



Community Incentive Grant Program (CIG)

Application Instructions and Application
Justice Reinvestment Initiative
Louisiana Department of Public Safety and Corrections

Funding Opportunity Title:	FY25 Community Incentive Grant Program
NOFA Number:	2024-10
Estimated Total Program Funding	\$2,300,000
Posted Date:	October 22, 2024
Closing Date for Applications	December 6, 2024, 4:30 PM CT

504 Mayflower Street
Baton Rouge, LA 70802

jriprograms@la.gov
www.doc.la.gov

Application Instructions

Eligible community organizations interested in providing services requested under the FY2025 Community Incentive Grant Program NOFA must submit the following application and related appendices for consideration.

The application must be submitted electronically via the DOC – JRI Grant Application Portal (Diligent Highbond) on or before December 6, 2024, 4:30 PM CT.

FAX, mail, and e-mail submissions shall not be accepted.

To apply electronically via the DOC—JRI Grant Application Portal (Diligent Highbond), please follow the instructions below. All questions regarding the Application Portal (e.g., uploading documents, submitting an application) can be directed to the JRI Office via email at jrimonitoring@la.gov.

Submitting Applications via Diligent Highbond

Step 1: Fill out the PDF application (starting on page 3) and collect all required documents (Appendix A-Applicant Checklist) before proceeding to Diligent to upload your application.

Step 2: Navigate to the DOC – JRI Grant Application Portal by going to:

https://docla.results.highbond.com/questionnaire_responses/uafZWG1XgrjC3xxsFkA4/edit

Bookmark this link for future use. This hyperlink is also available on the [DOC – JRI website](#).

CIG Application - Initial Submission
LA Department of Corrections

Instructions

This portal is used by the Justice Reinvestment Initiative (JRI) Office to solicit and monitor grant applications for the CIG Program.

Before filling out this form, please ensure you have *all required documents ready for...*

[Show more](#)

Organization Information

Organization Name (required)

Legal Name (if different)

Office Number (required)

Vendor Number (required)

Federal Tax ID (required)

LDR Number (required)

Address (required)

Step 3. Fill in the required information on all three pages of the application portal. **Please note that your entries will not be saved unless you click the submit button on Page 3.** It is strongly recommended that you prepare and save all required attachments before entering information in the portal.

CIG Application - Initial Submission
LA Department of Corrections

Instructions

This portal is used by the Justice Reinvestment Initiative (JRI) Office to solicit and monitor grant applications for the CIG Program.

Before filling out this form, please ensure you have **all required documents ready for submission**, as noted in the CIG Application Instructions and Application document. **Any application submitted incomplete or missing required information will be subject to disqualification.**

Required Attachments

The last section of this form (page 3), is where you will upload the required documents for consideration. All documents should be submitted as a PDF, with exception to the Budget Worksheet/Narrative, this shall remain a Microsoft Excel format.

Please label files as noted below:

- [Organization Name or Initials]- CIG Application
- [Organization Name or Initials]- Proposal Narrative
- [Organization Name or Initials]- Certification Statement
- [Organization Name or Initials]- Financial Statements
- [Organization Name or Initials]- Non-profit status (if applicable)

Upload Required Application Documents

Application Documents (required)

Drag and drop OR [Choose files](#) From your computer

Signature (required)

Instructions

By signing below, I'm certifying that all documents have been uploaded and properly labeled per the instructions in the left panel and understand that my application if submitted incomplete or missing the required information will be subject to disqualification.

10/17/2024 Clear

Submit

< 1 2 **3** >

Other Application Instructions

Any application submitted incomplete or missing required information will be subject to disqualification.

The Applicant will hold all contracting responsibilities and liabilities and if applicable, the organization officially submitting the application on behalf of parish-wide collaborative effort among several sub-contractors. The entity identified in the organization contact information section of this application will be considered the official applicant.

Applicants should include enough information to satisfy evaluators that the applicant has the appropriate experience, knowledge and qualifications to perform the services as proposed.

Instructions for Appendix

Applicants should upload all required appendixes to the application submission via Diligent Highbond. The electronic version should be a PDF labeled with the proper appendix name (e.g., [Organization Name] Appendix A—Past Performance References). The following are instructions for completing each appendix.

To ensure all components of the application are submitted, it is highly suggested to utilize the checklist provided below. This checklist is for information purposes only to ensure that all proper documentation has been uploaded.

