

**Minnesota Department of Public Safety
Office of Justice Programs**

**REQUEST FOR PROPOSALS
JUSTICE ASSISTANCE GRANTS (JAG) FUNDING
RECIDIVISM REDUCTION**

Due Monday, July 23, 2018

INTRODUCTION

The Minnesota JAG Recidivism Reduction grants seek to improve public safety by strengthening collaborative efforts between criminal justice and social services to better serve youth and adults as they return to communities from correctional placements. The intent of this funding is to enhance access to services, supports and resources needed for offenders to succeed in the community. Local jails, juvenile correctional facilities, state prisons, probation systems, and community agencies all struggle to address recidivism reduction with limited resources. While not all offenders are detained long enough to receive intensive programming, many would benefit from some planning and services. Programming will also allow correctional facility staff to better manage needs and behaviors.

Due to the high level of unmet needs, the priority target populations for this funding are females and Native American offenders, both juveniles and adults.

Interested in being a volunteer reviewer? Complete the reviewer survey on the MN OJP grants web page by July 13 to be considered.

ELIGIBLE APPLICANTS

Nonprofit agencies, local units of government including cities, counties, townships, and tribal governments are eligible to apply. Agencies working together will identify one agency as applicant and official grant recipient; budgets can include subgrants or contracts with partner agencies.

NOTE: JAG requires that approximately 60% of funds be passed through to local units of government. Approximately 40% of awards will go directly to nonprofits.

There are two options for a nonprofit to increase the chances of having their proposal chosen for funding:

- 1) Have a unit of local government be the applicant agency (fiscal agent). This governmental entity could include the nonprofit agency as a subgrant.
- 2) Have all units of local government that will benefit from your programming sign a variable pass-through waiver approving your agency's application. See Appendix A for waiver form.

FUNDS AVAILABLE

Approximately \$3 million in JAG funds are available. Two-year grant awards may range from approximately \$50,000 - \$150,000 per year. No match is required, but evidence of community support will strengthen the application. Projects will need to begin operating within 90 days of award notice.

PROJECT DATES

Projects will be funded for a two-year period, with a start date of approximately October 1, 2018.

SOURCE OF FUNDS

Funds authorized by 42 U.S.C. §3751(a) through the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, Edward Byrne Justice Assistance Grant Program (JAG) .

APPLICATION DEADLINE

Applications must be submitted using the e-grants web-based system by 4:00 p.m. on Monday, July 23, 2018. Applications cannot be submitted after this time. **No paper submissions will be accepted.**

PROJECT OVERVIEW

Applicants are expected to have existing working relationships between correctional facilities, probation systems and community agencies so that grant-funded reentry activities can begin immediately with programming during incarceration and continuing with return to the community. In alignment with reentry best practices, some level of prerelease programming is required. Successful applicants will employ the Risk-Needs-Responsivity Model (see resources section for more information), which has been used with increasing effectiveness in the criminal justice system. This model is based on the following principles:

- Risk – providing services that match an offender’s risk of reoffending, with most intensive supervision and services focused on people most likely to reoffend;
- Need - focusing treatment on the criminogenic needs of the offender;
- Responsivity - implementing services in ways that promote active participation and using methods that are effective, such as cognitive behavioral therapy)

Grantees will be expected to use a validated risk assessment tool (LS/CMI/Y-LS/CMI, ORAS/OYAS, COMPAS) and Case Management Tool (LS/CMI/Y-LS/CMI, The National Institute of Corrections’ Integrated Case Management Model, S.M.A.R.T. Goals) and address such services as cognitive-behavioral interventions, post-discharge employment, substance abuse treatment and relapse prevention, mental health services, educational and vocational education, and/or transitional housing.

Strategies should include cognitive-behavioral therapy (CBT) that promotes critical thinking and healthy decision-making. The overall goal is to help offenders develop new ways of thinking that will ultimately reduce their risk of reoffending. Examples of CBT include The Carey Guides, Thinking for a Change, Decision Points, Moral Reconation Therapy, and Reasoning and Rehabilitation.

