

REISSUED JULY 2010

CALHOUN INTERMEDIATE SCHOOL DISTRICT

MICHIGAN PRISONER RE-ENTRY INITIATIVE (MPRI)

LIFE SKILLS TRAINING & PROVISION OF SUPPORTIVE SERVICES

**FISCAL YEARS 2011- 2013
REQUEST FOR PROPOSAL**

PART I - PROGRAM DESCRIPTION

*AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM. AUXILIARY AIDS AND SERVICES ARE AVAILABLE TO
INDIVIDUALS WITH DISABILITIES UPON REQUEST.
MICHIGAN RELAY CENTER (800) 649-3777*

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**CALHOUN INTERMEDIATE SCHOOL DISTRICT
MICHIGAN PRISONER RE-ENTRY INITIATIVE
LIFE SKILLS TRAINING & THE PROVISION OF SUPPORTIVE SERVICES
FISCAL YEARS 2011, 2012 & 2013 REQUEST FOR PROPOSAL**

- I. **PURPOSE:** The purpose of this RFP package is to solicit proposals for the provision of Michigan Prisoner Re-Entry Initiative (MPRI) Life Skills Training, the employment of the MPRI Community Resource Specialist, and the provision of payments for supportive services for participants in the program.

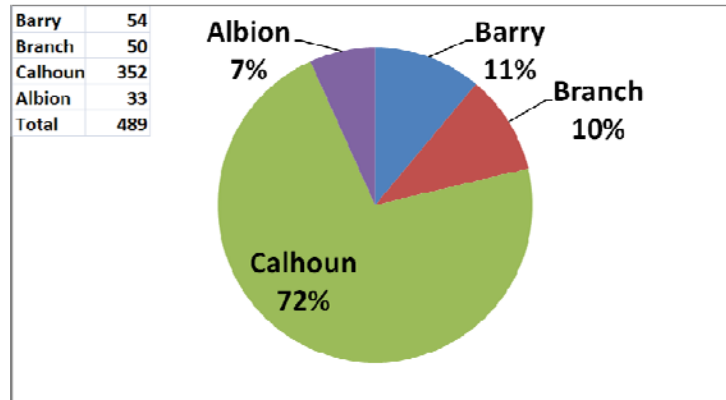
FUNDING FOR THE MPRI IS CONTINGENT UPON THE AVAILABILITY OF FUNDING FROM THE MI DEPARTMENT OF CORRECTIONS.

This request for proposals does not commit Calhoun Intermediate School District and the Workforce Development Board to award a contract, to pay any costs incurred in the preparation of an application to this request, or to procure or contract for services or supplies. A signed proposal constitutes a binding offer. A contract may be awarded based on offers received and without discussion of such offers. The Calhoun Intermediate School District and the Workforce Development Board reserve the right to accept or reject any or all applications received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety the RFP if it is in the best interest of the CISD and the Workforce Development Board to do so. The Workforce Development Board is not required to award bids to the lowest bidder or to the best score, but must make award decisions based on the best overall proposals considering all relevant factors, including price, technical qualifications, responsiveness to the solicitation, demonstrated effectiveness, interview, etc. The CISD and the Workforce Development Board may require the agencies selected to participate in negotiations and to submit any price, technical, or other revisions of their proposals that may result from negotiations. CISD and the Workforce Development Board are not liable for any costs incurred by the bidders prior to the signing of a contract and/or written authorization from CISD to proceed with the program.

- II. **TIME PERIOD FOR IMPLEMENTATION:** The time frame for the MPRI Program operations will be in **three-year increments**. The first year **begins on October 1, 2010 and ends on September 30, 2011**. The second and third years of funding are contingent upon the availability of state/federal funding, attainment of performance objectives and the negotiation of budgets and performance levels for Fiscal Years 2012 and 2013.

