

**Request for Proposals**  
**for**  
**Sites to Implement**  
**ADULT REDEPLOY ILLINOIS**

**Illinois Criminal Justice Information Authority**

**In Partnership with**

**The Adult Redeploy Illinois Oversight Board**

**August 2012**

# **ADULT REDEPLOY ILLINOIS – SITE IMPLEMENTATION REQUEST FOR PROPOSALS**

## **Table of Contents**

PART I: General Requirements

PART II: Program Description

PART III: Proposal Instructions

### **APPENDICES**

Appendix A – 730 ILCS 190/20

Appendix B – Standard Plan Template

Appendix C – Proposal Content Checklist

# ADULT REDEPLOY ILLINOIS – SITE IMPLEMENTATION REQUEST FOR PROPOSALS

## PART I: GENERAL REQUIREMENTS

**A. Date of Issuance**

August 17, 2012

**B. Issuing Organizational Unit**

Illinois Criminal Justice Information Authority (Authority)  
On behalf of the Adult Redeploy Illinois Oversight Board  
300 W. Adams Street, Suite 200  
Chicago, IL 60606

**Contact Person**

Mary Ann Dyar  
Adult Redeploy Illinois Program Administrator  
c/o Illinois Criminal Justice Information Authority  
300 W. Adams Street, Suite 200  
Chicago, IL 60606  
Phone: 312-793-8949  
Fax: 312-793-8422

**C. RFP Availability**

Copies of this Request for Proposals (RFP) may be downloaded from the Adult Redeploy Illinois web site at <http://www.icjia.org/redeploy/>. Additional copies may be obtained by contacting the person listed above.

**Applicants must have access to the internet.** The Adult Redeploy Illinois web site will contain information regarding the RFP. It is the responsibility of applicants to monitor that web site and comply with any instructions or requirements relating to the RFP.

**D. Deadline**

Applications are due by **5:00 p.m. CST on Friday, September 28, 2012**. Applications must be submitted electronically. Applications will be opened upon receipt and a confirmation of receipt will be e-mailed within 24 hours of receipt. Each submission must include an e-mail address and contact name.

To convey your intent to submit a proposal, please contact Mary Ann Dyar, Adult Redeploy Illinois Program Administrator, at 312-793-8949 or [maryann.dyar@illinois.gov](mailto:maryann.dyar@illinois.gov).

*To be considered, proposals must be in the possession of the Illinois Criminal Justice Information Authority staff at the specified location and by the designated date and time listed above. The deadline, without exception, will be strictly enforced. In the event of a dispute, the applicant bears the burden of proof that the application was received on time at the location listed above.*

**E. Proposal Submission Requirements**

Applications should be submitted electronically to [CJA.ReDeploy@illinois.gov](mailto:CJA.ReDeploy@illinois.gov). Facsimiles will not be accepted. All applications must be typed on an 8½ x 11-inch page, using 12-point type and at 100% magnification. The program narrative must be single-spaced, on one side of the page, with one-inch margins on all sides. The program narrative must not exceed 25 pages, and page numbers should be included on all documentation including attachments. **The cover letter, cover page, checklist, letters of support, budget narrative and budget forms are not included in the page limitation.** For documents requiring signatures (including letters of support), applicants should print, sign, scan, and e-mail the documents as attachments to the application.

The Authority and the Adult Redeploy Illinois Oversight Board (ARIOB) are under no obligation to review applications that do not comply with the above requirements.

**F. Eligible Applicants**

**Only county units of government are eligible to apply for funds under this RFP.** A county may submit on behalf of a group of counties or a judicial circuit. Private agencies or not-for-profit organizations are not eligible to apply. In order for those agencies or organizations to receive funding through this grant opportunity, they must subcontract with the county applicant receiving the award.

**G. Source of Funds**

Funding that is being made available to implement Adult Redeploy Illinois through this RFP is being supplied from state general revenue grant funding.

**H. Award Amounts**

Approximately \$1.5 million of state general revenue funding is available to support this Adult Redeploy Illinois RFP. Individual grant amounts will vary, taking into account a cost-benefit analysis with respect to cost per person served in the proposed program and the potential savings accruing to the state. ARIOB may reduce award requests for unallowable costs and to fund the maximum amount of counties or judicial circuits.

**I. Questions and Answers**

Submit questions relating to this RFP via e-mail to Mary Ann Dyar, Program Administrator, at [maryann.dyar@illinois.gov](mailto:maryann.dyar@illinois.gov). Answers will be returned via e-mail. Frequently Asked Questions, with answers, are posted on the Adult Redeploy Illinois web site at [www.icjia.org/redeploy](http://www.icjia.org/redeploy). Depending on interest, a webinar may be conducted to go over RFP requirements.

