

Request for Applications
for
Sites to Implement
ADULT REDEPLOY ILLINOIS

Illinois Criminal Justice Information Authority

In Partnership with

The Adult Redeploy Illinois Oversight Board

June 2015

ADULT REDEPLOY ILLINOIS – SITE IMPLEMENTATION REQUEST FOR APPLICATIONS

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ADULT REDEPLOY ILLINOIS – SITE IMPLEMENTATION REQUEST FOR APPLICATIONS

PART I: GENERAL REQUIREMENTS

A. Date of Issuance

June 5, 2015

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

Lindsey LaPointe
Adult Redeploy Illinois Program Manager
c/o Illinois Criminal Justice Information Authority
300 W. Adams Street, Suite 200
Chicago, IL 60606
Phone: 312-793-0895
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C. RFA Availability

Copies of this Request for Applications (RFA) may be downloaded from the Adult Redeploy Illinois website 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 website will contain information regarding the RFA. It is the responsibility of applicants to monitor that website and comply with any instructions or requirements relating to the RFA.

D. Deadline

Applications are due by **5:00 p.m. CST on Friday, July 17, 2015**. 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 an application, please contact Lindsey LaPointe, Adult Redeploy Illinois Program Manager, at 312-793-0895 or lindsey.lapointe@illinois.gov.

To be considered, applications 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. Application Submission Requirements

Applications should be submitted electronically to 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, 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 RFA. A county may submit on behalf of a partial or complete 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.

Only county unit of governments not involved in grant recovery actions are eligible to apply. Units of government are subject to the Illinois Grants Recovery Act (30 ILCS 705/1 et. seq). With the submission of this RFA, the applicant is certifying that:

- The APPLICANT is not presently subject to a grant funds recovery action under the Illinois Grant Funds Recovery Act (30 ILCS 705/1 et. seq) or an Involuntary Withholding by the State of Illinois or any other state. A grant recovery action has not been initiated against it by any grantor, or an Involuntary Withholding action by the State of Illinois or any other state within the past five (5) years.
- The APPLICANT and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from covered transactions by any Federal or State Department or agency.

G. Source of Funds

Funding that is being made available to implement Adult Redeploy Illinois through this RFA is being supplied from state general revenue grant funding and is contingent on a state fiscal year (SFY) 2016 budget appropriation.

H. Award Amounts

Grant awards are contingent on SFY16 budget appropriations. Individual grant amounts will vary, taking into account a cost-benefit analysis with respect to cost per person served/diverted in the proposed program and the potential savings accruing to the state, and depending on the level of funding appropriation. The 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 RFA via e-mail to Lindsey LaPointe, Program Manager, at lindsey.lapointe@illinois.gov. Answers will be returned via e-mail. Frequently Asked Questions, with answers, are posted on the Adult Redeploy Illinois website at www.icjia.org/redeploy.

J. Award Process

It is anticipated that applicants will receive notification by the Authority regarding funding decisions by the middle of August 2015. Successful applicants will also receive further grant implementation guidance. An award is subject to a sufficient SFY16 budget appropriation and to the completion of grant materials provided and reviewed by the Authority.

K. Estimated Length of Agreement

Awards under this initiative will be for a period of nine months beginning October 1, 2015, and ending June 30, 2016. Applicants must include a nine-month timeline and budget.

L. Withdrawal Disclaimer

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

M. Modifications to Applications by Applicants

The Authority and the ARIOB reserve the right to request modifications to a application 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 application.
2. Discussions may be held to promote understanding of the program requirements and the applicant's application, and to facilitate arriving at a contract that will be most advantageous to the ARIOB, considering price and the other evaluation factors set forth in the RFA.
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 Applications/Responses

Applications are considered late if they are received *after 5:00 p.m. CST on July 17, 2015*. Late Applications will not be considered, but will be retained by the Authority. The

Authority shall notify all applicants whose applications are not considered because of lateness or non-compliance with application requirements.

P. Review Panel

Applications will be reviewed by a panel of Adult Redeploy Illinois and Authority staff, and ARIOB representatives. Panel members will initially read, evaluate and score applications independently using guidelines furnished by the Authority. Subsequently, they will participate in a review panel meeting, a meeting of the ARIOB's Site Selection and Monitoring Committee, during which applications will be reviewed and a collective score will be developed. Scoring will be on a 100-point scale. The Site Selection and Monitoring Committee's recommendation for award will be provided to the full ARIOB for a vote.