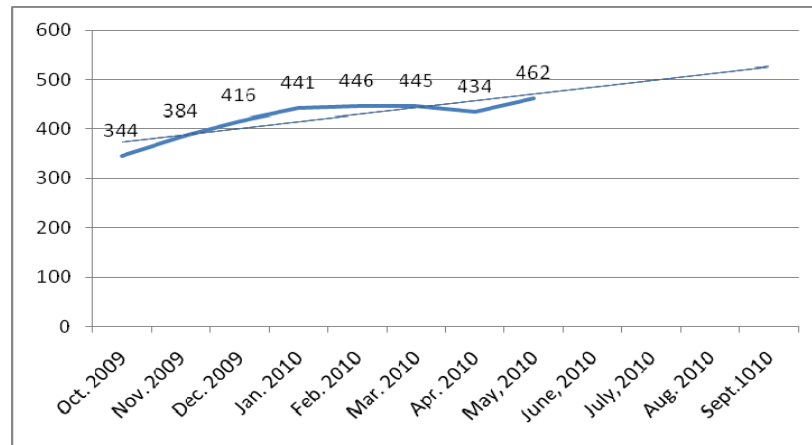
- III. **MPRI SERVICE AREA:** The Barry, Branch and Calhoun MPRI will serve participants and other designated populations who are supervised in Barry, Branch and Calhoun counties by the Michigan Department of Corrections (MDOC). MDOC Offices are located in Albion, Battle Creek, Coldwater, and Hastings. Participants report to these offices for services. The Community Resource Specialist works out of designated locations in the tri-county area to provide services to participants. Contractors must develop a service schedule that includes all MDOC Offices.

A chart reflecting the geographical population distribution as of July, 2010 is below.



IV. **PARTICIPANTS:** MPRI provides services to individuals who are assessed as having a moderate to high level of potential recidivism and violence by the MDOC. Only MDOC participants are served by this program.

A chart showing Barry, Branch and Calhoun Counties MPRI population changes in FY 10, with a trend line, is below.



V. **FUNDING LEVELS:** Since actual MPRI Program allocations are unavailable at this time, the funding amounts in the table below are planning estimates only. **These estimates represent figures for the current year funding and are to be considered as ESTIMATES FOR PLANNING PURPOSES ONLY.** For some components, there are established funding levels as indicated in table below. In other areas, bidders are asked to propose the budget amounts needed to provide those services for each of the three program years. Please use the following table to develop the proposed budget.

Separate budgets are required for each program year. Bidders can assume the same funding estimate for the second and third years as provided in this Program Description. The funding shown on the table are planning estimates.

COMPONENT	FUNDING GUIDELINES
Life Skills Training including Administrative Costs *	\$30,562
Community Resource Specialist Wages, (PLEASE NOTE Section XI, B., for FY-11 Wage Level)	\$50,000
Fringes, Travel & Conference Fees	\$14,132
Supportive Service Payments:	The supportive service amounts below are set by the MPRI Steering Team. Please note that the entity awarded the MPRI Life Skills contract will be reimbursed for all supportive services.
Housing for Clients	\$186,631
Entitlement Program	\$19,012
Transportation for Clients	\$37,000
Substance Abuse Treatment	\$10,000
Health Care	\$15,620
Adult Education	\$37,500

* Bidders should note that each fiscal year, the Barry, Branch and Calhoun Counties MPRI submits a Comprehensive Plan to MDOC that serves as a program description and funding request. **While there is no guarantee of specific funding amounts provided annually by MDOC**, the Comprehensive Plan reflects costs derived in part from proposals submitted by bidders through the RFP process.

Although not a requirement, bidders are encouraged to include a separate “in-kind” budget detailing the costs involved in operating the program that will not be charged to the MPRI Program budget. The in-kind budget is worth between 0-5 points. Bidders who do not include an “in-kind” budget will not receive any points. Applications will be evaluated on the basis of reasonableness and overall cost effectiveness.

Be advised that the MPRI Steering Team will be evaluating the effectiveness of the services for budget negotiations in the second and third years of the contract.

