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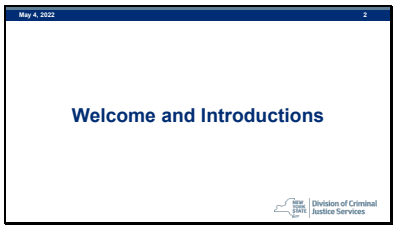

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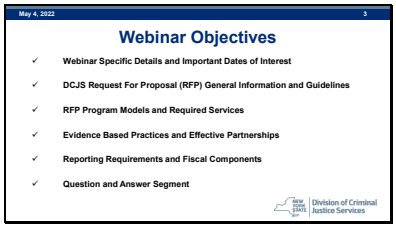


Slide 4

Webinar Specific Details and Important Dates of Interest

Division of Criminal Justice Services

Slide 5

May 4, 2022 5

Webinar Specific Details

- Questions will be accepted here during this Webinar by typing into the Q&A box on your screen and clicking send.
- Answers to questions submitted during this Webinar that are of a clarifying nature may be provided at the end of this presentation.
- Otherwise, answers will be available on the DCJS website at http://www.criminaljustice.ny.gov/ofpa/index.htm on or about May 23, 2022.

Division of Criminal Justice Services

Slide 6

May 4, 2022 6

Important Dates of Interest

- Final date for submission of all questions via the DCJS mailbox at funding@dcjs.ny.gov is May 11, 2022.
- Responses to all questions will be posted on or about May 23, 2022, on http://www.criminaljustice.ny.gov/ofpa/index.htm.
- Applications must be received by DCJS by June 15, 2022, at 12 Noon *via the DCJS Grants Management System (GMS)*.
- Notification of Award(s) will take place on or about August 29, 2022.

Division of Criminal Justice Services

Slide 7

DCJS Request For Proposal (RFP) General Information and Guidelines

Division of Criminal Justice Services

Slide 8

DCJS RFP General Information

The New York State Division of Criminal Justice Services (DCJS) seeks proposals to support programs that deliver targeted, effective interventions which aim to reduce recidivism and victimization while also reducing unnecessary reliance on costly incarceration.

DCJS seeks proposals from local government and community-based programs/agencies that have experience working with criminal justice populations or have the interest and ability to work with criminal justice involved populations to deliver effective, targeted interventions that reduce criminal behaviors by focusing on treatment needs and criminogenic risks. Programs should serve communities with a demonstrated need for services. Proposed programs must have strong collaborations with local criminal justice agencies, particularly with those who are expected to refer eligible individuals for program services.

Division of Criminal Justice Services

Slide 9

DCJS RFP Guidelines

Funding Overview:

Approximately $15.3M is available for this ATI, EFS and Jail-Based CBI Programs RFP.

*Up to $7.8 million will be made available to support Alternatives to Incarceration (ATI) programs which include the following models:

i. Pretrial Services
ii. Defender Based Advocacy
iii. Treatment Alternatives for Safer Communities
iv. Programs Serving Specialized or Underserved Populations, and Probation Violation Residential Centers (PVRC)

*Up to $6.3 million will be made available to support Employment Focused Services programs.

*Up to $3 million will be made available to support Jail-based CBI programs.

Division of Criminal Justice Services

Slide 10

DCJS RFP Guidelines cont.

Funding Overview cont.:

- All funding must support program efforts that will be accomplished during the contract period. Funding under this program must supplement, not supplant, non-grant funds that would otherwise be available for expenditure on the programs proposed. DCJS reserves the right to prioritize the awarding of funds in a manner that provides a geographic balance of services throughout the state and/or to underserved populations. No single applicant proposal should request more than 15% of the available funding for each funding category as provided above. All applicants are reminded to propose a budget that accurately reflects anticipated actual costs of goods and services.
- Contracts will be expenditure-based, reimbursement contracts. However, proposals must provide intended numbers-served targets for each required service. For example, proposals describing intakes into a program should include the intended number of intakes to be enrolled, as well as the intended number to be served, the number of expected completions, etc. Prior to contract execution, DCJS will work with prospective grantees to develop expected annual targets for participants served in each required service.

