

Kansas Department of Corrections Reinvestment Grant and Regional Collaboration Grant FY 2018 Request for Proposals (RFP)

Overview

In 2016, Kansas passed the Juvenile Justice Reform Bill, a Bill intended to improve the way in which the state works with and assists the youth served by the juvenile justice system. As part of this reform, the Evidence-Based Programs Fund was developed to provide for reinvestment in community programs and practices. Research that led to the creation of the Bill found that communities lacked evidence-based programs, that services were costly and that, often, lengthy waitlists existed.

In keeping with one of the goals of the initial workgroup, to “improve outcomes for youth, families, and communities in Kansas,” the grant opportunities outlined in this document specifically focus on providing support to and help for juvenile offenders and their families.

In the first year of reform implementation, the Kansas Department of Corrections (KDOC) began funding Functional Family Therapy, Moral Reconciliation Therapy, Aggression Replacement Training, Youth Advocate Program, and sex offender assessment and therapy serving approximately 350 youth between July 2016 and June 2017. These programs have been expanded in the second year of implementation and are expected to serve approximately 600 youth and family members in FY18. While these programs will be incredibly beneficial to youth, KDOC understands that each community also has needs specific to its location. To fill this need, the KDOC is announcing two grant opportunities for Boards of County Commissioners (BOCCs): the Reinvestment Grants and the Regional Collaboration Grant. The Reinvestment Grants are available to BOCCs in each judicial district to implement evidence-based programs and practices for juvenile offenders and families. The Regional Collaboration Grants are competitive grant opportunities to support regional and inter-branch collaboration among BOCCs to deliver services that, absent this approach, may be difficult to deliver efficiently and effectively.

Applicants are encouraged to review the Office of Justice Program’s Crime Solutions website to ensure that their juvenile intervention proposal has a methodical and measurable approach to reducing juvenile recidivism. This can be accessed at <http://www.crimesolutions.gov>.

Unless noted otherwise, the information listed below applies to both the Reinvestment Grant and the Regional Collaboration Grant.

Eligibility

Boards of County Commissioners (BOCCs) are eligible to apply for one or both grants for juvenile offenders who are served by community supervision offices, including, but not limited to, Juvenile Intake and Assessment, Court services, Immediate Intervention Programs, and Community Corrections. The funds provided by this grant must be used for development and implementation of evidence based community programs and practices for juvenile offenders and their families. Priority for these funds will be given to communities with high levels of out-of-home juvenile offenders per capita and where community-based alternatives are lacking.

Award Period

October 2017 – June 30, 2018, with up to two additional one-year renewals upon demonstration of program operation and implementation.

Deadline

All applications are due at 5:00 p.m. on September 5, 2017.

Award Amount

Reinvestment Grants: See Appendix A for *maximum* award amount.

Regional Collaboration Grants: Up to \$250,000

Contact Information

For assistance with the requirements of this solicitation, contact:

Megan Milner, KDOC Director of Community Based Services: Megan.Milner@ks.gov

Grant Award Agreement

Continuation Funding: All grantees are eligible for two additional one-year renewals after the initial grant award. Submission of a new grant application will NOT be required for continued funding. To receive a continuation of grant funding, grantees who demonstrate program operation and implementation, will be invited in the spring of 2018 to complete only the following:

1. A revised budget for the next fiscal year;
2. A brief narrative of needed changes, including budgetary and programmatic; and
3. A description of any quality assurance mechanisms implemented by grantee to ensure program is adhering to evidence-based practices.

Continuation of the grants are awarded to applicants that demonstrate the following:

1. Professional management of grant funds and compliance with administrative requirements;
2. Accurate and prompt submission of required program and financial data and reports;
3. Positive performance history with achievement of program goals and objectives; and
4. Cohesive continuation plan for their program.

Modification of Funds: The KDOC reserves the right to make changes to the application budget at the time of the grant award and will communicate any changes to the applicant. KDOC may negotiate all or part of any proposed budget after execution of the grant award agreement due to funding or provisions to program requirements.

Disqualification Factors: Any application electronically time-stamped after 5:00 p.m. on September 5, 2017 will be regarded as late, excluding extenuating circumstances, and may not be considered for funding. It is the responsibility of the applicant to ensure the proposal is received by the specified deadline.

Additionally, KDOC may not consider funding any applicant that fails to comply with all application requirements. Disqualification factors may include any of the following:

- Failure to include complete application narrative, budget summary and narrative, and application attachments;
- Funds will not be used for juvenile offenders and/or their family;
- Funds will not be used for evidence-based programs and/or evidence-based practices; or
- Application lacks original signatures where appropriate.

