

Kansas Department of Corrections

Division of Juvenile Services

Alternatives to Detention Grant

FY 2019 Request for Proposals (RFP)

Overview

In 2016, Kansas passed the Juvenile Justice Reform Bill, a Bill intended to improve the way in which the state works with and assists the youth served by the juvenile justice system. As part of this reform, authority is granted to the Secretary of Corrections to administer the alternatives to detention fund and for the Kansas Advisory Group on Juvenile Justice and Delinquency Prevention (KAG) to review and make recommendations concerning the administration of the fund. All expenditures from the fund shall be for the development and operation of community-based alternatives to detention in accordance with a grant program designed by the Secretary (see K.S.A. 79-4803).

In the first two years of reform implementation, the Kansas Department of Corrections (KDOC) began funding Functional Family Therapy, Moral Reconciliation Therapy, Aggression Replacement Training, Youth Advocate Program, sex offender assessment and therapy, and established two new grant opportunities for Boards of County Commissioners (BOCCs) 1) Reinvestment Grants and 2) Regional Collaboration Grants. Projections provided by awarded grantees, and terms of contracts issued by KDOC, indicate that this investment provides new capacity to serve as many as 4,000 juvenile offenders and their families annually using these evidence-based programs and practices. In addition, KDOC has invested in training for staff employed by BOCC's to who work in juvenile intake, immediate intervention, probation programs statewide and other juvenile justice professionals.

Concurrently, KDOC collaborated with local stakeholders and the Office of Judicial Administration (OJA) for the implementation of screening and risk assessment tools, including the Detention Risk Assessment Instrument (DRAI), deployed on a statewide basis beginning July 1, 2017 for use by local Juvenile Intake and Assessment Services (JIAS) programs. Utilization of the DRAI in fiscal year 2018 helped to identify that some local juvenile justice systems have a population of alleged juvenile offenders who could safely be released into the community, however they are being detained in current practice. This practice is not in the interests of public safety or the youth, and ultimately is more costly for BOCC's who operate, or contract with another county, juvenile detention centers. In addition, data collected under Kansas' efforts under Federal Juvenile Justice and Delinquency Prevention (JJDP) Act (Pub. L. No. 93-415, 42 U.S.C. § 5601 *et seq.*) continues to confirm practices in Kansas which result in the secure detention of non-offender youth under provisions of the Child-in-Need of Care (CINC) code.

In the fall of 2017, KDOC invited each of the eleven (11) juvenile detention center directors to a discussion on current utilization, recent trends, and anticipated future utilization. From those discussions, to further advance efforts to improve public safety and outcomes for youth, this grant opportunity has been developed to assist BOCC's in the further reduction of detention utilization through increased utilization of alternatives to detention and to support local reinvestment of current detention resources.

Eligibility

Boards of County Commissioners (BOCCs) are eligible to apply for one, or both, of the grants described herein to serve youth who are arrested by law enforcement and assessed by the BOCC's JIAS program using the DRAI.

Award Period

Emergency Shelter awards will be for one-year from the date of award with all work required to be completed within that year. Recipients may request extensions if weather or other factors delay the remodeling process. A county or group of cooperating counties is eligible for one award and will not be able to apply in subsequent years.

Attendant Care awards will be for the balance of the state fiscal year in which the application is received and based upon the total requested amount, divided by 12 months of the year, multiplied by the number of months remaining in the year. Upon demonstration of implementation and continued need for attendant care, a county or group of cooperating counties would be eligible to apply for continued funding in future state fiscal years.

Deadline

The application period is open ended to provide counties flexibility to take time for assessing interest and need for these detention alternative services in their community. Applications will be reviewed on a first come first served basis and awarded as long as funds remain available.

KDOC will review proposals and respond within 60 days of receiving an application.

Award Amount

Emergency Shelter: A total amount of up to \$3,000,000 is budgeted for 4-6 awards.

Attendant Care: A total amount of up to \$500,000 is budgeted for up to 10 awards.

For each grant purpose, the Department anticipates making multiple awards and encourages applicants to develop proposals that are cost efficient and timely submitted.

