



**Division of Criminal
Justice Services**

**REQUEST FOR APPLICATIONS (RFA)
FY 2026**

Innovation RFA:

Alternatives to Incarceration and Re-Entry Services and Interventions

KEY DATES AND NOTICES:

Release Date of RFA	8/20/25	
Submission Deadline:	10/15/25	12 Noon
Estimated Total Program Funding:	\$15.5 million	
Webinar:	8/28/25	
Deadline for Final Submission of Questions Regarding this RFA:	9/2/25	
Response to Questions Regarding this Posted:	9/15/25	(on or about)
Notification of Award(s):	12/10/25	(on or about)
Anticipated Contract Start Date:	4/1/26	

1. Applications must be received on-line via the DCJS Grants Management System (GMS), on, or before the submission deadline. **Applicants who are not registered to access GMS will need to obtain user access to respond to this Solicitation.** See Appendix: *DCJS Grants Management System (GMS) Instructions and Helpful Hints*. **The DCJS GMS Help Desk is available Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m. Please be aware that there is no technical assistance available on weekends, or after 4 p.m. on weekdays. Applicants are encouraged to submit applications prior to the submission deadline.**
2. **Pre-Qualification – To be considered for an award**, not-for-profit (NFP) applicants **must** be pre-qualified through the NYS Statewide Financial System (SFS) at the time of application submission. **NFP applicants should begin this process as soon as possible.** See Appendix: *Prequalification Requirement*.
3. New York State has launched a [website](#) as a helpful resource to not-for-profits offering information and assistance to new nonprofits, nonprofits yet to be registered, and nonprofits with active state contracts.
4. Questions regarding this RFA must be emailed to dcjsfunding@dcjs.ny.gov. Responses to the questions will be posted on the [DCJS website](#) on or about date indicated above. If the applicant has any general questions such as, “Did DCJS receive my e-mail?” please call (518) 457-9787. Please note that DCJS cannot answer substantive questions concerning this solicitation in any manner other than the e-mail method. Applicants are encouraged to submit their questions to DCJS as soon as possible prior to the deadline.
5. **A [webinar](#) will be held on August 28th, 2025** *Participants are encouraged to send questions prior to the webinar to the DCJS Funding mailbox dcjsfunding@dcjs.ny.gov.*
6. Applicants will be advised of award decisions via a letter of notification, which will be emailed to the address provided by applicant in GMS. Where applicable, applicants not receiving an award will receive notification via email to the address provided by applicant in GMS. A debriefing is available to any entity that submitted an application in response to this solicitation, regardless of whether an award was offered (See Section: Notification of Awards).
7. Unless otherwise modified by DCJS, the contract period for this grant opportunity will be for one year with an initial term of April 1st, 2026, through March 31st, 2027, with four optional one year renewals as determined by DCJS.

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APPENDICES:

- General Operating Guidelines for DCJS Funded Community Corrections Programs
- Steps to Building Evidence
- SFS Prequalification Requirement
- DCJS Grants Management System (GMS) Instructions and Helpful Hints
- Best Practices for Preparing an Effective Grant Application
- Budget Detail Worksheet and Narrative Guide
- Lower Court Arraignments for Adults (18+) by County and Charge Class, 2024
- Discharges from County Jail Facilities, 2022-2024
- DOCCS Releases to County by Supervision Level, 2024
- DOCCS Releases Incarcerated for More Than 10 Years to County by Supervision Level, 2024
- Grantee Policy on Gift Card and Stipend Use for Incentives

ATTACHMENTS:

Attachment 1: Narrative Response Questions for the Innovation RFA: ATI and Re-Entry Services and Interventions

I. INTRODUCTION

Through this Innovation RFA, the New York State Division of Criminal Justice Services (DCJS) seeks applications for Alternative to Incarceration (ATI) and Re-Entry Services and Interventions. Approximately \$15.5 million is expected to be available for proposals that aim to reduce recidivism, reduce reliance on incarceration, and improve the outcomes of individuals involved in or who have had previous involvement in the justice system.

DCJS enhances public safety by providing resources and services that inform decision making and improve the quality of the criminal justice system. DCJS is a multi-function criminal justice support agency with a variety of responsibilities, including collection and analysis of statewide crime data, operation of the DNA databank and criminal fingerprint files, administration of federal and state criminal justice funds, and identification and funding of programs that reduce crime, recidivism, and victimization.

DCJS is committed to providing programs that help keep New York's communities safe and improve the effectiveness of the State's criminal justice system. Applications will be selected for funding consistent with the best interest of the state. Applicants are encouraged to demonstrate in their response to this solicitation how their application supports New York's commitment to improving the lives of individuals involved in, having previous involvement in, or at risk of involvement in, the criminal justice system and promoting public safety.

II. FUNDING, APPLICANT ELIGIBILITY AND CONTRACT TERM

A. Funding

It is anticipated that approximately \$15.5 million will be made available to support this RFA. Funding will be allocated in the following way:

- **Demonstration Programs, Services, and Interventions – up to \$7.75 million**
(anticipated award amounts of \$250,000 to \$1,000,000)
- **Evidence-Based Services, Interventions, and/or Enhancements – up to \$7.75 million**
(anticipated award amounts of \$250,000 to \$1,000,000)

All funding must support program efforts that will be accomplished during the contract period. Funding under this program must supplement, not supplant, funds already allocated by the applicant for the proposed program(s). Supplanting occurs when an applicant reduces existing funds for an activity and/or position specifically because DCJS funding is available (or expected to be available) to fund that same activity. This is prohibited under this DCJS RFA. Should an applicant currently fund their proposed application program, and the funding will no longer be available at the beginning of any awarded DCJS contract (for example grant funds from another source that expire), this would not be supplanting. DCJS reserves the right to prioritize the awarding of funds in a manner that provides a geographic balance of services throughout the state and/or to underserved populations. Underserved populations include, but are not limited to, women, individuals convicted of sex crimes, veterans, individuals with mental illness and other behavioral health problems, and/or individuals with developmental disabilities. DCJS reserves the right to adjust the anticipated allocated funding between each program area and should an application propose a program with components of both, to assign it to a program model. No single application should request more than \$1,150,000. All applicants are reminded to propose a

budget that accurately reflects anticipated actual costs of goods and services that *directly* support the program.

Contracts will be expenditure-based, reimbursement contracts.

Applications must provide intended target numbers for each workplan objective. For example, applications describing intakes into a program should include the intended number of intakes to be enrolled, as well as the intended number to be served, the number of expected completions, etc.

Prior to contract execution, DCJS will work with grantees to develop annual targets for each proposed service. Performance measures and targets will be utilized to monitor progress and evaluate overall program performance.

1. Availability and Approved Use of State Funds

Awarded funds may only be used for expenses or costs directly related to the operation of the program and delivery of the program services. Budgets will be based on actual expenses needed to support the program. These costs may include personnel, fringe benefits, staff training, consultant services, equipment, supplies, travel and subsistence, new space rental of facilities (for not-for-profit applicants), and all other expenses as justified for the efficient and successful operation of the program. For new programs or expansions of existing programs that have not previously received DCJS grant support for start-up implementation costs, specific one-time start-up costs may also be requested as part of the overall budget. Indirect costs of up to 15% of the total direct costs may be reimbursed to not-for-profit applicants, but indirect costs are not an allowable expense for governmental organizations. Ineligible expenses may include housing security deposits, purchasing vehicles and construction other than minimal renovation as justified by program design. If a grantee plans to utilize DCJS funds for the purchase of gift cards and/or the allowance of stipends for incentivizing program engagement and participation, they must provide a written policy to DCJS for approval at the time of award and contract development (please see *Appendix: Grantee Policy on Gift Card and Stipend Use*). Gift cards or stipends used for exigent situations must be reported to DCJS. DCJS reserves the right to disallow requested budget expenses that are not programmatic in value.

B. Applicant Eligibility Requirements

Not-for-profit organizations and units of local government in New York State are eligible to submit applications in response to this RFA.

C. Contract Term

Grant award agreements, unless otherwise modified by DCJS, will be for one year with an initial term of April 1st, 2026, through March 31st, 2027, with four optional one-year renewals.

III. PROGRAM DESCRIPTION

DCJS intends to fund both Demonstration and Evidence-Based Programming through this solicitation. DCJS recognizes the importance of the metrics of program success that include recidivism, but also expand beyond it to more fully capture the impact of a program on participants' lives (e.g., wellbeing, health, housing, employment, education, and family and community connections). To the extent practicable, these outcomes will also be measured based on the

proposed program and accompanying logic model.

The purpose of this RFA is to solicit applications for unique and evidence-based approaches to work with individuals who are involved in, have previous involvement in, or are at risk of involvement in, the criminal justice system. These approaches may or may not have been funded by DCJS in the past. These programs should target one or more of the following:

- the risk of incarceration;
- risk of recidivism;
- criminogenic needs;
- responsivity factors; and/or
- stabilization needs.

DCJS encourages applicants to involve individuals with lived experience in the criminal justice system when designing and/or implementing their programs. Individuals with lived experience include, but are not limited to, persons who were formerly arrested, detained, or incarcerated, or their families/relatives.

Applicants should seek input from the community in determining needs to be addressed within the jurisdiction where services are proposed to be delivered and partner with community agencies, where applicable. Partnering with community organizations may allow your participants to receive additional assistance with needs that are beyond the focus of your program.

DCJS recognizes the invaluable role of smaller, grassroots community-based organizations in effectively reaching and serving difficult-to-access justice-impacted populations. Applicants are strongly encouraged to engage in meaningful partnerships with such organizations, including through a subaward or partial subaward, to leverage their unique expertise and foster trust within these communities.

To further enhance effectiveness and promote equitable outcomes, applications should, where practicable, also outline how their proposed services and interventions will proactively address racial disparities, enhance cultural responsiveness, and overcome accessibility concerns. This includes, where applicable, detailing strategies for incorporating trauma-informed, human-centered approaches and utilizing credible messengers with lived experience to build trust and foster engagement among justice-impacted individuals. Programs focusing on stabilization-related needs should pay particular attention to these elements to ensure comprehensive and effective support. The Risk Need Responsivity model states that the risks and criminogenic needs of individuals involved in the justice system should determine the strategies and services appropriate to improve outcomes and that an individual's success in programming can be improved by addressing factors that limit engagement.

