

**Juvenile Justice Reform Local Diversion Grant (JJR Grant)
Announcement of Funding – Questions & Responses
8/24/18**

-Is it expected that the provider would cover an entire region with services, or may we target specific counties (with exception to Davidson and Shelby) across the state?

-May providers choose counties within regions to provide services or must all counties be covered in one proposal?

-When proposing services within a region, does the proposer have to propose to serve all counties listed on page 5 under that region, or can a proposer select specific counties from the list within the region to target?

-Do all counties have to be served within an identified TMDHSAS Region or may you submit a proposal to serve some, but not all counties?

It is not expected that a proposal will cover all counties in a region. Proposals may cover specific counties, a selection/group of counties, or an entire region.

What does the state consider the average cost to support out of home placements?

Data used to support the targeted counties was provided by the Department of Children Services. The DCS website includes various annual reports and research information. The 2015-2016 Juvenile Justice Report on Evidence-based Services from January 2017 may be helpful when considering the average cost to support out of home placement. (<https://www.tn.gov/dcs/program-areas/qi/policies-reports-manuals/juvenile-justice.html>) Page 6 of the report provides average cost data based on the level of treatment that varies from \$120 daily up to \$483 daily. Proposers should address the average cost for the proposed target area within the logic model of the proposal narrative.

Will preference be given to proposals that cover the entire region or providers that can provide state wide services?

Please review section 1.7. Proposal Review, Scoring, and Selection for more information about how proposals will be reviewed.

-Do all parts of the “Proposal Components” on page 10 of the AOF count toward the 15 page total?

-Can DMHSAS confirm that the 15-page combined proposal limit includes: cover letter, cover sheet, table of contents, project narrative, organizational chart(s), and proposed budget?

-And excluded from the 15-page limit are: Budget narrative, Attachment D, Attachment E, and any attachment needed to fulfill the requirement for a signed resolution of appointment?

Proposers are encouraged to be concise, yet thorough, in their responses to each of the required proposal sections. The components on page 10 include: Cover Letter, Cover Sheet (Attachment A),

Table of Contents, Project Narrative, Organization Chart, Proposed Budget and Narrative, Existing Agreements and Third Party Revenue Source, and Letters of Support/Commitment.

The Proposal Narrative to respond to questions in section 2 of the announcement is limited to 10 pages. The other sections listed in the Proposal Component table within Section 1.7. do not count toward the 10 pages. The following items may be excluded from the 15-page limit: Excel budget, Budget narrative, Attachment D, Attachment E, and any attachment needed to fulfill the requirement for a signed resolution of appointment

Can DMHSAS provide any guidance around the intensity of services being sought through this grant?

The intensity of the evidence-based program may vary based on the program itself. The types of interventions and services proposed should support the grant goal (#1) of diverting youth in juvenile courts from further penetration into the juvenile justice system through the use of community-based services, rather than commitment to state custody, where treatment through community-based services better addresses the youth's needs.

The Announcement of Funding mentions "evidence-based interventions." Could any clarity be provided on how "evidence-based" is defined? Would a proposer presenting an evidence-based model (i.e. Multisystemic Therapy), be ranked more favorably than a proposer presenting a single evidence-based intervention, such as motivational interviewing?

There is not a specific description of evidence-based, nor are there specific interventions, that are endorsed as part of the announcement. Communities are encouraged to review the various model programs that have been proven most effective for the population targeted by this application. Please review section 1.7. Proposal Review, Scoring, and Selection for more information about how proposals will be reviewed.

Is DMHSAS intending to fund multiple programs within a region?

It is possible that multiple programs could be awarded within a specific region. The goal is to provide equitable support across the targeted areas.

-If proposing services in multiple regions, should the proposer submit a single proposal, or one proposal for each region?

-If you're proposing to provide services in several counties, can you submit one proposal or are the proposals intended to be county-specific, only?

Please submit separate proposals for each region. If the proposal is targeting services in multiple counties within the same region, then one proposal may be submitted.