Contact Information

Completed applications or written questions about this funding opportunity may be directed to:

Chris Reece,
Program Consultant
KDOC-Juvenile Services
Chris.reece@ks.gov

Modification of Funds:

The KDOC reserves the right to make changes to the application budget at the time of the grant award and will communicate any changes to the applicant. KDOC may negotiate all or part of any proposed budget after execution of the grant award agreement due to funding or provisions to program requirements.

Disqualification Factors:

KDOC may not consider funding any applicant that fails to comply with all application requirements, including the following:

- Failure to include complete application narrative, budget summary and narrative, and application attachments;
- Funds will not be used as described herein or include additional components beyond the scope of this grant;
- Fail to demonstrate approvals by the locally elected BOCC and a commitment to their continued financing of the facility; or
- Application lacks original signatures where appropriate.

Use of Funds

The intent of the Department is to assist counties with the costs necessary to remodel or refurbish existing infrastructure to new purposes that meet the goal of improving public safety and outcomes for juvenile justice involved youth, while reducing utilization of secure detention. The grant program has been developed to sustain county investments in the overall operational costs (e.g. staff, food, utilities) while providing an opportunity to partner with the State for the remodel or refurbishing costs that often would necessitate new investments at the local level.

Funds from this grant may only be used for the specific purposes outlined in this RFP:

- Architectural plans and development of cost estimates necessary to identify if possible, and cost feasible, to remodel/repurpose a facility or portion thereof for use as Emergency Shelter or Attendant Care
- If cost feasible, to then support remodeling to provide:
 - separate entrances for the child and visitors to provide separation from any other population served within the same building (ex. separate entrance for emergency shelter from the detention center)
 - walls to separate a unit/rooms from other populations served providing complete sight and sound separation from other occupants of a building
 - removal of concrete or steel beds and steel doors and other correctional features to provide for more appropriate sleeping conditions (e.g. sleeping rooms like a bedroom in a home, not the like a cell)
 - modifications to day rooms or other areas to remove the correctional features and make the facility appropriate for new purpose (e.g. to make room more like a living or family room in a home)
 - removal of fences, razor wire, other similar correctional barriers that may surround the building used for this purpose

- modifications required by the licensing authority and/or State Fire Marshall to meet new purpose and obtain license by the County
- Purchase of furniture (beds, couches, etc.) that is consistent with a family home and is not of a type or appearance as one might find in a facility or institution
- Activities to re-train existing, or recruit and train new, workforce members to align with the purpose of emergency shelter instead of secure confinement in juvenile detention
- For an Attendant Care Facility only, funds may also be used for operational costs required under applicable DCF licensing regulations (ex. clothing, food, one on one supervision)

Funding cannot be used to remodel, update, or replace, any component or portion of a building that will continue to be used for any purpose other than Emergency Shelter or Attendant Care. As an example, if a mechanical system such as sprinklers must be upgraded building wide, only the portion of that cost for the bed(s) that will be Emergency Shelter or Attendant Care may be requested from this source.

Additional Grant Requirements

By applying for this grant, the applicant will agree to the following conditions if awarded:

- Funds may only be utilized for repurposing of existing beds or facility and no new construction is requested as part of the proposal
- To seek technical assistance from the Department for Children and Families (DCF), Child Care Licensing Division, prior to submitting the application to assess the feasibility of repurposing the beds or facility under consideration for a new license from DCF
- To obtain and maintain licensure by DCF for the operation of Emergency Shelter or Attendant Care before any youth is admitted for that purpose
- To continue operation of Emergency Shelter for a minimum of 3 years after the expenditure of grant funds
- No proposal will co-locate an Emergency Shelter or Attendant Care Facility in the same building, or on the same grounds, as any facility serving adults under criminal justice supervision
- The applicant may prioritize placement of youth in Emergency Shelter or Attendant Care from the county or group of cooperating counties served by the facility, but if a bed is available placements will be accepted on a statewide basis.
- Items not specified in this document, the Departments [Financial Rules, Guidelines and Reporting Instructions](#) will apply.

Reporting Requirements

- Narrative progress and financial reports are due within 30 calendar days of the close of fiscal quarter which end on September 30th, December 31st, March 31st and June 30th beginning with the first quarter in which funds are distributed. Reporting requirements will continue until the project is complete.

