



# County Re-entry Task Force (CRTF)

## SFY 2016-17 REQUEST FOR APPLICATIONS (RFA)

**Issued: August 22, 2016**

### KEY DATES AND NOTICES:

RFA Release Date:	Monday, August 22, 2016
Deadline for Submission of Questions Regarding this RFA:	Wednesday, August 31, 2016
Responses to Questions Posted:	On or about Wednesday, Sept. 7, 2016
Application Deadline:	Noon, Wednesday, Sept. 21, 2016
Bidders' Conference Webinar:	Wednesday, August 31, 2016 10:00-11:00 am

1. Applications must be received by the submission deadline on-line via the DCJS Grants Management System (GMS). **Applicants who are not registered to access GMS will need to obtain user access in order to respond to this Request.** See Appendix: *DCJS Grants Management System (GMS) Instructions and Helpful Hints.*
2. Questions regarding this RFA should be emailed to [dcjsfunding@dcjs.ny.gov](mailto:dcjsfunding@dcjs.ny.gov). Responses to questions received will be posted on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/index.htm> on or about date indicated above. If the applicant has any technical questions such as, "Did DCJS receive my e-mail?" please call (518) 457-9787. Please note that DCJS cannot answer substantive questions concerning this RFA in any manner other than the e-mail method described above.
3. A Bidder's conference/webinar will be held on Wednesday, August 31, 2016, 10:00-11:00 am. See Appendix: 2016-17 CRTF RFA Webinar Information.
4. Applicants will be advised of award decisions via a letter of notification, which will be emailed to the address provided by applicant in GMS. Where applicable, applicants not receiving an award will receive notification via email and by U.S. Postal Service mail. Upon request, a debriefing is available to any entity that submitted a proposal or application in response to this solicitation which is not successful in receiving an award. (See Section: Notification of Awards.)
5. Unless otherwise modified by DCJS, the contract period for this grant opportunity will be October 1, 2016 through September 30, 2017 with up to two optional one-year renewals.
6. **Grants Gateway Pre-Qualification – In order to be considered for an award**, not-for-profit (NFP) applicants **must** be pre-qualified through the NYS Grants Gateway by the application submission deadline. **NFP applicants should begin this process as soon as possible.** See Appendix: Grants Gateway Requirement.

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## ATTACHMENTS

- Attachment 1 2015 DOCCS Releases with Supervision Levels, 2015-16 Contract Information, and 2016-17 Maximum Award Amounts
- Attachment 2 APPENDIX B-1: Program Performance Milestones and Costs
- Attachment 3 Budget Detail Worksheet and Budget Narrative Guide
- Attachment 4 Cognitive-Behavioral Intervention and Employment-Readiness Projection Template
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# SFY 2016-17 COUNTY RE-ENTRY TASK FORCE REQUEST FOR APPLICATIONS

## I. INTRODUCTION

The New York State (NYS) Division of Criminal Justice Services (DCJS) seeks applications for funding from county government agencies or not-for-profit organizations to provide re-entry services to individuals released from prison to the NYS Department of Corrections and Community Supervision (DOCCS). Funding is available to support existing DCJS funded County Re-entry Task Forces (CRTFs) in the following counties: Albany, Bronx, Broome, Dutchess, Erie, Kings, Monroe, Nassau, New York, Niagara, Oneida, Onondaga, Orange, Rensselaer, Rockland, Schenectady, Suffolk, Ulster and Westchester. In addition, DCJS seeks applications to fund a new county re-entry task force in any jurisdiction that had more than 300 individuals released from DOCCS to their community in 2015. All CRTFs must serve the eligible population from within their entire county. This RFA seeks to increase the number of moderate to high risk individuals served and to expand the delivery of cognitive behavioral interventions and/or employment readiness programming.

**Note: Existing CRTFs may choose not to apply to this RFA and instead request a contract renewal that retains their existing contract requirements, milestone targets, reimbursement rates, and 2015-16 award amounts. A request for a renewal in lieu of submitting a new application must be submitted by the CRTF County Co-Chair, County Chief Elected Official, District Attorney, or his/her designee from the CRTF jurisdiction to the email box—[dcjsfunding@dcjs.ny.gov](mailto:dcjsfunding@dcjs.ny.gov) - with a subject line that reads “CRTF Renewal Request.”**

The mission of DCJS is to enhance public safety by providing resources and services which improve the quality and effectiveness of the criminal justice system. Proposals will be scored and selected for funding consistent with the best interests of New York State.

The goals of the NYS County Re-entry Task Force (CRTF) Program are:

- To reduce offender recidivism and increase public safety.
- To maintain a county-based service delivery system that addresses criminogenic and stabilization needs of moderate to high-risk persons and special populations released from prison.
- To provide cognitive-behavioral interventions (CBI) to address the criminogenic needs of persons returning to their communities.
- To provide employment-readiness skills training to help prepare individuals to re-enter the workforce.

In partnership with DOCCS and respective counties, DCJS funding and support of the 19 existing CRTFs achieved the following:

- 2014-15 CRTF intakes increased seven percent (7%) to 4,346 as compared to 4,079 intakes in 2013-14.
- Ninety-five percent (95%) of CRTF participants were moderate to high-risk.

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Collectively, the CRTFs exceeded one hundred percent (100 %) of the statewide intake goal of 4,076 during the 2014-15 contract year. Fifteen of the DCJS funded CRTFs met or exceeded their intake goals.

NYS has allocated approximately \$4.1 million to provide community support and the involvement of local service providers to deliver targeted, effective interventions. CRTF funding is available to deliver stabilization services, cognitive-behavioral interventions and/or employment-readiness training to the target population as defined in this RFA.

CRTFs must partner with DOCCS to promote the successful reintegration of CRTF participants into the community and to reduce recidivism. CRTF intakes (including case conferences with DOCCS), needs assessments, and service referrals provide support to DOCCS case management and supervision efforts. This application encourages DOCCS and CRTF Co-chairs, Coordinators, and local community service providers to review criminal justice and re-entry population data, plan strategic, effective interventions; and manage state and local resources available to support county re-entry programs and services. Applicants are expected to collaborate with their DOCCS partners in planning and preparing a response to this RFA to ensure that sufficient referrals will be made to support the target levels proposed for stabilization, Cognitive Behavioral Intervention (CBI), and employment readiness services.

CRTFs will be expected to direct their services to moderate to high-risk released individuals (defined as Track I in Section IV of this RFA). CRTF applications should include a plan to document the service referrals and services obtained by participants during the 45-day period following CRTF intake, and to provide CBI and/or employment readiness programming. Applicants must agree to enroll/engage at least thirty percent (30%) of the number of intakes into CBI and/or job readiness programs, with the expectation that a minimum of at least fifty percent (50%) of those enrolled/engaged will complete the CBI and/or job readiness program. Milestones 1 and 2 establish intake and retention milestones, respectively. Milestones 3 and 4 establish enrollment and completion targets for CBI and/or employment- readiness programs.

CRTFs should address stabilization needs with support services that include assistance in obtaining housing, government-issued personal identification, medical and behavioral health services. Additionally, DCJS will fund programs that support behavioral change through the delivery of a CBI. Evidence has shown that using validated risk and needs assessments and developing individual service plans based on identified risks and needs are associated with reductions in recidivism. Offering quality programming that incorporates cognitive-behavioral techniques to target dynamic risk factors has also been associated with reduced recidivism.

DCJS is committed to investing in community-based programs that reduce crime in a cost-effective way. DCJS is also committed to building capacity among funded programs by providing training, technical assistance, regular constructive feedback, and by examining participant outcomes. When preparing applications, the following objectives are to be addressed:

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Objective 1: Matching participant needs with appropriate services through the application of risk and needs assessments at the earliest possible point of their release from prison.

Moderate to high-risk individuals are identified by DOCCS using the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) Re-entry Instrument. This instrument identifies risk, assesses criminogenic needs, and assists in targeting necessary services upon release from prison. DOCCS referrals to CRTFs will include an individual's assessment provided in the form of a COMPAS Bar Chart and narrative in the community preparation packet. CRTFs are encouraged to conduct other needs assessments as appropriate. Additional information on COMPAS Re-entry can be found at: <http://www.northpointeinc.com/files/downloads/Reentry.pdf>.

Objective 2: Ensuring high quality delivery of CBIs and offender workforce development programs.

Research has shown that CBI and other interventions targeting criminogenic needs are associated with reduced recidivism. However, these services are only as effective as the quality and consistency of their delivery. Assuring high-quality services requires that employees have the appropriate competencies, that services are matched to an individual's needs, that service delivery is monitored, and outcome measures are periodically reviewed.

In addition to addressing the primary stabilization needs of persons released from prison, funding will support the delivery of CBIs and employment-readiness training. CRTF applications must include a plan to provide CBI and/or employment-readiness programs such as the following or those otherwise approved by DCJS:

### Pre-Approved CBI Curricula

- National Institute of Corrections' (NIC) Thinking for a Change (T4C)
- Moral Reconation Therapy (MRT)

### Pre-Approved Employment Readiness Curriculum

- NIC Offender Workforce Development Specialist (OWDS) Ready, Set, Work! (RSW!)

During the past several years, DCJS has trained CRTF professional staff in the NIC T4C and OWDS. DCJS made this investment recognizing that building capacity to address both stabilization and criminogenic needs can help reduce recidivism. Applicants must propose in their application to offer at least one of the above listed programs or an alternate program acceptable to DCJS to fulfill the CBI and/or employment readiness milestone requirements as delineated in this RFA.

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In the near future, DCJS expects to develop a T4C “Booster” curriculum that complements the full T4C. The “Booster” would be suitable to provide to CRTF participants as a refresher for those who completed the full T4C curriculum while in a state facility prior to release. Further details on format and program delivery requirements of a T4C “Booster” will be provided for possible implementation in subsequent contract years. DCJS will not approve any service inconsistent with evidence-based practices or unrelated to the criminogenic or stabilization needs of the target population to be served.

Appendix: *Pre-Approved Cognitive-Behavioral and Job-Readiness Curricula* provides a full description and valid application of CBI and employment-readiness programs approved by DCJS for use by the CRTFs. This Appendix should be used as guidance to plan the delivery of CBI and employment-readiness programming. Attachment 4 provides a template to project the number of cycles and number of participants required to achieve the annual milestone targets proposed by applicants.

Attachment 1 to this RFA provides the 2015 DOCCS Releases to Community Supervision, including the CRTF moderate-to-high risk population (Levels 1, 2, 3) and the maximum potential award amounts.