- Risk principle: Match the level of service to the individual's risk to re-offend.
- Need principle: Assess criminogenic needs and target them in treatment.
- Responsivity principle: Maximize the individual's ability to learn from a rehabilitative intervention by addressing factors that limit engagement, and tailoring the intervention to the learning style, motivation, abilities and strengths of the individual.

Examples of services addressing responsivity factors include, but are not limited to, transitional case management services that assist individuals moving from incarceration to the community; housing, food, childcare and transportation services that provide stability for individuals living in the community; and other assistance that better allows individuals to engage in treatment interventions.

Target Population, Referrals, and Outreach

The target population for this solicitation includes individuals involved in, at risk of being involved in, or with previous involvement in the criminal justice system.

Participants can be referred by:

- probation;
- correctional facilities;
- community supervision/parole;
- criminal courts;
- service providers;
- and/or other community partnerships; and
- individuals may also self-refer.

Programs may also incorporate a participant outreach process. Participant outreach includes the process by which program staff work within the communities served to connect with people who are eligible for the program and would benefit from the services provided. However, applications must include a participant referral process as part or all of their program design.

Demonstration Programs, Services, or Interventions

Program Objectives: Seeks to reduce recidivism, reduce reliance on incarceration, and improve the outcomes of individuals involved in, at risk of involvement in, or those with previous involvement in the justice system by proposing new or unique ways of addressing service gaps and stabilization or responsivity needs.

Demonstration proposals are not required to have a strong evidence-base to support the effectiveness of the intervention. Promising practices, approaches that show potential for improving outcomes or efficiency, but have not yet been formally evaluated as a "best practice" or "evidence-based practice, can be submitted.

DCJS will not fund proposals where there is evidence that the proposed program, service, or intervention is likely to be ineffective in achieving stated goals. For example, program models rated as Ineffective, Negative Effects, or No Effects by [CrimeSolutions](#) or similar clearinghouses, will not be considered for funding.

Proposals for demonstration programs are required to demonstrate that the program design is reasonably likely to achieve the desired goals through a logic model. This logic model is intended to help applicants and DCJS understand the central goals of the proposed program and clarify how program components will achieve the desired outcomes.

Evidence-Based Services, Interventions, and/or Enhancements

Program Objectives: Seeks to reduce recidivism, reduce reliance on incarceration, and improve the outcomes of individuals involved in, have at risk of involvement in, or those with previous involvement in the justice system by providing evidence-based services and interventions informed by the Risk-Need-Responsivity (RNR) Model. Examples of evidence-based interventions include, but are not limited to, Diversion Services, Cognitive-Behavioral Interventions, Substance Use and Mental Health Services, and Employment Focused Programming. Direct services are not precluded.

Addressing Mental Health and Substance Use Needs: DCJS recognizes the profound impact of mental health and substance use disorders (MHSUD) on justice-involved individuals and their communities. Across the state, there is a severe shortage of addiction recovery and

mental health services, including outpatient counseling, residential programs, and Medication for Opioid Use Disorder (MOUD) clinics. Housing barriers further complicate access to treatment.

Applications may propose comprehensive, person-centered approaches to MHSUD services that not only offer pathways to treatment but also address the underlying trauma and structural barriers faced by justice-involved individuals. Applicants may develop programs that provide robust, trauma-informed mental health care and addiction recovery services, including but not limited to, counseling, residential programs, and MOUD clinics, with a focus on seamless access upon release and sustained long-term support.

Incentivizing Employment and Peer Support Pathways: Given the acute workforce shortages in behavioral health fields, applications may include the encouragement of employment pathways for individuals with lived experience in the criminal justice system, particularly as peer support specialists or credible messengers, within mental health and substance use service delivery. By creating employment opportunities for individuals with convictions in these vital roles, programs can enhance effectiveness and build crucial trust with participants, leveraging their unique perspectives to improve service delivery and build a more culturally competent workforce.

Proposals for evidence-based programs are required to demonstrate that the program design will achieve the desired goals through a logic model. This logic model is intended to help applicants and DCJS understand the central goals of the proposed program and clarify how program components will achieve the desired outcomes.

IV. PROGRAM DESIGN, IMPLEMENTATION, AND FIDELITY

A. Steps to Building Evidence

DCJS is committed to supporting programs that implement evidence-based and innovative practices. In prior solicitations, DCJS has focused on program models where there is a solid body of evidence linking program activities to positive outcomes. Through this Innovation RFA, DCJS will also support demonstration projects which may not have evidence to support the proposed program design.

While DCJS recognizes that not all applicants will have an established body of evidence to support their program design, DCJS would like to ensure that all programs funded through this solicitation are developed with sound logic demonstrating that the activities and services delivered can be reasonably expected to achieve the stated goals and outcomes. DCJS is committed to incrementally building evidence to support innovative programs to improve the lives of justice impacted individuals (please see *Appendix: Steps to Building Evidence* for more information). Programs funded through this solicitation will be expected to complete a logic model, report performance data to DCJS to monitor program output and outcomes and may be included in future evaluations to build evidence.

If there is little to no evidence supporting the proposed program model available through [Crimesolutions.ojp.gov](https://crimesolutions.ojp.gov) or similar clearinghouses, DCJS will require applicants to reasonably demonstrate a link between program activities and the intended goal(s) of the program.

B. Logic Model

All applicants must complete and submit a logic model clearly describing the program's goals, the activities intended to achieve those goals, the resources available and needed to perform those activities, metrics that will be used to monitor those activities, and the expected short-and long-term outcomes.

The logic model is intended to help applicants and DCJS understand how the program's proposed components will achieve the desired outcomes. Applicants are encouraged to complete the logic model as a first step, then refer to the logic model when answering the scored questions.

Additional guidance for completing a logic model will be included in the Program Narrative Questions section of this document.

C. Implementation, Fidelity, and Evaluation

Grantees will be required to fully participate in the DCJS Implementation, Fidelity, and Evaluation System, through which DCJS will:

- engage grantees in a process of reflection and continuous improvement;
- confirm that programs are implemented and operating as designed;
- measure fidelity to the CBI or other formal curricula offered by the program;
- work closely with grantees to provide technical assistance and develop plans to encourage continuous improvement; and
- utilize case-level data to provide feedback reports to grantees and to conduct evaluation studies.

Grantees are encouraged to review the Appendix: General Operating Guidelines for DCJS Funded Community Corrections Programs before preparing their applications. Grantees are expected to be familiar with the principles of effective interventions and the risk, needs, and responsivity (RNR) framework. For more information, see [NIC Principles of Effective Intervention](#).

D. DATA and REFERENCE MATERIALS

DCJS has provided data appendices and links to external data that may be helpful to consider as you describe the target population for your program.

1. Data Appendices:

- *Lower Court Arraignments for Adults (18+) by County and ChargeClass, 2024*
- *Discharges from County Jail Facilities, 2022-2024*
- *DOCCS Releases by County and Supervision Level, 2024*
- *DOCCS Releases Incarcerated for More Than 10 Years, by County and Supervision Level, 2024*

2. Data Tables and Dashboards:

- [DCJS' Adult Arrests Dashboard](#)
- [DCJS' Adult Convictions Dashboard](#)
- [DCJS' Dispositions of Adult Arrests](#)
- [DCJS' Annual Jail Population](#)
- [DCJS' Adults Under Probation Supervision](#)
- [DCJS' Recidivism of Cases Disposed Dashboard](#)
- [DCJS' NYS Regional Deprivation Index](#)
- NYS Office for the Prevention of Domestic Violence - Gender Based Violence
 - [2022 New York State Gender-Based Violence Dashboard | Office for the Prevention of Domestic Violence](#)
 - [Workbook: NYS 2022 Gender-Based Violence Dashboard](#)
- NYS Office of Addiction Services and Supports
 - [SUD Treatment System Dashboard | Office of Addiction Services and Supports](#)
 - [NYS Overdose Death Dashboard | Office of Addiction Services and Supports](#)
- [NYS Office of Mental Health Statistics and Reports](#)

*Note: additional data tables are available for review in the appendices.

V. EVALUATION AND SELECTION OF APPLICATIONS

Tier I Evaluation – Threshold Pass/Fail

The Tier I Evaluation assesses whether applications satisfy minimum “pass/fail” criteria for funding. All applications will be initially screened by DCJS reviewers to determine their completeness using the following criteria:

- application was successfully received by the published deadline;
- applicant is eligible as defined by this solicitation; and
- applicant is an eligible, pre-qualified entity in the SFS.
 - *(This pre-qualification requirement applies only to not-for-profit applicants.)*

Tier I Evaluation criteria will receive pass/fail ratings. Any application that does not meet each of these conditions may be subject to disqualification from further review. DCJS may, at their discretion, request additional information from an applicant as deemed necessary.

Tier II Evaluation – Evaluation and Scoring

DCJS staff reviewers will evaluate applications that successfully pass the Tier I Evaluation. A standard rating tool will be used to score responses to questions provided in the application (see *Questions* section for additional information). The maximum application score will be 100 points. Each response will be scored, and all scores will be totaled, resulting in an overall score. Applicants must attain a minimum application score of 70 points to be eligible for funding. The final score will be determined by averaging Team Reviewers' scores for each application. DCJS may, at their discretion, request additional information from an applicant as deemed necessary. Also, in the event of a substantial scoring disparity, defined as 15 or more points of the total available points, an additional reviewer may rate the relevant applications and the average of all the scores will determine the final average score of the application. In the event of a tie score among applicants, and where both applicants cannot be selected, an additional reviewer will rate the relevant applications and the average of the scores will represent the final score.

The submitted applications shall include:

- Answers to all questions as presented.
- Budget detail and justification provided in GMS itemizing operating expenses in support of the program.
- Completed Program Work Plan, according to instructions provided.
- All attachments and required documents.

Tier III Evaluation

The Tier III Evaluation assessments will be conducted by designated DCJS executive staff. During the Tier III Evaluation, applicants shall be selected for funding and award amounts shall be determined through consideration of some or all of the following: Tier II Evaluation scoring and comments, strategic priorities, available funding and best overall value to New York State.

Final award decisions will be made by DCJS in accordance with the best interests of the State. Nothing herein requires DCJS to approve funding for any applicant.