Payments

Payments for Emergency Shelter projects will be managed as follows.

- Upon approved application by the Department, a 1st payment will be issued for the approved costs to develop architectural plans and cost estimates.

- Additional payments cannot be provided until the following are submitted to KDOC-JS and determined to be within the scope of this project:
 - Copies of all final architectural plans, renderings and illustrations, and contracts for re-modeling
 - Receipt and approval by KDOC-JS of all narrative and expenditure reports
 - A revised budget reflecting the cost of the project based upon the final plans and contracts
- A second payment may then be issued, less any unexpended funds from the prior payment
- Any unexpended funds upon conclusion of the project are subject to return to the Department, unless an approved extension and revised budget are submitted and approved which align with the original purpose of this grant and project proposed by the applicant

Payments for Attendant Care projects will be managed as follows.

- Upon approved application by the Department, a 1st payment will be issued for the approved costs to develop architectural plans and cost estimates.
- Additional payments cannot be provided until the following are submitted to KDOC-JS and determined to be within the scope of this project:
 - Copies of all final architectural plans, renderings and illustrations, and contracts for re-modeling
 - Receipt and approval by KDOC-JS of all narrative and expenditure reports
 - A revised budget reflecting the cost of the project based upon the final plans and contracts
- A second payment may then be issued, less any unexpended funds from the prior payment
- Any unexpended funds upon conclusion of the project are subject to return to the Department, unless an approved extension and revised budget are submitted and approved which align with the original purpose of this grant and project proposed by the applicant
- Upon demonstration by the applicant of project completion and licensure by DCF, through provision of a copy to KDOC-JS, payments for the annual operations portion of the grant will commence. Payments will be issued for a quarter of that amount at the start of each financial quarter.

Resources for Applicants

DCF staff information is available at

<http://www.dcf.ks.gov/Agency/GC/FCRFL/Pages/default.aspx>

Specific licensing regulations are posted at the following:

For Emergency Shelter, regulations from the Kansas Department for Children and Families

http://www.dcf.ks.gov/Agency/GC/FCRFL/Documents/FC_Residential_Center_Group_Boarding/15ResidentialandGroupBoardingHomesAllSections.pdf

For Attendant Care,

http://www.dcf.ks.gov/Agency/GC/FCRFL/Documents/FC_AttendantCare/15Attendant_Care_All_Sections.pdf

For Kansas Department of Corrections, Financial Rules, Guidelines and Reporting Instructions

<https://www.doc.ks.gov/publications/juvenile/financial-rules>

APPLICATION FORMS

Applicants may apply for one or both purposes described in the above "Use of Funds" section. This application contains documents required for both, applicants should complete the section(s) that align with the proposed project.

Administrative County Officials Signature Page

<p style="text-align: center;">A. Board of County Commission</p> <p>Administrative County: _____</p> <p>Mailing address: _____</p> <p>City, zip: _____</p> <p>Telephone: _____</p> <p>Fax: _____</p> <p>E-mail: _____</p> <p>Judicial District #: _____</p> <p>County Employer ID #: _____</p> <p>Name of BOCC Chair: _____</p> <p>Signature/Date: _____ <div style="text-align: center;">(BOCC Chair)</div></p>	<p style="text-align: center;">B. Emergency Shelter or Attendant Care Director</p> <p>Name/Title: _____</p> <p>Agency: _____</p> <p>Mailing address: _____</p> <p>City, zip: _____</p> <p>Telephone: _____</p> <p>Fax: _____</p> <p>E-mail: _____</p> <p>Signature/Date: _____ <div style="text-align: center;">(Director)</div></p> <p>Note: If two directors are part of one application, please include a second copy of this form with the additional director signature (duplicate signatures of other parties are not necessary)</p>
<p style="text-align: center;">C. Juvenile Corrections Advisory Board</p> <p>Name: _____</p> <p>Title: _____</p> <p>Mailing address: _____</p> <p>City, zip: _____</p> <p>Telephone: _____</p> <p>Fax: _____</p> <p>E-mail: _____</p> <p>Signature/Date: _____ <div style="text-align: center;">(JCAB Chair)</div></p>	<p style="text-align: center;">D. Financial Officer of Administrative County</p> <p>Name: _____</p> <p>Title: _____</p> <p>Mailing address: _____</p> <p>City, zip: _____</p> <p>Telephone: _____</p> <p>Fax: _____</p> <p>E-mail: _____</p> <p>Signature/Date: _____ <div style="text-align: center;">(Fiscal Officer)</div></p>

