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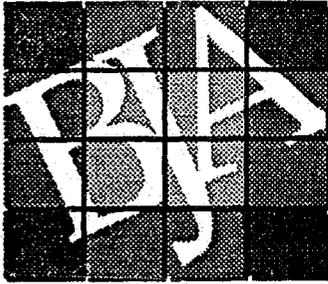
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Bureau of Justice Assistance

Department of Justice Office of Justice Programs

Correctional Options Telecommunications, Demonstration, and Information Dissemination Programs

The Correctional Options Incentive Amendments, Title XVIII of the Crime Control Act of 1990, Pub.L. 101-647, was authorized in response to the pervasive problem of prison and jail overcrowding and the high recidivism rate of offenders who serve time in traditional correctional institutions. The legislation has three parts. Parts I and III provide for grants to public agencies to develop correctional options programs and correctional boot camps for youthful offenders. Part II of the program will fund grants and cooperative agreements for private non-profit organizations to disseminate information about effective correctional options programs to jurisdictions interested in implementing new options programs, and to support innovative correctional options demonstration programs. This solicitation requests applications for Part II of the program. It seeks qualified private non-profit organizations to apply in two areas: a cooperative agreement to design, implement, and evaluate a telecommunications program to support correctional options; and grants for training, education, or information dissemination on correctional options for criminal justice personnel and technical assistance to State and local units of government, as well as grants for small, innovative demonstration programs to develop a correctional option, or add on an element to an existing correctional option program.

Background

A. Correctional Options

At the end of 1991, the incarcerated population in American prisons totaled 823,414, an increase of 150 percent since 1980. The jail population has also increased, and currently is over 365,000. Many criminal justice jurisdictions have responded by increasing the number of correctional institutions, and otherwise adding to the cost and size of the correctional system. One result of the population increase has been a corresponding decrease in inmate programming such as substance abuse treatment, basic and remedial education, vocational education and training, work, post-release job preparedness training, and transitional services. Today, despite the construction of new facilities, many correctional systems are operating far beyond their intended capacity. Far too often, recidivism rates for inmates in these institutions have been unacceptably high.

Traditionally, the only alternative sanction to incarceration is probation. However, over the past few years, some jurisdictions have been experimenting with a range of alternative sentences between probation and

incarceration. These alternatives have provided the courts with a larger spectrum of punishments, particularly for first-time youthful offenders, non-violent youthful offenders, and juveniles. These correctional options not only serve to hold down the cost of corrections, but also to avoid the potential negative influences of incarceration for some offenders.

Correctional options, or alternatives to corrections, are generally meant to provide sanctions for offenders who would otherwise receive traditional prison terms. Options thus fulfill four functions: 1) diversion of youthful and first-time offenders from incarceration; 2) providing punishment to offenders that is more severe than traditional probation; 3) offering cost-effective alternatives to traditional incarceration, and thereby; 4) easing the burden on the correctional system.

The range of existing correctional options is highly diverse. Among well-known correctional options, shock incarceration programs, or "boot camps," probably have received the most publicity. Shock incarceration typically provides intensive physical exercise, drills, counselling, community service, etc., in a low-security, boot-camp environment for a relatively short period, ordinarily three to six months. At least 26 states already have established 57 boot camps around the nation; some municipal and county jurisdictions have also experimented with shock incarceration.

Other correctional alternatives utilize technologies that monitor and control offender behavior. For example, electronic monitoring permits authorities to monitor an offender's compliance with court-ordered home detention or other curfews. Drug testing confirms that offenders stay drug-free, and is widely used in many correctional options programs.

Still other options rely upon the innovative use of low-security facilities, ordinarily located in the offender's community. Residential centers permit offenders to leave the facility during working hours. Other programs -- for DUI offenders, for example -- require jail stays over weekends or for brief periods. Day reporting centers require frequent contacts -- often several each day -- between the offender and the center, as well as providing other social services.

Other options involve the use of sentences that do not require incarceration of any kind. Restitution provides monetary compensation to victims of crime. Day fines, which require offenders to pay a fine equivalent to a certain number of days salary, provide a more effective penalty for middle-class, white-collar offenders who

may not be adversely affected by standard fine levels. Community service is another frequently used option for non-violent or white collar offenders. Finally, intensive supervision programs for both probationers and parolees are also widely-used alternatives to incarceration.

B. BJA Correctional Options Program

As required by the Correctional Options Incentives Amendments, BJA is providing financial and technical support to jurisdictions seeking to begin correctional options programs. Currently, BJA supports several demonstration grant programs that implement and evaluate a range of correctional options. These programs will develop information that will be useful to state and local jurisdictions in their decisions about whether to institute such options.

