

<p style="text-align: center;"><b>Missouri Department of Corrections</b> <b>Community Reentry Funding Applications</b> <i>Frequently Asked Questions</i></p>
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- 1. Do I need to re-apply for funds if I am currently funded for community reentry under SDA 480-001?**
  - Yes. Funding for the first round of community reentry funding does not renew or extend for the new contract period. A new application must be submitted.
  
- 2. Who can apply for community reentry funding?**
  - Only entities with documentation of nonprofit corporation under Chapter 355 RSMo. <http://www.moga.mo.gov/statutes/c355.htm> or Section 501(c)(3) of the Internal Revenue Code <http://www.irs.gov/charities/charitable/article/0,,id=96099,00.html> may apply for funding. Proof of status must be submitted to the Department of Corrections before consideration of award.
  
- 3. How can I learn more about the Missouri Reentry Process?**
  - Details about the Missouri Reentry Process are available on the following web-site: [http://www.doc.mo.gov/reentry/MRP\\_Other.htm](http://www.doc.mo.gov/reentry/MRP_Other.htm)
  
- 4. What kind of relationship should the applicant for community reentry funding have with the local MRP (Missouri Reentry Process) team?**
  - If a MRP team exists in the community, the applicant should be participant on the local MRP team; if not a current participant, then the applicant will be expected to join the team, attend meetings, be an active participant and on-board with decisions the team as a whole recommends. However, the applicant should not discuss the RFA with the MRP team during the bidding process; it is important (mandatory) to not ask the Department of Corrections' staff to assist with the application response.
  - If there is no MRP team in the area, the applicant should show a long standing working relationship with other local community partners (i.e. Probation and Parole, social service providers, mental health providers, and/or faith based entities).
  
- 5. What is the anticipated contract period of SDA 480-002 for community reentry funding?**
  - The Department of Corrections anticipates application start dates will be November 1, 2009 with an initial end date of June 30, 2010. However, the providers who are in compliance with their contract will be eligible for automatic renewal through October 31, 2010.

- 6. If I am currently receiving funding from SDA 480-001, will there be a lapse in funding until new funding is awarded?**
  - If requested, the Department of Corrections will extend the current funding applications until October 31, 2009; however, no additional or new funds will be provided to the current providers.
- 7. If I have questions about the community reentry funding application once the application is available on-line who can I talk to?**
  - All questions **must** be directed to either Emily Johnson at the University of Missouri 573.884.5472 or [johnsonemi@missouri.edu](mailto:johnsonemi@missouri.edu) or Lisa Meyer at the Department of Corrections 573.526.6611 or [Lisa.Meyer@doc.mo.gov](mailto:Lisa.Meyer@doc.mo.gov)
- 8. What is the amount of community reentry funding I can apply for?**
  - Applications up to \$100,000 will be considered for award.
- 9. Can I submit multiple applications for different community reentry projects or regions?**
  - Yes. Multiple applications may be submitted; however, each application must be sealed in a separate shipping container or envelope.
- 10. Can I submit a handwritten application for funding consideration?**
  - No. All applications must be typed to be considered. See Section 5.1.3 for specific guidelines.
- 11. What are the funding priorities for the community reentry funding application?**
  - The statewide funding priorities are listed in Section 2.1.4 of the application.
- 12. Are the funding priorities the only initiatives that will be considered for community reentry award?**
  - Other innovative activities not listed in Section 2.1.4 will also be considered.
- 13. Is there funding available for staff to attend conferences and other activities in which the offenders do not participate?**
  - No administrative costs for staff to attend conferences and other activities are allowed.
- 14. Is funding available to pay staff currently employed by the organization applying for community reentry funding?**
  - No. Any current staffing expenses are not eligible for payment or reimbursement. However, additional work hours may be funded for any staff who assume additional duties associated with this application (i.e. an employee currently works 20 hours a week but due to this new project the employee will work full-time).

- 15. Is mileage reimbursement allowed for staff traveling to meet offenders?**
- Yes. Funding is only available for which there is a direct benefit to the offender i.e. transportation services to directly assist offenders only.
- 16. Am I able to hire former offenders?**
- In accordance with Section 2.12 of the community reentry application, any person under the supervision of the federal, state or county government for any conviction(s) must be approved in writing by the state agency Division Director.
- 17. Are federal offenders eligible for the community reentry application funds?**
- No. Only offenders under the supervision of the Department of Corrections are eligible.
- 18. Are indirect costs allowed for the community reentry funding opportunity?**
- No. The Department of Corrections will not pay for any costs that are not directly related to serving the offender for this funding opportunity.
- 19. Who do I need to supply resume information for?**
- A brief resume summary of individuals who will be providing direct services to the offenders. Only provide information relevant to providing services to the offenders. There is no need to provide resume information for administrative staff.
- 20. How will community reentry funding applications be scored and ranked?**
- Section 3.1, sub-sections a-g, provide details and the maximum points for each category. Please note preference points will be assigned for applications which address the funding priorities detailed in Section 2.1.4.
- 21. Is there any directive for the formatting the application response?**
- Yes. Details about the application submission information are available in Part 5. See Section 5.1.3 for specific guidelines.
- 22. If a response to a question conflicts with the community reentry application what do I do?**
- Contact the buyer of record. The only official position of the Department of Corrections is that which is stated in writing and is incorporated in the application.
- 23. How will the evaluation team determine which applications are awarded?**

- Awards will be made to the best comprehensive applications received for each region.
- 24. How will I be notified if I am awarded funding for the community reentry application?**
  - You will be notified by written authorization by the Department of Corrections.
- 25. What if the budget I submit needs to be updated after an award is made?**
  - All requests, along with justification, for budget revisions must be e-mailed to the University of Missouri contact person. All changes must ensure the application outputs and outcomes will be the same. Any budget change approval will be authorized by written authorization only. The awardee can move a maximum of 10% of the total award within the budget categories without department approval.

