



# 2019 COMMUNITY INCENTIVE GRANT PROGRAM

NOFA APPLICANT WORKSHOP



# AGENDA

- Welcome/Introductions
- NOFA Discussion
  1. Funding Availability
  2. Award Information
  3. Application and Submission Requirements
  4. Program Description
  5. Application Review and Award Decision
  6. Administrative Information
- NOFA Application Review
- Questions/Answers
- Adjourn



# NOTICE OF FUNDING AVAILABILITY

NOFA



# APPLICANT WORKSHOP PURPOSE

## **PURPOSE:**

Obtain clarification of the requirements of the NOFA and to receive answers to relevant questions.

## **QUESTIONS ARE PERMITTED BUT.....**

Impromptu questions are permitted and spontaneous answers will be provided during the conference, *the only official answer or position of the State will be stated in writing in response to written questions.*

## I.1 PURPOSE

- To obtain competitive proposals from qualified community organizations who are interested in enhancing, expanding and/or increasing coordination of reentry services and community supports.
- St. Tammany Parish Only

## 2.1 OVERVIEW- GOALS & OBJECTIVES

1. Reduce prison admissions	Expanding alternatives to prison such as pre-trial intervention and/or diversion programs
2. Reduce returns to prison	Improving and expanding community reentry resources
3. Improve community coordination of re-entry resources	Providing services to access existing direct services or programs or developing a comprehensive community strategy for collaboration among multiple entities

## 2.2 TARGET POPULATION

The target population shall be those individuals who are ***high and/or moderate risk*** for recidivism:

- Serving a hard labor (felony) sentence under the custody of DPS&C or a state judicial district court;  
or
- Any other person with a pending felony charge who volunteers to participate in a recognized pre-trial diversion program.

## 2.3 AVAILABILITY OF FUNDS AND FUNDING PRIORITIES

### Eligible Project/Programs

- Transportation
- Employment Development
- Direct Services



## 2.3 AVAILABILITY OF FUNDS AND FUNDING PRIORITIES CON'T

An applicant can extend services provided to parishes adjacent to the eligible parish:

- Provided the expansion of services are cost effective;
- There's a documented need; and
- Funding is available (i.e. providing transportation services to St. Tammany and Tangipahoa).

\*DPS&C will make the final determination of providing additional services to adjacent parishes at the time of award.

## 2.4 AWARD PERIOD

- Shall begin on or about November 1, 2019 and is anticipated to end on October 31, 2021.
- Up to 24 months with concurrence of the applicant and all appropriate approvals.

## 3.1 ELIGIBILITY AND QUALIFICATIONS FOR APPLICANT

- Community organizations include:
  - Nonprofit,
  - Local Governmental Entities
  - Judicial Districts
  - For-profit organizations or corporations **are ineligible.**
- Collaboration among organizations is allowed
  - Proposals must clearly identify **one official applicant.**

## 3.1 ELIGIBILITY AND QUALIFICATIONS FOR APPLICANT CON'T

- Code of Ethics
- Determination of Responsibility
- Use of Sub-Grantees

## 3.2 SCHEDULE OF EVENTS



### 3.4.3 BLACKOUT PERIOD

- The blackout period begins upon posting of the NOFA and will end when contract is awarded.
- In those instances in which a prospective applicant is also an incumbent contractor, the State and the incumbent contractor may contact each other with respect to the existing contract only.
- All inquiries regarding this NOFA must go to Tammy Grant.

# 4 PROGRAM DESCRIPTION

- 4.1 Scope of Services
- 4.2 Deliverables
- 4.3 Project Requirements
- 4.4 Performance Measures
- 4.5 Performance Standards

## 5.2 EVALUATION PROCESS

<b>Criteria</b>	<b>Maximum Score</b>
Organizational Background and Experience	15
Project Narrative	20
Approach to the Scope of Work	25
Proposed Budget	20
Louisiana Veteran and/or Hudson Initiative	12
<b>Total Points</b>	<b>92</b>



