



**Justice Reinvestment – Short Min Offender Diversion Demonstration Awards
Announcement FY2015-2016, Assignment #201601**

December 30, 2015

Purpose

The Pennsylvania Department of Corrections (PA DOC) seeks county government candidates to divert “short min” inmates from state incarceration. The PA DOC defines short min inmates as inmates whose minimum sentence date is one year or less from their admission date to state prison. Interested parties should demonstrate effective diversion strategies. The PA DOC believes this is an important initiative in that short min inmates may be better served and show better outcomes by remaining close to home within the county criminal justice system.

Eligibility

Local Units of Government with the ability to divert short min inmates from state prison (County Government; County Judges)

Deadline

Monday, February 1, 2016, 4:00pm

Contact Information

Due to the competitive nature of this solicitation, the PA DOC Staff will not be able to answer questions about how an applicant should respond to sections of the application. The PA DOC Staff may only field questions to clarify the funding announcement. Questions must be sent by email to RA-CRDOCSHORTMIN@pa.gov (Please put “Justice Reinvestment-Short Min Offender Diversion Demonstration Awards” in the subject line). In order for all potential applicants to benefit from this process, answers will be available to all parties and available online at www.cor.pa.gov.

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Justice Reinvestment – Short Min Offender Diversion Awards, FY2015-2016 Assignment #201601

I. Overview

The PA DOC seeks county government entities as applicants to demonstrate effective diversion strategies for offenders who are one year or less from their minimum sentence date.

Approximately 39% of the new court admissions to the PA DOC in FY 2014-15 were “short mins” or offenders within one year of their minimum date. Another 25% were within two years of their minimum date. Once the short min offender reaches state prison, he or she remains incarcerated for an average of 200 days beyond his or her minimum date, roughly the same amount of time the short min inmates spent in state prison prior to their minimum date. In fact, short min offenders serve approximately 146% of their minimum sentence, 20 percent longer than an offender with a non-short min sentence. One of the primary goals of the 2012 Justice Reinvestment Initiative (JRI) in Pennsylvania was to reduce the PA DOC short min population and ensure the state prison system was housing longer term, more serious offenders. The state correctional system is set up for longer term offenders and when short min inmates come to state prison, they end up at a disadvantage in getting all of their treatment needs met in time for parole eligibility. An important goal of the PA DOC is to prepare inmates to complete their treatment needs prior to their minimum date, but 75% of the short min inmates do not have their treatment completed by the time they reach their minimum date due to logistics related to being assessed and completing programming in such a short timeframe.

The PA DOC requires the applicant to provide a detailed plan outlining the short min diversion strategies they intend to use and to estimate the impact they expect to have in terms of the number of short min admissions diverted from the PA DOC. Applicants are encouraged to be creative in their short min diversion strategies. The strategies may be evidence based programs that are run in other states or jurisdictions or new and innovative ways to divert short min inmates that have yet to be tested.

II. Deadlines: Project Dates and Application

December 30, 2015	Solicitation Released
January 12, 2016	Webinar for Potential Applicants <i>Refer to www.cor.pa.gov for additional information</i>
February 1, 2016	4:00pm EST Application Submission Deadline

III. Eligibility

Refer to the cover page for eligible applicants.

IV. Justice Reinvestment – Short Min Offender Diversion Demonstration Awards: Specific Information

Program Goals and Objectives

In 2012, Act 196 was enacted and established the Justice Reinvestment Fund to support programs and activities to improve the delivery of criminal justice services in the Commonwealth. One component of the Fund is to support the diversion of short min offenders from state prison.

The PA DOC is announcing the release of up to \$1.5 million to build and demonstrate county-based capacity to divert state offenders who otherwise would be committed to a state prison.

Requirements

All applicants must address the following components in their application:

1. The applicant will identify the county tier under which they are applying (see VII Selection Criteria).
2. The applicant is required to use the Risk Screen Tool (RST) to assess the level of offender recidivism risk. The RST is available in Appendix A. The RST is a 0-9 scale where offenders with a 0-4 score are low risk, 5-6 are medium risk, and 7 and above are high risk.
3. The applicant will utilize the RST risk assessment tool to identify and target low risk short mins for diversion. The applicant may continue to use their own risk assessment tool in addition to the RST if they are already using one. For the purposes of this solicitation, however, the PA DOC requires the use of the RST.
4. The applicant will include a recidivism reduction plan as a key part of the goal of their proposal.
5. The applicant must agree to participate in evaluation, performance measurement and data reporting to the PA DOC to determine the proposed impact on recidivism, as well as related outputs and outcomes.
6. The applicant commits to employ a true short min diversion plan. Meaning a commitment to not reducing short min admissions to the PA DOC by way of increasing the number of non-short min admissions (e.g. increasing sentence lengths for otherwise short mins). The PA DOC will monitor this by tracking the short min admissions as a percentage of the total admissions to the PA DOC.
7. The applicant will be required to have sign-off and a letter of support/letter of commitment from the county's CJAB and other relevant partners noted in the proposal.