Submission of the application packet and signature by county officials serves as certification to KDOC- JS that the application is complete; all submitted program requests were reviewed and those review documents remain on file for review; all applicable laws, standards, Financial Rules, Guidelines, and Reporting Instructions for Grantees requirements and grant conditions are being adhered to by the County and their contractors or sub-grantees; the Financial Rules, Guidelines, and Reporting Instructions for Grantees and any training necessary have been provided to each sub-grantee by the Administrative County.

Emergency Shelter

Applications for Emergency Shelter shall be submitted as WORD or PDF documents that clearly label the sections described below and provide sufficient detail to describe all work that will be completed if a grant is approved.

1. Project Narrative: The narrative is a detailed statement of the work to be undertaken and answers who, what, when, where, why, and how about the grant proposal. The narrative should be between ½ and 1 page in length and address at a minimum:

- a. Number and the location of detention beds that will be converted to emergency shelter
- b. Include data on utilization of existing detention beds for the past 5 years which demonstrates that beds are currently not being utilized
- c. Include DRAI data from local JIAS demonstrating the population of youth who, if emergency shelter detention alternative existed in the community, would be served in this non-secure setting, but cannot for their safety be released to parent, guardian, custodian, or other responsible adult
- d. Describe all collaborative effort with local stakeholders who have contributed to the development of this project

2. Shelter Operations: This section should provide a description of how the emergency shelter will operate and any services that will be provided directly, or accessed from external organizations, while the child resides in the emergency shelter. The narrative should be 1 to 2 pages in length and address at a minimum:

- a. Recruitment, selection, training and retention of staff who are aligned with the purpose of serving children in a non-secure setting. If staff from the existing JDC will transition to the emergency shelter, please be detailed in explaining how the organization will assist them to adapt to this new purpose
- b. Activities available to residents to meet their developmental and emotional needs while providing ample opportunities to engage in constructive activities which minimizes the amount of idle time a child may experience (e.g. unstructured time watching TV or simply sitting on the unit should be avoided to greatest extent possible)
- c. Description of clothing residents and staff will wear to create an environment that is consistent with a family home, school, or other business settings as to not look or feel like a detention facility or other institution
- d. Access to services, including: education, behavior health, medical, required to safely care for the child

3. Shelter Environment: This section should describe the goals for the appearance and feel of the building for children, visitors, staff, and to the public who would view the building in the community but are unlikely to enter the building. Describe the applicants vision for how the physical plant will be modified and aligned with the new purpose. If architectural floor plans, elevations, and renderings or illustrations have already been developed please include copies with the response to this section. This narrative should be not more than 2 pages in length and may include as many attachments as are available.

4. Time Frame: This section should include a detailed list of activities and steps required to develop a plan for emergency shelter, including but not limited to: engage with stakeholders, secure approvals from BOCC or other governing board, to develop and award contracts for design and re-modeling, complete remodeling, secure license as emergency shelter, and a target date to begin serving children. No page limits.

5. Budget Narrative: Applicant shall include a detailed explanation of how the costs were derived that is sufficient to allow analysis of the logic, adequacy, and appropriateness of the proposed budget. For all requested funding, copies of bid documents and contracts must be included with the application. Please describe all costs in the following budget areas:

- a. Development of Architectural Plans and cost estimates to determine feasibility of the project.

Note: Funds may be requested for this purpose or this may be skipped if plans have already been developed. Applicants cannot be reimbursed with this grant for existing plans.

- b. Re-modeling costs to complete renovations to the detention center building for this new purpose of emergency shelter
- c. Purchase of furniture for the emergency shelter
- d. Training of workforce

Budget Item	Budget Amount
Development of Architectural Plans	\$
Re-modeling costs	\$
Furniture	\$
Training of Workforce	\$
Total Budget	\$

APPLICATION

Applicants may apply for one or both purposes described in the above “Use of Funds” section. This application contains documents required for both, applicants should complete the section(s) that align with the proposed project.

