



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
CRIMINAL JUSTICE COUNCIL

STATE OFFICE BUILDING – 10th FLOOR
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WILMINGTON, DELAWARE 19801

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Reentry Program Request for Proposals

Eligible Applicants

Grantee eligibility: Community nonprofit organizations that have experience in the outlined services and provide direct services to adult or juvenile criminal justice involved individuals reintegrating into the community throughout the State of Delaware.

Deadline

Completed applications must be **received at the CJC Office no later than 5:00 p.m. on September 2, 2016 - no exceptions will be made.** Requests received after the deadline will not be eligible for funding. Requests may be submitted via mail or emailed.

Contact Information

If you have questions in regard to this solicitation, please contact Valarie Tickle at (302) 577-8713 or valarie.tickle@state.de.us Concept forms are attached to this solicitation and may also be found on the Criminal Justice Council website <http://cjc.delaware.gov>

Released From: The Criminal Justice Council

Release Date: July 22, 2016

Overview:

The Delaware Criminal Justice Council (hereinafter the "CJC") is soliciting concept papers for funding both adult and juvenile reentry programs. This solicitation is designed to provide funding to non-profit organizations for direct services to adult offenders or adjudicated youth returning to the community and criminal justice involved individuals. The Reentry Initiative envisions the development of model reentry programs that begin in correctional institutions and continue throughout an individual's transition to and stabilization in the community. This program provides for individual reentry plans that address issues confronting offenders as they return and reintegrate within the community. The goal is to establish a seamless system of individual accountability and support services throughout the reentry process. Central to this effort is the development of strategies to: (1) improve the success of individuals upon release using a case management approach; (2) prepare communities to address public safety concerns; and (3) provide the services that will help individuals reconnect with their families and the community, including employment, counseling, education, health, mental health, substance abuse treatment and other essential services that support successful reintegration.

The selected recipients of these funds will work in conjunction with the established CJC Corrections and Reentry Subcommittee. Members consist of representatives from Department of Correction, Youth Rehabilitative Services, Department of Labor, Department of Health and Social Services, Department of Education, Delaware State Housing Authority, Courts, Department of Justice, Office of Defense Services, law enforcement and higher education institutions.

Allowable Uses for Award Funds and Program Parameters:

This solicitation is for potential applicants to provide post release direct services for adult offender or adjudicated youth reentry throughout the State of Delaware. Funds will be subgranted for community based services.

- **Target needs that affect recidivism and range of services** – this includes but is not limited to securing housing; obtaining employment; vocational training; educational services; cognitive restructuring; life skills; emergency needs such as food, clothing and transportation; family re-unification; counseling; case management; and other treatment and health services including drug treatment.
- **Direct services** – funds should be allocated to provide a tangible need or service directly to an individual. It is strongly encouraged that programs take a focused approach to a particular need or services rather than attempting to fulfill every client need in one program. Additional needs that may fall outside of an agency's specialty should be accessed through referrals and leveraged resources. Agencies may also choose to collaborate and submit proposals that connect to provide an array of services. Details on such cross collaborations should be explained in the proposal narrative. It is advised that programs maintain manageable caseloads. Both costs and quality of services offered to clients will be reviewed.
- Applicants may use funds to establish, enhance, expand and/or redesign existing or new programs. The Office of Justice Programs website

<http://www.crimesolutions.gov/> is one extremely helpful resource that applicants may use to find information about evidence-based programs in criminal justice.

Target Population:

Funds may be used to serve any adult offender or adjudicated youth reentry population.

Eligibility Criteria:

Community nonprofit organizations that have experience in the outlined services and provide direct services to adult or juvenile criminal justice involved individuals reintegrating into the community throughout the State of Delaware. No funding will be provided to individuals or agencies that have not yet achieved non-profit status.

CJC’s Electronic Grants Management System

The CJC launched an online Grants Management System (“Egrants”) in 2014. In order to be fair to new agencies, not fully experienced with Egrants, we are not opening up this competitive process in Egrants.

The reentry competitive application will follow a paper submission and review process.

Any programs that are approved for funding will notified and asked to enter the approved project and budget in the Egrants System for award and reporting purposes.

