

Impact Justice Funding Announcement:

*PREA Targeted Implementation Planning and
Support (TIPS) Program*

Information Session

July 30, 2019

IMPACT/JUSTICE

PREATIPS
TARGETED IMPLEMENTATION
PLANNING AND SUPPORT

Welcome and Introduction



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PREA Targeted Implementation Planning and
Support (TIPS) Program
Impact Justice

Our Mission

Impact Justice dares to dream of a humane and restorative system of justice in America. Through innovation, research, policy, and advocacy, we are forging a new path to a justice system that is fair to all of us.

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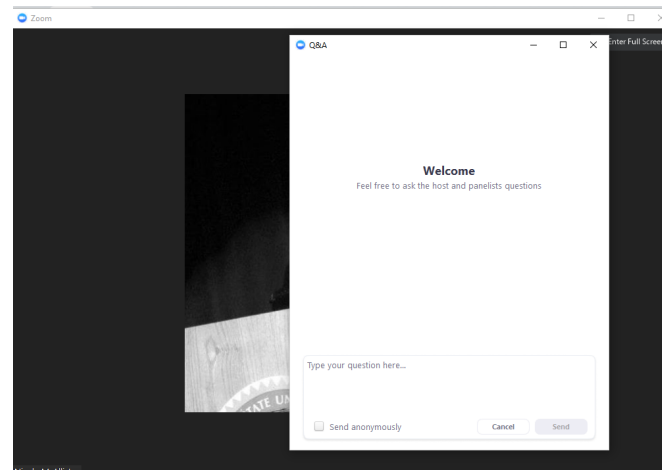
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If you have trouble using this function, please contact Nicole McAllister at nmcallister@impactjustice.org

Submitting Questions

To submit a question during the Webinar, use the Q&A feature at the top of your Webinar screen, as seen below.

Presenters will address the questions at the end of the presentation. If we are unable to get to your question, or your question requires additional consultation, we will respond to your question via e-mail and post the general response to your question on the PREA TIPS webpage at www.prearesourcecenter.org/PREAFunds.



Overview of PREA TIPS Program

- The program operates in partnership with the U.S. Department of Justice's (DOJ) Bureau of Justice Assistance (BJA).
- Designed for locally operated small to medium sized facilities with less than 500 beds to become PREA compliant and increase sexual safety
- Grants ranging from \$20,000 to \$200,000; with a dollar-for dollar match.
- Has simplified application process
- Is a 2-phase guided program

Important Dates

Application Closing date: August 30, 2019

Awardee announcement: Fall 2019

Planning Phase Feb. 2020- Jan 2021

Implementation Phase Feb 2021-July 2022

Funding Award Amounts

Plans to allocate up to \$3 million dollars in awards*

**based on the availability of funds*

20-60 grant awards ranging from:

One facility - \$20,000 up to \$100,000

Multiple facilities and/or agencies- \$20,000 up to \$200,000

Awardees are required to match the award amount dollar for dollar through in-kind or cash matches or a combination of both.

Other Funding Details

- Selected recipients will receive a sub-recipient award after an initial budget review during the planning phase of the project.
- Award dollars will be held until recipients complete the planning phase that culminates to an approved project plan and corresponding budget.
- During this time, recipients will be able to track match requirements and allowable expenses.
- Once recipients meet the planning phase requirements, recipients will be able to apply match (they are required to track match) they will be reimbursed for allowable expenses accrued, and move into the implementation phase of the program.

Eligibility

- Local government
- federally-recognized Indian tribal governments (as determined by the Secretary of the Interior)
- private non-profit or for-profit entities

That operate local confinement facilities including jails, juvenile facilities, community confinement facilities, lockups, and tribal **facilities with fewer than 500 beds.**

Types of applications

Applicants may include agencies or facilities.

- Individual facilities/agencies
- Joint applications from multiple facilities administered by the same agency, or from multiple agencies.

Joint Applications

A single corrections agency that operates multiple facilities (e.g., a jail and a juvenile facility) may apply as long as at least one facility has less than 500 beds and all TIPS funds are focused on facilities with less than 500 beds.

OR

Multiple agencies, each operating facilities within the same region, may apply together with one facility serving as lead applicant, as long as each participating agency operates at least one facility with less than 500 beds, and all TIPS funds are focused on those facilities with less than 500 beds.

Application Preference

Those that meet one or more of the following criteria:

- Include facilities with fewer than 200 beds
- Demonstrate strong support from key agency leaders in regard to participating in TIPS and, more generally, complying with the PREA standards
- Demonstrate a need for TIPS funding
- Demonstrate the ability to provide match funding; in-kind or cash match

PREA TIPS Program Overview

Guided planning and implementation phases with project coaches.

Coaching and support from our training and technical assistance partners

Applicants must complete the planning phase, with an approved budget and project plan prior to moving into the implementation phase.