**J. Award Process**

It is anticipated that applicants will receive notification by the Authority regarding funding decisions by October 22, 2012. Successful applicants will also receive further grant implementation guidance. An award is subject to completion of grant implementation materials.

**K. Estimated Length of Agreement**

Awards under this initiative will be for a period of eight months beginning November 1, 2012 and ending June 30, 2013.

**L. Withdrawal Disclaimer**

The Authority on behalf of ARIOB may withdraw this RFP at any time prior to the actual time a fully executed agreement is filed with the Illinois Office of the Comptroller.

**M. Modifications to Proposals by Applicants**

The Authority and ARIOB reserve the right to request modifications to a proposal after it has been submitted, through direct communication with the applicants by phone, via e-mail or in person.

**N. Clarifications, Negotiations, or Discussions Initiated by the Authority**

The Authority may contact any applicant prior to the final award for the following purposes:

1. As part of the review process, the Authority may request that an applicant clarify its bid or proposal.
2. Discussions may be held to promote understanding of the program requirements and the applicant's proposal, and to facilitate arriving at a contract that will be most advantageous to ARIOB, considering price and the other evaluation factors set forth in the RFP.
3. When the Authority knows or has reason to conclude that a mistake has been made, the Authority shall request that the applicant confirm the information. Situations in which confirmation should be requested include obvious or apparent errors on the face of the document, or a price unreasonably lower than the price others have submitted, or a price considerably higher than what others have submitted.

**O. Late Proposals/Responses**

Proposals are considered late if they are received *after 5:00 p.m. on September 28, 2012*. Late proposals will not be considered, but will be retained by the Authority. The Authority shall notify all applicants whose proposals are not considered because of lateness or non-compliance with proposal requirements.

**P. Review Panel**

Proposals will be reviewed by a panel of Adult Redeploy Illinois and Authority staff, and ARIOB representatives. Panel members will initially read and evaluate applications independently using guidelines furnished by the Authority and will subsequently participate in review panel meetings during which proposals will be reviewed and scored collectively. Scoring will be on a 100-point scale.

Scoring will not be the sole award criterion. While recommendations of the review panel will be a key factor in the funding decisions, ARIOB considers the findings of the review panel to be non-binding recommendations. ARIOB maintains final authority over funding decisions and reserves the right to consider additional factors, such as geographical distribution of proposed service areas, past performance history and/or financial standing with the Authority, when making final award decisions.

**Q. Objections**

Applicants who object to any provision of the RFP, who believe their proposal was improperly rejected, or who believe that the selected proposal(s) is/are not in the best interest of ARIOB, may submit a written protest regarding the action. The Authority will consider all such written protests that are submitted according to the time periods specified below. The Authority will investigate all allegations and issue a written response. The ARIOB decision is final.

Protests must be in writing and will be considered filed when physically received by the Authority at the following address:

Illinois Criminal Justice Information Authority  
On behalf of the Adult Redeploy Illinois Oversight Board  
300 W. Adams Street, Suite 200  
Chicago, IL 60606  
ATTN: Hank Anthony

Protests must be filed within seven (7) calendar days after the protestor knows or should have known of the facts giving rise to the protest.

Protests regarding specifications must be filed within seven (7) calendar days after the date the RFP was issued and, in any event, must be filed before the date for opening the proposals. If a protest is received, any award made will not be considered final until the protest is resolved.

**R. Commencement of Service**

If the applicant receives an award letter from the Authority, then it is reasonable to assume that the Authority will be forwarding the applicant a contract. No services can be reimbursed prior to the full and complete execution of the contract and filing with the Illinois Office of the Comptroller.

**S. Public Information**

All information submitted pursuant to this RFP is subject to the Illinois Freedom of Information Act. In addition, certain aspects of the program (e.g., program progress reports and finalized local plans) may be posted to the Adult Redeploy Illinois web site.

**T. Contract**

The legal agreement between the Authority and the successful applicants will be in the form and format prescribed by the Authority. A standard contract form will be used when contracting for services. If selected for funding, the applicant will be provided with a formal contract for their signature and return.

**U. Congressional and Legislative Districts**

On the Cover Page, the applicant must provide the Congressional District (by number) in the area to be served by the grant, as well as the Illinois House and Senate Legislative Districts (by number), available on the Illinois General Assembly web site at: <http://www.elections.illinois.gov/DistrictLocator/DistrictOfficialSearchByZip.aspx>.

