

FY 2010

United Way for Southeastern Michigan



REQUEST FOR PROPOSALS

TO PROVIDE

- (1) IN REACH/ CASE MANAGEMENT
- (2) HOUSING AND HOUSING PLACEMENT ASSISTANCE
- (3) FAITH-BASED MENTORING
- (4) DOMESTIC VIOLENCE SERVICES/VICTIM SERVICES AND PREVENTION
- (5) SHORT TERM HOUSING, CASE MANAGEMENT AND LONG-TERM HOUSING REFERRAL ASSISTANCE TO SPECIAL NEEDS POPULATIONS (SEX OFFENDERS)
- (6) TRANSITIONAL JOBS AND JOB PLACEMENT SERVICES
- (7) FAMILY REUNIFICATION SERVICES
- (8) LEGAL SERVICES

FOR WAYNE COUNTY

Issue Date: July 10, 2009

Proposals Due: August 17, 2009

Bidder's Information Session:

July 17, 2009

1:00 p.m. - 3:30 p.m.

United Way for Southeastern Michigan

660 Woodward, Suite 300

Detroit, MI 48226

(Validated Parking Provided - Note instructions on Page 5)

Please Direct All Inquiries Related To This RFP Via The Following Web Link:

www.uwsem.org/mpri

(Important: All questions and subsequent responses to those questions will be posted at the above web link – please check the web link frequently for all updated information regarding this RFP. In the case of any discrepancies between the information provided in this printed version and updates posted on the web link – all changes posted on the web link shall prevail. All questions, concerns or inquiries regarding this RFP must be submitted in writing at www.uwsem.org/mpri. All questions posted by August 11, 2009 at 5:00 p.m. will receive a response posted at the above web link)

RFP Point of Contact:

Tamela R. Aikens, MPRI Community Coordinator

313-226-9425

MPRI

Request For Proposals

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Background: Michigan Prisoner ReEntry Initiative

In 2005, the State of Michigan, initiated the Michigan Prisoner Reentry Initiative (MPRI). The mission of the MPRI is to reduce crime by implementing a seamless plan of services and supervision developed with each offender—delivered through state and local collaboration—from the time of their entry to prison through their transition, reintegration, and aftercare in the community. Michigan’s approach to reduce crime by former prisoners who are re-entering society is a comprehensive model of prisoner transition planning and is implemented in all of Michigan’s 83 counties through 18 regional community sites.

MPRI goals are to:

- ❖ Promote public safety by reducing the threat of harm to persons and their property by released offenders in the communities to which those offenders return.
- ❖ Increase success rates of former prisoners by fostering effective risk management and treatment programming, accountability, and community and victim participation.

Three phases make up the MPRI: *Getting Ready*, *Going Home*, and *Staying Home*.

Phase I: Getting Ready. This is the institutional phase and represents the details of events and responsibilities that occur from the time the offender enters prison until the parole decision is made. During this phase, prison staff use an assessment and classification tool called the Correction Offender Management Profiling for Alternative Sanctions (COMPAS) to measure each prisoner’s risks, needs, strengths, and weaknesses. This assessment is then used in combination with prisoner input to create a Transition Accountability Plan (TAP). This plan specifies programs, treatments, and interventions that will enable the prisoner to succeed in returning home and reintegrating into the community.

Phase II: Going Home. The TAP is updated as needed during Phase II and is reworked into a collaborative, prisoner-centered plan involving each prisoner, prison staff, parole agents, and human services providers in the community. At this phase, both the community and the prisoner are mutually preparing for the offender’s release by discussing and verifying the offender’s needs, such as housing, employment, substance abuse prevention and intervention, and clothing. The TAP describes actions that will prepare the offender for release, defines the terms and conditions of that release, and specifies the supervision and services the offender will receive in the community. During this phase, each prisoner meets with his or her transition team, who discuss and confirm the TAP and provide appointment dates and service-provider contact information.

Phase III: Staying Home. While under community parole supervision, the former prisoner, his or her parole officer, and the human service providers connected with the aftercare plan, work together to ensure that the parolee successfully completes the parole term. The parolee and the community-based service providers also prepare for the end of parole, when these providers will take over the case [i.e., without the involvement of the Michigan Department of Corrections (MDOC)] by providing a continuum of care that includes mentoring, development of positive social networks, and constructive community involvement.

Information and details about the Michigan Prisoner Reentry Initiative can be found at www.michpri.com.

Contract Services Sought Under this RFP

United Way for Southeastern Michigan (UWSEM) (on behalf of Wayne County MPRI) is seeking detailed and comprehensive proposals from qualified bidders detailing their proposed service response to any one or all of the following eight (8) service areas:

- (1) IN REACH/ CASE MANAGEMENT**
- (2) HOUSING AND HOUSING PLACEMENT ASSISTANCE**
- (3) FAITH-BASED MENTORING**
- (4) DOMESTIC VIOLENCE SERVICES/VICTIM SERVICES AND PREVENTION**
- (5) SHORT TERM HOUSING, CASE MANAGEMENT AND LONG-TERM HOUSING REFERRAL ASSISTANCE TO SPECIAL NEEDS POPULATIONS (SEX OFFENDERS)**
- (6) TRANSITIONAL JOBS AND JOB PLACEMENT SERVICES**
- (7) FAMILY REUNIFICATION SERVICES**
- (8) LEGAL SERVICES**

*** Please refer and pay close attention to the minimum qualifications set forth in this RFP. Bidders may bid on one or more of the eight (8) service areas, but must submit separate and complete proposals for each service on which they are bidding.**

Each envelope/box/container submitted must contain the complete proposal packet and six copies for only one service area. Do not submit responses to more than one service area in the same envelope/box/container.

It is the bidder's responsibility to clearly identify which service area they are bidding on, this should be noted prominently on the outside of the packaging and on the Proposal Cover Sheet.

The minimum qualifications are applicable to all service areas.

Desired Outcome

The desired outcome of the MPRI Wayne County is to promote public safety and reduce recidivism.

Proposal Submission

All proposals are due on or before August 17, 2009 at 5:00 p.m.

Proposals must be mailed or hand-delivered to:

**MPRI Wayne County Proposals
c/o Jacqueline Jones
United Way for Southeastern Michigan
660 Woodward, Suite 300
Detroit, MI 48226**

No late proposals will be accepted. If proposals are mailed they must be received by the deadline. No emails or faxes will be accepted. No proposals will be accepted by the Wayne County MPRI office. No proposals will be accepted by the Michigan Department of Corrections offices.

Costs incurred in preparation of a Response to this RFP will not be reimbursed by United Way for Southeastern Michigan. All sections of the Proposal must be complete and the signature of the authorizing agent must be on the cover page. Incomplete Proposals will be deemed non-responsive and will be discarded.

Funding is contingent upon fund availability and approval of the Wayne County MPRI Comprehensive Plan by the Michigan Department of Corrections. Contracts for this RFP will be for the period of October 1, 2009 through

September 30, 2010. Contracts may be extended for a one year term, at the discretion of the MPRI Steering Team and United Way for Southeastern Michigan. The budget for an extended contract will depend upon MPRI funding availability and service priorities, and may differ from the original.

Bidder's Conference

A Bidder's Information Session will be held on July 17, 2009 from 1:00 pm until 3:30 pm at the following location:

United Way for Southeastern Michigan
660 Woodward Ave, Suite 300
Detroit, MI 48226

Attendance at the Bidder's Conference is **not** mandatory. **However, all attendees MUST complete a Bidder's Conference Registration Form in order to be admitted into the Bidder's Conference.** A Registration Form is attached to this Bidder's Packet and will also be available at the door.

All questions and subsequent responses to those questions will be posted at www.uwsem.org/mpri – please check the web link frequently for updated information regarding this RFP. In the case of any discrepancies between the information provided in this printed RFP and updates posted on the web link – all changes posted on the web link shall prevail. Questions posted by August 11 at 5:00 pm. will receive a response posted at the above web link).

Parking Instructions

Free Parking is available at the 2 Detroit Center Garage located at 160 E. Congress (near Randolph). You must enter the parking structure off of Congress St., which is a westbound, one-way street. Upon entering the garage, please pull a ticket and proceed to park in any area that is not designated as reserved. Be sure to present your parking ticket to UWSEM Front Desk Security for validation. It must be validated before you leave the United Way building to ensure that the cashier does not charge you a parking fee when you exit the structure.

Pertinent Dates

July 9, 2009 - Release of RFP

July 17, 2009 Bidder's Conference 1:00 pm - 3:30 pm

August 11, 2009 - Last date to post questions regarding the RFP - no later than 5:00 pm

August 17, 2009 - RFP submission deadline - no later than 5:00 pm

September 4, 2009 - Notifications mailed

September 30, 2009 - Contract negotiations complete; contracts finalized

***The following information is applicable to ALL SERVICE AREAS**

Minimum Qualifications for all Bidders

Community and faith-based public or private non-profit organizations are encouraged to apply. Organizations must meet or exceed all of the following criteria in order to be considered as a possible contractor:

1. Non-profit status under Internal Revenue Code. **IRS DETERMINATION LETTER MUST BE ATTACHED TO RFP RESPONSE**
2. Be fiscally sound as verified through independent audit within the past two years from the date of RFP response. **MUST BE ATTACHED TO RFP RESPONSE**
3. Maintain a clear management structure as proven through an organizational chart, and a Board of Directors. **MUST BE ATTACHED TO RFP RESPONSE**
4. Have an organizational mission that is service-oriented.

5. Demonstrated experience providing services to parolees and similar moderate-to-high risk criminal justice system participants.
6. Demonstrated history and experience in providing reintegration assistance to former prisoners with a clear understanding of the housing, employment, and sobriety challenges faced by this population.
7. Verification of an existing service delivery location within Wayne County that has the capacity and minimum operational requirements to implement services immediately upon contract award.

Any RFP Response submitted without the above attachments, and/or not meeting the minimum qualification standards will be disqualified.

Any collaboration of two or more entities must clearly provide the following information in the narrative portions of the RFP:

- Identify the lead agency for the collaborative partnership (must meet the 7 minimum requirements).
- State the roles and responsibilities of each collaborator and how long the collaboration has been in existence.
- Include an organizational chart for each organization and for the collaboration.
- Describe how funds will flow within the collaboration.
- Identify the qualified fiscal agent for the collaborative partnership, if different than the stated lead agency.

Requirements of Contractors

UWSEM (on behalf of MPRI Wayne County) seeks proposals that demonstrate the respondent's ability to develop and implement an outcome oriented approach to improving community safety and the reintegration success of former prisoners. Each Bidding Organization will indicate its agreement to the following stipulations by its signature on the Proposal Coversheet.

1. All contractors will be required to provide prompt and immediate notification to the Wayne County MPRI Community Coordinator, the Fiduciary, and/or Parole Agent of any problems and/or circumstances relating to their delivery of services that may in any way negatively impact the parolee, the safety of the community and/or the integrity of Wayne County MPRI.
2. Each contractor will actively participate on the MPRI Wayne County Transition Team, and direct-service staff must be present at the MPRI Wayne County In Reach Sessions. (*Reference Appendix A for MPRI structure*)
3. Programs and services are to be delivered under the MPRI model, the Wayne County MPRI Comprehensive Plan, and supported by evidence-based practice. The contractor will identify each program or service as part of MPRI.
4. Each contractor will maintain an offender record management system which protects offender confidentiality and provides a complete record of program activity for each offender.
5. Each contractor is required to participate in a local and/or state-wide evaluation process and provide any necessary data/information requested by the Community Coordinator to meet the goals of said evaluations.
6. Each contractor is required to have computers and email access. Each contractor is required to have accurate accounting records that adequately identify the source and application of funds it receives, including MPRI dollars. To meet this requirement, each contractor should have an accounting system which captures a chart of accounts, a cash receipts journal, a cash disbursement journal, a payroll journal and a general ledger. In addition to this information, your agency's files should contain complete copies of all pertinent reimbursement requests (including supporting documentation), bank statements, cancelled checks or check copies, and other pertinent disbursement records.
7. Each contractor must comply with all applicable federal, state, and local laws and regulations relevant to the services provided under this RFP. All persons entering MDOC correctional facilities, or parole locations for MPRI service delivery must be LEIN cleared.
8. Service providers must agree to use the established MPRI Wayne County referral processes and to providing timely progress reports to UWSEM, and/or the Community Coordinator. In addition, providers must agree to provide relevant progress information to the supervising parole agent, MDOC official when requested.

Data Collection Requirements:

All MPRI contractors shall collect (at minimum) the following data while under contract with UWSEM:

- Number of persons referred
- Number of participants placed into safe, affordable housing
- Number of participants linked to service providers
- Number of participants linked to faith-based mentoring partners
- Number of participants assisted with identification restoration assistance
- Number of participants completing/participating in on site soft skills, financial literacy training
- Monthly data collection reports detailing all services provided to participants
- Monthly progress reports to parole agents
- Number of participants who, after six months of entry into programming, are living in:
 - Their own apartment, room, or house
 - someone else's apartment, room, or house
 - a residential treatment facility
 - a parent's or relative's home
 - other housing
- Number of participants who were assigned a mentor.
- Of these, the number who communicated with their mentor a least monthly after six months

Mandatory Reporting of Outcomes:

- Percentage of clients actively case managed and receiving services monthly
- Percentage of clients enrolled in public medical benefits
- Percentage of clients screened for other public benefits
- Percentage of clients enrolled in other public benefits
- Percentage of clients retained in program (actively) after three months
- Percentage of clients retained in program (actively) after six months
- Percentage of clients retained in program (actively) after nine months
- Percentage of clients retained in program (actively) after twelve months
- Percentage of clients completing structured life skills program
- Percentage of clients completing structured job skills training program
- Percentage of clients who obtained employment through contractor referral
- Percentage of clients who obtained employment on their own
- Percentage of clients who remained employed (in one or more jobs) for six months
- Percentage of clients who remained employed (in one or more jobs) for nine months
- Percentage of clients who remained employed (in one or more jobs) for twelve months
- Percentage of clients actively case managed and receiving services who test positive for illegal substances after three months
- Percentage of clients actively case managed and receiving services who test positive for illegal substances after six months
- Percentage of clients actively case managed and receiving services who test positive for illegal substances after nine months
- Percentage of clients actively case managed and receiving services who test positive for illegal substances after twelve months
- Percentage of clients detained for a parole violation
- Percentage of clients actively case managed and receiving services re-incarcerated for a new offense
- Additional data as requested by UWSEM

Instructions for Complete and Responsive Proposals

In order to be considered complete, a proposal package must consist of:

1. IRS non profit Determination Letter.
2. Latest independent audit within the past two years from the date of RFP response.
3. Description of organization's management structure, depicted in an organizational chart; list of Board of Directors, copy of Articles of Incorporation, and copy of By-Laws.
4. Organization's mission statement.
5. The original completed Proposal Coversheet signed by the Authorized Representative on top of the Proposal packet and six (6) unbound copies of all (including the Proposal Coversheet).
6. Complete Proposal Narrative (all sections completed and in the order listed in the "Proposal Narrative"- please use the provided headings, please restate each question, and provide a response).
7. Typed and double spaced proposal. Each page must be numbered. Proposals cannot exceed 15 pages. (NOT INCLUDING ATTACHMENTS)

ATTACHMENTS:

- Resumes of each person identified on the proposal to perform the work and/or detailed job descriptions including minimum qualifications for any positions that are vacant in the proposal budget.
- A detailed Flow Chart that provides a visual depiction of how a client will move through your organization's services and coordination of services from intake to case closure.
- Letters of Reference

Any RFP Response that does not strictly adhere to the above instructions will be deemed non-responsive and will be discarded.

- SUBMIT THE ORIGINAL AND SIX (6) UNBOUND COPIES OF YOUR COMPLETED PROPOSAL PACKAGE.

Each envelope/box/container submitted must contain the complete proposal packet and six copies for only one service area. Do not submit responses to more than one service area in the same envelope/box/container.

It is the bidder's responsibility to clearly identify which service area they are bidding on, this should be noted prominently on the outside of the packaging and on the Proposal Cover Sheet.

Recruitment & Referral

Eligible MPRI participants will have an in-reach session with the Wayne County MPRI In-Reach Team. Providers will be required to have at least one (1) staff member attend these sessions. According to the Michigan Department of Corrections, Planning and Community Development Administration Office of Offender Re-entry, MPRI funding is to be used to service participants in the following priority order:

- MPRI prisoners from designated in-reach facilities
- Prisoners participating in the Mental Health ReEntry Demonstration Project
- Other specially-designated prisoners as defined by the Office of Offender ReEntry

- Prisoners discharging on their maximum sentence, where practicable

All program participants must meet the above eligibility in order to be eligible for MPRI Wayne County-funded programs and services. Referrals for MPRI services will come from: 1) transition team visits; 2) direct parole agent referral; 3) MPRI contract partner referral; and/or 4) MPRI staff direct referral.

Proposal Evaluation Criteria (for all service areas)

Each proposal has a maximum rating of 100 points. UWSEM, the Co-Chairs of the MPRI Wayne County Steering Team, the MPRI Community Coordinator, and/or others designated by UWSEM, will review proposals. The Proposals with the highest point rating will be recommended for contract negotiation. UWSEM reserves the right to reject any or all Proposals received, or to seek other solutions through a different RFP or through the re-issuance of this RFP.

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IN REACH/ CASE MANAGEMENT

(1) IN REACH/ CASE MANAGEMENT

Prison In-Reach and Transition Accountability Plans (TAP) Development/ COMPAS Assessment; and Comprehensive and Coordinated Case Management Services with Onsite Support Training and Services

Wayne County MPRI's case management strategy will begin in the correctional facility with a participant assessment that measures both risk to re-offend, and criminogenic needs (COMPAS). COMPAS will be utilized to develop each prisoner's Transition Accountability Plan (TAP). Review of the TAP in relation to the COMPAS assessment will be the basis for what areas and for whom resources should be primarily focused. **More specifically, during the in reach process, those prisoners who are identified as higher-risk will rank highest in priority for MPRI Wayne County resources and services.**

Engagement by MPRI-funded case management providers will begin at the time of the in reach sessions, and may consist of follow up transition team/in reach activity. The restoration of identification, pre-screening and eligibility for public entitlements, reentry preparation through workshops on housing options, job preparedness, and transportation solutions will begin prior to release and continue upon release through transition team, MPRI contract partners, and correctional facility staff collaboration. Workshops conducted at the correctional facilities, prior to release, will be conducted by community partners, designated MPRI contractors, and/or transition team members. The successful bidder will be required to provide and document regular follow up on all referrals made on behalf of each MPRI participant it serves. All of the service referrals (including name of organization, contact information, and referral outcome) must be clearly documented by the case management agency in all case summaries and files as a condition of contract services.

Each client/participant will require a distinct level of services that necessitate intensive coordination of the delivery of services and directed case management. The areas identified by the local Comp Plan for coordinated direct service or referral include:

- Short Term/Intermediate/Permanent Housing Placement (among MPRI Contractors, as well as community-based housing providers)
- Workforce Development Services (among MPRI Contractors, as well as existing Michigan Works! agencies)
- Substance Abuse Treatment (among MDOC Contractors, as well as community-based providers as eligibility permits)
- Mental Health Treatment (among MDOC-funded Contractors, as well as community-based providers as eligibility permits)
- Transportation Assistance (provided by MPRI funding, as well as other local, state and federal transportation assistance programs)
- Health Care Services (Public resources as eligibility permits)
- Family Support Services (among MPRI Contractors, as well as community-based providers as eligibility permits)
- Life Skills Programs (in addition to those provided on site, if necessary) (among MPRI Contractors, as well as community-based providers as eligibility permits)
- Adult Education (Public resources as eligibility permits)
- Domestic Violence Services (among MPRI Contractors, as well as community-based providers as eligibility permits)
- Sex Offender Services (among MDOC and/or MPRI Contractors, as well as community-based providers as eligibility permits)
- Victim Services (among MDOC and/or MPRI Contractors, as well as community-based providers as eligibility permits)
- Entitlement Programs (among MDOC and/or MPRI Contractors, as well as federal, state and local agencies as eligibility permits)
- Securing of Identification

MPRI funding will be utilized to provide direct reimbursement to MPRI designated contractors for the following:

- **Approved expenses utilized to obtain birth certificates, identification, records necessary for identification restoration, sex offender registration fees, etc.**
- **Approved expenses utilized to provide day-to-day transportation assistance for MPRI clients as deemed necessary and appropriate.**
- **Approved expenses utilized to assist dually-diagnosed former prisoners with obtaining needed medications (while awaiting public benefits).**
- **Approved expenses utilized to assist former prisoners with obtaining needed medications (while awaiting public benefits).**
- **A maximum of \$500 in payments for MPRI participants to participate in/enroll in recovery-focused programs and/or trainings where it is established that the MPRI participant does not meet existing eligibility for the provider to provide recovery services to him/her.**

Proposal Narrative

The Proposal Narrative must consist of the following four (4) sections in the prescribed order and must contain the headings as provided in this Proposal Narrative format. *(Feel free to cut and paste)*

I. Concise Description of Services and Organizational Capacity 50 Points

A. *Prison In-Reach/TAP Development/ COMPAS Assessment (10points)*

Prison In-Reach and Transition Accountability Plans (TAP) development will consist of individual meetings with incarcerated MPRI designated men and women. These in reach sessions will be conducted primarily via video conference at an MDOC office located in Detroit, MI. The majority of the MPRI designated participants that will be served under this RFP are incarcerated at either Ryan Correctional Facility, Mound Correctional Facility (both in Detroit); Cooper Street Correctional Facility in Jackson, MI; and Huron Valley's Women Facility in Ypsilanti, MI. Each in reach session will focus on each prisoner's COMPAS assessment and the needs identified in his/her Transition Accountability Plan. The successful contractor(s) will work with the parole agents, the MPRI coordination team, and MPRI resource partners to ensure prompt and consistent service delivery to participants beginning prior to release.