### **II. ELIGIBILITY REQUIREMENTS**

Eligible applicants include county government agencies or not-for-profit organizations to support existing CRTFs, and county government agencies or not-for-profit organizations in any other jurisdiction that had more than 300 individuals released from DOCCS to their community in 2015.

For applicants from counties outside of New York City, the application must be submitted by either the chief-elected official, the District Attorney, or his/her designee from the applicant’s jurisdiction. Alternatively, a not-for-profit organization may be designated by the chief elected official or District Attorney to be the applicant on behalf of the jurisdiction. In this case, a letter of support signed by the county’s chief-elected official or the District Attorney must accompany the application as a separate attachment and be uploaded on the DCJS Grants Management System (GMS).

For applicants from eligible counties within New York City, the application must be submitted by the chief-elected official, the District Attorney, or a not-for-profit organization(s) for the applicable jurisdiction. If a not-for-profit is the applicant, a letter of support signed by the county’s District Attorney must accompany the application as a separate attachment and be uploaded on the DCJS Grants Management System (GMS).

Non-NYC applicants must agree to serve a least forty-five percent (45%) of the moderate-to-high risk population based on the number of DOCCS returns to their county in 2015 and may apply for up to 130% of their current CRTF funding amount to serve more. Applicants from any eligible county within New York City may apply to serve up to 25% of the moderate-to-high risk population based on the number of DOCCS returns to their jurisdiction in 2015.

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All applicants must enroll a minimum of thirty percent (30%) of their proposed target intakes into a CBI and/or an employment readiness program, such as Ready, Set, Work! (RSW!) and include a proposed milestone target level where at least fifty percent (50%) of those enrolled complete the designated program(s). Applicants may propose to enroll and complete a higher percentage of intakes into CBI and/or employment readiness programming within the established provisions and maximum funding levels described above.

Final award amounts will be made based on funding availability, proposals that maximize services to the moderate to high risk population and expand the delivery of CBI and/or employment readiness programming, and is contingent upon past performance and capacity in existing CRTFs.

*Existing CRTFs may choose not to apply to this RFA and instead request a contract renewal that retains their existing contract requirements, milestone targets and reimbursement rates, and 2015-16 award amounts.*

### **III. AVAILABILITY OF STATE FUNDS**

Approximately \$4.1 million is expected to be available to support eligible programs for the program period October 1, 2016 through September 30, 2017. Only one contract will be awarded for the support of each County Reentry Task Force. Award amounts will be contingent on the merit of applications and the availability of state funding. Subject to future availability of funds, successful applicants may be eligible to receive up to two annual contract renewals.

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 proposed program. CRTF funds may not be used to purchase services that are supported through other local, state or federal funding.

**There is no match requirement for this grant initiative.**

### **IV. CRTF TARGET POPULATION**

DCJS has identified two potential “tracks” of formerly-incarcerated individuals who are eligible to receive CRTF services. However, applicants will receive payment only for serving “Track I” individuals as defined below with funding through this RFA. CRTFs must commit to serve the minimum target number of Track I individuals as described in this RFA. Each applicant must clearly describe the collaborative referral process between DOCCS’ Parole offices and the CRTF to ensure that the targeted eligible population of moderate to high-risk individuals will be served. It is anticipated that DOCCS will include a condition for those individuals under active supervision who are identified as appropriate for CRTF services, that requires CRTF participation, including attending and completing an approved CBI and/or employment readiness program when appropriate. See Attachment 1 for 2015 DOCCS Releases and Supervision Level information.

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### TRACK I

Only DCJS-approved services provided to Track I individuals will be reimbursable under contracts resulting from this RFA.

#### ***Track I - Eligibility Criteria:***

##### ***Moderate to High- Risk Individuals***

Cases identified as Track I individuals will have a Supervision Level of 1, 2 or 3 based on the risk assessment instrument utilized and prepared by DOCCS.

##### ***Special Populations***

Some special populations may not have an assigned risk level but have special needs that jeopardize successful re-entry. Track I Special Populations include:

- Women with high service needs
- Maximum Expiration Individuals (released from prison without supervision)
- Individuals with a conviction for a designated sex offense requiring registration on the NYS Sex Offender Registry
- Adolescents and juvenile offenders on parole or recently released from an Office of Children and Family Services (OCFS) residential facility
- Persons with mental illness or developmental disabilities, severe medical issues or those with hearing, visual or physical impairments

##### ***DOCCS Referrals to CRTFs for CBI or Employment Readiness Programming Only***

- Individuals who meet the Track I moderate to high-risk eligibility criteria, who are not referred to the CRTFs for stabilization services, but need only CBIs or employment-readiness assistance may be placed in CRTF CBI and/or employment readiness groups on a space-available basis. Priority enrollment in these groups should be given to CRTF intake participants. CRTFs may also be reimbursed under Milestones 3 and 4 for these placements that require CBI or employment-readiness assistance only.

### TRACK II

Track II individuals are not payable under contracts resulting from this RFA. While CRTFs may serve other than Track I individuals (i.e. low risk populations, local jail releases, post-parole population and federal releases) to assist with their successful re-entry into the community by making referrals, these individuals are considered Track II and are not reimbursable under any DCJS' performance-based contract resulting from this RFA.

## V. 2016-17 COUNTY RE-ENTRY TASK FORCE (CRTF) PURPOSE

The performance-based contract deliverables for the CRTFs will include:



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- Achieving the targeted number of Track I intakes based on the number of moderate to high-risk persons released to each county in 2015.
- Retaining seventy-five percent (75%) of the number of Track I intakes for 45 calendar days to obtain services that address assessed stabilization needs.
- Enrolling at least thirty percent (30%) of the proposed number of Milestone #1 Intakes in an approved CBI and/or employment-readiness program, as outlined in Appendix: *Pre-Approved Cognitive-Behavioral and Employment-Readiness Curricula*.
- Ensuring that a minimum of at least fifty percent (50%) of those enrolled in a CBI and/or an employment readiness program will attend all groups or modules of the respective program in order to constitute program completions for reimbursement.

### VI. APPROVED USE OF STATE FUNDS

Grant funds are to be used to support the following:

- Costs associated with at least one full-time re-entry CRTF Coordinator and additional staff, as appropriate. **All applications must include salary support for at least one full-time CRTF Coordinator.** DCJS reserves the right to review the qualifications of candidates under consideration for appointment as CRTF Coordinator.
- The continuation or expansion of re-entry services not available through other federal, state or local resources.

#### A. Personal Services

##### ***CRTF Coordinator***

The CRTF Coordinator directs the CRTF in its responsibilities to promote partnerships among criminal justice and human service agencies. The Coordinator reports to the two CRTF Co-chairs. The CRTF Co-chairs oversee the Coordinator and his/her efforts to develop re-entry services that meet the needs of CRTF participants.

See Section IX. County Re-entry Task Force Structure, for a description of the roles and responsibilities of the Coordinator and Co-chairs. Attach a copy of the current CRTF Coordinator's resume or a proposed job description, if the Coordinator is not yet hired, to the GMS record as part of the application in response to this RFA.

##### ***Additional Staff***

Any additional support staff funded with these state funds must be allocated to the CRTF for at least .5 Full Time Equivalent (FTE). A written justification for each position must accompany this line item in the operating budget in the Personal Services category on GMS.

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### VII. PERFORMANCE-BASED CONTRACTS

Performance-based milestones and accompanying payment structure ensure that services are delivered in a cost-effective manner with an emphasis on intakes, stabilization, enrollment and engagement in, and completion of, CBIs or employment-readiness programs.

- DCJS reserves the right to select any payment structure (identified metrics/milestones) that best serves the interests of NYS.
- The services provided through the performance-based milestones are to reduce the likelihood of recidivism during program participation and after program completion.
- All funded CRTFs will be reimbursed for services provided and metrics achieved on a performance basis.
- In order to receive reimbursement, all 2016-17 contracts will be based on the following performance measures that monitor the participation of individuals identified as Track I eligible:
  1. Intakes (including case conference).
  2. 45-day Retention – Participant is actively engaged in receiving one or more CRTF services at the 45-day point.
  3. Enroll/Engage at least thirty percent (30%) of the proposed number of Milestone I intakes into an approved CBI and/or employment-readiness program.
  4. A minimum of fifty percent (50%) of those participants enrolled/engaged in CBI and/or employment-readiness programs will successfully complete all required program modules.

The DCJS approved reimbursement rates for milestones/per participant are as follows:

Intakes	\$400
45 Day Retention	\$400
Enrollment - CBI	\$200
Enrollment – RSW!	\$200
Completion CBI - T4C	\$450*
Completion CBI - MRT**	\$300*
Completion – RSW!	\$250

\*Pricing is based on the duration of the program.

\*\* MRT – Moral Reconciliation Therapy

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### VIII. STANDARDIZED WORK PLAN

A standardized work plan developed and consistent for all CRTFs is included in this RFA. (See Appendix: *CRTF Standardized Work Plan for complete milestone descriptions*.) The work plan delineates objectives, associated tasks, performance measures and case file documentation requirements. Using the work plan, as provided, insert the proposed target numbers and enter the work plan with target numbers in GMS as instructed. Applicants proposing to offer multiple CBI and/or employment readiness programs should outline the objectives, associated tasks and performance measures separately, and identify the specific target numbers for enrollment and completion for **each** program. The final approved work plan, with specific milestone targets, will be a component of the CRTF contract and part of the GMS record.

### IX. COUNTY RE-ENTRY TASK FORCE STRUCTURE

Each CRTF is co-chaired by an executive representative of the jurisdiction where the CRTF is located and a designated DOCCS representative. This ensures effective intergovernmental coordination of services and support for the successful re-entry of individuals upon their release from state prison. Each CRTF is required to maintain a full-time Re-entry Coordinator who is responsible for managing the day-to-day operations for delivery of services to the targeted population in support of community supervision and reduced recidivism. CRTFs also work to increase the community's capacity to assist in re-entry and re-integration through public education and the development of necessary services.

A Memorandum of Understanding (MOU) for each established task force delineates the roles and responsibilities of DCJS, DOCCS and the CRTF with respect to their commitment to support re-entry service delivery in NYS. Any new task force resulting from this RFA will be required to execute an MOU for this purpose during contract and program development.

#### ***CRTF Leadership***

CRTF leadership includes the County Co-chair and the DOCCS Co-chair. The CRTF Co-chairs serve an important role in overseeing the CRTF program, and the Coordinator to ensure the task force functions are performed as intended and with full support from DOCCS and community-based service providers.