The DCJS Commissioner or designee will make final decisions regarding approval and individual award amounts based on the quality of each submission, the recommendations of the reviewers, specific criteria set forth in this solicitation and, where applicable, geographic balance.

VI. REQUEST FOR APPLICATION QUESTIONS

Applicants must respond to the narrative questions below using Attachment 1: Narrative Response Questions for the Innovation RFA: ATI and Re-Entry Services and Interventions PDF. Applicants are required to attach the completed Narrative Response Questions document into the Attachments module in GMS. Responses should then be copied and pasted to GMS under the *Questions* module “tab” of the application. Should a discrepancy exist between the answers provided in the Questions module and the attached Narrative Response Questions PDF document, DCJS will base its scores on the PDF document. Instructions for GMS are outlined in the appendices under GMS Instructions.

Responses to the following questions will be scored and are the basis for Tier II Evaluation funding recommendations. Note: The aggregate scoring value assigned to all questions equals a total possible score of 100 points. Applicants must attain a minimum application score of 70 points to be eligible for funding. DCJS reserves the right to lower this minimum score should all funding not be exhausted. **All questions, including sub-sections and those which have no point value, must be answered.**

Program Narrative Questions:

All narrative questions and the Logic Model template must be completed before uploading to GMS. Each application proposal shall include complete and succinct responses to all questions:

1. Provide the following information regarding the proposed program model and location: (0 points)

- a. What funding are you applying for? Please refer to page 8 of the RFA.
 - Demonstration
 - Evidence Based
- b. Where will the program be based?
- c. Which geographic area (county, counties, or NYC boroughs) will be served?
- d. Is this a new program or an enhancement to any existing program?
- e. Briefly describe the goal(s) of your intervention and / or service.
- f. DCJS encourages applicants to involve individuals with lived experience in the criminal justice system when designing and/or implementing their programs. Individuals with lived experience include, but are not limited to, persons who were formerly arrested, detained, or incarcerated, or their families/relatives.

Please check all boxes that apply below.

☐ Applicant affirms that they have meaningfully engaged individuals with lived experience in the criminal justice system while designing or developing the components of the proposed program/service(s) described in this application.

☐ Applicant affirms that they will meaningfully engage individuals with lived experience in the criminal justice system during the implementation or oversight of their proposed programs.

2. Logic Model (10 points)

The logic model is intended to help applicants and DCJS understand the program's goals and how the components of the proposed program will help achieve the desired outcomes. Applicants should first complete a logic model for the proposed program, then refer to that logic model when answering scored narrative questions.

All applicants must submit a Logic Model that includes the components shown in the Instructional Logic Model on the following page, which DCJS has provided to reference while you fill out the Logic Model Template with your program information. When responding to the narrative questions below, please refer to your completed Logic Model for guidance. For additional assistance developing a logic model, please *refer to the W.K. Kellogg Foundation* guide to building logic models: <https://wkkf.issuelab.org/resource/logic-model-development-guide.html>.

Instructional Logic Model				
Program: _____				
Agency: _____		Preparer: _____		Date: _____

Goals	Barriers / Challenges	Solutions / Opportunities
<p>The intended results of your proposed program or what the program is trying to achieve by delivering the proposed intervention.</p>	<p>Obstacles to achieving the stated goals of the program and factors which, if they occur, may prevent or limit success.</p>	<p>How the program intends to leverage its internal and external resources and/or partnerships in order to overcome barriers/challenges. Solutions are internal factors the program can control. Opportunities are external factors the program can utilize.</p>

Inputs	Activities	Outputs	Outcomes	
<p>Resources that are needed in order to complete the proposed activities: these resources may relate to staffing, training, program space, funding, incentives, and more.</p>	<p>The strategies that will be implemented to help achieve articulated goals.</p>	<p>Direct results of program activities. May include types, levels and targets of services to be delivered by the program.</p>	Short Term	Long Term
<p>Partnerships</p> <p>Organizations your program proposes to partner with to achieve goals.</p>			<p>Anticipated outcomes that are expected by the end of the proposed intervention.</p>	<p>Anticipated and sustained outcomes that are expected to occur after the end of the proposed intervention; these are the ultimate impacts of the program.</p>

3. Inventory of Service Needs (15 points)

- a. What needs or service gaps within the community will your program address? Did you seek input from the community you serve in determining these needs? If so, please describe any input you received from the community in determining the needs of the population you plan to serve. For applications that have incorporated input from individuals with lived experience in the criminal justice system, please describe how this was accomplished.
- b. Describe how the services you are proposing will complement or enhance existing local programs or services. What distinguishes your proposal from programs that are currently providing similar services to the population you propose to serve?
- c. How will your program provide services in a collaborative manner with community, local, county, and/or state partners?

4. Identification and Engagement of Participants (15 points)

- a. Identify the population(s) you plan to serve and their status in the criminal justice system. Please identify the eligibility criteria for program participation. Specify any criteria that would exclude individuals from participating.
- b. Describe why you believe there will be a sufficient number of individuals who meet the eligibility criteria. Utilize any applicable data referenced in the appendices as well as any information available in your local jurisdictions.
- c. How will your program identify and connect with potential participants?
 - i. If your program intends to receive referrals from a partnering agency(s), detail how individuals will be referred to your program. Please provide the name(s) of referring agency(s) and describe the commitment by these agency(s) to provide referrals for the target population. If these commitments do not currently exist, please outline the steps you will take to establish the relationship with referring agency(s).
 - ii. If your program also intends to include outreach services, please describe your plan to identify and recruit eligible participants. If you plan to work with other organizations to identify eligible participants, please provide the name of the person(s) and/or agency with whom you plan to partner with to identify participants and describe how they will connect you with participants.

5. Detailed Program Components (25 points)

- a. Describe your program's activities/strategies in further detail. (15 points)
Please include the following:
 - i. A detailed description of the screening, intake, and assessment process.
 - ii. Will you use any risk and/or needs assessment tool(s)? If yes, please describe how assessment results will be provided to you if the referring agency is completing any type of assessment. If no, explain why an assessment tool is not needed.
 - iii. Please describe how the proposed activities/strategies (service components) identified in your Logic Model are expected to contribute to program outputs and outcomes. If applicable, provide a clear description of how assessment information will be used to develop a plan to address the needs of the participant.
 - iv. Please describe your plan to engage participants. If your program plans to incentivize participant engagement, please provide details about how you will provide incentives
 - v. Describe the criteria for successful program completion (outputs), and how this will be measured and documented
 - vi. What source(s) of information did you consult as you developed your proposed program model? If you consulted any literature in this process, please reference it in your response.
- b. Will all services and interventions described in your proposal be delivered by staff employed by your program? (5 points)
 - If yes, please describe your plan to utilize internal agency knowledge, resources and experience.

- If no, please describe how your program proposes to partner with another agency(s) to deliver any aspect of services or interventions. Please name the individual(s) and/or agency(s), describe the service(s) or intervention(s) they will be responsible for providing, and their roles and responsibilities in delivering these service(s) or intervention(s).
 - If proposing partnerships with smaller, grassroots community-based organizations, especially those serving difficult-to-reach populations, describe how you will structure these collaborations, including the use of a subaward or partial subaward (as applicable), to support the capacity and maximize the impact of these organizations.
- c. Provide a detailed timetable for the first year of program operation including hiring, training, and developing internal infrastructure, as well as an anticipated start date for serving clients. If you are proposing an enhancement to an existing program, please describe which components are already in place and your timeline for implementing these enhancements. (5 points)

6. Experience and Qualifications of the Organization (10 points)

a. Experience

- i. Describe your organization's experience, if any, serving criminal justice populations. If limited or no experience, please explain how you plan to engage the population you propose to serve.

b. Staffing Recruitment and Retention

Programs should employ management and staff with the credentials, training, and experience necessary to effectively deliver proposed interventions and meet other program goals.

- i. Please describe your organization's approach to recruiting and hiring staff. Provide a job description for each position (hired or to be hired) that will be required to administer this proposed program.
- ii. Please describe your plan to effectively train staff who will deliver services or interventions.
- iii. Please describe how your program plans to retain staff and prioritize a positive culture (e.g., competitive compensation, employee professional development, staff wellness and opportunities for growth).
- iv. If proposing to hire individuals with lived experience in the criminal justice system, please describe your strategies for recruiting, hiring, and retaining these staff.

7. Work Plan (5 points)

In the **GMS Work Plan module (tab)**, enter the Project Goal. All applications must include a proposed work plan. The three required objectives are: Program intake, Program intervention and/or services, and Program completion. These must be entered in the work plan module. Associated tasks and performance measures must also be entered for these three objectives. Applications must provide intended target numbers for each workplan objective. Applicants receiving an award will be assisted by DCJS staff to develop a finalized program work plan.

8. Operating Budget Detail and Justification (20 points)

- a. Using the Appendix: Budget Detail Worksheet and Budget Narrative sheet as a guide, **enter the operating budget directly into the Budget module “tab” of the GMS system.** Prepare a line-item budget, including detailed justification, by appropriate category of expense (e.g., Personnel, Fringe Benefits, Consultants, etc.). All funded positions should clearly indicate the general duties, full annual salary of the position, hours worked per week, and proposed hours or percentage FTE supported by the grant. Budgets should reflect total projected costs for a 12-month contract period and be limited to eligible costs. Operating budgets must not exceed the applicant's eligible award amount if provided.
- b. The detailed budget for the grant period must be complete and provide sufficient detail. It must also be reasonable and appropriate, as determined by DCJS, and directly tied to the work plan/program design. Funding requests not directly tied to the program design/work plan may negatively impact the applicant's score. Applications will be scored in part for reasonableness of costs based on the anticipated number of program participants served. Reasonableness of costs that are not substantiated in the application may negatively impact the applicant's score. For subcontracted agencies approved to provide services, where applicable, upload signed and executed agreements and the subcontractor's approved operating budget using the Attachment Module on GMS.
- c. Consultant Services: All consultant services must be obtained in a manner that provides for fair and open competition. The rate for a consultant should not exceed \$650 for an eight-hour day (not including travel and subsistence costs). A rate exceeding \$650 per eight-hour day requires prior written approval from DCJS and may be approved on a case-by-case basis where adequate justification is provided and expenses are reasonable and allowable. A grant award recipient obtaining consultant services that cost in excess of \$10,000 must use a competitive bidding process. A grant award recipient who proposes to obtain consultant services from a particular vendor without competitive bidding will be required to obtain the prior written approval of DCJS. The request for approval must be in writing and set forth, at a minimum, a detailed justification for selection and basis upon which the price was determined to be reasonable. Further, such consultant services must be in accordance with the guidelines, bulletins and regulations of the NYS Office of the State Comptroller, State Procurement Council and, if applicable, the U.S. Department of Justice.

