**Planning Grant**

**Program Narrative**

INSTRUCTIONS: The program narrative should be single-spaced, using a standard 12-point font (Times New Roman preferred); have 1-inch margins; and not exceed 20 pages total.

Please do not delete the questions, nor any sections in this document. Complete the narrative using the text boxes in this form. Each section of the program narrative must have a heading that corresponds to the headings listed below.

ICJIA requires the ability to copy and paste narrative submitted in this document. It is strongly recommended that applicants submit the program narrative in Word document.

Adult Redeploy Illinois (ARI) is a program created pursuant to the Crime Reduction Act of 2009 (730 ILCS 190/1) under which counties, groups of counties, or judicial circuits agree to reduce their commitments to the Illinois Department of Corrections (IDOC) from a defined target population by 25 percent. In return, counties will receive state funding to provide supervision and community-based treatment alternatives to those individuals diverted from incarceration.

Local units of government may apply for state grant funds through ARI to implement a plan creating or expanding a local continuum of evidence-based sanctions and interventions that will protect public safety and reduce reliance on incarceration in state and local facilities.

In this planning grant solicitation, ARI funds are available to support the process of developing the local plan. During the planning process, the jurisdiction is expected to convene key stakeholders, analyze local criminal justice system data and community service capacity, and visit other jurisdictions, including existing ARI sites, to explore and determine:

1. Potential eligible populations.
2. Gaps between current services offered and evidence-based services needed.
3. Strategies for service delivery.
4. Data collection and analysis capabilities.
5. Estimated costs of alternatives to incarceration.

As the result of this process, the jurisdiction will prepare a local plan to implement ARI for a target offender population, with the goal of reducing ARI-eligible commitments to IDOC by 25 percent. In addition to regular required reporting to ICJIA, the local plan will be submitted at the end of the planning process for evaluation by the ARI Oversight Board for alignment with ARI principles and cost-effectiveness prior to implementation.

Funding is available for the six-month period of January 1, 2019, to June 30, 2019. Following successful completion of the initial grant period, applicants may be eligible for continuation grants for implementation, subject to satisfactory project performance, ICJIA and ARI Oversight Board approval, availability of funding, and term limitations imposed pursuant to the Grants Accountability and Transparency Act (GATA).

1. **Summary of the Program – 10 Points (*2 pages maximum*)**

Provide a clear, concise summary of the proposal stating the need for expanded local alternatives to incarceration, and why the jurisdiction is interested in undertaking a planning process to address this need. Summarize proposed planning grant activities and list key partners.

1. **Statement of the Problem – 20 Points**
2. Describe gaps in your jurisdiction’s justice system and health and human services capacity that need to be explored during the planning process. Gaps may include personnel, technology, human services programs or partners, or other issues related specifically to the jurisdiction. Note existing gaps of which you are aware and potential gaps that may become apparent during the planning process.

1. Describe why the jurisdiction needs access to additional resources to support the planning process, e.g., for project coordination, meeting facilitation, data analysis, systems mapping, travel to other jurisdictions.

1. **Key Partners – 15 Points**
2. List the lead entity and the other partners comprising a multi-disciplinary team (MDT) overseeing the planning process. The planning process will require securing the buy-in of key stakeholders in the criminal justice system, such as judges, prosecutors, public defenders, probation representatives, as well as, service providers, and community members. Include a brief description of the roles and expected contribution of each partner. Include partner titles only; no proper names.

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| **Roles and Responsibilities of Key Partners for the Program** |
| Title and department/agency/organization | Description of role |
|       |       |
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1. Include as attachments letters of support from the following stakeholders in the applicant’s jurisdiction.

	* 1. Chief Judge, or presiding criminal court judge.
		2. State’s Attorney.
		3. Public Defender.
		4. Director of probation and/or court services.
2. **Program Strategy – 40 Points**
3. Describe how the jurisdiction will engage in a deliberate and inclusive planning process to expand alternatives to incarceration. Specifically, how will the jurisdiction utilize planning grant funds to convene key stakeholders in the criminal justice system as part of a planning MDT? How often will the MDT meet and what topics will be discussed?

1. Describe how the planning MDT expects to assemble and analyze the relevant data. Discuss what types of data will be sought and any possible barriers to accessing the data. Note that data are available on the ARI website ([www.icjia.org/redeploy)](http://www.icjia.org/redeploy), at the “Tools” tab, which include demographics, offense classes, and offense types related to ARI-eligible offenders committed to IDOC by jurisdiction.