- **County Co-chair**

The County Co-chair is the chief-elected official or his/her designee, which may include representatives from an administrative agency or entity (e.g., Director of Probation, Commissioner of Mental Health, District Attorney, Commissioner of Social Services, Criminal Justice Advisory Board Chair, Alternatives to Incarceration Advisory Board Chair, or Chair of the Board of Supervisors).

- **DOCCS Co-chair**

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The DOCCS Co-chair is designated by the DOCCS Commissioner or his/her designee. The DOCCS Co-chair ensures coordination between DOCCS facility staff, DOCCS field staff and the CRTF. The DOCCS Co-chair is responsible to provide sufficient target population referrals that enable the CRTF to meet its contract performance milestones.

### ***CRTF Coordinator and Support Staff***

The CRTF Coordinator oversees the day-to-day functions of the CRTF. Specifically, the Coordinator is required to:

- Facilitate engagement of appropriate state and local partners in the CRTF to ensure the availability of benefits, services, and community-level support to address the criminogenic and stabilization needs of the re-entry population.
- Assist in the coordination and management of services provided to individuals to ensure their successful re-entry into the community.
- Coordinate the scheduling of bi-monthly meetings of the CRTF to review program progress in meeting DCJS contractual milestones and current re-entry issues.
- Coordinate bi-weekly case conference meetings.
- Ensure notification to DCJS, in advance, of all bi-monthly CRTF meetings and submission to DCJS a copy of the planned meeting agenda along with attendance roster and minutes of prior meetings.
- Educate CRTF members about the CRTF's role as a referral service designed to link returning individuals to necessary services.
- Serve as the primary liaison with DOCCS to receive appropriate referrals.
- Serve as a liaison between the CRTF and DCJS.
- Ensure completion and submission of all required reports to DCJS by established due dates.
- Ensure prompt notification to DCJS and CRTF Co-chairs of any barriers and limitations to the provision of CRTF services.
- Ensure prompt notification to DCJS and CRTF Co-chairs of any critical incidents involving CRTF operations, including its members or staff, specific programmatic services, and/or CRTF participants, as well as any negative media reports.

### ***CRTF Functions and Membership***

The full CRTF meets on a bi-monthly basis to review program progress and identify gaps in service delivery systems. CRTFs routinely develop effective approaches to serve individuals, build capacity and educate the community as to the value of re-entry services to improve public safety. The membership may vary somewhat by county or agency, as the needs of returning individuals and available system resources often differ across jurisdictions. The membership should support the state's focus on the delivery of CBI to affect behavioral change. In addition to Co-chairs and staff, CRTF membership may include, but is not limited to:

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- County officials from social services, mental health, motor vehicles, probation, veterans' services, district attorney's office, court representatives, and/or the county legislature
- State representatives from Office of Alcohol and Substance Abuse Services (OASAS) Field Office, Adult Career and Continuing Education Services/Vocational Rehabilitation District Offices (ACCES-VR), Office of Mental Health, Economic Development Councils, SUNY Educational Opportunity Centers
- Department of Labor's Career Center and County Workforce Investment Boards
- Direct service providers and community-based organizations
- Law enforcement officials affiliated with the Gun Involved Violence Elimination Initiative (GIVE) and regional Crime Analysis Centers (CACs).
- Individual(s) formerly under DOCCS supervision
- Victim advocacy organization(s)
- Local housing authority
- Local research partners, educators and academia
- Representatives from the business community
- Health Homes providers

It is expected that the CRTF may also engage other community providers not on the task force to build local capacity and maximize the availability of services for participants.

Task Force meeting agendas must include a discussion of performance measures to date. A copy of the agenda should be submitted to DCJS one week in advance of each Task Force meeting.

### ***Case Conference Committee***

The Committee meets bi-weekly and includes DOCCS field staff, the CRTF Coordinator and relevant primary service providers to ensure the proper coordination of services in support of successful re-entry. The Committee should meet in a location where DOCCS staff can access information from the Facility Population Management System (FPMS) and the Case Management System (CMS), where possible. Copies of the COMPAS Bar Chart and Narrative should also be shared with the CRTF Coordinator and CRTF Caseworker directly involved with the potential participant. The Committee begins to conference cases at the time the individual is referred by DOCCS and, preferably, prior to release from prison. Case conference meetings should also include the review of active cases in the community, when appropriate. This may include individuals who have been violated, and upon completion of a community diversion program are referred to the CRTF to be re-engaged in program services.

The Re-entry Task Force Referral Form is used by DOCCS to refer potential participants to the CRTF. Based on all available information, members should discuss cases with the goal of identifying and providing effective post-release referrals to services and programs.

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### X. STRATEGIC PLANNING AND SYSTEM-WIDE COORDINATION

DCJS and the CRTF will continually assess the effectiveness of the service delivery system for consistency with principles of effective practice. These include

- Use of a validated actuarial risk and needs assessment tool
- Use of Motivational Interviewing techniques
- The risk principle -- targeting higher-risk offenders
- The need principle – identifying criminogenic needs
- The responsivity principle -- providing services that are consistent with the learning style, motivation, abilities and strengths of the individual, and are provided in a culturally competent manner
- The use of cognitive-behavioral interventions
- Use of positive reinforcement and rewards
- Engagement in ongoing pro-social support
- Measurement of change and feedback

### XI. PUBLIC EDUCATION AND OUTREACH

CRTFs are encouraged to engage the community, including formerly-incarcerated individuals and their families, in building a comprehensive re-entry system through community education and outreach efforts. Each Task Force is encouraged to conduct four (4) public education/outreach activities during the grant period and to provide a brief summary of the event(s) to DCJS via GMS. Such activities may include, but are not limited to: public awareness campaigns; mentoring programs; community forum discussions on topics relevant to formerly-incarcerated persons and their families; panel discussions featuring re-entry stakeholders; outreach to employers/job fairs and the business community; and publication of informational materials related to offender re-entry topics.

### XII. EVALUATION AND SELECTION

All applications will undergo a three-tier evaluation as part of the review process to recommend funding awards.

#### ***Tier I Evaluation – Threshold Pass/Fail***

The Tier I Evaluation assesses whether applications satisfy minimum “pass/fail” criteria for funding. All proposals will be initially screened by DCJS reviewers to determine the completeness of the application using the following criteria:

- Application was submitted by the published deadline.
- Applicant is eligible as defined by this solicitation.
- Applicant is an eligible, pre-qualified entity in the Grants Gateway. (*This pre-qualification requirement applies only to not-for-profit applicants.*)

The submitted application shall include:

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- Answers to questions as presented in section XIII,
- Budget detail and justification provided in GMS itemizing operating expenses in support of the program, and
- Completed Program Work Plan in GMS as instructed.

Tier I Evaluation criteria will receive pass/fail ratings. Any application that does not meet these conditions will be subject to disqualification from further review.

### ***Tier II Evaluation – Evaluation and Scoring***

DCJS staff reviewers will evaluate applications that successfully pass the Tier I evaluation. A standard rating tool will be used to score responses to questions provided in the application. (See Section XIII RFA Questions and Budget Information for additional instructions.)

The maximum score will be 100 points. Each category response within an application will be scored, and the category scores will be totaled resulting in an overall score. The final score will be determined by averaging Team Reviewers' overall scores for each application. DCJS may, at its discretion, request additional information from an applicant as deemed necessary. Applicants who are eligible for funding must receive a final score of at least 70 points in order to be considered for an award. In the event of a significant scoring disparity between two reviewers based on total available points, an additional reviewer will rate the affected proposals and the average of all of the scores will determine the final average score of the proposal.

### ***Tier III Evaluation***

The Tier III Evaluation assessments will be conducted by designated DCJS executive staff. The Tier III Evaluation will determine final funding award amounts based on the availability of funds, Tier II Evaluation scoring and comments, and on the achievement of the RFA objectives to increase the number of moderate to high risk individuals served and/or expand the delivery of cognitive behavioral interventions and/or employment readiness programming. Additionally, award determinations will take into consideration past performance of existing CRTF applicants and their capacities to serve the proposed target populations.

One contract will be awarded for the support of each County Reentry Task Force. Final award decisions will be made by DCJS in accordance with the best interests of the State. Nothing herein requires DCJS to approve funding for any applicant.

The DCJS Executive Deputy Commissioner, or his or her designee, will make final decisions regarding approval and individual award amounts based on the quality of each submission, the recommendations of the reviewers, specific criteria set forth in this solicitation, and as applicable, geographic balance and comparative crime and/or incarceration rates.

## **XIII. REQUEST FOR APPLICATION QUESTIONS AND BUDGET INFORMATION**

Answer all questions and complete each section in GMS, as instructed. Please prepare answers in a Word Document in Arial 11-point font. 1.5 line spacing, then copy and paste responses to

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each question in GMS under the Questions module “tab” of the application. Applicants also are required to attach the Microsoft Word document with answers to these questions in Arial 11-point font and 1.5 line spacing using the Attachments module on GMS.

**PLEASE NOTE THAT THE QUESTIONS ARE PROVIDED IN A FORMAT THAT INCLUDES: a) THOSE THAT MUST BE ANSWERED BY ALL APPLICANTS, b) THOSE THAT MUST BE ANSWERED BY AN EXISTING CRTF ONLY, AND c) THOSE THAT MUST ONLY BE ANSWERED BY NEW APPLICANTS (THOSE APPLYING TO SERVE A NEW COUNTY.)**

QUESTIONS 1, 2 AND 7 MUST BE ANSWERED BY ALL APPLICANTS

QUESTIONS 3a, 4a, 5a, 6a MUST BE ANSWERED BY ALL EXISTING CRTF APPLICANTS

QUESTIONS 3b, 4b, 5b and 6b MUST BE ANSWERED BY NEW APPLICANTS (THOSE APPLYING TO SERVE A NEW COUNTY.)

Answer each of the following questions and provide requested budget information. Answers will be scored and are the basis for Tier II funding recommendations. Aggregate scoring value assigned to all applicable questions for different types of applications equals a total possible score of 100 points. A minimum score of 70 points is necessary to be eligible for funding. ALL sub-sections, including those that have no point value, must be answered. The recommended length for each answer is provided.