Note:

- Not-for-Profits: Funding for indirect costs, including administrative, is capped at a rate of 15%.
- Governmental Organizations: Indirect costs are not an allowable expense for governmental organizations.

VII. NOTIFICATION OF AWARDS

Applicants approved for funding will be notified in writing by DCJS via email to the email address provided in GMS. The terms of the final contract agreement, at the discretion of DCJS, are subject to negotiation between DCJS and the grantee.

For those not approved to receive funding awards, notifications will sent in writing via email to the email address provided in GMS.

A debriefing is available to any entity that submitted an application in response to this solicitation.

Applicants will be accorded fair and equal treatment with respect to an opportunity for a debriefing. A debriefing shall be requested in writing by the Applicant within 15 calendar days of being notified by DCJS that the Application was or was not selected for an award.

An applicant's written request for a debriefing must include specific questions that the applicant wishes to be addressed, and must be submitted to DCJS via the funding mailbox at dcjsfunding@dcjs.ny.gov with the following in the subject line: Request for Debriefing Alternative to Incarceration (ATI) and Re-Entry – Innovative, and Evidence-Based Services and Intervention Programs. The debriefing shall be scheduled to occur within 30 days business days of receipt of written request by DCJS or as soon after that time as feasible.

The method for the debriefing will be in a manner such as via telephone, video conference, or any combination thereof may occur.

If DCJS and a successful award recipient cannot agree to contract terms within ninety days of notification of selection for award, DCJS reserves the right to rescind the award and redistribute the funds.

VIII. REPORTING REQUIREMENTS

Monthly Case-Level Data Reporting

Each month, grantees will be required to report case-level data to DCJS through the Community Corrections Data Submission (CCDS) application. DCJS will require case level information and elements related to program progress to be reported for each program participant. Required data elements will be determined for each program.

DCJS will provide training to grantees about how to use the CCDS application to report case-level data and to produce on-demand reports. A User Guide will also be shared with grantees.

DCJS will use case-level data to prepare routine reports summarizing program activity and participant outcomes. These reports can be used by grantees to monitor program progress and inform programming decisions. DCJS also uses the case-level data to conduct studies examining criminal justice and program outcomes.

Monthly data should be entered into CCDS no later than the 10th day of the following month (e.g., January data are due February 10th).

If an award is made, grantees should identify the staff responsible for data entry and compliance with reporting requirements.

Quarterly Fiscal Reports

All grantees will be required to submit quarterly fiscal reports and claims for payment based on the reporting due dates.

<u>Calendar Quarter</u>	<u>Report Due</u>
January 1 - March 31	April 30
April 1 - June 30	July 31
July 1 - September 30	October 31
October 1 - December 31	January 31

IX. ADMINISTRATION OF CONTRACTS

DCJS will negotiate and develop a contract with each successful applicant. If DCJS and the successful applicant cannot agree to contract terms within ninety days of notification of selection for award DCJS reserves the right to rescind the award and redistribute the funds.

Contract Approval

A grant contract may be subject to approval by the NYS Office of the Attorney General (OAG) and the Office of the State Comptroller (OSC) before funding may be disbursed. For contracts subject to the approval of the Attorney General and the Comptroller of the State of New York, the Contract shall be of no force and effect until said approval has been received and indicated thereon.

Contract Term

DCJS will enter into a contract period as noted in this solicitation. DCJS reserves the right to modify the contract term in the best interests of the State.

Contract Activities

All activities must have prior approval from DCJS and meet the guidelines established by the State of New York.

Contract Changes

Contracts resulting from this solicitation may be executed, increased, terminated, renewed, decreased, extended or amended or renegotiated for any reason at the discretion of the Commissioner of DCJS because of contractual performance, changes in project conditions, or as otherwise may be in the best interests of New York State.

Records

The grantee will keep books, ledgers, receipts, personnel time and effort records, consultant agreements and inventory records pertinent to the project and consistent with DCJS contractual provisions and mandated guidelines. In accordance with the standard contract Appendix A-1 grantee staff whose salaries are paid in whole or in part from grant funds shall maintain a time recording system that shows the time and effort devoted to the grant project.

Liability

Nothing in the contract between DCJS and the grantee shall impose liability on the State of New York for injury or damages incurred during the performance of approved grant activities or caused by the use of equipment purchased with grant funds.

Payments

Payments to reimburse project expenses will be made pursuant to a schedule specified in the contract between the State of New York and the grant award recipient. Where applicable, performance-based expenses will be reimbursed in compliance with the contract milestone performance and costs budget and the project work plan. Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the

Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at the State Comptroller's website at www.osc.state.ny.us/epay/index.htm, or by email at epayments@osc.state.ny.us. Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

To enroll in e-Payments:

1. Log in to the [Vendor Self-Service Portal](#)
 2. Select the "Enroll in e-Payments (Direct Deposit)" link
 3. Follow the prompts to complete your enrollment
- Don't have an account? [Enroll in the Vendor Self-Service Portal](#)

Update or add additional bank accounts

See the section *Update or Add Locations* at [Update Vendor Information and Access](#).

For assistance, email [ePayments@osc.state.ny.us](mailto:epayments@osc.state.ny.us)

Reports

The grantee shall submit all reports to DCJS in a format and time frame as specified in the contract. Progress reports shall include a description of the grantee's efforts undertaken during the reporting period and the current status of the project. The progress reports of the grantee's activities under this contract must be submitted as directed by DCJS. Independent of any reporting schedule, all grantees will be required to inform DCJS of any program issues that are significantly impacting program performance. Any project funded under this solicitation must comply with the requirements established by DCJS. The grantee agrees to submit any other reports considered relevant by DCJS.

Performance Review

The grantee's performance in all areas mentioned above, in addition to the services contracted for, will be monitored periodically by DCJS and will take the form of site visits, program file review, written and telephone communication, and any other methods deemed necessary by DCJS to ascertain the quality and quantity of grantee activities.

Disposition of Allocations

DCJS reserves the right to reject applications, deny awards, or defer applications for future consideration based on insufficient information in the application, lack of accompanying documentation, the inappropriateness of the project proposed, an organizational history of unsuccessful projects of a similar nature, or a history of contract non-compliance.

Revocation of Funds

Funds awarded to an applicant who does not implement an approved project within 90 calendar days of the contract start date may be revoked and redistributed at the discretion of the Commissioner of the DCJS or his or her designee.

Encouraging Use of New York State Businesses in Contract Performance

New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the State and the nation. In recognition of their economic activity and leadership in doing business in New York State, applicants for this solicitation are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract(s) resulting from this solicitation. Such partnering with New York State businesses may be as subcontractors, suppliers, protégés or other supporting roles. To assist in demonstrating commitment to the use of New York State businesses in the performance of the contract(s), all applicants must complete the form provided on the DCJS website entitled: [Encouraging Use of New York State Businesses in Contract Performance](#) and submit the completed form as an attachment to their application in GMS. There are no points attributable to this component of the application.

Use of Service-Disabled Veteran-owned Business Enterprises in Contract Performance

Article 17-B of the Executive Law enacted in 2014 acknowledges that Service-Disabled Veteran-Owned Businesses (SDVOBs) strongly contribute to the economies of the State and the nation. As defenders of our nation and in recognition of their economic activity in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles.

Additional information about SDVOBs can be located at:

- [Division of Service-Disabled Veterans' Business Development | Office of General Services](#)

Bidders/proposers need to be aware that all authorized users of this contract will be strongly encouraged to the maximum extent practical and consistent with legal requirements of the State Finance Law and the Executive Law to use responsible and responsive SDVOBs in purchasing and utilizing commodities, services and technology that are of equal quality and functionality to those that may be obtained from non-SDVOBs. Furthermore, bidders/proposers are reminded that they must continue to utilize small, minority and women-owned businesses consistent with current State law. Utilizing SDVOBs in State contracts will help create more private sector jobs, rebuild New York State's infrastructure, and maximize economic activity to the mutual benefit of the contractor and its SDVOB partners. SDVOBs will promote the contractor's optimal performance under the contract, thereby fully benefiting the public sector programs that are supported by associated public procurements.

Public procurements can drive and improve the State's economic engine through promotion of the use of SDVOBs by its contractors. The State, therefore, expects bidders/proposers to provide maximum assistance to SDVOBs in their contract performance. The potential participation by all kinds of SDVOBs will deliver great value to the State and its taxpayers. There are no points attributable to this component of the application.

Standard Contract Provisions

Any contracts negotiated as a result of this solicitation will be subject to the provisions of the Master Grant Agreement, including the State Specific Terms and Conditions, Agency Specific Terms and Conditions, Program Specific Terms and conditions, and other standard clauses for all New York State grant contracts with DCJS. Applicable contract appendices and attachments are available on the DCJS website at <https://www.criminaljustice.ny.gov/ofpa/applcmtgrntfrms.html>.

Minority and Women-Owned Business Enterprises (M/WBE) and Equal Employment Opportunity (EEO) Requirements

DCJS recognizes its obligation under New York State Executive Law Article 15-A to promote opportunities for the participation of certified minority-and women-owned business enterprises (M/WBEs), as well as the employment of minority group members and women in the performance of DCJS contracts.

Contracts in excess of \$25,000 require grant recipients to document good faith efforts to provide meaningful participation by M/WBEs as subcontractors or suppliers in the performance of grant contracts, as well as the employment of minority group members and women.

Accordingly, applicants requesting in excess of \$25,000 must be prepared to submit a Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form (DCJS-3301), and a Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet (DCJS-3309). For contracts in excess of \$250,000 applicants must also submit an M/WBE Equal Employment Opportunity Staffing Plan (DCJS-3300).

All forms are located at:

- <https://www.criminaljustice.ny.gov/ofpa/applcmtgrntfrms.html>.

