

**REQUEST FOR PROPOSALS**  
**Innovations in Supervision Initiative:**  
**Community Corrections-Led Violence Reduction**

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The U.S. Department of Justice’s (DOJ’s) Bureau of Justice Assistance (BJA), through The Council of State Governments (CSG) Justice Center, invites proposals from states, localities, and federally recognized tribal jurisdictions to serve as models for probation and/or parole (“community corrections”) partnerships with law enforcement and/or prosecuting agencies to reduce violent crime and recidivism.

**Deadline**

All applications are due by 5:00 p.m. EST on Friday, March 8, 2019.

**Contact Information**

For assistance or questions, please contact Andrea Lee, senior policy analyst at the CSG Justice Center, at [alee@csg.org](mailto:alee@csg.org).

**Overview of Project**

Most neighborhoods are far safer than they were three or four decades ago, yet recent FBI data show signs of rising violent crime in pockets across the country.<sup>1</sup> Criminal justice agencies can have a greater impact on specific crime problems when they collaborate to address them. A growing body of literature makes the case for and describes partnerships between community supervision, law enforcement, and prosecuting agencies that join forces to improve public safety. Examples of such partnerships include enhanced supervision programs, information-sharing partnerships, interagency problem-solving initiatives, and community prosecution programs. However, these efforts have varied in focus, often lacked formal policies, and not been subject to comprehensive evaluation.<sup>2</sup>

Through the Innovations in Supervision Initiative (ISI): Community Corrections-Led Violence Reduction grant program, BJA provides funding to grantees to develop an instructive and collaborative model for partnerships that work to implement innovative or evidence-based strategies to reduce recidivism and violent crime among high-risk adults on community supervision.<sup>3</sup> The CSG Justice Center was competitively selected by BJA to work with grantees in partnership with the Association of Prosecuting Attorneys, George Mason University’s Center for Advancing Correctional Excellence, the National Association of Probation Executives, and the National Police Foundation.

This request for proposals seeks applications from states, localities, and federally recognized tribal jurisdictions with an existing partnership between a probation and/or parole agency and a law enforcement and/or prosecuting agency to develop these models. Three (3) partnerships will

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<sup>1</sup> United States Department of Justice, Federal Bureau of Investigation. *Crime in the United States, 2015*.

<sup>2</sup> For specific examples of these partnerships see: <https://www.ncjrs.gov/pdffiles1/175047.pdf>, [http://www.appa-net.org/Perspectives/Perspectives\\_V37\\_N4\\_P42.pdf](http://www.appa-net.org/Perspectives/Perspectives_V37_N4_P42.pdf), or <https://www.apa-inc.org/programs-2/high-performance-prosecution-project/innovative-practices/>.

<sup>3</sup> See FY18 ISI solicitation for more information: <https://www.bja.gov/funding/InnovSupervision18.pdf>.

be selected as learning sites (“sites”) for agency collaboration to reduce violent crime and recidivism. To achieve that goal, selected sites will receive financial and technical assistance to complete two objectives:

1. Inform the development of a model and a related guide
  - Commit to participation in monthly technical assistance teleconferences facilitated by CSG Justice Center staff and key partners
  - Host site visits with CSG Justice Center staff and key partners to provide on-site opportunities to share goals and engage in strategic planning
  - Establish common language that supports public safety activities
  - Participate in a self-assessment of current practices, define targets for change, and identify a blended strategy of enhanced supervision, community mobilization, and/or social service actions to facilitate change
  - Share data, outcomes, and lessons learned about strategic and tactical grant activities that are proven to enhance existing partnerships or establish new partnerships
  - Participate in a survey conducted by George Mason University’s Center for Advancing Correctional Excellence to help inform partnerships moving forward
2. Expand or improve the existing collaborations
  - Develop and maintain a strong taskforce including stakeholders with decision-making authority, community members, and people directly impacted by the criminal justice system
  - Engage in a system mapping exercise to identify gaps and establish a target population and relevant strategic plan
  - Develop and track a set of performance measures to look at the impact of the partnership on violent crime and recidivism
  - Create an evaluation strategy which includes clear research questions congruent with the action plan

Selected sites will be eligible for up to \$500,000. CSG Justice Center and partner agency staff will work with selected sites to understand and assess existing partnerships, create or strengthen data sharing methods, develop policies and procedures to enhance supervision and related partnership activities, and engage the group in sustainability planning.

By participating in this project, selected sites will have the opportunity to become national leaders in implementing cutting-edge strategies for collaboratively reducing violent crime and recidivism.

### **Eligibility**

The primary applicant for the ISI: Community Corrections-Led Violence Reduction grant program must be a state, locality, or federally recognized tribe responsible for probation and/or parole supervision of adults in their community. Applicants must have an established partnership with a law enforcement and/or prosecuting agency with the purpose of reducing crime and recidivism, including violent crime, among the supervised population. Law enforcement and/or prosecuting agencies must be proposed as subrecipients (subgrantees). Priority consideration will be given to community supervision agencies that have existing partnerships with both law enforcement and prosecuting agencies.

### **Award Amount and Project Length**

The CSG Justice Center will administer awards of up to \$500,000 each to three sites for a two-year project. The project period will run from May 1, 2019 to April 30, 2021.