Under Part I of the Correctional Options Grant Program, BJA awarded four grants in 1992. In 1993, six additional grantees will be selected under Part I. These grants are meant to demonstrate the development and implementation of correctional options within existing correctional systems. The correctional options must be designed:

- To provide more appropriate intervention for youthful offenders who are not career criminals, but who, without such intervention, are likely to become career criminals or more serious offenders;
- To provide a degree of security and discipline appropriate for the offender involved;
- To provide diagnosis, treatment, and services (including counseling, substance abuse treatment, education, job training, and placement assistance while under correctional supervision, and linkage to similar outside services) that will enable the offender to pursue a course of lawful and productive conduct after release from legal restraint;
- To reduce criminal recidivism by offenders who receive punishment through such alternatives
- To reduce the cost of correctional services and facilities by reducing criminal recidivism; and
- To provide work that promotes development of industrial and service skills in connection with a correctional option.

Current Part I grantees include the Alameda County, California Probation Department; the Florida Department of Corrections; the Maryland Department of Public Safety and Correctional Services; and the New Hampshire Department of Corrections.

Parts I and III provide for grants to public agencies to develop correctional options programs and correctional boot camps for youthful offenders. Part II of the program will fund grants and cooperative agreements for private non-profit organizations to disseminate information about effective correctional options programs to jurisdictions interested in implementing new options programs, and to support innovative correctional options demonstration programs.

Part III of the Correctional Options Grant Program provides support for the development and testing of correctional boot camps for youthful offenders. The target population for these programs is adjudicated, youthful offenders as defined by individual State statutes. These programs emphasize and provide discipline, treatment and work; include activities and resources to reduce drug and alcohol abuse among offenders; and encourage the participants to become productive, law-abiding citizens.

In 1992, three jurisdictions were awarded Part III grants for Correctional Boot Camps: the Cook County, Illinois Sheriff's Department; the Kentucky Department of Corrections; and the St. Louis, Missouri Medium Security Institution. In 1993, three additional Part III grants will be awarded.

The Correctional Options Grant Program is supported by evaluation and technical assistance contractors. Criminal Justice Associates in Philadelphia is the technical assistance contractor, and will provide services for grantees. The National Council on Crime and Delinquency is performing a process evaluation of Part I grant programs, and the American Institutes for Research will perform a process evaluation of Part III boot camp grantees.

Cooperative Agreement to Design, Implement, and Evaluate a Telecommunications Program to Support Correctional Options

The Bureau of Justice Assistance (BJA) intends to enter into a cooperative agreement with an organization for the purpose of designing, implementing, and evaluating a telecommunications capability to provide education, training, and technical assistance in support of the Correctional Options Program. This agreement will be supported with FY 93 funds available to BJA under Section 515(a)(2) of the Crime Control Act. Eligibility is limited to private not-for-profit organizations.

A. Telecommunications Technology

The past 15 years have also witnessed an explosive growth in telecommunications media. In this context, telecommunications media refers to any means by which information is transferred by an electronic medium, such as: satellite and cable television networks, teleconferencing, 800 telephone numbers, audio- and video-cassette programs, CD-ROM and other computer programs, computer networks and bulletin boards, and many others. These media differ greatly in cost, availability, complexity, and utility for the user. They also differ in the level of interactivity among users, and between users and the system operator.

B. Status of Telecommunications in the Criminal Justice System

The American criminal justice system is a highly complex network that encompasses Federal, state, and local jurisdictions. In any given jurisdiction, a decision to implement a correctional options program might require the involvement and cooperation of elected officials, judges representing criminal trial courts, as well as juvenile and family courts, probation and parole administrators, law enforcement officials, prison or jail administrators, prosecutors, social services agencies, and the public. This group of stakeholders is much broader than is usually associated with corrections. This is due to the fact that correctional options are much more rooted in the community than correctional institutions. Partnerships must be developed with community-based social service providers, such as vocational and educational programs, substance abuse

treatment programs, public housing, etc. Offenders in many correctional options programs utilize these services, either as a condition of their sentences, or in the process of returning to life in the community. In addition, civic, business, and church leaders assist in the re-integration of the offender into the community. Furthermore, many correctional options programs require extensive contact with the public, in order to inform the community about the program and gain community support.

In any jurisdiction, these stakeholders have different levels of interest in, understanding of, and dedication to the notion of implementing correctional options. In deciding upon whether to implement correctional options, each of these stakeholders would have differing information needs. For example, elected officials might need a summary of the purposes, likely costs, and effectiveness of the correctional option, whereas the correctional agency responsible for implementing the program would need detailed data about staffing and security requirements, program content, costs, potential problems, record-keeping methods, etc.

Telecommunications technology offers an excellent method to provide a wide range of information to diverse audiences, both across the country, as well as in a particular jurisdiction interested in implementing correctional options. However, these jurisdictions differ markedly in their access to these technologies, as well as their ability to use them effectively. Furthermore, different technologies offer differing levels of information exchange. Ideally, the telecommunications program being contemplated by BJA would provide for the following types of information exchange: 1) transfer of general information about and awareness of correctional alternatives from BJA to numerous correctional agencies and other stakeholders nationwide; 2) transfer of more detailed information and training about a particular alternative being contemplated for implementation by a specific jurisdiction; 3) networking among operating agencies to share experiences and solve common problems in correctional options programs; 4) communication between BJA and an agency needing other forms of technical assistance,

such as additional printed materials, an on-site visit by a technical assistance expert, or other intensive assistance; and 5) provision of a forum for the discussion of correctional options among criminal justice officials, legislators and government executives, and the public.