In addition to the cumulative scores, the ARIOB will also be considering cost-benefit analysis with respect to cost per person served/diverted in the proposed program and the potential savings accruing to the state, geographic distribution of proposed services areas, past performance history and/or financial standing with the Authority, when making the final award decisions.

Q. Objections

Applicants who object to any provision of the RFA, who believe their application was improperly rejected, or who believe that the selected application(s) is/are not in the best interest of the 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

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 RFA was issued and, in any event, must be filed before the date for opening the applications. If a protest is received, any award made will not be considered final until the protest is resolved.

R. Commencement of Service

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 RFA 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 website.

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 at the following website:

<http://www.elections.il.gov/districtlocator/districtofficialsearchbyaddress.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 RFA. 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, also must be submitted upon completion of each project period, or as directed by the Authority. Additional data and information may be requested throughout the grant period as determined by the Authority and the ARIOB.

In addition, sites will be required to participate in periodic site visit assessments. The assessments will provide feedback to the ARIOB on the overall organizational and operational strengths and weaknesses of the program. The assessments will be conducted by Adult Redeploy Illinois staff representatives, ARIOB members and the Authority research and analysis staff representatives, resulting in a written report to be shared with grantees and provided to the ARIOB.

W. Training and Technical Assistance

Programs must agree to receive consultation and technical assistance from authorized representatives of the Authority and the 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 the 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 application.

Y. Transparency Act Requirements

The applicant shall agree to comply with any and all requirements of 2 C.F.R. §33.200, including 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 <http://fedgov.dnb.com/webform> or by calling 1-866-705-5711.
- b) Maintain a current registration in the System for Award Management (SAM) database. The Implementing Agency must update or renew their SAM registration at least once per year to maintain an active status. Information about registration procedures can be accessed at 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 SAM 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 RFA

The intent of this Request for Applications is to grant funds to counties, groups of counties or judicial circuits to expand alternatives to incarceration for non-violent offenders. Through this RFA, the state offers to fund implementation efforts of supervision, treatment, and alternative sentencing by local jurisdictions in exchange for decreased admissions to state incarceration. In other words, the state will redeploy corrections dollars to local jurisdictions to achieve better outcomes at lower costs to the taxpayers.

Successful applicants will articulate how their applications 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.

Evidence-based practices:

Successful applicants will demonstrate how the use of evidence-based practices in assessment, supervision and treatment will improve public safety and offender outcomes.

Community involvement:

To support the long-term sustainability of the program and its recidivism reduction goals, applicants also must include the development of a community involvement piece in their local plans (e.g., Community Restorative Boards, community service, mentoring).

The Affordable Care Act:

The Affordable Care Act (ACA) and expanded Medicaid allow for unprecedented access to critical substance abuse and behavioral health services for vulnerable populations, including

justice-involved people. The ability to leverage the ACA for the justice-involved population holds significant potential to impact outcomes on an individual, community and state level. ARI is examining how the ACA can lead to cost shifting in criminal justice diversion programs, freeing up funds previously spent on treatment for more recovery-oriented program components. SFY16 applicants should be aware of this. If awarded, selected sites will be required to utilize the ACA as much as possible where applicable before utilizing ARI funds for substance abuse treatment and behavioral health services.

C. Key Partners

All Illinois counties and judicial circuits are invited to respond to this RFA. 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 application.

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. When listing key partners, use titles only, no proper names.

D. Use of Funds

Funds shall be used to support the implementation of a local plan approved by the ARIOB that is intended to meet the goals of Adult Redeploy Illinois by investing in evidence-based practices proven to reduce recidivism. Funds may not be used for capital expenditures, renovations or remodeling, or any food and beverage purchases. In addition, Adult Redeploy Illinois funds shall not be used to supplant existing federal, state, county, or locally funded programs. The focus of the funds should be program staff salaries and treatment services. Applicants must include adequate funding for a part-time or full-time program coordinator position to manage the many aspects of the program (if this personnel capacity does not already exist), and for travel to attend mandatory 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 the 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 FY09, 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 the 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 the ARIOB, but the 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.