Attendant Care

Applications for Attendant Care shall be submitted as WORD or PDF documents that clearly label the sections described below and provide sufficient detail to describe all work that will be completed if a grant is approved.

1. Project Narrative: The narrative is a detailed statement of the work to be undertaken and answers who, what, when, where, why, and how about the grant proposal. The narrative should be between ½ and 1 page in length and address at a minimum:

- a. Number and the location of attendant care beds that will be created
- b. Include DRAI data from local JIAS demonstrating the population of youth who, if attendant care existed as a detention alternative existed in the community, would be served in this non-secure setting, but cannot for their safety be released to parent, guardian, custodian, or other responsible adult
- c. Describe all collaborative efforts with local stakeholders who have contributed to the development of this project

2. Attendant Care Operations: This section should provide a description of how attendant care will operate and any services that will be provided directly, or accessed from external organizations, while the child resides in the attendant care bed. The narrative should be 1 to 2 pages in length and address at a minimum:

- a. Recruitment, selection, training and retention of staff who are aligned with the purpose of serving children in a non-secure setting
- b. Activities available to residents to meet their developmental and emotional needs while providing ample opportunities to engage in constructive activities which minimizes the amount of idle time a child may experience (e.g. unstructured time watching TV or simply sitting on the unit should be avoided to greatest extent possible)
- c. Description of clothing residents and staff will wear to create an environment that is consistent with a family home, school, or other business settings as to not look or feel like a detention facility or other institution
- d. Access to services, including: education, behavior health, medical, required to safely care for the child

3. Attendant Care Environment: This section should describe the goals for the appearance and feel of the building for children, visitors, staff, and to the public who would view the building in the community but are unlikely to enter the building. This narrative should be not more than 2 pages in length and may include as many attachments as are available.

4. Time Frame: This section should include a detailed list of activities and steps required to develop a plan for attendant care, including but not limited to: engage with stakeholders, secure approvals from BOCC, to develop program operational standards, recruit and train staff, bid and award contracts for design and re-modeling, complete remodeling, secure license as attendant care, and a target date to begin serving children. No page limits.

5. Budget Narrative: Applicant shall include a detailed explanation of how the costs were derived that is sufficient to allow analysis of the logic, adequacy, and appropriateness of the proposed budget. For all requested funding, copies of bid documents and contracts must be included with the application. Please describe all costs in the following budget areas:

a. Development of Architectural Plans and cost estimates to modify existing space for this purpose

Note: Funds may be requested for this purpose or this may be skipped if plans have already been developed. Applicants cannot be reimbursed with this grant for existing documents.

b. Re-modeling costs to complete renovations to the building for attendant care

c. Purchase of furniture for attendant care

d. Training of workforce

Budget Item	Budget Amount
Development of Architectural Plans	\$
Re-modeling costs	\$
Furniture	\$
Training of Workforce	\$
Total Budget	\$

e. As ongoing operational costs for attendant care beds are an option for applicants, a full operational budget must be submitted. Budget requests are to include projected costs for a full 12 months of operation based upon the State fiscal year of July 1 to June 30. Narratives for each budget item must detail all costs proposed, please break out by each item (ex. narrative for personnel, narrative for travel & subsistence, etc.)

Budget Item	Annual 12-Month Budget for Attendant Care
Personnel	\$
Travel & Subsistence	\$
Equipment	\$
Supplies	\$
Contractual/Professional	\$
Training & Education	\$
Rental Costs	\$
Communications	\$

Other	\$
Sub Total Budget	\$
Administration Costs	\$
Profit budgeted by bidder (if applicable)	\$
Total Budget	\$

CONDITIONS OF GRANT

Emergency Shelter or Attendant Care Facility Name: _____

Facility Director: _____

My signature certifies that I did assist in the development, completion and review of this Grant Application, Budget Summary and Budget Narrative attached hereto. I further certify that:

1. The plan, including budget documents and other attachments, complies with the written directions sent to me by the Kansas Department of Corrections – Juvenile Services (KDOC-JS).
2. The plan, including budget documents and other attachments, complies with applicable Kansas Statutes (KSA), Kansas Administrative Regulations (KAR), and KDOC Financial Rules and Guidelines.
3. The agency will provide timely, complete and accurate data to the KDOC-JS regarding agency operations and outcomes to include any reports required per Kansas Statutes (KSA), Kansas Administrative Regulations (KAR), and KDOC Financial Rules and Guidelines or special requests from the KDOC-JS.