Knowledge about the status of telecommunications in the criminal justice system is limited. If telecommunications are to be used by BJA to disseminate information on correctional options, it is important to know: 1) the availability of existing telecommunications networks that might be utilized to disseminate information about correctional options in a cost-effective manner; 2) the ability of a given telecommunications method (or combination of methods) to reach the necessary agencies and groups (both policy-makers and program implementers) that need to be informed about the correctional alternatives; 3) the costs of the telecommunications method for reaching the appropriate audiences; 4) the ability of the method to provide the appropriate level of information about the planning, development, implementation, operation, and results of correctional alternatives; 5) the ability of the method to permit users to interact with BJA and other users to obtain more detailed information or technical assistance, ask and answer questions about the option, etc.; and 6) the comparative costs and effectiveness of the telecommunications program and current methods of information dissemination (printed materials, conferences, on-site technical assistance, etc.).

Program Summary and Objectives

A. Summary

The purpose of this cooperative agreement is to design, implement, and evaluate a pilot program using a telecommunications method, or combination of methods, that will be highly effective in informing the criminal justice system about the nature, availability, effectiveness, and implementation requirements of selected correctional options. The program should be able to reach and communicate with numerous jurisdictions nationwide, or at least in a large region of the country. It also should have the capability to provide either general or detailed information about these selected correctional options.

The long-range purpose of this pilot program is to serve as the foundation of a comprehensive telecommunica-

tions program by which BJA can provide information about correctional options, as well as other innovations in criminal justice, to BJA grantees and other criminal justice jurisdictions.

B. Objectives

1. Determine the most effective method(s) of telecommunications to utilize in disseminating information about correctional options to the criminal justice system. Effectiveness should be measured in terms of both costs and potential to reach the largest possible segment of the criminal justice system
2. Using these most effective telecommunications methods, design a pilot program to reach a selected audience of criminal justice agencies with information on correctional options.
3. Implement the pilot program. Activities of the project should reach a significant segment of the criminal justice community, and provide information on at least one, but preferably several, of the correctional options of current interest to BJA and the criminal justice community.
4. Work closely with BJA Correctional Options Program Part I, Part II, and Part III grantees and the technical assistance and evaluation contractors, to develop a body of information about correctional options, including planning, implementation, operation, dissemination, and evaluation issues.
5. Conduct an independent evaluation of the pilot program to determine its effectiveness in disseminating information to criminal justice agencies. Using this evaluation, determine the potential for the pilot program to be expanded nationwide. Identify barriers to effective dissemination, and propose likely solutions to these barriers. Identify projected costs of the nationwide system.

Project Description

The Correctional Options Telecommunications Project will be conducted in four phases. Total costs for Phases I and II should not exceed 20% of the total project budget. Total costs for Phase IV should not exceed 8% of the total project budget.

A. Phase I: State-of-the-Art Assessments

Phase I will assess the state of the art in three separate areas of endeavor:

1. **Telecommunications technology.** This assessment will compare major telecommunications technologies in terms of several factors: costs, extent of current use (especially in the criminal justice system), future utilization trends, ease of use, application methods and techniques, cost-effectiveness of reaching the criminal justice community, etc.

2. **Correctional options.** This assessment will describe the range of approaches and practices, including efforts sponsored by both public and private organizations, to promote and support the development of correctional options at the State and local levels. It will include a thorough but concise review and analysis of plans developed, programs and projects implemented, and outcomes and impacts resulting from correctional options programs. The cooperator will draw heavily from activities and studies completed by BJA, the National Institute of Corrections, National Institute of Justice, Office of Juvenile Justice and Delinquency Prevention, State Justice Institute, and other organizations. This effort will include interviews of appropriate staff members of these organizations.

3. **Federal communications capabilities.** The cooperator will also examine the extent to which Federal agencies have developed telecommunications programs, services, equipment, and facilities; and review the range of applications, methods, techniques and results of these efforts. This assessment will also identify opportunities for interagency linkages, coordination, concentration of efforts, and cost savings. Examples of existing Federal telecommunications efforts include the Federal Emergency Management Agency's satellite communications system, the Department of Education's satellite conference "town meeting" program for America 2000, and numerous telecommunications programs of the Department of Defense. The cooperator will catalogue these programs and determine their availability and utility for use in the BJA telecommunications program.

Phase I products: 1) draft and final state-of-the-art assessments in the three areas described above; 2) draft and final state-of-the-art synthesis report, describing options emanating from the three assessments; 3) a draft and final feasibility study to guide the development of the alternative designs for the use of telecommunications to support the BJA Correctional Options

Program, including recommendations for evaluating the cost-effectiveness of alternative designs; and 4) draft and final report recommending a design for a telecommunications pilot project.