Participation in Minnesota Department of Corrections (DOC) Evidence Based Practices (EBP) academy will be mandatory. If you have already participated in a DOC sponsored academy you should be participating in skills coaching to ensure EBP is being implemented effectively.

Program evaluation and recidivism measurement will be an important component of this grant program. There will be several mandatory grantee meetings to discuss program evaluation and identify appropriate interim measurements on which grantees will report. Grantees will also be expected to demonstrate that their program is implementing correctional best practices with skill and fidelity. The long-term goal of reducing recidivism of adults will be measured by OJP after the grants end. Due to the difficulty of measuring recidivism with juveniles, interim measurements will be emphasized. Grantees will identify, track, and report on appropriate interim measures such as drug screening, jail bed days or case plan accomplishments, etc.

RESOURCES

Minnesota Information

- [The Minnesota Association of County Probation Officers \(MACPO\)](#)
- [MN Assn of Community Corrections Act Counties \(MACCAC\)](#)
- [The Minnesota Department of Corrections](#)
- [The MN Statistical Analysis Center](#)

Model Programs & Practices

- [What Works in Reentry Clearinghouse](#)
- National Institute of Justice
 - ◆ [Crime Solutions](#)
 - ◆ [Cognitive Behavioral Therapy](#)
- [Integrated Reentry and Employment Strategies](#)
- [National Criminal Justice Reference Service](#)
- [OJJDP Model Programs Guide](#)
- [Models for Change Evidence-based Practices](#)
- [Urban Institute's Transition from Jail to Community Online Learning Tool Kit](#)
- [National Institute of Corrections Reducing Offender Risk](#)
- [California State University Fullerton What Works? Short-Term, In-Custody Treatment Programs](#)

Evidence-Based Behavioral Health

- [Texas Christian University Institute of Behavioral Health](#)
- SAMHSA
 - ◆ [Screening and Assessment](#)
 - ◆ [Evidence-Based Practices Web Guide](#)
 - ◆ [Urban Institute Mental Health Court Evaluation](#)

APPLICATION PROCESS

Applications must be submitted via e-grants, the Office of Justice Programs (OJP) online grants management system. [e-grants](#) can also be accessed via the Office of Justice Programs [website](#). If you have never applied for a grant with the Office of Justice Programs, you must create a user account by clicking on the purple “New User” option in the login box in the upper right corner of the e-grants website and follow instructions to fill out the profile. Contact the e-grants Helpdesk at 1-800-820-1890 if you have login issues.

TERMS AND CONDITIONS, GRANT PROGRAM GUIDELINES, OJP GRANT MANUAL

As part of submitting this application in e-grants the applicant agency agrees to the Terms and Conditions of OJP Grantees for non-state applicants as well as the JAG Program Guidelines. These address Federal and State requirements such as worker’s compensation, civil rights, affirmative action, and data privacy. By agreeing to these in e-grants the applicant is certifying that they have the authority to make these commitments. Applicants are encouraged to print and review these documents with the appropriate agency staff prior to submitting the application in e-grants. If selected for funding, the grantee will need to submit required certifications. Grantees agree to follow the OJP [Grant Manual](#) which provides basic information on policies and procedures for grant administration. These documents become, by reference, part of the formal grant contract agreement.

APPLICATION CONTENT

The application consists of the following elements. Applications that do not include all elements or answer all questions will not score well in the review process.

A) Project Information Sheet:

Input information directly into e-grants such as the authorized representatives for the project, tax identification numbers, a brief project description and other identifying information. This will be printed and used as the cover sheet of the proposal.

B) Narrative:

Address the following in a 6 page maximum Word document with ¾” margins, single spaced and with a 12 point font size. When ready to submit, the narrative will be uploaded as an attachment in e-grants. The narrative should address the following issues (please number responses):

1. Organizational Overview (10 points):

- Brief description of agency’s mission and history.
- Total annual agency budget and how this project fits in the overall organization.
- Past experience in grant management.
- What experience do you have with the specific population to be served?
- Describe the demographics (race, ethnicity, etc.) of staff, leadership, board of directors and in what ways they reflect the population to be served?
- If staff, leadership and board is not reflective of the population served, describe efforts to improve in this area.
- What kinds of training on diversity, inclusion and equity are provided to staff and leadership?

