Is there a maximum amount for administrative cost?
A. After reviewing the proposals, the County staff will develop a methodology to determine the allowable percent of administrative costs within the range of 25% to 45% of each program request, based on various criteria including agency's size, type of proposed services, availability of non-County funding, etc. The methodology will be submitted to the BCC for approval. Applicants may budget administrative costs up to 45% of the amount requested for each individual program, with proper justification. However, the percentage requested for administrative costs and/or how well the request is justified may influence the scoring of the proposal.

Q. Is there currently a limit on the percent of the applicant's total administrative cost that can be allocated to the County?
A. No. Three years ago the BCC approved legislation restricting the portion of the agency's total administrative cost to be charged to County General Funds to a maximum 25%. However, this legislation was waived for the purposes of this RFP.

Q: How would a CBO handle the caps on administrative spending established by the Miami-Dade Department of Cultural Affairs as they differ from those set in the RFP?
A. Applicants are asked to discuss this issue with the Department of Cultural Affairs as their administrative caps do not fall under the purview of this RFP.

Q. Are you capped at $100,000 for each program?
A. No. However, a single agency's request cannot exceed a total of $1,000,000.

Q. What if an agency/501(C)(3) has never been funded by OMB?
A. Previous funding through the OMB is not a requirement, as you may be a brand new agency / start-up; however you may identify in your application your previous sources of funding. If you are a 100% start-up agency applying for funding for the first time, you

may include in your narrative how well experienced your staff are on the matters that you wish to address or on the areas where you are seeking funding for. Make yourself attractive the reviewer reading your proposal.

Q. For new CBOs do they need experience [special date range] in order to apply? Some grants state you need a minimum experience to be funded.
A. No

Q. Does the lack of experience of an organization affect its ability to apply?
A. A new organization is eligible to apply if all other RFP requirements are met. An organization with little history is encouraged to refer to the experience of the staff in the organization.

Q. Is the RFP document available online?
A. Yes

Q. Are you going to email us the Addenda - Questions & Answers from the pre-proposal conferences?
A. No, the Addenda will not be e-mailed. The Questions & Answers from the pre-proposal conferences are made public through published formal Addenda to the RFP document on the County Grants website. You will receive an email notification each time a new addendum is posted.

Q. I am having difficulties inputting data into the forms and instead I printed them and filled them out by hand. Can they be handwritten?
A. Filling in the forms by hand is acceptable. However, it is not recommended - it is in your best interest to type them.

Q. How long is the contract period and will it be renewed?
A. Contract is valid for 1 year with 2 options to renew.

Q. How do you plan on handling when a supervisor has to provide direct services? Will this be allowed/allocated as direct costs on the budget?
A. If well justified in the budget narrative, a portion of a supervisor's time may be appropriately included in the budget as a direct expense to the extent that an administrative and/or supervisory position spends some portion of their time providing direct client services. If administrative positions are included in the budget as direct expenses, fully describe in the budget narrative how you are going to document or support your claim, because when we (staff) come out to your agency and do an annual site visit, we are going to ask your staff to show us something to document the portion of time and effort dedicated to direct client services.

Q. Can we list, in the program proposal, existing employees working on more than one program or funded by other funding sources?
A. Yes, employees may work on more than one program, and their salaries may be covered by various funding sources. Each program proposal must show the portions of the salaries allocated to that particular program, and any portions thereof covered by other funding sources. There should be no duplication of costs, and the portions of the

salaries requested to be funded under the individual (different) programs must add up to the total salaries. Any vacant positions pending to be filled should be labeled as such and explained in the proposal narrative.

Q. Equipment and materials – equipment for transportation services are used to pick up and/or transfer clients/individuals, and materials are required for workshops. Will these types of items be allowed on the budget?
A. Client transportation is considered to be a direct cost. Transportation of materials for workshops might be either a direct or indirect cost depending on the information provided in the budget narrative.

Q. Are fixed costs allowed to be budgeted for funding? Can we include the cost of cars, large equipment?
A. Vehicle expenses (gas, parking, maintenance, bus rentals, repairs,) are allowable costs for programs providing transportation to clients, home visits, or delivery of services to client's location. There is no specific prohibition saying that you cannot buy a vehicle, but you do not want to price yourself out of the competition. The County will not fund the purchase of real estate properties, capital improvements or other fixed assets. Purchases of equipment for the program may be acceptable if properly justified.

Q. Can we classify the use of equipment and materials to be used to serve clients as a direct line item?
A. Equipment and materials that directly impact or are used by the client may be classified as a direct costs and must be fully explained in the narrative budget justification.

Q. Are Case Management services allowable costs?
A. Yes. Direct services are provided to a client not an agency.

Q. If the Agency has an old Non-Profit 501(c) (3) approved letter by the IRS long time ago, but cannot find it, can the agency apply?
A. All proposals must include a copy of the IRS letter of determination of 501(c)(3) status. One option may be to partner with an agency that has active status, but documentation of relationship will be required indicating that the relationship is not for convenience.

Q. Can a young organization that doesn't have the IRS letter yet apply?
A. No. All proposals must include a copy of the IRS letter of determination of 501(c)(3) status. One option may be to partner with an agency that has active status, but documentation of relationship will be required indicating that the relationship is not for convenience.

Q. If the agency has requested an extension to submit the IRS 990 form, is the extension required?
A. The agency is required to submit the last IRS 990 form and a copy of the extension approved by the IRS as part of the proposal.