The Calhoun Intermediate School District will fund one (1) MPRI Life Skills Program to cover Barry, Branch and Calhoun counties. Bidders may elect to submit a collaborative proposal, including more than one agency to provide program services; however, the

Calhoun Intermediate School District will issue a contract to only one agency. The proposal must clearly identify one agency to serve as the fiscal Agent. The fiscal Agent will be responsible for reimbursement to the partner agencies and will be held responsible for the repayment of all disallowed costs.

Once a contract is issued to a proposed bidder, that organization becomes fully responsible for administration of the program activities and expenditures according to the legislation, regulations, state policy and local policy. The contractor will be expected to participate in the operation by contributing basic management and supervisory services to the maximum extent possible.

VI. SUBMITTAL INSTRUCTIONS:

Failure to follow these instructions may result in the disqualification of the proposal. Any disqualified proposals will not be evaluated and will be returned to the submitting agency.

Proposals must be submitted in the format of this package and all parts as applicable. Failure to complete all required sections will disqualify the application. Failure to adhere to all technical requirements may disqualify the proposal. Proposals received after the date and time specified will not be considered for funding. **Faxed and emailed proposals will not be accepted.**

Bidders proposing to be the fiscal agent must submit an INTENT TO BID form by 3:30 p.m. on August 2, 2010. Proposals will not be accepted from organizations that do not submit the INTENT TO BID for by this deadline. This form is attached following this section.

Completed proposals - and the electronic copy (either on CD/DVD or flash drive and using Microsoft Word) - are due by 12 p.m. (noon) on August 13, 2010.

Bidders must submit the original, signed proposal **AND** four (4) **complete** copies, as well as an electronic copy (either on CD/DVD or flash drive and using Microsoft Word) of the proposal (including the proposal checklist) to the Calhoun Intermediate School District by **12:00 p.m. on August 13, 2010.** **Ornate binding and notebooks are discouraged, and do not include any promotional materials or other excess information.** Any differences between the original and the copies are at the liability of the bidder. Once submitted, proposals become the property of Calhoun Intermediate School District. None will be returned to the bidder.

Proposals may be submitted either in person or through the U.S. Mail. **Proposals submitted via email or fax will not be accepted.**

Proposals that are mailed must reach the Calhoun Intermediate School District facility by **12:00 p.m. on August 13, 2010.** Mail the requested material to:

Calhoun Intermediate School District – Workforce Development Team
17111 G Drive North
Marshall, MI 49068

Hand delivered applications are to be delivered to staff of the Calhoun Intermediate School District Workforce Development Team at the address listed above.

There will be a **MANDATORY** Bidders Conference for the purpose of answering specific questions regarding the RFP Package on **July 28, 2010 from 10:00 a.m. to 12:00 p.m.** *at the Calhoun Intermediate School District, 17111 G Drive North, Marshall 49068 in Conference Room D. Attendees must be present for the entire conference in order to be considered present. Proposals will not be accepted if a submitting agency representative does not attend the entire Bidders Conference. Agency representatives not arriving on time to the conference will not be admitted.*

Bidders may submit questions in writing prior to the conference. These and additional questions will be addressed at the conference. In addition to questions being asked and answered at the Bidders Conference, questions about the RFP may be submitted electronically to Mike DeBoer (Deboerm@calhounisd.org) following the Bidders Conference and up to 5:00 p.m. on August 4, 2010. All of these questions and the responses will be emailed by August 6, 2010 to all organizations that have attended the mandatory Bidders Conference and submitted an INTENT TO BID form by the deadline.

Please note that due to the open and competitive nature of this process all questions posed after the Bidders Conference MUST be submitted in WRITING and NO questions asked after the August 4, 2010 deadline will be answered by Calhoun – ISD Workforce Development Team.

Due to time constrains for the submittal of completed applications, you should begin proposal development immediately. It will be advantageous for your agency to have its concerns, questions and/or comments formulated prior to the Bidders Conference.

VII. EVALUATION CRITERIA/PROCEDURES

Staff will complete an unscored technical/compliance review for each complete proposal which is received on time.