Slide 11

DCJS RFP Guidelines cont.

Funding Overview cont.:

- DCJS may award funds based on scoring, available funding, geographic balance, inclusion of underserved populations, and the best overall value to New York State.
- Applicants must pass the Tier I Evaluation – Threshold Pass/Fail which includes required criteria. If applicant passes Tier I, they will move to Tier II Evaluation – Evaluation and Scoring.
- Applications must receive a minimum score of 70 to be eligible for funding. DCJS may, at their discretion, request additional information from an applicant as deemed necessary.

Slide 12

DCJS RFP Guidelines cont.

Contract Term:

- All current ATI contracts, apart from Article 13A Classification and the County Re-Entry Task Forces, will end on December 31, 2022.
- All new contracts awarded under this RFP will begin on January 1, 2023, for a project term of 12 months with four optional annual renewals.

Slide 13

DCJS RFP Guidelines cont.

Proposal Submission:

Unless otherwise noted, separate proposals must be submitted for each program model:

- An applicant proposing to provide services in multiple non-contiguous counties must provide separate proposals for each jurisdiction and each program model.
- An applicant proposing to provide services from one location but accept referrals from multiple contiguous counties or judicial districts should submit one proposal for each program model proposed.
- New York City is considered one jurisdiction for purposes of this RFP. An applicant proposing to serve individuals from more than one borough or from the entire city should submit one proposal for each program model.

Slide 14

Request For Proposal (RFP) Program Models and Required Services

Slide 15

RFP Program Models

This Competitive RFP includes 6 different program model. They are as follows:

- *Pretrial Services Programs*
- *Defender-Based Advocacy Programs*
- *Treatment Accountability for Safer Communities (TASC)*
- *Programs Serving Specialized or Underserved Populations, and Probation Violation Residential Centers (PVRC)*
- *Employment Focused Services Programs*
- *Jail-based Cognitive Behavioral Intervention (CBI) services*

Slide 16

May 4, 2022 16

RFP Program Models

Eligible Applicants:

- Not-for-profit organizations and units of local government in all jurisdictions of New York State are eligible to submit applications in response to this RFP as provided in *Section III-Funding Categories and Program Models of the RFP*.

Division of Criminal Justice Services

Slide 17

May 4, 2022 17

RFP Program Models

Pretrial programs:

Programs serving persons under consideration for Release Under Supervision/Non-Monetary Conditions, when authorized or requested by the court, will interview individuals, and inform conditions of release. Program staff review criminal history for presence of warrants, domestic violence history, and weapons restrictions and advise the Court of findings. Additionally, pretrial services agencies will, when authorized or requested by the court, monitor or supervise individuals and refer clients to court ordered services. When requested by the Office of Court Administration, pretrial services agencies will also notify defendants to return for all court appearances.

Target Population:

- Any individual(s) arrested and subject to release under non-monetary conditions.

Division of Criminal Justice Services

Slide 18

May 4, 2022 18

RFP Program Models

Pretrial Programs:

Required Services:

- **Program Intake:** Interview individuals for non-monetary conditions of release; and review criminal history for warrants, domestic violence cases, weapons restrictions and advise the Court. Programs may utilize a validated tool (CPL Sec 510.45 3 (a and b)) if available and made accessible to the court upon request. Such tools should ensure results are free from discrimination on the basis of race, national origin, sex, or other protected class.

- **Monitor/Supervise:** Monitor or Supervise individuals released by the court. Staff will update the court of jurisdiction as appropriate. Individual will continue to be monitored or supervised until final disposition or advised otherwise by the court.

Division of Criminal Justice Services

Slide 19

RFP Program Models

Defender-Based Advocacy (DBA) Programs:

DBA programs prepare detailed, written Client Specific Plans for individuals facing misdemeanor and/or felony cases that are subject to sentences of incarceration. DBA programs recommend a decreased sentence of incarceration or recommend specific community-based services as an alternative to incarceration. DBA programs may advocate to the court that individuals be referred to evidence-based services in the community and may also provide case-management services.