1. Describe your organization's experience with developing case plans for former prisoners or ex-offenders. *Prior in reach experience is not a requirement.*

B. *On-site programming and curriculum-based training (10 points)*

In Reach and Case Management providers must incorporate a clear plan for programming and/or curriculum-based training (on-site at their place of service delivery) that promotes MPRI Wayne County's goal of transforming each participant's life by encouraging a drug-free lifestyle – deliberately focusing on helping them discover ways of dealing with idle time, building relationships with drug-free associates, adjusting to the routines of day-to-day living, and re-affirming their place in society.

1. Detail your organization's capacity and ability to conduct on-site training/curriculum-based programming to address the diverse needs of returning offenders.
2. List the specific areas of focus for on-site training/programming, and detail how the training program is based on current research and evidence-based interventions.
3. Detail the tentative schedule of programs, including frequency, maximum participant capacity, etc.
4. Does your proposed training program foster successful rehabilitation and reintegration into the community? Yes or No If YES, please detail how.
5. Does your proposed training program promote an overall positive work ethic, respect for others, and a sense personal responsibility in participants? Yes or No If YES, please detail how.

6. Does your proposed training program promote positive development of family and community relationships, social and life skills? Yes or No If YES, please detail how.
7. Does your proposed program provide linkages to recovery-based programs and activities? Yes or No If YES, please detail how.
8. Briefly describe your organization's facilities in terms of location, physical condition, and accessibility to its clients, as well as disabled persons. Describe any equipment or other material resources that will be available to the MPRI participants/clients.

C. *Comprehensive and coordinated case management services (15 points)*

Comprehensive and coordinated case management functionality includes, but is not limited to: intake and assessment, one-on-one interaction, effective linkages to identified service needs, communication with parole agents, data management, communication with all who are involved with providing a continuum of care, the ability to locate resources, service eligibility determination, awareness of community resources, coordination of key information across multiple agencies/service providers, and thorough documentation of program and client services outcomes.

1. Describe your organization's previous experience in working with formerly incarcerated men and women. *(Limit to 100 words)*
2. Describe the goals associated with this previous service delivery.
3. Detail the performance outcomes that were achieved.
4. Describe your proposed intake process.
5. Describe how you will assess client needs (in addition to the COMPAS, TAP).
6. Describe how you will address client transportation issues.
7. Describe how you will make linkages to service providers throughout the community as necessary to meet the needs of each client.
8. Thoroughly detail how you will provide assistance in securing identification (i.e. Birth Certificate [if needed], Driver's License, State ID Card, Social Security Card, etc.).
9. Detail the internal procurement process for line level staff to obtain the necessary funds to pay for these documents on behalf of MPRI clients.
10. Describe how you will incorporate evidence-based strategies into your comprehensive case management services delivery *(See Appendix B)*.

D. *Housing Placement and Referral Assistance (15 points)*

HUD and MSHDA provide various options for eligible applicants, these programs are administered either locally or at the state level through the local municipality or MSHDA (i.e., Housing Choice Voucher Programs, the new Homeless Prevention and Rapid Re-Housing Program, homeless assistance programs, etc.) *Notably, there have been recently proposed state-wide changes to MSHDA's Housing Choice Voucher Program which will result in an MPRI applicant's certification of active participation in MPRI programming with designated transition team members. [These details will be widely distributed to all stakeholders once finalized].*

1. Describe (by name) the housing assistance programs, or other third-party payer entitlement programs (ex: Medicare, Medicaid, Section 8, SSI) that your organization has had experience with providing referral and navigation assistance to hard to serve populations? *(Please do not generalize - acceptable responses must list the name of the assistance program (specifically) and must detail how your organization assisted clients through eligibility, application process, receipt of assistance, etc.)*
2. Describe how you will provide housing placement and housing search assistance to each client.
3. Describe how you will assist clients with navigating through available rental assistance programs, and publicly-funded housing programs.
4. Describe how you will develop positive relationships with property owners to encourage renting to the formerly incarcerated (who have income and/or monthly entitlement support).

II. Staffing and Management

20 Points

1. Clearly identify by title and name, if known, the individual(s) responsible for each element of the delivery of services proposed in your Proposal.
2. Clearly demonstrate how their experience is relevant to the services they will provide.
3. How do they bring cultural, programmatic, victim-centered, and gender-responsive competencies to the service delivery area?
4. Who will be responsible for communicating with the MPRI Community Coordinator and the MDOC parole agents on service delivery?
5. Attach a job description and resume for each position involved in the service delivery areas described in your proposal.
6. Is your organization a member of the local Continuum of Care network? Yes or No
7. If YES, who is your agency designee at these CoC meetings?
8. In keeping with EBP (*see Appendix B*), what are your organization's core values relating to employee development?
9. For every staff person you listed under question 1 above, provide a list of all trainings he/she has attended in the past 12 months geared toward employee improvement/development/honing of their service craft. (This can include trainings conducted by your organization).
10. In keeping with EBP (*see Appendix B*), briefly detail how your organization works to achieve maximum staff performance.
11. If your agency is awarded a contract for services with MPRI, who will be the person responsible for training line staff and making them aware of the necessary contract performance/requirements?
12. If your agency is awarded a contract for services with MPRI, who will be the person responsible for submitting monthly invoices? Who will be the person responsible for submitting monthly required programming data? Who will be responsible for reporting MPRI participant participation?

III. Collaboration/Partnerships

10 Points

1. Describe your plan for formally interacting with collaborators, especially local, state and federally funded services in Wayne County and/or Detroit.
2. What are the current formal or informal partnerships/agreements/collaboration efforts you have that will further assist in the comprehensive delivery of services to the targeted population?
3. Please provide a minimum of five community service provider/public service agency letters of reference that speak to your organization's history of coordinating services among multiple providers consistent with reducing the barriers faced by former prisoners to successfully reintegrate back into the community.

IV. Program Outcomes

20 Points

1. Page 7 details the minimum service outcomes. Describe the methodology for tracking the required data and reporting the required outcomes. (Example: Each case manager will be responsible for conducting bi-weekly case conferences with partner agencies to track status of each participant)
2. How will you measure the success of your services. This detail should begin with the number of participants that will be served during the fiscal year and applicable outcomes relative your services provided. (*i.e. Maintain a ___% rate of clients who complete structured life skills program; _____. Maintain a ___% of clients who will remain employed (in one or more jobs) for nine months; No more than ___% of clients will be returned to prison for committing a new crime; No more than ___% of clients will test positive for illegal substances.*)

Payment Structure:

For every In Reach Session Attended - \$250

One time payment for every unduplicated client - \$800

Performance Payment for every client in verifiable housing after six months - \$300

Performance Payment for meeting stated outcomes - to be determined at contract negotiation

Direct reimbursement as noted on Page 12.

SHORT -TERM HOUSING AND HOUSING PLACEMENT ASSISTANCE

(2) SHORT -TERM HOUSING AND HOUSING PLACEMENT ASSISTANCE

This Service Area is seeking short-term housing/housing placement assistance agencies to provide temporary and transitional housing, including on-site case management, life skills training, and assistance with permanent housing placement. Housing services must be in dignified housing environment that meet basic and accepted standards of health and safety.

Proposal Narrative

The Proposal Narrative must consist of the following four (4) sections in the prescribed order and must contain the headings as provided in this Proposal Narrative format. *(Feel free to cut and paste)*

I. Concise Description of Services and Organizational Capacity 50 Points

A. Prison In-Reach/TAP Development/ COMPAS Assessment (10points)

Prison In-Reach and Transition Accountability Plans (TAP) development will consist of individual meetings with incarcerated MPRI designated men and women. These in reach sessions will be conducted primarily via video conference at an MDOC office located in Detroit, MI. The majority of the MPRI designated participants that will be served under this RFP are incarcerated at either Ryan Correctional Facility, Mound Correctional Facility (both in Detroit); Cooper Street Correctional Facility in Jackson, MI; and Huron Valley's Women Facility in Ypsilanti, MI. Each in reach session will focus on each prisoner's COMPAS assessment and the needs identified in his/her Transition Accountability Plan. The successful contractor(s) will work with the parole agents, the MPRI coordination team, and MPRI resource partners to ensure prompt and consistent service delivery to participants beginning prior to release.

1. Describe your organization's experience with developing case plans for former prisoners or ex-offenders. *Prior in reach experience is not a requirement.*

B. On-site programming and curriculum-based training (10 points)

Housing providers must incorporate a clear plan for programming and/or curriculum-based training (on-site at their place of service delivery) that promotes MPRI Wayne County's goal of transforming each participant's life by encouraging a drug-free lifestyle – deliberately focusing on helping them discover ways of dealing with idle time, building relationships with drug-free associates, adjusting to the routines of day-to-day living, and re-affirming their place in society.

1. Detail your organization's capacity and ability to conduct on-site training/curriculum-based programming to address the diverse needs of returning offenders.
2. List the specific areas of focus for on-site training/programming, and detail how the training program is based on current research and evidence-based interventions.
3. Detail the tentative schedule of programs, including frequency, maximum participant capacity, etc.
4. Does your proposed training program foster successful rehabilitation and reintegration into the community? Yes or No If YES, please detail how.
5. Does your proposed training program promote an overall positive work ethic, respect for others, and a sense personal responsibility in participants? Yes or No If YES, please detail how.
6. Does your proposed training program promote positive development of family and community relationships, social and life skills? Yes or No If YES, please detail how.
7. Does your proposed program provide linkages to recovery-based programs and activities? Yes or No If YES, please detail how.

8. Briefly describe your organization's facilities in terms of location, physical condition, and accessibility to its clients, as well as disabled persons. Describe any equipment or other material resources that will be available to the MPRI participants/clients.

C. *Short-term housing and comprehensive and coordinated case management services (15 points)*

It is the responsibility of each bidder to provide proof that their property is adequately zoned by the local government authority wherein the housing facility is located to legally permit living arrangements conducive to providing transitional housing. All property locations will be verified by UWSEM prior to reading proposals. If UWSEM does not receive proof of property zoning, occupancy, etc. from bidders - it will result in the Bidder's proposal being disqualified - no exceptions. MPRI Wayne County funding will be utilized to pay for up to 90 days of housing, depending on funding availability – additional lengths of stay will require the advance approval of the Community Coordinator.

For housing providers, comprehensive and coordinated case management functionality includes, but is not limited to: intake and assessment, one-on-one interaction, effective linkages to identified service needs, communication with parole agents, data management, communication with all who are involved with providing a continuum of care, the ability to locate resources, service eligibility determination, awareness of community resources, coordination of key information across multiple agencies/service providers, and thorough documentation of program and client services outcomes.

1. Has your agency received the proper occupancy and zoning allowance verification from the City of Detroit (or applicable Wayne County municipality) to operate a transitional housing program at the location where you are proposing to provide short-term housing MPRI services? Yes or No (*If no, your agency is not eligible to provide housing services to MPRI through this RFP*).
2. Provide a clear and detailed plan for resident supervision/monitoring, crisis management, and on-site security.
3. Participants are to receive a minimum of three meals per day. Please attach a sample of your housing agency's daily menu.
4. Describe your organization's previous experience in working with formerly incarcerated men and women. (*Limit to 100 words*)
5. Describe the goals associated with this previous service delivery.
6. Detail the performance outcomes that were achieved.
7. Describe your proposed intake process.
8. Describe how you will assess client needs (in addition to the COMPAS, TAP).
9. Describe how you will address client transportation issues.
10. Describe how you will make linkages to service providers throughout the community as necessary to meet the needs of each client.
11. Thoroughly detail how you will provide assistance in securing identification (i.e. Birth Certificate [if needed], Driver's License, State ID Card, Social Security Card, etc.).
12. Detail the internal procurement process for line level staff to obtain the necessary funds to pay for these documents on behalf of MPRI clients.
13. Describe how you will incorporate evidence-based strategies into your housing and comprehensive case management services delivery (*See Appendix B*).

D. *Short-term Housing and Permanent Housing Placement and Referral Assistance (15 points)*

HUD and MSHDA provide various options for eligible applicants, these programs are administered either locally or at the state level through the local municipality or MSHDA (i.e., Housing Choice Voucher Programs, the new Homeless Prevention and Rapid Re-Housing Program, homeless assistance programs, etc.) *Notably, there have been recently proposed state-wide changes to MSHDA's Housing Choice Voucher Program which will result in an MPRI applicant's certification of active participation in MPRI programming with designated transition team members. [These details will be widely distributed to all stakeholders once finalized].*

1. Describe (by name) the housing assistance programs, or other third-party payer entitlement programs (ex: Medicare, Medicaid, Section 8, SSI) that your organization has had experience with providing referral and navigation assistance to hard to serve populations? **(Please do not generalize - acceptable responses must list the name of the assistance program (specifically) and must detail how your organization assisted clients through eligibility, application process, receipt of assistance, etc.)**
2. Describe how you will provide housing placement and housing search assistance to each client.
3. Describe how you will assist clients with navigating through available rental assistance programs, and publicly-funded housing programs.
4. Describe how you will develop positive relationships with property owners to encourage renting to the formerly incarcerated (who have income and/or monthly entitlement support).

II. Staffing and Management

20 Points

1. Clearly identify by title and name, if known, the individual(s) responsible for each element of the delivery of services proposed in your Proposal.
2. Clearly demonstrate how their experience is relevant to the services they will provide.
3. How do they bring cultural, programmatic, victim-centered, and gender-responsive competencies to the service delivery area?
4. Who will be responsible for communicating with the MPRI Community Coordinator and the MDOC parole agents on service delivery?
5. Attach a job description and resume for each position involved in the service delivery areas described in your proposal.
6. Is your organization a member of the local Continuum of Care network? Yes or No
7. If YES, who is your agency designee at these CoC meetings?
8. In keeping with EBP (*see Appendix B*), what are your organization's core values relating to employee development?
9. For every staff person you listed under question 1 above, provide a list of all trainings he/she has attended in the past 12 months geared toward employee improvement/development/honing of their service craft. (This can include trainings conducted by your organization).
10. In keeping with EBP (*see Appendix B*), briefly detail how your organization works to achieve maximum staff performance.
11. If your agency is awarded a contract for services with MPRI, who will be the person responsible for training line staff and making them aware of the necessary contract performance/requirements?
12. If your agency is awarded a contract for services with MPRI, who will be the person responsible for submitting monthly invoices? Who will be the person responsible for submitting monthly required programming data? Who will be responsible for reporting MPRI participant participation?
13. How many certified HUD counselors are employed by your agency? If any, please detail how they will be involved with providing services/assistance to MPRI clients (if your agency receives a contract).

III. Collaboration/Partnerships

10 Points

1. Describe your plan for formally interacting with collaborators, especially local, state and federally funded services in Wayne County and/or Detroit.
2. What are the current formal or informal partnerships/agreements/collaboration efforts you have that will further assist in the comprehensive delivery of services to the targeted population?
3. Please provide a minimum of five community service provider/public service agency letters of reference that speak to your organization's history of coordinating services among multiple providers consistent with reducing the barriers faced by former prisoners to successfully reintegrate back into the community.

IV. Program Outcomes

20 Points

1. Page 7 details the minimum service outcomes. Describe the methodology for tracking the required data and reporting the required outcomes. (Example: Each case manager will be responsible for conducting bi-weekly case conferences with partner agencies to track status of each participant ...)
2. How will you measure the success of your services. This detail should begin with the number of participants that will be served during the fiscal year and applicable outcomes relative to your services provided. *(i.e. Maintain a __% rate of clients who complete structured life skills program; _____.*
Maintain a ___% of clients who will remain employed (in one or more jobs) for nine months; No more than ____% of clients will be returned to prison for committing a new crime)

Payment Structure:

For every In Reach Session Attended - \$250

Per diem - \$40/day

Performance Payment for every client in verifiable housing after six months - \$300

Performance Payment for meeting stated outcomes - to be determined at contract negotiation

Direct reimbursement as noted on Page 12.

FAITH-BASED MENTORING

(3) FAITH BASED MENTORING

The Importance of Faith-based Mentoring and Pro-Social Engagement

The Wayne County MPRI Comprehensive Plan outlined as one of its goals, to build solid, outcome-centered relationships with area churches, mosques, synagogues, and other faith-based institutions with the goal of increasing the capacity of these houses of worship to provide intervention, and reinforcement of personal responsibility to former prisoners.

- Historically, these institutions embody uncompromising ethical and moral leadership and re-entry in Wayne County can be greatly impacted by incorporating value-based mentorship, and the life-long influence of encouraging responsible decision-making within a faith-based framework.
- For any mentoring program, there are many challenges associated with finding appropriate mentors and the necessary number of mentors prepared to dedicate the time and energy to building a relationship with former prisoners.
- To overcome this challenge we feel it both practical and wise to focus our efforts on promising collaborations with houses of worship to find suitable and willing mentors who will provide former prisoners with individual support and guidance.
- Churches, mosques, synagogues, and other houses of worship are often the single best source of volunteers in a community.
- The areas that effective contractual relationships can readily exist with the faith-based community include – but are not limited to – mentoring and employment, family reunification, and the development of pro-social activities. Research shows that when moderate to high risk offenders are engaged with pro-social activities for 70% of their free time, their recidivism rate drops significantly.

Faith-based Mentoring and Employment

- Wayne County MPRI is currently implementing two employment programs: a Ready4Work Housing Rehab program and a Transitional Jobs program.
- Pre-release and post-release training and services have been directed and guided by the goal of impacting former prisoner's economic status by increasing the earning potential, and wages of men and women returning from incarceration to Wayne County.
- Findings from a Public/Private Venture study concluded that former prisoners in employment programs 1) remained in the program longer; 2) were twice as likely to obtain an unsubsidized job; 3) were more likely to stay employed than those who did not have a mentor.
- The Wayne County MPRI has designed a funding opportunity for faith-based networks to develop and implement a strategy to recruit and retain mentors who are then matched with returning offenders who will assist in supporting the parolee in the community by offering support, guidance and assistance with personal challenges and weekly opportunities for pro-social activities – particularly on weekends.

Faith-based Mentoring and Family Wellbeing

- Recognizing that families are where our histories are made, another significant priority outlined in Wayne County's Comprehensive Plan is the development of a mechanism by which the family can begin to be engaged in the offender's reentry process. One avenue entails facilitated training sessions and/or information-sharing mini-conferences coordinated throughout the year, with flexibility for increased attendance by family members and co-equal support systems.

- This priority includes mobilization and capacity building of CBOs and faith-centered institutions to become more preventative and responsive to the needs of the children and families of returning offenders through pro-social engagement.

Pro-social Activities

Research shows that moderate to high risk former prisoners will have improved outcomes to the extent that they can be involved broadly in pro-social activities. Some research suggests that upwards of 70% of former prisoners time should be engaged. This is consistent with the need to provide activities for mentors, mentees and the families of former prisoners.

- Evening meals and social hours, especially with guest speakers and child care provided, is a good example of how faith based institutions can use their space, their staff and their talents.
- Renting space for service providers during business hours so that former prisoners and their families can easily and readily access services.
- Recognizing that many emergency services, such as the provision of food, clothing and shelter are already being provided by faith based institutions for persons who are in need and extending these services for former prisoners so that they can engage in pro-social activities without embarrassment is a critical aspect of reintegration.

Faith-based Mentoring Design – General Framework

Target Groups: 1) former prisoners; 2) children of prisoners; 3) family members of prisoners

MPRI Wayne County is dedicated to an open process for the selection of faith-based alliances, faith-based member organizations, or faith-based member coalitions for centralized implementation of faith-based mentoring programs among its partner churches. Each ‘coordinating alliance’ will hire a Mentor Program Coordinator. The Mentor Program Coordinator will report all program outcomes to the Wayne County Community Coordinator (CC) and will manage the day-to-day implementation of proposed mentoring programs in accordance to the MPRI design. The Mentor Program Coordinator will serve as the liaison between partner churches and/or partner faith institutions and MPRI, and will coordinate appropriate training and technical assistance for partner churches and/or partner faith institutions in collaboration with the CC.

Each partner church and/or partner faith institution will designate a Mentor Coordinator within its individual church/faith institution whose duties will include:

- Recruitment and retention of mentors;
- Ensuring all mentors’ completion of screening, interviewing, and match components;
- Maintenance/submission of mentor/mentee documentation
- Pre-release/Transition Team coordination;
- Communication and Coordination with CC or MPRI faith-based liaison;
- Program management, monitoring, and reporting;
- Coordination of mentor training, technical assistance, and other supports;
- Monitoring of Matches;
- Development and implementation of mentoring program
- Coordination of group activities;
- Coordination of referrals from MPRI CC, Alliance Mentor Coordinator, and/or MPRI service providers

Mentor expectations:

- Meeting with mentee(s) at least once a week (at faith institution or in community);
- Assist mentee with establishing a personal plan for reintegration success;
- Assist mentee with accessing community and faith-based support programs;
- Provide opportunities to attend social or entertainment events (at faith institution or in community);
- Provide, friendship, guidance, encouragement, support, and leadership to mentee;

- Attend mentor trainings;
- Attend group activities

Evidence-based Principles (EBP) Relating to Mentoring to the Formerly Incarcerated

1. Targeting Interventions to Respond to Need (Responsivity):

Mentoring institutions should demonstrate that their mentoring plans are based on the assessment of the participant and detail how they will prioritize meeting his/her criminogenic needs, as well as how they will work with participant, and his/her parole agent and/or community case management agency to guide the participant to various supportive services (funded by MPRI Wayne County or otherwise).

Mentoring institutions should demonstrate the capacity to engage participants in pro-social activities; formal structures that focus on issues of work identity, connection to the workforce, family expectations, and reintegration challenges.

2. Targeting Interventions with the Proper Dosage:

Mentoring institutions will be required to detail their planned strategy to occupy considerable amounts of time of a participant's day when they are not working or engaged in program services.