Q. Is there a problem if there are any differences across documents in terms of the names?
A. Yes, the exact legal name of the applicant organization should appear on all required documents. If not, the differences must be explained in the proposal narrative and if applicable supported by the submission of additional legal documents that clearly show the relationship between the different names or parties.

Q. What if the parent organization is out of the state?
A. The proposal narrative must explain the relationship between the local office and the out of the state organization and should further be supported by the submission of additional legal documents that clearly show the relationship between the different names or parties.

Q. Agency bank accounts, do they have to be local?
A. The County does not require the bank to be in Florida or locally, but it would be suggested that the agency keep the records locally and will be contractually required to provide documents to the County when requested.

Q. Is the agency required to have different bank accounts?
A. No. However, the provider must have a policies, procedures and systems in place to document that there are no comingling of funds.

Q. Is the RFP document available in MS Word format?
A. Some of the forms that need to be completed by the applicants will be made available in MS Word or Excel format on the County website via an Addendum. The RFP document itself is only available in PDF.

Q. Is this RFP similar to the last RFP held years ago?
A. No, it is significantly different. Proposer are advised not to use any proposals submitted in response to the last RFP but instead write new proposals.

Q. Will the RFP funding going to be for one year?
A. Awarded CBOs will receive an initial 12-month contract with two, one-year, options to renew at the County's sole discretion, for a total of a 3-year cycle.

Q. Do the proposed programs have to run year-round?
A. Not necessarily. Some programs may be seasonal (e.g. summer camps), or related to an event. However, all proposed programs should be completed within the contract period (one year).

Q. Will County staff be available to help applicants with filling the forms and preparing the proposals?
A. To comply with the RFP Cone of Silence requirements, and to ensure transparency and consistency in the answers, all questions should be emailed to Mr. Daniel Wall who will respond via email with a copy to the Clerk of the Board. The RFP document contains all information needed to prepare a proposal. Answers to all questions received by the April 15, 2016 deadline for questions will be shared with all potential proposers via the issuance of formal Addenda.

Q: Will the funding be adjusted if the targeted clients increase from the figures in the proposal?
No, funding will not increase during the contract period. Organizations are encouraged to use sign-in sheets to keep track of the clients they serve.

Q. Our after school program is funded by the Trust, but that grant doesn't cover all of the expenses we incur. Does funding from the Children's Trust preclude us from applying?
A.   No.

Q. Are Miami-Dade County Public Schools considered "facilities open to general public" page 8 of the RFP?
A. Technically no, but it is important to remember that the programs and services listed there are just examples and your organization may propose to offer something different. Just be specific regarding the details of your proposed programming.

Q. What is the maximum amount of previous funding an organization can have before being ineligible to submit an RFP.
A. There is no maximum amount of prior funding that would make an organization ineligible to apply.

3.0 SCOPE OF SERVICES

Q. Is Psychological Care or Therapy considered Medical Care?
A. No

Q. Is being a resident a requirement in order to receive services?
A. Yes.

Q. Do you have to be a legal resident in order to receive workforce training or other services?
A: No.

Q. Does the County have a method of identifying at-risk populations?
A. No. Proposers should identify at-risk populations in their proposal narrative and explain and support the determination with available statistics.

Q. Is Occupational Therapy considered medical care?
A. No.

Q. What happens if new federal/state legislation is put forth restricting the use of program funding for undocumented/illegal residents?
A. Nothing. CBO funding included in this RFP is County general revenue dollars and not federal/state dollars.

Q. If you budget for a curriculum to be used with a specific population, is this considered direct services?

A. Purchasing the curriculum is a direct service expense. The training will most likely be considered as indirect.

Q. Are direct holistic health services (i.e. acupuncture and massage) allowed under this grant?
A. As stated in the RFP, as a standalone program medical care is not an allowable use of funds under the RFP and that would include holistic health services. The RFP offers funding for Preventative Health services only. However, it may be permissible to include some limited medical or health care component as part of a larger more comprehensive program were the goal of the program is not solely focused or limited to improving health outcomes for clients.

Q. Is it allowable to provide health related presentations to individuals?
A. It is allowed to provide health related presentations to individuals. It is not allowed, however, to provide these presentations to organizations because this is considered capacity building which is not allowed under this RFP.

Q: If a program is intended to train a teacher who will then train a student, will that be allowed under this RFP?
A. No, capacity building services are not allowable uses of funding under this RFP. Only direct client services will be considered under this RFP.

Q. I want to make sure that capacity building is not a program vs. activity. If you have a direct service program that you are applying for and it includes an agency packet for Practitioner community training. Are you saying that intervention would be funded, but not certification or training that is required to implement the agency's program?
A. If you are training your own staff, then this activity would be allowable as an indirect expense. If training is not to a person, most likely it is capacity building. If the training is for another CBO or agency, then its capacity building.

Q. Is staff training or education an area that can be included in the proposal?
A. Yes, as part of a direct client service program. It would be classified as an administrative cost.

Q. Please clarify whether or not this RFP would cover funding for a training program for professionals from community agencies to provide services to children throughout the community such as Infant Mental Health Training.
A. No, unfortunately that would be capacity-building, which is not an allowable use of funds under this RFP.

Q: Are certification and other trainings allowable?
A: Yes; they would be indirect costs.

Q. If there is something that we feel is on the list (category), will reviewer look at those bullets and see if they fit into those categories?
A. In the training provided to reviewers, they will be instructed that the bullets are only examples.