### **Submission and Due Date**

All applications are due by 5:00 p.m. EST on Friday, March 8, 2019. Applications must be submitted by email to [alee@csg.org](mailto:alee@csg.org).

### **Application Materials**

Proposals must include:

1. Narrative demonstrating how the agency meets the selection criteria (found in the next section). The narrative should be double-spaced, using standard 12-point font with no less than 1-inch margins, and should not exceed 10 pages.
2. Timeline or project plan outlining capacity to carry out work over a two-year period.
3. Letters of support from the chief executive of all partner agencies (including applicant), with assurance to provide data (see below under selection criteria), engage with the CSG Justice Center and partner agency staff with transparency, and to participate in technical assistance.
4. Organizational chart for the community supervision agency.
5. Resumes or curricula vitarum (CV) for staff in key project roles.
6. Position description outlining roles and responsibilities for project staff.
7. Project budget detail worksheet and budget narrative (template available at <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>). The narrative should clearly describe each expense category listed in the worksheet. Budgets must be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).
  - Budget must also include funds for one person from each partner agency (total of three per grant site) to travel to Washington, DC, in 2019;<sup>4</sup> federal funding from DOJ will be used to support this proposal. Please ensure that the budget proposal and narrative complies with the DOJ Grants Financial Guide, available at [https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf).
  - Budget may include staff time to engage with CSG Justice Center and partner agency staff on development of the model (e.g., to share information about partnership, review data, procedures, etc.).
8. Incentives and sanctions matrix or grid used by the community supervision agency.

### **Selection Criteria**

Applicants must demonstrate how they meet the following criteria in order to meet the project goals of (1) informing the development of the model and a related guide and (2) expanding or improving their partnerships. To do this, applications should include the following:

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<sup>4</sup> Executive, administrative, and professional employees who meet the criteria for an exemption from the overtime requirements of the Fair Labor Standards Act may not be reimbursed for overtime under grants and cooperative agreements. More information on overtime exemptions under the Fair Labor Standards Act is available on the Department of Labor's website at [https://www.dol.gov/whd/overtime\\_pay.htm](https://www.dol.gov/whd/overtime_pay.htm).



- **Problem statement (up to 15 points):** Define the violent crime and/or recidivism problem the partnership is designed to address, using data to demonstrate scope and need. Include baseline recidivism data for the target population, if available.
- **Existing partnership (up to 20 points):** Demonstrate an existing partnership with law enforcement and/or prosecuting agencies. Explain the goals and strategies of the partnership as well as responsibilities and activities of each partner agency. Describe what resources the director and/or chief executive of the applying primary agency has committed to the partnership and its activities. Priority consideration will be given to community supervision agencies with a three-party partnership that includes both law enforcement and prosecuting agencies.
- **Expanding or improving the partnership (up to 20 points):** Describe how the partnership's ability to reduce violent crime and/or recidivism will be enhanced through this program. Examples include (1) enhancing supervision and other approaches to improve coordination and outcomes or (2) building upon social network analysis and other tools to identify, apprehend, and prevent criminal activity.
- **Data collection and sharing (up to 10 points):** Describe how project partners currently collect and share data; be sure to specify measures and frequency. Selected sites will be required to share individual-level data with their partners and the technical assistance provider as part of this project; be sure to provide assurance the partnership will comply. Describe all memoranda of understanding or other agreements that are in place or will be required to allow partners to access data, records, and/or information management systems used.
- **Innovative and best practices (up to 10 points):** Demonstrate the agency's and partners' commitment to best and promising practices such as focused deterrence strategies, enhancing procedural justice, and ensuring the community corrections agency uses risk and needs assessment tools to identify high-risk clients and target their needs.
- **Outcomes and evaluation (up to 20 points):** Provide outcome data and evaluation results, if available. Summarize evaluations of the partnership or activities therein that have been completed or are underway, including who conducted the evaluation, the type of evaluation (process, outcome, cost-benefit, other), and the results.
- **Financial management and budget (up to 5 points):** Ensure the budget is complete and accurate, and that the narrative clearly explains the expenses requested. Demonstrate that the community corrections agency, as the primary applicant, can clearly track and report all proposed budget items. Describe protocols the agency has in place to track and report budget items/costs as well as a list of other grants (including award amount and year) the applicant agency has successfully administered within the last five years.

### **Review and Selection Process**

A panel of reviewers will evaluate, score, and rate applications that meet the requirements outlined above. All application materials and results will be presented to BJA for final review. Applicants will be notified of award decisions on or around April 11, 2019.

### **Conflict of Interest Statement**

The CSG Justice Center will not award contracts to applicants that have conflicts of interest associated with a particular award or permit applicants to continue performance under existing awards when such applicants have conflicts of interest, unless such conflicts are eliminated by



the applicant or are waived by the appropriate CSG Justice Center official. By submitting a proposal, applicant is indicating that it knows of no agreements, transactions, or relationships and, during the term of this agreement will not enter into any agreements, transactions, or relationships, in which its rights, duties, obligations, or interests conflict or are inconsistent with the CSG Justice Center, BJA, or any resulting agreement or contract.