Please make sure your agency is properly registered, and the identified users are registered for the appropriate security levels. You can find Egrants information by following this link: <http://cjc.delaware.gov/Egrants.shtml>

Pre-Application Bidder’s Conference

The CJC expects to receive applications from organizations that may have never received funding. CJC staff will be holding a “Bidder’s Conference” August 3rd at the Dover Police Department in Dover and August 4th at the Goodwill Center in Wilmington.

Available Amount:

Under the Reentry Programs solicitation, applicants must apply in one of two categories depending on the size and scope of the program:

Category 1 – CJC anticipates making multiple awards ranging up to but not exceeding \$25,000 for one time cost items. This includes but is not limited to things such as supplies, equipment, staff training, certifications, establishing a database, and other infrastructure types of items.

Category 2 – CJC anticipates making multiple awards ranging between \$25,001 but not exceeding \$75,000 per year for a 24 month period totaling \$150,000 for broader programs such as case management, reoccurring services, treatment, housing services, employment training, etc.

There is no match requirement.

Grant Period:

For the purpose of this solicitation, the Delaware Criminal Justice Council Corrections and Reentry Subcommittee will be selecting appropriate programs for **one-time** funding for project periods of up to twenty-four (24) months. Continuation funding is not available under this solicitation.

Supplanting

Reentry Program Funds **may not replace** state, local, or federal funds that have been appropriated for the same purpose.

Application Kits:

Potential applicants must submit a “CJC Pre-Egrants Concept Paper” for the **Reentry Programs**. This application kit is attached to the solicitation. Completed concepts will be reviewed. If selected, the agency will be asked to enter the information in E-grants.

Dun & Bradstreet Data Universal Numbering System: All applicants must have a Data Universal Numbering System (DUNS) number when applying for these federal funds. Organizations may receive a DUNS number at no cost, by calling the toll-free DUNS number request line at 1-866-705-5711.

System for Award Management (SAM): All potential subgrant recipients must register with the System for Award Management (SAM). SAM is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. Registrants must update or renew their registration at least once per year to maintain an active status. It is the applicants’ responsibility to provide the CJC the status of SAM registration (active, inactive, pending).

<https://www.sam.gov/portal/public/>

Any selected applicants must be prepared to provide documentation of an active SAM prior to a CJC subgrant award. There is no cost to register.

Non-Profit Organization (NPO) Status Certification: All potential subgrant recipients must certify their non-profit status by submitting a statement affirmatively asserting the agency is a non-profit organization. Applicants can submit a copy of the agency’s 501(c)(3) designation letter; or a copy of the agency’s certificate of incorporation that substantiates its non-profit status.

IF SELECTED to be a subgrantee, the NPO should be prepared to provide the CJC with a copy of the most-recent financial statements. This will be made available on the CJC’s website, per federal requirement. CJC staff will provide more guidance and information for projects selected for subgrant awards.

Racial & Ethnic Fairness Declaration: Each subgrantee must provide written certification that it complies with the Declaration of Leading Practices to Protect Civil Rights and Promote Racial and Ethnic Fairness in the Criminal Justice System (Declaration) as set forth by the Delaware Criminal Justice Council’s Racial and Ethnic Fairness Committee. Certification shall be established through submission of the Declaration form found on the CJC website <http://cjc.delaware.gov/REFSurvey.shtml> to the Criminal Justice Council with the concept application. Applicants that submit the completed form with supporting documentation will be

given preference in the grant award over applicants who do not submit the completed form and documentation.