Anticipated Impact

1. Achievement of positive offender outcomes, including recidivism reduction.
2. Identification of best practices for short min offender diversion.
3. Reduction in the number of short mins incarcerated in state prison.

Performance Measures

Successful applicants are required to submit quarterly progress reports to the PA DOC, Bureau of Planning, Research, and Statistics. For each proposed diversion strategy, successful applicants must be able to report on the pre-selected performance measures listed below. Applicants must collect outcome data and performance measures; adhere to quarterly reporting requirements; and cooperate with technical assistance that may include regular contacts, site visits, and/or conference calls with PA DOC evaluators.

Quarterly Reporting Requirements include:

- Number of short min offenders diverted
- Demographics of short min offenders diverted (gender, race, ethnicity, etc.)
- Type of offense committed by short min offenders diverted
- RST Score of short min offenders diverted

Applicant must maintain a database with the following data elements that will be requested by the PA DOC on an as-needed basis:

- State Identification (SID) Number of short min offenders diverted
- RST Score of short min offenders diverted
- Admit/Release dates from any programming or incarceration of diverted offenders
- Sentencing information
- Other relevant data depending on the diversion strategy proposed such as: Relapse/drug test results for diverted offenders, reincarceration in county prisons

Expenses, Limitations & Non-Supplantation

Awards shall be used to supplement and not supplant existing funding, including but not limited to funding provided by federal, state and county governments and grant-in-aid under 61 PA.C.S. § 6133(C)(relating to probation services). Funding in budget categories should directly support proposed demonstration activities. Applicants should plan on demonstration activities being available for no more than one year. Sustainability of effort must be demonstrated in the project narrative.

Allowable Use of Funds

Awards shall be used for criminal justice activities related to this solicitation. Successful applicants shall keep detailed records of the use of the award monies and shall provide them to the PA DOC upon request.

What will not be Funded

- Proposals primarily to purchase equipment, materials, or supplies. (A budget may include these items if they are necessary to demonstrate diversion strategies.)
- Proposals that do not respond specifically to the purposes of this solicitation.

V. What an Application Should Include

a. Abstract

A one-page abstract should include a brief overview of the proposed diversion strategies, expected impact of each strategy on short min state prison admissions, methods undertaken to verify appropriate diversion and sustainability plan.

b. Program Narrative

Provide detailed information about the proposed strategies including the diversionary approach the applicant will be using, the partners/users of the service, the length of time that it has been in operation (if it is a current program; if not the intended length of time for the planned diversion operation), the geographical

area(s) served by the program, the types of offenses that are eligible for diversion, the demographics of the offenders who currently participate, and other similar data. The applicant should discuss any component that will make their proposal unique and effective, citing research that will support the claim where available. Also, the applicant should discuss their verification process and methods for tracking and collecting the data requested for the performance measures. The applicant should demonstrate sustainability actions during and beyond FY15-16 funding. **The program narrative should not exceed 10 pages, 1 inch margins, double spaced, font size no smaller than Times New Roman size 12.**

c. *Budget Detail Worksheet and Budget Narrative*

Applicants can refer to the budget template made available in Section XIII. The budget detail template is available in Appendix B. Applicants must submit their budget with the following budget categories:

- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Consultants/Contracts
- Other Costs
- Indirect Costs
- Matching Funds
- TOTAL

Applicants must show all computations. The budget summary page must reflect the amounts in the budget categories as included in the budget detail worksheet. These amounts should mirror the amounts in the budget narrative.

d. *Indirect Cost Rate Agreement (if applicable)*

Indirect cost rates are not allowed.

e. *Additional Attachments*

The applicant should submit attachments that support the program narrative and budget detail/summary, as applicable, such as but not limited to: Resumes/Staff Experience, Letters of Support/Memorandum of Understanding, Quotes, etc.

VI. Application Submission

Applicants should use appropriately descriptive file names (e.g., “Abstract”, “Program Narrative”, “Budget Detail and Narrative”, “Attachments”, etc) for all electronic application documents. Electronic documents should be submitted in an Adobe Portable Document Format (.pdf). Applicants should ensure that the following documents are completed and attached in the email as separate documents:

1. Abstract
2. Program Narrative

3. Budget Detail
4. Budget Summary
5. Attachments & Standard Forms (note: includes all other documents submitted with the application, as outlined in Section V)

VII. How To Apply

Electronic Applications should be emailed to: RA-CRDOCSHORTMIN@pa.gov, no later than February 1, 2016 at 4:00 PM EST. Acceptable submission materials are outlined in Section VI.

VIII. Selection Criteria

The PA DOC has developed a three-tier system to account for varying county size and number of short min admissions to state prison and rates. At least one award will be made in each tier; the total available amount of funding across all three tiers is \$1.5 million. The PA DOC will establish a selection committee that will make selections based on *the anticipated impacts and requirements outlined previously*.