Once this review has been completed, the proposals will move on to a Review Panel, comprised of Steering Team Members, who will evaluate and score the proposals. Each Panelist will evaluate the proposals according to the criteria enumerated in the table on the following page.

Bidders *may* be scheduled to meet for a Question and Answer Session/Interview with the Review Panel. These meetings will be scheduled **during the afternoon on September 7, 2010** at the Battle Creek Chamber of Commerce Board Room, Battle Creek. The Review Panel's questions will be primarily focused on the evaluation criteria contained on the following page; however, they may also inquire about other issues that came up as a result of the Panel review of the proposal.

Following the meeting/Q&A session, review Panel members will discuss and make a recommendation to the Planning & Development Committee who will make a recommendation to the Executive Committee of the Workforce Development Board, with later ratification to be requested of the full Board.

The Workforce Development Board is not required to award bids to the lowest bidder or to the best score, but must make award decisions based on the best overall proposals considering all relevant factors, including price, technical qualifications, responsiveness to the solicitation, demonstrated effectiveness, interview, etc.

POINT CRITERIA FOR ALL PROPOSALS

ATTACHMENT A

<u>CRITERIA</u>	<u>MAXIMUM POINTS</u>
A. PROGRAM DESIGN & NARRATIVE	
<ul style="list-style-type: none">• The degree to which the bidder demonstrates that the program design meets MPRI specifications and shows an understanding of the objectives of the proposed life skills services, based upon the description of program design and planned activities. The creativity, practicality and probable effectiveness of the proposed design as supported by Evidence-Based Practices and Gender-Responsive Strategies. Implementation and flow of activities. Performances standards are consistent with RFP specifications, and program design and outcomes are reasonable. The work plan is comprehensive and sequential; it covers all activities and tasks necessary to implement the proposed program. Each task has a measurable objective and reasonable time frame. Clearly defined coordination with other community resources, with specific benefits for the customer.	0 - 60 Points
C. ORGANIZATIONAL CAPACITY, EXPERIENCE AND DEMONSTRATED EFFECTIVENESS, AND BUDGET	
<ul style="list-style-type: none">• Bidder has documented history and expertise in providing the same or similar services, with a record of meeting established performance standards.• Bidder has documented history of compliance with contract requirements, as well as accuracy and timeliness of fiscal, programmatic and MIS reporting.• Organizational chart, staffing plan and job descriptions are clear and show the expertise and capacity to effectively implement, execute and complete the proposed program. Job descriptions are included for all positions in the budget and include all information requested in the RFP.• Bidder has a documented system for conducting internal monitoring to ensure contractual and quality compliance including procedures for corrective action.• Line item budget analysis; relationship to proposed program design, expenses are clearly defined, budget shows reasonableness of proposed costs, provides back-up and detail for line items, supplies, materials, etc., and overall cost effectiveness. Amount of in-kind contributions to the budget.• No findings of substance are identified in the bidder’s Annual Audit Management Letters.• The bidder is not listed on the “state excluded parties list” (i.e. debarred from receiving state funds).	0 – 40 Points

VIII. COORDINATION OF SERVICES: Life Skills Training and the Provision of Supportive Services are components of the Barry, Branch and Calhoun Counties MPRI. The MDOC Agent acts as the case manager. Services provided under this contract must coordinate seamlessly with other services and activities provided by MPRI, MDOC and community partners.

IX. EVIDENCE-BASED PRACTICES: Implementation of the principals of evidence-based practices is a requirement of the MPRI. Attached to the RFP are the eight principles of evidence practices and gives insight into the implementation. Bidders will be required to demonstrate in the proposal how these practices will be utilized in the MPRI Life Skills Training and the Provision of Supportive Services to be provided.

