**ADULT REDEPLOY ILLINOIS**

**Track 1: Planning**

**Program Narrative**

INSTRUCTIONS: The program narrative should be single-spaced, using a standard 12-point font (Times New Roman preferred) and 1” margins, and must not exceed 20 pages total inclusive of instructions and questions text. Please do not delete the questions, nor any sections in this document. Complete the narrative using the text boxes in this form. ICJIA requires the ability to copy and paste sections of the program narrative to construct the grant agreement; therefore, this document must be submitted in Word format.

Applicants are expected to use **person-centered language (PCL)**, using references to “people,” “individuals,” “clients,” and “participants,” versus “offenders” or “felons.” PCL reduces stigmatization that is counter to rehabilitation and reintegration goals.

Adult Redeploy Illinois (ARI) is a program created pursuant to the Crime Reduction Act of 2009 (730 ILCS 190/1) under which 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, jurisdictions will receive state funding to provide supervision and community-based treatment alternatives to those individuals diverted from incarceration. ARI is administered by the Illinois Criminal Justice Information Authority (ICJIA), the lead state agency for justice system funding and research.

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

Please read these instructions carefully. Each section of the program narrative must have a heading that corresponds to the headings listed below. County-level data with which to complete the application are available on the [ARI website](https://icjia.illinois.gov/adultredeploy) under the “Grants” tab. Questions regarding these data can be emailed to [CJA.AdultRedeployNOFO@Illinois.gov](mailto:CJA.AdultRedeployNOFO@Illinois.gov).

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

Provide a clear, concise summary of the proposal stating the need to plan a local prison diversion program utilizing ARI funds. Summarize proposed planning grant activities.

1. **Statement of the Problem – 10 points**

Identify the problems associated with sending individuals to prison for probation-eligible offenses rather than being supervised and served in the community. Include resources available, if any, to supervise and serve them locally, and where gaps exist.

1. **Project Implementation – 25 points**
2. Describe how your jurisdiction will utilize planning grant funds to convene a planning group comprised of key stakeholders in the criminal justice system, such as judges, prosecutors, public defenders, probation representatives, and service providers. As part of the ARI planning grant process, the planning group may engage consultants and/or staff to gather and analyze relevant criminal justice system data to determine how a diversion effort would operate, including, but not limited to:
3. Potential eligible populations.
4. Gaps between current services offered and evidence-based services needed.
5. Strategies for service delivery.
6. Estimated costs involving alternatives to incarceration.

Other planning activities might include visiting other program sites or attending relevant trainings. The primary deliverable of the planning grant is a local plan to implement ARI.

1. Describe how project membership of the multi-disciplinary team (MDT) overseeing the planning of the ARI program will convene and how the planning process will be staffed.

1. Complete the implementation schedule below, defining each step in the planning and operation of the proposed program and detailing the staff position responsible for each task and a target date for completion. Please add additional lines as necessary.

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| **Task** | **Staff Responsible** | **Date Task will be Completed** |
| *Ex. Convene planning MDT meetings* |  |  |
| *Ex. Conduct data analysis* |  |  |
| *Ex. Visit other sites* |  |  |
| *Ex. Prepare local plan* |  |  |
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| Submit quarterly data report to ICJIA/ARI |  | 15th of the month following the end of the quarter |
| Submit monthly fiscal reports to ICJIA/ARI |  | 15th of the following month |
| Required) Submit close-out report and documentation to ICJIA/ARI |  | July 30, 2023 |

1. **Project Management – 10 points**

To determine whether establishing a local ARI program is feasible, identify how your jurisdiction will engage in a deliberate and inclusive planning process with key stakeholders and examine relevant criminal justice data on the characteristics of the justice-involved population. 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, service providers, and community members.

Describe the lead entity and the other partners involved in the planning of the ARI program. Include the qualifications, responsibilities, and expected contribution of each partner. List partner titles only; no proper names.

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| **Roles and Responsibilities of Key Partners for the program** | |
| Title | Description |
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1. **Goals and Performance Metrics – 20 points**

Complete the table below with data related to the goal of developing a plan to reduce probation-eligible IDOC commitments. As applicable, provide objectives in the left-hand column that will demonstrate progress toward the proposed program goal. Ensure that the objectives are specific, measurable (according to the performance measures in the right-hand column), attainable, realistic, and timely. Additional objectives and performance measures can be added.

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| **Goal:** Develop a strategy (local plan) to reduce the number of individuals committed to prison on probation-eligible offenses. | |
| **Process Objectives** | **Performance Measures** |
| Form multi-disciplinary team (MDT) in charge of planning) to meet on a       basis | * Types of disciplines and roles on team * Number of meetings held per quarter * Number of meetings with majority attendance |
| Analyze data on use of prison for individuals with probation-eligible offenses | * Number of prison admissions by offense class * Number of prison admissions by offense type * Demographics of individuals sent to prison on probation-eligible offenses |
| Assess current community capacity and identify gaps in services | * Types of services needed vs. available * Number of slots needed vs available |
| Perform site visits to learn about other jurisdictions’ use of alternatives to incarceration | * Number of visits conducted * Number of contacts made with other programs |
| Submit for ARI Oversight Board approval by specified date a plan that describes program models, goals and objectives, and describes evidence-based practices to be implemented | * Date of submission of local plan that meets requirements * Number of letters of support |
| **Outcome Objectives** | **Performance Measures** |
| Determine whether or not an ARI program will be created, and if so, how. | * Submission of detailed local implementation plan, OR * Submission of letter indicating that the grantee will not be implementing an ARI program including what led to this decision |

1. **Budget Detail – 25 Points**
   1. Include a detailed budget and budget narrative for local plan implementation using the fillable, Excel-based template and forms provided by ICJIA. Attach as a separate Excel document.
   2. Provide a statement that ARI grant funds will not be used to supplant existing federal, state, county, or local funds for your program. If grant funds will be used for the expansion or enhancement of an existing program, the statement must explain how proposed activities will supplement, not supplant, current program activities and staff positions.

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| Completed NOFO Application materials should be zipped in a single folder. Each individual document should be named following naming conventions listed on page 18 of the NOFO instructions and emailed to [CJA.AdultRedeployNOFO@illinois.gov](mailto:CJA.AdultRedeployNOFO@illinois.gov). Please review the submission checklist on page 1 in NOFO Instructions. All materials must be received by **11:59 p.m., Monday, August 29, 2022**. |

**Prepared by:**

(Name & title; no actual signature required)