Q. Under Immigrants and New Entrants, if services are for shelter, is the place where the kids live allowable?
A.   Yes. However, funding cannot be used to purchase a property or building.

Q: Regarding the Immigration/New Entrant service area, please define "new".
A: The Proposer may define "new" and explain the definition in the proposal narrative.

Q. Are health screenings (i.e., mammograms) and referrals considered preventive services?
A. Yes, but treatment would constitute medical services which are not allowable under this RFP.

Q. Is workforce development for residents outside of Florida allowed?
A. No.

Q. If an organization is proposing to utilize a special curriculum for a specific target population can that organization include the cost of training their staff on that special curriculum?
A.   The cost of the curriculum would be considered a direct cost, but the staff training would be considered an indirect cost.

Q. What if there is new legislation that restricts funding to certain populations?
A. These funds are not federal funds. This is local County money. You may serve undocumented persons.

Q. If you provide information services, can you provide information and follow-up?
A. Yes, as long as it is not medical services or capacity-building.

Q.   If you will provide criminal justice services, do you follow the model indicated?
A. Yes. Proposers that elect to provide services under the criminal justice section of the RFP must agree to provide the service exactly as it is described in the service definitions section for this service category.

Q. If you have 1 business and 2 service sites, how can this be indicated?
A. Simply identify the multiple service locations in the proposal narrative and explain.

Q. Under the Criminal Justice Category, since mentoring services are not indicated, can a mentoring component be created?
A. No. Proposers that elect to provide services under the criminal justice section of the RFP must agree to provide the service exactly as it is described in the service definitions section for this service category.

Q. The Criminal Justice Component is different because the required performance objectives are already specified in the RFP, correct?
A. Yes.

Q. For Criminal Justice program applicants, must all clients be referred?
A. Yes. All clients receiving services under the criminal justice service category must be referred by either the Dade-Miami Criminal Justice Council or by the Juvenile Services Department, or both as specified in the detailed service description for each particular service model.

Q. If under the Anti-Violence Service Category you have a program that was specific to: a) domestic violence and b) targeted specific population, can it be funded?
A. Domestic violence-related services are included as an example of an allowable service under the Special Needs service category.

Q. Can an applicant use additional evidence-based practices apart from those that are in the criminal justice portion of the RFP?
A. For this RFP, only the evidence-based practices listed will be funded under the criminal justice service category.

Q. Criminal Justice (CJ) – Do they have to be existing providers?
A. No, eligibility to apply is not limited to existing providers.

Q. Will the county provide a list of zip codes showing areas of need?
A. No. The Proposer should identify the geographic area(s) to be served in the proposal narrative and should use statistics from an independent agency or source to support your determination.

Q. Are you looking to fund unique and innovative programs?
A. This is not a specific review criteria.

Q. I have a service that colleges and universities state is needed. Can I provide letters from the Universities?
A. No, don't submit the letters. However, you can provide this information and/or statistics in your proposal narrative and cite your source.

Q. What is the take on persons on background screening? Must they pass background?
A. "Pass" could mean many different things depending on a particular agency's policies. There may be some circumstances where you may need someone that was incarcerated to reach certain populations. Having said that, the County wants to know there is policy in place that covers employees or volunteers that will be in contact with a vulnerable population or with their personal and private client information and that the agency has considered the results of the level 2 background check before hiring the individual.

Q. We do level 2, do you have a separate registration?
A. No, the contract requires a Level 2 background check.

Q. Let's say you have a non-funded person, would the background check apply to that person?
A. Yes. Although the County may not be funding that person, that person might have contact with a client of a County supported program. The County is requiring an agency-wide policy.

Q. Is an agency that provides medical equipment directly to clients allowed?
A. No, not as a standalone program. However, it might be allowable as a service component of a broader program is all other RFP requirements are met.

Q. Can we change the type of program?
A. Contracts will be issued for the specific programs that are recommended for funding as part of the RFP process and may not be changed later.

Q. Explain the meaning of the different service categories?
A. For the criminal justice service category, detailed and specific descriptions are provided in a separate document. For all other service categories, examples of allowable services are provided for each service category to assist the Proposer in determining under which category to submit a funding request.

Q. Article IX Allowable Use of Funds – Can you tell us more about Religion?
A. Requests need to be support human and social services and can't be solely for religious purposes and the receipt of services can't be limited based on a client's particular religion or faith.

Q. Can you clarify the meaning of "community-wide?"
A. County-wide.

Q. If we no longer have federal funding for refugee children's tutoring services, can we apply?
A. Yes.

4.0 AUDIT REQUIREMENTS

Q. Are agencies required to complete a certified independent audit?
A. No.

Q. Do we need to submit an independent audit, how old must the audit be, and how many copies of it do we need to submit?
A. A copy the most recent audit report must be provided to the County if the applicant has undergone an independent audit. If the applicant choses to submit an application in paper form, the independent audit report should be included once ONLY in the original proposal, not in all copies of the application. If the applicant is applying with one original proposal and one PDF (electronic) copy, then the audit will be included in the PDF which should be identical to the original proposal.

Q. Is there a minimum dollar amount in the budget to do an audit?

A. No, an audit is not required.

Q. Is an IRS Form 990 and certified financial audit sufficient to determine an agency's financial capacity?
A. Yes.

Q. If we're not required to complete an audit, but instead complete a financial review, do we have to follow the list mentioned?
A. Yes, if you have paperwork that can show that you are an organization that has sound financial footing, submit it.