**V. Programmatic/Evaluation and Reporting Requirements**

All successful applicants will be required to collect and report data in a manner consistent with the Authority and program directives as outlined in this RFP. Successful applicants will also be required to participate in an evaluation of their site. Data, program narrative and fiscal reports, in the format provided by the Authority, must also be submitted upon completion of each project period, or as directed by the Authority. Additional data and information may be requested throughout the year as determined by the Authority and ARIOB.

In addition, sites completing three years of implementation will be required to participate in the Adult Redeploy Illinois twelve-month and three-year site assessment processes. The assessment will provide feedback to the Adult Redeploy Illinois Oversight Board on the overall organizational and operational strengths and weaknesses of the program. The assessment will be conducted by ARIOB members and the Authority research and analysis staff representatives, resulting in a written report to be shared with grantees and provided to ARIOB.

**W. Training and Technical Assistance**

Programs must agree to receive consultation and technical assistance from authorized representatives of the Authority and ARIOB. The program and collaborating partners will be required to be in attendance at site visits. Programs may also be required to attend regular meetings and training as provided by the Authority.

**X. Additional Information**

The Authority and ARIOB reserve the right to request additional information that could assist with the award decision. Applicants are expected to provide the additional information within a reasonable period of time. Failure to provide the information could result in the rejection of the proposal.

**Y. Transparency Act Requirements**

The county and any division of same must agree to comply with any and all requirements of 2 C.F.R. §33.200. The county and any division of same shall comply with the following:

a) Acquire and use a DUNS (Data Universal Numbering System) number. The DUNS number shall be procured from Dun and Bradstreet, Inc. online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com) or by calling 1-866-705-5711.

b) Maintain a current registration in the Central Contractor Registration (CCR) database. The Implementing Agency must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.sam.gov](http://www.sam.gov) or by calling 1-866-606-8220.

c) Provide the Authority with their Commercial And Government Entity (CAGE) Code. The CAGE Code request process is incorporated into the CCR registration.

## **PART II: PROGRAM DESCRIPTION**

### **A. Adult Redeploy Illinois**

The Crime Reduction Act (Public Act 96-0761) established the Adult Redeploy Illinois program, which provides financial incentives to local jurisdictions for designing community-based programs to treat offenders in the community instead of sending them to state prisons. Under the Act, financial incentives will be offered to counties, groups of counties or judicial circuits to increase programming in their areas, in exchange for reducing the number of people they send to the Illinois Department of Corrections (with penalties if they do not meet the reduction goal).

The Adult Redeploy Illinois program, as part of the Crime Reduction Act, became effective on January 1, 2010. The Act calls for the following as part of the Adult Redeploy Illinois program:

- Establishment of pilot sites to increase access to community-based services and decrease commitments to the Illinois Department of Corrections (IDOC). Counties or judicial circuits will be able to apply for grant funding for assistance in planning/developing and implementing local program plans that specify how to reduce commitments of non-violent offenders to prison and to provide supervision and community-based services for such individuals.
- An interagency Adult Redeploy Illinois Oversight Board (ARIOB) to oversee the implementation of the Adult Redeploy Illinois program and report to the Governor and the General Assembly annually on its progress, co-chaired by the Director of IDOC and the Secretary of Illinois Department of Human Services (IDHS).
- Adoption of a standard plan template for jurisdictions to complete prior to implementing Adult Redeploy Illinois. Jurisdictions wishing to implement Adult Redeploy Illinois shall use that standard plan template in developing their local plan for implementation. The local plan must be approved by ARIOB as part of the funding process.
- A jurisdiction to negotiate an agreement with ARIOB to reduce by 25% the number of IDOC commitments from their Adult Redeploy Illinois-eligible target population, based on the average number of commitments of the three previous calendar years from that target population.
- A penalty to be assessed to a jurisdiction that fails to meet its reduction goal and is unable to negotiate a corrective action plan with ARIOB.
- A jurisdiction to receive payments from the state to offset the costs of providing community-based services to non-violent offenders.
- Establishment of a performance measurement system and evaluation process to assess the effectiveness of the program and report back to the Governor and General Assembly on an annual basis.



## **B. Intent of the RFP**

The intent of this Request for Proposals is to grant funds to counties, groups of counties or judicial circuits to expand alternatives to incarceration for non-violent offenders. Through this RFP, funding is being provided for planning, expansion, extension, and implementation ramp-up efforts for local Adult Redeploy Illinois sites.