Format, Process, Scoring and Award Information

Applicants must:

Complete each of the sections in the Criminal Justice Council Concept Paper Form (attached) as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that the concept proposal is complete.**

Concept narratives (sections A, B, and C) must be:

- A maximum of 10 pages double spaced
- 8 ½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Number each page

Project Narrative Component Requirements

Applicants under this solicitation must address each of the following:

1. Provide a sound problem statement using statistical evidence and local data gathered in regard to the specific service to be provided. Demonstrate an understanding of the reentry process. Describe the gap in service the proposal seeks to address. *(Section A)*
2. Provide evidence of expertise knowledge and/or experience in providing direct services to criminal justice involved individuals. *(Section B)*
3. Have in place an established relationship with necessary State agencies. *(Section B)*
4. Description of the role of governmental agencies and other nonprofits organizations including leveraged resources. *(Section B)*
5. Ability to track program participants including collecting demographic data such as gender, age, race, etc. and program attendance and completion. *(Section C)*
6. Comply with all Federal, State and CJC reporting requirements and grant administration guidelines. *(Section C)*
7. Submit a budget that is complete, cost effective and allowable. *(Section D)*

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable

steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate. For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page (www.ojp.usdoj.gov/funding/other_requirements.htm).

A team consisting of Criminal Justice Council Staff and independent reviewers will review all concepts submitted and make final recommendations to the Criminal Justice Council Corrections and Reentry Subcommittee in September 2016. Notifications will be sent upon final decisions.

Concept papers should be concise and **not exceed a total of twelve (12) pages**. This allows for the cover page (1), ten (10) pages for the proposal narrative, and one (1) page for the budget (budget page alone may be single spaced). At a minimum, the submitted concept must include a cover sheet, problem statement, program description, evaluation strategy, sustainability plan, and detailed budget.

Concepts that meet the above-referenced eligibility minimum requirements will be accepted and scored based on the following criteria:

TOTAL POSSIBLE POINTS = 100

A. Statement of Problem (0-20 points)

- Does the concept paper clearly describe the problem to be addressed? (0-10 points)
- Is the concept paper based on research-based literature and or relevant information? (0-10 points)

B. Program Description (0-50 points)

- Does the concept paper demonstrate how the project will be achieved by explaining: What, How, and When it will delivered? Are the project objectives clear, achievable, and measurable? (0-50 points)

C. Evaluation – impact and sustainability (0-10 points)

- Does the concept paper explain the evaluation strategy? (0-5 points)
- Does the concept paper explain sustainability of program activities once federal funds are expended? (0-5 points)

D. Budget (0-10 points)

- Is the budget aligned with activities related to this program? (0-10 points)

E. Base Requirements (0-10 points)

- Has the agency completed the Racial & Ethnic Fairness Declaration (0-2 points)

- How is the past performance of the agency? (0-3 points)
- Did the concept paper adhere to the format? (0-5 points)

Reporting Requirements

Awarded programs are required to submit quarterly fiscal and programmatic progress reports within twenty days following the close of each quarter:

Quarter ending March 31 – Reports are due April 20

Quarter ending June 30 – Reports are due July 20

Quarter ending September 30 – Reports are due October 20

Quarter ending December 31- Reports are due January 20

Performance Measures

The following measures are required for reporting. Additional measures may also apply to specific programs.

1. How many criminal justice reentry clients enrolled in the project?
2. How many individuals were served?
3. How long were clients enrolled/ participated in the project?
4. What direct services were provided?
5. How many clients successfully completed the program?

Questions to Ask as You Launch Your Program:

- Who are you targeting for your program?
- Do the risk and needs of your target population match the services and supports you are proposing to fund through your grant application?
- When and how are the risks and needs of your target population assessed?
- Following the risk/need assessment, are the services, supervision, and interventions recommendations developed with the individual?
- Are these interventions based upon a systematic assessment of individual levels of risk and criminogenic needs?
- How are services coordinated for your target population as they move from the institutional phase, to the reentry phase, to the community phase?
- How is programming that is begun in State facilities linked to the programming that the individual receives in the community?
- How are supervision and treatment resources prioritized for moderate and high risk individuals?
- What data is collected about individuals reentering communities?
- Do you collect case-level data on which of your program participants have: (1) housing, (2) employment, (3) substance abuse treatment [if necessary], (4) mental health treatment [if necessary], and (5) social support?

Completed applications must be **received at the CJC Office no later than 5:00 p.m. on September 2, 2016 - no exceptions will be made.** Please send your application to Valarie Tickle via email at valarie.tickle@state.de.us or mail:

**Valarie Tickle
Criminal Justice Council
820 N. French Street,
Carvel State Building, 10th Floor,
Wilmington, Delaware 19801.**

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