Q. If some programs require program specific audits and agency audits, do we turn in both?
A. Yes, submit both unless it does not have to do with the program you are applying for.

Q. As it relates to financial capacity, is having an IRS Form 990 and audit sufficient?
A. Yes.

Q. If we don't have a 990, can we ask for an extension?
A. Submit the most recent completed 990 and a copy of the extension request for any that are overdue.

Q. My organization is not required to obtain an audit, but is required to have a financial review. Is this acceptable?
A. Yes. A certified audit is the gold standard, but other documents may be submitted to show that the proposer has funds in place to ensure continued operations under a reimbursement-based contract.

Q. My organization has a program specific audit and a general audit, do we submit both?
A. Yes, if the program that was the subject of the audit is similar to the proposed service program.

Q. Do we submit the organization's program specific audit if the proposed program is different?
A. No.

Q. Does the audit need to show a minimum amount of funds in place?
A. No, you can apply with no money in the bank, but the proposal will need to explain in detail how the proposer will ensure continued operations under a reimbursement-based contract.

Q. Do we need to provide IRS Form 990?
A. Yes, a copy of the most recent IRS 990 must be provided. If the applicant has requested from the IRS an extension of the deadline to file for the most recent year, then a copy of the application for extension and the corresponding IRS approval must

be submitted, along with the IRS 990 already filed in the prior year. If the applicant is newly incorporated, and has yet to file an IRS 990, documentation must be provided to support that claim and all other RFP requirements must be met.

Q. With regards to financial capacity, are a completed IRS Form 990 and a full audit good enough?
A. Yes.

Q.   I may have a problem submitting a single audit and/or Internal Revenue Service (IRS) Form 990. Can I submit a Memorandum of Understanding (MOU)?
A. No, a copy of an IRS Form 990 in the name of the proposing organization is required unless the organization is still in the first year of operation and isn't required to submit one yet.

Q. What if I have a delay submitting an audit?
A. Explain the delay in the proposal narrative, submit the most recent audit report, and if there are any findings, address all issues and include a copy of the management response letter.

Q. Will you have more points if you provide an audit?
A. No, if you don't have the audit, then provide financials or other documents to show that the agency is on sound financial footing. Points are awarded on the basis of explaining and documenting in the proposal that the proposer is on sound financial footing.

Q: Which bank statement should I submit with my application?
A: The most recent statement showing the account balance.

Q: What if CBO has very little cash on hand?
A: Reviewers will take that into account along with the proposal's description of the how the organization will ensure continued operations under a reimbursement-based contract, and apply points for this review criteria as appropriate.

Q. What if the agency is in the process of being audited and the current audit is not finished?
A. The prior year audit should be submitted.

Q. Is audit the best way to show agency financial status?
A. Yes.

Q. Can an audit be submitted after deadline?
A. No.

Q. Will Financial Statements be accepted?
A. Yes.

Q. Volunteers of America of Florida (Miami office) is a grantee of 2 Supportive Housing Programs - According to the proposal, one service priority is for

"matching funds support for program providing countywide and neighborhood-based homeless services." Can funds allow request for SHP match funding?
A. In terms of the rules governing the use of funding under RFP No. CBO1516, Yes. However, you may want to confirm the requirements of the proposer's other funding sources, in which case please know that the funding included in this RFP are County General Funds (local tax dollars).

5.0 APPLICATION PROCEDURES AND TIMETABLE

Q.   If I have an after-school program for youth and I believe it is under the category of Children and Families, do I apply in this category or another?
A.   Yes and explain your choice in the proposal narrative.

Q. What if there is a crossover where the Elderly are providing services for children?
A. Generally speaking, the recipient of the service would determine the funding category.

Q. Do we define who is an elderly person?
A. Define an elderly person and it is suggested you use the national source to support the definition of your targeted client and explain your determination in the proposal narrative.

Q. The Criminal Justice category is receiving 16% of the total funding, if one of the categories with the Criminal Justice is removed, how much money is available in this category?
A. The County's Youth Crime Task Force and the Dade-Miami Criminal Justice Council will reallocate this funding to another sub-category in the criminal justice service category.

Q. If we applied in the wrong category, would the agency be notified?
A. No. The agency would not be notified. That is not a curable issue. However, the proposal will still be reviewed and scored by an Evaluation/Selection Committee.

Q. Does an elder needs shelter fit into one of the examples?
A.   Do not try to fit your proposed programs into the examples. These are only examples.

Q. Our organization has an after-school program that includes a psych evaluation of the kids. Can we submit proposals in more than one category for each program component?
A. Yes, but please keep in mind that if you submit multiple program requests that one might be funded and others not funded.

Q. Is there an opportunity to submit letters of support?

A. No, letters of support are not required or requested.

Q. Can you assign two contact persons for the agency?
A. No, just one.

Q. Will you contact agencies for a pre-selection presentation?
A. It isn't very likely based on the anticipated volume of proposals.

Q: During the Cure process, if an organization needs to fix something, do we need to submit a new disc?
A: It will depend on the nature of the technical deficiency.

6.0 EVALUATION AND SELECTION PROCESS OF APPLICATIONS

Q. Is there a point system, for example if an agency meets 70-75% do they move on to a recommendation?
A. No, predetermined scoring thresholds have not been established.