B. Phase II: Program Design

The cooperator will develop a detailed program design for a pilot project, based on the most cost-effective alternative design developed in Phase I. This program design will specify audiences to be reached, technologies utilized, educational and informational programming to be produced, and the design of the evaluation for the program. Detailed budgets and schedules will also be included in this phase.

Phase II products: draft and final program design.

C. Phase III: Program Implementation

The cooperator will implement the pilot telecommunications program detailed in the design.

Phase III products: 1) complete program implementation, in conformance with Phase II program design; 2) draft and final materials for programming for the pilot program.

D. Phase IV: Evaluation

Concurrent with Phase III and as described in the program design, Phase IV will evaluate the pilot program. The evaluation should include examinations of both program process and outcome. Of particular interest are the following topics: 1) audience satisfaction with the selected telecommunications media in the pilot program; 2) ease of use of the selected media by criminal justice professionals not accustomed to using telecommunications devices; 3) barriers to use of the selected media reported by audiences; 4) outcomes and impact of the program, in terms of changes in audience knowledge and attitudes about correctional options, and of reported intentions to implement correctional options by the audience; 5) the cost of delivery of information to audience members through the selected telecommunications media; and 6) the comparative cost of the telecommunications pilot project compared with more traditional forms of communication, such as national conferences, regional training, on-site technical assistance, printed materials, etc.

The evaluation will conclude with a comprehensive program design that recommends options for institu-

tionalizing the telecommunications program, or selecting other telecommunications media, based on the findings of the Phase III evaluation. The comprehensive program design will identify telecommunications networks to utilize, sources of programming, methods to increase awareness of the telecommunications network within the criminal justice community, and estimated costs of implementation.

Phase IV products: 1) draft and final evaluation design, including questionnaires and/or other instruments; 2) draft and final evaluation report, including comprehensive program design.

Eligibility Requirements and Award Instrument

Applications are invited from private, not-for-profit organizations. BJA recognizes that few organizations are likely to possess the combination of skills, experience, and facilities to perform this project. Applicants are therefore encouraged to propose subcontractors, consultants, and other joint efforts that will be sufficient to provide the technical expertise, facilities, and experience that are described in the selection criteria.

This award will be a cooperative agreement. The cooperative agreement permits the government to enter into a mutually beneficial relationship in order to pursue common research and development objectives. Relationships established for joint pursuit of common objectives are considered to be neither primarily acquisition (contract) or assistance (grant) because both parties (the government and the cooperator) contribute resources to the joint effort, and both parties benefit. In this case, the BJA Project Officer and his/her designees are expected to be highly involved in the design of the pilot program and in the coordination and acquisition of other Federal resources.

Application Content

In completing Standard Form 424, the following sections should be included in the application. Applicants are requested to limit Section A to four pages, and Sections B-F to 100 pages. Supporting materials (resumes, letters of support and commitment, etc.) may be appended.

A. Summary

Briefly describe: 1) the applicant organization, key subcontractors, consultants, etc., especially in regard to their experience conducting projects related to telecommunications and to criminal justice; 2) key staff members and their related experience; 3) highlights of the proposed technical approach.

B. Understanding of the Problem

Present the applicant's understanding of the nature and extent of correctional options programs, and their context within the criminal justice system. Comprehensively describe telecommunications methods and media that are applicable to this program. Identify existing data and research on the extent to which these telecommunications methods are used in the criminal justice system. Identify existing telecommunications networks that might be of use in performing this project. Describe problems related to utilizing telecommunications to disseminate information on correctional options to criminal justice agencies.

C. Technical Approach

Detail the tasks and subtasks required to complete each phase of the project. Description of Phases I and II should detail data sources known and available to the applicant, additional data collection methods, methods of analysis, and topics to be analyzed.

The approach to Phase III will specify the applicant's current ideas about the design and implementation of this phase. It is understood that this approach may change based upon the findings of Phase I. However, what is sought in this section is the applicant's current thinking about the best approach for implementing the telecommunications program. It should describe in detail: 1) the telecommunications media that the applicant intends to use; 2) the specific audience of criminal justice agencies that will receive the Phase III program, including the estimated number to be reached, methods to achieve participation by these agencies, and methods to provide these agencies with access to the proposed telecommunications media; 3) description of the programming (e.g., videos, computer programs, teleconferences, live television, etc.) to be utilized; 4) description of the subject areas (e.g., boot camps, electronic monitoring) proposed as subjects for the pilot program. This section will also justify the selection of these media, audiences, methods, and subject areas by reference to existing data, corporate or staff experience and

resources, or other information which the applicant believes will assure that the approach will be successful. It should also address how the proposed pilot program can be utilized to expand into a comprehensive telecommunications program for BJA in the future.