DCJS will review the submitted Local Assistance M/WBE Equal Employment Opportunity Staffing Plan, the Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form, Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet, and Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement and advise the applicant of DCJS' acceptance once an award determination is made. There are no points attributable to this component of the application.

Sexual Harassment Prevention Certification

As of January 1, 2019, bidders on procurements subject to competitive bidding in New York State, are required to submit a certification with every bid that states they have a policy addressing sexual harassment prevention and that they provide sexual harassment training to all employees on an annual basis. Pursuant to State Finance Law §139-l, bidders responding to a competitively bid Request for Applications (RFAs), must certify that by submission of their bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies its own organization, under penalty of perjury, that the bidder has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section 201-g of the labor law. Bidders that do not certify will not be considered for award; provided however, that if the bidder cannot make the certification, the bidder provides a signed statement with their bid detailing the reasons why the certification cannot be made.

In addition to requiring this certification for competitively bid RFAs, DCJS has included this requirement for all grantees receiving funds from DCJS. Grantees must provide certification that they have implemented a written policy addressing sexual harassment prevention in the workplace and that they provide annual sexual harassment prevention training to all of their employees.

Therefore, all applicants to this RFA must complete the certification provided on the DCJS website at:

- https://www.criminaljustice.ny.gov/ofpa/pdfdocs/sexual_harassment_prevention_policy_training_cert.pdf
- (please copy/paste the link into your browser) and submit the completed certification as an attachment to the application in GMS.

Vendor Responsibility

Not-for-Profit entities that are receiving an award of \$100,000 or greater are required to complete an updated Vendor Responsibility Questionnaire. The questionnaire and additional information are available on the NYS Office of State Comptroller website: <http://www.osc.state.ny.us/vendrep/>. Any not-for-profit sub-grantees must also complete a Vendor Responsibility Questionnaire.

Charities Registration

Not-for-Profit entities must also ensure that their filing requirements are up-to-date with the Charities Bureau of the NYS Attorney General's Office. Further information on the registration requirements may be obtained at the Attorney General's website:

- <http://www.charitiesnys.com/home.jsp>.

Data Universal Numbering System (DUNS) Registration Requirements

All DCJS funding applicants are required to provide a DUNS number. If you are unsure whether or not your organization has a DUNS number, check with your Fiscal Officer. New applicants will enter the DUNS number in GMS while completing the Participant section; existing DCJS grantees whose DUNS number is not already on file should email the number to funding@dcjs.ny.gov to have it entered by DCJS staff prior to submission of the application.

Any organization needing a DUNS number can register through the following link:

- <https://www.dnb.com/en-us/smb/duns/get-a-duns.html#gad>

Please note the process of requesting and receiving a DUNS number and/or having it entered into GMS by DCJS staff will require additional time. It is strongly recommended that applicants begin this process early.

X. APPLICATION SUBMISSION AND REQUIREMENTS

A. Specific Instructions

One application should be submitted for each program proposal. Applications must be submitted using the DCJS Grants Management System (GMS).

B. Grants Management System (GMS)

Applications must be submitted to DCJS using the Grants Management System (GMS). First time GMS users should download the [GMS User Manual](#). If you need assistance with accessing and using GMS, please contact the DCJS Office of Program Development and Funding (OPDF) GMS Help Desk at (518) 457-9787.

- **The DCJS GMS Help Desk is available Monday through Friday between the hours of 8:00 am and 4:00 pm. Please be aware that there is no technical assistance available on weekends, or after 4 PM on weekdays.**

The following information is specific to this solicitation. For general guidance and GMS Helpful Hints see Appendix: *Grants Management System (GMS) Instructions and Helpful Hints*.

Submitting an Application on GMS

To submit a new application on GMS, log on to the system and click on “Project.” Click the “New” button at the top of the project grid. This will take you to a screen that says, “Select a Program Office.” Using the drop-down box, find and select **ATI, Reentry and Interventions**. Click “Create Project.” Your application will now be ready to complete.

Completing the Application

Applicants are encouraged to complete the GMS registration as well as the registration and/or pre-qualification on SFS early, where applicable, to avoid any concerns with these automated systems. SFS prequalification and GMS signatory registration **must** be complete prior to the submission of an application.

Each application will consist of the following components that must be completed using GMS:

- Participant name(s);
 - Contact information for all participating agencies per application;
 - Program specific questions;
 - Project budget; and
 - Project work plan;
 - Any required attachments or other items outlined in this RFA
- When all requirements are completed, click the “Submit” button. Once all fields are complete and the application is submitted, GMS will display a screen that says, “*Your application has been submitted.*” In addition, GMS will send an email notification to the Signatory official listed on the application to make them aware that an application has been submitted on your jurisdiction’s or organization’s behalf. If you do not get this message or email, your application has NOT been submitted. If after updating the application, you still do not receive a submission notice, please contact our help desk at (518) 457-9787 for assistance.

XI. APPLICATION CHECKLIST

- Not-for-Profit Applicants ONLY: Complete SFS Prequalification Requirements – See Appendix: *Prequalification Requirement*
- All Applicants: Complete all DCJS Grants Management System (GMS) Registration Requirements – See Appendix – *DCJS Grants Management System (GMS) Instructions and Helpful Hints*.
- Complete all necessary contractual requirements as described in Section: *Administration of Contracts*.
- Answer Program Narrative Questions in *QUESTIONS* TAB in GMS and also attach the answers as outlined in this RFA.
- Complete BUDGET TAB in GMS by entering the line-item Operating Budget.
- Any additional item that is a requirement as outlined in this RFA.

Appendix:
GENERAL OPERATING GUIDELINES FOR DCJS FUNDED COMMUNITY CORRECTIONS PROGRAMS

General Operating Guidelines for DCJS Funded Community Corrections Programs

A. Program Administration (applies to all programs receiving DCJS funding)

1. **Staff Training:** Staff are trained in the specific evidence-based practices and interventions used by the program. Initial training is provided before new staff begin delivering interventions. Ongoing training is provided for all staff. All assessments are conducted by individuals who have completed training recommended by the developer of the specific instrument used.
2. **Target Population:** The program has written eligibility and exclusionary criteria to assist staff in determining which prospective participants are admitted into the program and to identify situations where an individual should be referred to an alternate program.
3. **Referral Mechanism:** The program maintains a referral network and referring organizations are aware of the criteria for eligibility and exclusion from the program.
4. **Completion Criteria:** Clear criteria for program discharge considers an individual's progress in developing pro-social behaviors and attitudes, completion of individual case plans, and completion of group curricula, where applicable.
5. **Record Keeping:** Complete and accurate records include assessment results, case plans with progress notes, and discharge plans with referrals for continued services, where applicable.
6. **Quality Assurance System:** Quality Assurance methods include file reviews and regular observation of and feedback to staff delivering services.

B. Screening, Assessment, and Case Planning (applies to programs seeking to reduce recidivism)

1. **Risk Assessment:** Use DCJS approved validated instruments to assess risk of recidivism or failure to appear.
2. **Criminogenic Needs Assessment:** Use validated instruments to assess criminogenic needs.
3. **Target Behaviors:** For behaviors targeted by the program, conduct pre/post assessments to measure progress.
4. **Motivation:** Assess level of motivation using a validated approved instrument.
5. **Specialized Assessments:** If program provides mental health or substance use disorder treatment, assessment tools are approved by appropriate state or local mental health or substance abuse governmental oversight agency.
6. **Case Plan:** Prior to developing a case plan, evaluate participant for risk, needs, and responsivity factors. Case plans address assessed criminogenic needs and responsivity factors, and reflect a developmentally and culturally appropriate approach for each participant.

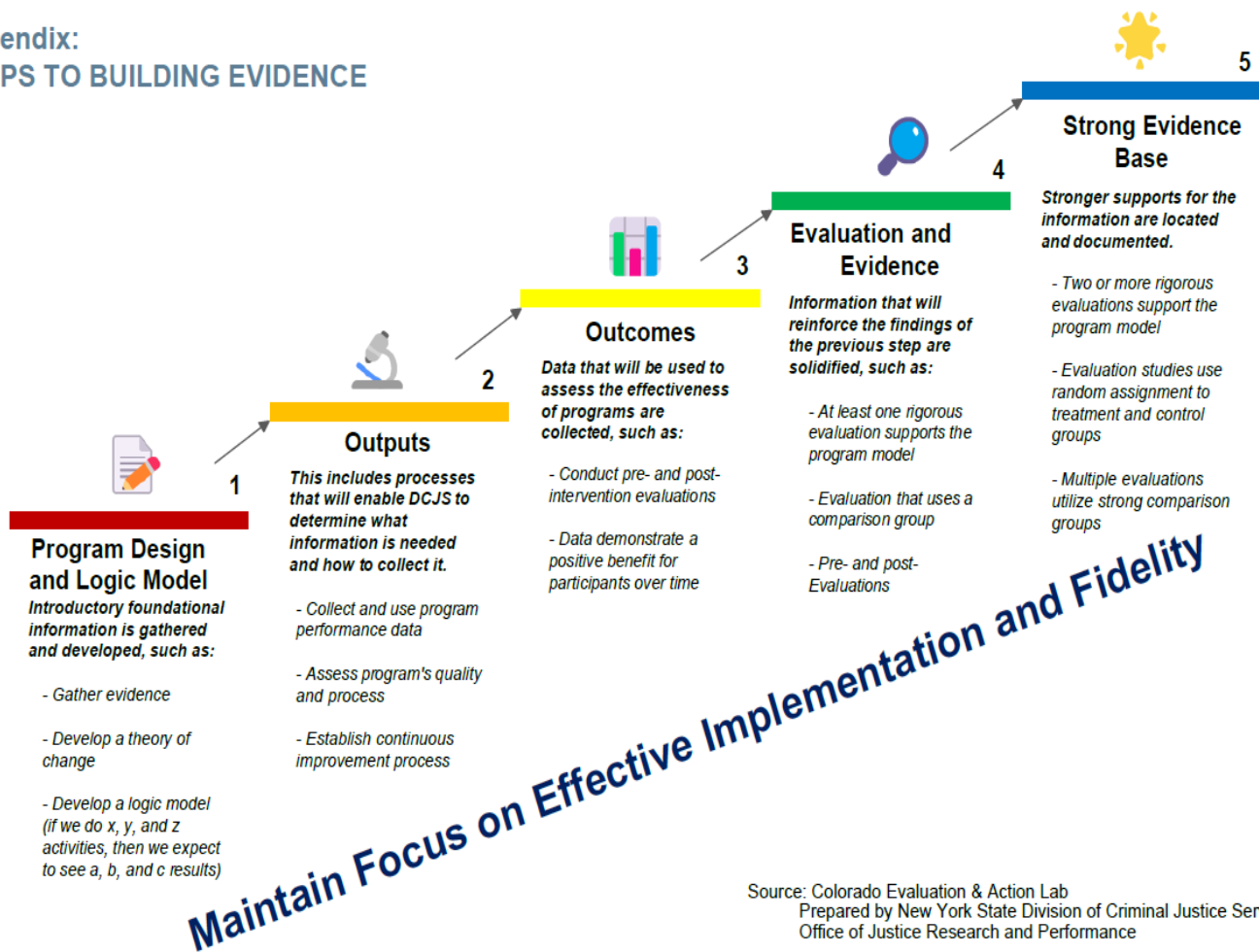
C. Intervention (applies to programs seeking to reduce recidivism)