**Questions added after the pre-application conference.**

- 26. If an application is for multiple counties in a region where should all counties be included on the Application Summary Form?**
  - All counties should be listed on the Application Summary Form. Use space at the bottom of the form, if necessary. Please note, if counties to be served falls in two or more P&P regions you should submit a separate application for each region.
- 27. What should I include in the section titled In-Kind Contributions on the Application Summary Form?**
  - Any additional services, space or other valued items that are not going to be paid for by funding the application.
- 28. What are the links to the Department of Corrections web-site for Purchasing and MRP (Missouri Reentry Process)?**  
[http://www.doc.mo.gov/division/hservice/FMU/PS\\_BidOps.htm](http://www.doc.mo.gov/division/hservice/FMU/PS_BidOps.htm)  
[http://www.doc.mo.gov/reentry/MRP\\_Other.htm](http://www.doc.mo.gov/reentry/MRP_Other.htm)
- 29. Do I need letters of support for this application?**
  - No. Letters of support are not requested or required for this application. Remember: Do not contact any state staff with questions about the application other than Emily Johnson or Lisa Meyer, as stated in the application.
- 30. Can offenders from other jurisdictions, including other states or under the supervision of the federal or local governmental agencies be included in the services provided?**

- No. Only offenders under the jurisdiction of the Department of Corrections, Division of Probation and Parole are eligible for the services to be provided in SDA 480-002.
- 31. Do I have to be a member of the local MRP Steering Team to apply for funding?**
  - No. However, if awarded funds you will be encouraged to work with the local MRP Steering Team after contract award.
- 32. Is transitional and/or residential housing allowable in the application?**
  - Yes. Either of the housing alternatives as listed above is allowable as funding opportunities. However, the RFA does not limit the housing applications to only these.
- 33. What type of detail do I need to include in the application if I plan to provide a gas card?**
  - The applicant should clearly identify their concept criteria and plan for issuance and usage of the gas card.
- 34. Are conference expenses for staff or volunteers allowed for this application?**
  - No. Conference expenses are not allowable for this application.
- 35. When will I receive the format of the reports that are due on a quarterly basis?**
  - Reporting information, including format and categories, will be provided to you shortly after contract award by the University of Missouri.
- 36. What do I need to do if I have existing employee(s) who have been convicted of a felony or a misdemeanor or who is currently under the supervision of the federal, state or county government for any conviction?**
  - Any person who has been convicted of a felony or a misdemeanor or who is currently under the supervision of the federal, state or county government for any conviction(s), or under supervision of a municipal correctional agency for a conviction of moral turpitude, must be approved in writing by the state agency Division Director before providing services under this contract.
- 37. Are administrative costs to provide oversight as well as services not provided directly to the offender allowable?**
  - No. Administrative and costs not directly related to serving the offender are not allowed to be funded.
- 38. Do I need to itemize all costs on the budget page?**

- Yes. All costs must be reasonable and necessary expenses. In addition, all costs must be itemized on the Budget Detail Worksheet (Exhibit C).
- 39. Which individuals do I need to provide information for on the Personnel Expertise Summary (Exhibit A)?**
- Key personnel, including volunteers and contracted staff, who will be providing direct services to the offenders.
- 40. Which category do I include contracted staff on the budget page?**
- Contracted staff should be identified under Section F. Contracts of the Budget Detail Page (Exhibit C).
- 41. If I currently am receiving funding from the initial Community Reentry Initiative can I use the same name on this application?**
- Yes. It is appropriate to use the same name if continuing the same services.
- 42. Can I submit my document electronically?**
- No. All applications must be in a sealed envelope or shipping container and delivered to the Department of Corrections by the closing date and time noted on the last amendment cover page.
- 43. What do I need to include in the response packet to SDA 480-002?**
- The following pages must to be included in the response packet:
    - Amendment Cover Page (signed by applicant)
    - RFA Cover Page (signed by applicant)
    - Checklist for Application Submission
    - Application Summary Form
    - Exhibit A Personnel Expertise Summary
    - Exhibit B Timeline
    - Exhibit C Budget Detail Worksheet
    - Exhibit D Budget Narrative Page
    - Up to a 10 page narrative which responds to Section 3.1
- 44. What is the difference between supplanting and supplementing?**
- Supplanting is when you use DOC funding to replace federal, state, or local funds which otherwise would have been spent on that personnel, activity or service.
  - Supplementing is the use of funds in the organization to add other financial resources, not take the place of existing funding.
- 45. What is the definition of an indigent sex offender?**
- An indigent sex offender is defined as an offender whose income is at or below the U. S. poverty guidelines.