

STATE OF DELAWARE  
EXECUTIVE DEPARTMENT

CRIMINAL JUSTICE COUNCIL

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## Reentry Case Management Program Request for Proposals

### Eligible Applicants

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

### Deadline

**Completed applications must be submitted into Egrants by April 8, 2019 - no exceptions will be made.** Un-submitted applications will be automatically closed by the Egrants system on 4/9/19. Steps for Egrants registration for new Agencies and new users can be found on the DCJC website: <http://cjc.delaware.gov/e-grants/>. For help or questions about registering, please contact Valarie Tickle or the Egrants Help Desk ([cjcegrantssupport@state.de.us](mailto:cjcegrantssupport@state.de.us)).

**Registration of Agencies, users, and the processing of Security Role Requests can take a week or longer.** Please plan accordingly. All agency roles must be fulfilled by the applicant agency. **Registrations for new agencies and any new egrants users for this funding announcement must be received by March 29, 2019.**

### 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](mailto:valarie.tickle@state.de.us)

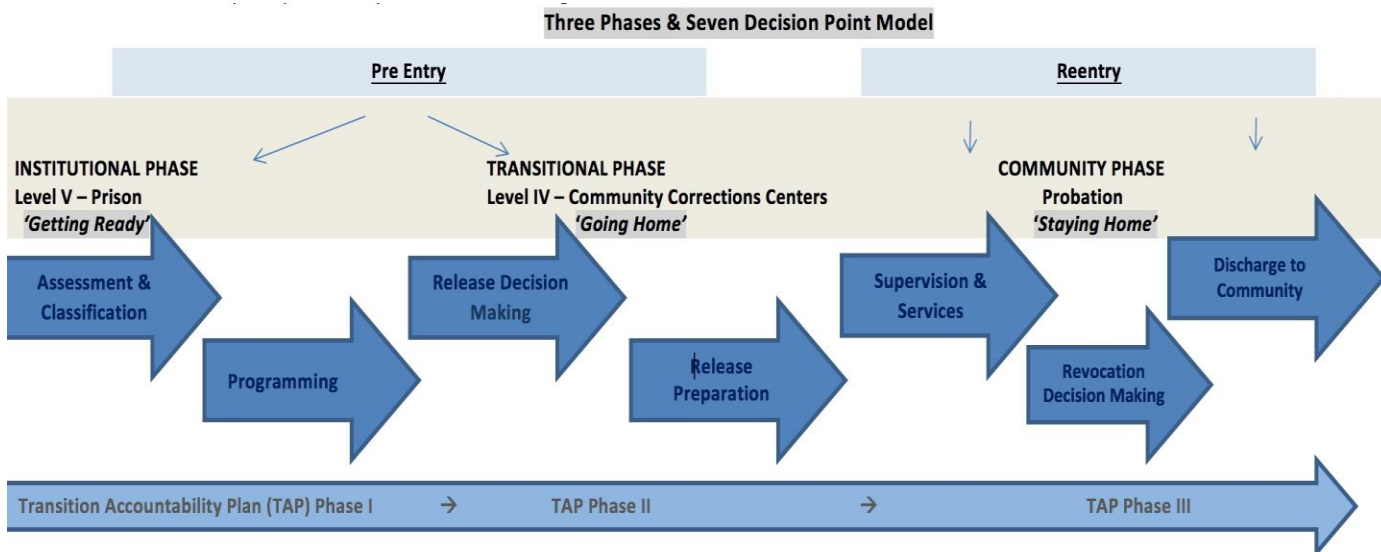
**Released From:** The Criminal Justice Council  
**Release Date:** February 27, 2019

**Overview:**

The Delaware Criminal Justice Council (hereinafter the "CJC"), in partnership with the Delaware Department of Correction, is soliciting applications for potential funding for adult reentry case management programs. This funding is awarded under the Federal Fiscal Year 2017 Second Chance Act - Innovations in Reentry Initiative: Focus on Evidence-Based Strategies for Successful Reentry from Incarceration to Community grant program (the "Program"). The United States Department of Justice, Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) is charged with administering this Program, in conjunction with State agencies like the CJC. This solicitation is designed to provide funding to non-profit organizations for direct case management services to adult individuals returning to the community after a period of incarceration and beginning a term of probation supervision. Services should align with evidence-based principles of the Delaware Correctional Reentry Commission (DCRC) in conjunction with the Governor’s Executive Order #27.