Mentoring Defined

Mentoring is informal counseling and assistance. Mentors can be unrelated adults or peers with similar backgrounds. Mentors are role models and informal advisors. For a mentoring service to be successful, mentors must be trained and knowledgeable about the returning prisoner population, and their myriad of needs and barriers. Mentors should be prescreened and trained in the standards of conduct to maintain as a mentor.

MPRI Wayne County will convene trainings for all mentors and church coordinators.

NOTE:

" State funds cannot be used to directly support religious instruction, worship, prayer, proselytizing or other inherently religious practices. Neutral, secular criteria that neither favor nor disfavor religion must be employed in the selection of grant and sub-grant recipients. However, funds for services are encouraged for faith-based organizations with the stipulation that they agree to not use funds for these purposes."

Funding and Payment Structure

Interested faith-based coalitions or independent houses of worship collaboratives (minimum of 5 institutions/organizations) are asked to submit an overall plan for coordinating a faith-based mentoring program in partnership with Wayne County MPRI.

For the following service milestones each individual mentoring partner/agency will receive:

- Successful Mentor/Mentee Match - \$50
- Confirmation of 30 day retention of Mentee - \$75
- Confirmation of 60 day retention of Mentee - \$100
- Confirmation of 90 day retention of Mentee - \$125
- Confirmation of six month retention of Mentee - \$150

The lead agency will be paid \$1,500 per month for payment disbursements, central coordination of the mentoring collaboration.

Faith-based Mentoring and Pro-social Activities -

Target Groups:

1) Former prisoners; 2) Children of prisoners; 3) Family members of prisoners

1. Please provide a one page introduction of your application and your partner institutions (if known at the time of submission). **Please detail your overall vision, framework, and expectations for the development and implementation of mentoring programs for the partner institutions involved in your application. Please indicate the target group your mentoring services will be geared toward.**

2. Provide a brief statement of your alliance or coalition’s history in managing programs that include fund disbursement to its member institutions: _____

3. If you are forming a new coalition or alliance of faith institutions for the purpose of the Wayne County MPRI Mentoring Program, please detail the history of the lead institution in managing programs that include fund disbursement to other entities/institutions. *(Note: The lead institution (or fiduciary) must be a 501C3 and will receive funds from UWSEM for distribution to its coalition/alliance members):* _____

4. Please give a brief description of your alliance or coalition’s current community outreach programs/ministries, activities specifically geared toward former prisoners and/or individuals with felony backgrounds _____

5. Has your coalition/alliance identified who the Mentor Coordinator will be if your proposal is funded? _____
If yes please provide their name, and full contact information, and institution.

6. Given your experience and/or interest in serving former prisoners and/or individuals with felony backgrounds, describe the main obstacles you think they face in obtaining and retaining employment and tell us what you think can be done to address the problem. _____

7. Will selected members of your coalition/alliance participate in mentor/mentee match meetings held at various MPRI Wayne County service provider organizations? Yes _____ No _____
8. Will selected members of your coalition/alliance participate in transition team/in reach sessions with MPRI participants prior to his/her release from prison? Yes _____ No _____
9. Will you work to ensure that your alliance/coalition's designated mentor coordinator will work in partnership with the Wayne County MPRI Community Coordinator for implementation of the Faith-based Mentoring Program? Yes _____ No _____
10. Will you work to ensure that each faith institution within your alliance/coalition appoints a mentor coordinator who will work in partnership with your alliance/coalition's designated mentor coordinator? Yes _____ No _____
11. Will you work to ensure that each faith institution within your alliance/coalition adheres to the mandatory (but mutually agreed upon) mentor training programming for all volunteers serving as mentors through the Mentoring Program? Yes _____ No _____
12. Discuss how you will continue the Mentoring Program after the MPRI Wayne County funding ends: _____

13. How many institutions do you anticipate will participate in your Mentoring Program? _____

*** Faith Based Mentoring Applications Should Not Exceed 6 Pages.**

Please submit an original and six (6 copies) of entire Application and attachments. Please include the required Proposal Cover Sheet.

NOTE:

" State funds cannot be used to directly support religious instruction, worship, prayer, proselytizing or other inherently religious practices. Neutral, secular criteria that neither favor nor disfavor religion must be employed in the selection of grant and sub-grant recipients. However, funds for services are encouraged for faith-based organizations with the stipulation that they agree to not use funds for these purposes."

**DOMESTIC
VIOLENCE
SERVICES/VICTIM
SERVICES
COMMUNITY
AWARENESS AND
PREVENTION**

(4) Domestic Violence Services/Victim Services and Prevention

United Way for Southeastern Michigan (on behalf of Wayne County MPRI) is seeking detailed and comprehensive proposals from qualified domestic violence services and victim services and violence prevention partners. UWSEM will engage one collaborative of community-based domestic violence prevention partner agencies and/or faith-based partners to develop, implement and coordinate domestic violence services and victim prevention services for former prisoners returning to Wayne County, and community residents who are victims of domestic violence and other crimes.

Background:

Domestic Violence Service and Prevention:

Barriers that exist which prevent returning prisoners from accessing exiting domestic violence community assets as identified in the Wayne County MPRI Comprehensive Plan:

Some women and children are in need of long term, intensive follow up services after receiving crisis interventions, including residential assistance when and, for how long it is necessary. Few agencies have the funding capacity to provide comprehensive domestic violence services; and others are limited in offering outreach and prevention services.

Domestic Violence Services goal statement as identified in the Wayne County MPRI Comprehensive Plan:

Every returning prisoner will have access to domestic violence services when needed. Families and children of former prisoners will have access to domestic violence intervention, prevention and support services. Victims of former prisoners will have access to domestic violence intervention, prevention and support services.

Solutions for overcoming barriers as identified in the Wayne County MPRI Comprehensive Plan:

Engage in partnerships with domestic violence prevention and victim services agencies. Leverage MPRI stakeholders' capacity by entering into joint grant partnerships where dollars will be directed for domestic violence services, particularly to help provide residential assistance, and services for children impacted by violence. Utilize COMPAS assessments and TAP plans to determine the need to connect offenders to supportive services after they are released, particularly placement in domestic violence education classes that focus, at minimum, on patterns of abusive behavior, impacts of violence on family and children, cognitive behavior therapy. Work in partnership with CFA, FOA, and service providers to identify and address the domestic violence intervention and prevention needs of MPRI participants prior to release, when possible. Provide post-release services to MPRI participants and his/her children and family in an effort to build a strong and healthy family bond which will help improve the participant's reintegration and long-term success in the community, in addition to victim prevention, public education and awareness designed to identify and prevent the incidence of domestic violence.

Specific Domestic Violence Services identified for funding as identified in the Wayne County MPRI Comprehensive Plan:

MPRI funding will be utilized to provide families and victims of sexual assault and domestic violence, including 24-crisis intervention, follow up counseling, referrals, supportive housing and support and treatment group services. Funds will also be utilized to provide training, community education, awareness, and prevention programs for community groups, professionals, families of former prisoners, and victims of former prisoners.

Expected outcomes as identified in the Wayne County MPRI Comprehensive Plan:

Improved safety for families and increased community awareness toward prevention and safety awareness planning.

Victim Services and Prevention:

Barriers that exist which prevent victims of crime and returning prisoners who are victims of crime from accessing exiting victim services community assets as identified in the Wayne County MPRI Comprehensive Plan:

Fears about how the perpetrator will respond; Limited options for relocation to safer housing; Language/communication/cultural barriers; Limited accessibility of victim assistance programs; Belief that no one can or will help; fears about the consequences of seeking help (how others will respond). There exists a myriad of cultural and economic barriers lead to victims not being adequately equipped with the supportive services available to them.

Victim Services goal statement as identified in the Wayne County MPRI Comprehensive Plan:

Members of the community who are victims of crime will have access to victim services. Develop and implement effective community public awareness and education efforts to inform and educate the community about resources available for victims and the avenues through which they can receive victim assistance.

Solutions for overcoming barriers as identified in the Wayne County MPRI Comprehensive Plan:

Collaboratively work with agencies within Wayne County that are committed to immediately responding to health and safety issues of victims, that assist victims in understanding the dynamics of victimization, that assist victims participating in the criminal justice system and provide services that assist victims with managing practical problems created by the victimization.

Specific Victim Services identified for funding as identified in the Wayne County MPRI Comprehensive Plan:

MPRI funding will be utilized to provide victim prevention, education materials and awareness programming designed to immediately respond to health and safety issues of victims, assist victims in understanding the dynamics of victimization, assist victims participating in the criminal justice system and provide services necessary to assist victims with managing practical problems created

by the victimization. In addition, victim awareness and prevention programming will be incorporated into the family services and post-release training provided to returning offenders and their families.

Expected outcomes as identified in the Wayne County MPRI Comprehensive Plan:

Crime victims will be provided notification and appropriate information concerning an offender's release and re-entry process (through established procedures). Faith-based institutions and other community-based organizations will receive updated information, public awareness and educational materials that will better assist in the delivery of services and information provided to victims.

Services/Activities to be funded:

Supportive Services for domestic violence victims returning to Wayne County from incarceration
Community Education and Awareness partnership events/programs with agencies
Supportive Services for victims of violence and other crimes in Wayne County.

Bidders should propose solutions that are aligned with best practices. Proposal responses should detail the strengths and experience each partner agency will bring to the proposal's overall plan. Proposal responses must demonstrate a clear understanding and utilization of Gender Responsive Strategies among partner agencies. (noted on next page). **Only those proposals with a minimum of five (5) partners will receive consideration for funding.**

The selected collaborative/partnership will work closely with the Wayne County Community Coordinator who will guide the completion of the final work plan and the detailed budget prior to the issuance of a contract by UWSEM. The Wayne County Community Coordinator will be responsible for ensuring that all community outreach, training, community education and awareness, and trainings are effectively coordinated with existing outreach and trainings provided by MDOC, local foundations, and other funding sources intended for the same purpose.

Gender Responsive Strategies

There are five general approaches to effectively managing and assisting women parolees:

1. Acknowledge that gender makes a difference.
2. Create an environment based on safety, respect, and dignity.
3. Develop policies, practices, and programs that are relational and promote healthy connections to children, family, significant others, and the community.
4. Address substance abuse, trauma, and mental health issues through comprehensive, integrated, and culturally relevant services and appropriate supervision.
5. Provide women with opportunities to improve their socioeconomic conditions.

See U.S. Department of Justice, National Institute of Corrections manuscript, Research, Practice and Guiding Principles for Women Prisoners: Gender Responsive Strategies (Bloom, Owen, Covington, et al; July 2003). (<http://www.nicic.org/Library/018017>)

Acknowledge that gender makes a difference

- Identify financial resources to create women-centered services.
- Designate a high-level administrative position for oversight of management, supervision, and services.
- Recruit and train personnel and volunteers who have both the interest and the qualifications needed for working with women under criminal justice supervision.

Create an environment based on safety, respect, and dignity

- Conduct a comprehensive review of the institutional or community environment in which women are supervised to provide an ongoing assessment of the current culture.
- Develop policy that reflects an understanding of the importance of emotional and physical safety.
- Understand the effects of childhood trauma to avoid further trauma.
- Establish protocols for reporting and investigating claims of misconduct.
- Develop classification and assessment systems that are validated by samples of women prisoners.

Develop policies, practices, and programs that are relational and promote healthy connections

- Develop training for all staff and administrators in which relationship issues are a core theme. Such training should include the importance of relationships, staff-client relationships, professional boundaries, communication, and the mother-child relationship.
- Examine all mother and child programming through the eyes of the child (e.g., child-centered environment, context), and enhance the mother-child connection and the mother's connection to child caregivers and other family members.
- Promote supportive relationships among women prisoners.
- Develop community and peer-support networks.

Address substance abuse, trauma, and mental health issues

- Service providers need to be cross-trained in these three primary issues.
- Resources, including skilled personnel, must be allocated.
- The environment in which services are provided must be closely monitored to ensure the emotional and physical safety of the women being served.
- Service providers and criminal justice personnel must receive training in cultural sensitivity so that they can understand and respond appropriately to issues of race, ethnicity, and culture.

Provide women with opportunities to improve their socioeconomic conditions

- Allocate resources within both community and institutional correctional programs for comprehensive, integrated services that focus on the economic, social, and treatment needs of women (jobs, family services, alcohol/drug and mental health treatment). Ensure that women leave prison and jail with provisions for short-term emergency services.
- Provide training, education, and skill-enhancing opportunities to assist women in earning a living wage.
- Provide sober living space in institutions and in the community.

Source: Michigan Department of Corrections Comprehensive Plan Template

Domestic Violence Services/Victim Services and Prevention Proposal Narrative

The Proposal Narrative must consist of the following four (4) sections in the prescribed order:

1. Proposed Statement of Work 30 Points

Based upon your knowledge, experience and understanding of evidence-based interventions associated with meeting the needs of domestic violence victims and crime victims, please detail your proposed statement of work.

It is critical that the statement of work be an accurate reflection of what you intend to do under your contract. Please note appropriate research sources, and references. Please clearly define how the research lead you to your conclusions to recommend the plan you are proposing for your contract work on behalf of MPRI.

2. Capacity/ Collaboration/Partnerships: 40 Points

Describe each of the partners. Describe their previous experience in working with the domestic violence and crime victims. What were the goals associated with this previous service delivery? What were the performance outcomes? Describe your plan for formally interacting with collaborators, in Wayne County and/or Detroit. What are the current formal or informal partnerships/agreements/collaboration efforts you have that will further assist in the comprehensive delivery of services to the targeted population? As it relates to these partnerships, please describe lessons learned and results achieved. Please detail the partners' collective experience with MSHDA programs and program options for renters administered by MSHDA's Housing Voucher Programs, Community Development and Multi-Family Divisions and the partnership's past history of success and experience with assisting clients with navigating through existing publicly-funded rental assistance and housing assistance programs.

Discuss facilities, equipment, and other material resources that will be made available for use to ensure implementation of program services. Describe program facilities in terms of location, physical condition, and accessibility to disabled persons. Describe any equipment or other material resources available to those who will be served.

3. Staffing and Management 20 Points

Clearly identify by title and name, if known, the individual(s) responsible for each element of the delivery of services proposed in your Proposal. Clearly demonstrate how their experience is relevant to the services they will provide. How do they bring cultural, programmatic, and gender-responsive competencies to the service delivery area? Who will be responsible for reporting MPRI participant participation? Who will be responsible for communicating with the MPRI Community Coordinator and the MDOC parole agents on service delivery? Attach a job description and resume for each position involved in the service delivery areas described in your proposal.

4. Program Outcomes 10 Points

Describe the methodology for measuring the success of your project and your performance relative to the Statement of Work detailed earlier in this proposal. This detail should begin with the number of participants that will be served during the project and your program outcomes relative to how many participants will achieve your established outcomes, in addition to overall project outcomes for the contract period. (*i.e., The number of participants that will be placed into permanent housing, etc.*) Please describe your plans for ongoing evaluation, including how success of your proposed work plan will be defined and measured. Please provide a clear identification of the benefits to the former prisoners and/or survivors of domestic violence and crime during or after services have been delivered. Please describe how accountability for meeting program outcome(s) will be met. Please describe the performance measurement tools to be utilized and the basis of success or failure of stated outcomes.

Funding structure will be based on the number of proposals accepted for further consideration by UWSEM. However, bidders are encouraged to attach a preliminary budget associated with their collaborative's proposed statement of work and services. The total amount of funding allocated for this service area is \$200,000.

Special Needs Populations – Sex Offenders

(6) SPECIAL NEEDS POPULATIONS - SEX OFFENDERS

This Service Area is seeking short-term housing/housing placement assistance agencies to provide temporary and transitional housing, including on-site case management, life skills training, and assistance with permanent housing placement for men and/or women convicted of sex offenses. Housing services must be in dignified housing environment that meet basic and accepted standards of health and safety.

It is the responsibility of each bidder to provide proof that their property is adequately zoned by the local government authority wherein the housing facility is located to legally permit living arrangements conducive to housing those convicted of sex offenses. Bidders are required to know the prohibited conduct, residential restrictions, and registry requirements applicable to convicted sex offenders according to state and federal laws. Housing locations are deemed ineligible if they are within 1,000 feet of school property (school safety zones). All property locations will be verified by UWSEM prior to reading proposals. If UWSEM does not receive proof of property zoning, occupancy, etc. from bidders - it will result in the Bidder's proposal being disqualified - no exceptions. MPRI Wayne County funding will be utilized to pay for up to 120 days of housing, depending on funding availability – additional lengths of stay will require the advance approval of the Community Coordinator.

In February 2007 the Center for Sex Offender Management released a publication entitled, *Managing the Challenges of Sex Offender Reentry*. http://www.csom.org/pubs/reentry_brief.pdf

In addition, the Michigan Department of Corrections, detailed the following in its MPRI Comprehensive Planning guide in 2006. There are five principles that underlie each of the seven components of a comprehensive approach to sex offender management:

FUNDAMENTAL PRINCIPLES	APPLIED TO EACH COMPONENT
Collaboration	Investigation, Prosecution, and Notification
Victim-Centered	Supervision
Specialized Knowledge and Training	Assessment
Monitoring and Evaluation	Treatment
Community Involvement and Education	Reentry
	Registration (if applicable)
	Notification (if applicable)

See *Comprehensive Assessment Protocol (CAP) for Sex Offender Management Practices*, Pilot Test Version, U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, prepared by the Center for Sex Offender Management, April 2004, www.csom.org.

Approaches to Addressing Sex Offender Specific Services*

Given the profound impact of sex offending on victims and the complex nature of sex offending and sex offenders, comprehensive interventions and systemic responses – tailored to meet the individual levels of risk and needs of offenders – are required.

Collaboration

- Ensure collaboration at both the policy and case management level.
- Include agencies and individuals that affect or are affected by sex offenders.
- Develop multi-disciplinary case management teams to ensure offender accountability, rehabilitation, and victim and community safety.

Victim Centeredness

- Enhance sex offender policy development to ensure that the safety needs of victims are paramount.
- Develop and deliver professional training initiatives to educate criminal and juvenile justice system and other actors about the effects of victimization.
- Inform day-to-day supervision practices, especially around policies that may be harmful to victims.
- Assist and support supervision agencies with community notification and education efforts, which should include a component aimed at providing information about sexual assault to community members.

Specialized Knowledge and Training

- Develop specialized sex offender supervision officers and caseloads to ensure strategies and interventions utilized will maximize the likelihood of reducing recidivism and ensuring safe communities.
- Treatment for sex offenders is a highly specialized area. At a minimum, those providing sex offender treatment services should ascribe to Association for the Treatment of Sexual Abusers (ATSA) Standards (www.ATSA.com).
- Comprehensive, specialized assessments and psycho-sexual evaluations are important to the development of an appropriate supervision and treatment plan for the offender.

Monitoring and Evaluation

- Develop monitoring and evaluation strategies to ensure the integrity, quality and efficacy of sex offender management practices.

Public Education

- Myths and misperceptions about adult and juvenile sex offenders and victims are widespread among the general public. Educate communities about the prevalence and incidence of sexual victimization, and the range of interventions being used to manage sex offenders safely in the community.
- Involve the public in community notification efforts.
- Empower the community to be a part of the solution to this problem.

* For more information, contact the Center for Sex Offender Management, www.csom.org.

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Proposal Narrative

The Proposal Narrative must consist of the following four (4) sections in the prescribed order and must contain the headings as provided in this Proposal Narrative format. *(Feel free to cut and paste)*

I. Concise Description of Services and Organizational Capacity 50 Points

A. Prison In-Reach/TAP Development/ COMPAS Assessment (10points)

Prison In-Reach and Transition Accountability Plans (TAP) development will consist of individual meetings with incarcerated MPRI designated men and women. These in reach sessions will be conducted primarily via video conference at an MDOC office located in Detroit, MI. The majority of the MPRI designated participants that will be served under this RFP are incarcerated at either Ryan Correctional Facility, Mound Correctional Facility (both in Detroit); Cooper Street Correctional Facility in Jackson, MI; and Huron Valley's Women Facility in Ypsilanti, MI. Each in reach session will focus on each prisoner's COMPAS assessment and the needs identified in his/her Transition Accountability Plan. The successful contractor(s) will work with the parole agents, the MPRI coordination team, and MPRI resource partners to ensure prompt and consistent service delivery to participants beginning prior to release.

1. Describe your organization's experience with developing case plans for former prisoners or ex-offenders convicted of sex offenses. *Prior in reach experience is not a requirement.*

B. On-site programming and curriculum-based training (10 points)

Sex Offender Reintegration Service providers must incorporate a clear plan for programming and/or curriculum-based training (on-site at their place of service delivery) that promotes MPRI Wayne County's goal of transforming each participant's life by encouraging a drug-free lifestyle – deliberately focusing on helping them discover ways of dealing with idle time, building relationships with drug-free associates, adjusting to the routines of day-to-day living, and re-affirming their place in society. **It is important to note that this population of offenders are required to attend sex offender therapy treatment and other mandated cognitive behavior therapy - these services provided by the MPRI contractor do not replace the statutorily mandated parole conditions attached to a person convicted of a sex crime and returning from prison. These services are designed to fill idle time and keep participants engaged in positive social reintegration.*

1. Detail your organization's capacity and ability to conduct on-site training/curriculum-based programming to address the diverse needs of returning offenders.
2. List the specific areas of focus for on-site training/programming, and detail how the training program is based on current research and evidence-based interventions.
3. Detail the tentative schedule of programs, including frequency, maximum participant capacity, etc.
4. Does your proposed training program foster successful rehabilitation and reintegration into the community? Yes or No If YES, please detail how.
5. Does your proposed training program promote an overall positive work ethic, respect for others, and a sense personal responsibility in participants? Yes or No If YES, please detail how.
6. Does your proposed training program promote positive development of family and community relationships, social and life skills? Yes or No If YES, please detail how.
7. Does your proposed program provide linkages to recovery-based programs and activities? Yes or No If YES, please detail how.
8. Briefly describe your organization's facilities in terms of location, physical condition, and accessibility to its clients, as well as disabled persons. Describe any equipment or other material resources that will be available to the MPRI participants/clients.