IJ expects that all sites will progress into the second phase of the TIPS program and receive funding to implement their projects

Who are our Training and Technical Assistance (TTA) Partners

The Vera Institute of Justice

The Center for Children's Law and Policy (CCLP)

Phase I: Planning Phase

All sites will:

- Participate in the planning phase that consists of an orientation and guided foundational learning around PREA standards and implementation
- All sites will identify points of contacts and planning committee, and leadership to participate in both phases of the project.

Each site will have access to a dedicated TIPS program coach to:

- Identify PREA compliance needs
- Develop a project plan
- Develop strategies to measure success of their project
- Develop a project budget
- Understand reporting and financial requirements

Phase II: Implementation

During the implementation phase, all sites will:

- Participate in a mix of in-person and virtual learning opportunities.
- Have ongoing contact with their assigned TIPS coach
- Implement their approved project plan, which must include implementing PREA standards
- Continue to follow DOJ and Impact Justice financial and reporting guidelines, which may include monthly invoicing, progress reports and quarterly performance reporting

Possible PREA TIPS Project Plans

- Initiatives that promote a zero-tolerance culture for sexual harassment and sexual abuse in confinement, particularly those that increase sexual safety for inmates/detainees/residents who are LGBTI, have limited English proficiency and/or disabilities, or for other reasons are at increased risk for sexual victimization.
- PREA policy and practice revision and implementation.
- Preventative equipment and technology enhancements.
- PREA related education for inmates/detainees/residents.
- PREA related education for staff, volunteers, and/or contractors.
- Planning, analysis, and training focused on enhancing staff support related to complying with the PREA standards.
- Screening for risk of victimization and abusiveness.
- Compliance with the PREA youthful inmate standard and the Juvenile Justice and Delinquency Prevention Act, via-a-vis requirements for sight/sound separation and jail removal.
- Supportive services for victims of sexual abuse and sexual harassment, Enhanced preparation for undergoing a PREA audit.

PREA TIPS Application

Application Outline and Components

Full application requirements can be found on the RFP document the PREA TIP webpage at www.prearesourcecenter.org/PREAFunds

Applicants are required to utilize the online application platform at <https://impactjustice.submittable.com/submit>

Required Contact Information

Applicants will be asked to provide information:

- Lead Applicant's Entity Name *
- Name of associated agency, if applicable
- Information on the point of contact for this application
- Federal DUNS Numbers

Federal Award Amount Requested

Applicants will be asked to provide the federal award amount they are requesting

Application Question: Number of Facilities on the Project

How many facilities will be participating in this project by undertaking PREA implementation efforts?

- This number should match the number of facilities in your joint application;
- If this is a single application, the number selected should be 1.

Completing Facility Information

- Please list the smaller populated facilities first.
- If you are submitting a joint application, please be sure to fill out information for EACH facility included in the application by clicking "YES" for the question *Would you like to add another facility?* Until you've answered information for each facility.
- If you are submitting information for more than 5+ facilities, after listing detailed information for facilities 1-5, you will be asked to complete a narrative question for the additional facilities that include:
 - Facility name,
 - Facility type,
 - jurisdiction, and
 - bed size

Questions: Tell Us About the Need

a.) At what stage is your agency and/or facility in PRE A implementation?

b.) What is working well in your PREA implementation?

c.) What are your challenges in PREA implementation?

Questions: Tell Us About the Proposed Project

If you were awarded federal funds to help implement the PREA standards, what would your top three priorities be for spending those funds?

Applicants are asked to provide a short intro and then address their 3 priorities, one priority for each answer box.

If a joint application, be sure to explain how all facilities included in your application will address these priorities, and also address any differences in priorities between facilities.

Provisional Project Budget Narrative and Worksheet

An applicant's budget must include the entire proposed project total amount— this is the federal award dollars and the match requirement amounts. *For example, if an applicant applies for \$50,000, their match amount is \$50,000, therefore their project budget is \$100,000.*

Applicants will be asked to answer budget narrative questions in the application and then upload a complete budget worksheet.

Applicants are required to download the provided worksheet in the application to complete their provisional budget

Budget Categories

- **Personnel**- detailed accounting of pay rate and estimated effort (either full time equivalency or projected hourly utilization), which can include percentage of time and must be tracked.
- **Fringe Benefits**: actual known costs OR an approved fringe benefit rate that includes cost break down (e.g. % of FICA, FUTA, health etc.).
- **Travel**: itemized travel costs that are reasonable and directly allocable to the program purpose in accordance with federal guidelines. Budgeted costs should incorporate federal per diem rates which can be found at <https://www.gsa.gov/travel-resources>. All travel costs must be directly related to the project purpose
- **Equipment**: non-expendable items that are to be purchased. Equipment is subject to prior approval.
- **Supplies**: items by type (office supplies, postage, training materials, copy paper, and

expendable equipment items individually costing less than \$5,000, such as books, hand held tape recorders)

Consultants/Contracts: sub-awards to other facilities in a joint application, consultants for a training, or procurement of a service. All costs are subject to prior approval and must adhere to federal cost principles and monitoring guidelines.