Furthermore, my signature certifies that acceptance of state grant funds awarded by the KDOC indicates that as the “Grantee” I acknowledge and agree to comply with all the conditions outlined below:

I. GRANTEE AGREES TO:

- A. Utilize grants funds as described in this application document and certifies that an existing facility is being repurposed and no funds are proposed or will be used for new construction.
- B. Not operate any facility contained in this application without first obtaining the appropriate license from the Kansas Department for Children and Families.
- C. To continue operation of the Emergency Shelter facility funded through this grant for a minimum of three (3) years after grant funds have been expended.
- D. That no facility in this proposal is co-located in the same building or on the same grounds as any facility serving adults under criminal justice supervision.
- E. Acknowledge this grant may be terminated by either party upon a minimum of ninety (90) days written notice to the other party. Upon termination, the unexpended balance of funding distributed to GRANTEE shall be returned to KDOC-JS within thirty (30) days.
- F. Acknowledge that if, in the judgment of the Secretary of the Department of Corrections, sufficient funds are not appropriated to fully continue the terms of this agreement, KDOC-JS may reduce the amount of the grant award.
- G. Follow all applicable state and federal laws related to confidentiality of information regarding juvenile offenders. This provision is not intended to hinder the sharing of information where necessary to effect delivery of services when undertaken in compliance with applicable laws.
- H. Neither assume nor accept any liability for the actions or failures to act, either professionally or otherwise, of KDOC-JS, its employees and/or its contractual agents.
- I. Not consider employees or agents of the GRANTEE as agents or employees of KDOC-JS. GRANTEE accepts full responsibility for payment of unemployment insurance, workers compensation and social security, as well as all income tax deductions and any other taxes or payroll deductions required by law for its employees engaged in work authorized by this Grant.
- J. Not hold KDOC-JS and the State of Kansas, and their employees, officials or agents, liable for any damages or costs arising from the cancellation, voiding, denial or withholding of funds to GRANTEE.

- K. Submit problems or issues regarding the terms of this grant in writing to the Deputy Secretary of Juvenile Services for final review and resolution.
- L. If any provision of this grant violates any statute or rule of law of the State of Kansas, it is considered modified to conform to that statute or rule of law.
- M. Maintain books, records, documents, and other evidence in a manner that accurately reflects receipts and expenditures of all programs funded by this grant.
- N. Not use state funds allocated through this grant to supplant GRANTEE'S present Federal, State or local funding of services or programs.
- O. Maintain records and submit reports containing such information and at such times as required by KDOC-JS.

II. JUVENILE SERVICES AGREES TO:

- A. Provide oversight necessary to support the effective administration of this grant by the applicant.
- B. Acknowledge this grant may be terminated by either party upon a minimum of ninety (90) days written notice to the other party. Upon termination, the unexpended balance of funding distributed to GRANTEE shall be returned to KDOC-JS within thirty (30) days.
- C. Conduct audits and reviews of GRANTEE to determine their level of compliance with this application and all applicable laws, regulations, and policies. In the event of a finding of unsatisfactory compliance with its obligations under this Agreement, or a finding based upon other evidence of a serious violation and/or lack of compliance with Agreement, all applicable Federal and State laws and regulations, as well as KDOC-JS field standards, policies and procedures, KDOC-JS may withhold part or all of any grant due or to become due to GRANTEE as payment for services rendered hereunder.
- D. Neither assume nor accept any liability for the actions or failure to act, either professionally or otherwise, of GRANTEE, its employees and/or its contractual agents.

III. BOTH PARTIES AGREES TO:

- A. The applicant may prioritize placement of youth in Emergency Shelter or Attendant Care from the county or group of cooperating counties served by the facility, but if a bed is available placements will be accepted on a statewide basis.

Agency Director: _____ Date: _____

Advisory/Governing Board Chairperson: _____ Date: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Board of County Commissioners Chairperson: _____ Date: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

County: _____