

**ADULT REDEPLOY ILLINOIS**  
**Implementation Grant**  
**Program Narrative**

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

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

**NOTE:** The entirety of this program narrative, along with the logic model and letters of support, is the equivalent of a **local plan** as mandated for ARI funding by the Crime Reduction Act. Please respond carefully and completely as this will guide and inform program implementation beyond the grant period.

Adult Redeploy Illinois (ARI) is a program created pursuant to the Crime Reduction Act of 2009 (730 ILCS 190/1) under which counties or judicial circuits agree to reduce their commitments to the Illinois Department of Corrections (IDOC) from a defined target population by 25 percent. In return, jurisdictions will receive state funding to provide supervision and community-based treatment alternatives to those individuals diverted from incarceration. ARI is administered by the Illinois Criminal Justice Information Authority (ICJIA), the lead state agency for justice system funding and research.

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

Please fill out the form carefully. Each section of the program narrative must have a heading that corresponds to the headings listed below. County-level data with which to complete the application are available on the [ARI website](#) under the "Grants" tab. Questions regarding these data can be emailed to [CJA.AdultRedeployNOFO@Illinois.gov](mailto:CJA.AdultRedeployNOFO@Illinois.gov).

**1. Summary of the Program (2 pages maximum) – 5 Points**

Provide a brief overview of the jurisdiction's plan to use ARI funding to reduce IDOC commitments of people with probation-eligible offenses. The program summary should serve as a stand-alone document providing a clear and concise description of how the jurisdiction will employ evidence-based and promising practices to divert individuals from prison while holding them accountable and addressing their needs to achieve more cost-effective outcomes. At a minimum, the summary must include the following:

- Name of applicant jurisdiction and description of service area for ARI-funded program.
- Description of target population for diversion, including total number in the overall probation-eligible IDOC commitment population and the proposed number served (service goal) towards the 25 percent IDOC commitment reduction goal, if different.
- Description of ARI program model and evidence-based target intervention(s) to provide supervision and services for the target population.
- List of key partners and community stakeholders for the program.
- Proposed total budget for program implementation and estimated cost per person served (total budget divided by service goal).

## 2. Description of Service Area – 5 Points

Identify the county or judicial circuit comprising the applicant jurisdiction. If the application is for a partial or complete judicial circuit, identify each county involved and state the rationale for selecting this geographic target area. Provide demographic (age, sex, race, ethnicity), economic (unemployment, average household income), criminal justice (arrest, conviction, jail), and other information that describes the area to be served and the conditions that give rise to the need for ARI-funded interventions. Useful data and research for this section may be found at the [U.S. Census Bureau website](#), from the American Community Survey; and the [ARI website](#) at the “Apps” tab, which includes links to resources at ICJIA’s [Research Hub](#).

## 3. Statement of the Problem – Current Situation – 10 Points

- Include the numbers of individuals with probation-eligible offenses who were sent to prison instead of being supervised in the community in the prior three years. Complete the data table below using the IDOC commitment data on the [ARI website](#) for the latest three years that data are available (2018-2020). Access the data under the “Grants” tab in a downloadable Excel spreadsheet.

Number of IDOC Commitments – Probation-Eligible					
2018	Class 1	Class 2	Class 3	Class 4	Total
DUI					
Property					
Controlled Substance					
Cannabis					
Non-violent Sex Offense					
Other Offense					
Total					
2019	Class 1	Class 2	Class 3	Class 4	Total
Person (probation-eligible)					
DUI					

Property					
Controlled Substance					
Cannabis					
Non-violent Sex Offense					
Other Offense					
Total					
2020	Class 1	Class 2	Class 3	Class 4	Total
Person (probation-eligible)					
DUI					
Property					
Controlled Substance					
Cannabis					
Non-violent Sex Offense					
Other Offense					
Total					

b. Describe the existing continuum of diversion programs, graduated sanctions, and alternatives to incarceration in the service area, and the current capacity of each one. At minimum, describe current utilization of the following programs:

1. Specialized or enhanced probation programs.
2. Treatment Alternatives for Safe Communities (TASC) probation.
3. Drug courts.
4. Mental health courts.
5. Veterans courts.
6. Any other court programs funded through grants or special project funds.

c. Describe the existing health and human services infrastructure in your jurisdiction and the extent to which providers currently serve justice-involved populations. As applicable, discuss utilization of the following services:

1. Mental health treatment.
2. Substance use disorder treatment.
3. Primary health care treatment.
4. Trauma-informed care.
5. Housing programs.
6. Employment training.
7. Violence prevention programs.
8. Domestic violence intervention services.
9. Other services which are frequently required within the justice-involved population.

