**Program Narrative Template for the**

**FY 2020 Correctional Adult Reentry Education, Employment, and Recidivism Reduction Strategies (CAREERRS) Program**

# Introduction: This template is designed to support you in successfully completing the program narrative section of the above referenced solicitation. This template guides you through each question that is part of the peer review process.

**Formatting Requirements:** The following pages have been properly formatted for you. Please do not change any of the formatting. The program narrative should be double-spaced, using a standard 12-point Times New Roman font with 1-inch margins. If you need to insert a table, your table may be single spaced.

**Page Limits:** Your program narrative may not exceed 20 pages. The following sections are part of the program narrative:

a. Statement of the Problem

b. Program Design and Implementation

c. Capabilities and Competencies

d. Plan for Collecting the Data Required for this Solicitation’s Performance Measures

Your program narrative should be numbered “1 of 20,” “2 of 20,” etc. Until you erase the text in red, your application may exceed 20 pages. Keep that in mind during your initial review.

# How to Use This Template as the Grant Writer: To maximize the chance that you score well in peer review, it is important to answer every question in this template in the order it appears. Do not rearrange questions in any way. If questions are repetitive, you must still answer them.

# Have a colleague review your answers against the question asked to ensure that your answer makes sense to an external reviewer other than yourself. Once you are comfortable with your answers, erase this front page and all text that is red and/or highlighted. Double check to make sure you have not exceeded 20 pages once you have removed all the red text and this front page.

You should allocate your 20 pages in a way that reflects the scoring of each section. You should allocate several pages of your applications to sections worth the highest percentage of your score.

**Description of the Issue**

**This section accounts for 10 percent of your overall score.**

Describe the current process, including timing, tools used, and staff responsible, for assessing incarcerated individuals for their educational attainment needs, job readiness, and criminogenic risk and needs.

Describe the range and type of educational and employment-related services currently available to incarcerated individuals in correctional facilities.

Discuss how individuals are currently prioritized for educational programming and employment-related services in correctional facilities.

To the extent that data are available, discuss what percentage of people who are assessed as needing educational and employment-related services currently receive them.

Name, justify, and describe the communities to which offenders will return upon release from incarceration.

Document the job market analysis conducted by the applicant or the process that will be used to identify which industries and job types are in demand by local employers.

Document any existing partnerships with specific employers or groups of employers.

Discuss any existing or proposed partnerships with educational, vocational or employment training organizations.

Discuss the physical and programming space available within the correctional facilities to support the proposed educational, vocational, and/or employment-related training.

**Project Design and Implementation**

**This section accounts for 40 percent of your overall score.**

Describe in detail how any program-specific priority considerations specified in this solicitation have been met. In FY 2020, priority consideration will be given to applications as follows:

* Applications that provide for assessment of local demand for employees in the geographic areas to which offenders are likely to return.
* Applications that propose to conduct individualized reentry career planning upon the start of incarceration or post-release employment planning for each offender served under the grant.
* Applications that demonstrate connections to employers within the local community.
* Applications that propose to track and monitor employment outcomes. To receive priority consideration under any of these program-specific priority areas, applicants must specify, in the program narrative, how the applicant will address the priority.

If your application offer enhancements to public safety in economically distressed

communities (Qualified Opportunity Zones), note it here. For resources on QOZs, and for a current list of designated QOZs, see the U.S. Department of the Treasury’s resource webpage, accessible at https://www.cdfifund.gov/pages/opportunity-zones.aspx.

If your application addresses specific challenges that rural communities face, note it here. You must describe what makes the geographic service area rural (using U.S. Census or other appropriate government data; for assistance, applicants may wish to refer to https://www.census.gov/programssurveys/geography/guidance/geo-areas/urban-rural.html), how isolated the area is from needed services, and how they will address specific challenges in rural communities.

If your application meets the criteria below and is intended to benefit individuals who reside in high-poverty areas or persistent-poverty counties, note it here. For purposes of this priority consideration, the term ‘‘high-poverty area’’ means any census tract with a poverty rate of at least 20 percent as measured by the 2013–2017 5-year data series available from the American Community Survey of the Census Bureau (applicants may search by census tract at https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2017/) and the term ‘‘persistent poverty counties’’ means any county that has had 20 percent or more of its population living in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates (applicants may search by county at https://www.census.gov/data/tables/time-series/dec/censuspoverty.html and at https://www.census.gov/programs-surveys/saipe.html).