Q. Is there a point system for ranking proposals?
A. No, there is no artificial line at this point in time. This will be determined by the review committee(s) and the recommended awards will be based on the total funding available for that category. If your proposal scores a 100% it does not mean that you will receive 100% of what you asked for.

Q. Are the RFPs Review Committees a public process?
A. Yes, meetings are publicly noticed on the County's calendar. They are open for observation. You cannot talk during this committees, but you can witness. No comments, disruptions, or interruptions will be allowed during the review process.

Q. Do they come up with the scores and funding in that meeting?
A. It depends. If it is a sub-committee, then no. All sub-committees in that funding category must meet later and make award recommendations as one committee. If it is a single committee, yes.

Q. How do you control biases from the reviewers?
A. The reviewers are trained that they cannot bring in outside information, and the proposals must be scored based on the written document. In additional, all reviewers must sign a neutrality affidavit.

Q. Are there additional factors other than the score that can affect funding two similar programs?
A. Yes, and they may be found on page 22 of the RFP document.

Q. For the purpose of scoring the proposal, is the location determined based on the administrative or service site?
A. The applicant's service site(s) is considered for the purpose of determining the main area to be served.

Q. How does this process ensure that taxpayer dollars are distributed throughout all of Miami-Dade County?
A. The human and social services provided will only include those that are proposed. In addition, applicants should keep in mind that awards will not just be limited to the score they receive; they will also take into account factors like the geographic distribution of services.

Q. Why does it (Section 6.3 – Past Performance) have a negative score of -5?
A. In the instance where a grantee was previously terminated due to insufficient performance or a breach of the contract; these points are deducted from their final score. This is only for serious deficiencies such as suspensions or termination of contract with any funding source; not minor finding in a site visit monitoring report.

Q. Will the reviewers look at the examples of services in the RFP and not accept those proposed services that do not match these examples?
A. No, the reviewers will be trained to look at them only as examples and not as specific requirements.

Q. Are we getting our scores?
A. You can. For instance, if you are curious and want to make arrangements to see the scores and pay for copies.

Q. Who are the reviewers?
A. The reviewers are subject matter experts made up of County employees and Non-County employees and may include a non-profit management expert and/or a financial expert.

Q. Is there is a mechanism to ensure that different geographic areas…get some kind of money?
A. Evaluation process. First thing that happens is the scoring. If the county does not receive a proposal for services in South Dade, then we cannot fund that. There are a number of factors that can be considered in addition to the score including the geographic distribution of services within a service category. Let's say elderly meals is not county-wide and three programs available in North Dade [scored 100, 100 and 99) and the South-Dade scored a 90. The amount of available funds can only support 3 and not 4. The committee may consider the geographic area to fund the South-Dade to make sure the service is available county wised.

Q. Are scores averaged?
A. Yes.

Q. Is there a minimum score that will result in elimination?
A. No.

Q. What if we submit multiple programs – and only submitting one (1) in the application. Are the reviewers really not grading that one into one, is that what I understand?

A. The reviewers will be given your entire application, even if you have programs for both Children and Elderly in the original. During the Evaluation/Selection Committee training, Reviewers will be instructed to read the components that fall under the category(ies) that they are reviewing.

Q. If you are an applicant in one category, can you volunteer to be a reviewer in another category?
A. Yes, but that does not mean that you will be selected to review any proposals.

7.0 MIAMI-DADE COUNTY TERMS AND CONDITIONS OF CONTRACT AWARD

Q. What happens to the current (active) contracts ending in June 2016?
A. The Board of County Commissioners (BCC) has authorized an extension of the current CBO contract through the end of the County's fiscal year. It is anticipated that in the Mayor's proposed budget that the Mayor will recommend an additional extension to get to the start date (February 1st, 2017) of the CBO1516 contract awards.

Q. Will the new contract period (February 1 – January 31) change?
A. No, unless there are delays in the award process.

Q. If you apply for 2 different populations, do you submit only two (2) monitoring reports with the proposal?
A. Yes, as applicable.

Q. What if the Children's Trust doesn't monitor us? They only complete reports; do you want to see that?
A. Indicate this and explain it in the proposal narrative. You may elect to include a copy of such a report.

Q. Do you submit a working report for the program or for the agency?
A. Submit the one related to what you are submitting with your proposal.

Q. Can the monitoring report be for the agency as a whole instead of the program?
A. Yes.

Q. Do you submit 2 County monitoring reports or 1 from the County and 1 from another entity?
A. Submit the 2 most recently received regardless of funding source.

Q. Monitoring reports, can they be from Miami-Dade or others?
A. Yes, could be a combination of the two…include most recent.

Q. What if we have never been funded by Miami-Dade County and have not received monitoring/site visits?
A. Make note that never received funding and/or site visit/monitoring.

Q. Do you submit the response to a monitoring report?

A. Yes, submit the agency's response along with the monitoring report.

Q. If you don't have a monitoring report for the program that you are applying for, what do you submit?
A. Submit those that are most closely related to the program if possible. A general report that covers the entire organization is acceptable as well. If you don't submit anything, you need to explain why that is.

Q. If an existing organization proposes a new program that has never been monitored, can the organization submit monitoring report(s) issued for its existing program(s), its staff, or for the organization as a whole?
A. Yes, monitoring reports (preferably from local funders) for other programs, for staff, or for the agency will be acceptable, accompanied with a proper explanation of the specific circumstances.

Q. What if we are a new organization, and we have not been monitored?
A. A proper explanation of the specific circumstances must be included in the proposal.