**Fit with Delaware Correctional Reentry Commission (DCRC) Blueprint Model**

Evidence-based correctional programming is a cornerstone of the reentry blueprint model being utilized to structure all correctional interventions in Delaware. Correctional programs are delivered in Phase I, II, and III of the DCRC continuum, depicted below, and reentry case management occurs during the Community Phase (Probation- “Staying Home”).



**The Eight Principles of Evidence Based Practices**

The DCRC model promotes the incorporation of the eight principles of evidence-based practices into correctional interventions. Reentry case management programs should incorporate aspects of the principles below, as appropriate:

1. Assess actuarial risk/needs: Validated risk assessment tools to complement clinical judgement

2. Enhance intrinsic motivation: Effective use of relationship and applying motivational enhancement strategies
3. Target interventions: Consider Risk (who to target), Need (what to target) & Responsivity (how to do it)
4. Skill train with directed practice: Cognitive behavioral treatment methods: Changing thoughts from pro-criminal to prosocial, Skills acquisition, Learning how to make better decisions
5. Increase positive reinforcement: 4 to 1 rule; effective use of approval, incentives for pro-social changes; effective use of authority
6. Engage ongoing support in natural communities: Family, prosocial peers, other influencers e.g. faith based, community etc.)
7. Measure relevant processes/practices: Evaluate impact and monitor for fidelity
8. Provide measurement feedback: Counter program drift; adjust course as needed

Clients will be referred through the DCRC initiative and Probation & Parole Officers' caseloads. This program provides for individual reentry plans that address issues confronting offenders as they return and reintegrate within the community.

Central to this effort is the development of strategies to: (1) improve the success of individuals upon release using a case management approach and (2) 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.

### **Allowable Uses for Award Funds and Program Parameters:**

This solicitation is for potential applicants to provide post release direct services for adult offenders. 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 substance use disorder 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 helpful resource that applicants may use to find information about evidence-based programs in criminal justice.

The selected provider will be required to perform the following:

- a. Successfully pass a Department of Correction background check to obtain security clearance. Delaware may terminate this Agreement for default if at any time it learns that Provider's criminal history or background check results are not acceptable to DDOC, in its sole and absolute discretion. Upon receipt of written notice from Delaware that an employee or agent of Provider is unsuitable to Delaware for good cause, including, without limitation, violation of DDOC policies, or a criminal history or background check that yields results that are not acceptable to DDOC, in its sole and absolute discretion, Provider shall remove such employee from the performance of Services and substitute in his/her place a suitable employee or agent.
- b. Provide case management services for the offender population who meet the following criteria:
  - i. Are referred by Probation and Parole and/or referred by the DCRC Initiative; and
  - ii. Are assessed to be moderate to high risk as determined by the LSI-R or other applicable empirical risk and need assessment tool (administered by the Department of Correction) and who have completed a sentence of 1 year or more at a Level V or Level IV correctional facility.
  - iii. Are general probationers, sex offenders, and/or domestic violence offenders.  
*\*Note: Applicants should address in their proposal willingness and expertise to provide services to all probationers who are referred.*
- c. Provide case management services that align with some or all relevant aspects of the eight principles of evidence-based correctional programming espoused by the Delaware Correctional Reentry Commission (DCRC).
- d. Provide a minimum of 12 hours per week of in-office coverage at 1-2 Probation & Parole Offices. The exact days and hours will be set to correspond with high-volume probationer reporting times and will be discussed with the successful applicant upon award.
- e. Accommodate provision of services to clients during hours that meet client needs, which will include some evening and weekend hours to facilitate activities such as client transportation and field-based case management activities.
- f. Provide case management services by coordinating the services needed for compliance with conditions of supervision and assist in the collection of outstanding judicially-imposed financial obligations (i.e. child support and restitution).
- g. Case management services upon entry into the program for all identified probationers will include, but are not limited to, the following:

- i. Development of re-entry plan using Texas Christian University's (TCU) "Mapping my Reentry Plan"  
*\*Note: DOC will provide training on use of TCU's Mapping Enhanced Counseling to the successful applicant*
  - ii. Assistance with securing legal State I.D.
  - iii. Assistance with insurance enrollment
  - iv. Job Search
  - v. Education
  - vi. Housing
  - vii. Job Skills
  - viii. Life Skills
  - ix. Social Service Referrals for Re-entrants
  - x. Medical Referrals
  - xi. Coordination with other Re-entry service providers
  - xii. Transportation
  
- h. Supply a copy of each case management client's TCU "Mapping My Reentry Plan" to the respective Probation Officer supervising the individual and work collaboratively with the client's Probation Officer via monthly case review meetings. Contact the assigned officer via email within three (3) business days of any participant non-compliance with the program requirements. Document the non-compliance occurrence on the participant's next monthly progress report. The mutually agreed upon definition of participant non-compliance with the program requirements will be determined in consultation with the provider upon award.
  
- i. Provide case management services for a minimum of ninety (90) days upon entry into the program for the offender population referred by Probation and Parole. If it is determined case management services are needed, these cases may remain active beyond ninety (90) days as deemed necessary to support success of the client and does not restrict services to a 90 day period.
  
- j. Provide documentation on direct service (face to face contact) and indirect service (administrative) hours for any referral and case management services.
  
- k. Sign in and out of all DDOC facilities upon entry and exit.
  
- l. Comply with CJC and DDOC reporting requirements:
  - i. Quarterly reports: 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

- ii. Provider must track clients receiving services along with specially designated outcomes which will be detailed upon award (outcomes will likely include number of clients obtaining employment, number of clients obtaining housing, and the number of clients receiving TCU sessions (and number of sessions).
- iii. Provider may be required to prepare and submit to DOC written monthly progress reports for each client as determined by the supervising officer. Provider shall coordinate with the supervising officer accordingly and submit the monthly report within 10 business days of the last day of each month. The form to be used will be provided by the DOC and created with input from the successful applicant.

**Target Population:**

The target population for this program is a minimum total of 200 high and moderate risk male and female offenders 18 years and older post release prioritizing a focus on criminal thinking, potential homeless and limited employment skills.

**Priority Funding:**

Adult reentry case management programs that focus on underserved Delaware geographic locations including Kent and/or Sussex Counties may be given priority consideration. CJC will also accept applications for community reentry programs throughout the State of Delaware.

**Eligibility Criteria:**

Community nonprofit organizations that have experience in the outlined services and provide direct services to adult 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**

Completed **applications must be submitted into Egrants**. Please make sure your agency is properly registered, and the identified users are registered for the appropriate security levels. Steps for Egrants registration for new Agencies and new users can be found on the DCJC website: <http://cjc.delaware.gov/e-grants/>. For help or questions about registering, please contact the Egrants Help Desk ([cjcegrantssupport@state.de.us](mailto:cjcegrantssupport@state.de.us)).