X. GENDER RESPONSIVE STRATEGIES: There are five general approaches to effectively managing and assisting female participants. They include:

- Acknowledging that gender makes a difference
- Creating an environment based on safety, respect, and dignity
- Development of policies, practices, and programs that are relational and promote healthy connections to children, family, significant others, and the community
- Address substance abuse, trauma, and mental health issues through comprehensive, integrated, and culturally relevant services and appropriate supervision
- Provide women with opportunities to improve their socioeconomic conditions

Attached to the RFP is additional information about Gender Responsive Strategies. Bidders will be required to demonstrate how Gender Responsive Strategies will be utilized in the Life Skills Training and the Provision of Supportive Services to be provided.

XI. ACTIVITIES AND SERVICES TO BE PROVIDED

There are three (3) services requested in this RFP package:

- 1) to provide Life Skills Training to participants **as specified below;**
- 2) to employ the MPRI Community Resource Specialist (CRS), provide benefits and pay for expenses as indicated below; and
- 3) to provide payments for supportive services for participants

These services are outlined in detail below:

A. Life Skills Training

This component involves the development and provision of training and educational programming in the skills and abilities required to transition from an institutional life style to the freedom, greater complexity and responsibilities inherent in living in the community. This program also addresses programming mandated as a condition of parole.

The MDOC Agent or Community Resource Specialist will refer participants to the Life Skills Training contractor. **Life Skills training should be predicated on adult learning theory and should minimize the use of lecture and traditional classroom methods.** Demonstration, hands on practice, role-playing and other interactive training methods that allow the participants to practice skills and abilities and obtain immediate feedback to improve results are required.

The following activities and services are the required components of the Life Skills training program:

- Personal management skills
- Time management skills
- Financial Management/Budgeting
- Decision Making
- Gender Specific Group Programming (male and female)
 - Self-esteem
 - Dealing with the grief and loss due to incarceration
 - How to reintegrate into the community
 - Dealing with issues of long-term incarceration (primarily male)
- Computer/Technology Training
- Addressing Family Issues
 - Family coaching
 - Parenting classes
 - Family mentors
 - Reunification
 - Children of offenders
- Social/soft skills
- Healthy Lifestyles
 - Organized recreation and exercise
 - Healthy eating and cooking
 - Healthy mind and body – relaxation, meditation
- Addressing Sex Offender ReEntry Issues
 - Dealing with the barriers to daily living experienced by convicted sex-offenders. This is **not intended** to be a therapeutic program to address the causes or prevention of the offense.

- **Additionally, specific participant requirements imposed by the conditions of parole such as anger management classes, domestic violence prevention, cognitive behavioral therapy, substance abuse classes, GED, etc. are provided by this contract.** These are in cases where programming is not available through a MDOC contract. The bidder should discuss how these programs will be provided by their agency in each county or discuss how a provision for services will be made.

The selected contractor will submit monthly progress reports or case notes on each participant to the Community Resource Specialist and MDOC Agent. The contractor may be asked to participate in joint case conferences and will participate on the MPRI Transition Team, In-Reach meetings or other MPRI meetings as required. The Life Skills training contractor will remain in close contact with the MPRI Community Resource Specialist and the MDOC Agent regarding the assigned participants' performance, attendance, and other issues.

B. Community Resource Specialist

The job description for the Community Resource Specialist is included on the following pages. The contractor will serve as the employer of the MPRI Community Resource Specialist. The contractor will be reimbursed for the salary of the Community Resource Specialist, **at \$53,456 per year**, as well as other applicable payroll and benefits costs that are provided to other employees at the bidder's agency (FICA, Worker's Compensation, Health Insurance, etc). The contractor must either provide health insurance or a lump sum payment (which is above and beyond the established salary) to the Community Resource Specialist for her to purchase health insurance benefits.

The individual who currently holds this position would be hired by the organization that is awarded the contract. This is a full-time, salaried position.

The Community Resource Specialist works out of designated locations in the tri-county area in providing services to participants. The primary office of the Community Resource Specialist is at the Calhoun Parole Office in Battle Creek. The selected contractor will also be reimbursed, according to the contract, for costs associated with the Community Resource Specialist's staff mileage, travel, outside training, conference fees, meals and accommodations and other related expenses.