1. Higher Risk Participants: Risk assessment scores are considered to ensure that at least 70% of the participants accepted into the program are within the moderate to high risk range.
2. Consider Risk: Whenever possible, moderate to high risk individuals are treated separately from low risk participants.
3. Intervention Intensity: The intensity of the intervention is informed by risk and needs levels. Higher risk/needs individuals should receive more intensive services.
4. Intervention Length: Length of program participation is of sufficient dosage/duration to affect behavior change.
5. Intervention: Social learning and cognitive behavioral approaches are reflected in the applicable training curricula, group interventions, case management sessions, and in all interactions with participants. The majority of intervention components target criminogenic needs.
6. Behavior Change: Program has a formal behavioral modification system to assist in the modification of participant behavior. The system includes a written policy that outlines the range of reinforcers and sanctions available to staff and provides guidance regarding their use. Reinforcers are used more frequently than sanctions.
7. Participant Feedback: Participants are provided with regular feedback about their progress in the program, including progress towards goals outlined in case plans and progress in meeting the criteria for program completion.
8. Program Discharge: Formal discharge plans are developed with and provided to the participant upon discharge from the program to summarize progress in meeting goals, identify areas that need continued work, and provide referrals to community-based service providers, as applicable.

D. Groups (applies to programs conducting group interventions)

1. Group Curricula: Curricula are implemented as intended by the training curricula developer. For example, the size of the group, length and frequency of sessions, and delivery mechanism are as recommended by the applicable developer.
2. Gender: Programs serving both males and females separate services by gender when feasible.

Appendix: STEPS TO BUILDING EVIDENCE



Source: Colorado Evaluation & Action Lab
Prepared by New York State Division of Criminal Justice Services,
Office of Justice Research and Performance

Appendix:

STATEWIDE FINANCIAL SYSTEM (SFS) PREQUALIFICATION REQUIREMENT - NOT FOR PROFIT APPLICANTS ONLY

SFS Pre-Qualification

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, and revised January 19, 2025, New York State has instituted key reform initiatives to the grant contract process, which require not-for-profits to register in the SFS and complete the Vendor Prequalification process for applications to be evaluated. Information on these initiatives can be found on the [Grants Management website](#).

Not-for-profit organizations **must** Prequalify to do business with New York State agencies **before** they can compete for State grants. To become prequalified, a not-for-profit must first [register](#) with State Financial System (SFS). Once registered, not-for-profits must complete an online Prequalification application. This includes completing a series of forms by answering basic questions regarding the organization and uploading key organizational documents. Grant applications received from not-for-profit applicants that are not Prequalified in the Grants SFS will be disqualified from further consideration. **This process can take some time. Vendors are strongly encouraged to begin this process as soon as possible to participate in this opportunity.**

Complete the Prequalification Application - A Vendor Prequalification Manual can be found [here](#). An SFS Grantee Manual can be found [here](#).

1. Login to [SFS](#)
2. Click the Grants Management Tile
3. Click the Prequalification Application Tile
4. Select "Initiate a Prequalification Application" and click Next
5. Choose DCJS as the State Agency to review your application and enter your Tax year end date.
6. Complete the Prequalification application by answering all the required questions and uploading all required documents. An overview of the required forms and documents is available below

Submit the Application

1. On the Submit page, you certify that you are authorized to submit the information on the prequalification application and submit the prequalification application for agency review. You also have the option to review the information that you entered on the application, prior to submitting.
2. If you are interested in reviewing all the information that you entered on the application, before you submit, click the Review button.
3. To certify, click the Attestation toggle option to Yes. And click submit.
4. If the Prequalification Specialist, has questions or requires additional information, users will receive a system generated email instructing they to login into SFS and take necessary action.
5. Once an organization's Prequalification application has been approved, the user will receive a system generated email that New York State Prequalification Application has been reviewed and you are now Prequalified to do business with New York State. The Document Vault will be placed in the status of "Prequalified." If you do not receive an email and/or see this status in SFS, you are **not** Prequalified and must take further action to become Prequalified.

Required Questions:

Questions that must be completed include reference to:

- Organizational Capacity
- Organizational Compliance
- Organizational Integrity

Documents that must be uploaded include:

- Certificate of Incorporation or equivalent document
- IRS 501(c) determination letter
- Certificate of Assumed Name or DBA (if applicable)
- Board of Directors Profile
- Senior Leadership Resumes
- Corporate Bylaws
- Organization chart
- IRS 990
- Audit/Reviews and Findings
- CHAR500 or CHAR410

A not-for-profit must renew and get approval of their application **each year** to maintain prequalification. Not-for-profits are provided a full 10.5 months from the end of their fiscal year to provide a current IRS990 or Financial Statement without the interim requirement of uploading extension requests.

Specific questions about the prequalification process should be referred to your agency SFS representative or to the SFS Grants Management Team at helpdesk@sfs.ny.gov

Disclaimer: *New York State reserves 5-10, or longer as necessary, business days from the receipt of complete Prequalification applications to conduct its review. If supplementary information or updates are required, review times will be longer. Due to the length of time this process could take to complete, it is advised that not-for-profits Prequalify as soon as possible. Failure to successfully complete the Prequalification process early enough will result in a grant application being disqualified.*

Appendix: DCJS GRANTS MANAGEMENT SYSTEM (GMS) INSTRUCTIONS AND HELPFUL HINTS

GMS Helpful Hints: See RFA for additional specific GMS directions.

First time GMS users should download the GMS Application Manual [here](#)
Persons familiar with GMS can use the following simplified guidelines:

Getting Started: Sign on to GMS.

Click "Project" to go to project grid. Click the "New" button at the top of the project grid. This will take you to a screen that says "Select a Program Office" in a drop-down box format. Find and highlight "ATI, Reentry and Interventions" then click "Create Project."

This begins your application. You may work on the application, save and return to it at a later time, except as noted below. **Note that GMS will time out after 30 minutes of inactivity.** That means that you should save your work frequently. Each save re-sets the timer.

In the newly created project complete the following Tabs which are listed across the top of the screen:

General - Complete the text screens and press save.

Participants/Contacts - Complete the text screens and press save.

Click on "Add Participant" and in the search prompt that appears type in your agency name. This should take you to a list, find your agency, and click in the blue section of your agency name. This will prompt a drop-down list that defaults to "Grantee." Click "Add." If there will be a separate Implementing Agency, repeat the process, choosing "Implementing Agency" as the Participant Type. In the event your agency is not listed, click the "New" button to add your agency to our database. Please complete all required information on the screen, including the Employer Identification Number (EIN) before you SAVE the entry. GMS will only allow one attempt then locks the entry to edits. Should you still need additional information added to the Participant record, please call GMS Help at (518) 457-9787.

Scroll to the bottom of the screen to add contact information. Click on "Add Contact" and in the search prompt that appears type in the last name of the person to be added. This should take you to a list. Find the person to be added and click in the blue section of the name. This will prompt a drop-down list that defaults to "Primary." Ensure you do this until you have added a minimum of three contacts: Primary, Signatory and Fiscal. If the contact you are attempting to add does not appear in a search, click the "New Contact" button to add the contact to our database.

Note: If the signatory you attempt to add is not eSignature registered, you will get an error message and will not be allowed to add that person at that time. You will NOT be able to submit the application without a signatory attached. Please refer [here](#) to add a signatory for your agency.

Budget - See RFA for additional specific instructions.

Work Plan - In the GMS Work Plan Tab, enter the Project Goal, Objectives, Tasks and Performance Measures as instructed within the solicitation.

- ✓ Fill in the “Project Goal” text box and click “Save.”
- ✓ Click “Create New Objective” and fill in the text box and click “Save.”
- ✓ Click “Add Task to this Objective” and fill in the text box and click “Save.”
- ✓ Click “Add Performance Measure to this Task” and fill in the text box and click “Save.”

Questions-

Answer all required questions as outlined in this RFA.

Attachments -

Click on “Attachment,” and upload the required attachments for this solicitation. Note: Follow the instructions in the GMS User's Manual for Attachments; also, see screen instructions for accepted file types and advice on file names.

Remember: Failure to submit required documents will be considered the same as failure to meet the deadline for application submission. This may result in a non-award due to the application being untimely.

When all requirements are completed, click the “Submit” button. Once all fields are complete and the application is submitted, GMS will display a screen that says, “*Your application has been submitted.*” In addition, GMS will send an email notification to the Signatory official listed on the application to make them aware that an application has been submitted on your jurisdiction's or organization's behalf. If you do not get this message or email, your application has NOT been submitted. If after updating the application, you still do not receive a submission notice, please contact our help desk at (518) 457-9787 for assistance.

Appendix:
BEST PRACTICES FOR PREPARING AN EFFECTIVE GRANT APPLICATION

What to do when you have received the Request for Applications (RFA):

It is important to start early in preparing your application, highlighting deadlines and/or tasks that must be completed as part of the application process.

Review all plans, strategies, policies and documents related to the grant you are applying for to ensure you can appropriately address the goals and objectives pertaining to the nature of the grant opportunity.