- Can DMHSAS provide any data (such as juvenile justice entry data by county and/or region for the targeted areas) to help inform proposers' targeted counties?
- Can you provide estimated monthly and annual numbers of youth who will meet program criteria by county/court?

Data used to support the targeted counties was provided by the Department of Children Services. The DCS website includes various annual reports and research information.

If awarded a contract, how flexible will DMHSAS be with funding allocation for each line-item?

- **For example, if the grantee under-spends in one line-item and over-spends in another, could funding be moved across line items to account for the discrepancy? Or would reimbursement for the costs associated with the line-item that has gone over be disallowed?**
- **In order to avoid the issues with line-item budgets detailed above, would it be acceptable to structure the budget as a per diem rate and allocate all costs to the "Professional Fee, Grand & Award" line-item?**

Proposed budgets and budget justifications should support estimated expenses for one year of services implementation. At this time, protocols related to budget revisions for this funding announcement have not been finalized. Proposals should include a Proposed Budget and Budget Justification Worksheet (Attachment C). Page 1 of Attachment C is a budget summary of the proposed project.

If there will be subcontracted services included as part of the proposed program, then it would be appropriate to use the "Professional Fee, Grand & Award" budget. The Instructions tab of the budget link provided in Appendix C has definitions for each budget line. Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A (https://www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy3.pdf).

Do proposers need to provide a completed budget template in Excel grid (as linked on page 16), or is the Excel file just for use as a tool to complete Attachment C (the one-page "Proposed Budget")?

Yes, all proposals should include the completed Excel budget and a budget justification narrative. Please download the Excel budget template from Appendix C of the proposal to complete a proposed budget. Proposers should submit a budget based on a full year of program implementation. The budget may be prorated for the 8 month period if selected for contracting. The budget template has four tabs: Instructions, Summary, Detail, and Salaries. Please review the Instructions tab before completing the proposed budget.

For the targeted outcome "*Cost-savings per youth by calculating average cost to provide evidenced-based, community-based services and training from average cost to support out of home placements*" – can any additional information be provided regarding how this will be

measured? Will this be based only on direct comparison of cost, or will it factor in long-term outcomes (i.e. some high-intensity services with costs that run higher relative to low-intensity services may demonstrate a return on investment through long-term reduced spending in out-of-home care)?

Proposals should address how their community will address outcomes and performance measures for each grant goal within the logic model section of the proposal narrative. DMHSAS will work with selected grantees to support the collection of evaluation requirements and assist in defining appropriate metrics.

Can any information be provided regarding how the outcome “*Improved quality of life outcomes (e.g. social relationships, emotional wellbeing, community engagement, health, etc.) for each youth served with JJR Grant services*” will be measured?

Each selected grantee will work with DMHSAS and identified DMHSAS Office of Research staff, post-grant award, to develop an evaluation plan that aligns with the grantee’s logic model. Within this evaluation plan will be identified assessments, instruments, and/or tools to assess for improved quality of life outcomes. Grant proposers are encouraged to evaluate and describe which existing Quality of Life measurement tools are currently available for the targeted population and how they may align with the proposed activities described in the grant proposal.

Can Davidson County based agencies receive funding to deliver professional development training to public school counselors/educators in the targeted areas of the JJR grant (i.e., regions 1,2,3,5, and 6)? Specifically, could funding be used to provide training to public school personnel on how to create a safe and supportive learning environment for students who identify as LGBT, who have a heightened risk for contact with the juvenile justice system? If so, is it possible for outcomes to be based on: # of school personnel trained; # of school districts represented; Pre & post training evaluation forms

It is possible that an agency located in an area of the state are not eligible for this current year JJR Grant would be awarded a grant to support work in targeted counties. All proposals that support the JJR grant goals will be considered for funding. Please review section 1.7. Proposal Review, Scoring, and Selection for more information about how proposals will be reviewed.

Would this grant fund non-custodial out of home placements?

The overarching goal of the grant is to prevent out of home placements. As described in the Targeted Areas and Funding Availability section of the announcement, the JJR Grant funding is targeted to areas of the state where there are limited in-home, community-based alternatives to out of home placements.