Phase IV will present an approach to the evaluation of the applicant's program described in Phase III.

This section will include a time-task schedule for the completion of all tasks and sub-tasks.

Letters of support from criminal justice agencies or associations, indicating their willingness to participate in the pilot project, may be appended.

D. Staff and Management

All key staff, including consultants and subcontractor key staff, will be described as follows: 1) project title; 2) responsibilities on the project; and, 3) experience and education relevant to this project. This section will include a project organization chart, which indicates the organizational relationship of all proposed staff, consultants, and subcontractors.

This section will also indicate the specific tasks and responsibilities of the project that will be performed by subcontractors, consultants, or other vendors, and methods for assuring adequate coordination of tasks, and for quality control. Letters of commitment for consultants, subcontractors, and provisional staff members should be appended.

The section should also include a staff loading chart, describing the projected number of hours dedicated to the project, by phase and/or task, for each key staff member, subcontractor key staff, and key consultants. The total number of proposed professional and non-professional labor hours, by phase, should also be included.

E. Corporate Experience and Facilities

This section will describe relevant experience of the applicant and other participating organizations. Specific projects indicating experience in criminal justice and telecommunications should be identified and summarized.

This section will also describe the cooperator's access to telecommunications equipment and networks, production facilities (e.g., video production or graphics facilities), and equipment that will necessary to implement Phase III of the project.

ties), and equipment that will necessary to implement Phase III of the project.

F. Budget

The budget should include detailed information on each category as listed on SF-424. Proposed budgets for key subcontractors and other participating organizations should also be appended.

While not required, additional financial or in-kind contributions to the project by the applicant or other participating organizations are encouraged.

Review Criteria

A. Understanding of the Problem - 10 points

1. Understanding of the criminal justice system and specifically of correctional options.
2. Understanding of telecommunications and how telecommunications media can be best applied to training, education, and technical assistance for criminal justice agencies.
3. Understanding of the problems associated with reaching the criminal justice audience through telecommunications media.
4. Knowledge of existing national or regional telecommunications networks that could be utilized for the pilot program.

B. Soundness and Clarity of the Technical Approach - 30 points

1. The applicant should specify the techniques required to conduct a feasibility study that will collect data necessary to provide a comprehensive understanding of the best telecommunications strategies for reaching the criminal justice community in a cost-effective manner.
2. The applicant should have access to, and assure the participation of, criminal justice agencies, on a regional or national basis, in Phase III activities.
3. Originality of the method proposed to carry out the pilot program, and its likelihood to reach a large seg-

ment of the criminal justice community with detailed information about correctional options.

4. Evidence that the telecommunications methods proposed for the pilot program can be expanded at minimum cost to achieve a comprehensive national telecommunications program for BJA in the future.
5. Evidence of the applicant's technical ability to produce professional quality programming in the telecommunications medium (or media) selected.
6. A proposed evaluation plan that is capable of developing reliable and valid information about: 1) the ability of the Phase III pilot program to disseminate information on correctional options to the criminal justice audience; 2) the barriers to effective telecommunication of information identified in the course of the project; 3) satisfaction of the criminal justice audience with the telecommunications media and programming utilized in Phase III; and, 4) the projected tasks, resources, and costs associated with converting the pilot project to a comprehensive telecommunications program for BJA.

C. Staff Qualifications - 25 points

1. The proposed project director should have the following qualifications: a) experience in managing complex projects of this size and nature; b) understanding of the uses, techniques, and management of telecommunications media selected by the applicant for implementation; and, c) experience and background sufficient to deal on a collegial basis with directors of criminal justice agencies.
2. Familiarity of staff with and knowledge about the criminal justice system, the components of that system, and the provision of training, education, and technical assistance to the system.
3. Expertise in producing programming in the telecommunications media selected for the pilot.
4. Expertise in performing evaluations and feasibility studies in criminal justice and telecommunications. Ideally, the evaluator will be an outside contractor or consultant, in order to assure the greatest possible level of independence from the project staff.

D. Organizational Capability - 20 points

1. The cooperator, subcontractors, or other participating organizations must have the background and

experience required to assure the interest and participation of criminal justice agencies in the project.

2. The cooperator, subcontractors, or other participating organizations must have extensive experience in working with telecommunications systems, and producing programming in the selected telecommunications media.
3. The cooperator, subcontractors, or other participating organizations must have access to all equipment and facilities necessary to conduct a telecommunications program of this size and scope.

E. Budget - 15 points

1. The budget must be commensurate with the proposed scope of the program.
2. The budget should clearly describe the costs for the use of the proposed telecommunications networks, and the production costs of programming for the pilot effort.
3. This cooperative agreement is not intended to be a vehicle to purchase telecommunications equipment for the cooperator or BJA. Applications that propose the purchase of such equipment will be considered non-responsive. However, budgets may include expenses relating the rent, lease, or use of such equipment in Phase III.

Award Period

The award period will be for 12 months.