What to do when you are completing the application:

Ensure that the proposed budget is realistic, reasonable, and articulate how your budget will address the objectives of the grant opportunity.

Review and evaluate the scoring criteria. Pay close attention to the sections that are weighted the most first as they have a greater impact on your overall score.

What to do prior to submitting your application:

Make sure that you have completed all the required sections of the application and attached all the required documents in GMS. Applicants are strongly recommended to share their completed applications with a colleague to ensure that the application is clearly written, complete, and addresses all the objectives of the grant opportunity.

Appendix:
BUDGET DETAIL WORKSHEET AND NARRATIVE GUIDE TO ASSIST IN BUDGET DEVELOPMENT

PERSONAL SERVICES – List positions by title. For each position title, show the annual rate of pay, the percentage of time to be devoted to the project (percent of FTE) and the cost to grant funding.			
Position	Salary	Computation (Annual Salary, % of FTE Time)	Cost
<i>Personal Justification: Describe the responsibilities and duties of each position in implementing and operating the grant program.</i>			
FRINGE BENEFITS - Fringe benefits to be aggregated for the personnel listed above, and only for the percentage of time (%FTE) of each position charged to the project. Fringe should be based on actual known costs or approved negotiated rate of the agency.			
Approved Fringe Rate		Computation (Aggregate Grant Salaries x Rate)	Cost
<i>Fringe Benefits Justification: Use approved fringe rate for grant related salaries above. Need not break out dollar value of each benefit.</i>			
CONSULTANT SERVICES – For consultant name, service to be provided, hourly or daily fee, and estimated time on the project. Upload the signed consultant agreement as an Attachment in GMS.			
Name of Consultant	Service Provided	Computation	Cost
<i>Consultant Services Justification: Explain how the consultant(s) is necessary to the success of the project and discuss the procurement method to be used. Provide explanation of cost to be paid from the grant to the consultant, i.e., fees (limited to \$650 per 8-hour day unless justification is provided and approved by DCJS), travel, meals, and lodging per OSC guidelines unless otherwise approved by DCJS. Any consultant anticipated out-of-state travel must be pre-requested and approved in writing by DCJS.</i>			
EQUIPMENT – List aggregate cost of non-expendable program equipment to be purchased and aggregate cost of office equipment to support the grant. (List expendable equipment under the "Supplies" category.) Rented or leased equipment should be included in this category.			
Item	Approx. Quantity	Approx. Cost per Item	Total Cost
<i>Equipment Justification: List included equipment and explain how the equipment is necessary for the success of the project. Describe the procurement method to be used.</i>			
SUPPLIES – List aggregate cost of program supplies and aggregate cost of office supplies. (Do not create individual lines contained within office or program supplies, i.e., postage, training materials, copying paper, and expendable equipment, such as books or hand-held tape recorders. However this breakdown is required in the justification)			
Supplies	N/A	N/A	Total Cost
<i>Supplies Justification: Identify supplies and discuss why the supplies are needed for the success of the project and indicate who will be using expendable materials.</i>			

TRAVEL AND SUSTENANCE – Indicate aggregate project related expenses required of staff (for example, for training, field work, meetings). Prior to any out-of-state travel, a written request for approval to use grant funds must be submitted to DCJS for written approval. Also indicate aggregate cost of participant travel if reimbursed, for example, metro cards.

Travel	N/A	Total Cost

Travel and Sustenance Justification: Describe location and purpose of travel, mode of transportation and cost. Also indicate who is traveling and how this travel is necessary for the success of the project. Meals and lodging must not exceed published state per diem rates. Participant cost must be specified, e.g., metro cards.

RENTAL OF FACILITIES – Not-for-Profit applicants: Provide cost of rent specifically for the project. Property taxes are **not** an allowable separate line item expense. Units of local government may **not** charge rent to the grant for agency office space.

Total Rent for budget period	N/A	Cost

Rent Justification: Provide total rent cost for budget period, and describe the cost allocation method for determining how much rent is being charged to the grant.

ALL OTHER COSTS –List indirect cost rate which may be capped under the RFA and is not an allowable expense for governmental agencies. List aggregate cost of miscellaneous other costs.

Description		Cost

Justification: Indicate indirect cost rate and amount. Indirect costs may be limited by the RFA and are not allowed for units of local government. Additionally, list items included, but not limited to, in the aggregate cost of other miscellaneous expenses, approximate costs, and how these items are necessary for the success of the project.

BUDGET CATEGORY	AMOUNT
Personal Services	\$
Fringe Benefit	\$
Consultant Services	\$
Equipment	\$
Supplies	\$
Travel and Sustenance	\$
Rental of Facilities	\$
All Other Expenses	\$
Indirect Cost	
TOTAL OPERATING BUDGET	\$

Grant Amount Requested:	Match Amount (if applicable):	Total Project Amount:
\$	\$	\$

Appendix:

LOWER COURT ARRAIGNMENTS FOR ADULTS (18+) BY COUNTY AND CHARGE CLASS, 2024

County	Lower Court Arraignment Top Charge Class		
	Felony	Misdemeanor	Total
Albany	2,312	3,089	5,401
Allegany	168	310	478
Bronx	13,871	15,467	29,338
Broome	1,498	3,395	4,893
Cattaraugus	548	1,075	1,623
Cayuga	302	594	896
Chautauqua	1,020	2,231	3,251
Chemung	483	1,428	1,911
Chenango	198	423	621
Clinton	363	1,005	1,368
Columbia	236	568	804
Cortland	260	677	937
Delaware	157	280	437
Dutchess	1,051	2,177	3,228
Erie	5,580	8,402	13,982
Essex	134	307	441
Franklin	231	413	644
Fulton	330	522	852
Genesee	386	605	991
Greene	252	594	846
Hamilton	4	11	15
Herkimer	174	419	593
Jefferson	500	1,205	1,705
Kings	23,995	26,438	50,433
Lewis	66	93	159
Livingston	313	501	814
Madison	257	592	849
Monroe	3,288	5,945	9,233
Montgomery	341	809	1,150
Nassau	5,120	8,631	13,751
New York	17,125	19,819	36,944
Niagara	1,285	2,514	3,799
Oneida	996	2,804	3,800
Onondaga	3,067	4,345	7,412
Ontario	453	734	1,187
Orange	1,673	4,064	5,737
Orleans	139	322	461
Oswego	609	1,584	2,193
Otsego	199	415	614
Putnam	202	697	899
Queens	18,092	22,393	40,485
Rensselaer	819	1,199	2,018
Richmond	3,221	4,222	7,443
Rockland	909	2,065	2,974
St. Lawrence	527	1,048	1,575
Saratoga	988	1,960	2,948
Schenectady	1,150	2,168	3,318
Schoharie	95	259	354
Schuyler	74	112	186
Seneca	210	408	618
Steuben	592	1,055	1,647
Suffolk	4,445	13,737	18,182
Sullivan	389	718	1,107
Tioga	124	237	361
Tompkins	372	763	1,135
Ulster	770	1,974	2,744
Warren	390	1,060	1,450
Washington	196	383	579
Wayne	336	679	1,015
Westchester	3,950	7,422	11,372
Wyoming	127	236	363
Yates	37	67	104
Total	126,999	189,669	316,668

Source: DCJS, Computerized Criminal History File (as of 4/15/2025).

Appendix:

DISCHARGES FROM COUNTY JAIL FACILITIES, 2022-2024

County	2022		2023		2024		Three Year Average 2022-2024	
	Male	Female	Male	Female	Male	Female	Male	Female
Albany	1,433	216	1,311	209	1,372	258	1,372	228
Allegany	150	51	208	58	234	65	197	58
Broome	1,631	367	1,507	341	1,564	383	1,567	364
Cattaraugus	396	106	437	133	516	147	450	129
Cayuga	446	123	494	130	467	116	469	123
Chautauqua	1,613	425	1,505	455	1,587	442	1,568	441
Chemung	842	244	751	217	705	214	766	225
Chenango	291	75	323	85	337	101	317	87
Clinton	363	78	346	114	383	126	364	106
Columbia	181	36	192	42	178	32	184	37
Cortland	301	80	318	84	315	89	311	84
Delaware	146	18	156	43	171	75	158	45
Dutchess	813	128	870	151	902	175	862	151
Erie	3,587	723	3,888	821	4,002	993	3,826	846
Essex	160	39	197	58	160	65	172	54
Franklin	228	87	265	78	250	112	248	92
Fulton	318	66	416	108	434	131	389	102
Genesee	444	124	506	177	568	179	506	160
Greene	202	33	186	40	164	35	184	36
Hamilton	6	-	11	3	14	4	10	2
Herkimer	186	29	243	37	237	59	222	42
Jefferson	502	145	561	179	580	197	548	174
Lewis	78	29	99	29	87	22	88	27
Livingston	623	177	604	221	551	201	593	200
Madison	338	90	313	69	290	67	314	75
Monroe	3,143	575	3,465	841	4,777	1,411	3,795	942
Montgomery	266	75	323	75	331	77	307	76
Nassau	1,984	215	2,149	259	2,397	379	2,177	284
Niagara	1,769	570	1,921	633	2,141	680	1,944	628
Oneida	1,161	293	1,228	282	1,236	257	1,208	277
Onondaga	5,314	1,490	5,597	1,720	5,324	1,550	5,412	1,587
Ontario	788	239	959	279	929	332	892	283
Orange	1,230	211	1,299	223	1,304	278	1,278	237
Orleans	384	92	363	113	341	96	363	100
Oswego	666	176	755	215	723	222	715	204
Otsego	157	37	189	43	220	60	189	47
Putnam	262	40	396	49	177	22	278	37
Rensselaer	573	88	633	101	640	107	615	99
Rockland	691	120	805	95	938	98	811	104
Saratoga	563	134	610	153	687	197	620	161
Schenectady	896	130	892	172	1,065	176	951	159
Schoharie	108	27	112	36	116	32	112	32
Schuyler	110	20	98	26	110	22	106	23
Seneca	380	116	377	140	410	167	389	141
St Lawrence	434	119	453	118	471	122	453	120
Steuben	566	149	532	130	594	143	564	141
Suffolk	2,366	350	2,761	431	2,883	499	2,670	427
Sullivan	439	98	424	112	445	97	436	102
Tioga	183	47	184	61	171	48	179	52
Tompkins	330	68	366	92	398	99	365	86
Ulster	744	135	801	137	1,101	257	882	176
Warren	452	137	489	178	461	164	467	160
Washington	333	81	314	99	357	106	335	95
Wayne	311	88	316	75	305	60	311	74
Westchester	2,068	253	2,058	243	2,192	278	2,106	258
Wyoming	214	72	210	65	158	58	194	65
Yates	106	36	108	36	83	25	99	32
Total	44,269	9,770	46,894	11,114	49,553	12,407	46,905	11,097

Source: Jail discharge data are provided by the New York State Commission of Correction.