**1. County Re-entry Data and Proposed Milestone Targets (5 points) ALL APPLICANTS  
Not to exceed one page**

*Answer the following questions using the information in this RFA and data provided in Attachment 1. If other local data is used, please provide links to that data or attach the source documents to GMS.*

a. How many individuals released from DOCCS returned to your County in 2015 under community supervision? Of the total number released to community supervision in your county, how many were identified as moderate-to-high risk? (1 point)

b. Provide the target numbers being proposed for each of the following milestones: (1 point)

Milestone 1: Intakes (For applicants outside of New York City, this number must be a minimum of 45% of the moderate to high risk population returning to applicant’s county in 2015. For NYC applicants, this number must be at least the current number served or up to 25% of the moderate-to-high risk population returning to the applicant’s county in 2015.)

Milestone 2: 45-day Retention (This number must be seventy-five percent (75%) of the target proposed for Milestone 1.)



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Milestone 3: Enroll at least thirty percent (30%) of the number of Intakes into CBI and/or employment-readiness programming. (If multiple programs are being proposed, list targets separately for each one.)

Milestone 4: At least fifty percent (50%) of individuals enrolled in CBI and/or employment-readiness will attend and complete all required groups and modules. (If multiple programs are being proposed, list targets separately for each one.)

c. Complete and attach to GMS, *Attachment 5: Contract Milestones and Pricing Worksheet* with the specific target levels and funding amounts being proposed. (3 points)

**2. CRTF Plan for Provision of Services - (15 points) - ALL APPLICANTS - Not to exceed two pages**

Based on your responses to Question #1, discuss the CRTF's plan for service delivery. Include the agency's capacity to serve the number of individuals proposed to receive CRTF services, and describe in detail the stabilization services and any other ancillary services to be delivered.

**3a. CRTF Prior Performance Milestone Achievements (10 points) - EXISTING CRTFS - Not to exceed three pages**

i. Describe the previous CRTF achievements of the contract performance milestones for the twelve month period of July 1, 2015 thru June 30, 2016: 1) Intakes, 2) 45-Day Retention, 3) Enrollment in CBI or employment-readiness program and 4) Completion of approved CBI and/or employment-readiness program. Include the annual target and numbers achieved for each milestone. (5 points)

ii. Explain any shortfalls that occurred for **each** of the milestones during the above timeframe and describe what measures have been implemented, if any, to overcome these shortfalls going forward. What mechanisms have contributed to the CRTF's ability to achieve or exceed contract milestones, if any? (5 points)

**3b. Applicant Experience and Community Resources - (10 points) – NEW APPLICANTS. Not to exceed three pages**

Describe relevant experience and agency and community resources available to provide services to the re-entry population. Discuss successful outcomes of any other criminal justice programs managed by the applicant that provide similar services that are relevant to this RFA's target population and provide quantitative results. (10 points)

**4a. CRTF Structure - (5 points) - EXISTING CRTFS - Not to exceed two pages**

i. Describe the existing CRTF structure and identify: 1) County Co-chair 2) DOCCS Co-chair and 3) CRTF Coordinator. (1 point)

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ii. Identify other key stakeholders and indicate what services will be provided by them to the CRTF population. (2 points)

iii. DCJS requires that bi-monthly task force meetings be held. Does the CRTF hold regularly scheduled meetings? How often are these meetings held? What the proposed plan for holding meetings is as required in the next contract term? (1 point)

iv. DCJS requires that case conferencing be conducted bi-weekly. How often are case conferencing meetings held and which agencies will be represented at these meetings? What is the proposed plan for holding case conferencing as required in the next contract term? (1 point)

### **4b. Proposed CRTF Structure (5 points) – NEW APPLICANTS - Not to exceed two pages**

i. Describe the envisioned CRTF structure, including the following individuals, if known: 1) County Co-chair 2) DOCCS Co-chair and 3) CRTF Coordinator. If the individuals to fill these positions have not yet been identified, the applicant should describe the means by which this structure will be achieved. (1 point)

ii. Identify other key stakeholders and indicate what services will be provided by them to the CRTF population. (2 points)

iii. DCJS requires that bi-monthly task force meetings be held. Describe how you will meet this requirement, including how often the meetings will be held. (1 point)

iv. DCJS requires that case conferencing be conducted bi-weekly. Describe how you will meet this requirement, including how often the cases conferences will be held and which agencies will be represented at these case conference meetings. (1 point)

### **5a. Referral Process and Case Planning (20 points) – EXISTING CRTFS - Not to exceed two pages**

i. Identify the existing and proposed CRTF staff and partners including DOCCS, and discuss what their specific roles will be to ensure individuals are appropriately identified and referred for CRTF intake and services. (4 points)

ii. Describe the processes to be utilized to ensure the proposed number of referrals of moderate-to-high risk individuals are made by DOCCS to the CRTF. Also describe what documentation will be provided to the CRTF as part of the referral package. (4 points)

iii. Describe the participant intake process in detail. Please include information on how the referral and assessment information provided by DOCCS will be used, and what other assessments (if any) will be conducted. Include information on who will conduct the Intakes/Assessments, identify the location(s) where they will be conducted and indicate how often they will be conducted. (5 points)

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iv. Discuss how information obtained from DOCCS and any other assessments conducted will be utilized to target the identified needs of the individuals and develop case plans to support their successful re-entry. (5 points)

v. Describe the protocols to be used that will ensure timely and collaborative communication with supervising parole officers about participant referral and program participation. (2 points)

### **5b. Referral Process and Case Planning – (20 points) – NEW APPLICANTS - Not to exceed two pages**

i. Identify proposed CRTF staff positions and define their specific role(s) to ensure the success of individuals who are identified and referred for CRTF intake and services. Identify DOCCS partners, if known, in your response. (4 points)

ii. Describe the processes to be utilized to ensure the proposed number of referrals of moderate-to-high risk individuals are made by DOCCS to the CRTF. Also describe what documentation will be provided to the CRTF as part of the referral package. (4 points)

iii. Describe the proposed participant intake process in detail. Include information regarding the proposed referral process from DOCCS. Include information on who will conduct the Intakes/Assessments, identify the location(s) where they will be conducted, and indicate how often they will be conducted. (5 points)

iv. Discuss how information obtained from DOCCS and any other assessments conducted will be utilized to target the identified needs of the individuals and develop case plans to support their successful re-entry. (5 points)

v. Describe the protocols that will be implemented to ensure timely and collaborative communication with supervising parole officers about participant referral and program participation. (2 points)

### **6a. CRTF Cognitive-Behavior Intervention (CBI) and/or Employment - Readiness Program (20 points) - EXISTING CRTFS - Not to exceed four pages (including requisite worksheet described below)**

*In preparing responses to this question, refer to Appendix: Pre-Approved Cognitive-Behavioral and/or employment-readiness Curricula in this RFA for programs approved by DCJS to be used by CRTFs to achieve the CBI and employment-readiness milestone requirements.*

i. Provide an action plan that will be executed in support of the CBI/employment-readiness performance milestones as listed below to achieve proposed targets for the contract term

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of October 1, 2016 thru September 30, 2017. Describe the CRTF's ability to meet the proposed targets for milestones #3 and #4 in the 2016-17 contract term. Each CBI and/or employment readiness program offered as part of the proposal should be discussed. (10 points)

Milestone #3: To enroll and engage Track 1 eligible individuals into a CBI and/or employment-readiness program that have been identified as having a CBI / employment-readiness need. (This may include Track I-eligible parolees who require only CBI or job-readiness programming.) The proposed target number should be at least thirty percent (30%) equal to the number of Milestone#1 Intakes. (If more than one program is being proposed, the combined target enrollment numbers for all programs must be at least 30% of the number of intakes.)

AND

Milestone #4: To facilitate the successful completion of the CBI and/or employment readiness programs by individuals enrolled/engaged in Milestone #3. (This may include Track I-eligible parolees who require only CBI or job-readiness programming.) The proposed completion target number must be at least fifty percent (50%) of the Milestone #3 target. (If more than one program is being proposed, the combined target completion numbers for all programs must be at least 50% of the number of the Milestone #3 target.)

ii. Complete and Attach to *GMS Attachment 4: Cognitive-Behavioral Interventions and Employment-Readiness Projection Template* to identify the programs to be delivered, number of cycles of each program to start/complete and the number of individuals to enroll/engage and successfully complete CBI or employment-readiness programs in order to achieve the performance targets for the period of October 1, 2016 thru September 30, 2017. (6 points)

iii. Specify what CBI and/or employment readiness program such as OWDS' RSW! that are currently available to CRTF participants. How many cycles of each of these programs were completed during the twelve-month period of July 1, 2015 thru June 30, 2016? (4 points)

iv. List internal and/or other staff trained as facilitators for each of the curricula listed above. Include their names/ titles/ CRTF affiliation AND indicate their availability to facilitate groups for the CRTF in 2016-17 program year. (0 points)

v. Does the applicant anticipate a need for additional staff to be trained as facilitators to achieve the CBI and employment-readiness performance metrics during the 2016-17 contract period? If so, identify the specific curriculum (e.g. T4C, OWDS) and number of training slots needed for each. (0 points)

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**6b. CRTF Cognitive-Behavior Intervention (CBI) and/or Employment-Readiness Program (20 points) – NEW APPLICANTS - Not to exceed four pages (including requisite worksheet described below)**

*In preparing responses to this question, refer to Appendix: Pre-Approved Cognitive-Behavioral and/or Employment-Readiness Curricula in this RFA for programs approved by DCJS to be used by CRTFs to achieve the CBI and employment- readiness milestone requirements.*

i. Provide an action plan that will be executed in support of the CBI/employment-readiness performance milestones as listed below, to achieve targets for the contract term of October 1, 2016 thru September 30, 2017. Describe the proposed CRTF's anticipated ability to meet the proposed targets for milestones #3 and #4 in the 2016-17 contract term. Each CBI and/or employment readiness program being offered as part of the proposal should be discussed. (10 points)

Milestone #3: To enroll and engage Track 1 eligible individuals into a CBI and/or employment-readiness program that have been identified as having a CBI / employment-readiness need. (This may include Track I-eligible parolees who require only CBI or job-readiness programming.) The proposed target number should be at least thirty percent (30%) equal to the number of Milestone #1 Intakes. (If more than one program is being proposed, the combined target enrollment numbers for all programs must be at least 30% of the number of intakes.)