Prohibited Use of Funds:

Only costs directly attributed to serving juvenile offenders and families are allowable through the Reinvestment Grant and Regional Collaboration Grant. The following items are unallowable expenditures from this funding source:

- Grantees cannot increase staffing levels of existing programs, or levels of compensation, beyond those in the FY18 Graduated Sanctions grants or approved by the Legislature for the FY18 Judicial budget;
- Funds may not be used to purchase equipment, office furniture, or vehicles.
- Funds may not be used to pay administrative costs. If the BOCC contracts with a non-profit agency for operation of the program, the entity must have a federally approved administrative cost rate and provide documentation as to the approved rate and effective date;
- Out-of-state travel is limited to obtaining the specific training required of the evidence-based program or practice and cannot be used to attend conferences or other events that are not required for the implementation of the program or practice. If travel costs are requested, bids from the vendor for conducting training in Kansas compared to personnel traveling out of state shall be obtained and submitted to justify this expense as part of the application.

If the applicant believes use of reinvestment funds in one of the above areas is required for implementation of the practice or program, the applicant may submit an exception request to the KDOC. Any such request shall be submitted to the Director of Community Based Services.

Reporting Requirements

Grantees are required to comply with and fully participate in the financial, program, and evaluation reporting for this grant program. Grantees shall adhere to the guidelines set forth in the KDOC Financial Rules, Guidelines, and Reporting Instructions, which can be located on the KDOC website. Grantees shall

utilize the fiscal workbook distributed by KDOC for financial reporting. The fiscal workbook will be distributed at the same time as the award letters.

Financial Reporting Requirements:

1. Quarterly Expenditure Report: Each grantee shall submit quarterly expenditure reports to KDOC as set out in the KDOC Financial Rules, Guidelines and Reporting Instructions. Failure to submit program reports in a timely fashion could result in the suspension or termination of grant funding. Quarterly expenditure reports are due 30 days after the end of each quarter.
2. Grantees shall be paid in equal payments on a quarterly basis. The KDOC reserves the right to alter future quarterly payment to adjust for excessive unexpended funds by the grantee.

Program Reporting Requirements: Grantees must submit monthly program reports. Failure to submit program reports in a timely fashion could result in the suspension or termination of grant funding. The KDOC shall develop and distribute a format for the monthly program report that includes the desired outcomes listed in below in Proposal Narrative. Monthly program reports shall be submitted within 15 days of the end of reporting month.

Planning Period: To allow for the successful integration of evidence-based services into juvenile justice operations, KDOC will allow grantees a planning period of 90 days, starting on the date of award approval. This will allow time for staff to be hired, trained, and contracts with service providers to be established. The planning period is optional and all new projects must be operational no later than 90 days from notification of grant approval. If grantee needs an extension of the planning period, a request may be submitted to KDOC, outlining reason for needed extension and new timeline for startup. KDOC is available to assist through providing technical assistance and feedback during the planning period.

Evaluation: One of the key components of being an evidence-based program is maintaining fidelity to the curriculum. To assist with this maintenance, KDOC may be conducting model fidelity visits and evaluations. These are intended to help improve programs and assist districts in verifying that providers are delivering high quality programming.

PROPOSAL NARRATIVE

The following information provides a description of necessary components to be contained in the narrative portion of your proposal. The narrative is a detailed statement of the work to be undertaken and answers who, what, when, where, why, and how about the grant proposal. If an applicant is applying for both grants (Reinvestment and Regional Collaboration Grant), or is submitting more than 1 proposal, a separate proposal narrative must be submitted for each grant application.

Regional Collaboration Grant: If several districts or agencies are applying together, only 1 proposal narrative needs to be completed on behalf of all involved in the proposal.

Fact Sheet:

1. Name of proposed program
2. Identify which grant the applicant is applying for: Reinvestment Grant or Regional Collaboration Grant
3. Provide contact information of individual writing grant for follow up questions from KDOC

4. Please provide contact information for general oversight of the proposed program
5. For Regional Collaboration Grant, please list all agencies involved in the proposal and contact information for each

Statement of Need: Provide a clear and concise statement of need, including the following:

1. Item/Program purpose
2. Is there already a statewide contract for this program?
 - a. If so, please elaborate on reason for using grant funds for this program
3. Description of who would be served by this item or program
 - a. Characteristics of youth served (at a minimum, identify age, gender, risk level, supervision level)
 - b. Number of youth expected to be served
 - i. Please provide estimate of youth expected to be served through each agency involved (e.g. community corrections, court services, or by judicial district if there are multiple districts participating)
4. Description of why this item/program is needed
 - a. Does this item/program attend to:
 - i. Criminogenic needs
 - ii. Responsivity factors
 - iii. Other needs
 - b. Describe existing data that demonstrates a need for this item/program
 - i. How many youth in your community demonstrate a need for this item/program?
5. Description of Research
 - a. Please provide any citations showing this program or practice as evidence-based

