



RFP for Post-Release Reentry Services Additional Questions and Answers (Updated 9/22/2015)

Question: What can you tell us about the referral process for returning citizens entering the program? How will the referrals arrive to the program? Will the program have the right to refuse referrals?

Answer: We are looking to applicants to tell us how they will go about connecting with potential clients and enrolling them into their proposed program. We want programs to be individualized to meet the needs of each program participant, and we recognize that no program will be able to meet every person's particular needs. We will consider programs that have eligibility requirements that only accept certain people (e.g., single gender programs) and still meet the objectives of the RFP. It is acceptable for a program to have a rigorous intake process, as long as the proposal explains that process and justifies how it allows the program to help the people it serves to reach success. If a program has eligibility requirements that refuse certain referrals, it would be helpful to have the grant proposal include the program's overall acceptance rate for referrals. We would also like to note that all of the returning citizens being served by this grant funding were incarcerated for drug offenses that were non-violent.

Question: What are the start and end dates of the grant term (assuming a one-year grant period)?

Answer: Due to OSI-Baltimore's grant approval cycle, grant funding will be awarded no earlier than December 1, 2015, and no later than January 1, 2016. We anticipate that the first returning citizens to be served under this grant will be released in November 2015, so we would like to award grant funding as soon as possible. The grant term will be either one or two years, depending on the applicant's proposal. For example, a one-year grant beginning on December 1, 2015 will end on November 30, 2016.

Question: May an applicant organization propose a *per capita* rate for clients served?

Answer: Yes, applicants may propose a *per capita* rate for services provided. We do not yet know the exact number of people who will be released under these Presidential commutations, so we recognize that it may be difficult for applicants to develop an exact budget for this program. Budgets may reflect an organization's capacity to serve clients with an "up to" or "not to exceed" amount. If applicants choose to submit a *per capita* budget, we ask that they also submit a traditional budget alongside it.

Question: Will the clients definitely be coming from a federal residential reentry program? Is there a chance/possibility that the clients could come to applicant organizations directly from federal prison?

Answer: The Bureau of Prisons has the discretion to release low-risk, minimum security individuals directly from prison to home confinement with a GPS monitor to serve out the remainder of their sentence. We anticipate that most people within our target population will be released to a halfway house for a period of three to six months. Also, by definition, individuals released to home confinement have more stable supports and thus are less in need of services. Nonetheless, applicants should describe how they will identify, connect with and serve individuals who are released directly to home confinement if the individual desires and is assessed as needing services. NOTE: the service period for individuals released to home confinement should begin right away, whereas the service period for individuals in a halfway house would begin after their release, with some upfront assessment and planning before the release date.

Question: Since our organization only serves women and you are seeking to serve both men and women with this funding, do you advise us to not seek the full \$250,000 maximum grant award?

Answer: Yes, if an applicant organization focuses only on a subset of RFP's target population (e.g., only women or only fathers) we advise the applicant not to seek the full award amount. Additionally, we recognize that no provider is likely to be able to serve returning citizens throughout the entire state. Given that we have a particular focus on Baltimore, we do want to ensure that at least part of the funding available is being used to serve returning citizens in Baltimore City, so if an organization's target geographic area is entirely outside of Baltimore, we advise that organization not to request the full \$250,000.

Question: What percentage of the target population will be returning to Baltimore City?

Answer: Because we do not yet know the identities of the specific people being released, we do not know the exact number of returning citizens, or what their exact destinations will be. We will try to get more specific information and share it as it becomes available. As a rough estimate, we do know that up to 367 people from Maryland are eligible for release under this set of Presidential commutations, and we know that Baltimore is overrepresented in Maryland as a destination for returning citizens, so we anticipate that a significant proportion of the target population will be returning to Baltimore City.

Question: Approximately how many people would you like a specific provider to be able to serve under this grant?

Answer: We would like providers to be able to serve as many of the eligible 367 Marylanders who are released as possible, but given that we do not yet have exact numbers regarding how many people will ultimately be released (or under what timeframe), we understand that it may be difficult to determine the exact number of returning citizens any given provider will serve. At a

minimum, we would like applicant organizations to be able to serve 50 returning citizens, though as stated above, budgets may use an “up to” or “not to exceed” amount based on an organization’s maximum capacity. Due to the fact that we do not yet have exact numbers regarding when, where, or how many people will be released, we recognize that the ultimate number of returning citizens served may be less than anticipated in an organization’s submitted budget. In this case, part of the evaluation of such grants will include monitoring of outreach to ensure that appropriate attempts at contacting and connecting with returning citizens were made. In the event that the target population is released more slowly than anticipated, it may be possible to extend the grant term to give it a later end date, though this would not change the amount of funding provided to an organization.

Question: The RFP mentions the possibility of visiting inmates in prison before their release to begin intake and service planning. Is the organization responsible for setting up such visits, or is there already an agreement in place?

Answer: There is no agreement in place at this time. If an organization chooses to begin working with the target population before release, they would have to set up such visits themselves, including working out allowances and restrictions with prison staff.

Question: What kind of tracking or metrics do you expect from applicant organizations?

Answer: We would like to see both outputs and outcomes in the evaluation of grants. We expect organizations to work with and track service recipients for at least six months following their final release from prison or residential reentry program, but would prefer services and tracking lasting for a full year. Exact data points tracked will depend on the range of services provided, but examples include the number and percentage of individuals:

- Contacted
- Assessed
- Enrolled
- Meeting set goals or completing program requirements
- Placed into employment or educational settings (depending on personal goals)
- Maintaining employment, sobriety, or addiction treatment services for six months
- Recidivating

Question: Will the target population be on parole or remain under supervision after leaving the halfway house?

Answer: Because the target population is being released from federal prisons, they are being served under the federal process, which does not include parole. Typically, federal prisoners serve the last few months of their sentences in halfway houses, after which point they are released without further supervision. Nonetheless, organizations should speak with the halfway houses their clients are being released from to confirm that they do not have any remaining requirements to meet after release. Under very rare circumstances, it is possible that some

individuals may be released from federal prisons to home confinement rather than halfway houses; such individuals will be subject to different requirements and supervision than the rest of the target population.

Question: Are there any font or formatting requirements for proposals?

Answer: The page limits delineated in the RFP are general guidelines rather than strict requirements. As long as proposals are readable, we do not have specific font or formatting requirements. We do request that proposals be as concise as possible, understanding that in our view, less is often more. A 5-page proposal is no less likely to be accepted than a 15-page one. Relatedly, we understand that not all organizations have professional grant proposal writers, and our practice is to judge proposals based on the quality of their content rather than their prose.

Question: How will grantee(s) be notified of potential clients?

Answer: OSI-Baltimore will not receive advanced notice of potential releasees. To be responsive to the RFP, applicants must detail how they intend to identify potential clients and enroll them in the proposed program.