Target Population:

- Individuals charged with a misdemeanor and/or felony level offense who are subject to a sentence of incarceration.

Slide 20

RFP Program Models

Defender-Based Advocacy (DBA) Programs:

Required Services:

- **Program Intake:** Obtain court paperwork for individuals who are eligible for the program.
- **Client Specific Planning**: An assessment and psychosocial interview will be conducted for the purpose of developing a written client-specific plan with the focus on public safety and be presented to the court.

Slide 21

RFP Program Models

Treatment Accountability for Safer Communities (TASC) programs:

The TASC alternative to incarceration program model most often provides a program intervention in combination with dismissal or reduction of criminal charges. These programs target individuals with behavioral health needs (e.g., substance use disorders and/or mental illness) who would otherwise be sentenced to incarceration and/or those who are at higher risk of recidivism based on either a standardized or specialized risk need assessment. TASC programs monitor an individual's participation in the referred services and provide regular reporting to the court. TASC model program proposals can be stand-alone or support a problem-solving court, such as a drug court.

Target Population:

- Felony or misdemeanor arrestees with behavioral health needs (e.g., substance use disorders and/or mental illness) who would otherwise be sentenced to incarceration and/or those who are at higher risk of recidivism based on either a standardized or specialized risk need assessment. Programs should be targeted to individuals arrested for Penal Law (PL) felonies and misdemeanors, and Vehicle and Traffic Law (VTL) felonies and misdemeanors.

Slide 22

RFP Program Models

Treatment Accountability for Safer Communities (TASC) Programs:

Required Services:

- **Program Intake**: Screen individuals for eligibility and need for treatment. Conduct interview and any necessary assessments and/or screenings, assignment to case manager for case planning and management, and oversight.
- **Case Management:** Develop comprehensive case plan based on assessment(s). Referral and collaboration with applicable treatment service providers identified in the case plan (e.g., Substance Abuse and Behavioral Health programs); case manager will monitor client progress in treatment and update applicable entity(s) (i.e., probation and/or court of jurisdiction) as appropriate.
- **Program Completion**: Participant completes required services, and/or court termination. Discharge plan completed.

Slide 23

RFP Program Models

Programs Serving Specialized or Underserved Populations, Probation Violation Residential Centers (PVRC), or Other ATI program models:

Programs serving specialized or underserved populations will screen, assess, and provide services to criminal justice involved individuals, which can include specialized and underserved populations (such as women, individuals convicted of a sex crime, developmentally disabled, veterans, and those focusing on stabilization needs (e.g., homelessness)).

Probation Violation Residential Center (PVRC) programs involve not-for-profit service providers assisting local probation departments in stabilizing felony probationers (18 years and older) who are engaging in non-compliant behaviors that have, or will likely result in, the filing of a violation of probation, revocation, and potential commitment to state prison. The PVRC is a residential model that includes CBI services.

Alternatives to Incarceration program models that have not been identified earlier in this RFP may also apply for funding under this model. If you plan to propose use of a program model not identified in this RFP (i.e., an "Other ATI" program model), information must be provided to support its effectiveness with the criminal justice population in the reduction of incarceration or recidivism.

Slide 24

RFP Program Models

Programs Serving Specialized or Underserved Populations, Probation Violation Residential Centers (PVRC), or Other ATI program models:

Target Population:

- Individual applicants may propose to serve specialized or underserved populations, which can include, but are not limited to, women, sex offenders, individuals with mental illness, and/or individuals with developmental disabilities that are at a moderate/high risk of recidivism or detention/incarceration and/or who have criminogenic needs, such as behavioral health needs based on a standardized or specialized risk needs assessment.
- For PVRC model, the target population is felony probationers 18 years of age and older who have a violation of probation or are at high risk of probation violation that could result in a state prison sentence.