- Would this grant fund Respite days for identified youth families?**
- Could cost for short-term respite be included in the proposal when it is approved by the custodian and deemed necessary for treatment or to salvage existing custodial/caregiver placements?**

If respite services are identified as part of the service model for the proposed program then they may be included. The need for these services/activities and associated costs should be described within the proposal narrative and clearly outlined within the logic model.

Does this grant require the CANS assessment or can another assessment tool be used instead?

There is not a specific assessment tool identified in the announcement of funding. As referenced in section 2.5, proposer shall provide clear information related to assessment instruments to be used, the anticipated number of targeted youth to be served monthly/annually, and any other developmental activities participants will receive in addition to the interventions outlined in question 2.4. Evidence-based Interventions.

If the CANS is the preferred instrument for assessments, must we include the cost of CANS training or will the Department provide that training at their cost?

See response above regarding CANS assessment use. Proposers should outline all anticipated budget needs within budget and budget justification as part of Appendix C. Estimated costs for travel, conferences, meetings, and trainings (including program staff training) are to be included on Lines 11/12 of the budget. Please review the Instructions tab of the budget for more information about this budget line. At this time there are no planned training events related to assessment tools as part of the JJR Grant.

Are the grantees permitted to bill 3rd party payer sources if the child is eligible for covered services?

Yes, grantees will be allowed to bill 3rd party payor sources. If a service provided is reimbursable by a third party payor, the State shall be the payor of last resort. If a service is determined to be reimbursable by a third party payor, the State reserves the right to make appropriate adjustments when credit is due for services rendered.

Are certain counties already "targeted" or this grant funding? If so which ones?

Targeted counties and regions of the state may be found on page 5 of the announcement of funding.

In Region 2, we notice the absence of Morgan County, is this a simple omission by mistake or intended?

The JJR Grant announcement was updated today to include Morgan County in the Region 2 counties list. The county was inadvertently left off of the list. Morgan County is eligible for services under the JJR Grant.

As many regions are quite large, it will be difficult for program staff to attend Juvenile Justice Hearings for weekly court dockets in every county. Given staff will often not be physically present during a court session, how is it expected referrals will be processed and issued?

While proposals may cover an entire region, it is not required. Each proposal will have to provide information around their organization and implementation approach as part of section 2.5. This section states, "Proposer shall also discuss the intake and referral process specific to the targeted population and targeted area. Finally, all proposers should address how travel barriers will be addressed related to accessing services."

As each county/court may have different expectations of the program, will a state coordinator be appointed to assist award recipients with establishing statewide service norms & requirements? (i.e. monthly progress information submissions, in court appearances, contact minimums, exclusionary criteria, etc)

TDMHSAS recently released a job announcement for a Director of Juvenile Justice Programming. This position will provide leadership, vision, administration, and oversight for the JJR Grant.

Is there an expectation for the % or number of eligible youth in a region who will be served by a proposal agency which submits for the full potential award compensation?

No, there is no specific expectation for the total served as that number would vary across the types of interventions implemented, location of the program, and scope of the proposed project.

How involved and for what duration of time after services, should award recipients be expected to track clients for the defined targeted outcomes?

The Department Director of Juvenile Justice Programming, in coordination with the DMHSAS Office of Research, will work with selected grantees to determine how to most appropriately track client data. More specificity for intervention rates post-recidivism will be finalized during the evaluation planning process.

Is there a maximum indirect cost rate, professional fee or percentage for administrative overhead that can be charged to the annual regional budgets?

Proposed budgets and budget justifications should support estimated expenses for one year of services implementation. All budget costs should be appropriate and realistic to accomplish the program. Each

proposal will be reviewed and scored individually. The Instructions tab of the budget link provided in Appendix C has definitions for each budget line. Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A (https://www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy3.pdf). The Department of Finance and Administration Policy 03 document has additional information and definitions of cost allocation plans, allocation methods, and cognizant state agency responsibilities.