The ARIOB is committed to the successful implementation of local Adult Redeploy Illinois programs. The ARIOB will use monthly and/or quarterly self-reported 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 the ARIOB will work on a corrective action plan to address concerns prior to a penalty being assessed. The ARI Corrective Action Plan Policy Matrix (see Appendix D) outlines contractual performance measures utilized to review adherence to ARI requirements. Certain conditions related to the performance measures may initiate the need for technical assistance and/or corrective action.

F. Budget Requirements and Directions

SFY16 ARI applicants must include the following in their application:

- ARI Program Coordinator at .25 FTE or greater (either through ARI or matching funds)
- Costs associated with attendance at least two conferences:
 - 2016 ARI All-Sites Summit to take place in March or April of 2016 in Bloomington, IL.
 - 2016 State Problem Solving Courts Conference to take place in October 2015 <http://www.ilapsc.org/>

See Appendix E for detailed instructions on completing budget pages and justification.

PART III: APPLICATION 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. Description of 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. Application Content Requirements

Applicants must submit an application that contains the local plan mandated by the Crime Reduction Act, and include 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 application (**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 application must be accompanied by a cover letter on letterhead signed by an authorized official expressing the commitment of the jurisdictional stakeholders to implement Adult Redeploy Illinois.

2. Abstract (1 page maximum)

The Abstract should provide a brief overview of the program model, list the key partners, include the total proposed budget, indicate the grant period covered, and clearly state the total number of eligible individuals within the target population, the estimated number of individuals to be served by the program during the grant period (based on program capacity), and the number of individuals to be diverted to meet the 25% reduction goal. The cost effectiveness of the proposed program should be demonstrated by including the cost/person served (total budget, less any equipment or one-time purchases, divided by number to be served) and the cost/person diverted (total budget, less any equipment or one-time purchases, divided by number of people in diversion goal).

3. Completed Cover Page

The Cover Page contains key information and is a required document for any grant award. The cover page template is provided by the Authority.

4. Completed Local Plan

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 website (www.icjia.org/public/redeploy) under the “Site Tools” tab. The local plan must be approved by the 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 by the Authority, 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 implementation. Please ensure that all calculations are correct.

C. Additional Application Contents

The application will not be considered complete unless all items required within the checklist found in Appendix C of this RFA 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. Description of 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 website (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 Lindsey LaPointe, ARI Program Manager (lindsey.lapointe@illinois.gov).

1. Executive Summary (2 pages maximum)

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.

- Description of the target population, including the proposed number of diversions towards the 25% reduction goal
- Description of the key partners and stakeholders
- Description of the existing capacity in the local justice system and local treatment/community services
- Description of gaps in sanctions and services
- Description of the proposed Adult Redeploy Illinois program model and how it proposes to address the gaps
- Proposed total budget for program implementation

2. Description of and Justification for the Target Population

Much of the county-level demographic and criminal justice system data can be found on the Adult Redeploy Illinois website (www.icjia.org/redeploy) under the “Site Tools” tab. For best results, please provide narrative interpreting the statistical information being requested.

2a. Describe the area to be served. Identify the county or judicial circuit comprising the applicant jurisdiction. If the application is for a partial or complete judicial circuit, then identify

each county involved and the rationale for selecting this geographic target area.

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 three most recent calendar years that data are available.
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, as interpreted by ICJIA, for each of the three most recent calendar years that data are available.

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 as much information as possible about:

1. Average number of commitments the IDOC over the three most recent calendar years less those that are not eligible for Adult Redeploy Illinois due to their offense.
2. Demographic characteristics of the target population committed to IDOC over the last three years.

The Crime Reduction Act specifically eliminates violent offenders based on the current offense, 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 website (www.icjia.org/redeploy) under the “Site Tools” tab, for information on ineligible offenses. The target population for Adult Redeploy Illinois must exclude individuals with current convictions for violent or non-probationable 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. 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 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. List partner titles only; no proper names.

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 website (www.icjia.org/redeploy) under the "FAQs" tab for information on ineligible offenses. 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 website 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 using evidence-based and validated tools.