The below tables represent the total number of short min admissions to the PA DOC as a percent of the total admissions to the PA DOC in FY 2014-15 by county. The tiers are determined by the number of total short min admissions by county, from the highest amount of state prison admissions to the least.

FY 2014-15 Department of Corrections New Admissions - Tier 1				
COUNTY	Short Min Admits	Total Admits	Short Min %	Tier
PHILADELPHIA	507	1,849	27.4%	1
DELAWARE	259	594	43.6%	1
MONTGOMERY	209	397	52.6%	1
BERKS	168	326	51.5%	1
DAUPHIN	168	419	40.1%	1
LACKAWANNA	167	337	49.6%	1
LEHIGH	149	342	43.6%	1
ALLEGHENY	147	626	23.5%	1
BUCKS	135	331	40.8%	1
NORTHAMPTON	132	233	56.7%	1
FAYETTE	131	242	54.1%	1
LANCASTER	122	394	31.0%	1
LUZERNE	116	323	35.9%	1
ERIE	107	248	43.1%	1
YORK	104	317	32.8%	1
CLEARFIELD	78	111	70.3%	1
LYCOMING	69	179	38.5%	1
CHESTER	68	218	31.2%	1

ADAMS	65	127	51.2%	1
FRANKLIN	60	125	48.0%	1
SCHUYLKILL	60	116	51.7%	1
NORTHUMBERLAND	59	118	50.0%	1
Total	3,080	7,972	38.6%	

FY 2014-15 Department of Corrections New Admissions - Tier 2				
COUNTY	Short Min Admits	Total Admits	Short Min %	Tier
WESTMORELAND	58	150	38.7%	2
WASHINGTON	55	152	36.2%	2
BLAIR	48	147	32.7%	2
PIKE	47	85	55.3%	2
BEDFORD	44	74	59.5%	2
MONROE	44	188	23.4%	2
LEBANON	43	119	36.1%	2
MERCER	40	93	43.0%	2
SOMERSET	39	65	60.0%	2
BUTLER	38	79	48.1%	2
SNYDER	37	49	75.5%	2
CENTRE	35	84	41.7%	2
LAWRENCE	35	69	50.7%	2
CARBON	34	54	63.0%	2
CRAWFORD	34	85	40.0%	2
MCKEAN	34	60	56.7%	2
BRADFORD	33	67	49.3%	2
JEFFERSON	33	109	30.3%	2
CUMBERLAND	31	105	29.5%	2
UNION	28	45	62.2%	2
BEAVER	25	58	43.1%	2
WARREN	25	60	41.7%	2
Total	840	1,997	42.1%	

FY 2014-15 Department of Corrections New Admissions - Tier 3				
COUNTY	Short Min Admits	Total Admits	Short Min %	Tier
WAYNE	25	45	55.6%	3
HUNTINGDON	24	54	44.4%	3
COLUMBIA	22	42	52.4%	3
INDIANA	22	38	57.9%	3
CAMBRIA	21	73	28.8%	3
PERRY	17	41	41.5%	3

CLINTON	16	31	51.6%	3
WYOMING	16	33	48.5%	3
MIFFLIN	15	27	55.6%	3
ARMSTRONG	14	25	56.0%	3
SUSQUEHANNA	12	26	46.2%	3
TIOGA	11	26	42.3%	3
GREENE	9	28	32.1%	3
MONTOUR	8	14	57.1%	3
VENANGO	8	62	12.9%	3
ELK	7	36	19.4%	3
CLARION	6	26	23.1%	3
FULTON	5	16	31.3%	3
CAMERON	3	7	42.9%	3
SULLIVAN	3	3	100.0%	3
FOREST	2	5	40.0%	3
JUNIATA	2	12	16.7%	3
POTTER	1	15	6.7%	3
Total	269	685	39.3%	

IX. Review Process

All applications received before/on the application deadline will be considered in the review process. The PA DOC will select a review committee that represents varying facets of the criminal justice system and partners with a vested interest in maintaining high levels of public safety.

X. Award Structure

The PA DOC will enter into an intergovernmental agreement (IGA) with all awardees. The IGA will be established for at least a 12-month period. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the law.

XI. Additional Requirements

Refer to www.cor.pa.gov for an FAQ sheet as well as addendums to this solicitation.

XII. Questions on This Solicitation

All inquiries regarding this solicitation should be directed to: RA-CRDOCSHORTMIN@pa.gov after the webinar on January 12, 2016. The PA DOC will provide a response within 24 business hours. A FAQ sheet, compiling relevant inquiries, will be posted to: www.cor.pa.gov. Inquiries should be received no later than January 15, 2016.

XIII. Appendix

- a. Risk Screen Tool**
- b. Budget Template**