Slide 25

May 4, 2022 25

RFP Program Models

Programs Serving Specialized or Underserved Populations, Probation Violation Residential Centers (PVRC), or Other ATI program models:

Required Services:

- **Program Intake**: Screen individuals for eligibility and need for treatment. Conduct interview and any necessary assessments and/or screenings, assignment to case manager for case planning and management, and oversight.
- **Case Management:** Develop comprehensive case plan based on assessment(s). Referral and collaboration with applicable treatment service providers identified in the case plan (e.g., Substance Abuse and Behavioral Health programs); case manager will monitor client progress in treatment and update applicable entity(s) (i.e., probation and/or court of jurisdiction) as appropriate.
- **Program Completion**: Participant completes required services, and/or court termination. Discharge plan completed.

NEW YORK STATE | Division of Criminal Justice Services

Slide 26

May 4, 2022 26

RFP Program Models

Employment Focused Services (EFS) Programs:

Target Population:

- Individuals on parole supervision who are assessed as having a high or moderate risk of re- offending and high or moderate employment need. Priority should be given to individuals who have returned to the community within the past six months.
- Individuals on probation supervision who are assessed as having a high or moderate risk of re-offending and high or moderate employment need.
- Individuals referred by a court who are assessed as having a high or moderate risk of re-offending and high or moderate employment need.

NEW YORK STATE | Division of Criminal Justice Services

Slide 27

May 4, 2022 27

RFP Program Models

Employment Focused Services (EFS) Programs:

Required Services:

- **Program Intake**: Programs must complete Risk/Needs Assessment and Employment Retention Plans.
- **CBI and Employment Readiness**: Programs must offer services in an approved DCJS CBI and Employment Readiness program.
- **Hard Skills Training and/or Educational Services and/or Subsidized/Transitional Employment**: Programs must offer a hard skills training program (e.g., OSHA 40) and/or HSE/educational services, OR Subsidized/Transitional Employment:
- **Unsubsidized Job Placement**: Programs assists with linkages to employment for participants, as well as verification of job placement.
- **Unsubsidized 90 Day Job Retention**: Programs address barriers to sustained employment. Programs maintain contact with participants throughout this 90-day period to ensure that employment is maintained; pay stubs or other verification methods shall be provided to demonstrate sustained employment.

NEW YORK STATE | Division of Criminal Justice Services

Slide 28

RFP Program Models

Jail-Based Cognitive Behavioral Intervention (CBI) Services programs:

Individuals released from jail have high rates of recidivism upon release. DCJS analysis shows that 66% of individuals released from jail were reconvicted of a crime within five years. CBI services have been demonstrated to improve the individual's understanding of the ways in which thoughts influence behaviors and, ultimately, provide the individual with the skills needed to change thinking and behavior. This RFP is designed to provide CBI services to jail inmates within a jail setting. There are three CBI curricula that are pre-approved for use by DCJS (see Appendix: *Pre-Approved Cognitive Behavioral Curricula* for additional information):

- Thinking for a Change (T4C) – A 25 module curriculum completed in closed groups.
- Moral Reconation Therapy (MRT) – A 12 to 16 step curriculum which allows for rolling group admissions: and
- Interactive Journaling – This curriculum can be completed individually or within a group setting.

Division of Criminal Justice Services

Slide 29

RFP Program Models

Jail-Based Cognitive Behavioral Intervention (CBI) Services programs:

Applicant Eligibility:

Not-for-profit organizations are eligible to apply with a letter of support demonstrating cooperation from both the local jail administrator or sheriff and the agency applying. Letters of support shall describe: the specific roles and responsibilities of the not-for-profit organization; the sheriff's or jail administrator's commitment to the program; the availability of a dedicated meeting space (i.e., classroom) for the CBI program; ability and commitment to provide uninterrupted class time (approximately 2 hours per session); and access to jail facility for program staff. The commitment of support will be subject to verification by DCJS. A sample letter has been included as an Appendix to this RFP.