C. *Short-term housing and comprehensive and coordinated case management services (15 points)*

It is the responsibility of each bidder to provide proof that their property is adequately zoned by the local government authority wherein the housing facility is located to legally permit living arrangements conducive to housing those convicted of sex offenses. Bidders are required to know the prohibited conduct, residential restrictions, and registry requirements applicable to convicted sex offenders according to state and federal laws. Housing locations are deemed ineligible if they are within 1,000 feet of school property (school safety zones). All property locations will be verified by UWSEM prior to reading proposals. If UWSEM does not receive proof of property zoning, occupancy, etc. from bidders - it will result in the Bidder's proposal being disqualified - no exceptions. MPRI Wayne County funding will be utilized to pay for up to 120 days of housing, depending on funding availability – additional lengths of stay will require the advance approval of the Community Coordinator.

Comprehensive and coordinated case management functionality includes, but is not limited to: intake and assessment, one-on-one interaction, effective linkages to identified service needs, communication with parole agents, data management, communication with all who are involved with providing a continuum of care, the ability to locate resources, service eligibility determination, awareness of community resources, coordination of key information across multiple agencies/service providers, and thorough documentation of program and client services outcomes.

1. Has your agency received the proper occupancy and zoning allowance verification from the City of Detroit (or applicable Wayne County municipality) to operate a transitional housing program at the location where you are proposing to provide short-term housing MPRI services for convicted sex offenders? Yes or No (*If no, your agency is not eligible to provide housing services to MPRI through this RFP*).
2. Is your housing location within 1,000 feet of a school property? Yes or No (*If yes, your agency is not eligible to provide housing services to MPRI through this Special Needs Services RFP*).
3. Provide a clear and detailed plan for resident supervision/monitoring, crisis management, and on-site security.
4. Participants are to receive a minimum of three meals per day. Please attach a sample of your housing agency's daily menu.
5. Describe your organization's previous experience in working with formerly incarcerated men and women convicted of sex offenses. (*Limit to 100 words*)
6. Describe the goals associated with this previous service delivery.
7. Detail the performance outcomes that were achieved.
8. Describe your proposed intake process.
9. Describe how you will assess client needs (in addition to the COMPAS, TAP).
10. Describe how you will address client transportation issues.
11. Describe how you will make linkages to service providers throughout the community as necessary to meet the needs of each client.
12. Thoroughly detail how you will provide assistance in securing identification (i.e. Birth Certificate [if needed], Driver's License, State ID Card, Social Security Card, etc.).
13. Detail the internal procurement process for line level staff to obtain the necessary funds to pay for these documents on behalf of MPRI clients.
14. Describe how you will incorporate evidence-based strategies into your housing and comprehensive case management services delivery for sex offenders. (*See Appendix B*).

D. *Permanent Housing Placement and Referral Assistance (15 points)*

HUD and MSHDA provide various options for eligible applicants, these programs are administered either locally or at the state level through the local municipality or MSHDA (i.e., Housing Choice Voucher Programs, the new Homeless Prevention and Rapid Re-Housing Program, homeless assistance programs, etc.) *Notably, there have been recently proposed state-wide changes to MSHDA's Housing Choice Voucher Program which will result in an MPRI applicant's*

certification of active participation in MPRI programming with designated transition team members. [These details will be widely distributed to all stakeholders once finalized].

1. Describe (by name) the housing assistance programs, or other third-party payer entitlement programs (ex: Medicare, Medicaid, Section 8, SSI) that your organization has had experience with providing referral and navigation assistance to hard to serve populations? (**Please do not generalize - acceptable responses must list the name of the assistance program (specifically) and must detail how your organization assisted clients through eligibility, application process, receipt of assistance, etc.)**)
2. Describe how you will provide housing placement and housing search assistance to each client.
3. Describe how you will assist clients with navigating through available rental assistance programs, and publicly-funded housing programs.
4. Describe how you will develop positive relationships with property owners to encourage renting to the formerly incarcerated (who have income and/or monthly entitlement support).

II. Staffing and Management

20 Points

1. Clearly identify by title and name, if known, the individual(s) responsible for each element of the delivery of services proposed in your Proposal.
2. Clearly demonstrate how their experience is relevant to the services they will provide.
3. How do they bring cultural, programmatic, victim-centered, and gender-responsive competencies to the service delivery area?
4. Who will be responsible for communicating with the MPRI Community Coordinator and the MDOC parole agents on service delivery?
5. Attach a job description and resume for each position involved in the service delivery areas described in your proposal.
6. Is your organization a member of the local Continuum of Care network? Yes or No
7. If YES, who is your agency designee at these CoC meetings?
8. In keeping with EBP (*see Appendix B*), what are your organization's core values relating to employee development?
9. For every staff person you listed under question 1 above, provide a list of all trainings he/she has attended in the past 12 months geared toward employee improvement/development/honing of their service craft. (This can include trainings conducted by your organization).
10. In keeping with EBP (*see Appendix B*), briefly detail how your organization works to achieve maximum staff performance.
11. If your agency is awarded a contract for services with MPRI, who will be the person responsible for training line staff and making them aware of the necessary contract performance/requirements?
12. If your agency is awarded a contract for services with MPRI, who will be the person responsible for submitting monthly invoices? Who will be the person responsible for submitting monthly required programming data? Who will be responsible for reporting MPRI participant participation?
13. How many certified HUD counselors are employed by your agency? If any, please detail how they will be involved with providing services/assistance to MPRI clients (if your agency receives a contract).

III. Collaboration/Partnerships

10 Points

1. Describe your plan for formally interacting with collaborators, especially local, state and federally funded services in Wayne County and/or Detroit.
2. What are the current formal or informal partnerships/agreements/collaboration efforts you have that will further assist in the comprehensive delivery of services to the targeted population?
3. Please provide a minimum of five community service provider/public service agency letters of reference that speak to your organization's history of coordinating services among multiple providers consistent with reducing the barriers faced by former prisoners to successfully reintegrate back into the community.

IV. Program Outcomes

20 Points

1. Page 7 details the minimum service outcomes. Describe the methodology for tracking the required data and reporting the required outcomes. (Example: Each case manager will be responsible for conducting bi-weekly case conferences with partner agencies to track status of each participant ...)
2. How will you measure the success of your services. This detail should begin with the number of participants that will be served during the fiscal year and applicable outcomes relative your services provided. (*i.e. Maintain a ___% rate of clients who complete structured life skills program; _____. Maintain a ___% of clients who will remain employed (in one or more jobs) for nine months; No more than ___% of clients will be returned to prison for committing a new crime; No more than ___% of clients will test positive for illegal substances.*)

Payment Structure:

For every In Reach Session Attended - \$250

Per diem - \$47/day

Performance Payment for every client in verifiable housing after six months - \$400

Performance Payment for meeting stated outcomes - to be determined at contract negotiation

Direct reimbursement as noted on Page 12.

TRANSITIONAL JOBS AND JOB PLACEMENT ASSISTANCE

(6) TRANSITIONAL JOBS AND JOB PLACEMENT ASSISTANCE

A growing number of former prisoners face difficulties reintegrating into the workforce due to a combination of factors including substance abuse, a lack of sustained work history, deficient job retention skills, poor interpersonal skills, transportation and housing barriers, and an inability to meet the social expectations of the work place. To transition into productive workers, succeed in our region's labor market, and become productive members of their neighborhoods former prisoners require comprehensive case management and support services, meaningful work-place experience and opportunities to learn and re-learn work behavior and necessary work-place skills.

Transitional Jobs (TJ) is a workforce strategy that combines wage-paid real work, supportive services, skill development and case management to rapidly and successfully transition people into the labor market. Transitional Jobs programs include orientation and assessment, soft skills classes, subsidized Transitional Job work slots which pay participants wages equal to or above the federal or state minimum wage (whichever is higher), employment-focused case management to support participants and to resolve barriers to longer-term employment, and unsubsidized job development and placement.

Generally, TJ programs work with individuals to experientially address their particular employment challenges, while the individual is working and earning a paycheck. For former prisoners, Transitional Jobs programs:

- Increase stability during the immediate transition from incarceration into the community by linking individuals with experiential, wage-paid, real work that assists in meeting their needs;
- Foster a positive routine, build confidence through success on the job, and offer realistic hope for moving into permanent employment;
- Allow time to get reestablished as a productive member of the labor market while building a current work history;
- Provide opportunities to prove and improve upon key facets of employability;
- Provide intensive supportive services, that allow for relationship building and management and reduction of barriers to employment; and
- Provider linkages to community supports.

As defined by the National Transitional Jobs Network, Transitional Jobs are wage-paid, time-limited employment that combine real work, skill development and supportive services to rapidly and successfully transition persons into the labor market. The anticipated combined awarded transitional jobs contracts will total \$2.5 million.

The selected provider(s) will provide participants with a Transitional Jobs program that includes , subsidized Transitional Job work slots which pay participants wages equal to or above the State of Michigan minimum wage, employment-focused case management to support participants and to resolve barriers to longer-term employment, and successfully transition participants into unsubsidized, permanent employment.

The combined work, training and reintegration activities must enable the participant to meet all appropriate participation requirements such as meetings with parole officers and counseling appointments. As best as possible, MDOC will work with employers to reduce the amount of time participants will be away from the job site, including conducting on-site parole report visits.

Proposal Narrative

The Proposal Narrative must consist of the following four (4) sections in the prescribed order and must contain the headings as provided in this Proposal Narrative format. *(Feel free to cut and paste)*

I. Concise Description of Services and Organizational Capacity 50 Points

A. *Prison In-Reach and Transition Accountability Plans (TAP) Development/ COMPAS Assessment; (10points)*

Prison In-Reach and Transition Accountability Plans (TAP) development will consist of individual meetings with incarcerated MPRI designated men and women. These in reach sessions will be conducted primarily via video conference at an MDOC office located in Detroit, MI. The majority of the MPRI designated participants that will be served under this RFP are incarcerated at either Ryan Correctional Facility, Mound Correctional Facility (both in Detroit); Cooper Street Correctional Facility in Jackson, MI; and Huron Valley's Women Facility in Ypsilanti, MI. Each in reach session will focus on each prisoner's COMPAS assessment and the needs identified in his/her Transition Accountability Plan. The successful contractor(s) will work with the parole agents, the MPRI coordination team, and MPRI resource partners to ensure prompt and consistent service delivery to participants beginning prior to release.

1. Describe your organization's experience with developing employment-focused case plans for former prisoners or ex-offenders. *Prior in reach experience is not a requirement.*

B. *Orientation and assessment, life skills classes (10 points)*

Orientation & Assessment: Provider(s) must institute program services that begin with an initial screening and a review of program requirements. Provider(s) must review program goals and expectations of both the program and participants with participants and document in participant files. In addition, Provider(s) must assess participants in the areas of academic skills, vocational skill development, employment experience and vocational goals and interests. Provider(s) must use the assessment to assist the participants in their development of both short-term employment goals and long-term career planning.

Life Skills & Job Readiness: Provider(s) must institute program services that include no fewer than five days consecutively at the beginning of the program for life skill classes and activities focusing on skills needed to succeed in the transitional job as well as resolving challenges at work. Additional classes, equaling no fewer than 10 days throughout the course of the program should also be implemented. These classes do not need to be implemented consecutively. These short-term, peer-to-peer classes shall address at minimum, soft job skills, family support issues, and personal barriers. Classes shall address anger management, stress reduction, conflict resolution, and other life skills to support the work of the employment-focused case management. Additionally, classes should include writing a resume, filling out an employment application, how to interview and conduct a job search, learning real wage expectations, learning how to dress on the job, displaying appropriate workplace behaviors, developing financial literacy, and engaging in career planning. Classes should be flexible enough to allow for off-site interviewing and to address other requirements of parole.

1. Please describe your orientation and job-readiness assessment process.
2. Please describe how you will use the results of the assessment to assist the participant in his/her development of both short-term employment goals and long-term career planning.
3. Detail your organization's capacity and ability to conduct on-site training/curriculum-based programming to address the diverse needs of returning offenders seeking employment.
4. Please detail how your classes will include writing a resume, filling out an employment application, how to interview and conduct a job search, learning real wage expectations, learning

- how to dress on the job, displaying appropriate workplace behaviors, developing financial literacy, and engaging in career planning.
5. Please detail how your proposed training program is based on current research and evidence-based interventions.
 6. Detail the tentative schedule of programs, including frequency, maximum participant capacity, etc.
 7. Does your proposed training program foster successful rehabilitation and reintegration into the community? Yes or No If YES, please detail how.
 8. Does your proposed training program promote an overall positive work ethic, respect for others, and a sense personal responsibility in participants? Yes or No If YES, please detail how.
 9. Does your proposed training program promote positive development of family and community relationships, social and life skills? Yes or No If YES, please detail how.
 10. Does your proposed program provide linkages to recovery-based programs and activities? Yes or No If YES, please detail how.
 11. Briefly describe your organization's facilities in terms of location, physical condition, and accessibility to its clients, as well as disabled persons. Describe any equipment or other material resources that will be available to the MPRI participants/clients.

C. *Comprehensive and Coordinated Employment-Focused Case Management/Coordination (15 points)*

Comprehensive and coordinated case management functionality includes, but is not limited to: intake and assessment, one-on-one interaction, effective linkages to identified service needs, communication with parole agents, data management, communication with all who are involved with providing a continuum of care, the ability to locate resources, service eligibility determination, awareness of community resources, coordination of key information across multiple agencies/service providers, and thorough documentation of program and client services outcomes.

1. Describe your organization's previous experience in working with formerly incarcerated men and women. *(Limit to 100 words)*
2. Describe the goals associated with this previous service delivery.
3. Detail the performance outcomes that were achieved.
4. Describe how you will address client transportation issues.
5. Describe how you will make linkages to service providers throughout the community as necessary to meet the needs of each client.
6. Thoroughly detail how you will provide assistance in securing identification (i.e. Birth Certificate [if needed], Driver's License, State ID Card, Social Security Card, etc.).
7. Detail the internal procurement process for line level staff to obtain the necessary funds to pay for these documents on behalf of MPRI clients.
8. Describe how you will incorporate evidence-based strategies into your overall transitional jobs program. *(See Appendix B).*

D. *Transitional Job Placement and Management*

By affixing their signature on the Proposal Cover Page - bidders confirm that they are aware of and will abide by the following:

1. Provider(s) must identify and create Transitional Job slots that are short-term, employment opportunities at nonprofits, governmental agencies, or for-profit employers.
2. These TJ employer sites must agree to participate in the program, identify meaningful job slots, assign a mentor on the job, and agree to have the mentor report to the case manager on work performance and any workplace issues.
3. MPRI contractors must be the employer of record, (i.e., prepare, and pay the wages of the program participant). Wages must be paid via pay check with appropriate tax payments withheld, etc.) This may be outsourced through a reputable payroll company.

4. Once the provider places a participant with an identified Transitional Job slot in the community, the participants shall engage in the transitional job for no fewer than 20 and no more than 32 hours per week.
5. Participants shall remain in the transitional job on average for 90 days but no fewer than 60 days.
6. Participants shall be paid no less than minimum wage.
7. Providers must maintain mutually agreed upon performance benchmarks for job developers associated with the MPRI service contract.

II. Staffing and Management

20 Points

1. Clearly identify by title and name, if known, the individual(s) responsible for each element of the delivery of services proposed in your Proposal.
2. Clearly demonstrate how their experience is relevant to the services they will provide.
3. How do they bring cultural, programmatic, victim-centered, and gender-responsive competencies to the service delivery area?
4. Who will be responsible for communicating with the MPRI Community Coordinator and the MDOC parole agents on service delivery?
5. Attach a job description and resume for each position involved in the service delivery areas described in your proposal.
6. Is your organization a member of the local Continuum of Care network? Yes or No
7. If YES, who is your agency designee at these CoC meetings?
8. In keeping with EBP (*see Appendix B*), what are your organization's core values relating to employee development?
9. For every staff person you listed under question 1 above, provide a list of all trainings he/she has attended in the past 12 months geared toward employee improvement/development/honing of their service craft. (This can include trainings conducted by your organization).
10. In keeping with EBP (*see Appendix B*), briefly detail how your organization works to achieve maximum staff performance.
11. If your agency is awarded a contract for services with MPRI, who will be the person responsible for training line staff and making them aware of the necessary contract performance/requirements?
12. If your agency is awarded a contract for services with MPRI, who will be the person responsible for submitting monthly invoices? Who will be the person responsible for submitting monthly required programming data? Who will be responsible for reporting MPRI participant participation?

III. Collaboration/Partnerships

10 Points

1. Describe your organization's previous experience working with employers in the community. **Include as attachments to your proposal - no fewer than 10 letters of support from employers who have agreed to act as transitional job or unsubsidized employers within the MPRI Transitional Jobs program structure.**
2. Describe your plan for formally interacting with collaborators, especially the employer community.
3. What are the current formal or informal partnerships/agreements/collaboration efforts you have that will further assist in the comprehensive delivery of services to the targeted population?
4. Please provide five community service provider/public service agency references that can provide reference to your organization's history of coordinating services among multiple providers consistent with employment readiness services to hard to serve populations.
5. What are the current formal or informal partnerships/agreements/collaboration efforts you have that will further assist in the comprehensive delivery of services to the targeted population?
6. Please provide a minimum of five community service provider/public service agency letters of reference that speak to your organization's history of coordinating services among multiple providers consistent with reducing the barriers faced by former prisoners to successfully reintegrate back into the community.

IV. Program Outcomes

20 Points

1. Page 7 details the minimum service outcomes. Describe the methodology for tracking the required data and reporting the required outcomes. (Example: Each job coach/case manager will be responsible for conducting bi-weekly case conferences with partner agencies to track status of each participant .)
2. How will you measure the success of your services. This detail should begin with the number of participants that will be served during the fiscal year and applicable outcomes relative your services provided. (i.e. Maintain a __% rate of clients who complete structured life skills program; _____. Maintain a __% of clients who will remain employed (in one or more jobs) for nine months; No more than ____% of clients will be returned to prison for committing a new crime.).

Payment Structure:

For every In Reach Session Attended - \$250

Total Per Person Payment - \$4,500

Completion of Soft Skill/Assessment	Benchmark #1	20%	\$900.00
Starting Transition Job	Benchmark #2	10%	\$450.00
30 days at Transition Job	Benchmark #3	10%	\$450.00
60 days at Transition Job	Benchmark #4	10%	\$450.00
90 days at Transition Job	Benchmark #5	10%	\$450.00
Unsubsidized Employment	Benchmark #6	20%	\$900.00
30 days Unsubsidized Employment	Benchmark #7	20%	\$900.00
			\$4,500.00

Performance Payment for meeting stated outcomes - to be determined at contract negotiation

Direct reimbursement for wages and other service needs as noted on Page 12.

FAMILY REUNIFICATION AND COMMUNITY EDUCATION

(7) FAMILY REUNIFICATION SERVICES (PRE AND POST RELEASE)

This RFP is seeking to engage one or more providers in the design and implementation of a process through which MPRI participants' families can begin to be engaged in his/her reentry planning and success. This will include clinically-led family reunification sessions prior to release, continued family services, and intervention assistance post-release. The contracted provider will conduct pre-release training and curriculum-based parental/family responsibility workshops designed to help MPRI participants maintain resilience and stability in their families upon their release.

In addition, the provider will be responsible for designing and implementing community-wide training sessions and/or information-sharing mini-conferences to assist family members and extended family members prepare for the practical expectations and challenges associated with loved ones returning from incarceration. The final community education design must be approved by the Wayne County MPRI Steering Team.

According to a February 2008 Urban Institute Study, Broken Bonds Understanding and Addressing the Needs of Children with Incarcerated Parents - increased attention must be focused on the children of incarcerated parents, and their caregivers.

The study noted that:

“Parental incarceration affects a large and increasing number of children. The most recent estimates (for 2002) indicate that over 1.5 million children have a parent who is currently in state or federal prison. Most of these children are young, low-income, and black or Hispanic. These children face significant uncertainty in nearly every aspect of their lives. Temporary, informal care arrangements may permanently separate children from their imprisoned parent, their family, and their friends. The expense and discomfort of prison visits may limit the contact between parent and child needed to maintain a relationship during incarceration. Dramatic reductions in parental income and resource-strained caregivers may lead to significant financial hardship.”

Extensive studies have demonstrated the importance of family connections and the improved reentry outcomes that result from prisoners maintaining family connections (both during release and after). Family-focused reentry programming has been a focus of MPRI in Wayne County since its inception and our goal is to structure additional efforts toward addressing the challenges faced by children and families dealing with an incarcerated loved one.

In 2004, the Vera Institute of Justice released an Issue Brief titled, The Front Line: Building Programs that Recognize Families' Role in Reentry. According to the authors (Bobbitt and Nelson):

“Some 30 years of research from other fields suggests that family support can help make or break a successful transition from prison to community.”

The following link is recommended for those interested in responding to this service area:

http://www.urban.org/UploadedPDF/411616_incarcerated_parents.pdf.

Proposal Narrative

The Proposal Narrative must consist of the following four (4) sections in the prescribed order:

1. Proposed Statement of Work 50 Points

Based upon your knowledge and understanding of the consequences of familial incarceration faced by children and caregivers, and the impact of family ties on reintegration - please detail your proposed statement of work to address these challenges both pre release and post release.

It is important that the statement of work be an accurate reflection of what you intend to do under your contract. Please note appropriate research sources, and references. Please clearly define how the research lead you to your conclusions to recommend the plan, workshop topics, family reunification planning process, and community education plans you are proposing for your contract work on behalf of MPRI. All workshop titles should be clearly identified with a brief description of expected learning outcomes.