## 5.3 AWARD DECISION

- 5.3 Intent to Award
- 5.3.2 Grant Award/ Contract Execution (Appendix A)
- 5.4 Grant Agreement Requirements
  - 5.4.1 Taxes
  - 5.4.2 Insurance Requirements for Applicants
- 5.5 Payment Terms



# NOFA APPLICATION

2019 COMMUNITY INCENTIVE PROGRAM



# APPLICATION INSTRUCTIONS

- One (1) original and six (6) copies
- One (1) searchable electronic copy (USD Flash Drive or CD)
- Delivered, courier or hand delivered at the applicant's expense to Tammy Grant
- Fax or e-mail submissions will not be accepted

# APPLICATION CHECKLIST

	Application Item	Required
	Cover Letter (original signature required)	Yes
	Official Application	Yes
	Appendix A- Application Checklist	Yes
	Appendix B- Budget and Budget Narrative (original signature required)	Yes
	Appendix C- Certification Statements (original signature required)	Yes
	Appendix D- Financial Statements	Yes
	Appendix E- Non-profit Status (original signature required)	If applicable
	Appendix F-Organization Overview	Yes
	Appendix G- Collaborative Partnerships	If applicable
	Appendix H- Project Timeline	Yes
	Appendix I- Logic Model	Yes
	Appendix J- Electronic Vendor Payment Solution (original signature required)	Yes

# OFFICIAL APPLICANT INFORMATION

- The official applicant will hold all contracting responsibilities and liabilities.
- The entity identified in the organization information section of the application will be considered the official applicant.

## C. PROJECT ORGANIZATION OVERVIEW

### **Lead Organization**

- The organization serving as lead does not have to be the official applicant.
- However, the official applicant as the contracting responsibilities and liabilities.
- A project lead who is not the official applicant will be considered a sub-grantee for the purpose of the contract.

## D. PROJECT NARRATIVE

- Problem Statement
- Proposed Project Parish
- Target Population
- Participant Identification
- What's being proposed and why
- Annual Funding Request
- Challenges
- Statement of Anticipated Results

## E. APPROACH TO THE SCOPE OF WORK

- List specific program goals and outcomes
- List activities and services to be provided
- List specific tasks to be performed by either the organization and/or project team
- Participant Engagement
- Approach to Project Management and Quality Assurance
- Performance Measurement Plan
- How will you measure changes in participants?



## Appendix B- Budget Worksheet and Budget Narrative

### Budget Worksheet

Budget Category	Requested Amount (Year 1)	Leverage Sources		Total
		Cash or In-kind	Amount	
Personnel Services	\$		\$	\$
Fringe Benefits	\$		\$	\$
Supplies/Equipment	\$		\$	\$
Office/Meeting Space	\$		\$	\$
Travel	\$		\$	\$
Other	\$		\$	\$
<b>Total Budget</b>	<b>\$</b>		<b>\$</b>	<b>\$</b>

Note: Any modification or loss of leverages sources shall not negate the responsibility to provide services as specified with the awarded contract.

<b>Number of Participants Annually</b>	
<b>Cost per Participant (Requested Amount Total Budget/ No. of Participant)</b>	\$

### Budget Narrative

Clearly describe every each line item stated within the budget and the purpose of said item. The proposed budget should be complete, cost effective, and allowable (i.e. reasonable, allocable, and necessary for project activities). The narrative should also explain how the applicant estimated and calculated all cost, and how those costs are necessary to the completion of the proposed program.

\_\_\_\_\_  
Official Applicant Organization Name

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

## A QUICK NOTE ON APPENDIX.....

- Appendix D- Financial Statements
  - 3 years of preferably audited financial statements
- Appendix E- Non-profit Status (if applicable)
  - Proof of non-profit status
  - Certified copy of board resolution
- Appendix F- Organization Overview
  - List of all personnel considered “Key” to the success of the project
  - Project team additional requirements
- Appendix G- Collaborative Partnerships (if applicable)
  - If considered a sub-grantee, a MOU or a Letter of Partnership must be attached.

## QUESTIONS????

- Remember: All DOC responses given today are “unofficial”.
- All questions must be followed up a written inquiry by Sept. 5<sup>th</sup> at 3:00pm
- All questions received (and responses) will be added to LaPac and DOC’s website.