Successful applicants will articulate how their proposals further the stated goals of Adult Redeploy Illinois:

- Reduce crime and recidivism at a lower cost to taxpayers
- Use financial incentives to counties or judicial circuits to create effective local-level evidence-based services
- Encourage the successful local supervision of eligible offenders and their reintegration into the locality

Successful applicants will demonstrate how the use of evidence-based practices in assessment, supervision and treatment will improve public safety and offender outcomes. To support the long-term sustainability of the program and its recidivism reduction goals, applicants are strongly encouraged to include a community involvement piece in their local plans (e.g., Community Restorative Boards).

## **C. Key Partners**

All Illinois counties and judicial circuits are invited to respond to this RFP. Applicants for funding must be a county unit of government in good standing with the State of Illinois. Counties may apply individually or as a group or judicial circuit (with a lead county as the grantee). Applicants can decide the most appropriate county agency to administer and coordinate the activities identified in the proposal.

In addition, each applicant should identify a steering committee representing the criminal justice spectrum (e.g., judiciary, prosecution, defense, probation) and the community (e.g., treatment providers, social services, business), to guide planning and implementation.

## **D. Use of Funds**

Funds shall be used to support the implementation of a local plan approved by ARIOB that is intended to meet the goals of Adult Redeploy Illinois. Funds may not be used for capital expenditures, renovations or remodeling. In addition, Adult Redeploy Illinois funds shall not be used to supplant existing county-funded programs. The focus of the funds should be program staff salaries and treatment services. Applicants should include adequate funding for a part-time or full-time Project Coordinator position to manage the many aspects of the program, and for travel to attend mandatory annual all-sites meetings.

## **E. Reimbursement Provision**

The Crime Reduction Act provides:

*Based on the local plan, a county or circuit shall enter into an agreement with the Adult Redeploy Oversight Board described in subsection (e) to reduce the number of*

*commitments to State correctional facilities from that county or circuit, excluding violent offenders. The agreement shall include a pledge from the county or judicial circuit to reduce their commitments by 25% of the level of commitments from the average number of commitments for the past 3 years of eligible non-violent offenders. In return, the county or circuit shall receive, based upon a formula described in subsection (e), funds to redeploy for local programming for offenders who would otherwise be incarcerated such as management and supervision, electronic monitoring, and drug testing. The county or circuit shall also be penalized, as described in subsection (e), for failure to reach the goal of reduced commitments stipulated in the agreement. [730 ILCS 190/20(d).]*

The approved local plan will include a description and the total number of eligible individuals within the target population, as well as the number of individuals to be diverted to meet the 25% reduction goal. In accordance with the Adult Redeploy Illinois section in the Crime Reduction Act, in the event a jurisdiction fails to reach the goal of reduced commitments, then the county or judicial circuit shall reimburse ARIOB a sum not to exceed one-half of the annual marginal cost of commitment to the Illinois Department of Corrections for the number short of the goal (e.g., in FY 09, the average annual marginal cost of incarceration was approximately \$5,000; hence, the penalty would not exceed \$2,500). It is intended that the jurisdiction will be responsible for the reimbursement to ARIOB and it not be passed along to a subcontractor of the jurisdiction. The amount of the penalty assessed will be left to the discretion of ARIOB, but ARIOB shall take into consideration factors affecting the jurisdiction's ability to meet the required reduction, including whether the failure to meet the reduction was beyond the control of the jurisdiction or other extenuating or mitigating circumstances.

ARIOB is committed to the successful implementation of local Adult Redeploy Illinois programs. ARIOB will use monthly and/or quarterly self-reported commitment data from each jurisdiction to identify potential problems and work to resolve those problems in collaboration with the sites. In the event difficulties persist, the site and ARIOB will agree upon a corrective action plan to address concerns.

## **F. Miscellaneous**

### **• Budget**

The following is provided for assistance in completing required budget materials.

- Matching funds are not required.
- Indirect costs are allowable up to 20%. In order to charge indirect cost to the grant the grantee must have an indirect cost approval letter from the Department of Justice or another federal granting agency.
- Mileage rate is reimbursed at the agency rate or the state rate whichever is lower.
- Pro-ration formulas
  - Personal contractual cost (e.g., cell phones, pagers, license, and malpractice insurance).
    - Cost of contract x percentage of time on the program
      - Example (cell phone \$50/month)
        - $\$50 \times .75$  (time on the program x 12 (length of the program)) = \$450 max cost.