The contractor will be responsible for obtaining bids, according to acceptable procurement standards, and purchasing MPRI supplies, equipment, office set-up and expenses required to implement this contract.

The MPRI Community Resource Specialist will provide services exclusively to MPRI participants in Barry, Branch and Calhoun Counties to those who are may be eligible for services through the MPRI-Mental Health Project or Re-entry Program for Offenders with Special Needs or as determined by the MPRI Community Coordinator.



Barry, Branch and Calhoun Counties Michigan Prisoner ReEntry Initiative Community Resource Specialist

Job Description

Work Site: The Community Resource Specialist works out of designated locations in the tri-county area in providing services to participants.

General Description: This position will perform tasks that involve all facets of service coordination, referrals, implementation and the tracking of participant information and outcomes for the Barry, Branch and Calhoun Counties MPRI. This includes facilitating the provision of services available to participants, providing access to those services, coordination of MPRI provided services with those from the community, and the development of additional community resources

Essential Functions:

- The Community Resource Specialist will provide services to participants as indicated in the Comprehensive Plan.
- Act as the referral Agent for community services that are available in Barry, Branch and Calhoun counties that assist participants in successfully reintegrating into the community.
- Ensure appropriate referrals are being made and conduct follow-up on the referrals made to determine participation.
- Assist participants in reading, understanding and correctly filling out forms and paperwork for needed services.
- Attend all required meetings including Transition Team, Advisory Council, In-Reach, and Steering Team.
- Support MDOC Agents in coordinating services for participants.
- Assist Community Coordinator with identifying and filling gaps in services.

- Assist Community stakeholders with community assessments regarding their Service Area.
- Administer In-Reach services for participants.
- Update MPRI materials and maintain familiarity with program/service area changes.
- Maintain accurate records of MPRI activities, services and outcomes.
- Complete reports to MDOC or other agencies as indicated by the Community Coordinator.
- Administer client satisfaction surveys.
 - Gather and track satisfaction surveys.
- Conduct eligibility requirements in specific service areas as defined by the Comprehensive Plan.
- Update service areas as new programs become available.
- Assist in Public Education and Outreach when need is indicated.
- Other duties relevant to the success of the MPRI participants of Barry, Branch and Calhoun counties, as identified by the Community Coordinator and/or Steering Team.

Requirements: Bachelor's Degree in Social Work, Criminal Justice or related field preferred and relevant professional experience.

Must be willing to submit to and pass a drug test.

Must be able to obtain clearance to enter Michigan Department of Corrections Facilities and access the Michigan Department of Corrections management information system (OMNI or other systems).

C. Payment for Supportive Services for Participants

The selected contractor will act as the financial agent to administer funding used by the Community Resource Specialist in meeting client needs. Specific guidelines for issuing payments will be contained in the contract. **The following table indicates the supportive service provided and the costs associated with each service, based upon the current Comprehensive Plan budget. The bidder is asked to also budget for the administrative costs associated with acting as the financial agent for these payments.**

Supportive Service	Current Year's Budget Amount
Housing for Clients	\$186,631
Entitlement Program	\$19,012
Transportation for Clients	\$37,000
Substance Abuse Treatment	\$10,000
Health Care	\$15,620
Adult Education	\$37,500

Note that this program must meet needs of clients beyond the traditional service hours of 8-5 Monday through Friday. Specifically, bidders must define their organization's capacity for issuance of payments for support services/and or the authorization of the service itself, sufficient to eliminate any gaps in coverage due to absences, vacations, holidays or outside of standard business hours.

Other: The MPRI Life Skills contractor will work closely with the MPRI Community Resource Specialist to coordinate and refer customers to other community organizations according to the needs of the customers. **In addition, contract staff designated on the Transition Team and/or In-Reach Team will have to submit required information and pass a LEIN check and pass all other requirements for entry into a MDOC facility.**

Reporting System: Note that the system currently used by the MDOC to collect MPRI service data is not a permanent, integrated statewide system. The Michigan Works! One-Stop Management Information System IS NOT used for MPRI participant tracking. Once a permanent, integrated statewide system for MPRI data entry is established, which could include an expansion of OMNI or other system(s), the selected bidder will be required to obtain access to and to use these systems.