2. Organizational Capacity: 20 Points

Describe your organization's history, mission and goals. (5 Points) Explain why you are qualified to provide family reunification and community education services and your experience working with former prisoners in your organization's history. (5 points) Describe your organization's major accomplishments and how the organization has and will build on these successes to improve its impact and effectiveness on the lives of the formerly incarcerated and their children and families. (10 points)

3. Staffing and Management 20 Points

Clearly identify by title and name, if known, the individual(s) responsible for each element of the delivery of services proposed in your Proposal. Clearly demonstrate how their experience is relevant to the services they will provide. How do they bring clinical, cultural, and gender-responsive competencies to the service delivery area? Who will be responsible for reporting MPRI participant participation? Who will be responsible for communicating with the MPRI Community Coordinator and the MDOC parole agents on service delivery? Attach a job description and resume for each position involved in the service delivery areas described in your proposal.

4. Program Outcomes 10 Points

Describe the methodology for measuring the success of your proposed work plan and your performance relative to your Statement of Work. This detail should begin with the number of participants that will be served during the fiscal year and your program outcomes relative to how many participants will achieve your established outcomes. (i.e., *The number of participants achieving successful reunification with their families six months post release. The number of clients who will report improved relationships with their families. Etc.*) Please provide a clear identification of the benefits to the former prisoners and/or their families and children during or after services have been delivered.

Funding structure will be based on the number of proposals accepted for further consideration by the reviewers. However, bidders are encouraged to attach a preliminary budget associated with their proposed statement of work and services. The total amount of funding allocated for this service area is \$250,000.

LEGAL ASSISTANCE

(8) LEGAL ASSISTANCE AND LEGAL SERVICES (PRE AND POST RELEASE)

In the initial weeks following release, former prisoners face substantial hurdles in reintegration due to a lack of verifiable government-issued identification. The steps necessary to secure birth records, licenses, state identification, social security cards, school records, and other forms of credentials can be arduous for many and near to impossible for some.

The Center for Law and Social Policy, CLASP (a national nonprofit that works to improve the lives of low-income people) has extensively examined the barriers that former prisoners are faced with upon release when it comes to: employment; rental housing; student loans; regaining custody of children; accessing public benefits; or re-connecting with children for purposes of visitation (where allowable).

The following links are recommended for those interested in responding to this service area:

http://www.clasp.org/publications/EDC_fact_sheets.pdf

http://www.clasp.org/publications/every_door_closed_sum.pdf

According to CLASP,

“As ex-offender parents struggle to make a fresh start, they encounter many legal and social barriers that make it very difficult for them to successfully care for their children, find work, get safe housing, go to school, and access public benefits. CLASP is working to encourage policies and programs that help, not hinder, ex-offenders make a fresh start with their families and the labor market.”

This RFP is seeking the services of one legal services agency to provide pre and post release services and workshop structured education assistance to MPRI clients in the areas of identification restoration, identity theft; family law matters including child support and custody, paternity, and divorce; public benefits; employment and any other areas that require legal expertise as identified by the MPRI transition team.

The selected agency will also present weekly legal information workshops to inmates at a minimum of three MDOC correctional facilities (Mound, Ryan and Huron Valley). The selected agency will also provide one-on-one legal assistance to participants. *(It is understood that there may be an exception in cases where a conflict exists).*

The provider will provide the necessary legal assistance for participants (except where a conflict may arise) upon their release from prison.

Proposal Narrative

The Proposal Narrative must consist of the following four (4) sections in the prescribed order:

1. Proposed Statement of Work

50 Points

Based upon your knowledge, experience and understanding of the collateral consequences associated with a individual (particularly a parent) having a felony conviction and attempting to reintegrate into society, please detail your proposed statement of work to address these barriers both pre release and post release.

It is critical that the statement of work be an accurate reflection of what you intend to do under your contract. Please note appropriate research sources, and references. Please clearly define how the research lead you to your

conclusions to recommend the plan, workshop topics, public benefits education, you are proposing for your contract work on behalf of MPRI. All workshop titles should be clearly identified with a brief description of expected learning outcomes.

2. Organizational Capacity:

20 Points

Describe your organization's history, mission and goals. (5 Points) Explain why you are qualified to provide legal services and public benefits education and assistance, and your experience working with former prisoners in your organization's history. (5 points) Describe your organization's major accomplishments and how the organization has and will build on these successes to improve its impact and effectiveness on the lives of the formerly incarcerated and their children. (10 points)

3. Staffing and Management

20 Points

Clearly identify by title and name, if known, the individual(s) responsible for each element of the delivery of services proposed in your Proposal. Clearly demonstrate how their experience is relevant to the services they will provide. How do they bring cultural, programmatic, and gender-responsive competencies to the service delivery area? Who will be responsible for reporting MPRI participant participation? Who will be responsible for communicating with the MPRI Community Coordinator and the MDOC parole agents on service delivery? Attach a job description and resume for each position involved in the service delivery areas described in your proposal.

4. Program Outcomes

10 Points

Describe the methodology for measuring the success of your proposed work plan and your performance relative to the Statement of Work detailed earlier in this proposal. This detail should begin with the number of participants that will be served during the project and your program outcomes relative to how many participants will achieve your established outcomes, in addition to overall project outcomes for the contract period. (i.e., *The number of participants that will indicate increased awareness regarding public benefits. The number of clients who will report satisfaction with legal assistance provided. Etc.*) Please provide a clear identification of the benefits to the former prisoners and/or their families and children during or after services have been delivered.

Bidders are encouraged to attach a preliminary budget associated with their proposed statement of work and services. However, final payment structure and contract amount will be finalized during contract negotiation. The total amount allocated for this service area is \$150,000.

UNITED WAY FOR SOUTHEASTERN MICHIGAN
MPRI SERVICES FOR WAYNE COUNTY
Proposal Coversheet

SERVICE DELIVERY AREA: _____

***MUST BE ATTACHED TO ORIGINAL PROPOSAL PACKAGE - and all six copies ***

Name of Applicant Organization: _____

Address (Street AND PO Box): _____

Service Delivery Address (If Different From Above) _____

Tax ID # _____

Phone: _____ **Fax:** _____

Name of Authorized Representative _____

Phone: _____ **Fax:** _____ **Email (required):** _____

Name of Contact Person for this proposal: _____

Title: _____

Phone: _____ **Fax:** _____ **Email (required):** _____

Certification: I certify that I understand that all responses to the MPRI RFP must be complete upon submission. By my signature on this Proposal Cover Sheet, I acknowledge that all required components of the RFP are included and that all statements and information contained in this application are true and complete to the best of my knowledge and belief.

Signature of Authorized Representative (required)

Name _____

Title _____ **Date** _____

UNITED WAY FOR SOUTHEASTERN MICHIGAN
REQUEST FOR PROPOSALS
MPRI SERVICES FOR WAYNE COUNTY
BIDDER'S INFORMATION MEETING
REGISTRATION FORM

**THIS DOES NOT NEED TO BE SENT ALONG WITH THE PROPOSAL PACKET Please print*

Name	
Title	
Does your organization meet the minimum requirements to submit a proposal?	Yes _____ No _____
Organization	
Address	
City, State, Zip	
Phone	
Fax	
Email (REQUIRED)	
What is the Mission/Purpose of your Organization?	
Who Is Generally Eligible for your Organization's Services?	

ALL REGISTRATION FORMS SHOULD BE MAILED or FAXED
TO:

Ms. Jacqueline Jones
UNITED WAY FOR SOUTHEASTERN MICHIGAN
660 Woodward Ave., Suite 300 ~ Detroit, MI 48226
[or] 313-226-9210 FAX

Please Note on Envelope: Bidder's Information Session

Since 2005, United Way for Southeastern Michigan (UWSEM) has worked in partnership with the MDOC, and other State departments to ensure that a continuum of services (both pre and post release) are available to address the community reintegration needs of the formerly incarcerated, the community receiving them, and their families.

To date these services have consisted of:

- **Case Management and Prison In-Reach Services** – These services consist of collaborative work beginning in the correctional facility with an offender assessment that measures both risk to re-offend, and criminogenic needs (COMPAS) which is also utilized to develop each prisoner’s Transition Accountability Plan (TAP). MPRI service providers serve as members of the Wayne County MPRI transition team. Case management services as well as other needed services related to successful re-integration for the majority of the offenders begins at the time of the in reach sessions, and consists of follow up transition team/in reach activity. The restoration of identification, pre-screening and eligibility for public entitlements, reentry preparation through workshops on housing options, job preparedness, and transportation solutions all take place prior to release through transition team members, MPRI contract partners, and correctional facility collaboration. Workshops conducted at the correctional facilities, prior to release, are conducted by community partners, designated MPRI contractors, and/or transition team members.
- **Housing:** Transitional and supportive housing is provided by Detroit area agencies. Through contract services and coordination several hundred former prisoners have been able to receive transitional housing services at existing housing shelters and transitional housing facilities, without decreasing the availability of bed space and services for homeless residents typically serviced by these facilities. Substantial coordination, planning, and investments in housing services have resulted in a marked and increased capacity throughout the City of Detroit to provide transitional and supportive housing for former prisoners.
- **Sex Offender Services:** These services are provided by MPRI providers and consist of comprehensive services designed to meet the housing, employment and community case management needs of male and female former prisoners who must register on the sex offender registry. Transitional housing, transitional jobs, and case management services are provided by contract partners, and the providers possess a clear understanding of state and local laws, ordinances, offender registry requirements and all relevant housing restrictions, and employment barriers. In addition to the MPRI funded services, sex offender treatment therapy, and other direct services and community supervision/monitoring services are provided through the MDOC parole division.
- **Workforce Development:** Transitional Job services are provided by MPRI contracted agencies, and other partners. Participants are enrolled in a Transitional Jobs program that includes orientation and assessment, life skills classes, subsidized Transitional Job work slots which pay participants wages equal to or above the State of Michigan minimum wage, employment-focused case management to support participants and assist them to resolve barriers to longer-term employment, and successfully transition participants into unsubsidized, permanent employment. Life skills classes address identified needs of the participants such as problem solving,

communication skills, workplace literacy, financial literacy, job interview training or other identified professional development services necessary for the successful transition of the participants into unsubsidized employment. Workforce development and job placement assistance services are also provided by the two Michigan Works! agencies serving the County and the City of Detroit.

- **Transportation:** MPRI Wayne County provides transportation assistance to former prisoners returning to Detroit via the Greyhound Bus. For those paroling to a commercial facility, van transportation is provided directly to the housing location. For those paroling to residential homes, they are provided with bus route maps and adequate bus tickets to get home, and get to their parole agent the next morning. Each individual is provided with a toiletry kit and additional information regarding MPRI services. Additionally each MPRI contractor agency and each parole office provides bus ticket assistance to individuals as needed.
- **Family Support Services/Life Skills Programs:** Legal services and family reunification/support services are provided by MPRI-funded agencies in the areas of identification restoration; family law matters including child support and custody, paternity, and divorce; public benefits; employment and any other areas that require legal expertise as identified by the MPRI transition team. The legal agency conducts weekly pre-release workshops to prisoners at the facility and provide one-on-one legal assistance for those who request it. Additionally, family reintegration pre-release workshops and group sessions are conducted for both prisoners and their families. A group session for family members of prisoners participating in the in-prison workshops are conducted once per month in the community. Family reunification services are an extension of the in-prison family support groups currently offered at the prison facilities. The initial family reunification session is conducted while the prisoner is still in prison and sessions/services continue upon release.
- **Domestic Violence/Victim Services:** After several months of planning a collaborative effort was launched in Wayne County to address the needs of domestic violence victims who are returning to their communities from prison. The MPRI-funded programming consists of an in-prison phase and a community phase. The in-prison phase consists of a six-week workshop series for prisoners at the Huron Valley Women's Facility. The workshop series also serves as the introduction to post-release services available for MPRI participants. The community phase entails providing services to not only the pre-release domestic violence program participants, but to victims of crime in Wayne County who indicate a need for services. Victims' needs are met through resources, intervention, prevention and support services, including advocacy services, group therapy and counseling sessions, emergency financial assistance, and housing assistance.
- **Faith-based Mentoring Services:** This coordinated service is provided by a host of community partners who work with the MPRI site to build solid, outcome-centered relationships with area faith-based institutions with the goal of providing intervention, and reinforcement of personal responsibility to former prisoners. This partnership is designed for faith-based networks to develop and implement a strategy to recruit and retain mentors who are then matched with returning offenders who will assist in supporting the parolee in the community by offering

support, guidance and assistance with personal challenges and weekly opportunities for pro-social activities – particularly on weekends.

- **Friend of the Court** - MPRI Wayne County began working in partnership with Friend of the Court (FOC) in 2006. Wayne County FOC staff provide informational sessions at the Ryan and Mound correctional facilities about FOC in general, arrears, and payment plans. Each prisoner is given a copy of the Friend of the Court Handbook. FOC meets with each inmate individually and requests that he complete the Request for FOC review form so that FOC can then take the request back to their offices and have his account reviewed for currently charging and to begin a review of the child support obligation. At the close of the individual meeting, FOC advises the inmate that he will receive information via mail regarding the issues discussed and FOC informs him that he should attend the next session that will take place at the prison to have any questions addressed regarding what he received via mail. Each prisoner then receives via mail a print out of the account information (which details the arrears reflected on the account, and what portion is owed to the custodial party and what portion is owed to the State of Michigan). This information is also mailed along with a motion packet to request a payment plan, an Affidavit, and Order requesting that the court suspend the fees. Additional forms, pertaining to issues of parent time or other issues are sent if requested by the prisoner during the one-on-one sessions. If the prisoner has a case in another County, the FOC office sends an email to a representative from that county advising that the individual is incarcerated and informing of his request for information.

The legal assistance for FOC matters, as well as other legal matters affecting MPRI prisoners are handled by one of the Wayne MPRI contract partners who conduct workshops on the topic of FOC issues and also provides one-on-one legal assistance to the prisoners after the prisoners has met with FOC.

- **Law Enforcement Services** – This service consists of working cooperatively with federal, state, county and local law enforcement and prosecution agencies toward a synergistic approach to effectively utilizing the time, resources, and commitment of each respective agency toward the common goal of public safety. An example of efforts to date include Project Safe Neighborhoods, and the Comprehensive Anti-Gang Initiative. (*SEE Appendix A-1*) The MPRI Men’s Clothing Closet is co-located inside of the Detroit Police Department Outreach Center in northwest Detroit where MPRI’s faith-based mentoring program is on site and implemented by Second Ebenezer Church. In addition, MPRI funds provide for the Wayne County Sheriff’s Office’s daily presence at each of the provider facilities, including K-9 searches when requested by service providers.

The additional core services identified in the MPRI model that have been provided either through referrals, contracted services by the MDOC, or directly by MPRI Wayne County providers are: *Substance Abuse Services, Mental Health Services, Health Care Services, Adult Education, Financial Literacy, and Entitlement Services.*

MPRI Wayne County is also implementing a Ready4Work project focused on housing construction with funding provided by the Michigan State Housing and Development Authority (MSHDA) and MDOC. The project combines wage-paid real work, supportive services, skill

development, case management, and mentoring to former prisoners paroling to Wayne County with building trades certification earned while in prison, or obtained prior to incarceration. The supportive employment element of the project includes: orientation and assessment, life skills classes, subsidized transitional employment, employment-focused case management to support participants and assist them with addressing barriers to longer-term employment, support to obtain unsubsidized employment, and mentoring support.

Through this project, the identified construction developer works closely with the identified non-profit employer partner who serves as the employer of record for project participants. The identified developer works in partnership with the non profit employer partner to provide the appropriate amount of sub contract work to provide work opportunity and experience for project participants. MSHDA and MDOC each committed \$500,000 for the implementation of the project. The combined funding, in addition to Wayne MPRI's commitment, will result in the construction of 5-6 homes that will be utilized for supportive housing in northwest Detroit. A minimum of 50 former prisoners will be provided employment, case management and faith-based mentoring throughout the duration of the project. The newly constructed properties will be owned by a nonprofit organization that serves and houses people with special needs including, the homeless, domestic violence survivors, youth aging out of foster care, and ex-offenders. *(SEE Appendix A-2)*

The MPRI is designed to help ensure that former prisoners return to the community prepared to succeed. MPRI Wayne County consists of an advisory council, a steering team, co-chairs of the steering team, a community coordinator, MDOC Field Operations, MDOC Correctional Facilities, UWSEM (as the administrative agency and community partner), and transition team members. The transition team is comprised of community service providers, Wayne County MPRI staff, and the supervising parole agent. The primary and essential role of the MPRI Steering Team, led by the group's four Co-chairs, is to design the Comprehensive Prisoner ReEntry Plan and monitor its implementation. *(SEE Appendix A-3)*

It is the responsibility of Steering Team members to attend Steering Team meetings as representatives of their service area and to bring to the table the advice, concerns and input of their stakeholders. Thus, two critical expectations of the Steering Team are that members have the knowledge and expertise of the service area they represent and that they represent their networks, not just their own organizations. The four Co-chairs must ensure a robust process for the design of the plan by the Steering Team. Steering Team meetings should be focused on planning, monitoring and reporting.

The Wayne County MPRI Community Coordinator is responsible for serving as the liaison between all vested public and private stakeholders and the MDOC to ensure effective communication and proficient systems building throughout Wayne County. The Community Coordinator is the central point of contact for engaging the support and participation of all stakeholders to ensure inclusive support and feedback are provided and encouraged throughout the implementation of MPRI. Under the direction of UWSEM, the Community Coordinator is responsible for providing the necessary communications and information relating to MPRI implementation and service delivery outcomes, is the point of contact for all sub contractors, and is responsible for managing the day to day implementation of MPRI services in Wayne County.

Transition teams work in cooperation with and under the direction of the local parole office, and community coordinator, and in accordance with identifiable need areas on each offender's Transition Accountability Plan (TAP).

While under supervision in the community the Supervising Parole Agent will maintain primary case management responsibility for parolees, and community case management agencies will work in partnership with the Parole Agent, the transition team and other service providers to provide additional community supports, and direct referral and placement throughout the community in direct response to the needs of each returning prisoner.

In an effort to intensify the support and assistance that each former prisoner receives while navigating through our system of service delivery, a pivotal element of the Wayne County MPRI service strategy has entailed incorporation of a directed case coordination function that is implemented by each service provider. At the center of this structure, the certainty remains that the supervising Parole Agent has ultimate case management authority, with the community case management agencies providing direct services, referral/linkage to needed resources, centralized data collection and overall monitoring of the supportive services for their effectiveness in addressing identified needs including those that will be provided by non-MPRI contractor community partners and/or other MPRI contractors. For contractual purposes, the overall monitoring of progress with re-entry goals identified in the TAP process will rest with the community case manager of the MPRI provider agency, in direct cooperation with the assigned Parole Agent.

Across the nation, as well as in Michigan, approximately 95% of all incarcerated individuals will eventually be released from prison back into the community. In Michigan, an average of 13,000 prisoners are paroled from correctional facilities throughout the State each year. In 2007, 3,541 of those paroled statewide returned to Wayne County - 30% of them were not employed at the time of their crime and 60% of them are reported to have had a drug problem. [Source: MDOC] (*SEE Appendix A-4*) In addition to those paroled, there are hundreds more who are released back to Wayne County because they have served out their maximum sentence (max outs). A formerly incarcerated person who is a 'max out' is not under community supervision of the Michigan Department of Corrections (MDOC) (i.e., he/she is not on parole).

UWSEM: Leveraged Funding Dedicated to Support Prisoner Reentry

Since the inception of MPRI, UWSEM has been working collaboratively with stakeholders to firmly establish the impact of comprehensive service delivery on the outcomes of reentry and public safety. In addition to managing the MPRI funding provided by the MDOC, UWSEM has aggressively pursued federal resources that could in turn be used to strengthen networks and collaborative efforts among community and faith-based organizations that provide prisoner reentry services. To date, UWSEM has received over \$1 million in federal funding for reentry programming and services.

In April 2009, UWSEM (in partnership with Wayne County MPRI) issued a Request for Proposals (under its federal funding) for the purpose of selecting a faith-based or community service organization to deliver high-quality case management, mentoring, housing referral, and employment placement assistance designed to meet the reintegration needs of formerly incarcerated men and women

who max out of prison. As noted above, the term ‘max out’ is used when a prisoner serves their maximum sentence and is released from prison. As a result of this RFP process, Vanguard Community Development Corporation was the successful bidder. For updates regarding additional RFPs soon-to-be released by UWSEM, please visit www.uwsem.org/reentry.

In addition to contracted services outlined within this RFP, MPRI Wayne County has included in its FY 2010 overall budget the availability of funding (for its contracted agencies) to meet the following emergent post-release needs of MPRI participants:

- MPRI Wayne County contract vendor’s reimbursement for approved expenses utilized to assist dually-diagnosed former prisoners with obtaining needed medications (while awaiting public benefits);
- MPRI Wayne County contract vendor’s reimbursement for approved expenses utilized to assist former prisoners with obtaining needed medications (while awaiting public benefits);
- Workforce development assistance and services from the Michigan Works! agencies serving Detroit, Wayne and Monroe Counties (direct funding support for both agencies to service MPRI participants)
- Service voucher payments of \$500 for up to 100 MPRI participants to participate in/enroll in recovery-focused programs and/or trainings where it is established that the MPRI participant does not meet existing eligibility for the provider to provide recovery services to him/her.

All contractor-initiated reimbursements and voucher payments must be authorized and approved by the Wayne County Community Coordinator prior to distribution.

Since early 2007, MPRI Wayne County has implemented a comprehensive transitional jobs and job placement and assistance program. The program’s implementation has resulted in an incredible amount of communication, coordination and cross-agency collaboration all focused on improving the reentry success of former prisoners. One of the greatest lessons learned throughout this unprecedented cross-system partnership, is the unwavering dedication that everyone involved in a returning prisoner’s successful reintegration must make to improve the coordination between drug abuse treatment providers and reentry program services. Many men and women are removed from our communities drowning in addiction - and upon release, alcohol and drugs become their primary focus of attention.