- Office contractual expense/equipment cost that are being shared by more than one program in the office
      - Pro-ration rate = number of FTE (Full-Time Equivalents) working on the grant program divided by total number of people working in the office.
        - $2.5 \text{ (FTEs working on the grant)} \div 10 \text{ (people working in the office)} = .25 \text{ pro-ration rate.}$
      - If your agency will use a different pro-ration formula please get prior approval from ICJIA.
    - Equipment is not an allowable purchase for non-governmental entities.
    - Any subcontract/subgrant over \$100,000 must be preapproved by the Authority.
    - Any purchase over \$100,000 must be selected through an RFP/IFB which must be preapproved by the Authority.
    - A minimum of three bids from vendors must be solicited for purchases under \$100,000.
- **Subcontractors and Subgrantees**
  - All requirements listed below are passed on to any subcontractor or subgrantee.
  - All subcontractors/subgrantees must be in good standing with the Illinois Secretary of State or their state of incorporation.
  - Any subcontractors/subgrantees that are non-profit tax exempt must provide a copy of their 501(c)(3) status.
  - All grant agreements/contracts/subcontracts shall contain a detailed budget.
  - Allowable salary is determined by one of the following formulas:
    - 12 month grant- *Annual salary x percentage of time on the program*
    - Less than 12 month grant - *Annual salary  $\div$  12 x number of months on the grant x percentage of time on the program*
    - Greater than 12 month grant - *Annual salary  $\div$  12 x number of months on the grant x percentage of time on the program*
  - All subcontractors/subgrantees must sign an Addendum to the Agreement that contains the grant terms and conditions that are passed on to subcontractors/subgrantees.

## **PART III: PROPOSAL INSTRUCTIONS**

### **A. Scoring Criteria**

Local plans are reviewed and applications for implementation funding are scored according to completeness and accuracy with respect to the following elements:

1. Executive Summary (5 points)
2. Description of and Justification for the Target Population (25 points)
3. Description of the Key Partners (10 points)
4. Gaps in Sanctions and Services (15 points)
5. Description of the Proposed Adult Redeploy Illinois Program Model (30 points)
6. Timeline (5 points)
7. Budget (10 points)

### **B. Proposal Content Requirements**

Applicants must submit a proposal that contains the local plan mandated by the Crime Reduction Act, and including the information outlined below. **Each section must have a heading that corresponds to the headings listed below.** If the applicant believes that the subject has been adequately addressed in another part of the application narrative, then a cross-reference to the appropriate part of the narrative must be provided. The narrative portion must follow the page guidelines set for each section, and must be in the order requested. The proposal (**excluding** cover letter, cover page, checklist, letters of support, budget narrative and budget forms) must not exceed 25 single-spaced pages.

#### ***1. Cover Letter***

The proposal must be accompanied by a cover letter signed by an authorized official expressing the commitment of the jurisdictional stakeholders to implement Adult Redeploy Illinois.

#### ***2. Abstract***

The Abstract should provide a brief overview of the program model, list the key partners, and clearly state the total number of eligible individuals within the target population and the number of individuals to be diverted to meet the 25% reduction goal. **(1 page maximum)**

#### ***3. Completed Cover Page***

The Cover Page contains key information and is a required document for any grant award. The cover page template is available on the Adult Redeploy Illinois web site.

#### ***4. Completed Standard Plan Template***

Applicants must complete a local plan for Adult Redeploy Illinois implementation using the Standard Plan Template (based on a strategic planning framework) provided in Appendix B and available at the Adult Redeploy Illinois web site: [www.icjia.org/public/redeploy](http://www.icjia.org/public/redeploy). The local plan must be approved by ARIOB before funding is awarded.

### ***5. Completed Budget and Budget Narrative***

A complete budget and budget narrative for the program must be attached, using the template and forms provided on the Adult Redeploy Illinois web site, detailing how funds will be spent on the program by category, and how the costs are determined. The review will assess whether budget items are reasonable, directly related to and necessary for project implementations. Please ensure that all calculations are correct.

#### **C. Additional Proposal Contents**

The proposal will not be considered complete unless all items required within the checklist found in Appendix C of this RFP are attached to the application.

# APPENDIX A: 730 ILCS 190/20

## CORRECTIONS

(730 ILCS 190/) Illinois Crime Reduction Act of 2009.

(730 ILCS 190/20)

Sec. 20. Adult Redeploy Illinois.

(a) Purpose. When offenders are accurately assessed for risk, assets, and needs, it is possible to identify which people should be sent to prison and which people can be effectively supervised in the locality. By providing financial incentives to counties or judicial circuits to create effective local-level evidence-based services, it is possible to reduce crime and recidivism at a lower cost to taxpayers. Based on this model, this Act hereby creates the Adult Redeploy Illinois program for offenders who do not fall under the definition of violent offenders in order to increase public safety and encourage the successful local supervision of eligible offenders and their reintegration into the locality.

