

New York State Division of Criminal Justice Services
Innovation RFA: Alternatives to Incarceration and Re-Entry Services and Interventions

I. RESPONSES TO APPLICATION QUESTIONS

Program Narrative Questions

All narrative questions and the Logic Model template must be completed before uploading to GMS.

Each application proposal shall include complete and succinct responses to all questions:

**1. Provide the following information regarding the proposed program model and location:
(0 points)**

a. What funding are you applying for? Please refer to page 8 of the RFA.

☐ Demonstration

☐ Evidence Based

b. Where will the program be based?

c. Which geographic area (county, counties, or NYC boroughs) will be served?

d. Is this a new program or an enhancement to any existing program?

e. Briefly describe the goal(s) of your intervention and/or service.

f. DCJS encourages applicants to involve individuals with lived experience in the criminal justice system when designing and/or implementing their programs.

Individuals with lived experience include, but are not limited to, persons who were formerly arrested, detained, or incarcerated, or their families/relatives.

Please check all boxes that apply below.

Applicant affirms that they have meaningfully engaged individuals with lived experience in the criminal justice system while designing or developing the components of the proposed program/service(s) described in this application.

Applicant affirms that they will meaningfully engage individuals with lived experience in the criminal justice system during the implementation or oversight of their proposed programs.

2. Logic Model (required component, 10 points)

The logic model is intended to help applicants and DCJS understand the program's goals and how the components of the proposed program will help achieve the desired outcomes. Applicants should first complete a logic model for the proposed program, then refer to that logic model when answering scored narrative questions.

All applicants must submit a Logic Model that includes the components shown in the Instructional Logic Model on the following page, which DCJS has provided to reference while you fill out the Logic Model Template with your program information. When responding to the narrative questions below, please refer to your completed Logic Model for guidance. For additional assistance developing a logic model, please refer to the *W.K. Kellogg Foundation* guide to building logic models: <https://wkkf.issuelab.org/resource/logic-model-development-guide.html>.

Instructional Logic Model

Program: This document is intended to serve as a guide; Please enter your responses into the Logic Model Template on the next page.

Agency: _____ **Preparer:** _____ **Date:** _____

Goals

The intended results of your proposed program or what the program is trying to achieve by delivering the proposed intervention.

Barriers / Challenges

Obstacles to achieving the stated goals of the program and factors which, if they occur, may prevent or limit success.

Solutions / Opportunities

How the program intends to leverage its internal and external resources and/or partnerships in order to overcome barriers/challenges. Solutions are internal factors the program can control. Opportunities are external factors the program can utilize.

Inputs

Resources that are needed in order to complete the proposed activities: these resources may relate to staffing, training, program space, funding, incentives, and more.

Partnerships

Organizations your program proposes to partner with to achieve goals.

Activities

The strategies that will be implemented to help achieve articulated goals.

Outputs

Direct results of program activities. May include types, levels and targets of services to be delivered by the program.

Outcomes

Short Term

Anticipated outcomes that are expected by the end of the proposed intervention.

Long Term

Anticipated and sustained outcomes that are expected to occur after the end of the proposed intervention; these are the ultimate impacts of the program.

Logic Model Template

Program: _____

Agency: _____ Preparer: _____ Date: _____

Goals

Barriers / Challenges

Solutions / Opportunities

Inputs

Activities

Outputs

Outcomes

Short Term

Long Term

Partnerships

3. Inventory of Service Needs (15 points)

- a. What needs or service gaps within the community will your program address? Did you seek input from the community you serve in determining these needs? If so, please describe any input you received from the community in determining the needs of the population you plan to serve. For applications that have incorporated input from individuals with lived experience in the criminal justice system, please describe how this was accomplished.
- b. Describe how the services you are proposing will complement or enhance existing local programs or services. What distinguishes your proposal from programs that are currently providing similar services to the population you propose to serve?
- c. How will your program provide services in a collaborative manner with community, local, county, and/or state partners?

4. Identification and engagement of participants (15 points)

- a. Identify the population(s) you plan to serve and their status in the criminal justice system. Please identify the eligibility criteria for program participation. Specify any criteria that would exclude individuals from participating.
- b. Describe why you believe there will be a sufficient number of individuals who meet the eligibility criteria. Utilize any applicable data referenced in the appendices as well as any information available in your local jurisdictions.
- c. How will your program identify and connect with potential participants?
 - i. If your program intends to receive referrals from a partnering agency(s), detail how individuals will be referred to your program. Please provide the name(s) of referring agency(s) and describe the commitment by these agency(s) to provide referrals for the target population. If these commitments do not currently exist, please outline the steps you will take to establish the relationship with referring agency(s).

- ii. If your program also intends to include outreach services, please describe your plan to identify and recruit eligible participants. If you plan to work with other organizations to identify eligible participants, please provide the name of the person(s) and/or agency with whom you plan to partner with to identify participants and describe how they will connect you with participants.

5. Detailed Program Components (25 points)

- a. Describe your program's activities/strategies in further detail. (15 points) Please include the following:
 - i. A detailed description of the screening, intake, and assessment process.