2. Planning Process (15 points):

- Statement of the problem to be addressed.
- Include relevant data to support your statement.
- What is the target population and how was it identified?
- Will you be serving female or Native American populations; if so, what percentages?
- If serving a jail population, state percentage of pre and post-conviction participants.
- If currently operating, what is the demographic detail of population?
- Describe barriers to reentry for this target population.
- What training has staff received in recidivism reduction best practices?
- What planning process was used to develop the proposed recidivism reduction activities?
- If currently operating, include to date outputs and outcomes. How do you know your program is working?
- State whether you are attaching a Variable Pass-Through Waiver, have one in process, or are applying without a waiver.

3. Project Description (20 points):

- With the goal of reducing recidivism, describe proposed objectives, activities, and measurable outcomes of the project.
- What is your plan for employing the Risk, Needs and Responsivity Model?
- What pre-release activities will happen?
- What is the strategy for attracting offenders to attend programming post release?

- Describe the referral and admissions process, program requirements, completion and termination considerations.
 - How many total clients will your project serve in the two year period? Is this more or less than previous years?
 - Cite research on best or promising practices that supports your plan.
 - Name the roles and responsibilities of key staff assigned to the project and experience or training in recidivism reduction programming.
- Note:** Project design should mirror work plan elements and reference all key expenditures in the budget.

4. Partnerships (15 points):

- Identify the key partners, summarize their expertise in the program area, and provide a brief history of the partnership.
 - Name the correctional institution(s), community agencies, and probation systems involved with this initiative.
 - What culturally specific partners are involved?
 - Clearly state the roles and responsibilities of each partner organization in the implementation and continuation of this project.
- Note:** Partner agency tasks should be specified in the project work plan and evaluation plan.

5. Evaluation (15 points):

Program evaluation and recidivism measurement will be an important component of this grant program. Grantees will be required to supply participant information to enable OJP to track recidivism – as defined by reconviction for a new offense. Due to the difficulty of measuring recidivism with juveniles, interim measurements will be emphasized. Grantees will identify, track, and report on appropriate interim measures such as jail bed day reduction, probation violations, arrests, re-incarcerations, or individual case plan progress and are expected to conduct other evaluation activities. **NOTE: Risk assessment tools (LS/CMI/Y-LS/CMI, ORAS/OYAS, or COMPAS) are not designed to measure change and should not be used as an evaluation tool.** Please address:

- Overview of the plan to measure the impact of the project.
 - Have you previously completed a formal evaluation of this program? If so, what were the results? What is the plan for evaluation moving forward?
 - Do you have an existing data collection tool? If not, will this be part of your evaluation contract?
 - Will this evaluation be a process based evaluation, outcome based evaluation, or both?
 - What changes do you expect to see in knowledge, attitudes, behaviors, skills, etc. of participants?
 - How will these changes be measured (thinking skills tests, drug tests, etc.)?
 - When and by whom will this data be collected?
- Note:** Yearly evaluation reports are required; state which staff will be responsible for writing this.

C) Work Plan/Outcomes (15 points):

Applicants will download the Excel form provided in e-grants, complete it and upload it in e-grants. This form describes the objectives and activities that will result in reduced recidivism as outlined in the narrative for the twenty-four month period. The plan should include detail

on numbers served, frequency and duration of activities and must include measurable outcomes. This working document guides the day-to-day operations of your project and evaluation plan. It will be used as the basis for quarterly project reporting.