AND

Milestone #4: To facilitate the successful completion of the CBI and/or employment-readiness programs by individuals enrolled/engaged in Milestone #3. (This may include Track I-eligible parolees who require only CBI or job-readiness programming.) The proposed completion target number must be at least fifty percent (50%) of the Milestone #3 target. (If more than one program is being proposed, the combined target completion numbers for all programs must be at least 50% of the number of the Milestone #3 target.)

ii. Complete and Attach to GMS Attachment 4: *Cognitive-Behavioral and Employment-Readiness Projection Template* to identify the programs to be delivered, number of cycles of each program to start/complete and the number of individuals to enroll/engage and successfully complete CBI or employment-readiness programs in order to achieve the performance targets for the period of October 1, 2016 thru September 30, 2017. (6 points)

iii. Does the applicant anticipate a need for staff to be trained as facilitators to achieve the CBI and/or employment-readiness programming performance metrics during the 2016-17 contract period? If so, identify the specific curriculum (e.g. T4C, OWDS' RSW!) and the number of training slots needed for each. (0 points)

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iv. Discuss plans for implementing the delivery of CBI and employment-readiness programs. Identify training resources and certified facilitators available in each of the prescribed programs listed in *Appendix: Pre-Approved Cognitive-Behavioral and Employment- Readiness Curricula* and indicate their availability to run groups. Provide a timetable which includes training staff as facilitators and the anticipated timeframes of when CBI and/or employment-readiness groups can be commenced. (4 points)

### 7. Budget Detail and Justification Narrative - (25 points) – ALL APPLICANTS

#### ***a. Operating Budget (15 points)***

Enter the operating budget directly into the Budget module “tab” of the GMS application. If an applicant utilizes a subcontractor to provide services, then the subcontractor's budget should be submitted as an attachment in GMS and not in the budget "tab" of GMS. See further instructions outlined below. Attachment 3 provides a *Budget Detail Worksheet and Budget Narrative Guide* that should be used to organize the operating budget, including budgets submitted by subcontracted service providers. Upload the completed Attachment 3 using the GMS Attachments Module. Operating budgets should project total costs for a 12-month contract period and match the applicant's award request as described in Attachment 1.

A complete budget for the period of October 1, 2016 thru September 30, 2017 must be submitted providing sufficient detail and justification, be reasonable and appropriate to support the CRTF program, and be consistent with the work plan deliverables. For all funded positions, clearly indicate the general duties, full annual salary of the position, hours worked per week, proposed hours or percentage of FTEs supported by the grant, and the projected percent of time the employee is expected to perform each activity. For subcontracted agencies approved to provide CRTF services, upload copies of executed or proposed agreements and the respective operating budget(s) using the Attachment feature on GMS.

Operating budgets should allocate between \$2,000 and \$5,000 for travel costs to attend DCJS-required trainings and meetings for staff, including any CBI and/or employment-readiness training proposed. Amount budgeted should reflect anticipated training participation. (Note: Government per diem rates should be used.) Prior approval by DCJS is required before obligating or expending grant funds for any out-of-state travel.

Funding for indirect costs, including administrative, is capped at a rate of fifteen percent (15%). Indirect costs are not an allowable expense for governmental agencies.

#### ***b. Performance-based Milestone Budget (10 points)***

See Attachment 2, *Appendix B-1: Program Performance Milestones and Costs*, which includes samples with established milestones, the potential participant milestone target numbers and associated reimbursement costs for the CRTF. Download this document

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and complete the subtotal amounts allocated to each of the budget categories in the column, Operating Budget. (Note: The amounts entered should correspond to the operating budget entered in GMS.) Using the information provided in this RFA and Attachment 1, also provide your proposed annual milestone targets and associated state reimbursement costs in Columns D and E on the Appendix B-1. Upon completion, upload the Appendix B-1 (Attachment 2) to the GMS record using the Attachments module. Name this document: Name of County *CRTF Appendix B-1 2016-17*.

### XIV. APPROVAL AND NOTIFICATION OF AWARDS

Applicants approved for funding will be notified in writing by DCJS. The terms of agreement specific to metrics are subject to final negotiation between DCJS and the grantee. Where applicable, applicants not receiving an award will receive notification via email and by U.S. Postal Service mail.

Applicants will be accorded fair and equal treatment with respect to its opportunity for a debriefing. A debriefing is available to any entity that submitted a proposal or application in response to this solicitation who is not successful in receiving an award. A debriefing shall be requested in writing by the unsuccessful Applicant within 15 calendar days of being notified in writing by DCJS that the Application was not selected for an award.

An unsuccessful Applicant's written request for a debriefing must include specific questions that the Applicant wishes to be addressed and must be submitted to DCJS via the funding mailbox at [dcjsfunding@dcjs.ny.gov](mailto:dcjsfunding@dcjs.ny.gov) with the following in the subject line: **Request for Debriefing (County Re-entry Task Forces RFA)**. The debriefing shall be scheduled within 30 days business days of receipt of written request by DCJS or as soon after that time as practicable under the circumstances. The preferred method for the debriefing will be in-person; however, upon mutual agreement by all parties, another means such as via telephone, webinar, or any combination thereof may occur.

In the event that DCJS and the successful applicant cannot execute a contract within ninety days of notification of selection for award, DCJS reserves the right to rescind the award and redistribute the funds at the discretion of the Executive Deputy Commissioner of the Division of Criminal Justice Services.

### XV. REPORTING REQUIREMENTS

Quarterly progress reports, case specific reports and fiscal reports must be submitted by CRTFs. DCJS has the right to require additional reports for program monitoring and evaluation purposes.

#### ***GMS Quarterly Progress Reporting***

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All DCJS-funded programs are required to submit quarterly progress reports in GMS that describe quarterly performance and activities in support of the CRTF Standardized Work Plan (See Appendix: *CRTF Standardized Work Plan*),

### **Case-specific Quarterly Reports**

CRTFs are required to submit quarterly case-specific reports which include information on intakes and program participation in a format prescribed by DCJS.

### **Quarterly Fiscal Reports**

CRTFs are required to submit quarterly fiscal reports and claims for payment as per the approved Appendix B-1, Program Performance Milestones and Costs (See Attachment 2).

GMS progress reports, case-specific reports and fiscal claims for payment (formerly known as State-Aid vouchers) are due to DCJS on the following dates:

<u>Calendar Quarter</u>	<u>Report Due</u>
October 1 - December 31	January 31
January 1 - March 31	April 30
April 1 - June 30	July 31
July 1 - September 30	October 31

## **XVI. ADMINISTRATION OF CONTRACTS**

DCJS will negotiate and develop a contract with each successful applicant. The grant contract may be subject to approval by the NYS Office of the Attorney General (OAG) and the Office of the State Comptroller (OSC) before funding may actually be disbursed. In the event that DCJS and the successful applicant cannot agree to contract terms within ninety days of notification of selection for award, DCJS reserves the right to rescind the award and redistribute the funds.

### **Contract Approval**

All contracts will be subject to the approval of the Attorney General and the Comptroller of the State of New York, and until said approval has been received and indicated thereon, the contract shall be of no force and effect.

### **Contract Term**

DCJS will enter into a contract period as noted in this solicitation. DCJS reserves the right to modify the contract term in the best interests of New York State.

### **Contract Activities**

All activities must have prior approval from DCJS and meet the guidelines established by the State of New York.



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### **Contract Changes**

Contracts resulting from this solicitation may be executed, increased, terminated, renewed, decreased, extended, amended or renegotiated for any reason at the discretion of the Executive Deputy Commissioner of DCJS as a result of contractual performance, changes in project conditions, or as otherwise may be in the best interests of New York State.

### **Records**

The grantee will keep books, ledgers, receipts, personnel time and effort records, consultant agreements and inventory records pertinent to the project and consistent with DCJS contractual provisions and mandated guidelines. In accordance with the standard contract Appendix A-1 (see "Standard Contract Provisions" below), grantee staff whose salaries are paid in whole or in part from grant funds shall maintain a time recording system that shows the time and effort devoted to the grant project.

### **Liability**

Nothing in the contract between DCJS and the grantee shall impose liability on the State of New York for injury or damages incurred during the performance of approved grant activities or caused by the use of equipment purchased with grant funds.

### **Payments**

Payments to reimburse project expenses will be made pursuant to a schedule specified in the contract between the State of New York and the grant award recipient. Where applicable, performance-based expenses will be reimbursed in compliance with the contract milestone performance budget and project work plan.

### **Reports**

The grantee shall submit all reports to DCJS in a format and time frame as specified in the contract. Quarterly progress reports shall include a description of the grantee's efforts undertaken during the reporting period and the current status of the project. The quarterly progress reports of the grantee's activities under this contract must be submitted electronically as directed by DCJS. Independent of any reporting schedule, all grantees will be required to inform DCJS of any program issues that are significantly impacting program performance. Any project funded under this solicitation must comply with the requirements established by DCJS. The grantee agrees to submit any other reports considered relevant by DCJS.

### **Performance Review**

The grantee's performance in all areas mentioned above, in addition to the services contracted for, will be monitored periodically by DCJS and will take the form of site visits, program file review, written and telephone communication, and any other methods deemed necessary by DCJS to ascertain the quality and quantity of grantee activities.

### **Disposition of Allocations**

DCJS reserves the right to reject applications, deny awards, or defer applications for future consideration based on insufficient information in the application, lack of accompanying

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documentation, the inappropriateness of the project proposed, an organizational history of unsuccessful projects of a similar nature, or a history of contract non-compliance.

### **Revocation of Funds**

Funds awarded to an applicant who does not implement an approved project within 90 calendar days of the contract start date may be revoked and redistributed at the discretion of the Executive Deputy Commissioner of the DCJS or his or her designee.

### **Encouraging Use of New York State Businesses in Contract Performance**

New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the State and the nation. In recognition of their economic activity and leadership in doing business in New York State, applicants for this solicitation are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract(s) resulting from this solicitation. Such partnering with New York State businesses may be as subcontractors, suppliers, protégés or other supporting roles. To assist in demonstrating commitment to the use of New York State businesses in the performance of the contract(s), all applicants must complete the form provided on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/forms.htm> entitled: *Encouraging Use of New York State Businesses in Contract Performance* and submit the completed form as an attachment to the application in GMS. There are no points attributable to this component of the application.

### **Use of Service-Disabled Veteran-owned Business Enterprises in Contract Performance**

Article 17-B of the Executive Law enacted in 2014 acknowledges that Service-Disabled Veteran-Owned Businesses (SDVOBs) strongly contribute to the economies of the State and the nation. As defenders of our nation and in recognition of their economic activity in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles. SDVOBs can be readily identified on the directory of certified businesses at [http://ogs.ny.gov/Core/docs/CertifiedNYS\\_SDVOB.pdf](http://ogs.ny.gov/Core/docs/CertifiedNYS_SDVOB.pdf).