	Application Item	Required
	Cover Letter (signature required)	Yes
	Official Application	Yes
	Appendix A- Past Performance References	Yes
	Appendix B- Budget and Budget Narrative	Yes
	Appendix C- Certification Statements (signature required)	Yes
	Appendix D- Financial Statements	Yes
	Appendix E- Non-profit Status (signature required)	If applicable
	Appendix F-Organization Overview	If applicable
	Appendix G- Collaborative Partnerships	If applicable
	Appendix H- Project Timeline	Yes
	Appendix I- Logic Model	Yes

Appendix A- Past Performance References

Provide three (3) references from previous contractual work that is in similar size and scope to the proposed project. If three (3) references are not available due to the applicant’s lack of contractual experience of similar size and scope, they should include a statement stating such and provide organization references that can speak to the quality of services performed, timeliness of the work performed, cost control and overall customer satisfaction.

Appendix B- Budget Worksheet and Budget Narrative

The applicant shall specify costs, including all anticipated costs for successful implementation of all deliverables outlined using the attached budget template. *Failure to submit a completed Appendix B may result in the application being disqualified.*

The budget shall remain the same with few revisions for the term of the grant agreement including any renewals. Monies may be moved between categories upon approval of DPS&C.

The budget should set forth the costs as follows:

- Allowable costs associated with staff, services, supplies, meetings, transportation, and other activities relative to achieving outlined goals
- A detailed budget describing each line item and purpose of funding said item. Personnel costs must include job title, number of hours estimated, and hourly rate.
- Details on any additional funding outside of DPS&C being used to support this proposal; including source, amount and purpose of funds.

The proposed budget should be complete, cost effective, and allowable (i.e. reasonable, allocable, and necessary for project activities). Under each budget category, the budget narrative should thoroughly and clearly describe each line item stated within the budget and the purpose of said item. The narrative should also explain how the applicant estimated and calculated all cost, and how those costs are necessary to the completion of the proposed project.

Leverage:

If applicable, identify additional funding leverage (cash or in-kind) including name of source, amount, purpose of funds, and ending date. Verification of additional funding leverage (i.e. award letter, letter of commitment, etc.) is required and must be attached to this Appendix.

Applications with a blended funding stream (i.e. multiple sources of financial support) will be given strong consideration. Requested funds stipulated in Appendix B will be evaluated and scored during the evaluation process and will be tracked during the award period.

Any modification or loss of leverages sources shall not negate the responsibility to provide services as specified with the awarded contract.

The majority of funding must be used for services provided to justice-involved individuals.

Appendix C- Certification Statement

The applicant must sign and submit Appendix C, the Certification Statement.

Appendix D- Financial Statements

The applicant must ensure that its application contains sufficient information for DPS&C to make its determination by presenting acceptable evidence to perform the proposed services/programs.

The applicant shall include copies of audited financial statements, for each of the last three (3) years, including at least a balance sheet and profit and loss statement, or other appropriate documentation, which would demonstrate to DPS&C the Applicant's financial resources sufficient to conduct the project. The financial statements shall be reviewed and assessed by a staff member of DPS&C who is a Certified Public Accountant licensed in Louisiana.

Appendix E- Non-profit Status (if applicable)

If applicant is considered a non-profit, the following must be attached to the application as Appendix E:

- Proof of non-profit status
- A certified copy of a board resolution granting such authority should be submitted if the applicant is a corporation. An example of a board resolution has been provided in Appendix E. Note: the application containing original signatures will be retained for incorporation into any contract resulting from this NOFA.

Appendix F-Organization Overview

List of all personnel considered key to the success of the project. Detailed information should include:

- Job title and description, including the percentage of time allocated to the project (level of effort), anticipated duration of involvement, location of position and the number of personnel per job title.
- Resumes of all known key staff should be included. Resumes should illustrate staff's previous technical and functional experience in projects of similar scope and size; and educational background, certification, licenses, special skills, etc.

If collaborating with a project team, the following must be also be attached as Appendix F¹:

- A list of all organizations on the project team including company name, physical and mailing address, contact name and phone number.
- If organization is considered a sub-contractor, a Memorandum of Understanding or a Letter of Partnership must be attached to this Appendix.
- If organization is providing financial leverage, include proof of leverage in Appendix B.
- An organizational chart may be added for illustration purposes (optional)
- A comprehensive plan to illustrate results from a community assessment conducted and its subsequent results (optional).
- Veteran and Hudson Initiative Program Verification Documents (if applicable)

This does not include organizations or individuals who are considered partners in a referral capacity.