Sheriffs or jail administrators are eligible to apply in partnership with a not-for-profit organization for the provision of CBI services. A letter of support and cooperation, as described above, will be required and is subject to verification by DCJS. If a letter is NOT included in the application, the application will not be reviewed.

Division of Criminal Justice Services

Slide 30

RFP Program Models

Jail-Based Cognitive Behavioral Intervention (CBI) Services programs:

Target Population:

- Individuals at a moderate/high risk of recidivism who are detained/sentenced to local jail and who have an interest in changing their thinking and behavior to avoid returning to jail in the future.

- Individuals targeted for participation should be those incarcerated with at least 90 days remaining in facility. CBI will be allowed to be completed in the community if deemed necessary due to unforeseen early release reasons. Lower risk individuals, based on a validated risk needs or specialized assessment are also eligible, as class space permits. Programs may screen individuals for program eligibility who are detained pretrial or who have been sentenced following conviction for a crime. When individuals are screened for program eligibility, it is essential that criteria include expected length of confinement in jail. Individuals should be expected to remain confined for sufficient time to successfully complete the program.

Division of Criminal Justice Services

Slide 31

RFP Program Models

Optional Service Component:

- Optional Services are allowed but are not required. Programs proposing to provide optional services may request additional funds with justification. Optional Services (and related milestones) are subject to final DCJS approval should an award be made.
- Optional services may vary by program model, and examples are given in the RFP but not limited to those provided.
- Optional Services are allowable in all program models except for the Employment Focused Services Programs.

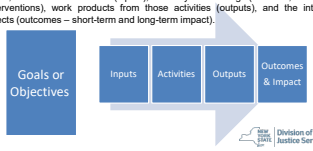
Slide 32

Evidence-Based Practices and Effective Partnerships

Slide 33

Logic Model

A logic model is a graphic representation of the relationship between the program goals, available resources (inputs), what you're doing (activities, tasks, or interventions), work products from those activities (outputs), and the intended effects (outcomes – short-term and long-term impact).



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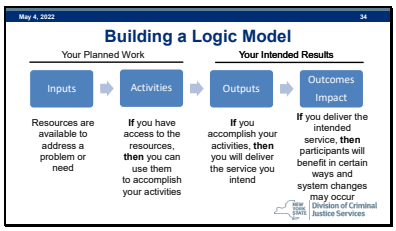

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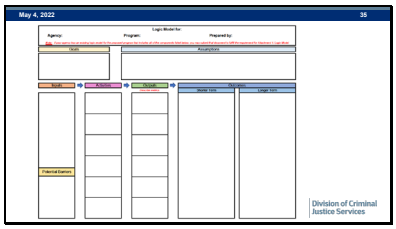

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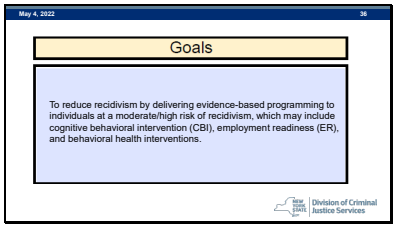

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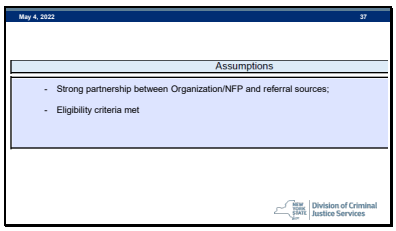

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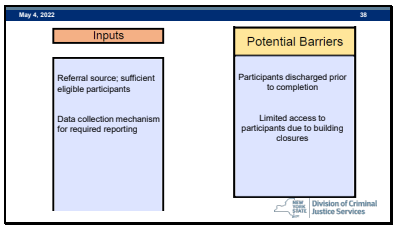

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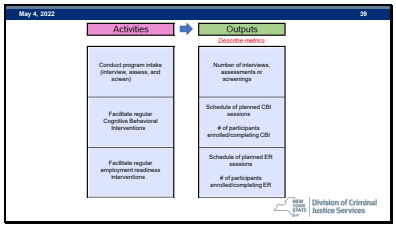