Thus, in lieu of a permanent, integrated statewide system, the selected contractor will be required to collect all data required to meet the requirements established by the local MPRI Steering Team, the Calhoun Intermediate School District and the Michigan Department of Corrections. It will also be necessary to enter data or otherwise record this information in an accurate, complete and timely fashion and to review and forward needed reports and documents as directed by Calhoun Intermediate School District.

The bidder will provide data entry services and maintain a computerized Management Information System (MIS) regarding service provision to participants, outcomes and associated costs. Reports from this system must be available to MPRI, MDOC and CISD staff on request or

as indicated in the contract. The bidder must be willing to comply with any future data entry or management information systems requirements issued by MDOC. All data must be preserved in a secure and confidential manner and not disclosed to unauthorized parties or used for non-approved purposes.

Staff entering and/or having access to program data must be able to secure clearance from MDOC and other organizations as required.

XII. PERFORMANCE STANDARDS

- Bidders must complete all required reports as specified.
- Bidders must comply with performance standards as indicated by the Comprehensive Plan and MDOC:
 - Bidders must assess **100%** of participants referred for services.
 - Bidders must admit **100%** of participants to applicable services .
 - Bidders must discharge **60%** of those admitted for services as successfully completing services or obtaining unsubsidized services.
- Bidders must provide services to all participants as specified by MDOC or MPRI.

Attachment A

PROPOSAL FUNDING APPEAL PROCESS BARRY/BRANCH/CALHOUN MICHIGAN WORKS! AGENCY

A bidder wishing to appeal the final funding decisions of the Workforce Development Board must adhere to the following procedure.

I. General

- A. An applicant may appeal action taken on the application by requesting a review. The appeal for review shall state the basis of the appeal founded on violation of the appropriate program's law and regulations and/or established local procedures as published in the RFP. The right to appeal does not apply to disagreement with the decision of the Board.
- B. An appeal will not be accepted if it attempts to modify or include additional information to the original application. However, in the event incomplete, inaccurate or other than current data and information was entered into the application process by the Michigan Works!-CISD Workforce Development Team, the MW! WFD Team will rectify such errors prior to the initiation of Step #2. Current is defined as data and information in the possession of the Michigan Works!-CISD Workforce Development Team at the time of the submission of the original application.
- C. Once an appeal is received and accepted, the contract award decision made by the Board will be suspended until the appeal is finalized.

II. Review and Appeal Process

The process is as follows:

STEP #1: Within three (3) working days after the Workforce Development Board has rendered a funding decision, the applicant must submit a request in writing that the application receive a second review. The Michigan Works!-CISD Workforce Development Team must receive the request for second review by no later than the close of business on the third day after the decision has been rendered.

STEP #2: Within five (5) working days of receipt of the request for the second review, the Michigan Works!-CISD Workforce Development Director (or designee) will convene:

1. Co-Chairs of the MPRI Steering Team;
2. Chair of the Workforce Development Board;
3. Review Panel (MPRI Steering Team Members or other WDB members) who evaluated the original application;
4. MW! Workforce Development Director and/or other relevant MW! WFD staff; and

5. Representative(s) of the applicant organization

The Workforce Development Board chairperson will chair the meeting. The purpose of this meeting is to provide a second review of the application on the basis of information presented in conformance with paragraphs above.

STEP #3: Within five (5) working days after the meeting described in Step #2, the Chair of the Workforce Development Board and the Co-Chairs of the MPRI Steering Team will prepare a recommendation for the Workforce Development Board.

STEP #4: At the next regularly scheduled Workforce Development Board meeting following the action in Step #3, or a special meeting of the Board or its Executive Committee if appropriate, the Workforce Development Board (or Executive Committee) will take action on the recommendation developed in Step #3. If the appellant does not receive support from the Workforce Development Board (or Executive Committee), the appeal process ends at this step. If the appellant receives support from the Board (or Executive Committee), the staff will enter into negotiations with the appellant to develop a satisfactory program contract. The appellant will be notified in writing, within five (5) working days following the Workforce Development Board (or Executive Committee) meeting, of the disposition of the appeal.