D) Budget (10 points):

The budget will be entered directly into e-grants. Directions are available in the Application Guide in the Training Material section in e-grants. Budget line items include: Personnel, Payroll Taxes & Fringe, Contract Services, Travel, Training, Office Expenses, Program Expenses, and Other Expenses. Not all line items need to be used. Other budget considerations include:

- Budget will cover **a two-year** period.
- All expenses must be itemized and directly chargeable to the grant.
- Calculations should be provided for all budget amounts.
- Approximately 10% of amount requested should be dedicated to project evaluation.
- Capital expenses such as building improvements or facility remodeling are ineligible.
- Funding must supplement, not supplant state and local government funds.
- Staff positions in budget must be clearly linked to activities in the work plan.
- JAG funded staff must keep detailed time tracking records of hours worked on grant activities so funding full time positions rather than percentages of numerous staff will simplify your record keeping.
- All budget items must support activities listed in the work plan.
- Indirect costs may be included in one of the following ways:
 - (a) Use the federally allowed de minimus rate of 10% of Modified Total Direct Costs (MTDC). MTDC excludes equipment, rental costs, participant support costs (Direct Client Assistance), and the portion of each sub award and subcontract in excess of \$25,000.
 - (b) Budget expenses directly in the applicable budget categories.
 - (c) Use your federally approved indirect cost rate and upload a current copy to OJP with the application.
 - (d) If the federally approved indirect cost rate has expired then indirect costs must be directly charged in appropriate budget categories.

APPLICATION REVIEW PROCESS

This is a competitive application process. A review committee will read and rate applications according to the following scale:

10 Points	Organizational Overview
15 Points	Planning Process
20 Points	Project Description
15 Points	Partnerships
15 Points	Evaluation
15 Points	Work plan/Outcomes
10 Points	Budget
100 Points	TOTAL

A final staff review will consider geographic locations, response to high-need populations, coordination with other federal, state, and local funding and past grantee performance. Timeliness and completeness of past grant financial and progress reporting will also be considered. Final

decisions will be made by the Commissioner of Public Safety and applicants will be notified of grant awards by September 15, 2018. Appeals of funding decisions should be submitted in writing by October 1, 2018 to the Executive Director, Office of Justice Programs, MN Department of Public Safety, 445 Minnesota St., Suite 2300, St. Paul, MN 55101.

TECHICAL ASSISTANCE

For questions regarding the e-grants online submission process, please call:

Claire Cambridge at Claire.cambridge@state.mn.us or 651-201-7307.

For questions regarding the application, please call:

Claire Cambridge, Office of Justice Programs, MN Department of Public Safety

Claire.cambridge@state.mn.us or 651-201-7307.

A 'Frequently Asked Questions' page will be available on the grants page of the OJP website.

POST AWARD REQUIREMENTS

- **Pre Award Risk Assessment and Financial review.** In accordance with state and federal grant management policies, all applicants with total annual revenues of \$50,000 or more and less than \$750,000 will need to submit the most recent IRS Form 990; applicants with total annual revenue of over \$750,000 will need to submit the most recent certified annual audit.
- **Grant Contract Process.** After being selected for funding, OJP staff will work with the applicant to negotiate a final budget. The formal grant contract consists of the Grant Agreement, the Terms and Conditions, the Program Guidelines, as well as the work plan and budget. The Grant Agreement will be initiated, signed by grantee and OJP, and once fully executed it is then a legally binding agreement. Grant agreements not signed within 30 days of receipt may be canceled.
- **Progress Reporting.** Grantees will be required to submit regular narrative reports and data in a prescribed manner and cooperate with statewide evaluation efforts. Grantees will also submit reports directly to the federal BJA using the Performance Measurement Tool (PMT).
- **Grant Payments.** This is a cost reimbursement grant. Grantees will only be paid for eligible expenses (after the grant contract is fully executed) that are incurred and are consistent with the negotiated budget.
- **OJP Grant Manual.** Grantees and grantee subgrants agree to follow the OJP Grant Manual as part of the application process. The manual is a resource for how our office manages grants and covers topics such as grant administration policies, program modification policies, general accounting requirements, etc. [OJP Grant Manual](#)

RIGHT OF CANCELLATION

The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this Request for Proposals. The State does not intend to award a grant contract solely on the basis of any response made to this request, or pay for information solicited or obtained.