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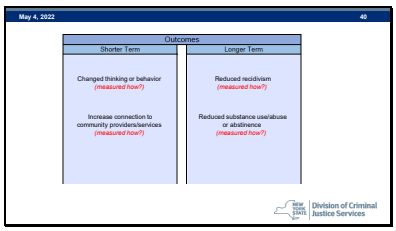

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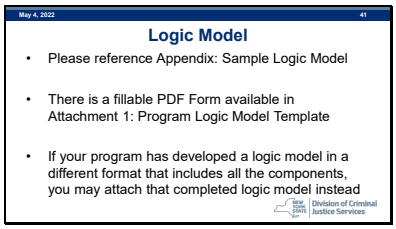

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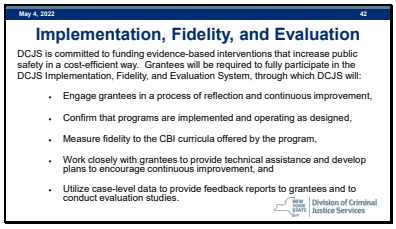


Slide 43

Effective Partnerships

Referrals and Collaboration:

- Upon award, the program will maintain a referral network and referring organizations should be made aware of the criteria for eligibility and exclusion from the program.
- Regularly scheduled meetings between the program and referral source(s) are expected to be held semi-annually at a minimum and attended to maintain open communication/collaboration between the program and referring entities. This should also include community partners and any entities providing services to clients.
- A Letter of Support is required for any program applying for a Jail-Based CBI or Employment Focused Services Program. However, DCJS strongly suggests and supports each program utilizing a Letter of Support for any referral sources and/or outside entities providing any service components to clients.
- See Appendix: General Operating Guidelines for DCJS Funded Community Corrections Programs Section: A – 3 for a description of the referral practices all programs are expected to have in place.

Slide 44

Reporting Requirements and Fiscal Components

Slide 45

Reporting Requirements

Case-Level Data Reporting:

Each month, grantees will be required to report case-level data to DCJS through the Community Corrections Data Submission (CCDS) application. DCJS will require case level information and elements related to program progress to be reported for each program participant. Required data elements will be determined for each program model and sub-model.

DCJS will provide training to grantees about how to use the CCDS application to report case-level data and to produce on-demand reports. A User Guide will also be shared with grantees.

Monthly data should be entered into CCDS no later than the 10th day of the following month (e.g., January data are due February 10th).

Slide 46

Reporting Requirements

Quarterly Fiscal Reports:

All grantees will be required to submit quarterly fiscal reports and claims for payment based on the reporting due dates.

Calendar Quarter:	Report Due:
January 1 - March 31	April 30
April 1 - June 30	July 31
July 1 - September 30	October 31
October 1 - December 31	January 31

Slide 47

Fiscal Components

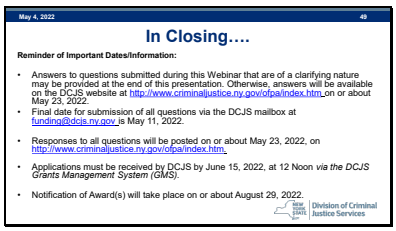
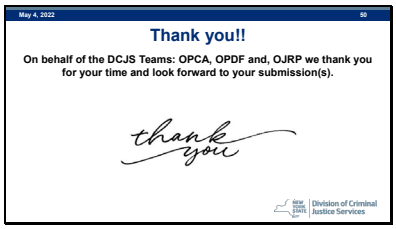
Budget and Workplan:

- As outlined at the beginning of this webinar, these contracts will be expenditure-based reimbursement. However, proposals must provide intended numbers-served targets for each required service. Applicants will be required to submit a proposed budget comprised of operating expenses to efficiently run their program for the anticipated target population.
- Additionally, applicants will be required to submit a proposed workplan which will outline the processes for each required service component (including target numbers) as well as optional service components if applicable.

Slide 48

Q&A Segment

Slide 49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