(b) The Adult Redeploy Illinois program shall reallocate State funds to local jurisdictions that successfully establish a process to assess offenders and provide a continuum of locally based sanctions and treatment alternatives for offenders who would be incarcerated in a State facility if those local services and sanctions did not exist. The allotment of funds shall be based on a formula that rewards local jurisdictions for the establishment or expansion of local supervision programs and requires them to pay the amount determined in subsection (e) if incarceration targets as defined in subsection (e) are not met.

(c) Each county or circuit participating in the Adult Redeploy Illinois program shall create a local plan describing how it will protect public safety and reduce the county or circuit's utilization of incarceration in State facilities or local county jails by the creation or expansion of individualized services or programs.

(d) Based on the local plan, a county or circuit shall enter into an agreement with the Adult Redeploy Oversight Board described in subsection (e) to reduce the number of commitments to State correctional facilities from that county or circuit, excluding violent offenders. The agreement shall include a pledge from the county or circuit to reduce their commitments by 25% of the level of commitments from the average number of commitments for the past 3 years of eligible non-violent offenders. In return, the county or circuit shall receive, based upon a formula described in subsection (e), funds to redeploy for local programming for offenders who would otherwise be incarcerated such as management and supervision, electronic monitoring, and drug testing. The county or circuit shall also be penalized, as described in subsection (e), for failure to reach the goal of reduced commitments stipulated in the agreement.

(e) Adult Redeploy Illinois Oversight Board; members; responsibilities.

(1) The Secretary of Human Services and the Director of Corrections shall within 3 months after the effective date of this Act convene and act as co-chairs of an oversight board to oversee the Adult Redeploy Program. The Board shall include, but not be limited to, designees from the Prisoner Review Board, Office of the Attorney General, Illinois Criminal Justice Information Authority, and Sentencing Policy Advisory Council; the Cook County State's Attorney; a State's Attorney selected by the President of the Illinois State's Attorneys Association; the State Appellate Defender; the Cook County Public Defender; a representative of Cook County Adult Probation,

a representative of DuPage County Adult Probation; a representative of Sangamon County Adult Probation; and 4 representatives from non-governmental organizations, including service providers.

(2) The Oversight Board shall within one year after the effective date of this Act:

- (A) Develop a process to solicit applications from and identify jurisdictions to be included in the Adult Redeploy Illinois program.
- (B) Define categories of membership for local entities to participate in the creation and oversight of the local Adult Redeploy Illinois program.
- (C) Develop a formula for the allotment of funds to local jurisdictions for local and community-based services in lieu of commitment to the Department of Corrections and a penalty amount for failure to reach the goal of reduced commitments stipulated in the plans.
- (D) Develop a standard format for the local plan to be submitted by the local entity created in each county or circuit.
- (E) Identify and secure resources sufficient to support the administration and evaluation of Adult Redeploy Illinois.
- (F) Develop a process to support ongoing monitoring and evaluation of Adult Redeploy Illinois.
- (G) Review local plans and proposed agreements and approve the distribution of resources.
- (H) Develop a performance measurement system that includes but is not limited to the following key performance indicators: recidivism, rate of revocations, employment rates, education achievement, successful completion of substance abuse treatment programs, and payment of victim restitution. Each county or circuit shall include the performance measurement system in its local plan and provide data annually to evaluate its success.
- (I) Report annually the results of the performance measurements on a timely basis to the Governor and General Assembly.

(Source: P.A. 96-761, eff. 1-1-10.)

# APPENDIX B: Standard Plan Template

## Adult Redeploy Illinois Local Plan Requirements

### A. The local plans must include the following components:

1. Executive Summary
2. Description of and Justification for the Target Population
3. Description of the Key Partners
4. Gaps in Sanctions and Services
5. Description of the Proposed Adult Redeploy Illinois Program Model
6. Timeline
7. Budget

### B. Content Requirements

Each section must have a heading that corresponds to the headings listed below. The Adult Redeploy Illinois web site ([www.icjia.org/redeploy](http://www.icjia.org/redeploy)) contains county-level demographic and criminal justice data for each county in Illinois, developed specifically for the Adult Redeploy Illinois planning process by the Illinois Criminal Justice Information Authority (ICJIA). These data are accessible under the “Site Tools” tab. Please **do not** request this information through the Freedom of Information Act (FOIA) from ICJIA. Questions regarding these data can be addressed to Jordan Boulger, Research Analyst ([jordan.boulger@illinois.gov](mailto:jordan.boulger@illinois.gov)).