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 website (www.icjia.org/redeploy) for a more detailed list of justice programs mandated through Illinois law. 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 website (www.icjia.org/redeploy) under the “EBPs Currently in Use” tab, and at the following sites:

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

<http://www.samhsa.gov/ebp-web-guide>

<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 federal, state, county or locally 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. List member titles only; no proper names.

The ARIOB 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, the ARIOB also understands that in some rare instances not all the stakeholders will initially be involved in Adult Redeploy Illinois.

Letters of Support

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.

5h. Describe a plan to incorporate community involvement in the Adult Redeploy Illinois program. For maximum program impact, community awareness and support is important. There are numerous benefits of community involvement in the justice system including collaborative prevention strategies, increased trust in government, and decreased pressure on public budgets. Examples of community involvement in Adult Redeploy Illinois programs include restorative justice practices, such as Community Restorative Boards (CRBs); community service projects with local civic and business organizations; mentoring programs; and faith-based involvement. For ideas on incorporating community involvement in Adult Redeploy Illinois programs, see the Center For Court Innovation’s 2012 report on a roundtable conversation about community and restorative justice:

http://www.courtinnovation.org/sites/default/files/documents/Community%20Justice%20Roundtable%20report_final%202.pdf

5i. Describe a plan of how the program utilizes or will utilize the Affordable Care Act (ACA) to increase access to a broad range of treatment in the most cost-effective way. Provide brief details on any current or anticipated barriers to utilizing the ACA for eligible individuals if applicable. For resources and guidance, see the presentation titled “*The Affordable Care Act and criminal justice: Opportunities for treatment = benefits to public safety*” available on the Adult Redeploy Illinois 2015 All-Sites Summit website: <http://www.icjia.org/allsites2015/>.

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, training staff, implementing a new reporting system, beginning services, etc., using a format such as:

Task	Month Started	Month Completed	Personnel Responsible	Frequency
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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 the Authority.

APPENDIX C: Application Content Checklist

The following is a detailed listing of what constitutes an acceptable and complete 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 (template provided)
4. Completed Local Plan (standard plan template provided)
5. Completed Budget and Budget Narrative (template provided)
6. Letters of Support

APPENDIX D: Corrective Action Plan Matrix

The following contractual performance measures will be used to review adherence to Adult Redeploy Illinois requirements. Certain conditions related to the performance measures may initiate the need for technical assistance and/or corrective action:

Contractual Performance Measure	Initiator for Corrective Action
<p>Reduction goal:</p> <ul style="list-style-type: none"> • 25% reduction of ARI-eligible IDOC commitments from the identified target population for the grant period. 	<ul style="list-style-type: none"> • Failure to meet or risk of failure to meet the contractual 25% reduction goal for the grant period.
<p>Assessment tools:</p> <ul style="list-style-type: none"> • Risk and needs assessment information utilized for enrollment determinations. 	<ul style="list-style-type: none"> • No assessment tool in use. • Assessment tool not used consistently. • Assessment tool failing to guide enrollment or programming determinations.
<p>Evidence-based practices (EBP):</p> <ul style="list-style-type: none"> • Fidelity of EBP is documented. • 100% of enrolled are receiving EBP. • % high-risk/need engaged in appropriate programming (e.g. substance abuse treatment, mental health treatment, cognitive-behavioral therapy). 	<ul style="list-style-type: none"> • Failure to use EBP (e.g., failure to assess and use information for enrollment and programming, failure to utilize risk-need-responsivity model, failure to use evidence-based programs or curricula). • Failure to address technical assistance recommendations in a timely manner.
<p>Appropriate ARI target/service population:</p> <ul style="list-style-type: none"> • Participants are: <ul style="list-style-type: none"> ○ Non-violent ○ Prison-bound ○ Moderate to high risk • Local programs enroll appropriate target population as planned to match intervention (e.g., high-risk/low-need or high-risk/high-need). 	<ul style="list-style-type: none"> • Analysis of program’s unsuccessful exits shows a lower than pre-determined threshold of program revocations committed to IDOC. • Analysis of LSI-R scores shows program is not serving moderate to high-risk individuals according to pre-determined threshold. • Analysis shows program is excessively overriding LSI-R scores.
<p>Provision of program data as required in contracts:</p> <ul style="list-style-type: none"> • Demographics • Case information • ARI information <ul style="list-style-type: none"> ○ Probation/ARI conditions ○ Drug testing results ○ Diagnosis information ○ Treatment providers ○ Status/termination of conditions ○ Changes in employment/education levels ○ Technical violations, arrests, convictions ○ LSI-R/other assessment information ○ Client contacts 	<ul style="list-style-type: none"> • Failure to provide requested data in the form/detail requested or in a timely manner.