It is our desire that the combination of services provided through the MPRI Wayne County Comprehensive Plan funding, UWSEM’s federal funding, and the direct contract services provided by the MDOC Substance Abuse Services Section will yield a tangible transformation in the lives of former prisoners and their families. At the core of this transformation is creating in our participants - a drug-free lifestyle, deliberately focusing our efforts on helping them discover ways of dealing with idle time, building relationships with drug-free associates, adjusting to the routines of day-to-day living, and re-affirming their place in society.

We are seeking to engage the contract services of faith and community based providers who will work to ensure that each returning prisoner’s treatment and criminogenic needs are appropriately

addressed so that those who want to pursue meaningful employment can do so - with the self-awareness that only recovery can bring.

Frequently Asked Question:

What can I do to assist returning prisoners and my community if my organization or business does not meet the minimum qualifications outlined throughout this RFP?

Answer:

Unite with MPRI Wayne County, the City of Detroit, County Officials, and other stakeholders who share the common vision of achieving sustainable communities, improving family resilience, and promoting positive outcomes for children by working together to reduce and prevent crime, and disrupting the cycle of crime and incarceration throughout our community.

Make a commitment to disseminate information that is helpful to others. Make a commitment to stimulate meaningful dialogue in Detroit neighborhoods, and in surrounding Wayne County communities leading to sustainable partnerships and improved capacity to create a formal reintegration infrastructure for former prisoners.

Be an agent of change in the community by mobilizing and educating the community around the importance of:

- Minimizing risk factors for children
- Breaking the bonds of addiction in the community
- Engaging residents to serve as the first line of defense in preventing crime in their neighborhoods
- Empowering parents to raise resilient children
- Improving the quality of life throughout neighborhoods
- Implementing successful reintegration strategies for former prisoners
- Systemically addressing the barriers and criminogenic needs of ex-offenders
- The need for a candid exchange of ideas of how to foster social capital throughout neighborhoods
- Institutionalizing the strategies of prisoner reentry among community stakeholders
- Helping family members understand the realistic expectations of the transition from prison to community
- Maintaining effective and pro-active linkages between the community and the police

Project Safe Neighborhoods – Face-To-Face Meetings with Parolees

Project Safe Neighborhoods is a program of the U.S. Department of Justice, led locally under the leadership of U.S. Attorney Stephen Murphy, that is committed to reducing crime. Nationally the PSN has three goals: 1) aggressively promote the message that all firearm-related violent crime will be met with strict enforcement and swift and certain punishment; 2) encourage citizens to work with local, state and federal law enforcement to address firearm-related violent crime in their communities; and 3) promote gun safety in the community. The goals are achieved through the joint cooperation of federal, state and local law enforcement agencies, in partnership with community agencies.

One of the ways all of the partners are working together on crime reduction is through parolee call-in meetings – called, Face-To-Face. The Face-to-Face meetings are held at one of the Detroit Police Districts and each meeting serves two purposes:

- 1) To inform parolees of the community's commitment to reducing crime and gun violence and that there involvement with guns may result in federal prosecution;
- 2) To link parolees with the community support and services necessary to help improve their transition back into the community.

Several MPRI providers attend and participate in the scheduled Face-To-Face meetings. The role of MPRI contractors at the Face-To-Face meetings is a vital one. After each law enforcement representative shares a message of responsibility and accountability – the MPRI provider network and other MPRI team members are on hand to represent the community and the provide details regarding services that are available through MPRI.

FOR MORE INFORMATION VISIT PSNWORKS.ORG OR PSN.GOV

Overview of the Detroit Comprehensive Anti-Gang Initiative (CAGI)

CAGI was launched nationally in March 2006 by the U. S. Attorney General as a comprehensive approach to address gang crime and to prevent further gang activity. In February 2008, the Eastern District of Michigan (Detroit area) was selected as one of 12 sites nationally to implement CAGI. The activities of the Detroit initiative are guided by the leadership of the United States Attorney's Office (USAO) for the Eastern District of Michigan (EDMI), and contract services and community coordination will be managed by United Way for Southeastern Michigan (UWSEM).

CAGI funding has been granted to the EDM, which it will use to fund prevention/intervention, law enforcement, and reentry efforts. The goals of the Detroit CAGI are to reduce gang membership and gang violence through enforcement efforts, prevention efforts, and reentry strategies. Specifically:

- Enforcement efforts focus on the most significant gang members. Violent gang members are targeted for federal and state investigations and prosecutions.
- Prevention/intervention efforts focus on reducing youth gang crime and violence by addressing the full range of personal, family, and community factors that contribute to juvenile delinquency and gang activity.
- Reentry efforts focus on utilizing pre- and post-release services and supervision that encompass partnerships with faith-based and other community organizations; provide transitional planning, housing assistance, job readiness and placement assistance, substance abuse and mental health treatment, educational assistance, mentoring, and other services as needed to assist previous gang-involved offenders reentering society.

In partnership with the the Michigan Department of Corrections (MDOC), USAO, and the PSN Taskforce of the Eastern District of MI, UWSEM will oversee the administration and coordination of a multi-year comprehensive anti-gang initiative within the specifically identified neighborhoods in the northwest, eastern, and southwest sectors of the city of Detroit. CAGI activities will be focused toward goals to reduce the occurrence of violent gang-related incidents in the targeted areas, employing evidence-based approaches to assist former gang members and youth acquire the skills and opportunities needed to avoid criminal behaviors, and reducing recidivism rates for gang-involved individuals returning to the targeted communities. Additionally, the project will focus on capacity building and equipping organizations with the

skills, access to information, and training that will improve their ability to positively impact recidivism, employment, and substance abuse among gang-involved former prisoners.

Overall, CAGI partners include, federal, state, local law enforcement/criminal justice agencies, probation and parole, social service providers, community and faith-based organizations, schools, and grassroots groups. These partners will meet regularly as a collaborative body to review/monitor its achievement toward the project's strategies which include (but are not limited to): 1) Targeted police operations; 2) court/prosecution partnerships; 3) researcher involvement in the design, implementation and evaluation of activities; 4) state parole supervision through specialized caseloads; 5) Providing alternatives to gang involvement for youth who are gang-involved or at high risk for gang involvement; 6) Outreach to identify and engage high-risk youth; 7) Case management for high-risk youth, and when appropriate, their families; 8) Prevention through education, awareness and community mobilization; 8) school-based interventions/parental empowerment; and 9) coordinated pre and post release reentry planning (wrap around services, treatment, job placement assistance) for eligible federal probationers/state parolees. Direct prevention/intervention and reentry services funded by this project will be limited to projects that adhere to the principles of effective intervention and established evidence-based practices.

The stakeholders participating in CAGI:

U.S. Attorney's Office, Eastern District of Michigan
Detroit Weed and Seed Sites
Bureau of Alcohol, Tobacco, Firearms and Explosives
U.S. Marshals Service
Drug Enforcement Administration
FBI
Immigration and Customs Enforcement
Detroit Police Department
HIDTA
Michigan Department of Corrections
Michigan State Police
Michigan Prisoner Reentry Initiative (MPRI) in Wayne County
Wayne County Sheriff's Department
Wayne County Prosecutor's Office
U.S. Probation Office, Eastern District of Michigan

GRANTEES RECEIVING CAGI FUNDS:

Law Enforcement

Detroit Police Department
Michigan State Police
Wayne County Sheriff
Wayne Co Prosecutor
Justice Research Associates

Prevention/Intervention

Children's Aid Society
(*Eastern District, NW District*)
Detroit Hispanic Dev Corp.
(*Southwest District*)

Reentry Services

Detroit Hispanic Dev Corp.

FOR MORE INFORMATION VISIT WWW.UWSEM.ORG/CAGI



MPRI Wayne County Ready4Work: Building and Construction Trades Project

Supportive Employment

A growing number of former prisoners face difficulties reintegrating into the workforce due to a combination of factors including substance abuse, a lack of sustained work history, deficient job retention skills, poor interpersonal skills, transportation and housing barriers, and an inability to meet the social expectations of the work place.

To transition into productive workers, succeed in our region's labor market, and become productive members of their neighborhoods, former prisoners require comprehensive case management and support services, meaningful work-place experience and opportunities to learn and re-learn work behaviors and necessary work-place skills.

Wayne County MPRI's Ready4Work Building and Construction Trades Project is a project that combines wage-paid real work, supportive services, skill development, case management, and mentoring to former prisoners paroling to Wayne County with building trades certification earned while in prison, or obtained prior to incarceration.

The supportive employment element of the project includes: orientation and assessment, life skills classes, subsidized transitional employment, employment-focused case management to support participants and assist them with addressing barriers to longer-term employment, support to obtain unsubsidized employment, and mentoring support.

Through this project, the identified construction developer works closely with the identified non profit employer partner who serves as the employer of record for project participants. The identified developer works in partnership with the non profit employer partner to provide the appropriate amount of sub contract work to provide work opportunity and experience for project participants.

The identified non profit employer partner serves as the employer of record for project participants and:

- Provides employment coaching and serve as worksite mentors;
- Arranges for supportive services and monitors participant progress toward the obtainment of permanent employment;
- Evaluates and reviews performance on the job;
- Conducts weekly planning with participants to improve workplace success;
- Supports continual development of basic employment skills and integration of education and training with the work experience;
- Monitors participation in job search and interviewing with job leads;
- Provides transportation assistance;
- Makes linkages to other supports to gain unsubsidized employment for participants;
- Makes linkages to MPRI contract providers and other non-MPRI service providers throughout the community as necessary to meet the needs of each participant;
- Makes linkages to MPRI community and faith-based mentoring partners to engage participants in pro-social activities and mentoring supports;
- Develops or utilizes internal payroll systems to ensure payment of wages for participants; and
- Engages in ongoing communication with MPRI and MDOC parole officers

Case Management and Job-Readiness Training

The Wayne County MPRI's Ready4Work Building and Construction Trade Project's case management provision begins in the correctional facility with an offender assessment that measures both risk to re-offend, and criminogenic needs (COMPAS). COMPAS is utilized to develop each prisoner's Transition Accountability Plan (TAP). Review of the TAP in relation to the COMPAS assessment serves as the basis for what areas and with whom resources should be primarily focused.

Case management services as well as other needed services related to successful re-integration for MPRI participants begins at the time of the in reach sessions. The restoration of identification, pre-screening and eligibility for Ready4Work projects, reentry preparation through workshops on housing options, employment and job retention skills, and transportation solutions take place prior to release through transition team, MPRI contract partners, and correctional facility collaboration.

Case management consists of intake and assessment, effective linkages to and follow up on identified service needs, communication with parole agents, data management, navigating participants to necessary resources, including local, state and federal initiatives and resources, providing assistance in securing identification (i.e. Birth Certificate, Driver's License, State ID Card, Social Security Card, etc.), and maintaining communication with all who are involved with providing the continuum of care for each participant,

Job readiness is a primary focus of the Ready4Work Project. Services include life skill classes and activities focusing on both soft skills, and hard skills needed to succeed in the work place, and maintain viable employment. Each project participant has access to life skills classes designed to address identified needs of the participant such as problem solving, communication skills, financial literacy, job interview training or other identified professional development services necessary for the successful transition of the participants into unsubsidized employment.

Pro-Social Activity-Based Mentoring

The Ready4Work strategy involves recruitment and retention of mentors who are matched with former prisoners. Mentors assist in supporting each participant's successful reintegration to the community by offering support, guidance and assistance with personal challenges and weekly opportunities for pro-social activities – particularly on weekends.

Through the project, a community or faith-based partner is engaged to:

- Develop and implement the mentoring component for project participants.
- Recruit and ensure that a minimum of 10 qualified mentors are actively involved in the project for the full agreement period.

Active involvement has been defined to entail 4-8 hours per month of face-to-face positive interactions with participants. A qualified mentor will be a mature, caring adult committed to devoting focused, quality, and consistent time to the participant, with the goal of helping the participant become a responsible adult member of the community. The mentor will view his role as developing a trusting relationship with the participant, as well as being a change agent for the participant.

- Designate a Mentor Coordinator. The Mentor Coordinator is the primary contact for the mentoring element of the program. The Mentor Coordinator is responsible for recruiting and retaining mentors, facilitating group mentoring sessions, ensuring participants are engaged in consistent mentoring activity; and ensuring required forms are submitted on time and mentors are actively participating in the program.

Mentor Coordinator duties:

Mentor recruitment;
Pre-release/Transition Team coordination;
Communication and Coordination with partners;
Program management, monitoring, and reporting;
Coordinate mentor training, technical assistance, and other supports;
Monitoring of Matches;
Coordination of Group Activities;

Mentor expectations:

Meeting with mentee(s) at least once a week;
Assist mentee with establishing a personal plan for reintegration success;
Assist mentee with accessing faith-based support programs;
Provide opportunities to attend pro-social or faith-based events;
Provide, friendship, guidance, encouragement, support, and leadership to mentee;
Attend mentor trainings;
Attend group activities.

- Participate in at least quarterly review sessions and provide monthly mentoring progress updates.

Overall, the focus of the Ready4Work Project is designed to:

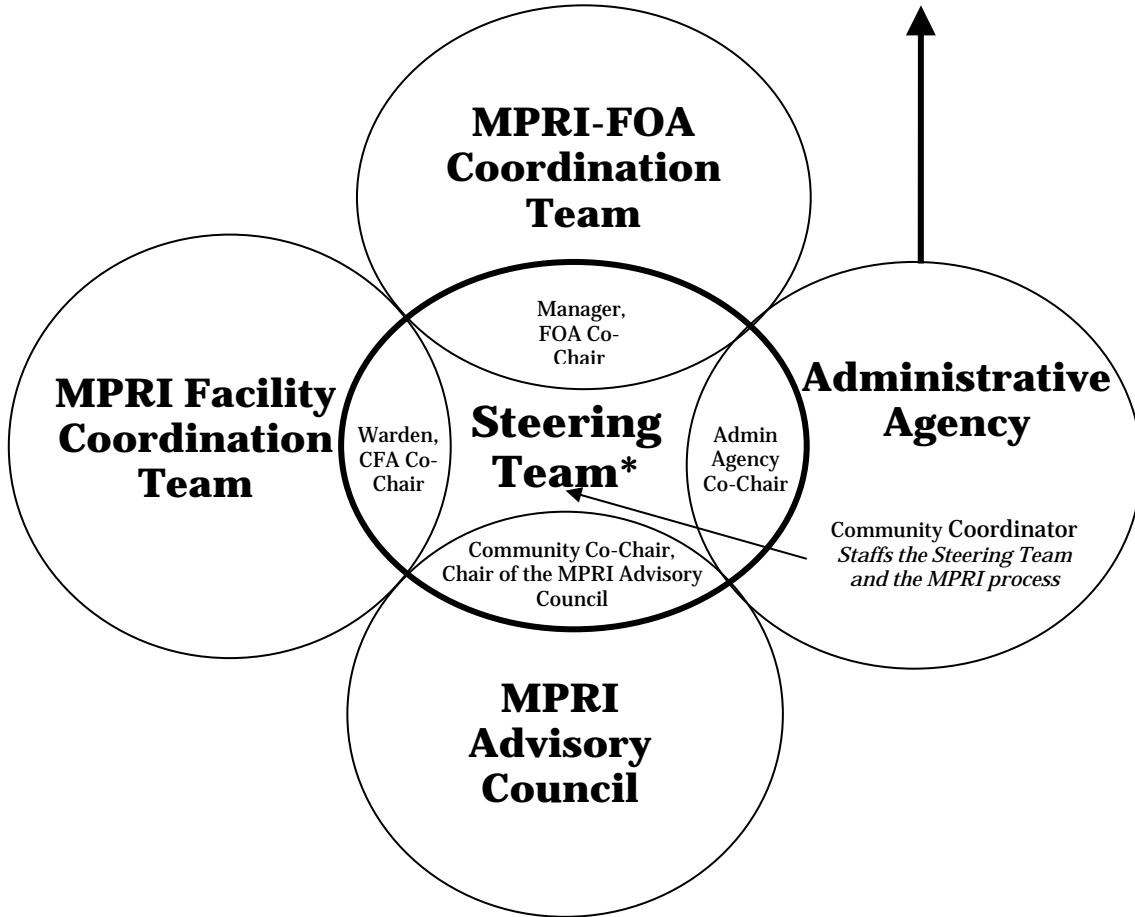
- Increase stability during the immediate transition from incarceration into the community by linking individuals with experiential, wage-paid, real work that assists in meeting their needs;
- Foster a positive routine, build confidence through success on the job, and offer realistic hope for moving into permanent employment;
- Allow time to get reestablished as a productive member of the labor market while building a current work history;
- Provide opportunities to prove and improve upon key facets of employability;
- Provide intensive supportive services, that allow for relationship building and management and reduction of barriers to employment;
- Offer linkages to community supports through community mentors and the MPRI Comprehensive Plan Service providers;
- Rehabilitate abandoned housing, and create livable communities in high crime areas.

The multiple components, and combined commitments from the partners is designed to serve as a foundation to systematically address the economic, social, and crime-related issues facing many neighborhoods within the city of Detroit, while improving the reentry success of the formerly incarcerated.

MPRI Local Governance Structure

October 20, 2008

Administrative Agency Governing Body
(Includes MDOC Steering Team Co-chair Representative)*



The **GOALS** of the MPRI local governance structure are to:

1. Provide as much statewide consistency as possible in the implementation of the MPRI Model while requiring local input by the MPRI Steering Team and other stakeholders.
2. Provide protection from legal liability to local stakeholders involved in the MPRI process through their involvement in formal and established administrative structures.
3. Ensure that key decisions about the design, implementation and oversight of the local MPRI comprehensive plans are part of a formal, clear and open process that involves community leaders, representatives from the Michigan Department of Corrections, local elected and appointed officials, and citizens who support the crime-fighting goals of the MPRI.
4. Provide an effective forum to conduct public education about prisoner re-entry and the MPRI.

The purpose of this Issue Brief is to provide guidelines for local governance in FY 2009 to prepare for improved contract language for FY 2010 contracts. Current contract language is not amended as a result of this Issue Brief and all contractors must adhere to their contracts.

* An MDOC Steering Team Co-chair participates as a member of the Administrative Agency Board, if it is allowed by board policy, and ensures that the MPRI principles are addressed in their plans for the local population. The representative will be provided by the MDOC and the appointment will be approved through the existing local appointment process.

Roles and Responsibilities of Local Governing Bodies

The Comprehensive Prisoner ReEntry Plan

Community leaders serve on the Steering Teams in local MPRI sites. These Steering Teams are responsible for developing and reaching consensus in a collaborative manner a local, community-based Comprehensive Prisoner ReEntry Plan that is submitted to the Administrative Agency's Governing Body for approval. The Plan must address 16 service areas such as housing, employment, substance abuse services, mental health, transportation, victim services, and the involvement of local law enforcement and faith-based institutions. For each of these 16 service areas, the Comprehensive Plan describes the local assets that are in place to increase the potential for success for former prisoners, barriers that impede maximum use of these assets, gaps in services, and proposed solutions to address the barriers and gaps. Thus, the plan builds upon existing services and embeds their use within the context of comprehensive service delivery.

The Comprehensive Plan also addresses critical issues such as case management approaches for accountability, monitoring, and performance measurement and ways to educate the public about the crime-fighting goals of the MPRI. The Comprehensive Plan is the basis for requests to the Michigan Department of Corrections for annual MPRI funding as well as requests for support from federal, other state, local and foundation funding sources.

Local collaboration is at the heart of the Michigan Prisoner ReEntry Initiative and the MPRI Model. Collaboration requires stakeholders to meet and to make decisions together. This is different than cooperation, which can be done in isolated silos by simply sharing decisions. MPRI requires a full participatory process in order to change the way the public views, accepts, and responds to former prisoners within the context of the local justice system – that is now more participatory and transparent. It is only through full community participation in this collaborative work that we will be able to sustain the model when the initiative phase of our work concludes in 2011.

The MPRI Application for Funds

Each year, the local MPRI site Administrative Agency submits the collaboratively-developed and approved Application for Funds to the Michigan Department of Corrections (MDOC). This application identifies where State funds will be used to implement the local Comprehensive Prisoner ReEntry Plan. The annual Application for MPRI Funds details the costs to implement the proposed solutions in priority service areas as described in the Comprehensive Plan. The MDOC thus provides both a policy framework and a funding stream for the work that, in the final analysis, is all local.

MPRI Public Education and Outreach

Nothing can be more important to taking MPRI up to scale than continual public education to change public perception about prisoners returning to our communities. Taxpayers must recognize identifying the need for services and provision of services as public protection strategies - not as coddling convicts. This requires an enormous dedication of purpose that must be carefully developed, implemented, managed, monitored and reported upon. The role of the Administrative Agency, its board, the Steering Team and the MPRI staff in the development of the MPRI Public Education Plan and its implementation is essential. Administrative boards comprised of elected and other officials offer many avenues to educate the public and special stakeholder groups. Fundamental to full community support, for example, is the support of law enforcement officials such as chiefs of police, sheriffs and prosecutors who dedicate their careers to fighting crime. Their involvement on the local Steering Team and participation in the development and execution of the Public Education Plan is essential to gain and sustain their ongoing support.

When considering implementation of the Public Education Plan, the differences in the roles of local MPRI leadership and the community coordinator should be clear. The Community Coordinator is charged with *leading the development* of the plan and community leaders should be designated, along with the coordinator, to *implement* that plan, including activities such as meeting with key stakeholder groups, legislators, the media, etc. Any one specific local stakeholder – be it the Community Coordinator or any one of the four Co-chairs - is not to be the sole or primary spokesperson for MPRI. There should be a wide variety of persons tasked with this responsibility. The process to select the various spokespersons should be the result of careful planning by the local Steering Team through their Public Education and Outreach Committee and should include many options to deliver the key messages about the MPRI so that the speaker best matches the audience.