- ii. Will you use any risk and/or needs assessment tool(s)? If yes, please describe how assessment results will be provided to you if the referring agency is completing any type of assessment. If no, explain why an assessment tool is not needed.

- iii. Please describe how the proposed activities/strategies (service components) identified in your Logic Model are expected to contribute to program outputs and outcomes. If applicable, provide a clear description of how assessment information will be used to develop a plan to address the needs of the participant.
- iv. Please describe your plan to engage participants. If your program plans to incentivize participant engagement, please provide details about how you will provide incentives.
- v. Describe the criteria for successful program completion (outputs), and how this will be measured and documented.

- vi. What source(s) of information did you consult as you developed your proposed program model? If you consulted any literature in this process, please reference it in your response.

b. Will all services and interventions described in your proposal be delivered by staff employed by your program (5 points)?

- If yes, please describe your plan to utilize internal agency knowledge, resources and experience.
- If no, please describe how your program proposes to partner with another agency(s) to deliver any aspect of services or interventions. Please name the individual(s) and/or agency(s), describe the service(s) or intervention(s) they will be responsible for providing, and their roles and responsibilities in delivering these service(s) or intervention(s).
- If proposing partnerships with smaller, grassroots community-based organizations, especially those serving difficult-to-reach populations, describe how you will structure these collaborations, including the use of a subaward or partial subaward (as applicable), to support the capacity and maximize the impact of these organizations.

- c. Provide a detailed timetable for the first year of program operation including hiring, training, and developing internal infrastructure, as well as an anticipated start date for serving clients. If you are proposing an enhancement to an existing program, please describe which components are already in place and your timeline for implementing these enhancements (5 points).

6. Experience and Qualifications of the Organization (10 points)

a. Experience

- i. Describe your organization's experience, if any, serving criminal justice populations. If limited or no experience, please explain how you plan to engage the population you propose to serve.

b. Staffing Recruitment and Retention

Programs should employ management and staff with the credentials, training, and experience necessary to effectively deliver proposed interventions and meet other program goals.

- i. Please describe your organization's approach to recruiting and hiring staff. Provide a job description for each position (hired or to be hired) that will be required to administer this proposed program.

ii. Please describe your plan to effectively train staff who will deliver services or interventions.

iii. Please describe how your program plans to retain staff and prioritize a positive culture (e.g., competitive compensation, employee professional development, staff wellness and opportunities for growth).

iv. If proposing to hire individuals with lived experience in the criminal justice system, please describe your strategies for recruiting, hiring, and retaining these staff.

7. Work Plan (5 points)

In the GMS Work plan module (tab), enter the Project Goal. All applications must include a proposed work plan. The three required objectives are: Program intake, Program intervention and/or services, and Program completion. These must be entered in the work plan module. Associated tasks and performance measures must also be entered for these three objectives. Applications must provide intended target numbers for each workplan objective. Applicants receiving an award will be assisted by DCJS staff to develop a finalized program work plan.

8. Operating Budget Detail and Justification (20 points)

- a. Using the Appendix Budget Detail Worksheet and Budget Narrative sheet as a guide, enter the operating budget directly into the Budget module “tab” of the GMS application. Prepare a line-item budget, including detailed justification, by appropriate category of expense (e.g., Personnel, Fringe Benefits, Consultants, etc.). All funded positions should clearly indicate the general duties, full annual salary of the position, hours worked per week, and proposed hours or percentage FTE supported by the grant. Budgets should reflect total projected costs for a 12-month contract period and be limited to eligible costs. Operating budgets must not exceed the applicant’s eligible award amount if provided.
- b. The detailed budget for the grant period must be complete and provide sufficient detail. It must also be reasonable and appropriate, as determined by DCJS, and directly tied to the work plan/program design. Funding requests not directly tied to the program design/work plan may negatively impact the applicant’s score. Applications will be scored in part for reasonableness of costs based on the anticipated number of program participants served. Reasonableness of costs that are not substantiated in the application may negatively impact the applicant’s score. For subcontracted agencies approved to provide services, where applicable, upload signed and executed agreements and the subcontractor’s approved operating budget using the Attachment Module on GMS.
- c. Consultant Services: All consultant services must be obtained in a manner that provides for fair and open competition. The rate for a consultant should not exceed \$650 for an eight-hour day (not including travel and subsistence costs). A rate exceeding \$650 per eight-hour day requires prior written approval from DCJS and may be approved on a case-by-case basis where adequate justification is provided and expenses are reasonable and allowable. A grant award recipient obtaining consultant services that cost in excess of \$10,000 must use a competitive bidding process. A grant award recipient who proposes to obtain consultant services from a particular vendor without competitive bidding will be required to obtain the prior written approval of DCJS. The request for approval must be in writing and set forth, at a minimum, a detailed justification for selection and basis upon which the price was determined to be reasonable. Further, such consultant services must be in accordance with the guidelines, bulletins and regulations of the NYS Office of the State Comptroller, State Procurement Council and, if applicable, the U.S. Department of Justice.

Note:

- Not-for-Profits: Funding for indirect costs, including administrative, is capped at a rate of 15%.
- Governmental Organizations: Indirect costs are not an allowable expense for governmental organizations.