Award Amount

One cooperative agreement will be awarded under this program, with a dollar amount of up to \$500,000.

Due Date

Applications must be postmarked by Monday, August 2, 1993.

Contact

For further information, contact Tom Albrecht, Chief, Corrections Branch, (202) 514-5947.

Grants for Demonstrations, Technical Assistance, Training and Information Dissemination on Correctional Options

The purpose of this program is to provide grants to private non-profit organizations for the development of innovative demonstration projects, and for projects that provide training, technical assistance, education, or other information dissemination activities that will encourage the development and improvement of correctional options programs at the State and local level.

Program Summary and Objectives

The grant program is meant to fund innovative projects that will either demonstrate an innovative correctional option program, or disseminate information about correctional options to either criminal justice professionals or State and local jurisdictions interested in implementing a specific correctional option. In the discussion below, projects that demonstrate an innovative correctional option are called *demonstration grants*. Projects that disseminate information about a correctional option, such as technical assistance, training, education, or other information dissemination, are called *dissemination grants*.

Although correctional options programs are increasing in size and number, there is still little available information about the factors that contribute to the success of these options, and the procedures required to implement and administer them. The dissemination grants funded under this initiative are expected to encourage the development and improvement of correctional options at the State and local level. The grants should also develop products (technical assistance manuals, workshop curricula, conference proceedings, audiovisual productions, etc.) and services (training, on-site TA, etc.) that can assist in the dissemination of this information. The grants are also expected to disseminate these products to appropriate target audiences.

At the same time, this program will support grants to develop highly innovative correctional options pro-

grams that may provide new models for correctional options programs in other jurisdictions. These demonstration grants must be to carry out projects which, according to previous research and experience, are likely to be a success in other jurisdictions. Correctional options must be designed to conform to the design requirements for the BJA Correctional Options Program, as described on page 3 above.

Applicants for demonstration grants must be private, non-profit organizations that have access to youthful offenders or others suitable for the intended correctional options program. Government agencies that desire to participate can do so as co-applicants or subcontractors to private, non-profit organizations.

Applicants for dissemination grants should be organizations that have access to one or more correctional options of demonstrated effectiveness. The grants will support the dissemination of promising approaches and practices, technical information, and other important information about the development and improvement of correctional options. The method of dissemination may be workshops or conferences, publications, audiovisual productions, or other devices. The target of these dissemination programs should include such stakeholders as criminal justice practitioners, correctional administrators, legislators, community groups and community-based organizations, and the general public.

The objectives of dissemination and demonstration grants under Part II of the BJA Correctional Options Program are:

1. To identify and assess promising and effective correctional options.
2. To select and adapt promising, innovative correctional options.
3. To disseminate information about the selected option to appropriate stakeholders.
4. To participate in a program-level evaluation.

Project Description

Applicants are encouraged to submit innovative project designs, if the design can be expected to fulfill the program objectives stated above. Generally, the grants are expected to be accomplished in three phases:

Phase I: Planning. The grantee is expected to conduct a thorough planning phase to identify the target population and plan for the innovative option. Dissemination grants will use this period to identify the audience for the program, the best dissemination method(s), and the precise information to be disseminated. This phase of the project should be limited to approximately 10 percent of the total grant award.

Phase II: Implementation. Phase II should implement the project plan.

For demonstration projects, Phase II will implement the intended design for the target population, and put the options program into practice.

For dissemination projects, the implementation phase will be designed so as to reach a significant number of criminal justice professionals or other officials who may influence jurisdictions' decisions to implement correctional options. The dissemination method may be designed to reach a large target audience by means of a conference, workshop, or publication; or may reach a smaller audience through on-site technical assistance or similar mechanisms.

Phase III: Evaluation. The BJA Correctional Options Program includes an evaluation component. A national evaluation contractor has been selected, and this contractor will be involved in evaluations of the Part II grants. All grantees must agree to participate in the national program evaluation by providing data and otherwise cooperating with the evaluation contractor.

The grant must include an evaluation design. The evaluation for dissemination grants should determine: the success of dissemination program in reaching the intended audience with information on correctional options; the extent to which the information has been utilized by the target audience; and evidence of the adoption or expansion of correctional options programs among the target audience.

The evaluation for demonstration grants should determine cost savings resulting from implementation of the

correctional option, as well as evidence that the program was successful in diverting offenders from traditional incarceration.

Eligibility Requirements and Award Instrument

Applications are invited from private, not-for-profit organizations. Applicants are encouraged to propose subcontractors, consultants, and other joint efforts that will be sufficient to provide the technical expertise, facilities, and experience that are described in the selection criteria.

The award instrument for this solicitation will be the grant.

Application Content

In completing Standard Form 424, the following sections should be included in the application. Applicants are requested to limit Section A to two pages, and Sections B-F to 50 pages. Supporting materials (resumes, letters of support and commitment, etc.) may be appended.

A. Summary

The summary should present an overview of the contents of the remainder of the proposal, with particular emphasis on the correctional option(s) to be demonstrated or disseminated, the target audience, and the proposed correctional option or dissemination method.