Messages about MPRI to the public must be consistent, therefore all local MPRI community sites are expected to cooperate and collaborate with state-level MPRI education and outreach activities. The MPRI has developed key messages, presentations, issue briefs, Taking Action Briefs and a series of brochures and other printed information that are available for local use. If local MPRI community sites wish to develop their own materials, they must be consistent with these key messages and approved by the MDOC. An annual schedule for public education and outreach to the series of stakeholder groups who need to hear the message will be required in future Comprehensive Plans and will be included in future contracts.

The Local MPRI Steering Team

Beginning in Fiscal Year 2009, Steering Teams are to be approved by the MPRI Administrative Agency Governing Body as an advisory team invested with the responsibilities and authority designated by the MDOC contract. Broad based and inclusive efforts to receive nominations for Steering Team members are expected and should be done openly and transparently. As this process takes shape, the Governing Body of the Administrative Agency and the current Co-chairs of the Steering Team will need to meet to ensure a smooth transition and that the input of the Co-chairs to Steering Team membership is established. This new structure will establish that Steering Teams are a bona fide entity within the local governance structure.

The primary and essential role of the MPRI Steering Team, led by the group's four Co-chairs, is to design the Comprehensive Prisoner ReEntry Plan and monitor its implementation. It is the responsibility of Steering Team members to attend Steering Team meetings as representatives of their service area and to bring to the table the advice, concerns and input of their stakeholders. Thus, two critical expectations of the Steering Team are that members have the knowledge and expertise of the service area they represent and that they represent their networks, not just their own organizations. The four Co-chairs must ensure a robust process for the design of the plan by the Steering Team. Steering Team meetings should be focused on planning, monitoring and reporting.

The MPRI Model requires that service areas critical to former prisoners' success are fully represented on the local Steering Team. The national research is clear on the types of services that are essential and, therefore, the specialty areas that should be represented on the team who can bring their expertise and experience to the table to design a functional and sound comprehensive reentry plan. One of the key outcomes of a truly collaborative process is the absence of duplication and an ability to use existing services whenever possible so that MPRI funding is reserved for the gaps in existing services. For example, public funding streams for employment, housing, substance and mental health services are already targeted by many funding sources for the former prisoner population and efforts to tap into these streams should be maximized. Having individuals who are experienced in these service areas in terms of policies, processes, programs, funding opportunities, and the evaluation of effective approaches is essential to the local MPRI process:

- *Employment.* Employment is a critical dimension of successful prisoner reentry and is associated with lower rates of re-offending; higher wages are associated with lower rates of criminal activity¹.

- *Health care.* The prevalence of severe mental disorders and chronic infectious disease among the prison population is far greater than among the general populationⁱⁱ and prisoners tend to face limited access to community-based health care upon release.ⁱⁱⁱ
- *Housing.* The immediate challenge faced by releasing prisoners to secure housing is a process that is often complicated by a host of factors: the scarcity of affordable and available housing, legal barriers and regulations, prejudices that restrict tenancy, strict eligibility requirements for federally-subsidized housing. Research shows that released prisoners who lack stable housing are more likely to return to prison,^{iv} suggesting that the obstacles to temporary and permanent housing warrant the attention of policymakers, practitioners and researchers.
- *Substance abuse and mental health.* These issues among former prisoners present significant challenges to the reentry process. Studies indicate that while 83% of state prisoners have a history of drug use, only a small fraction receive treatment while incarcerated and after release and that few who had access to, and took advantage of, treatment programs in prison continue to receive appropriate treatment once they return to the community^v even though prison-based drug treatment has shown success in reducing drug use and criminal activity, especially when coupled with aftercare treatment in the community.^{vi}
- *Family relationships.* The impact of incarceration and reentry on children and families is significant since the family structure, financial responsibilities, emotional support systems, and living arrangements can be affected; incarceration can drastically disrupt spousal relationships, parent-child relationships, and family networks;^{vii} and restoring these relationships upon release poses a unique set of challenges.
- *Employment readiness.* Educational and training programs that address fundamental abilities and teach skills directly applicable to the job market contribute to successful reintegration of offenders into society^{viii} and reduce recidivism.
- In addition to service areas, the critical input of *local law enforcement officials, victim rights advocates and faith based organizations* is required in order to add balance to the comprehensive plan and public education efforts.

The strength of support from these local leaders will help sustain the MPRI Model once the six year “implementation phase” of our efforts has concluded in 2011 and these efforts will no longer be called an “initiative” as we will have changed the way we do business.

Input from experienced service providers is expected and very important. In many communities, they are some of the most knowledgeable individuals because they are “in the trenches” doing the work. However, beginning in FY 2009, Steering Team membership should not include service providers who participate in the local competitive bidding process for MPRI funds and thus have a fiscal relationship with the Administrative Agency to provide MPRI services to parolees¹. The appearance of a conflict of interest is simply too strong to overwhelm the need for their input to the process.

Given the experience and expertise of human service providers, local Administrative Agencies are encouraged to form a formal service provider advisory committee—including those providers who contract with MPRI—to seek their input on the Comprehensive Plan.² Advice by service providers should be a component of the local Advisory Council process that is designed for key stakeholder input regularly to the Steering Team. The Service Provider group should be an important committee of the Advisory Council which will allow their organized and regular input to the local MPRI process. Another option is to have the service provider group report directly to

¹ Law enforcement and other agencies which do not bid for services as they are sole source contracts are exempt from this restriction

² In some sparsely populated rural areas, it may not be possible to restrict MPRI contractors from being members of the Steering Team. This issue can be addressed with some flexibility on a case-by-case basis.

the Steering Team on a regular basis. Either way, a significant and critical role should exist for service providers to offer their observations and advice on the best way to get the job done.

Steering Teams have four designated co-chairs: a member who represents the Administrative Agency, a community-based member who represents the local MPRI Advisory Council, the Warden of the local prison that houses MPRI prisoners and who leads the prison's MPRI Facility Coordination Team, and a local management-level representative from Field Operations Administration (FOA), who leads the local FOA Coordination Team. The MDOC will appoint the Correctional Facilities Administration (CFA) and FOA representatives to the Steering Team. The FOA Steering Team Co-chair should work with local Steering Teams to determine the involvement of their staff in the local efforts pertaining to comprehensive planning, implementation and feedback about the effectiveness of the programs that are chosen as contractors in the comprehensive plan due to the critical need for complete "buy in" to the MPRI process. This cross-pollination of the community, the Administrative Agency, the Advisory Council, the prison and FOA assures balanced leadership of the Steering Team with input from key players in the process.

An MDOC representative seated on the governing body of the Administrative Agency assures that Steering Team issues in the local process will be addressed. It is required that the Steering Team Co-chairs and the community coordinator have an active role in the review of proposals submitted for funding. Others, as agreed to by the Co-chairs, may serve on the proposal review committee. The local MPRI community coordinator acts as staff to the Steering Team as an employee or contractor of the Administrative Agency. As such, it is required that the Steering Team Co-chairs work with the Administrative Agency collaboratively to select and hire the Community Coordinator as part of the standard personnel hiring process of the Administrative Agency.

The Administrative Agency and its Governing Body

The primary role of the Administrative Agency is to provide the administrative support for MPRI in local sites. This support includes coordinating the competitive bid process, assuring that subcontracts are in place in a timely manner, providing liability coverage, collecting data and monitoring, evaluating and reporting on sub-contractor performance as part of a collaborative effort with Steering Team Co-chairs. The Administrative Agency is responsible for submitting the local Comprehensive Plan and annual Application for Funds developed by the MPRI Steering Team and approved by the Administrative Agency's Governing Body.

The Administration Agency's Governing Body "control" funding as the final decision for contracts rests with the Governing Body. This decision-making authority must be informed and driven by the MPRI comprehensive planning process. However, the Steering Team is responsible for the development of the comprehensive prisoner reentry plan. The two bodies must work together, using the local planning and authorization process, to produce an approved plan and arrive at agreement on the results of the competitive bid process. The role of the local Governing Body in the MPRI is to assure the process for developing the Comprehensive Plan and Application for Funds is collaborative. Thus, the seating on the Governing Body of a member who represents the MDOC – one of the two MDOC Co-chairs of the Steering Team – is critical. It is expected that an MDOC designee will represent the MPRI on the Board.³

The Governing Body has three options for their review and decisions relative to the comprehensive prisoner reentry plan and MPRI funding based on the recommendations of the Steering Team they have appointed for these purposes: 1) Accept the Steering Team recommendations in total, 2) Reject the Steering Team recommendations in total and refer them back to the Steering Team for further work, or 3) Approve some of the recommendations and send the disapproved items back to the Steering Team for additional work.

³ It is understood that in some rare circumstances, the seating of specific representatives on the Administrative Agency's Governing Body as contemplated here may not be possible and that alternative methods of involvement may be needed on a case-by-case basis. For example, some Administrative Agencies are governmental or quasi-governmental entities and have their board membership mandated by law – for example Workforce Development Boards of MWAs and county government agencies.

The Governing Body does not have the authority to change the Comprehensive Plan or to change the results of the competitive bid process in any substantial way without concurrence of the Steering Team whom the Administrative Agency's Governing Body has approved to take responsibility to prepare the Comprehensive Plan in such a way that the Board will approve it. It is essential in this process that the Governing Board and the Steering Team Co-chairs meet to discuss expectations.

While it is not expected, due to the clear expectations about collaboration between the Governing Board and the Steering Team, if a circumstance arises where there is continued disagreement after all local efforts at drafting and re-drafting have been exhausted, the MDOC can be called on to assist in facilitating an agreement. If the Administrative Agency is managing the local collaborative process well, disagreements will never rise to this level. The fact that a Steering Team Co-chair sits on the Governing Body all but assures an uneventful process.

Once approved by the Governing Body, the Administrative Agency is responsible for submitting the application to the Michigan Department of Corrections. The Administrative Agency, in collaboration with the MPRI Steering Team, is also responsible for and expected to develop and submit applications for federal, state, local and foundation funding that will further the implementation of the local Comprehensive Plan and to work with other agencies in the community who wish to raise funds for MPRI services.

The Administrative Agency is also responsible for meeting the obligations of the contract with the State as a result of funding provided based on the annual Application for MPRI Funds, and will ensure the following occur:

- Coordinating an open and competitive bid process for the services detailed in the Comprehensive Plan;
- Issuing contracts in a timely manner based on successful bids;
- When necessary and appropriate, advance payments to contractors as allowed by the Administrative Agencies rules and regulations;
- Program and fiscal monitoring and reporting to ensure program fidelity and contract compliance;
- The appointment of a management-level staff person to the Steering Team as a Co-chair to work collaboratively with the team;
- In collaboration with the Steering Team Co-chairs, the hiring of or contracting with a full time, dedicated MPRI Community Coordinator or similarly titled position with the skills and competencies needed and who, if an employee, is 100% dedicated to the work of the MPRI; or, if a contractor, has a contract which includes outcome measures designed to cover all the requirements of the Community Coordinator position as listed in this document under "The Role of the Community Coordinator";
- Ensuring that subcontractor client data systems are consistent with policies and procedures set by the State;
- Ensuring that subcontractor accounting procedures are consistent with policies and procedures set by the State;
- Submitting monthly summary invoices to the State according to policies and procedures set by the State;
- Submitting monthly reports as described by the State;
- Conducting a yearly on-site review of each subcontractor's operations and fiscal administration;
- Participating in semi-annual program reviews as prescribed by the State;
- Participating in trainings held by the statewide MPRI partners;
- Participating, with the Steering Team, in the public education and outreach effort;
- Working with the Steering Team, their boards, elected officials and other key stakeholders – especially the law enforcement community – to develop and maintain support for the MPRI as outlined in the MPRI Public Education and Outreach Plan.
- Providing office space, phone, computer and supplies for dedicated MPRI staff as appropriate and allowed; and
- Ensuring that all communications regarding the MPRI are productive and open and result in clarity of the goals, objectives and processes that comprise the MPRI.

The Role of the Local MPRI Community Coordinator

Community Coordinators are the essential staff to the MPRI process at each site. The Community Coordinators can be employees or contractors of the Administrative Agencies or employees or contractors of third-party agencies. The Community Coordinators are responsible for staffing the Steering Team and assisting with the development and implementation of the locally-approved Comprehensive Plans. Their responsibilities include coordinating and monitoring the use of Comprehensive Plan funds, the effectiveness of the service delivery system, outreach to and education of the public, and collaboration with service providers, justice system professionals and the public.

While each Steering Team and Administrative Agency is encouraged to design locally-specific approaches to these general areas of performance, it is the essential responsibility of the Community Coordinators to coordinate the local MPRI process. Therefore, all duties performed by the Community Coordinator must be focused on MPRI and, given the competencies required to meet this responsibility, the staff must be at a professional level and be remunerated commensurate with the high expectations for comprehensive planning, public education design and execution, and management responsibilities.

Community Coordinators must be clear about how Administrative Agencies will support them in meeting performance objectives and how the performance and quality of the work is to be implemented, managed, monitored, evaluated and reported. While Community Coordinators may have titles that are reflective of other staff in Administrative Agencies' personnel and contracting structure, if employees, they must be full-time employees dedicated to the MPRI process. The MDOC includes in their annual contracts adequate funds for this purpose. The essence of MPRI is local decision making, and that local decision making must be highly coordinated, highly collaborative, dedicated to high-quality performance, documented, and the subject of clear communication. This is why the role of the Community Coordinators is so crucial to the process.

It is critical to the success of the MPRI that the Community Coordinators are provided continual education and training. This includes formal training events – which must be informed by experience of the Community Coordinators – as well as regular statewide capacity building meetings to discuss what they are learning at the local level.

Leadership Development and Capacity Building: Defining and Sharing What Works

The MDOC will provide opportunities for Administrative Agency Directors, Steering Team Co-chairs, and Community Coordinators and other designated local MPRI staff to meet on a regular basis as professionals engaged in this difficult work. All local stakeholders can benefit from meeting regularly and sharing ideas and successful and unsuccessful approaches to their work; advise on the training that is needed, the timing of training and the content; and to keep up to date on the news of statewide MPRI business, as well as to simply provide an opportunity for fellowship.

The Michigan Council on Crime and Delinquency - MDOC's contractor for capacity building - is responsible for coordinating and staffing these meetings and making certain the most informed 'best practices' stakeholders are invited to attend. In terms of process, all of the local and state stakeholders will be polled regularly for their ideas on topic areas and appropriate audiences for these capacity building sessions and the meetings will be designed accordingly to be inclusive and issue oriented.

The Local MPRI Advisory Council

Advisory Councils should be in place at each MPRI community site to create a strong base for community support and to act as a vehicle for public education. In response to the MPRI Model, many MPRI community sites have already developed such local councils whose members have a shared interest in the success of the

initiative. Those involved in these groups are often local citizens who lack the time or the position to be involved in day-to-day operations or to be involved in the Steering Team. Often they are family members of prisoners, local faith-based members, victims of crime, or retired corrections or justice officials who simply want a formal way to be involved and show their support. And, as stated, the Advisory Council represents an opportunity for service provider input to the process, especially through a specifically named committee of the Council.

These groups are not intended to be as “staff intensive” as the Steering Teams since they would likely need to meet less regularly, for example as part of an annual public event where the successes of the local MPRI are highlighted and positive press is generated. Many non-profit boards have these types of events every year.

As local Advisory Councils have evolved, their primary role is to inform a broad base of stakeholders about the development and implementation of MPRI in the local community as a means to generate broad-based public support and as a forum for essential public education about the MPRI. Within this role, it is the responsibility of the Advisory Council members to attend Advisory Council meetings and participate in reaching out to the public at-large to educate them about MPRI in their community. The primary expectation of the Advisory Council is that members are interested in understanding MPRI and will share their knowledge of MPRI within their network. Ideally, the chairperson of the local MPRI Advisory Council sits as a Co-chair on the Steering Team and would be a community- or faith-based representative with no financial interest in the Comprehensive Prisoner ReEntry Plan. If the local Steering Teams currently include a community advocate who does not meet this guideline, there is no need to change, but efforts should be made to do so at the appropriate time.

MDOC Coordination Teams

Two MDOC coordination teams provide dedicated focus on parole and prison operations. Both of these teams operate in collaboration with the local Steering Team – particularly the Co-chairs – and consistent with the Local Comprehensive ReEntry Plan. Both teams are encouraged to meet as regularly as necessary in order to assure operational integrity of the MPRI and to include community representatives in their meetings as needed.

- *MPRI Prison Facility Coordination Team*

The primary role of the MPRI Prison Facility Coordination Team is to assure that the MPRI Model for Phase I and Phase II is implemented in the local prison facility. The team’s membership includes the Warden of the facility (or his/her designee) who sits as the Steering Team Co-chair, the MPRI Facility Coordinator, and other CFA staff that have direct responsibility over the programming and implementation of MPRI in the facility. In general, the primary issues that need to be addressed, consistent with the Model include, but are not limited to:

- Assessment and classification: Measuring the offender’s risks, needs, and strengths;
- Inmate programming: Assignments to reduce risk, address need, and build on strengths; and,
- Inmate release preparation: Developing a strong, public-safety-conscious parole plan.

- *MPRI FOA Coordination Team*

The primary role of the MPRI FOA Coordination Team is to assure that the MPRI Model is fully implemented locally. The FOA team will be led by the local FOA representative who sits as the Steering Team Co-chair. It will have in its membership, MPRI agents (from the field and facility), local supervisor(s) and other FOA staff as appropriate to address local issues and needs. These responsibilities in general include, but are not limited to:

- Supervision and services: Providing flexible and firm supervision and services;
- Revocation decision making: Using graduated sanctions to respond to behavior; and,
- Discharge and aftercare: Working collaboratively to ensure that an appropriate transition plan is in place when the MDOC role is over due to the discharge of the former prisoner from parole supervision.

ENDNOTES

- ⁱ Jared Bernstein and Ellen Houston, *Crime and Work: What We Can Learn from the Low Wage Labor Market* (Washington, DC: Economic Policy Institute, 2000); Bruce Western and Petit, “Incarceration and Racial Inequality in Men’s Employment,” *Industrial and Labor Relations Review* 54, no. 3 (2000): 3-16.
- ⁱⁱ National Commission on Correctional Health Care, *The Health Status of Soon-to-Be-Released Inmates: A Report to Congress*, Vol. 1 (Washington, DC: U.S. Department of Justice, National Institute of Justice, 2002).
- ⁱⁱⁱ Theodore M. Hammett, Sheryl Roberts, and Sofia Kennedy, “Health-Related Issues in Prisoner Reentry to the Community,” *Crime and Delinquency* 47, no. 3 (2001): 390-409.
- ^{iv} Stephen Metraux and Dennis P. Culhane, “Homeless Shelter Use and Reincarceration Following Prison Release: Assessing the Risk,” *Criminology and Public Policy* 3 (2004): 201-22.
- ^v Laura Winterfield and Jennifer Castro, *Returning Home Illinois Policy Brief: Treatment Matching* (Washington, DC: The Urban Institute, 2005).
- ^{vi} Gerald G. Gaes, Timothy J. Flanagan, Laurence L. Motiuk, and Lynn Stewart, “Adult Correctional Treatment,” in *Prisons*, edited by Michael Tonry and Joan Petersilia (Chicago, IL: University of Chicago Press, 1999); Lana D. Harrison, “The Challenge of Reintegrating Drug Offenders in the Community,” paper presented at the Urban Institute Reentry Roundtable, Washington, DC, October 2000.
- ^{vii} Jeremy Travis, Elizabeth M. Cincotta, and Amy L. Solomon, *Families Left Behind: The Hidden Costs of Incarceration and Reentry* (Washington, DC: The Urban Institute, 2003).
- ^{viii} For example, see: Washington State Institute for Public Policy; *Evidence-Based Public Policy Options to Reduce Future Prison Construction, Criminal Justice Costs, and Crime Rates* (October 2006); and Richard P. Seiter and Karen R. Kadela, “What Works, What Does Not, and What Is Promising,” *Crime and Delinquency*, July 2003.

Michigan Department of Corrections
2007 Demographics - Wayne

Demographics	
Population estimate (July 1, 2007)	1,985,101 ¹
Percent Living Below Poverty Level (2004)	18.8% ²
Unemployment Rate (December, 2007 - Not Seasonally Adjusted)	9.1% ³
UCR Crime Data	
Total Crimes/1,000 (2005)	133.3 ⁴
Index Crimes/1,000 (2005)	58.1 ⁴
2007 Prison Intake	
Total Prison Intake	2,800 ⁵
Parole Violator New Sentence (PVNS)	439
Parole Technical Violator Returned (PTV)	693
Estimated Number PV Tech with New Criminal Activity	520 ⁶
Parole Failures in 2007 (PVNS + PVT)	1,132
Characteristics of Parole Population	
Number Paroled in 2007	3,541 ⁷
B or Higher Prefix	45%
Drug Problem	60%
Alcohol Problem	42%
Drug & Alcohol Problem	36%
Substance Dependence (SASSI)	47%
Previous Mental Health Contacts	5%
Active Mental Health Diagnosis at Parole	8%
Less than GED or Diploma at Release	45%
Not Employed at time of crime	30%
Gender	Male: 94%
	Female: 6%
Offense Type (Most Serious)	Other Nonassaultive 39%
	Drug 19%
	Other Assaultive 38%
	CSC 4%
Percent with one or more prior Assaultive Prison Sentences	1%
Veteran	5%

K. Dimoff - H:\MPRI\Pilot Sites\2008\Demographics\2007 Demographics.xls

May 22, 2008

¹ 2007 Census Population Estimates, Table T1 [7]. Retrieved May 5, 2008, from <http://www.census.gov> :

² Michigan History Arts & Libraries, Table 2: SAIPE for All Michigan Counties (2004),
retrieved from http://www.michigan.gov/hal/0,1607,7-160-17451_28396_28452-131621--,00.html

³ Michigan Department of Labor & Economic Growth, Office of Labor & Market Information, December 2007 Area Jobless Rates
retrieved from <http://www.milmi.org/>

⁴ Michigan State Police, Criminal Justice Information Center. 2006 Uniform Crime Report, 48th edition
retrieved from http://www.michigan.gov/msp/0,1607,7-123-1645_3501_4621-182998--,00.html

⁵ Prison Intake includes New Court Commitments, Probation Violators (New Sentence and Technical Violators), Parole Violators with a New Sentence and Escapers with a New Sentence. Parole Violator Technical and Additional Sentence Imposed cases are not included in this number

⁶ Based on the assumption that 75% of the Technical Violators were involved in new criminal activity, based on prior studies by MDOC.