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The CJC is responsible for ensuring our subgrantees are abiding by financial management guidelines as determined by the US Department of Justice, Office of Justice Programs, and Office of the Chief Financial Officer. The "Separation of Duties" is expected of our subgrantees as a method of preventing grant fraud, waste and abuse. Separation of Duties is a key internal control concept that establishes procedures for certain types of transactions and reporting. **No one person is able to do both fiscal reporting and program reporting. You**

**must register two individuals per agency – one for the programmatic sections and one different individual for the fiscal section input. One individual must be named the FINANCIAL CREATOR and one individual must be the PROGRAM CREATOR. Someone from the agency must also have approval for the SUBMISSION role in egrants.** A description of all egrant user roles can be found at: [https://cjc.delaware.gov/wp-content/uploads/sites/61/2017/07/SecurityRolesQuickStartGuide\\_rev-min.pdf](https://cjc.delaware.gov/wp-content/uploads/sites/61/2017/07/SecurityRolesQuickStartGuide_rev-min.pdf)

**Available Amount:**

Under the FY2017 Second Chance Act Innovations in Reentry Initiative grant – case management services, the **amount requested may be less than, but cannot exceed \$259,920.**

**Match Amount:**

There is a **\$230,220 match requirement.** Recipients may satisfy this match requirement with either cash or in-kind services. An applicant must identify the source of the non-federal portion of the total project costs and how it will use match funds.

**Grant Period:**

For the purpose of this solicitation, the Delaware Criminal Justice Council will be selecting appropriate programs for **one-time** funding. Proposals should be based on an anticipated start date of **7/01/2019** and a current project end date of **8/30/2020**. A one year no cost extension may be possible and is contingent upon BJA federal grant manager approval. 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. Grant funds are to be used to **enhance or expand** services to individuals, not to substitute (supplant) other funding sources. In other words, funds presently appropriated for the project may not be decreased due to additional federal funds being made available through the CJC. Grant funds must **add to**, not replace, what already exists. In those instances where a question of supplanting arises, the applicant or subgrantee will be required to substantiate that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of federal funds. (For example: an agency received \$10,000 from a foundation or corporate funder; during the past year and this year will only be receiving \$5,000, grant funds could be requested to cover costs up to the amount lost- if the applicant can substantiate that funding has been lost).

**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.

**Required Format:**

Complete each of the sections in the Criminal Justice Council Concept Paper utilizing the CJC EGrants System. **It is the responsibility of the applicant to ensure that the concept proposal is complete and submitted properly.**

**Project Concept Narrative Component Requirements:**

Applicants under this solicitation must address each of the following:

1. **Project Summary:** Briefly describe the problem, the goal, the approach and the results or benefits expected from this project. Include evidence of expertise knowledge and/or experience in providing services to meaningfully address reentry. Describe how the applicant meets the requirements including program parameters and allowable use of funds. **Section must be completed by the PROGRAM CREATOR.**
2. **Project Narrative:** This application is an opportunity to justify your project and the need for funding. The need justification has a separate section but this section will most likely duplicate some of that information. **Section must be completed by the PROGRAM CREATOR.** Within the egrants Project Narrative Section, please address the following:

**The Problem:** In this response, the problem which this project is intended to address should be described and defined. Accurate problem definition is essential because the application can only be reviewed and evaluated according to the problem it aims to resolve. Describe the problem in a manner which offers the potential to observe and measure its dimensions before, during and after the project activity.

- a. Include a sound problem statement using statistical evidence and local data gathered in regard to the specific service to be provided. Describe the gap in service the proposal seeks to address.



- b. Provide evidence of expertise knowledge and/or experience in providing direct services to justice involved individuals returning to the community from incarceration.

Goal Statement and Measurable Objectives: This response should clearly and concisely describe precisely what the project will achieve and/or demonstrate. The goal statement and measurable objectives should be directly related to the statement of the problem so that the project can be evaluated in terms of its ability to resolve the problem identified. A program goal is the end that you want to achieve through the funded project. Clearly state the primary reentry services the project will provide. Provide a goal statement and measurable objectives. Provide a clear description of the nature of the service: What, How, and When it will be delivered. List objectives of the program in measurable terms and number of individuals to be served. Include referral process for receiving clients (implementation section) and definition of successful program completion (impact section). Have in place an established relationship with collaborative partners, especially any new partners (implementation section).