Appendix G- Project Timeline

Schedule of planning and implementation for a period of one year including administrative set-up, time needed for full implementation, enrollment of unduplicated participants, deliverables to be accomplished in the first year. Sample template has been provided.

Appendix H- Logic Model

Develop a logic model detailing how measurable objectives are related to project goals.

¹ For the purpose of this application and related NOFA, a project team are a group of organizations/individuals that are essential to the implementation of the proposed program who would be considered a subcontractor.

Community Incentive Grant Program Application

A. Cover Letter

A cover letter should accompany the grant application on the applicant’s business letterhead explaining the applicant’s intent.

At a minimum, the cover letter should include the following:

- Title of project or program;
- A one or two-sentence description of the proposed initiative, including the number of criminal justice-involved citizens to be served on an annual basis;
- Annual amount of funding requested from the DPS&C;
- Name of person authorized to negotiate the contract and make decisions for the organization, including telephone number and email address;
- Authorized person’s original signature and submittal date.

B. Applicant Information

Select one. The organization must fall under one of these categories in order to be eligible to receive funding:

- A nonprofit community organization*
- Local governmental entity

**Applicants that select nonprofit community organization must submit Appendix E with the application.*

Organization Contact Information		
Organization Name:	_____	Office Number: _____
Legal Name (if different):	_____	Vendor Number: _____
Federal Tax ID:	_____	LDR Number: _____
Address:	_____	
City:	_____	State: _____ Zip: _____
Primary Contact		
Name:	_____	Email Address: _____
Title:	_____	Phone Number: _____
Person Authorized to Negotiate Contract (if different than primary contact)		
Name:	_____	Email Address: _____
Title:	_____	Phone Number: _____

Fiscal Agent Information (if applicable)		
Organization Name: _____	Web address: _____	
Legal Name (if different): _____	Office Number: _____	
Federal Tax ID: _____		
Address: _____		
City: _____	State: _____	Zip: _____
Fiscal Agent Primary Contact		
Name: _____	Email Address: _____	
Title: _____	Phone Number: _____	

Is the applicant requesting advance payments and eligible in accordance to Section 3.1.2- Determination of Responsibility of the NOFA²? _____

If yes, please submit a formal letter requesting advance payment under Appendix D- Financial Statements. The letter should include a narrative as to why an advance is necessary in order to provide the services at the lowest total cost and that there is no other cost-effective source of such advance funding.

² If determined to be in best interest of the State, payments may be made to the Applicant for professional, personal, consulting, and social services contracts in advance of services being performed if certain conditions are met, in accordance with RS: 39.1613. Conditions include, but are not limited to, that the requester is a nonprofit, that an advance is necessary to provide services at the lowest total cost, and there is no other cost-effective source of such advance funding.

C. Organization Overview and Capacity

Applicants should clearly describe their ability to implement the proposed project from the organizational structure level.

Lead Organization
1) What agency or organization will serve as the project lead? Include a brief summary of relevant qualifications, including relevant experience serving the target population and/or providing the services proposed in response to this NOFA. (Note-the organization serving as lead <u>does not</u> have to be the applicant. However, the lead will be held accountable to the applicant as they hold the contracting responsibilities and liabilities)

2) Give a short description of your organization's background as it relates to the proposed project.

D. Project Design

This section should include specific details of what the proposed project will address, how the project will be implemented and its impact within the community.

1) Select parish where post-release services will be provided (select all that apply)		
East Baton Rouge <input type="checkbox"/>	St. Tammany <input type="checkbox"/>	Jefferson <input type="checkbox"/>
Caddo <input type="checkbox"/>	Orleans <input type="checkbox"/>	
Additional parishes³:		
2) Proposed Goals & Objectives: Provide a summary of the specific project being proposed and how the project will achieve the goals of both JRI and LA-PRI by: <ol style="list-style-type: none">1. Clearing away barriers to allow for successful reentry by conducting in-reach prior to release.2. Increasing the success rates of participants by providing individualized, ongoing case management and to improve community coordination of re-entry resources by providing referral services to access existing direct services or programs.3. Strengthen community supervision by incorporating staff of Probation & Parole into Collaborative Case Plan Staffing/Review Meetings. <p>Include how services will be designed to assist justice-involved individuals to reduce the recidivism rate in selected parishes (enhancing public safety by establishing a law-abiding life, build self-sufficiency, reconnect with family and contribute to their communities).</p>		