Q. If you have a desk monitoring report, do you submit this?
A. If this is all that you have, submit it. It is better though to submit one having to do with a site visit. If the desk audit is all that you have, then submit that.

Q. If you are applying for two different populations do you need to submit two separate monitoring reports?
A. Yes.

Q. Can we include monitoring reports for each distinct program?
A.   Yes.

Q. Can we submit a desk monitoring report?
A.   A comprehensive site visit report is preferred.

Q. Can a site visit report given for one program be used for agency's application for another program?
A. If relevant to program or agency overall it will be accepted.

Q. If applicant is a fairly new agency without a site visit report, will this affect your ability to apply?
A. No. However, the proposal should include as part of the narrative a clear description and/or documentation that the proposer is stable and constitutes a good risk.

Q. What if we have 5 funders and about 10 monitoring reports?
A. Submit your latest two versions. Only submit more than two if they are completely different projects.

Q. What if your agency is running on a school pilot program and never has been funded?
A. Must be explained in the program narrative.

Q. Will it cause a problem that the contract period does not coincide with the County Fiscal Year?
A. No. With regards to the currently funded CBOs, the Board of County Commissioners (BCC) has approved continuation funding until Sept 30, 2016. It is also anticipated that the Mayor will make a recommendation, and that the BCC will vote to approve continuation funding beyond this date which will allow for additional time to negotiate and execute the new contracts while receding funding.

8.0 APPLICATION CHECKLIST FOR FULLY COMPLETED APPLICATION AND PRESCRIBED

Q. How should a proposal be submitted if the applicant is requesting funding for multiple programs?
A. The programs should all be submitted under one application. Each organization, regardless of the amount of programmatic requests it submits, will submit one application.

Q: Can multiple programs be submitted in the same category?
A. Yes, multiple programmatic requests can be submitted under the same service area. However, the same program cannot be submitted in the multiple service priority areas.

Q. If we submit 1 package with multiple programs, do we prioritize/categorize which is more important?
A. Each program request must stand alone. One may be funded, but maybe not the other one. They will be scored and funded accordingly. There are additional factors for selection committee to consider.

Q. Should I include copies of the requested documents (for example, an IRS 990 or resumes of the staff) in each section of my proposal?
A. Documents request to be provided must be included at attachments at the end of the proposal. There is no need to include the multiple times. Instead, you may refer to the specific attachment(s) in various sections of the proposal.

Q. You mentioned table of contents, where do you want that included?
A. It is not required, but you may place it after the cover page.

Q. In the RFP it asks you to list sources, can you use footnotes?
A. Yes, you can use footnotes. If you can get an independent statistic, it is better. You can place the footnotes in parenthesis, next to the section, so that you maintain the margins.

Q. When submitting the proposal, do you submit with clips?
A. You can. Keep it simple though. Just don't submit in a binder.

Q. Should we answer with footnotes and have our agency name on every page?
A. You can on the top of the page. But you don't need to. All of the original submittals will be separated and locked up.

Q. Are page numbers allowed?
A. Yes, as long as they are within the margins.

Q: Should we number attachments in the packet?
A: This would be up to you.

Q. Can an applicant submit multiple applications within your Proposal?
A. YES and NO. See Section 2.0 B in the RFP which states that the proposal can include multiple individual programmatic requests but an applicant cannot submit 2 separate applications. Only ONE application under the legal name of the entity can be submitted. One cannot submit requests under two programmatic categories for the same exact program with the same line items, budget and staff.

Q. Can a draft of the RFP be shared with our (organization's) attorneys?
A. Yes.

Q. If providing a CD or DVD how package?
A. Separate from hard copy proposal but include with the package. It would be wise to place CD in an envelope but together with the original.

Q. Entire cover page and attachments includes audits and so forth in CD.
A. It must include all the attachments as well a perfect copy of the original.

Q. Should the CD include all of the attachments?
A. Yes, the CD should serve as a mirror image of the original hard copy.

Q. Should the electronic copy contain all the separate files or should they be submitted as one PDF?
A. The electronic copy must be submitted as one (1) PDF file.

Q. Can we submit the application (RFP) on a Flash Device?
A. No.

Q. Can agency add lines on the budget form?
A. Add additional sheets as necessary.

APPENDIX A. COVER SHEET AND CHECKLIST

Q: Where do I submit MOUs?
A: Reference them in narrative and add them as an Attachment. Do not submit letters of support.

Q. Is a W-9 required as well?
A. No, the W-9 will be required if your organization is awarded funding.

Q. Are tabs allowed?

A. No, and the same goes for spiral-bound and staples. However, binder clips are acceptable.

Q. Should the agency's name be on every page of the proposal?
A. This is not required, but the organizations can if they want to.

Q. Are page numbers allowed in the margins?
A. Yes.

Q. In between sections, color dividers?
A. No, often times people will do that and its heavier or plastic cover sheets, not recommended.

Q: Do I need to write "original" on each page of my original submission package?
A: No; just on the cover page.

Q: Do I need to write RFP# on each page?
A: No.

Q. How many copies of the proposal need to be submitted in PDF?
A. The applicant may submit one original application (proposal) and one complete exact identical copy of that original in one PDF file on a CD-R or DVD-R (non-writable). Separate PDF files are not acceptable.

APPENDIX B. PROPOSAL NARRATIVE

Q. Do we have to include the information about the organization's experience in each program request?
A. No. Section 1 and Section 2 are included only once in the proposal, as they pertain to the organization. In contrast, Sections 3 through 7 are different for each program and must be included in each program request.