#### 4. Statement of the Problem – Unmet Needs – 5 points

Describe investments needed in the continuum of community-based sanctions and services in the jurisdiction to be able to safely divert people with probation-eligible offenses from prison. Describe gaps in the jurisdiction's current justice system and health and human services capacity that need to be addressed through this grant and other means. Gaps may include personnel, technology, human services programs or partners, or other issues related specifically to the jurisdiction.

#### 5. Key Partners – 10 Points

- a. Describe the key partners and stakeholders involved in the planning and implementation of the program. Indicate if there is a collaborative or multi-disciplinary team (MDT) in charge of oversight and/or staffing, as in problem-solving courts, and the frequency of meetings. List titles only; no specific names. Briefly describe the roles of each partner in ensuring the success of the program. Add lines as necessary.

Roles and Responsibilities of Key Partners for the Program	
Title and department/agency/office	Description of role

#### \*\*Letters of Support\*\*

- b. Include as attachments letters of support from the following stakeholders in the applicant's jurisdiction.
  - i. Chief judge or presiding criminal court judge.
  - ii. State's attorney.
  - iii. Public defender.
  - iv. Director of probation and/or court services.

#### 6. Project Implementation – Description of the Proposed Adult Redeploy Illinois Program Model – 40 Points

- a. Describe the target population for diversion using the IDOC commitment data in number 3 a, above. Define the criteria that will be used to accept individuals into the program, and clearly describe how the applicant will ensure that the program serves prison-bound individuals. Consult with your local state's attorney and legal counsel to ensure the target population is eligible for alternatives to incarceration.

Local stakeholders may choose to target all individuals with probation-eligible offenses or a subset of the eligible population that will be matched to the target intervention(s). Such a subset must be clearly defined and should support the following principles:

- ***Jurisdictions best understand their own local needs and are best situated to identify their target populations and design their local program models.***
- ***The selected target population should result in the greatest possible number of individuals diverted from state prisons, while preserving public safety.***

- b. Describe the intake and assessment process to be used for the ARI program. Enrollment decisions and service plans should be based on an assessment of individuals' risks, assets, and needs using a validated assessment tool such as the Adult Risk Assessments (ARA) utilized by Illinois probation departments.
- c. Describe what will be done to safely supervise and rehabilitate the individual in the community that is different from practices prior to ARI funding. For example, is the jurisdiction expanding existing services to more participants? Is the jurisdiction enhancing an existing supervision and/or treatment model? Is the jurisdiction implementing a new program or service alongside existing programs or services?

***Proposed services and programs must be based in and informed by evidence of what is effective in reducing recidivism. Applicants should be prepared to identify and demonstrate the evidence supporting the proposed target intervention(s).***

- d. Describe how you will integrate and leverage other services and programs in support of program participants. In particular, state how the program utilizes or will utilize public benefits such as Medicaid to increase access to a broad range of cost-effective treatment and supportive services.
- e. Describe the impact on the court system, including the probation department, and on local health and human services, resulting from the increase in individuals sentenced to community supervision and treatment alternatives supported by ARI funds. Describe changes in caseload sizes, treatment bed capacity vs. need, or necessary resources for managing violations of community supervision. Detail how the plan addresses this impact.

- f. Describe the plan to incorporate community involvement to build awareness and support of the ARI program and aid in participant reintegration. There are numerous benefits of community involvement in the justice system including collaborative prevention strategies, increased trust in government, and decreased pressure on public budgets. Examples of community involvement in ARI programs include restorative justice practices, such as community restorative boards; community service projects with local civic and business organizations; mentoring programs; and faith-based involvement. For an overview of community involvement strategies, see “[\*Bridges to Justice: A Community Engagement Toolkit for Adult Diversion Programs.\*](#)”

**\*\*Logic Model\*\***

- g. Provide as an attachment a logic model with the program’s inputs (stakeholders, resources); outputs (activities, participation); and outcomes (short-term, intermediate, long-term) in pursuit of the overall ARI goal of reducing prison use. For more information on logic model development, go to “[\*Logic Models: Practical Planning to Reach Program Goals\*](#)” on ICJIA’s [Research Hub](#). Appendix A includes logic model template instructions and a fillable form.
- h. Complete the implementation schedule below, defining each step in the implementation and operation of the proposed program including the staff position responsible for each task and a target date for completion. Include such detail as will guide internal and external monitoring of implementation progress; for example, list all services, goods, products, work product, data, items, materials and property to be created, developed, produced, delivered, performed, or provided (deliverables); and/or important events that must occur at specific points throughout the term to effectively achieve goals (milestones). Add additional lines as necessary.