Correction action plan (CAP) remedies:

1. Training (use of assessment tools, evidence-based practices, data collection, group dynamics)
2. Technical assistance
3. Assessment of mitigating circumstances
4. Sanctions
5. Termination of contract

APPENDIX E: SFY16 Budget Application Instructions

General

- Exhibit B consists of the B1 tab, the budget tab, and the Fringe Worksheet tab. Complete each tab and make sure that figures on each tab match.
- Please note that all cells with red text are formula cells that will calculate automatically. Do not make any entries in these cells.
- Each budget line item needs its own detailed budget narrative.
- Each narrative should be recorded in its individual cell; do not run narratives together. Separate narratives with an empty row in-between them.
- Order items in the budget narrative in the same order as the budget line.
- Check calculations, both across each budget line (rows) and budget category (columns).
- Use generic names for individuals and contractors. For instance, position titles instead of proper names and “Treatment provider #1” instead of Gateway.
- Spell out all acronyms on first use.

Personnel

- Titles under Personnel include staff employed by the program agency. All other staff (at partnering agencies or providers) are listed under Contractual.
- Job title/position – Identify the personnel to be used in this project by job title (e.g. coordinator, assistant state’s attorney, data analyst, probation officer, etc.).
- Salary rate and time – Enter the annual salary of each individual listed, the percentage of time he or she will spend working on the program, and the number of months he or she will be assigned to the program.
- Fringe benefits – Detail each fringe benefit to be charged to the agreement, including both the dollar amount and the rate used to calculate this amount (for example, FICA at 7.65% of salary). Fringe benefits are allowable as long as they are comparable to those granted to other employees of the organization, and allowable under state and federal guidelines.
- Each job title/position listed in the Personnel section must have an official job description submitted for review. Make reference to the job description in the budget narrative and attach as a separate Word document.
- The title of the position in the job description must match the title of the position on the budget line and in the budget narrative.
- In addition to the job description, each position must have a detailed description in the budget narrative of its job responsibilities/duties as it relates to the work for the program. Indicate what is considered a full-time work week in terms of hours.
- All information provided on the budget line for each position (e.g. annual salary, number of months on the program, percentage of time on the program) must match the information in the narrative.
- The maximum allowable salary is determined by one of the following formulas:
 - 12 month grant- ***Annual salary x percentage of time on the program***
 - $\$50,000 \text{ (annual salary)} \times 50\% \text{ (time on the program)} = \$25,000$
(maximum salary charged to grant)

- Less than 12 month grant - *Annual salary ÷ 12 x number of months on the grant x percentage of time on the program*
 - \$50,000 (annual salary) ÷ 12 x 11 (months on the program) x 50% (time on the program) = \$22,917 (maximum salary charged to grant)

Equipment

- Equipment is tangible personal property having a useful life of more than one year and per-unit acquisition cost exceeds \$5,000.
- Reference each piece of equipment on a separate budget line.
- All purchases have to be reasonable and justifiable to the grant program. Include what cost is based on (e.g. past department purchases, communication with vendor) and include justification for purchase for the program.
- Each piece of equipment purchased must have its own narrative. The narrative must be detailed to include the titles of people using the equipment and how equipment relates to and benefits the program.
- The cost for each equipment item should include taxes, delivery, installation and all related costs.. Lease or rental equipment belongs under the Contractual category.
- If any procurement is over \$100,000, the grantee must use a Request for Application (RFP) or an Invitation for Bid (IFB).
- Any equipment purchased that is under \$100,000 must have bids from a least three different vendors *or* state how the cost of the equipment was determined. A bid consists of inquiries into product pricing and availability. Documentation of inquires (e.g. phone calls to vendors) should be kept on file.
- State that the equipment will be used 100% for the program if applicable.
 - If the equipment is not being used 100% by the grant program then the cost of the equipment should be pro-rated. Include the proration formula and calculation.
 - Less than 100% on program - *Equipment cost x percentage of time on the program*
 - \$20,000 (equipment cost) x 50% (time used in the program) = \$10,000 (maximum equipment cost charged to grant)