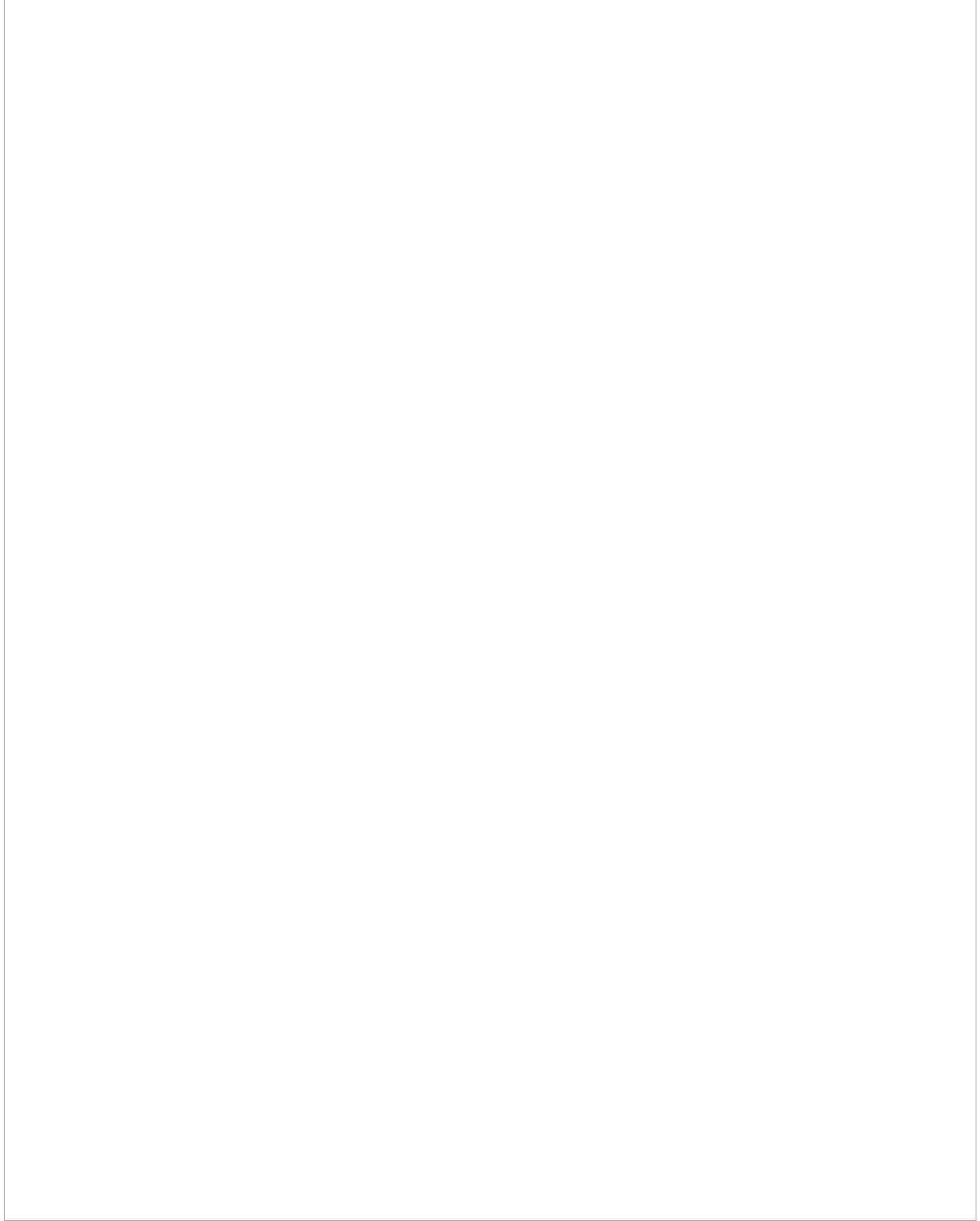
³ An applicant can extend services provided to parishes adjacent to the eligible parish, provided the expansion of services are cost effective, there's a documented need and funding is available (i.e. providing services in West Baton Rouge Parish). DPS&C will make the final determination of providing additional services to adjacent parishes at the time of award.

Proposed Goals & Objectives (Con't)

3) Potential Challenges

Address any likely challenges in carrying out the proposed project, how those challenges may affect the project in the short and long term, and the ways in which the applicant will address those challenges.