Attachment B

Michigan Prisoner ReEntry Initiative Information:

MPRI Initiative Model

Building Safer Neighborhoods & Better Citizens – A
Comprehensive Approach

The Three-Phase, Seven-Decision Point MPRI Model

MPRI Local Governance Structure
**Accompanying
This RFP**

Barry, Branch, and Calhoun Counties
MPRI Comprehensive Plan
**Accompanying
This RFP**



The Michigan Prisoner ReEntry Initiative Model

The **VISION** of the Michigan Prisoner ReEntry Initiative is that every inmate released from prison will have the tools needed to succeed in the community.

The **MISSION** of the Michigan Prisoner ReEntry Initiative 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.

The **GOALS** of the Michigan Prisoner ReEntry Initiative 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 offenders** who transition from prison by fostering effective risk management and treatment programming, offender accountability, and community and victim participation.

Building Safer Neighborhoods & Better Citizens

A Comprehensive Approach

Michigan is a leader in prisoner re-entry and is the first state in the nation to converge the three major schools of thought on prisoner re-entry to develop and fully implement a comprehensive model of inmate transition planning. The MPRI Model:

- Begins with the three-phase re-entry approach of the Department of Justice's Serious and Violent Offender ReEntry Initiative (SVORI).
- Further delineates the transition process by adding the seven decision points of the National Institute of Corrections' Transition from Prison to Community Initiative (TPCI) model.
- Incorporated into its approach the policy statements and recommendations from the Report of the ReEntry Policy Council that is coordinated by the Council of State Governments.

In this way, the MPRI represents a synergistic model for prisoner re-entry that is deeply influenced by the nation's best thinkers on how to improve participant success.

To develop the MPRI Model, Michigan had the tremendous benefit of technical assistance grants from the National Governors Association (NGA) and the National Institute of Corrections (NIC) that provide substantial resources for consultation, research, training, and technical assistance. As a result of the grant from NGA, the MPRI is also utilizing zip-code level participant mapping of Michigan conducted by the Urban Institute as part of our intensive strategic-planning process. As a result, the knowledge base created by the MPRI is unprecedented.

Michigan is poised for success combining a strong mandate from the Governor, a powerful policy framework, and strong community buy in. The challenge now is statewide implementation on a scale of 10,000 inmates per year transitioning successfully from prison.

The Three-Phase, Seven-Decision-Point MPRI Model

The MPRI Model involves improved decision making at seven critical decision points in the three phases of the custody, release, and community supervision/discharge process.

PHASE ONE—GETTING READY

The **institutional phase** describes the details of events and responsibilities which occur during the offender's imprisonment from admission until the point of the parole decision and involves the first two major decision points:

1. **Assessment and classification:** Measuring the offender's risks, needs, and strengths.
2. **Inmate programming:** Assignments to reduce risk, address need, and build on strengths.

PHASE TWO—GOING HOME

The **transition to the community or re-entry phase** begins approximately six months before the offender's target release date. In this phase, highly specific re-entry plans are organized that address housing, employment, and services to address addiction and mental illness. Phase Two involves the next two major decision points:

3. **Inmate release preparation:** Developing a strong, public-safety-conscious parole plan.
4. **Release decision-making:** Improving parole release guidelines.

PHASE THREE—STAYING HOME

The **community and discharge phase** begins when the inmate is released from prison and continues until discharge from community parole supervision. In this phase, it is the responsibility of the former inmate, human services providers, and the offender's network of community supports and mentors to assure continued success. Phase Three involves the final three major decision points of the transition process:

5. **Supervision and services:** Providing flexible and firm supervision and services.
6. **Revocation decision-making:** Using graduated sanctions to respond to behavior.
7. **Discharge and aftercare:** Determining community responsibility to "take over" the case.