Commodities

- Commodities consist of items that can be used up generally within a year and equipment with a per-unit acquisition cost below \$5,000.
- All purchases have to be reasonable and justifiable to the grant program. Include what cost is based on (e.g. past department purchases, on-line research of products) and include justification for purchase for the program.
- If commodities are being purchased for over \$100,000, the grantee must use a Request for Application (RFP) or an Invitation for Bid (IFB).
- Any commodities purchased under \$100,000 must have bids from a least three different vendors *or* state how the cost of the commodities was determined. A bid consists of inquiries into product pricing and availability. Documentation of inquires (e.g. phone calls to vendors) should be kept on file.
- Do not use “miscellaneous” or “etc.” but list all items separately.
- State that the commodities will be used 100% for the program if applicable.

- If the commodities are not being used 100% by the grant program, then the cost of the commodities should be pro-rated. Include the proration formula and calculation.
- Less than 100% for program - *Commodities cost x percentage of use in the program*
 - $\$1,000$ (commodities cost) x 25% (time used in the program) = $\$250$ (maximum commodities cost charged to grant)

Travel

- For all funded travel activities, clearly state the percentage of time the individual works on the grant or the percentage of the salary funded by the grant.
- State mileage rate is \$.575 as of January 2015. If the grantee/agency mileage rate is less than the state rate, the lesser amount must be used.
- Indicate what costs and miles per month are based on (e.g. distance from probation office to treatment provider and number of trips per month).
- Formula(s) used must be shown in the budget line and budget narrative ($\$.575/\text{mile} \times 100$ miles per month x 12 months = $\$690$).
- Mileage can only be charged when personal vehicles are being used. This must be stated in the narrative. (If agency has vehicles that are not used by grant personnel this must be explained).
- Food reimbursement per person is based on per diem of \$7/quarter or \$28/day (in Illinois) and \$8/quarter or \$32/day (out of state) for overnight travel. For non-overnight travel that includes a departure 2 hours before normal work-day start time or two hours after normal work-day end time, a meal allowance of \$22.50/day for travel of 10-18 hours (in state) is allowable. Keep documentation of start and end times on file.
- Illinois lodging rates are capped based on county - \$80 + tax/night (DuPage, Kane, Lake, McHenry, Will); \$70 + tax/night (Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, Winnebago); \$130 + tax /night (Cook County); \$60 + tax /night (all other Illinois counties).
- Include tax rates in budget line and narrative (obtain current lodging tax rates by locality by calling a hotel in the area).
- Out of state lodging rates are based on the federal guidelines available at GSA.gov: http://www.gsa.gov/portal/content/104877?utm_source=OCM&utm_medium=print-radio&utm_term=HP_01_Requested_perdiem&utm_campaign=shortcuts
- Each in-state/out of state travel activity must have its own heading in the budget and narrative detailing the following: Airfare, baggage fee (if applicable), hotel (based on GSA.gov), hotel taxes, ground transportation (if applicable), per diem. Estimated costs are fine.
- Travel activities should be listed in the same order in the budget line and budget narrative.
- A brief description of the topics covered and a link to the conference/training must be provided in the budget narrative.
- All training or conference registration fees appear in the Contractual section of the budget.
- An out of state travel request letter signed and on letterhead must be submitted and approved before out of state travel arrangements are made. The letter should include

actual costs of travel. The items in the letter must match the travel activity estimated in the budget and must not exceed the budgeted amount. An example letter can be provided.