- a. Please provide the implementation objectives for this project. Implementation objectives define your targets for implementing the program. Describe items needed such as personal and/or equipment to begin program operation and a timeline for obtaining such items.
- b. Performance objectives indicate activities necessary to achieve the goals of the program. Describe the action steps you will need to take to obtain your goal. These objectives should include monthly activities in measureable terms and number of expected individuals to be served.
- c. Impact objectives demonstrate the achievement of the goal of the project or program. What will be accomplished at the end? What difference will be made? In other words, what impact will your project make on the targeted population/community? Define successful program completion and target number for services.

Methods and Procedures: This response should address the impact of the program by quantifying the results.

- a. Clear methods and procedures for the implementation of the project. How data/information will be collected for reporting purposes.
- b. Ability to track program participants including collecting demographic data such as gender, age, race, etc.

Evaluation Design: This response should describe the specific plans and activities which will be pursued to measure progress toward and achievement of the goal statement(s) and objectives identified. The evaluation design should

provide for and rely upon objective measures and judgments of project personnel, local officials or advisory groups. A description of how the evaluation strategy assesses all program requirements and the impact of the project.

Continuation: Indicate what prospects and willingness for continued financing of the project is to be sought after CJC support has been terminated. Furthermore, indicate the amount of CJC funding to be sought. Please provide an "assumption of local costs" timetable so that staff can determine the likelihood of continuation beyond CJC funds. Include a sustainability plan regarding the future of the program once federal funding is no longer available.

Is this application for CJC funding for a Continuation Grant? **If no, mark accordingly and skip the section – Past Progress Report.**

Past Progress Report: The purpose of the past progress report is to provide information on past results in summary form so that their utility can be applied to the continuing effort. Provide a summary for the last complete funding cycle in the state. Summarize your past grant achievements in 30 words or less.

3. **Budget**: Submit a budget that is complete, cost effective and allowable. Complete the budget detail and budget narrative as well as the recipient agency budget. Projects should budget for implementation (allocate time for hiring, etc.).
  - a. **Budget Detail section must be completed by the FINANCIAL CREATOR.**
  - b. **Budget Narrative section must be completed by the PROGRAM CREATOR.**
4. **Main Summary**: Complete this section to include compliance with all Federal, State and CJC reporting requirements and grant administration guidelines. **Section must be completed by the PROGRAM CREATOR.**

#### **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](http://www.ojp.usdoj.gov/funding/other_requirements.htm)).

### **Threshold Requirements:**

- ✓ Applicant agency must be a registered agency with the Criminal Justice Council's EGrants Management System ("Egrants"). The "Agency Registration Request Form" may be found on the Egrants Help page: <http://cjc.delaware.gov/Egrants.shtml>
- ✓ Project Director and Fiscal Officer must be approved users in Egrants. Individuals' Security Roles are determined by their agency/department. The "New User Security Role Request Form" must be completed, and online user created at the time this concept paper is submitted. Forms and Instructions to complete online registration may be found: <http://cjc.delaware.gov/Egrants.shtml>
- ✓ Digital Completion of the Criminal Justice Council's FFY2017 Innovation in Reentry Subgrant Programs Concept Paper
- ✓ Applicants/program must have a demonstrated a record of effective direct services.
- ✓ Ability to provide the required match. Cash or in-kind match may be utilized to satisfy this requirement.
- ✓ Demonstrated ability to receive referrals from DDOC to establish a client base.
- ✓ **Clearly** identify the primary reentry case management services the program will provide.
- ✓ Response to the CJC's "*Declaration of Leading Practices to Protect Civil Rights and Promote Racial and Ethnic Fairness in the Criminal Justice System.*" An updated survey must be on file with the CJC. For more information, please visit: <http://cjc.delaware.gov/REFSurvey.shtml>
- ✓ A copy of applicant's the most recent fiscal year audit report is on file with the Criminal Justice Council.
- ✓ DUNS # Provided
- ✓ SAM Registry Status Provided
- ✓ Certification of the organization's Non-Profit Status (when appropriate)
- ✓ Comply with all Federal, State and CJC reporting requirements and grant administration guidelines.