<b>Task</b>	<b>Staff Responsible</b>	<b>Date Task will be Completed</b>
<i>Example: Convene meetings</i>	<i>Coordinator</i>	<i>Ongoing</i>
<i>Example: Hire program staff</i>	<i>Coordinator</i>	<i>Month 2</i>
(Required) Submit quarterly data report to ICJIA/ARI		15 <sup>th</sup> of the month following the end of the quarter
(Required) Submit monthly fiscal reports to ICJIA/ARI		15 <sup>th</sup> of the following month
(Required) Submit close-out report and documentation to ICJIA/ARI		

## 7. Goals, Objectives and Performance Metrics – 10 Points

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

**Goal:** Reduce the number of individuals committed to prison from the identified target population by 25% based on the average number of commitments in the prior 3 years.

1. Provide the number in the total eligible population (2018-2020 average):
2. Define the target population (risk level, needs profile, offense class, offense type):
3. Provide the number in the target population, if different from #1 (2018-2020 average):
4. Calculate the baseline 25% reduction goal for the grant period (target population x 25%):
5. Estimate the number of new enrollments within the grant period (enrollment goal)\*:
6. Estimate the average length of time in the program, including early terminations (months):
7. Estimate the number of participants to be served within the grant period (service goal):
8. Estimate the number of program slots at any given time (program capacity):

*\*NOTE: The enrollment goal should be equal to or greater than the 25% reduction/diversion goal, per performance measurement definitions.*

Process Objectives	Performance Measures
Hold collaborative or multi-disciplinary team (MDT) meetings or staffing on a _____ basis to guide program implementation	<ul style="list-style-type: none"> <li>➤ Types of disciplines and roles on team</li> <li>➤ Number of meetings held per quarter</li> <li>➤ Number of meetings with majority attendance</li> </ul>
Provide _____ hours of training for staff and team members in evidence-based practices, reporting and data submission	<ul style="list-style-type: none"> <li>➤ Number of training hours</li> <li>➤ Types of training</li> <li>➤ Number of staff trained</li> </ul>
Identify, assess and enroll appropriate target population assuring that at least <b>80%</b> of those enrolled are moderate to high risk	<ul style="list-style-type: none"> <li>➤ Number of participants referred</li> <li>➤ Number of participants assessed</li> <li>➤ Number of participants enrolled in the program</li> <li>➤ Number of participants accepted into the program at each risk level: high, medium, low</li> </ul>
Based on assessed risk and needs, develop individualized service plans for <b>100%</b> of participants and connect participants to appropriate services and supervision levels according to evidence-based practices	<ul style="list-style-type: none"> <li>➤ Number of participants with completed assessments</li> <li>➤ Number of participants with written service plans</li> <li>➤ Number of participants receiving evidence-based services according to assessed need</li> <li>➤ Number of participants engaged in cognitive-behavioral therapy</li> </ul>
Monitor participant compliance and progress <ul style="list-style-type: none"> <li>• _____ face-to-face meetings per month</li> <li>• _____ ratio of incentives to sanctions</li> <li>• Other: _____</li> </ul>	<ul style="list-style-type: none"> <li>➤ Average number of monthly face-to-face participant and probation officer meetings</li> <li>➤ Number of sanctions for negative behavior</li> <li>➤ Number of incentives for positive behavior</li> <li>➤ Number of participants at each level or phase</li> <li>➤ Average monthly caseload of program staff</li> </ul>

Meaningfully engage the community _____ times per _____	<ul style="list-style-type: none"> <li>➤ Number of meetings with community members</li> <li>➤ Number of presentations in the community</li> </ul>
Maintain capacity to collect and submit performance measurement data <ul style="list-style-type: none"> <li>• At least <b>.25</b> FTE staff dedicated to program and data coordination</li> <li>• _____% on-time, complete and accurate submissions</li> </ul>	<ul style="list-style-type: none"> <li>➤ Number of times data submitted on time</li> <li>➤ Number of times data submitted are complete</li> <li>➤ Number of times data submitted are accurate</li> <li>➤ Number of times data submitted contain all mandatory data elements</li> </ul>
Other process measures (optional):	Other performance measures:
• _____	➤ _____
<b>Outcome Objectives</b>	<b>Performance Measures</b>
At least <b>25%</b> of individuals from the target population will be diverted from prison	<ul style="list-style-type: none"> <li>➤ Number enrolled</li> <li>➤ Number active</li> <li>➤ Number completed program requirements</li> <li>➤ Number revoked to jail</li> <li>➤ Number revoked to IDOC</li> <li>➤ Number revoked to other</li> <li>➤ Number of other outcomes (transfers, deaths)</li> </ul>
_____ % of program participants will make restitution for crimes committed and harm done to victims and their communities	<ul style="list-style-type: none"> <li>➤ Number ordered to complete a restorative justice process</li> <li>➤ Number completing a restorative justice process</li> <li>➤ Number of community service hours</li> <li>➤ Number ordered to pay restitution</li> <li>➤ Average amount of restitution ordered</li> <li>➤ Number who paid restitution</li> <li>➤ Average proportion of restitution paid</li> </ul>
<u>Other statutory metrics</u> (include if ARI funding used to provide services for these objectives): <ul style="list-style-type: none"> <li>• Employment objectives: _____</li> <li>• Education objectives: _____</li> </ul>	<ul style="list-style-type: none"> <li>➤ Number of participants employed (beginning and end of program)</li> <li>➤ Number of job referrals</li> <li>➤ Number of job placements</li> <li>➤ Number of participants achieving educational advancement</li> </ul>
<u>Other outcome metrics</u> (include if ARI funding used to provide services for these objectives): <ul style="list-style-type: none"> <li>• Housing objectives: _____</li> <li>• _____</li> </ul>	<ul style="list-style-type: none"> <li>➤ Number of housing referrals</li> <li>➤ Number of housing placements</li> <li>➤ Number of participants reporting stable housing</li> </ul>