Appendix:

DOCCS RELEASES TO COUNTY BY SUPERVISION LEVEL, 2024

County	COMPAS Level 1	COMPAS Level 2	COMPAS Level 3	COMPAS Level 4	Pending COMPAS Level	Maximum Expiration	Total
Albany	204	41	45	47	4		341
Allegany	4	5	9	6	4		28
Bronx	335	39	125	142	14	10	665
Broome	86	25	55	40	1		207
Cattaraugus	20	3	11	12	6		52
Cayuga	64	7	11	11	0		93
Chautauqua	31	11	22	12	4		80
Chemung	37	13	25	16	2		93
Chenango	18	10	18	20	2		68
Clinton	42	14	22	15	0		93
Columbia	20	2	8	4	0		34
Cortland	20	1	10	6	0		37
Delaware	5	4	6	7	1		23
Dutchess	64	11	38	43	1		157
Erie	301	26	82	104	10		523
Essex	6	4	4	7	0		21
Franklin	20	6	7	13	0		46
Fulton	33	10	8	7	0		58
Genesee	12	4	6	4	0		26
Greene	15	3	6	8	1		33
Hamilton	1	0	0	2	0		3
Herkimer	23	9	15	13	0		60
Jefferson	24	21	28	19	2		94
Kings	389	47	169	259	21	12	897
Lewis	8	1	3	4	0		16
Livingston	18	14	4	3	1		40
Madison	9	7	9	15	0		40
Monroe	302	65	125	133	11		636
Montgomery	39	3	11	18	0		71
Nassau	151	17	67	70	7		312
New York	591	129	303	359	37	20	1,439
Niagara	76	16	36	35	6		169
Oneida	104	17	91	57	4		273
Onondaga	295	46	63	49	3		466
Ontario	42	17	14	1	1		75
Orange	106	8	38	60	5		217
Orleans	19	1	7	11	0		38
Oswego	54	16	34	30	1		135
Otsego	15	3	15	15	0		48
Putnam	2	0	1	4	2		9
Queens	287	34	166	212	16	19	734
Rensselaer	66	15	28	18	0		127
Richmond	93	9	31	52	5	4	194
Rockland	34	2	10	13	2		61
St. Lawrence	41	9	23	24	3		100
Saratoga	90	4	15	20	1		130
Schenectady	150	18	18	18	2		206
Schoharie	5	3	6	1	0		15
Schuyler	5	1	1	4	0		11
Seneca	8	1	4	4	0		17
Steuben	37	16	27	17	0		97
Suffolk	114	35	120	141	13		423
Sullivan	31	3	17	25	3		79
Tioga	7	7	5	14	0		33
Tompkins	14	8	13	14	1		50
Ulster	48	8	26	26	4		112
Warren	33	2	8	10	1		54
Washington	52	3	14	13	0		82
Wayne	27	13	3	9	0		52
Westchester	96	13	59	77	9		254
Wyoming	28	11	7	9	0		55
Yates	4	4	1	6	0		15
Total	4,875	895	2,153	2,408	211	65	10,607

*Notes: DOCCS Release data are provided by the NYS Department of Corrections and Community Supervision. These counts exclude releases to Community Supervision initially assigned to the Interstate or Deportation area offices and cases Judicially Sanctioned to the Drug Treatment Program. Release counts for Bronx, Kings, New York, Queens, and Richmond counties are based on county of sentence. Non-New York City counts are based on first known county of release. First known county of release is not available for maximum expiration releases.

Appendix:

DOCCS RELEASES INCARCERATED FOR MORE THAN 10 YEARS TO COUNTY BY SUPERVISION LEVEL, 2024

County	COMPAS Level 1	COMPAS Level 2	COMPAS Level 3	COMPAS Level 4	Pending COMPAS Level	Maximum Expiration	Total
Albany	12	2	2	6	0		22
Allegany	0	0	0	1	0		1
Bronx	19	5	11	51	0	0	86
Broome	2	0	1	2	0		5
Cattaraugus	0	0	0	1	0		1
Cayuga	3	0	0	0	0		3
Chautauqua	2	0	0	1	0		3
Chemung	1	0	0	3	0		4
Chenango	1	0	1	0	0		2
Clinton	2	0	0	1	0		3
Columbia	1	0	0	0	0		1
Cortland	0	0	0	0	0		0
Delaware	1	0	0	0	0		1
Dutchess	4	0	0	6	0		10
Erie	19	0	2	21	0		42
Essex	1	0	0	0	0		1
Franklin	2	0	0	2	0		4
Fulton	1	0	0	1	0		2
Genesee	0	0	0	0	0		0
Greene	1	0	0	1	0		2
Hamilton	1	0	0	0	0		1
Herkimer	0	0	0	1	0		1
Jefferson	0	0	0	0	0		0
Kings	25	2	15	91	2	2	137
Lewis	0	0	0	0	0		0
Livingston	1	0	0	2	0		3
Madison	0	0	0	0	0		0
Monroe	19	1	12	24	0		56
Montgomery	1	0	0	2	0		3
Nassau	11	2	3	18	0		34
New York	43	3	18	76	1	0	141
Niagara	4	0	2	6	0		12
Oneida	6	0	6	5	1		18
Onondaga	20	0	4	3	0		27
Ontario	2	1	1	0	0		4
Orange	9	0	2	8	0		19
Orleans	1	0	0	0	0		1
Oswego	0	0	1	0	0		1
Otsego	1	0	1	1	0		3
Putnam	0	0	0	1	0		1
Queens	25	2	7	43	1	0	78
Rensselaer	4	1	1	2	0		8
Richmond	6	1	0	5	0	1	13
Rockland	4	0	1	0	0		5
St. Lawrence	3	0	1	2	0		6
Saratoga	2	0	0	1	0		3
Schenectady	9	0	2	1	0		12
Schoharie	1	0	0	0	0		1
Schuyler	0	0	0	0	0		0
Seneca	0	0	0	0	0		0
Steuben	1	0	0	0	0		1
Suffolk	7	1	5	20	1		34
Sullivan	5	0	0	3	0		8
Tioga	0	0	0	0	0		0
Tompkins	0	0	0	1	0		1
Ulster	3	0	3	3	0		9
Warren	1	0	0	0	0		1
Washington	0	0	0	0	0		0
Wayne	2	1	1	0	0		4
Westchester	10	0	6	23	0		39
Wyoming	3	1	0	3	0		7
Yates	0	0	0	0	0		0
Total	302	23	109	442	6	3	885

*Notes: DOCCS Release data are provided by the NYS Department of Corrections and Community Supervision. This table excludes individuals who have less than 10 years of time served (including jail time). These counts exclude releases to Community Supervision initially assigned to the Interstate or Deportation area offices and cases Judicially Sanctioned to the Drug Treatment Program. Release counts for Bronx, Kings, New York, Queens, and Richmond counties are based on county of sentence. Non-New York City counts are based on first known county of release. First known county of release is not available for maximum expiration releases.

Appendix:

GRANTEE POLICY ON GIFT CARD AND STIPEND USE FOR INCENTIVES

Should an applicant receive an award from this Request for Applications and their budget includes gift cards and/or stipends to be given to participants as incentives and/or rewards, DCJS will require the grantee to submit their agency's policy on the use and dissemination of the gift cards and/or stipends for review. The policy will be approved or denied. DCJS reserves the right to work with individual grantees to refine their policy in order to receive approval from DCJS. For any policy denied gift card / stipend expenses will be removed from the contract budget.

- A gift card is a prepaid card containing a specific monetary value, used for making purchases at a specific store or at multiple locations depending on the type of card.
- A stipend is a fixed sum of money provided to individuals, usually allocated for a particular need, such as covering the cost of a job-related expense or to offset expenses of participation in a program.

The use of gift cards / stipends for grant award costs must be carefully controlled and ensure that there is strong oversight of gift card / stipend distribution through written policies and internal controls. Gift cards and stipends are used to incentivize participation and provide support for participants while they are engaged in services. DCJS supports the use of gift cards and stipends to reward engagement and participation in programming (e.g., CBI, Employment readiness, OTJ training, transitional services, education and/or vocation training, job placement, and retention achievements). When applicable, grantees should provide line items within their contract budget for supplies and services (i.e., food, clothing) instead of gift cards / stipends to meet the urgent and short-term needs of victims. The use of gift cards /stipends should occur per program policy. In order to ensure State funds are being used appropriately and in the best interest of the State, your organization should have strong administrative oversight of gift cards and stipend expenses. Therefore, DCJS has provided guidelines below to what, at a minimum, your policy should contain. DCJS reserves the right to amend these guidelines as the agency deems necessary.

Program staff must ensure and document:

- A written policy including allowable reasons for providing gift cards and/or stipends to participants including up to a \$3,000 cap on expenditures per participant per contract year and clearly stating the purpose for which the gift cards / stipends can be provided.
- A log or tracker must be kept which identifies the exact purpose and allowable reason why the gift card / stipend was provided to the participant and that indicates the date, name of the participant and the amount of the gift card / stipend.
- Gift card / stipend distribution must be documented in the participant case file.
- Gift card / stipend purchasing / disbursement and approval duties should be segregated (the purchaser/distributor should not be the authorizer).
- Gift cards / stipends should be issued in limited quantities based on the number of cards or stipends that are necessary at that time.

- The value of individual cards / stipends should not be excessive and reasonable for the intended purpose of issuance.
- Purchases of any alcohol, tobacco, firearms, or any other related products are strictly prohibited.
- Gift cards must be stored in a secure location.
- Purchase of Gift cards should not exceed the required number of gift cards to be disbursed to participants within a given fiscal quarter.

Program participants must:

- Sign the gift card / stipend tracking log