Address the Objectives, Deliverables, and Allowable Uses of Funds on page 4-5.

Objectives:

* Implement or expand educational, vocational, and employment programs for incarcerated juvenile and adult offenders that result in improved educational and employment outcomes, as measured by certifications and other credentials, diplomas, and jobs.
* Demonstrate increased collaboration between educational and workforce service providers and corrections, community supervision providers, and other reentry stakeholders.

Deliverables:

* Development of an action plan with input from BJA and an assigned technical assistance coach and submitted within six months of receiving final budget approval.
* A final report at the end of the project period.

Allowable Uses

1. Establish/improve/expand educational and vocational programming and services for incarcerated juveniles and adults, including competency-based learning over a range of services from literacy, high school diploma/equivalency, to labor market needs-informed vocational education.
2. Establish/improve/expand career training programs that are informed by the labor market needs in the geographic areas to which incarcerated individuals will return.
3. Continually assess local demand for employees in the geographic areas to which offenders are likely to return and adjust educational and employment goals accordingly.
4. Develop partnerships with local employers.
5. Conduct individualized reentry career planning programs at the start of incarceration or postrelease employment planning programs for program participants.
6. Subsidize wages or other employment costs as part of a career training program.
7. Provide transitional services to assist in the reintegration of offenders into the community.
8. Train corrections and service provider leadership and staff in CAREERRS programming.
9. Track and monitor employment outcomes

Discuss adherence to the restriction of internet access within correctional settings to ensure public safety and facility security.

Describe in detail the target population to receive services, including the number of people to receive services and any demographic distinctions.

Discuss whether services will be prioritized for people assessed as being at greater risk to recidivate and if so, how other criminogenic needs will be met.

Describe the educational, vocational, and/or employment-related services to be provided.

Describe where and by whom services will be provided, including if services will be provided by facility or partner agency staff; educational, vocational, and/or employment- related partners, or by contracted or in-kind service providers.

Discuss the process the applicant will use to identify and enroll potential participants and to match services to their identified needs.

Describe how educational/vocational/employment-related service providers and corrections operational and security staff will appropriately share information about offenders’ risk/needs/readiness/participation in programs.

Discuss transitional services to be provided to offenders upon release from incarceration into the community, who will provide those services, and how information will be collected about them.

If applicable, describe the partnership with an evaluator.

Identify and define the baseline recidivism rate for the target population.

State the intended ratio between instructors and participants.

Describe any training curriculum components and methods of delivery.

If a program currently exists, describe the program costs and recidivism rates of participants. If no program currently exists, detail how the program plan will be based on research that reduces recidivism.

Describe how the program proposed in this application will interface with the existing reentry process

**Capabilities and Competencies**

**This section accounts for 25 percent of your overall score.**

Describe the organizational structure, capabilities, and competencies of the applicant and other key partners.

Describe the management structure and staffing of the project, identifying the agency responsible for the program and the grant coordinator.

Describe the competencies/qualifications of individuals who will provide the educational, vocational, employment-related services, and other services, including transitional services.

Discuss the history of collaboration with proposed partners: the extent to which the applicant is able to demonstrate partnership(s) with institutional and/or community corrections agencies, access to participants within correctional facilities prior to release, and partnerships with institutional and/or community corrections agencies and educational and vocational providers to share data for performance measurement purposes will be key factors in assessing the strength of the application.

**Plan for Collecting the Data Required for this Solicitation’s Performance Measures**

**This section accounts for 15 percent of your overall score.**

Describe the plan to track program outcomes for at least 12 months following release of program participants from incarceration. The plan should include:

* Identification of objectives for program development, implementation, and outcomes.
* A description of how performance will be documented, monitored, and evaluated, and identify the impact of each strategy once implemented.
* Identification of the data and information that will be collected, and by whom.

Describe the process for assessing the program’s effectiveness through the collection and reporting of the required performance metrics data.

Discuss how the program will be sustained after federal funding ends.