Bidders/proposers need to be aware that all authorized users of this contract will be strongly encouraged to the maximum extent practical and consistent with legal requirements of the State Finance Law and the Executive Law to use responsible and responsive SDVOBs in purchasing and utilizing commodities, services and technology that are of equal quality and functionality to those that may be obtained from non-SDVOBs. Furthermore, bidders/proposers are reminded that they must continue to utilize small, minority and women-owned businesses consistent with current State law. Utilizing SDVOBs in State contracts will help create more private sector jobs, rebuild New York State's infrastructure, and maximize economic activity to the mutual benefit of the contractor and its SDVOB partners. SDVOBs will promote the contractor's optimal performance under the contract, thereby fully benefiting the public sector programs that are supported by associated public procurements.

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Public procurements can drive and improve the State's economic engine through promotion of the use of SDVOBs by its contractors. The State, therefore, expects bidders/proposers to provide maximum assistance to SDVOBs in their contract performance. The potential participation by all kinds of SDVOBs will deliver great value to the State and its taxpayers.

Bidders/proposers can demonstrate their commitment to the use of SDVOBs by responding to the questions on the form located at [http://www.criminaljustice.ny.gov/ofpa/pdfdocs/Veteran Owned Business Form.pdf](http://www.criminaljustice.ny.gov/ofpa/pdfdocs/Veteran_Owned_Business_Form.pdf) and attach the completed form, along with your application, to the NYS Division of Criminal Justice Services' Grants Management System (GMS). There are no points attributable to this component of the application.

### **Standard Contract Provisions**

Any contracts negotiated as a result of this solicitation will be subject to the provisions of Appendix A, Appendix A-1, and Appendix M, which contain the standard clauses for all New York State grant contracts with DCJS. Appendices are available on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/forms.htm>.

### **Minority and Women-Owned Business Enterprises (M/WBE) and Equal Employment Opportunity (EEO) Requirements**

DCJS recognizes its obligation under New York State Executive Law Article 15-A to promote opportunities for the participation of certified minority-and women-owned business enterprises (M/WBEs), as well as the employment of minority group members and women in the performance of DCJS contracts.

Contracts in excess of \$25,000 require grant recipients to document good faith efforts to provide meaningful participation by M/WBEs as subcontractors or suppliers in the performance of grant contracts, as well as the employment of minority group members and women.

Accordingly, applicants requesting in excess of \$25,000 must be prepared to submit a Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form (DCJS-3301), and a Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet (DCJS-3309). For contracts in excess of \$250,000 applicants must also submit an M/WBE Equal Employment Opportunity Staffing Plan (DCJS-3300). All forms are located at <http://www.criminaljustice.ny.gov/ofpa/mwbe/index.htm>.

DCJS will review the submitted Local Assistance M/WBE Equal Employment Opportunity Staffing Plan, the Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form, Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet, and Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement and advise the applicant of DCJS' acceptance once an award determination is made. For additional information

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regarding M/WBE requirements see <http://www.criminaljustice.ny.gov/ofpa/forms.htm>. There are no points attributable to this component of the application.

### **Vendor Responsibility**

Not-for-Profit entities that are receiving an award of \$100,000 or greater are required to complete an updated Vendor Responsibility Questionnaire. The questionnaire and additional information are available on the NYS Office of State Comptroller website:

[http://www.osc.state.ny.us/vendrep/vendor\\_index.htm](http://www.osc.state.ny.us/vendrep/vendor_index.htm).

### **Charities Registration**

Not-for-Profit entities must also insure that their filing requirements are up-to-date with the Charities Bureau of the NYS Attorney General's Office. Further information on the registration requirements may be obtained at the Attorney General's website:

<http://www.charitiesnys.com/home.jsp>.

### **Data Universal Numbering System (DUNS) Registration Requirements**

All DCJS funding applicants are required to provide a DUNS number. If you are unsure whether or not your organization has a DUNS number, check with your Fiscal Officer. New applicants will enter the DUNS number in GMS while completing the Participant section; existing DCJS grantees whose DUNS number is not already on file should email the number to [dcjsfunding@dcjs.ny.gov](mailto:dcjsfunding@dcjs.ny.gov) to have it entered by DCJS staff prior to submission of the application. Any organization needing a DUNS number can register through the following link: <http://fedgov.dnb.com/webform>. Please note the process of requesting and receiving a DUNS number and/or having it entered into GMS by DCJS staff will require additional time. It is strongly recommended that applicants begin this process early.

## **XVII. APPLICATION SUBMISSION AND REQUIREMENTS**

### **A. Application Specific Instructions**

One application should be submitted for each CRTF. Applications must be submitted using the DCJS Grants Management System (GMS).

### **B. Grants Management System (GMS)**

First time GMS users should download the GMS User Manual located at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. Applications must be complete in order for the GMS submission to be successful. If you need assistance with accessing and using GMS, please contact the DCJS Office of Program Development and Funding GMS Help Desk at (518) 457-9787.

The following information is specific to this Application. For general guidance and GMS Helpful Hints see Appendix: *Grants Management System (GMS) Instructions and Helpful Hints*.

## SFY 2016-17 COUNTY RE-ENTRY TASK FORCE REQUEST FOR APPLICATIONS

### Accessing the Application on GMS

To access a new application on GMS, log on to the system and click on "Project." Click the "New" button at the top of the project grid. This will take you to a screen that says "Select a Program Office." Using the drop-down box, find and select "**Reentry Task Forces and Enhanced Services**". Click "Create Project." Your application will now be ready to complete.

### Completing the Application

Applicants are encouraged to complete the GMS Application as well as the registration and/or pre-qualification on the Grants Gateway, where applicable, early to avoid any concerns with these automated systems.

Each application will consist of the following components that must be completed using GMS:

- Participant name(s);
- Contact information for all participating agencies per application;
- Program specific questions;
- Project budget;
- Subcontractor budget(s) as an attachment on GMS, where applicable.
- Program work plan; and
- Other information and attachments as outlined in the Application Checklist.

### **XVIII. APPLICATION CHECKLIST**

- Not-for-Profit Applicants ONLY:
  - a) Complete Grants Gateway Pre-qualification – See Appendix: *Grants Gateway Prequalification Requirement*.
  - b) Attach the required Letter of Support as described in the RFA.
- All Applicants: Complete all DCJS Grants Management System (GMS) Registration Requirements. See Appendix: *DCJS Grants Management System (GMS) Instructions and Helpful Hints*.
- Complete all necessary contractual requirements as described in Section XVI: Administration of Contracts.
- Answer Questions and Budget Information # 1-7 as provided in Section XIII of the RFA in the QUESTIONS TAB in GMS, the Budget Tab in GMS, AND attach the answers on a Word Document to GMS in Ariel 11-point font, 1.5 line spacing.
- Attach a completed Contract Milestones and Pricing Worksheet (Attachment 5) to GMS.
- Attach a completed CBI and Employment Readiness Projection Template (Attachment 4) to GMS.
- Complete a line-item budget in the GMS budget module for the contract term of October 1, 2016 thru September 30, 2017.

## SFY 2016-17 COUNTY RE-ENTRY TASK FORCE REQUEST FOR APPLICATIONS

- Upload onto GMS a completed Attachment 3: Budget Detail Worksheet and Budget Narrative
- Complete and upload an Attachment 2: Appendix B-1 Program Performance Milestones and Costs.
- Upload copies of executed or proposed sub-contractor agreements and budgets, where applicable.
- Complete the work plan module in GMS, as provided in Appendix: *CRTF Standardized Work plan*.
- Attach resume(s) of current CRTF Coordinator and staff or proposed job posting(s) with required credentials and responsibilities for position(s), if not yet filled.

### **To submit the application on GMS:**

When all of the above requirements and GMS Application components are completed, click the “**Submit**” button. GMS will review the application for completeness. If any fields are missing, a report will display what remains to be completed. Once all fields are complete and you submit successfully, GMS will display a screen that says “*Your application has been submitted.*”

**The deadline for submission of completed applications is provided on the cover page of this RFA.** Applicants are encouraged to complete the GMS Application as well as the registration and/or pre-qualification on the Grants Gateway **early** to avoid any potential issues with these automated systems.

# SFY 2016-17 COUNTY RE-ENTRY TASK FORCE REQUEST FOR APPLICATIONS

## Appendix: 2016-17 CRTF RFA Webinar Information

Note: To join the webinar, participants should use both the link below to log in to the online portion and follow audio conference instructions to obtain the audio portion.

**Topic:** County Re-entry Task Force 2016-17 Request for Applications

**Date and Time:** Wednesday, August 31, 2016 10:00 am, Eastern Daylight Time (New York, GMT-04:00)

**Event number:** 647 976 197

**Event password:** CRTF16

Event address for attendees:

<https://meetny.webex.com/meetny/onstage/g.php?MTID=e1bab61084d0ca17e5696fac0c5cf1a54>

-----  
Audio conference information  
-----

1. Provide your number when you join the event to receive a call back. Alternatively, you can call one of the following numbers:

Local: 1-518-549-0500

Toll Free: 1-844-633-8697

Alternate Toll Free - (For callers not able to call the 844 Toll Free Number): 1-866-776-3553

2. Follow the instructions that you hear on the phone.

Cisco Unified Meeting Place meeting ID: 647 976 197

Cisco Unified Meeting Place profile number for meeting host: 80076749

<https://www.webex.com>

IMPORTANT NOTICE: This WebEx service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. You should inform all meeting attendees prior to recording if you intend to record the meeting. Please note that any such recordings may be subject to discovery in the event of litigation.

## SFY 2016-17 COUNTY RE-ENTRY TASK FORCE REQUEST FOR APPLICATIONS

### Appendix

#### Grants Gateway Pre-qualification Requirement – Not for Profit Applicants Only

##### **Grants Gateway Pre-Qualification**

Not-for-profit applicants **must** be pre-qualified through the New York State Grants Gateway prior to the application submission deadline in order to be eligible for awards under this funding. **Applicants are strongly encouraged to begin this process as soon as possible.**

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process, which require not-for-profits to register in the Grants Gateway and complete the Vendor Prequalification process in order for proposals to be evaluated. Information on these initiatives can be found on the [Grants Reform Website](http://www.grantsreform.ny.gov/) at <http://www.grantsreform.ny.gov/>.

Specific questions about the prequalification process should be referred to your agency representative or to the Grants Reform Team at [grantsreform@budget.ny.gov](mailto:grantsreform@budget.ny.gov).

Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

**Vendors are strongly encouraged to begin the process as soon as possible in order to participate in this opportunity**



## SFY 2016-17 COUNTY RE-ENTRY TASK FORCE REQUEST FOR APPLICATIONS

### Appendix - Dated February 2016

#### GMS Helpful Hints: Also read Application for additional specific GMS directions.

First time GMS users should download the GMS User Manual located at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. Persons familiar with GMS can use the following simplified guidelines:

**Getting Started:** Sign on to GMS. Complete the text screens and press save.

Click "Project" to go to project grid. Click the "New" button at the top of the project grid. This will take you to a screen that says "Select a Program Office" in a drop-down box format. Find and highlight "Name of funding program," then click "Create Project."

This begins your application. You may work on the application, save and return to it at a later time, except as noted below. Note that GMS will time out after 30 minutes of inactivity. That means that you should save your work frequently. Each save re-sets the timer.

In the newly-created project complete the following modules which are listed across the top of the screen:

**General** - Complete the text screens and press save.

**Participants/Contacts** - Complete the text screens and press save.

Click on "Add Participant" and in the search prompt that appears type in your agency name. This should take you to a list, find your agency, and click in the blue section of your agency name. This will prompt a drop down list that defaults to "Grantee." Click "Add." If there will be a separate Implementing Agency, repeat the process, choosing "Implementing Agency" as the Participant Type. In the event your agency is not listed, click the "New" button to add your agency to our database. Please complete all required information on the screen, including the Employer Identification Number (EIN) before you SAVE the entry. GMS will only allow one attempt then locks the entry to edits. Should you still need additional information added to the Participant record, please call GMS Help at (518) 457-9787.

Scroll to the bottom of the screen to add contact information. Click on "Add Contact" and in the search prompt that appears type in the last name of the person to be added. This should take you to a list. Find the person to be added and click in the blue section of the name. This will prompt a drop down list that defaults to "Primary." Ensure you do this until you have added a minimum of three contacts: Primary, Signatory and Fiscal. In the event that the contact you are attempting to add does not appear in a search, click the "New Contact" button to add the contact to our database.

Note: If the signatory you try to add is not eSignature registered, you will get an error message and will not be allowed to add that person at that time. You will NOT be able to submit the application without a signatory attached.

## **SFY 2016-17 COUNTY RE-ENTRY TASK FORCE REQUEST FOR APPLICATIONS**

**Budget - See Application for additional specific instructions.**

**Work plan** - In the GMS work plan module, enter the Project Goal, Objectives, Tasks and Performance Measures provided in the Standard Work Plan within this solicitation.

- Fill in the "Project Goal" text box and click "Save."
- Click "Create New Objective" and fill in the text box and click "Save."
- Click "Add Task to this Objective" and fill in the text box and click "Save."
- Click "Add Performance Measure to this Task" and fill in the text box and click "Save."

**Questions (where applicable and when the solicitation includes questions) -**

Answer all required program narrative and budget information questions.

**Hint: Answers should be developed in Word. DCJS-GMS will time out after 30 minutes and unsaved material will be lost. Cutting and pasting from a Word document will prevent the loss of any work.**

**Attachments -**

Click on "Attachment," and upload the required attachments for this solicitation. Note: Follow the instructions in the GMS User's Manual for Attachments; also, see screen instructions for accepted file types and advice on file names.

Remember: Failure to submit required documents will be considered the same as failure to meet the deadline for application submission. This may result in a non-award due to the application being untimely.

When all requirements are completed, click the "Submit" button. GMS will review the application for completeness. If any fields are missing, a report will display what remains to be completed. Once all fields are complete and the application is successfully submitted, GMS will display a screen that says "Your application has been submitted." In addition, GMS will send an email notification to the Signatory official listed on the application to make him or her aware that an application has been submitted on your jurisdiction's or organization's behalf.

## SFY 2016-17 COUNTY RE-ENTRY TASK FORCE REQUEST FOR APPLICATIONS

### Appendix: Standardized Credentials – Recommended Qualifications for CRTF Coordinator

Supervision and direction of the CRTF Coordinator is the responsibility of the implementing agency.

#### Minimum Qualifications

1. Education and Experience:
  - a. Associate degree in criminal justice **and** five years' experience working with the criminal justice population

OR

- b. Bachelor degree in criminal justice, social work, psychology or related field **and** three years' experience working with the criminal justice population
2. Strong verbal, written communication skills and organizational skills
3. Demonstrate knowledge of community based service organizations
4. Demonstrate ability to coordinate service delivery in a multidisciplinary environment which provides services to ex-offenders
5. Demonstrate ability to work as a member of a case management team
6. Demonstrate proficiency with computer applications specifically knowledge of Microsoft Office software applications such as Word and Excel
7. Demonstrate ability to work in a fast paced work environment
8. Strong time management skills and ability to prioritize tasks necessary to accomplish goals

#### Preferred Qualification

1. Knowledge of the Transition from Prison to Community Model and Evidence Based Principles

#### Other Requirements

1. Candidate will be subject to background investigation
2. Candidate will be required to disclose associations and/or family members under the supervision of parole or probation or currently incarcerated
3. Representative(s) of DOCCS (Parole) will be on the interview committee, where feasible.

# SFY 2016-17 COUNTY RE-ENTRY TASK FORCE REQUEST FOR APPLICATIONS

## APPENDIX - CRTF Standardized Work Plan

**Contract Term:** October 1, 2016 – September 30, 2017

The **Goals** of the statewide plan for CRTF programs are as follows:

- To reduce offender recidivism and increase public safety.
- To maintain a county-based service delivery system that addresses criminogenic and stabilization needs of moderate to high-risk persons and special populations released from prison.
- To provide cognitive behavioral interventions (CBIs) to address the criminogenic needs of persons returning to their communities and provide them with employment readiness skills training programs.

### **Objective #1: Track I Intakes**

Intake, assess and hold the first case conference for (*insert target number*) Track I individuals.

#### Task #1 for Objective #1

The following tasks are associated with this objective.

- Participants will be moderate to high-risk and/or special population individuals (referred to as Track I).
- Each CRTF will receive Track I referrals from DOCCS, screen individuals for eligibility, determine each individual's service needs, conference cases with DOCCS (Parole), develop a service plan and refer individuals to appropriate services.

Case file documentation: Maintain case files for each participant to include copies of signed releases, documentation of contacts (include the date and source with staff name for each contact), attendees and date of case conferences relevant to the participant, referrals and documented services provided.

#### Performance Measure

- The number of Track I intakes completed.

### **Objective # 2: 45-day retention (75% of total Track I intakes):**

(*Insert target number*) individuals reach 45 day retention point.

#### Task #1 for Objective #2

The following tasks are associated with this objective.

- Record the number of individuals who are actively involved and receiving one or more of the following services based on assessed stabilization needs. The number to be reported is the number engaged in receiving services at the 45-day retention point.

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- **Housing:** The CRTF shall assist individuals in obtaining housing that is conducive to maintaining a law abiding lifestyle (i.e., parole stabilization housing, residential treatment, halfway house, or private residence).
- **Employment:** The CRTF shall assist individuals in obtaining employment or employment programs/services (i.e., One Stop Center, Department of Labor, ACCES/Vocational Rehabilitation (VR), transitional employment, temp agency).
- **Education:** The CRTF shall assist individuals in pursuing education and vocational services (i.e., High School Equivalency (HSE) training program, educational program or vocational training program).
- **Social Services Assistance:** The CRTF shall assist individuals in obtaining social services (i.e., SSI, SSD, food stamps, Medicaid and TANF).
- **Treatment:** The CRTF shall assist individuals in obtaining treatment (i.e., chemical dependency treatment, mental health treatment and sex offender treatment).
- **Offender Accountability:** The CRTF shall assist individuals in receiving offender accountability programming.
- **Cognitive Behavioral Intervention (CBI) Programs:** The CRTF shall assist individuals in obtaining CBI programs that are approved by DCJS.
- **Mentoring Services:** The CRTF shall assist individuals in obtaining mentoring services.
- **Health Homes:** The CRTF shall assist individuals to access health care managers who are available to provide access to health care services and support.

Case file documentation: Maintain case files for each participant to include documentation of contacts, (include the date and source with staff name for each contact), case conferences, referrals and documented services provided

### Performance Measure

The number of individuals who are actively engaged and receiving services at the 45 day point based on assessed needs.

*Note: When preparing the workplan for your application, if multiple CBI or employment readiness programs are being proposed, separate objectives, associated tasks and performance measure with distinct target enrollment and completion numbers for each program should be included.*

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**Objective #3: Enroll/Engage (*insert target number*) Track I individuals into an approved Cognitive-Behavioral Intervention (CBI) or employment readiness program. (at least 30% of the number of Intakes)**

- Approved programs include T4C, MRT, and RSW! or other program approved for CRTF use by DCJS.

### Task #1 for Objective #3

The following tasks are associated with this objective:

- Assist individuals to support their initial engagement in an approved CBI and/or employment readiness program.
- Monitor the attendance and achievement of participants enrolled in an approved CBI and/or employment readiness program.

Case file documentation: CRTF is to retain attendance sheets with dates/times and participants' sign-ins for each CBI, RSW! or other program approved by DCJS. CBI rosters and RSW! rosters will also be submitted on prescribed forms to DCJS as instructed, and copies retained by the CRTF.

### Performance Measure

The number of individuals who are enrolled/engaged in an approved CBI or employment readiness program. Attendance of at least one class is required in order to claim this milestone.

**Objective #4: (*insert target number*) Track I-eligible individuals (50% of those enrolled in CBI or employment readiness) complete the designated program.**

- Enrollees must complete the required number of modules for the specific program to be eligible for this milestone reimbursement.

### Task #1 for Objective #4

The following tasks are associated with this objective:

- Assist individuals to support their continued engagement in an approved CBI or employment readiness program.
- Monitor the attendance, achievement and completion of an approved CBI or employment readiness program by participants.

Case file documentation: CRTF is to retain attendance sheets with dates/times and participants' sign-ins for each CBI, RSW!, or other program approved for CRTF use by DCJS. CBI rosters and RSW! rosters will also be submitted on prescribed forms to DCJS, as instructed, and copies retained by the CRTF.

### Performance Measure

The number of individuals who complete all required modules of an approved CBI or employment readiness program.