4) List activities and services to be provided by either the organization and/or project team, including how those services will be delivered. If applicable, note any costs to participants.



5) List specific anticipated outputs and outcomes for the proposed program for the contract term of three (3) years. Examples include:

1. Serve up to ___ participants returning to _____ Parish.
2. Of those of participants served, ___% will complete the proposed program.
3. Of those completing the program ___% will not recidivate during the _____ months following release from prison.
4. Of the participants who complete the proposed program, ___% will meet at least three goals in their Plan in six months; two of which meet the following needs:
 - a. Housing
 - b. Employment
 - c. Substance Abuse

The anticipated outputs and outcomes must include specific services noted in Question 4.

6) The target population has been define as:

- High/moderate risk for recidivism and/or high need at the time of incarceration and in accordance with the Targeted Interventions to Greater Enhance Re-entry (TIGER);
- Serving a hard labor (felony) sentence under the custody of DPS&C, and are within six (6) months of their release date from incarceration or on parole supervision and are within six (6) months of their release date.

If your organization would like to further define the target population for the proposed program, please identify the participant requirements here (gender, age, offense history, etc).

Otherwise, enter "Same as defined above".

7) How many participants your organization intends on providing services to on an annual basis? (No more than 100 participants per parish).

8) What will be the intended ratio between case manager and participants?

(1 case manager to xx participants)

9) Length of program: What is the proposed length of the program including number of sessions (client visits) per participant and over what length of time?

- Program length shall not exceed one (1) year (post-release). If a participant engagement overlaps between contract years, the participant is only counted once in the primary year and ineligible to be counted in two separate contract years.
- Define what constitutes successful program completion.
- Define when a participant is considered “not complete” (terminated) due to lack of engagement.

10) Participant Engagement

Describe how justice-involved individuals will be engaged throughout the process (point of initial contact through closeout/program completion). It should be noted that participant engagement shall be limited to:

- No more than six (6) months prior to release from a DOC facility; or
- On parole supervision and are within six (6) months of their release date from state incarceration

11) Location of services: Describe the following:

- Where the program will operate;
- What staff, services, and other resources relevant to the implementation of the proposed program will be on-site and which will be outsourced to the community.

12) Accommodations for Accessibility:

What accommodations will be made to ensure accessibility for participants with varying scheduling needs? For example, will case management be available after hours or at the participant’s home if necessary?

13) Approach to Project Management:

Describe the plan for documenting services provided to participants, monitoring their progress, and assessing outcomes. Include the strategy for program oversight, staff training, management, quality assurance, and documenting activities performed by grant-funded staff.

Approach to Project Management Con't

14) Performance Measures:

DOC will provide Contractors with a Monthly Reporting Tool (MRT) to document client-specific progress and outcomes. Please describe how your internal client reporting process will be used to:

- Track and update participant data and outcomes on a monthly basis.
- Record key discussions, goals, and progress made during client sessions.
- Ensure the accuracy and consistency of the data collected and reported each month.

Refer to Appendix D of the Notice of Funding Availability (NOFA) for examples of specific performance measures currently being tracked.

15) Participant Identification:

The DOC will identify participants for the contractor (currently in state custody). If this information is unavailable, please describe your plan for identifying and selecting eligible participants. This may include collaborating with state prisons, local jails, Probation & Parole districts, local reentry coalitions, community coordinators, or the courts to identify participants.

Appendix A- Past Performance References

Reference #1	
Organization Name:	_____
Address:	_____
Contact Name:	_____ Email Address: _____
Title:	_____ Phone Number: _____
Type of Contract/Work Performed (brief description, including length of contract or time on project):	
Reference #2	
Organization Name:	_____
Address:	_____
Contact Name:	_____ Email Address: _____
Title:	_____ Phone Number: _____
Type of Contract/Work Performed (brief description, including length of contract or time on project):	
Reference #3	
Organization Name:	_____
Address:	_____
Contact Name:	_____ Email Address: _____
Title:	_____ Phone Number: _____
Type of Contract/Work Performed (brief description, including length of contract or time on project):	

Appendix B- Budget Worksheet and Budget Narrative

The budget worksheet can be found here: [DOC – JRI website](#).

Appendix C- Certification Statements

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Notice of Funding Availability (NOFA), including attachments.