Administration

1. Provide the Name and description the implementing agency, if not the same as the applicant
2. Description of oversight to be performed by implementing agency and/or applicant
 - a. Description of needed oversight
 - b. Description of who will provide oversight
 - c. What will occur if the item/program is found to be not working in the way intended?
3. List the program goals in a clearly defined and measurable manner
 - a. Explain fully how all stated goals and objectives will be reached and evaluated
4. Timeframe
 - a. How quickly implemented
 - b. How long it will take to utilize item/complete program (basically, how long until data collection can commence)
 - c. How long it will take to see expected results (realizing this is an estimate)

Sustainability

1. Are there organizational, structural, or cultural changes needed to sustain positive outcomes over time?
2. Are there internal or external challenges/barriers to continuing this proposed program beyond 1 or 2 years? If so, identify what those barriers are and possible solutions for addressing.

Outcomes and Evaluation

1. Description of data collection
 - a. Description of what data will be collected
 - b. Description of the data collection methods, including the person/role/agency responsible, data storage method, and data transfer method
2. Description of quality assurance
 - a. What training will staff need?
 - b. Please provide a training plan that includes initial trainings, booster trainings, and any certification process
 - c. Description of local processes for monitoring fidelity of implementation of the evidence-based program or practice. How will the program be reviewed to determine what is working with the initiative, what is not working, and a process for making necessary changes.
3. Description of evaluation methods
 - a. What outcome(s) does the item/program seek to change
 - i. At a minimum, programs must report on the following outcome measures:

Outcome	Target
Percent of youth living at home at completion of program	100%
Percent of youth living at home 1 year after completion of program	90%
Percent of youth in school and/or working at completion of program	90%
Percent of youth in school and/or working 1 year after completion of program	90%
Percent of youth with no new arrests at completion of program	80%
Percent of youth with no new arrests 1 year after completion of program	80%
Percent of youth successfully completing program	80%

- b. Applicants may describe any additional outcome measure the program will seek to change

Budget Proposal

1. Please submit a proposed budget for the program using the attached Budget Summary and Narrative spreadsheet (Appendix B)
 - a. Budget proposal should describe the use of funds for the first 9 months in FY18, as well as how funds would be used in FY19 and FY20, should the grants be extended.

Letters of Agreement (for Regional Collaboration Grant Only)

1. Please provide letters of agreement from all entities involved in the Regional Collaboration Grant proposal. Letters should explain commitment to proposed program and agreement to fully participate in effort to operationalize and sustain the program.

Application Submission

Please submit completed applications to:

KDOC_JS_Grants@ks.gov

Applications must be submitted no later than 5:00pm on Tuesday, September 5, 2017.

Attachments

Appendix A – Reinvestment Grant Allocation Amounts, by District

Appendix B – Budget Summary and Narrative

Appendix A

Reinvestment Grant Allocation Amounts, by District¹

FY18 Reinvestment Grant Allocations

District	Admin County	Reinvestment Grant Allocation
1st JD	Leavenworth	\$116,470.00
2nd JD	Jackson	\$77,430.00
3rd JD	Shawnee	\$240,811.00
4th JD	Franklin	\$73,464.00
5th JD	Lyon	\$81,939.00
6th JD	Miami	\$90,152.00
7th JD	Douglas	\$98,348.00
8th JD	Geary	\$125,951.00
9th JD	McPherson	\$69,405.00
10th JD	Johnson	\$320,619.00
11th JD CR	Crawford	\$66,262.00
11th JD LB-CK	Labette	\$54,091.00
12th JD	Cloud	\$47,201.00
13th JD	Butler	\$113,607.00
14th JD	Montgomery	\$112,317.00
15-17-23 JD	Ellis	\$142,079.00
16th JD	Ford/Geary	\$107,692.00
18th JD	Sedgwick	\$614,028.00
19th JD	Cowley	\$80,210.00
20th JD	Barton	\$128,313.00
21st JD	Riley	\$67,230.00
22nd JD	Brown	\$70,514.00
24th JD	Pawnee	\$39,719.00
25th JD	Finney	\$144,239.00
26th JD	Seward	\$106,462.00
27th JD	Reno	\$130,512.00
28th JD	Saline	\$157,253.00
29th JD	Wyandotte	\$375,503.00
30th JD	Pratt	\$88,710.00
31st JD	Woodson	\$59,469.00

¹ Amounts shown are maximum award amounts. This document does not serve as a guarantee that actual award amount is same as what is listed on this page.