# SFY 2016-17 COUNTY RE-ENTRY TASK FORCE REQUEST FOR APPLICATIONS

## Appendix: Pre-Approved Cognitive Behavioral and Job Readiness Curricula

### 1) *Thinking for a Change*

Thinking for a Change (T4C) is a cognitive-behavioral curriculum developed by the National Institute of Corrections that concentrates on changing the criminogenic thinking of offenders. T4C includes cognitive restructuring, social skills development, and the development of problem-solving skills. Active role play is encouraged and participants complete homework exercises to reinforce content learned. T4C includes three components:

- **Cognitive self-change:** Teaches participants a concrete process for self-reflection aimed at uncovering antisocial thoughts, feelings, attitudes, and beliefs.
- **Social skills:** Prepares participants to engage in pro-social interactions based on self-understanding and consideration of the impact of their actions on others.
- **Problem solving skills:** Integrates the two previous interventions to provide participants with an explicit step-by-step process for addressing challenging and stressful real life situations.

### **Curriculum Overview – 25 sessions, approximately 1.5 - 2 hours each in duration**

- Lesson 1 provides an overview and introduction.
- Lessons 2-5 and 11-15 teach social skills.
- Lessons 6-10 teach the cognitive self-change process.
- Lessons 16-24 teach problem solving skills.
- Lesson 25 provides a wrap up of the program.

### **Lesson Format**

- A facilitator and a co-facilitator are required for each lesson.
- Each lesson has trainer scripts and exercises.
- Lessons begins with a summary and rationale section in which the scope, breadth, and reason for teaching the lesson is provided.
- This is followed by concepts and definitions, which outline the key points of the lesson and any definitions necessary for the trainer to facilitate the lesson.

### **Group Size/Frequency**

- 8-12 individuals
- Recommended: 2 sessions per week

Participants may make-up one or two sessions in sequential order, if the program has the capacity to offer this option.

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### Training

DCJS supports T4C by training and certifying facilitators to deliver the curriculum. Approximately 40 hours depending on training model.

**Website:** <http://nicic.gov/t4c>

### **2) Moral Reconciliation Therapy (MRT)**

Moral Reconciliation Therapy (MRT) is a systematic treatment strategy that seeks to decrease recidivism by increasing moral reasoning. This cognitive-behavioral approach combines elements from a variety of psychological traditions to progressively address ego, social, moral, and positive behavioral growth. MRT utilizes group and individual counseling, structured group exercises and prescribed homework assignments. The MRT workbook is structured around 16 defined steps (units) focusing on seven basic treatment issues. Specialized workbooks based on the fundamental MRT concepts also exist including workbooks addressing criminal thinking and job readiness.

#### **Seven basic treatment issues:**

- Confrontation of beliefs, attitudes, and behaviors
- Assessment of current relationships
- Reinforcement of positive behavior and habits
- Positive identity formation
- Enhancement of self-concept
- Decrease in hedonism and development of frustration tolerance
- Development of higher stages of moral reasoning

#### **Dosage and Frequency**

- 12-16 steps/units (13-16 are maintenance steps)
- 1.5 hour sessions
- Groups meet once or twice weekly
- Participant can generally complete all steps of the MRT program in ~~3 to 6 months~~ between 16 to 36 sessions.

Participants may make-up one or two sessions in sequential order, if the program has the capacity to offer this option.

**Group Size** – 6-15 individuals



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### Training

Training in Moral Reconciliation Therapy (MRT) is conducted by Correctional Counseling, Inc. (CCI) of Memphis, TN under an exclusive agreement with Eagle Wing Books, Inc. Monthly training is held in Memphis and consists of 32 hours of training over 5-days. There are fees associated with the training and the instructor workbook. Please note prior approval by DCJS is required before obligating or expending grant funds for out-of-state travel.

**Website:** [www.ccimrt.com](http://www.ccimrt.com), <http://www.moral-reconciliation-therapy.com>

### Pre-Approved Job Readiness Curriculum

#### **1) Ready, Set, Work! (RSW!)**

Ready Set, Work! is a 20-hour skill-based training designed to equip offenders and ex-offenders with the necessary skills and tools to obtain and retain quality employment. Emphasis is also placed on career planning and advancement, to encourage longevity in legitimate employment. RSW! can only be facilitated/administered by a certified Offender Workforce Development Specialists (OWDS) however community-based organizations, businesses and volunteers are often used to present selected segments of RSW! program. The RSW! Curriculum includes the following modules:

- Module 1: **Career Assessments**
- Module 2: **Legal Issues and Financial Incentives**
- Module 3: **Job Applications**
- Module 4: **Job Interviews**
- Module 5: **Budget and Spending Plan**
- Module 6: **Employer Expectations**
- Module 7: **Barriers and Resources**
- Module 8: **Job Retention**
- Module 9: **Job Search**
- Module 10: **Using the Local One Stop**

### **Dosage and Frequency**

- 20 hours total
- 2 hour sessions
- Recommended: Two sessions per week

Participants may make-up one or two sessions in sequential order, if the program has the capacity to offer this option.

**Group Size** – 8-10 individuals; for more than 10 participants, there should be at least two facilitators.

## SFY 2016-17 COUNTY RE-ENTRY TASK FORCE REQUEST FOR APPLICATIONS

### Training

DCJS, in partnership with the National Institute of Corrections (NIC), facilitates the delivery of the 180 hour OWDS training.

**Website:** <http://nicic.gov/training/owdsfy14>

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**2015 DOCCS Supervised Releases by County and Re-Entry COMPAS Level**

County	Total Supervised Releases	Level 1 & 2 (High)*		Level 3 (Moderate)		Level 4 (Low)		Pending	
		Count	%	Count	%	Count	%	Count	%
ALBANY	517	359	69%	79	15%	73	14%	6	1%
ALLEGANY	31	12	39%	7	23%	8	26%	4	13%
BROOME	315	201	64%	63	20%	46	15%	5	2%
CATTARAUGUS	72	48	67%	15	21%	7	10%	2	3%
CAYUGA	154	83	54%	35	23%	35	23%	1	1%
CHAUTAUQUA	147	77	52%	43	29%	19	13%	8	5%
CHEMUNG	120	71	59%	28	23%	21	18%	0	0%
CHENANGO	50	25	50%	17	34%	8	16%	0	0%
CLINTON	161	89	55%	55	34%	14	9%	3	2%
COLUMBIA	57	33	58%	10	18%	14	25%	0	0%
CORTLAND	77	41	53%	21	27%	15	19%	0	0%
DELAWARE	43	11	26%	17	40%	15	35%	0	0%
DUTCHESS	303	232	77%	54	18%	15	5%	2	1%
ERIE	879	563	64%	182	21%	124	14%	10	1%
ESSEX	29	13	45%	14	48%	2	7%	0	0%
FRANKLIN	85	54	64%	25	29%	6	7%	0	0%
FULTON	64	26	41%	20	31%	17	27%	1	2%
GENESEE	104	34	33%	43	41%	26	25%	1	1%
GREENE	51	29	57%	12	24%	9	18%	1	2%
HAMILTON	1	0	0%	1	100%	0	0%	0	0%
HERKIMER	65	32	49%	19	29%	14	22%	0	0%
JEFFERSON	103	42	41%	37	36%	17	17%	7	7%
LEWIS	23	7	30%	13	57%	3	13%	0	0%
LIVINGSTON	86	30	35%	35	41%	21	24%	0	0%
MADISON	40	16	40%	14	35%	10	25%	0	0%
MONROE	1,160	659	57%	296	26%	198	17%	7	1%
MONTGOMERY	82	49	60%	18	22%	15	18%	0	0%
NASSAU	581	323	56%	146	25%	106	18%	6	1%
NIAGARA	209	125	60%	49	23%	31	15%	4	2%
ONEIDA	448	257	57%	132	29%	56	13%	3	1%
ONONDAGA	747	424	57%	196	26%	122	16%	5	1%
ONTARIO	154	77	50%	51	33%	25	16%	1	1%
ORANGE	416	280	67%	78	19%	48	12%	10	2%
ORLEANS	80	41	51%	20	25%	17	21%	2	3%
OSWEGO	173	93	54%	46	27%	32	18%	2	1%
OTSEGO	36	15	42%	14	39%	7	19%	0	0%
PUTNAM	35	16	46%	10	29%	7	20%	2	6%
RENSSELAER	225	139	62%	44	20%	36	16%	6	3%
ROCKLAND	125	92	74%	18	14%	12	10%	3	2%
ST LAWRENCE	101	46	46%	28	28%	27	27%	0	0%
SARATOGA	161	82	51%	41	25%	35	22%	3	2%
SCHENECTADY	294	179	61%	67	23%	45	15%	3	1%
SCHOHARIE	22	16	73%	4	18%	2	9%	0	0%
SCHUYLER	12	2	17%	6	50%	4	33%	0	0%
SENECA	46	28	61%	8	17%	9	20%	1	2%
STEBEN	145	91	63%	29	20%	24	17%	1	1%
SUFFOLK	835	425	51%	247	30%	147	18%	16	2%
SULLIVAN	153	115	75%	32	21%	3	2%	3	2%
TIOGA	31	17	55%	6	19%	8	26%	0	0%
TOMPKINS	58	41	71%	11	19%	6	10%	0	0%
ULSTER	196	141	72%	42	21%	11	6%	2	1%
WARREN	81	51	63%	19	23%	11	14%	0	0%
WASHINGTON	99	58	59%	19	19%	21	21%	1	1%
WAYNE	90	42	47%	33	37%	13	14%	2	2%
WESTCHESTER	496	284	57%	109	22%	83	17%	20	4%
WYOMING	26	14	54%	5	19%	7	27%	0	0%
YATES	31	18	58%	7	23%	6	19%	0	0%
Rest of State Total	10,925	6,368	58%	2,690	25%	1,713	16%	154	1%
NYC Counties	Total Supervised Releases	Level 1 & 2 (High)*		Level 3 (Moderate)		Level 4 (Low)		Pending	
		Count	%	Count	%	Count	%	Count	%
BRONX	2,282	1,201	53%	563	25%	452	20%	66	3%
KINGS	2,387	1,115	47%	664	28%	521	22%	87	4%
NEW YORK	1,835	870	47%	497	27%	411	22%	57	3%
QUEENS	1,372	652	48%	356	26%	329	24%	35	3%
RICHMOND	280	143	51%	75	27%	57	20%	5	2%
NYC Total	8,156	3,981	49%	2,155	26%	1,770	22%	250	3%
Statewide Total	19,081	10,349	54%	4,845	25%	3,483	18%	404	2%

\*Includes specialty supervision cases.