OFFICIAL CONTACT. The State requests that the Applicant designate one person to receive all documents and the method in which the documents are best delivered. The Applicant should identify the Contact name and fill in the information below: (Print Clearly)

- A. Official Contact Name:
- B. E-mail Address:
- C. Facsimile Number with area code:
- D. US Mail Address:

Applicant shall certify that the above information is true and shall grant permission to the State or Agencies to contact the above named person or otherwise verify the information provided.

By its submission of this application and authorized signature below, Applicant shall certify that:

1. The information contained in its response to this NOFA is accurate;
2. Applicant shall comply with each of the mandatory requirements listed in the NOFA and will meet or exceed the functional and technical requirements specified therein;
3. Applicant shall accept the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this NOFA.
4. Applicant's quote shall be valid for at least 90 calendar days from the date of application's signature below;
5. Applicant understands that if selected as the successful Applicant, he/she will have ten (10) business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.
6. Applicant shall certify, by signing and submitting an application for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at <https://www.sam.gov>.)
7. Applicant understands that, if selected as a contractor, the Louisiana Department of Revenue must determine that it is current in the filing of all applicable tax returns and reports and in payment of all taxes, interest, penalties, and fees owed to the state and collected by the LDR. Applicant shall comply with R.S. 39:1624(A) (10) by providing its seven-digit LDR account number in order for tax payment compliance status to be verified.
8. Applicant further acknowledges its understanding that issuance of a tax clearance certificate by LDR is a necessary precondition to the approval of any contract by the Office of State Procurement. The contracting agency reserves the right to withdraw its consent to any contract without penalty and proceed with alternate arrangements, should a prospective contractor fail to resolve any identified outstanding tax compliance discrepancies with the LDR within seven (7) days of such notification.
9. Applicant certifies and agrees that the following information is correct: In preparing its response, the Applicant has considered all applications submitted from qualified, potential subcontractors and

suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. Applicant also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. The State reserves the right to reject the response of the applicant if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response.

10. The Applicant must comply with the contract terms, see NOFA Appendix A-Sample Grant Agreement. If the Applicant cannot comply with any of the contract terms, an explanation of each exception should be supplied. The Applicant should address the specific language in the Sample Grant Agreement and submit whatever exceptions or exact contract modifications that its firm may seek. While final wording will be resolved during contract negotiations, the intent of the provisions will not be substantially altered.
11. By signing below, the Applicant (and its project team) is stating they are not currently involved or previously involved in litigation or arbitration concerning their performance as it relates to the same or similar services proposed and that no judgments or awards have been made against the Applicant (or its Project team). If Applicant (or its project team) have been involved in litigation and/or arbitration as it relates to the same or similar services proposed, this information must be disclosed and added to Appendix C of the submitted application. Disclosure of litigation will not automatically disqualify the Applicant, however, DPS&C reserves the right to evaluate applications based on facts surrounding such litigation or arbitration.

Signature of Applicant or Authorized Representative _____

Typed or Printed Name: _____

Date: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Appendix E- Non-Profit Status (Board Resolution Example)

MEETING OF THE BOARD OF DIRECTORS

OF

(CORPORATION'S NAME)

At a meeting of the Board of Directors for (CORPORATION'S NAME) held this _____ day of _____, 20____, there being a quorum present, the following resolution was adopted, to wit:

BE IT RESOLVED, that (NAME AND TITLE OF THE INDIVIDUAL AUTHORIZED TO SIGN ON BEHALF OF THE CORPORATION) is (are) hereby authorized and empowered for and on behalf of said Corporation, to sign contracts, amendments, and related matters between the said Corporation and the Louisiana Department of Public Safety and Corrections.

Secretary and/or Chairman of the Board of Directors

Appendix G- Collaborative Partnerships

Organization Name	Organization Type (non-profit, for-profit, etc)	Providing Financial Leverage? (Yes / No)

Note: Add a separate sheet and attach to Appendix G to continue collaborative partnerships as needed.

Appendix H- Project Timeline

Timeline (i.e. Month 1-2)	Activity (i.e planning, implementation, closeout)

Appendix I: Logic Model

Develop a logic model detailing how measurable objectives are related to project goals.

Good resources with logic model guidance, examples, and templates:

- WKKF: [W.K. Kellogg Foundation Logic Model Development Guide](#)
- BJA: [Center for Research Partnerships and Program Evaluation - Logic Models](#)
- OJJDP: [Data Collection Methods and Logic Models](#)
- NIC: [Building Logic Models](#)
- CDC: [Evaluation Guide: Developing and Using a Logic Model](#)