#### *1. Executive Summary*

The Executive Summary will serve as a stand-alone document that will be shared with various state-level stakeholders and others requesting a brief overview of each jurisdiction’s plan. Therefore, applicants should be concise and direct in their description, and specifically include the cost of the program and the proposed reduction goal. At a minimum, each of the following should be included in the summary (**2 pages maximum**).

- Description of and Justification for the Target Population
- Description of the Key Partners
- Description of the Existing Local Justice System Capacity
- Description of the Existing Local Treatment and other Community Services Capacity
- Description of Gaps in Sanctions and Services
- Description of the Proposed Adult Redeploy Illinois Program Model

#### *2. Description of and Justification for the Target Population*

2a. Describe the area to be served. Identify the county, group of counties or judicial circuit comprising the applicant jurisdiction. If the application is for a group of counties or judicial circuit, then identify each county involved and the rationale for selecting this geographic target area. Much of the county-level demographic and criminal justice system data can be found on the Adult Redeploy Illinois web site ([www.icjia.org/redeploy](http://www.icjia.org/redeploy)) under the “Site Tools” tab.



1. Population ages 18 and older in the target area.
2. Race and ethnicity breakdowns.
3. Educational attainment.
4. Percent county unemployment.
5. Percent of persons below poverty.
6. DASA alcohol and treatment admissions.

2b. Provide information about the criminal justice population in the service area. This should include as much information as possible about:

1. Number of felony probation sentences.
2. Number of sentences to IDOC.
3. Number of convictions resulting from plea of guilty.
4. County jail population data.
5. Felony adult probation caseload size.
6. UCR arrest statistics.
7. IDOC commitment data, as interpreted by ICJIA, for each of the calendar years 2008, 2009, 2010.
8. Demographics of the population committed to IDOC for program eligible individuals (include age, race, gender and ethnicity), as interpreted by ICJIA.
9. Holding offense types for IDOC commitments for program eligible individuals for 2008, 2009, 2010, as interpreted by ICJIA.

2c. Describe in as much detail as possible a profile of the individuals targeted for the Adult Redeploy Illinois program, who were committed instead to IDOC during the last three calendar years. This should include, to the extent possible, as much information as possible about:

- a. Average number of commitments the IDOC over the last three years (2008, 2009, 2010), less those that are not eligible for Adult Redeploy Illinois due to their offense.
- b. Demographic characteristics of the target population committed to IDOC over the last three years.

The Crime Reduction Act specifically eliminates violent offenders, as defined in subsection (c) of Section 3 of the Rights of Crime Victims and Witnesses Act. The Unified Code of Corrections (730 ILCS *et seq.*) specifies other conviction offenses which are not eligible for probation. See the Adult Redeploy Illinois web site for a list of offenses currently statutorily ineligible for probation. The target population for Adult Redeploy Illinois must exclude individuals convicted of these specified offenses. The local Adult Redeploy Illinois steering committee may choose to target all of the remaining non-violent offenders, or choose a subset of other eligible individuals. Such a subset must be clearly defined and should support the following principles:

- Jurisdictions best understand their own local needs, and are best situated to identify their target populations and design their local Adult Redeploy Illinois program models.
- The selected target population should result in the greatest possible number of individuals diverted from state prisons, while preserving public safety.

### ***3. Description of the Key Partners***

Describe the lead entity and each of the other partners involved in the planning and implementation of the Adult Redeploy Illinois program. Include the qualifications, responsibilities, and expected contribution of each partner.

### ***4. Description of Gaps in Sanctions and Services***

Describe any gaps in the jurisdiction's current justice system and health and human services capacity which would need to be addressed prior to increasing the number of offenders sentenced to a local alternative to incarceration. These gaps can include personnel, technology, human services programs or partners, or other issues related specifically to the jurisdiction.

### ***5. Description of the Proposed Adult Redeploy Illinois Program Model***

5a. Define the criteria to be used to accept individuals into the program. Clearly describe how the applicant will ensure that the program serves only those individuals who would otherwise be committed to IDOC. Refer to the Adult Redeploy Illinois web site for a list of some of the ineligible offenses to ensure you are not including statutorily excluded populations in your model. It is important to consult with your local State's Attorney and legal counsel to ensure the population you select for Adult Redeploy Illinois is eligible for alternatives to incarceration. The offenses on the web site are only informative and not exhaustive.

5b. Describe the intake and assessment process to be used for the Adult Redeploy Illinois program. The services provided to each individual shall be individualized and based upon an individualized assessment. Each Adult Redeploy Illinois program will complete an assessment of offenders' risks, assets and needs.