### **Scoring:**

Projects/applications that meet the above-referenced eligibility requirements and minimum thresholds will be accessed and scored based on the following criteria:

## TOTAL POSSIBLE POINTS = 100

### ◆ (0-15 points) Project Summary

*Briefly describe the problem, the goal, the approach and the results or benefits expected from this project.*

### ◆ (0-65 points) Project Narrative

- *Problem Statement (0-20 points) Description of problem; use of research based literature; and relevant statistics; detailed nature of services (how, what and where services will be offered)*
- *Goals and Objectives (0-25 points) Established history in community; collaborative partners; and measurable outcomes;*
- *Methods and procedures (0-10 points) Methods and procedures the subgrantee plans to use for data collection and/or management for quarterly and annual reporting.*
- *Evaluation (0-5 points) Define the project's outcomes. Describe the mechanisms/methods to measure the outcomes.*
- *Sustainability (0-5 points) Describe the agency's efforts to continue the project's goals and services beyond the availability of federal funds. Detail the action steps to secure funding when federal funding is no longer available.*

### ◆ (0-10 points) Budget

- *Budget Detail (0-5 points) Are calculations correct; Are costs reasonable and allowable;*
- *Budget Narrative (0-5 points) Does the budget narrative explain why costs are necessary to the program and how costs were determined?*

### ◆ (0-10 Points) Main Summary

- *Follows format; agency's performance history as a CJC subgrantee; Required NPO Certification (if applicable); SAM Registry Status; and agency's current status to the CJC Racial and Ethnic Fairness survey (<http://cjc.delaware.gov/REFSurvey.shtml>)*

## **Process and Funding**

The Delaware Correctional Reentry Commission (DCRC), with the assistance of CJC Staff, will review all applications submitted by the due date. The Committee's recommendations will be forwarded to the Criminal Justice Council for final approval. The DCRC seeks to make final recommendations to the Council by **June 2019**. Approved programs will be notified shortly thereafter.

Please do not upload letters of support, brochures or other documents. Only letters verifying that the collaborating agency has agreed to cooperate and the success of the project depends on that collaboration will be accepted. Attachments submitted for any other purpose will not be considered.

### **Questions to Ask as You Launch Your Program:**

- Who are you targeting for your program? (Refer to requirements for target population and entry criteria)
- Do the risk and needs of your target population match the services and supports you are proposing to fund through your grant application?
- What aspects of the Delaware Correctional Reentry Commission (DCRC) model described in this solicitation will you incorporate into your program design?
- Which evidence-based practices will you incorporate into your program model? How will you ensure fidelity to those practices?
- What is the supervisory structure for your staffing model?
- How will you integrate the Texas Christian University's (TCU) "Mapping My Reentry Plan" into the case management program?
- How will you involve the client in determining his/her needs for services, supervision, and interventions recommendations developed?
- Are these interventions based upon a systematic assessment of individual levels of risk and criminogenic needs?
- How will you collect case level data to comply with the reporting requirements?
- How will you effectively collaborate with DOC via monthly case review meetings?

Completed applications must be **submitted into Egrants by April 8, 2019 - no exceptions will be made**. Un-submitted applications will be automatically closed by the Egrants system on 4/9/19.

**Valarie Tickle  
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820 N. French Street,  
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Wilmington, Delaware 19801.**

If you have questions, please contact Valarie Tickle at (302) 577-8713 or [valarie.tickle@state.de.us](mailto:valarie.tickle@state.de.us)