Travel quick tips

- Mileage reimbursement is capped at \$.575/mile
- Food reimbursement per person is based on per diem of \$7/quarter or \$28/day (in Illinois) and \$8/quarter or \$32/day (out of state) for overnight travel. For non-overnight travel that includes a departure two hours before normal work-day start time or two hours after normal work-day end time, a meal allowance of \$22.50/day for travel of 10-18 hours (in state) is allowable. Keep documentation of start and end times on file.
- Illinois lodging rates are capped based on county - \$80 +tax/night (DuPage, Kane, Lake, McHenry, Will); \$70+tax/night (Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, Winnebago,); \$130+tax /night (Cook County); \$60+tax /night (all other Illinois counties). Obtain current tax information direct from hotel in area.
- Out of state lodging rates are based on the federal guidelines available at: http://www.gsa.gov/portal/content/104877?utm_source=OCM&utm_medium=print-radio&utm_term=HP_01_Requested_perdiem&utm_campaign=shortcuts
- In general grant funds cannot include food for meetings unless certain exceptions apply (food not otherwise available due to remote area; lack of food vendors in area make it impractical for participants to obtain their own meals; a national or regional expert is making a special presentation during a meal time with no time to obtain food).
- An out of state travel request letter signed and on letterhead must be submitted and approved before travel arrangements are made. The items in the letter must match the travel activity in the budget. An example letter can be provided.
- FY16 Sites are required to include travel costs for the ARI All Sites Summit and the Illinois Association of Problem Solving Courts. Use cost estimates below for budget planning.
Summit:
 - Lodging: \$78.40 /room x 2 nights x #of participants
 - Per Diem: Estimated \$28 per participant x # of participants
 - Mileage: .575 per mile x #of miles round tripILAPSC Conference:
 - Registration fees: \$150 x #of attendees
 - Lodging: \$78.40 x 2 nights x #of attendees
 - Per diem: Estimated \$28 per participant x # of participants
 - Mileage: .575 per mile x #of miles round trip

Contractual

- Include all costs to be incurred as a result of an agreement, letter of intent, contract or lease.
- Includes facility costs, utilities, telephone, equipment rentals, registration fees and hourly personnel.
- Indicate what costs are based on (e.g. past department purchases, DASA rates, or current vendor rates).
- Do not combine items and/or costs together, instead list items separately in budget line and budget narrative.

- Formula(s) used must be shown in both budget line and also the budget narrative.
- Registration fees for all conferences appear in Contractual section (not Travel).
- Rent: Agency/sub-contractor cannot have a vested interest in the property that is being rented. The grantee cannot pay rent to itself.
- Avoid using the subcontractor name in the budget and instead use the generic “Contractor #1,” “Contractor #2” or list by service (e.g. counseling or substance abuse treatment provider).
- Each subcontractor must have their costs broken out in the narrative or in a separate budget. Budget break-out must include: Personnel, commodities, equipment, contractual, other. Sub-contractor budgets must contain the exact detail that is mentioned in this budget tip sheet for all categories.
- The Illinois Criminal Justice Information Authority’s (ICJIA) Disclaimer must be on items printed with grant funds, such as program brochures or pamphlets. Any item printed with grant funds must be reviewed and approved by the ICJIA before printing.
- Indirect costs are allowable. For all subcontractors requesting indirect costs, a copy of an indirect cost letter from a federal agency must be submitted.
- All subcontractors must register with the System for Award Management at SAM.gov to maintain a DUNS number, CAGE code, and CCR registration date.
- Full guidelines for the subcontractor documentation process and requirements are available on the “ARI grant agreement review and approval process” document.
- State that the contractual items will be used 100% for the program if applicable.
 - If the contractual items are not being used 100% by the grant program, then the cost should be pro-rated. Include the proration formula and calculation.
 - Personnel contractual cost (e.g. cell phones, pagers, license, malpractice insurance) – ***Cost of item x percentage of time on the program.***
 - $\$50/\text{month (cell phone cost)} \times 75\% \text{ (time on the program)} \times 12 \text{ months (length of the program)} = \$450 \text{ (maximum cost charged to grant)}$
 - Office contractual expense/equipment costs shared by more than one program – ***Cost of item x [Number of full-time equivalents (FTEs) working on the grant program ÷ total number of people working in the office]***
 - $\$500 \times 25\% \text{ pro-ration rate } [2.5 \text{ (FTEs working on the grant)} \div 10 \text{ (people working in the office)}] = \$125 \text{ (maximum cost charged to grant)}$