Q. For the narrative, what happens if you exceed the amount of space that is required, will that be a problem?
A. Please adhere to the page limits for each section.

Q. Is there a specific font to submit the RFP?
A. Use a simple Times New Roman, Arial, etc. Nothing fancy.

Q. How to submit the proposal?
A. Single-sided, 12 point font, 1 inch margins, and unbounded. You can rubber band or paper clip. One (1) hard copy of the original, including attachments should all be packaged together, not separately. If a copy is submitted on disc (disk), one (1) Portable Document Format (PDF). The PDF must be a mirror image of the original complete copy.

Q. Application should be submitted in single or double space?

A. Single space.

Q. For outcome measure, can self-efficacy measures be used?
A. Yes, surveys, for example, can be used as an outcome measure. Outcome measures do not always entail a pre and posttest type of measure. The applicants should choose their own measures and justify, in their narrative, why these are good measures for their organizations.

Q. Narrative limit – If you have multiple programs, are all of those programs included in the 14 page limit?
A. No, each program narrative is limited to 14 pages.

Q. If you are submitting multiple programs, are you going to have a budget and narrative for each program?
A. Yes.

Q. Do/can the documents need to be double-sided?
A. No, the documents should be single-sided.

APPENDIX C. BUDGET FORMS AND BUDGET INSTRUCTIONS

Q. Can we include the requested County funding in the Agency-Wide budget?
A. No, because no official award has been made.

Q. Can an agency use the services of a temporary staffing agency to provide facilitator services? If yes, is the agency allowed to bill for the entire cost of the services (hourly rate of the facilitator + staffing agency administrative cost)?
A. The contract will require that all subcontracts must be submitted to the County for prior approval. If the subcontract is approved, then depending on the facts provided in the narrative budget justification, the portion of the cost for the facilitator could be billed as a direct cost and the staffing agency administrative cost billed as an indirect or administrative cost subject to the percentage cap on such costs.

Q. In the budget section, it states that you can charge for mileage transportation, is this correct?
A. Yes.

Q. Can you include client transportation in your proposal?
A. Yes, for example the transportation of meals is allowed, but out of town travel is not acceptable.

Q. Is food an allowable expense?
A. Yes. For instance, elderly meals are allowable expenses.

Q. Matching required [page 9]?
A. No, Match is not required

Q. Can we include the value of in-kind services (ex. volunteers' work) apart from the cash?
A. No. Only monetary resources (cash) must be listed in the budgets. Estimates of non-monetary (In-Kind) services or donated resources may not be included in the program budget, or in the agency-wide budget. Explanations for the use of in-kind resources and their estimated value may be described in the proposal narrative/program description.

Q. Should the administrative cost included in the budgets be broken down by component (specific elements)?
A. Yes. Line Item "Admin. Cost" lumping all administrative costs together would not be acceptable.

Q. With the line item budget, do you submit figures with decimals or not?
A. No, just round to the nearest dollar.

Q. Are matching funds required?
A. No.

Q. Are matching funds required?
A. Not required, but reviewers may look favorably on matching funds.

Q. Marketing?
A. This will not be viewed as a direct expense.

Q. % In-kind and match needed?
A. No matching requirements for this grant. However in the cost criteria, your organization might score higher if you have other funding. In-kind, same thing goes. However do not include in kind in your budget. Include this information in your proposal narrative.

Q. In reference to the budget, because we are underfunded benefits of insurance, can the budget include these?
A. Yes, it can it depends on the agencies policies when hiring staff if health insurance is a benefit.

Q: Would grant writing be a direct or indirect cost?
A: Grant writing is not an allowable expense.

Q: Is there a limit on what % of an organization's annual budget can be applied for?
A: No, but there is a $1M limit. Be realistic. Doubling one's budget overnight could be problematic.

Q: Is a volunteer coordinator's salary direct or indirect?
A: Generally speaking, this is indirect.

Q. Which costs are considered direct and which – indirect?
A. There is no one answer to the question how to classify the different costs related to the myriad of proposed services. The Rule of the Thumb is: if a particular item/resource/staff is directly used by/interfaced with the program participants, than the cost is probably a direct cost. Depending on the program services, it is possible to allocate as a direct cost a portion of an expense while the remaining portion is classified as indirect cost in the budget. Example: A portion of all paper purchased by the agency is used by the program participants during tutoring classes. Correspondingly, the estimated portion of that paper expense may qualify as a direct cost.

Q. Do I submit my provisional indirect cost rate letter with my application?
A. No

Q. If I submit two (2) programs, how many budgets are required?
A. The agency must submit two (2) budgets.

Q. Can I submit a request for administrative costs?
A. Yes. Costs for administrative staff should be allocated across different funding sources.

Q. The instructions on the budget form say give us the first initial and last name of the staff person. How should this be addressed if we do not have the names?
A. If staff is already there and you know who they are, give the names. If you do not know put To-Be-Determined (TBA), and in the narrative justification you can explain.

Q. Should we include in-kind or matching funds?
A. No. Do not include in-kind on the budget, only cash donations and other funds. Matching funds are not required.

Q. Do I need to use the attached forms or can I use our own forms?
A. Yes. You can use your own forms, if it's the same or identical.