Other Costs: rent, telephone or other expenses. All other costs must be itemized showing basis for computation

Indirect Costs: costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. For information, please reference section 3.11 of the Department of Justice Financial Guide at [DOJ financial guidelines](#)

Unallowable Costs

Most notably:

- Lobbying,
- Fundraising,
- Entertainment,
- Providing food and beverages at meetings, trainings, or conferences,
- Alcoholic beverages and luxury items at meetings,
- Purchase of prohibited and controlled equipment (such as firearms),
- Costs incurred outside the project period
- Expenses that are outside of the project scope, which is unrelated to PREA or making your facility sexually safer

For a complete list and explanation of unallowable costs, please see [DOJ financial guidelines](#) section 3.13

Match Requirement

Dollar-for-Dollar Match

“Cash match,” which is cash spent on project-related expenses.

“In-kind match,” which are non-cash contributions, each with an associated dollar value.

- Matching contributions do not need to be applied at the exact time or in proportion to the obligation of the Federal funds.
- Match obligation must be completely fulfilled by the end of the award period.
- If grantees do not satisfy their match requirement by the end of the funding period, Impact Justice may hold final payments and/or require the grantee to pay back overspent dollars.
- Grantees and sub-recipients must maintain records that clearly show the source, amount, and timing of all contributions counting toward the full match.

Budget Narrative Questions

Provide an overall explanation of how funding will be used to complete your project plan

In each section below explain how funding will be used in each of the budget areas.

This project is expected to have match funding provided by the recipient. Discuss how you will secure match funding. If this is a joint application, be sure to say which entity or entities will be supplying the match.

This project requires awardees to track their expenses and activities distinctly (no comingling of funds or supplanting). Please briefly describe the systems and procedures you have in place to meet this obligation.

Provisional Budget Worksheet

- Applicants must download the provided worksheet that has a template with the budget categories. This template includes imbedded formulas to assist in calculations.
- Each budget category includes a column for the match amount labeled “Non-Federal Contribution (Match)” This should include the budgeted match amount. Not every budget category requires a match amount.
- Applicants may include minimal budgeting for the planning phase, and this can include match. These expenses may be reimbursed upon an approved final project plan and budget.

Letters of Commitment

- Applicants are required to submit a letter of commitment from both the agency head and facility head, unless they are the same individual.
- If this is a joint application, each agency and facility head included in the application must submit a letter of commitment for the project

Letters' Content

- a.) Leadership commitment to implementing the PREA standards and making their facility sexually safer, which includes leadership tenure at the agency.
- b.) Agency's ability to adhere to the program requirements during the planning and implementation phases (some of these requirements can include: the agency will appoint and allow a site lead to devote adequate time to project, share agency information with TTA coaches, and attend and participate in learning opportunities).
- c.) Plans for measuring the success of the project.
- d.) How the agency will sustain the work of the project after the project period ends (example: if the project will be funding a new staff position, how will it continue after the project ends?).

Optional: Letters of Support

Project partners are considered any entity (such a training partners or community partners) that are integral to the project's success, but are not part of the joint application.

Project partners can be paid or unpaid.

Though these letters are optional, applicants are encouraged to obtain letters of support from project partners.

Letter of Non-Supplanting

Applicants must download sample letter, complete, sign and then upload to certify:

- Funding would be used to supplement, not supplant, existing non-federal and federal funds that would otherwise be available under the award
- They have processes in place to prevent supplanting and funding management
- That the applicant understand the penalties for supplanting.

Applicants are asked to summarize currenting and pending Federal awards for similar work or certify that they are receiving no other federal funding for similar work.

"Applicants must certify that they currently do not have any federal funds awarded (or any proposed applications) to support the same project being submitted in this application."

Private Entities Only: Letter from Local Unit of Government

Private For-Profits and Non Profit Applicants:

Letter from local unit of government verifying that you contract with them to provide bed space for their inmates/detainees/parolees, etc.

TIPS Review and Selection Process

A panel of impartial reviewers will evaluate, score, and rate applications based on the following weighted criteria:

- Questionnaire (completeness of the answers, description of the need, and proposed project): 50%
- Letter(s) of Commitment: 35%
- Project Budget 15%

Notice of Award

Applicants will receive notice of selection:
Fall 2019

Questions and Additional Information

Full application requirements and program outline can be found on the PREA TIP webpage at www.prearesourcecenter.org/PREAFunds

Additional questions may be submitted to:
PREATIPS@Impactjustice.org

Thank you!

Notice of Federal Funding and Federal Disclaimer – *This project was supported by Grant No. 2018-RP-BX-K001 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking. The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice or grant-making component.*