1. Describe how the planning MDT will assess current alternatives to incarceration and identify relevant gaps (e.g., system and community resource mapping).

1. Identify program models to be explored and/or other jurisdictions implementing innovative programs that would constitute potential site visits for the planning MDT. Note that the list of ARI sites is available on the ARI website ([www.icjia.org/redeploy)](http://www.icjia.org/redeploy), at the “Local Programs” tab.

1. Describe how the planning process will be staffed and who will be responsible for convening meetings and drafting the local plan.

1. Complete the implementation schedule below, detailing the partner responsible for each step in the planning process and a target date for completion. Note that these tasks align with the objectives of the planning grant (in the next section). Please add additional lines as necessary.

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| --- | --- | --- |
| **Task** | **Partner Responsible** | **Date Task Completed** |
| Convene regular MDT meetings  |       | Monthly  |
| Analyze data on use of prison for probation-eligible offenders |       |       |
| Assess current community capacity and identify gaps in services |       |       |
| Perform site visits to learn about other jurisdictions’ use of alternatives to incarceration  |       |       |
| Attend ARI trainings and information-sharing events hosted by ICJIA |       |       |
| Draft and submit a local plan that describes proposed program model(s), goals and objectives, and evidence-based practices to be implemented.  |       | Due on or before July 15, 2019  |
| Submit periodic fiscal reports to ICJIA |       | Monthly, by the 15th of the following month  |
| Submit periodic progress reports to ICJIA |       | Quarterly, by 15th of the month following the end of the quarter |
|       |       |       |
|       |       |       |

1. **Goals, Objectives and Performance Metrics – 5 Points**

ICJIA will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the objectives and deliverables identified below.

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| --- |
| **Goal:** Develop a strategy (local plan) to increase local capacity to provide supervision and services to a target population of probation-eligible offenders, at moderate to high risk of reoffending, who would otherwise be incarcerated.  |
| **Process Objectives** | **Performance Measures** |
| Form multi-disciplinary team (MDT) in charge of planning | * Date MDT formed
* Number and types of membership
 |
| Convene regular (at minimum monthly) MDT meetings which include a majority of members in attendance.  | * Number of meetings held
* Number of members in attendance
* Percentage of members in attendance
 |
| Analyze data on use of prison for probation-eligible offenders | * Number of hours engaged in data analysis
* Number and types of data analyzed
 |
| Assess current community capacity and identify gaps in services | * Number of hours engaged in system mapping
* Number of stakeholder surveys / interviews
 |
| Perform site visits to learn about other jurisdictions’ use of alternatives to incarceration | * Number of site visits conducted
* Number of contacts made with other programs
 |
| Attend ARI trainings and information-sharing events hosted by ICJIA | * Number of ARI events attended
* Number of members in attendance
 |
| Draft a plan by the end of the grant period with an implementation strategy and demonstrated stakeholder buy-in | * Date of submission of plan that meets all ARI Oversight Board requirements
* Number of letters of support
 |
| **Outcome Objectives** | **Performance Measures** |
| Determine if an ARI program will be implemented, and how. | * Submission of detailed local implementation plan, for ARI Oversight Board approval
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1. Indicate how the planning MDT will track and report progress according to the goals and objectives in the table above, as well as any additional goals and objectives that the jurisdiction might have for the planning process.

1. **Budget Detail Worksheet & Budget Narrative – 10 Points**
2. Complete the Budget Detail Worksheet with a detailed computation for each budget line item, listing the total cost of each item and showing how it was calculated.

*Complete using the ICJIA fillable Excel worksheet. Submit the budget workbook via email, no actual signatures required for proposal*.

1. In the budget narrative, describe thoroughly and clearly every category of expense listed in the budget detail worksheet. ICJIA expects proposed budgets to be complete, cost-effective and allowable (e.g., reasonable, allocable, and necessary for program planning activities).

*Complete using the ICJIA fillable Excel worksheet. Submit the budget workbook via email, no actual signatures required for proposal*.

**Prepared by:**

(Name & title; no actual signature required)

Submit via email to: CJA.ARI.SFY19NOFO2@Illinois.gov in MSWord format. All applications are due by **11:59 p.m., October 26, 2018**.