Q. Will you email the forms?
A. You will receive an email that Addendum #1 can be downloaded.

Q. What if an Administration Personnel completes different facets of the program?
A. You must clarify that the administration personnel explained completes direct and indirect services.

Q. In what style would you like the agency-wide budget?
A. You may submit whatever style you currently have.

Q. Is there a minimum requirement for the agency-wide budget?
A. There is no minimum total required for the agency-wide budget. Do not include in-kind donations.

Q. Concerning the direct services on a budget, is data-entry considered a direct cost?
A. This would depend if this information is due to an employee interviewing clients. It all depends if they are handling clients.

Q. Should the agency-wide budget be for the fiscal year or for the period term listed on the application?
A. The agency should share what they have as long it has a period identified.

Q. Can the money be used for enhancement of services?
A. Yes.

Q. Can you buy computers?
A. Yes.

Q. After going over our notes two questions arise: 1. Should we present a global budget, and then the budget by program? 2. How are the services provided going to be reported to the County, and with what periodicity?
A. Proposals must include a program-specific budget separately for each program request included in the one application and an agency-wide budget that only includes existing dollars (do not include funding requests of any kind that have not been formally awarded). 2) Reporting requirements are included in the draft contract agreement that is attached to the RFP document. Monthly reports are required.

Q. Would part time teachers in an afterschool program be considered contractual or just part-time staff?
A. Part-time teachers would only be considered as contractual if your organization contracts with each one individually rather than hiring them as your agency's staff. The number of hours that they work does not impact whether they are contracted or hired staff.

Q. Can we apply to match funds for the Head Start Program? As a Delegate agency for Head Start can we apply to offer other programs under the Service Priority Areas? Can these funds be used for an aftercare program dedicated to below poverty level and at-risk children?
In terms of our requirements, there is no prohibition for using funding under this RFP to match another grant. However, you should check with the other funding source as well to see if it is allowable. Again, from our perspective, your agency's status as a Delegate Agency should not impact you in any way in terms of application, but you should confirm this with the entity that oversees your role as a Delegate Agency. In response to your last question – Yes.

APPENDIX D. LABEL

APPENDIX E. MIAMI-DADE COUNTY AFFIDAVITS AND REQUIREMENTS

Q. If we don't have corporate seal…?
A. You may use a stamp or if nothing, I suggest getting a notary.

Q. Should the county required insurance be in place before applying?
A. No.

Q: Can staff notarize documents? Does this cause a conflict of interest?
A: They should not notarize if they have "skin in the game" or are directly involved in the program.

APPENDIX F. Miami-Dade County Vendor Registration Package (for information only)

Q. If we are an existing funded organization can we use our existing vendor # or do we have to reapply.
A. As long as your vendor registration is current and active, your organization would not be required to reapply. Please keep in mind that vendor registration is a condition of contracting and will only be required for those organizations that are recommended for and awarded funding at the conclusion of this process.

APPENDIX G. BOARD OF DIRECTOR'S FORM

Q. Concerning the Board of Directors sheet; must we use that specific form or can we use our own?
A. You can submit another version but it must be in the same order.

APPENDIX H. COLLUSION AFFIDAVIT

Q. Are all affidavits required with the proposal or at time of contract negotiation
A. Only the Affidavits included in Appendix E of the RFP documents are required to be submitted as part of your proposal.

APPENDIX I. DUE DILIGENCE CHECKLIST

Q. Do we have to complete the Due Diligence Checklist attached to the RFP document?
A. No. The Due Diligence Check List is provided for information purposes only, and will be completed by County staff during the due diligence review of the proposals, as part of the RFP process. It is recommended that, prior to submitting their applications, applicants check the websites listed in the Checklist to ensure they contain accurate and current information, if applicable, and include in their proposals explanations of any notable facts or circumstances.

Q. If the County is completing the due diligence, do I need to worry about it?
A. You need to check your agency's due diligence so that you can answer and respond if you find anything.

Q. The agencies do not have to concern themselves with the due diligence review since this is handled by OMB, correct?
A. No, the organizations should conduct their own due diligence review to know in advance what questions can come up and address those potential questions in the proposal.

Q. Are the areas highlighted in black in the Due Diligence Checklist not required?
A. Correct, they are blacked out because they do not apply to this funding stream. The proposers need not worry about these requirements.

Q. What websites should be checked for Due Diligence?
A. A list is included in RFP package on the Due Diligence checklist.

APPENDIX J. DRAFT AGREEMENT

Q. Do we submit a draft agreement?
A. No, we'll give you a new one if funded to sign.

MISCELLANEOUS

Q. Do you have a list available of organizations that have received funding in the past?
A. Look on the web site- Miamidade.gov under the Office of Management and Budget. There you will find the funding to organizations for the current year.

Q. Where are the RFP documents available?
A. Documents are available online at www.miamidade.gov/grants. Fillable funds will be available through an addendum. Forms will be available electronically, however you MAY NOT change the form or you will probably be affected in the scoring [lower].

Q. Can we fill out one form and then print the others?
A. Yes, this is allowable.

Q: Can OMB staff add additional recipients to email list?
A: No; additional folks need to add their own email addresses on our website.

Q. Which organizations have received grants and for what amounts?
A. This information can be found in the FY 15-16 Adopted Budget which can be found on County's webpage. Once you are in the County's webpage, click on "Departments",

then "Management and Budget", and then on the "Adopted Budget" where you will find the information starting on page 322.

Q. Is there an IT person to go to if issues? If you have problems signing to the system.
A. No.