⁷ Parole releases in 2007 to Michigan Counties only, excludes parole in custody and parole out-of-state

Evidence-Based Practices:

1. Assess Actuarial Risk/Needs.
2. Enhance Intrinsic Motivation.
3. Target Interventions.
 - a) *Risk Principle*: Prioritize supervision and treatment resources for higher-risk prisoners.
 - b) *Need Principle*: Target interventions to criminogenic needs.
 - c) *Responsivity Principle*: Be responsive to temperament, learning style, motivation, culture, and gender.
 - d) *Dosage*: Structure 40%-70% of high-risk prisoners' time for 3-9 months.
 - e) *Treatment*: Integrate treatment into the full sentence/sanction requirements.
4. Skill Train with Directed Practice (use Cognitive Behavioral treatment methods).
5. Increase Positive Reinforcement.
6. Engage Ongoing Support in Natural Communities.
7. Measure Relevant Processes/Practices.
8. Provide Measurement Feedback.

Implementing Evidence-Based Practices

Implementing the principles of evidence-based practice in corrections is a tremendous challenge requiring strong leadership and commitment. Such an undertaking involves more than simply implementing a research-recommended program or two¹. These seven Guidelines provide insight into implementation.

Limit new projects to mission-related initiatives

- Clear identification of and focus upon a mission is critical within business and the best-run human service agencies.
- When mission-scope creep occurs, it has a negative effect on progress, morale, and outcomes.

Assess progress of implementation processes using quantifiable data²

- Monitoring system implementations for current, valid information regarding progress, obstacles, and direction changes is pivotal to project success.

Acknowledge and accommodate professional overrides with adequate accountability³

- No assessment tool, no matter how sophisticated, can (or should) replace a qualified practitioner's professional judgment. All professional overrides need to be adequately documented, defensible, and made explicit.

Focus on staff development, (research, skill development, management of behavioral/organizational change processes) within the context of a complete training or human resource development program⁴

- Staff members need to develop reasonable familiarity with relevant research.
- Informed administrators, information officers, trainers, and other organizational ambassadors are necessary to facilitate this function in larger agencies or systems.

Routinely measure staff practices (attitudes, knowledge, and skills) that are considered related to outcomes⁵

- Critical staff processes and practices should be routinely monitored in an accurate and objective manner to inform managers of the state of the operation.

¹ Minimally, a commitment to Evidence Based Practices involves: (a) developing staff knowledge, skills, and attitudes congruent with current research-supported practice (principles #1-8); (b) implementing prisoner programming consistent with research recommendations (#2-6); (c) sufficiently monitoring staff and prisoner programming to identify discrepancies or fidelity issues (#7); (d) routinely obtaining verifiable outcome evidence (#8) associated with staff performance and prisoner programming.

² Harris & Smith, 1996; Burrell, 2000; Dilulio, 1993; Palmer, 1995; Mihalic & Irwin, 2003; Gottfredson et al, 2002.

³ Burrell, 2000; Clear, 1981; Andrews, et al, 1990; Kropp, et al, 1995; Gendreau et al, 1999.

⁴ Latessa, et al, 2002; Elliott, 1980; Harland, 1996; Andrews, 1989; Miller & Rollnick, 2002; Taxman & Byrne, 2001; Taxman, 2002; Baer, et al, 1999; Gendreau, et al, 1999; Durlak, 1998.

⁵ Gendreau, et al, 1999; Henggeler et al, 1997; Miller & Mount, 2001.

Provide staff timely, relevant, and accurate feedback regarding performance related to outcomes⁶

- At an organizational level, gaining appreciation for outcome measurement begins with establishing relevant performance measures. Keys: If a certain kind of performance is worth measuring, it's worth measuring right (with reliability and validity). Any kind of staff or prisoner activity is worth measuring if it is reliably related to desirable outcomes. If performance measures satisfy both the above conditions, these measures should be routinely generated and made available to staff and/or prisoners, in the most user-friendly manner possible.

Utilize high levels of data-driven advocacy and brokerage to enable appropriate community services⁷

- In terms of producing sustained reductions in recidivism, the research indicates that the treatment service network and infrastructure is the most valuable resource that criminal justice agencies can access.

Collaborating and providing research and quality-assurance support to local service providers enhances interagency understanding, service credibility, and longer-term planning efforts. It also contributes to the stability and expansion of treatment services.

⁶ Burrell, 1998; Lipton, et al, 2000; Carey, 2002; O'Leary & Clear, 1997; Bogue, 2002; Maple, 2000; Henggeler, 1997; Miller & Mount, 2001.

⁷ Corbette, et al, 1999; Gendreau & Goggin, 1995; Gendreau, et al, 1993; Meyers & Smith, 1995; Bogue, 2002; Maple, 1999.

Did You Know?

The Work Opportunity Tax Credit (WOTC) is available to private-for-profit employers who hire from specific targeted groups of people that have in the past experienced difficulty in securing employment – including former prisoners. For more information about the Work Opportunity Tax Credit Program contact the WOTC unit at 1-800-482-2959 or 313-456-2105, or email them at WOTCUnit@michigan.gov or visit www.michigan.gov/uia

The Fidelity Bonding Program, sponsored by the Michigan Department of Labor and Economic Growth-Bureau of Workforce Programs (DLEG-BWP) is an additional incentive to hire members of a targeted population. Employers receive the bond coverage FREE OF CHARGE for the first six months of the covered employee's employment. According to DLEG, the Fidelity Bonding Program offers a business insurance policy that protects an employer against any possible losses incurred due to actions by high-risk employees. In addition, the program is designed to remove barriers to employment that high-risk job seekers - those who are qualified to work but need a second chance - face.

For more information visit <http://www.michigan.gov/mdcd> and click on **WORKFORCE PROGRAMS**.

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Excerpted from <http://www.michiganworks.org/page.cfm/1/>

**The Michigan Works! System** is a customer focused workforce development system that prepares people for work. Assistance to all employers and job seekers is available to ensure that employers are provided with a supply of skilled workers and individuals are provided with an opportunity to advance knowledge and skills to achieve economic self-sufficiency.

The heart of this system is the more than 100 Michigan Works! Service Centers. A Service Center is a location where a wide range of employment, training, and career education services are available. The system is open to everyone interested in finding a worker, finding a job, or getting career information. For a Service Center nearest you, click [Service Center Location](http://www.michiganworks.org/page.cfm/14/). (<http://www.michiganworks.org/page.cfm/14/>)

Employers seeking workers can list their job openings on the nation's first Internet-based public labor exchange system. Job seekers can post their resumes for review by employers who are recruiting workers. You can access the Michigan Talent Bank, an Internet-based system for job matching, by clicking this link to [Michigan's Talent Bank](http://www.michworks.org/mtb/user/MTB_EMPL.EntryMainPage). ([http://www.michworks.org/mtb/user/MTB\\_EMPL.EntryMainPage](http://www.michworks.org/mtb/user/MTB_EMPL.EntryMainPage))

The system is built on local decision-making that reflects the specific community needs of both employers and job seekers. In Michigan, the question is no longer "What are you eligible for?" Now we ask, "What can we do to help you?"

## **City of Detroit**

### **Administrative Offices**

707 W. Milwaukee Avenue

5th Floor

Detroit, MI 48202

**Website:** [www.detroitmi.gov/employtrain/default.htm](http://www.detroitmi.gov/employtrain/default.htm)

## **Wayne-Monroe**

### **Administrative Offices**

**Phone:** 734-229-3500

**Web Site:** [www.semca.org](http://www.semca.org)

Excerpted From: [http://www.michigan.gov/mdch/0,1607,7-132-2943\\_4860-35199--,00.html](http://www.michigan.gov/mdch/0,1607,7-132-2943_4860-35199--,00.html)

## State of Michigan Health Care Programs Eligibility

**\*Please check with each agency for updates and to confirm recent eligibility information\***

Health care coverage is available to individuals and families who meet certain eligibility requirements. The goal of these health care programs is to ensure that essential health care services are made available to those who otherwise do not have the financial resources to purchase them.

It is very important that individuals and families obtain health care coverage. In Michigan, there are many health care programs available to children, adults, and families. Specific coverages may vary depending on the program and the applicant's citizenship status (some non-citizens may be limited to coverage of emergency services only). The Michigan Department of Human Services (MDHS) determines eligibility for some of the health care programs that are administered by the Michigan Department of Community Health (MDCH).

All of the health care programs in Michigan have an income test and some of the programs also have an asset test. These income and asset tests may vary with each program. For some of the programs, the applicant may have income that is over the income limit and still be able to obtain health care benefits when their medical expenses equal or exceed their deductible (formerly known as spend-down) amount. The deductible amount is the amount that their income exceeds the income limit.

**CHILDREN** There are several health care programs available specifically for children.

**Healthy Kids** Healthy Kids is a Medicaid health care program for low-income children under age 19 and for Pregnant Women of any age. (Healthy Kids for Pregnant Women is discussed under the Pregnant Women heading). There is only an income test. There is no monthly premium for Healthy Kids. Most children who are eligible for Healthy Kids are enrolled in a Medicaid health plan. Healthy Kids provides a comprehensive package of health care benefits including vision, dental, and mental health services.

**MiChild** MiChild is a health care program administered by the Department of Community Health. It is for the low income uninsured children of Michigan's working families. MiChild has a higher income limit than Healthy Kids. There is only an income test. Like Healthy Kids, MiChild is for children who are under age 19. There is a \$5 per family monthly premium for MiChild. The \$5 monthly premium is for all of the children in one family. The child must be enrolled in a MiChild health and dental plan in order to receive services. Beneficiaries receive a comprehensive package of health care benefits including vision, dental, and mental health services. For more information and an application, contact MiChild at 1-888-988-6300 or [click here to visit the MiChild Information website](#).

**Children's Special Health Care Services (CSHCS)** Children's Special Health Care Services is a program within the Michigan Department of Community Health that provides certain approved medical service coverage to some children and adults with special health care needs. Children must have a qualifying medical condition and be under 21 years of age. Persons 21 and older with cystic fibrosis or certain blood coagulating disorders may also qualify for services. [Click here for more information about Children's Special Health Care Services](#).

**Under 21** Medicaid is available to eligible persons under age 21. There is an income test and an asset test (beginning May 1, 2006) for this program. If income is over the income limit, persons may incur medical expenses that equal or exceed the excess income and still qualify for this program. Beneficiaries receive a comprehensive package of health care benefits including vision, dental, and mental health services. Contact the local MDHS office in your county to apply for this program.

**Supplemental Security Income (SSI)** SSI is a cash benefit for disabled children whose families have low income. The Social Security Administration (SSA) determines SSI eligibility. The beneficiaries are automatically eligible for Medicaid and they receive the comprehensive package of health benefits including vision, dental, and mental health services. Most beneficiaries are enrolled in a Medicaid health plan. Medicaid may continue even if SSI stops.

**Special Disabled Children** Medicaid is available to children who received SSI benefits on August 22, 1996, provided the child meets current SSI income and resource standards and the definition of childhood disability in effect before the 1996 revised disability definition. The comprehensive health care package of Medicaid benefits is available. Contact the local MDHS office in your county to apply for this program.

**Healthy Kids for Pregnant Women** Medicaid is available to an eligible woman while she is pregnant, including the month her pregnancy ends and during the two calendar months following the month her pregnancy ends, regardless of the reason (for example: live birth, miscarriage). There is an income limit for this program. The comprehensive health care package of Medicaid benefits is available. Contact the local MDHS office in your county to apply for this program or [to apply on-line, click here](#).

**Group 2 Pregnant Women** A woman who has income that exceeds the income limit for Healthy Kids for Pregnant Women, may be eligible for Medicaid under the Group 2 Pregnant Women program. If the income is over the income limit, persons may incur medical expenses that equal or exceed the excess income and still qualify for this program. Contact the local MDHS office in your county to apply for this program.

**Maternity Outpatient Medical Services (MOMS)** The goal of the MOMS program is to provide immediate health coverage for pregnant women. It provides outpatient prenatal coverage only. The MOMS program is available to provide immediate prenatal care while a Medicaid application is pending. Other women who may be eligible for MOMS include:

- Teens who, because of confidentiality concerns, choose not to apply for Medicaid, and
- Non-citizens who are only eligible for emergency services only

The woman must use Medicaid benefits if and when they become available. Prenatal health care services will be covered by MOMS and/or Medicaid for the entire pregnancy and for two months after the pregnancy ends. There is an income test for all persons except teens. The local health department can help women apply for the MOMS program.

**ADULTS** There are several health care programs available for adults.

**Caretaker Relatives** Medicaid is available to eligible parents and people who act as parents, caring for a dependent child. These people are called caretaker relatives. There is an income test and an asset test (beginning May 1, 2006) for this program. If the income test is over the income limit, persons may incur medical expenses that equal or exceed the excess income and still qualify for this program. Beneficiaries receive a comprehensive package of health care benefits including vision, dental, and mental health services. Contact the local MDHS office in your county to apply for this program.

**Supplemental Security Income (SSI)** SSI is a cash benefit to low income adults who are aged, disabled, or blind. The Social Security Administration (SSA) determines SSI eligibility. SSI beneficiaries are automatically eligible for Medicaid and the comprehensive package of health care benefits including, vision, dental, and mental health services. Medicaid may continue even if SSI stops. Contact the Social Security Administration to apply for this program.

**Aged, Blind, Disabled** Medicaid is available to persons who are aged, blind, or disabled. There are income and asset tests. If the income is over the income limit, persons may incur medical expenses that equal or exceed the excess income and still qualify for this program. Most beneficiaries are enrolled in a Medicaid health plan and receive a comprehensive package of health care benefits including vision, dental, and mental health services. Contact the local MDHS office in your county to apply for this program.

**Disabled Adult Children (DAC)** A person who had a disability or blindness that began before age 22 may be eligible to receive Medicaid benefits in his adult years. He must also be receiving DAC benefits from Social Security. Most beneficiaries are enrolled in a Medicaid health plan and receive a comprehensive package of health

care benefits including vision, dental, and mental health services. Contact the local MDHS office in your county to apply for this program.

**MIChoice** The MIChoice waiver provides home and community based health care services for aged and disabled persons. The program's goal is to allow persons to remain at home to receive health services. If they did not receive such services, these persons would require nursing home care. The cost of care at home must be less than the cost of care in a nursing home. MIChoice Beneficiaries are not enrolled in a Medicaid health plan but still receive a comprehensive package of health care benefits including vision, dental, and mental health services. In addition, the waiver may provide other benefits to help the person remain at home. Contact the local MDHS office in your county to apply for this program.

**Medicare Savings Program (MSP)** The Medicare Savings Program pays for certain Medicare costs. There is an asset test. The income amount determines what is covered. The Michigan Department of Community Health (MDCH) may help pay the following, depending on the income amounts:

- Medicare premiums; Medicare coinsurance; Medicare deductible

In some cases, the Michigan Department of Community Health (MDCH) may refund the beneficiary a portion of the Medicare Part B premium on an annual basis. Contact the local MDHS office in your county to apply for this program.

**Adult Benefits Waiver (ABW), a.k.a., Adult Medical Program (AMP)** ABW/AMP provides basic medical care to low income childless adults who do not qualify for Medicaid. There are asset and income tests. ABW/AMP medical coverages are limited (e.g., inpatient coverage is not covered). However, pharmacy is included. Some counties have a county health plan that the person must be enrolled in to receive ABW/AMP benefits. Coverages do not have to be approved by the Michigan Department of Human Services specialist prior to receiving services, but some services may require prior authorization from the county health plan or state (if there is no health plan in the county of residence). Contact the local MDHS office in your county to apply for this program.

**FAMILIES** Many times, the entire family may be eligible for health care benefits.

**Low Income Families (LIF)** Medicaid is available to families under the Low Income Family (LIF) Program. There are income and asset tests. Families that receive cash assistance (Family Independence Program or FIP) are automatically eligible for this program. Other families must apply at the local MDHS office. Families don't have to apply for FIP in order to receive health care coverage under this program. Most beneficiaries are enrolled in a Medicaid health plan and receive a comprehensive package of health care benefits including vision, dental, and mental health services.

**Special N Support** Special N Support is available to families that received Low Income Families (LIF) Medicaid but are no longer eligible due to income from child support payments. Special N Support is available for 4 months. Most beneficiaries are enrolled in a Medicaid health plan and receive a comprehensive package of health care benefits including vision, dental, and mental health services. Your Family Independence specialist will let you know if you qualify for this program.

**Transitional Medical Assistance (TMA)** TMA is available to families that have received LIF in at least 3 of the last 6 months. The family is no longer LIF eligible because a parent has too much income from employment. TMA is available for up to 12 months and the family does not need to fill out a new application. Most beneficiaries are enrolled in a Medicaid health plan and receive a comprehensive package of health care benefits including vision, dental, and mental health services. Your Family Independence specialist will let you know if you qualify for this program.

**Transitional Medical Assistance Plus (TMA-Plus)** TMA-Plus assists beneficiaries in achieving self-sufficiency by extending medical coverage for families unable to purchase employer-sponsored health care coverage. TMA-Plus is available to adults after the 12 months of TMA/MTMA. The family must apply and be eligible for the TMA-Plus program. There is only an income limit. There are monthly premiums based on the number of adults and

how long they have been in the TMA-Plus program. TMA-Plus is not available for children. The DHS specialist will tell you about health care coverage for the children in the family. If available, the beneficiaries must be enrolled in a Medicaid health plan. Beneficiaries receive a comprehensive package of health care benefits including vision, dental, and mental health services. Your DHS specialist will let you know if you qualify for this program.

**\*Please check with each agency for updates and to confirm recent eligibility information\***

**NOTE:** To learn even more about Medicaid, you can also visit the Department's on-line courses at <http://www.training.mihealth.org>.

**Additional Public Resources – as eligibility permits -**

**DETROIT DEPARTMENT OF HEALTH AND WELLNESS PROMOTION  
HERMAN KIEFER HEALTH COMPLEX  
(313) 876-4000  
<http://www.dethealth.org/>**

**County of Wayne  
Health and Human Services Administration  
Ph: 313-224-0810  
<http://www.waynecounty.com/hhSvcs/>**

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Excerpted from www.socialsecurity.gov

What Prisoners Should Know About Social Security

SSA Publication No. 05-10133, June 2007 [[View .pdf](#)] <http://www.ssa.gov/pubs/10133.pdf> ([En Español](#))
<http://www.ssa.gov/espanol/10913.html>

Social Security and Supplemental Security Income (SSI) payments generally are not payable for months that you are confined to a jail, prison or certain other public institutions for commission of a crime. And, you are not eligible for Social Security or SSI payments automatically when you are released.

Who can get Social Security benefits?

Social Security disability benefits can be paid to people who have recently worked and paid Social Security taxes and are unable to work because of a serious medical condition that is expected to last at least a year or result in death. The fact that a person is a recent parolee or is unemployed does not qualify as a disability.

Social Security retirement benefits can be paid to people who are 62 or older. Generally, you must have worked and paid Social Security taxes for 10 years to be eligible.

Social Security benefits are not paid for the months you have been sentenced to a jail, prison or correctional facility or confined to certain public institutions for committing a crime. And, no benefits can be paid for any month in which you violate a condition of your probation or parole.

Although you cannot receive monthly Social Security benefit payments while you are confined, your spouse or children can be paid benefits on your record if they are eligible.

And if you have worked and paid Social Security taxes, survivors benefits also may be paid to certain family members if you die.

Who can get SSI payments?

SSI can be paid to people who are 65 or older, or who are blind or disabled and whose income and resources are below certain limits. No benefits are payable for any month in which you reside in a jail, prison or certain other public institutions.

Also, you cannot receive an SSI payment for any month in which you violate a condition of your probation or parole.

When you are ready to be released

If your Social Security or SSI benefits were suspended because you were incarcerated, you can request that they be started again when you are released from prison. You will need to contact Social Security and provide a copy of your release documents before we can take action on your request.

If you were not receiving benefits prior to your incarceration or your benefits were terminated, you will need to file a new application for benefits if you think you may be eligible. You should contact Social Security for more information about filing a claim for benefits. We will require proof of your release from prison, in addition to a new application and other documents.

If your institution has a prerelease agreement with the local Social Security office, it will notify us if you are likely to meet the requirements for SSI or Social Security benefits. We can then process an application several months before your anticipated release so that benefits can start as soon as possible after your release. You should contact institutional or social service staff to find out if the institution has a prerelease agreement with Social Security.

If there is no agreement, when you know your anticipated release date, contact Social Security to apply for benefits if you think you may be eligible. Then we can take prompt action on your application

Contacting Social Security

Our website is a valuable resource for information about all of Social Security's programs. There are a number of [things you can do online](#).

In addition to using our website, you can call us toll-free at **1-800-772-1213**. We can answer specific questions from 7 a.m. to 7 p.m., Monday through Friday. We can provide information by automated phone service 24 hours a day. (You can use our automated response system to tell us a new address or request a replacement Medicare card.) If you are deaf or hard of hearing, you may call our TTY number, **1-800-325-0778**. We treat all calls confidentially. We also want to make sure you receive accurate and courteous service. That is why we have a second Social Security representative monitor some telephone calls.

Please check with the agency for updates and to confirm recent eligibility information