B. Understanding of the Problem

Describe the correctional option(s) to be demonstrated or disseminated through the project. Include evidence that the program or information to be demonstrated or disseminated has been evaluated as effective, or that is an economical alternative to traditional corrections. Describe the target audience for the project, and why the proposed correctional option or dissemination method is expected to be effective with the target population or target audience.

C. Technical Approach

Describe the tasks required to execute the three phases of the project. In particular, describe in detail the following program components: 1) for demonstration projects, the correctional option being employed; 2) the target population or audience, and how this audience will be identified and recruited for participation in the project; 3) for dissemination projects, the dissemination mechanism and how this mechanism will be utilized to convey information on the correctional option to the target audience; 4) products (publications, curricula, videos, etc.) expected to be developed through the grant; and 5) an initial evaluation design, identifying the evaluation methodology and the issues to be addressed in the evaluation.

This section must also include, for dissemination projects, an estimate of the number of criminal justice professionals and other stakeholders that the program is expected to reach, and a detailed description of the information about the correctional option that is to be provided to the target audience. For demonstration projects, the application should describe the target population, estimate the number of offenders who will receive services, and describe the types of services they will receive.

D. Staff and Management

Describe the staff to be committed to the project, and their experience in the following areas: 1) correctional options, especially the option(s) to be demonstrated or disseminated; 2) experience in directing projects in correctional options, or in the mechanism chosen to disseminate the information; 3) evaluation of demonstration or information dissemination projects.

The proposed project director should have experience in conducting projects of this size and scope, and be accustomed to working closely with criminal justice professionals and State and local government leaders.

This section should include a management plan that describes the level of commitment of each staff member in terms of hours per task. A project timeline and organization chart should also be included.

E. Organizational Capabilities and Facilities

Describe the experience of the organization. For dissemination projects, this should include: 1) perfor-

mance, evaluation, or other familiarity with correctional options; 2) the ability to identify and recruit the proposed target audience for participation in the dissemination project; 3) the development of information dissemination projects in criminal justice, such as conferences, publications, etc.; 4) evaluation of information dissemination projects.

For demonstration projects, this section should include: 1) experience in providing traditional or alternative correctional or probation services; 2) access to offender populations that are appropriate for correctional options; 3) experience in evaluating social programs.

Organizations without qualifications in all the staff and corporate capabilities listed above are urged to propose consultants, subgrantees, or other vendors who can provide appropriate skills and experience. Resumes and vendor capabilities and letters of commitment should be appended.

Provide evidence that all facilities and equipment required for the project are available to the grantee.

F. Budget

The budget should include detailed information on each category as listed on SF-424. Proposed budgets for key subcontractors and other participating organizations should also be appended.

While not required, additional financial or in-kind contributions to the project by the applicant or other participating organizations are encouraged.

Review Criteria

A. Understanding of the Problem - 10 Points

Applicant provides a clear description of the correctional option to be demonstrated or disseminated, the role of the option in the criminal justice system, and the need for the target audience to receive this information.

B. Technical Approach - 30 Points

The applicant must clearly describe the following project components:

1. Evidence that the correctional option to be demonstrated or disseminated has been evaluated as effective, or otherwise worthwhile for distribution to criminal justice professionals.

2. The target audience or population is clearly identified, and the method to recruit members of the target audience provided in detail.

3. The demonstration program or dissemination method is clearly described, is appropriate to the target audience, and is appropriate for developing a demonstration method that can be replicated in other jurisdictions, or for conveying information on correctional options to other jurisdictions.

4. The evaluation plan is feasible and likely to result in information about the effectiveness of the demonstration or information dissemination effort. Demonstration grants should evaluate the cost savings of the option over traditional corrections, and the extent to which offenders are diverted from traditional corrections. Dissemination projects should include an analysis of whether the option disseminated was adopted by the target audience.

5. The grants are expected to result in products, such as program descriptions, technical assistance manuals, publications, or audiovisual productions, that can be used to further disseminate information about correctional options by BJA after the completion of the grant.

C. Staff and Management - 20 Points

Staff, consultants, subgrantees, and vendors proposed should have requisite skills and abilities in the following areas: 1) correctional options implementation and administration; 2) for dissemination grants, production of the proposed dissemination mechanism; 3) experience in working with the target offender populations, or target audiences such as criminal justice professionals and government leaders.

For projects that propose to do an independent evaluation, the program evaluator should be experienced in the evaluation of correctional options or information dissemination projects, especially in the field of criminal justice.

The proposed project organization, staffing commitments, and schedule must be appropriate and reasonable.

D. Organizational Experience and Facilities - 30 Points

1. The applicant must be experienced in the implementation and administration of the correctional option to be demonstrated or disseminated through this project.

2. The applicant must demonstrate the ability to identify the target population of offenders, or the target audience members and recruit them for participation in the project.