- b. Describe the coordination and supervision infrastructure to ensure the proposed ARI program will meet the stringent requirements of evidence-based implementation with fidelity, data collection, and reporting.

***Applicants are required to dedicate at least a .25 full-time equivalent (FTE) staff position to coordinate and fulfill program requirements. Explain how that coordinator will be involved in the program.***



## 8. Cost-Effectiveness and Certification – 10 Points

- a. Calculate the cost per person served and cost per person diverted demonstrating cost-effectiveness and the potential for state savings from local alternatives to incarceration.

Cost-Effectiveness – SFY22 Proposed	
<b>Cost per person served</b> Total budget divided by service goal	
<b>Cost per person diverted</b> Total budget divided by 25% reduction goal for grant period	

- b. If operating a problem-solving court (drug, mental health, veterans, etc.), indicate efforts to attain Administrative Office of Illinois Courts certification:
- ☐ Certification received (date received:          ). Please provide documentation.
  - ☐ Certification in process (date expected:          ). Describe any relevant factors:
  - ☐ Certification denied (date denied:          ). If denied, describe next steps:

## 9. Budget Detail & Budget Narrative – 5 Points

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

Completed NOFO Application materials should be zipped in a single folder. Each individual document should be named following naming conventions listed on page 20 of the NOFO instructions and emailed to [CJA.AdultRedeployNOFO@illinois.gov](mailto:CJA.AdultRedeployNOFO@illinois.gov). Please review the submission checklist on page 1 in NOFO Instructions. All materials must be received by: **11:59 p.m. on January 18, 2022.**

**Prepared by:**

(Name & title; no actual signature required)

## APPENDIX A: Logic Model Templates

### Instructions:

#### [Program Name]

A logic model depicts relationships between available resources, activities, outputs, assumptions, and outcomes of a program. It helps spark a discussion about program goals and conceptually and visually maps out the relationship between a program's activities and its intended effects. Listing intermediate goals, assumptions, and external factors is optional, but often beneficial. For more information visit [www.icjia.org](http://www.icjia.org) and <https://bit.ly/2YrpOjr>.

INPUTS		OUTPUTS	GOALS/OUTCOMES		
<b>Stakeholders/ Resources</b> [Personnel, finances, and other resources that are put into a program to support its activities.]	<b>Activities</b> [Actions performed by the program to achieve desired outcomes.]	<b>Output Measures</b> [Ways to quantify how program activities are carried out. These can help when determining if program implementation was successful.]	<b>Short-term</b> [Expected immediate outcomes of successful program activities that are most achievable and straightforward to measure (e.g. within weeks or months).]	<b>Intermediate</b> [Expected outcomes of successful program activities that take longer to measure (e.g. within months) and are slightly more difficult to achieve.]	<b>Long-term</b> [Expected outcomes of successful program activities that take the longest to measure (e.g. within several years) and are significantly more difficult to achieve.]
<b>Assumptions:</b> [Key beliefs about the program and its processes/resources that, if not true, might impact the success of the program.]			<b>External Factors:</b> [Critical environmental factors that can impact the success of the program.]		

**Fillable form:**

**Program:** \_\_\_\_\_ **(name)** \_\_\_\_\_ **Logic Model**

**Situation:** \_\_\_\_\_

<b>Inputs</b>	<b>Outputs</b>		<b>Outcomes -- Impact</b>		
	<i>Activities</i>	<i>Participation</i>	<i>Short</i>	<i>Medium</i>	<i>Long</i>

<b>Assumptions</b>
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<b>External Factors</b>
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