5c. Describe how you will integrate existing services and programs that are already designed to meet the individual needs of targeted offenders. Please provide the following with respect to existing alternatives and infrastructure:

#### **Existing Alternatives to Incarceration**

Describe your existing array of diversionary programs, graduated sanctions, and alternatives to incarceration and the current capacity of each. See the list of existing alternatives located on the Adult Redeploy Illinois web site for a more detailed list of justice programs mandated through Illinois Legislative Code. At a minimum, please describe your current utilization of and numbers of participants in the following programs:

1. Specialty probation units (e.g.: mental health probation or drug probation).
2. TASC probation.
3. Mental health courts.
4. Drug courts.
5. Any other court program or pilots funding through grants or special project funds.

#### **Existing Health and Human Services Infrastructure**

Describe the existing health and human services infrastructure in your county or partnering

counties and the extent to which providers currently serve justice-involved populations. At a minimum, please discuss your utilization of the following services for justice populations:

1. Mental health treatment.
2. Substance abuse treatment.
3. Primary health care treatment.
4. Housing programs.
5. Employment training.
6. Other services which are frequently required within the justice-involved population.

5d. Describe what will be done to rehabilitate the offender in the community that is different from current practices. For example, is the jurisdiction going to expand existing services to more participants? Is the jurisdiction going to fund an enhancement to an existing supervision and/or treatment model? Is the jurisdiction going to implement a new program or services alongside existing programs or services?

***All new services and programs shall be research-supported or evidence-based practice (EBP) demonstrating them as proven or promising practices. Identify the research supporting the program. In addition, non-EBP services can be proposed to supplement EBP services.***

Examples of evidence-based practices and programs are available through the Authority portal on the Adult Redeploy Illinois web site and at the following sites:

<http://www.crimesolutions.gov/>

<http://www.samhsa.gov/ebpwebguide/index.asp>

<http://www.ojp.usdoj.gov/BJA/evaluation/evidence-based.htm>

5e. Include a statement of impact to the court system, including the probation department, and the community treatment system resulting from the increase in individuals sentenced to community supervision and treatment alternatives. For example, describe increased caseload sizes, treatment bed capacity vs. need, or necessary resources for managing violations of community supervision.

5f. Provide a statement that the funds from Adult Redeploy Illinois will not be used to supplant existing county-funded programs. **This does not include program expansions, or enhancements to existing models.** For a more detailed clarification about supplanting funds, see: <http://www.ojp.usdoj.gov/financialguide/PreawardRequirements/chapter5page6.htm>.

5g. Describe the membership of the steering committee overseeing planning and implementation of the Adult Redeploy Illinois program. Will the applicant have a local consortium of stakeholders, including or using existing boards and groups, oversee the Adult Redeploy Illinois program? If yes, describe the membership of the local consortium and how long it has been in existence.

The Adult Redeploy Illinois Oversight Board (ARI OB) believes an effective diversion strategy requires a commitment and involvement from each of the local stakeholders that influence the decision to commit a person to IDOC. However, ARI OB also understands that in some rare instances not all the stakeholders will initially be involved in Adult Redeploy Illinois.

Include as attachments, letters of support from the following individuals in the applicant's jurisdiction. If you cannot provide a letter, please explain their role within the project:

1. Chief Judge or Presiding Criminal Court Judge.
2. State's Attorney.
3. Public Defender.
4. Director of Probation and Court Services.

### ***6. Timeline***

Provide an estimated timeline for the implementation of the plan. The timeline shall include the task, person responsible and estimated time from commencing task to completion. The timeline should include major milestones of the project such as hiring staff, staff training, implementing new reporting system, beginning of services, etc., using a format such as:

<b>Task</b>	<b>Month Started</b>	<b>Month Completed</b>	<b>Personnel Responsible</b>	<b>Frequency</b>
-------------	----------------------	------------------------	------------------------------	------------------

### ***7. Budget***

Include a detailed budget and budget narrative for implementation of the local plan. The budget and budget narrative shall use the template and forms provided by ICJIA and available at the Adult Redeploy Illinois web site.

# APPENDIX C: Proposal Content Checklist

The following is a detailed listing of what constitutes an acceptable response (application) to the RFP.

## ELIGIBILITY DETERMINATION

Is the applicant agency a county unit of government?

Yes  No

Is this a multi-county partnership?

Yes  No

## APPLICATION PACKAGE

The following items must be included in the order below:

1. Cover letter signed by authorized official
2. Abstract (1 page maximum)
3. Completed Cover Page
4. Completed Standard Plan Template
5. Budget and budget narrative
6. Letters of support