3. The applicant must demonstrate experience in conducting previous projects of this size and scope.

4. The applicant must demonstrate access to any special production facilities to perform this project.

E. Budget - 10 Points

All costs for this grant should be reasonable and appropriate for adequate project performance. This grant is not intended to serve as a vehicle to purchase large amounts of computer, telecommunications, audiovisual production, or other equipment for the grantee; applications whose budget reflect high equipment purchases will be considered non-responsive. This grant is also not intended to be used for construction of any facilities related to a correctional option.

Award Period

The award period will be for 12 months.

Award Amounts

\$750,000 is available for this grant program. Ten to fifteen grants are expected to be funded. Grant amounts are expected to range from \$25,000 to \$125,000.

Due Date

All applications must be postmarked by Monday, July 19, 1993.

Contact

For further information, contact Tom Albrecht, Chief, Corrections Branch, (202) 514-5947.

Application Requirements

All applicants for both the telecommunications cooperative agreement and the demonstration and dissemination grants must submit a completed Application for Federal Assistance (Standard Form 424), including a program narrative, a detailed budget, and budget narrative. A copy of the form can be found in Appendix A.

In submitting applications which involve the cooperative efforts of more than one organization, the relationships among the parties must be set forth in the application. As a general rule, organizations that describe their working relationship in the development of products as primarily cooperative or collaborative in nature will be considered co-applicants. In the event of a co-applicant submission, one organization must be designated as the payee to receive and disburse project funds and be responsible for the supervision and coordination of the activities of the other co-applicants. Under this agreement, each organization would agree to be jointly and severally responsible for all project funds and services. Each co-applicant must sign the SF-424 and indicate its acceptance of the conditions of joint and several responsibility with the other co-applicants.

Applications that include noncompetitive contracts for the provision of specific services must contain a sole source justification for any procurement in excess of \$25,000.

Non-profit applicants who have not previously received Federal funds are asked to submit a copy of the Office of Justice Programs Accounting System and Financial Capability Questionnaire (OJP Form 7120/1). A copy of the form is available in Appendix B. Other applicants may also be requested to submit this form.

An original and two copies of the application are required. Applications should be sent to the following address:

Bureau of Justice Assistance
Central Control Desk, Room 1042 D
633 Indiana Ave., NW
Washington, DC 20531

Review Process

Applications submitted in response to a competitive announcement will be reviewed by a panel of experts, which will assess the merits of each responsive submission. The panel will assign numerical values to each competing application based on the point distribution in the *selection criteria* above. The final award decision will be made by the BJA Director. BJA will then negotiate specific terms of the award with the selected applicant. At the conclusion of the award process, letters will be sent to all applicants notifying them if their proposal has been selected or the reasons it was not selected.

Financial Requirements

Cooperative agreements and grants are governed by the provisions of the Office of Management and Budget (OMB) circulars applicable to financial assistance. The circulars, along with additional information and guidance, are contained in the *Financial and Administrative Guide for Grants*, Office of Justice Programs, Guideline Manual M7100. The guideline manual includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies of the Guideline Manual are available from OJP, Office of the Comptroller, 633 Indiana Avenue, NW, Washington, DC, 20531.

Civil Rights Requirements

Prohibition of Discrimination for Recipients of Federal Funds. No person in any State shall on the ground of race, color, religion, national origin, sex, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, or denied employment in connection with any program or activity receiving Federal financial assistance, pursuant

to the following statutes and regulations: Section 809(c), Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789d, and Department of Justice Nondiscrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990) and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39; Title IX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.

In the event a Federal or State court or a Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office of Civil Rights (OCR) or the Office of Justice Programs.

Audit Requirement

Nonprofit organizations are responsible for providing an audit of their activities not less than every 2 years in accordance with OMB Circular A-133. The required audits are to be on an organization-wide basis rather than on a grant-by-grant basis.

Disclosure of Federal Participation

Section 623 of Public Law 102-141 requires that, for awards of \$500,000 or more, "when issuing statements, press releases for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to State and local governments, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with Federal money, and (2) the dollar amount of the Federal funds for the project or program."

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited in OJP Form 4061/6 (3-91) to determine the certification to which they are required to attest. A copy of the form is provided in Appendix C. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications will be treated as a material representation of fact upon which reliance will be placed by the Department of Justice in awarding cooperative agreements and grants.

Suspension or Termination of Funding

BJA may suspend, in whole or in part, or terminate funding for a cooperator or grantee for the following reasons:

1. Failure of conform to the requirements or statutory objectives of the Act; or
2. Failure to comply substantially with the Act, regulations promulgated thereunder, or with the terms and conditions of its cooperative agreement or grant award.

Prior to suspension of a grant or cooperative agreement, BJA will provide reasonable notice to the grantee of its intent to suspend the grant and will attempt informally to resolve the problem resulting in the intended suspension. Hearing and appeal procedures for termination actions are set forth in Department of Justice regulations in 28 CFR Part 18.