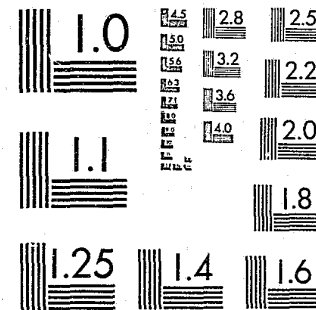


National Criminal Justice Reference Service

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National Institute of Justice  
United States Department of Justice  
Washington, D. C. 20531

10/11/85

U.S. Department of Justice National Institute of Corrections

## Supplemental Funding Plan for Fiscal Year 1984

Jail Suicide Prevention  
Residential Programming  
Jail and Prison Classification  
Regional Management and Trainers Training  
Prison Personnel Study  
Pre-Trial Programs  
Jail and Prison Population Management  
Prison Mental Health

97204

March 1985

97204

This document describes new projects that will be funded by the National Institute of Corrections in 1985 as the result of receiving a \$3 million supplementary appropriation for the last fiscal year. In appropriating the additional funds to the Institute, the Congress passed a bill that specifies the uses to which the monies will be directed. The content of the bill follows verbatim.

*The [House Conference] Committee recommends a supplemental appropriation of \$3,000,000, for which there was no supplemental budget request, for the National Institute of Corrections. These additional resources are provided for grants to State and local governments for technical assistance in developing classification systems for placement of offenders and for training of State and local correctional personnel. Strengthened classification programs will enable State and local governments to place pretrial detainees and convicted offenders in appropriate facilities which are safe for the community; such action would help to reduce the significant overcrowding that is occurring in State and local prison institutions, which the Director of the National Institute of Corrections documented in testimony before the Congress earlier this year. Improved training of State and local correctional personnel should help to reduce tensions in overcrowded prisons and may improve the retention rates for correction staff as well.*

In response to this mandate, the program divisions of the National Institute of Corrections developed projects for funding that address offender classification, staff training and personnel issues, crowded facilities, and pre-trial classification and supervision. The new projects available for funding are given under the respective program divisions -- Prisons, Jails, Community Corrections, and the National Academy of Corrections. Several additional projects to be funded are not open for competitive bidding since they will be enhancements to existing programs; they are summarized briefly at the end of each section.

#### Grant Application Procedures

Those eligible for National Institute of Corrections grants and contracts include state agencies, general units of local government, educational institutions, public and private agencies, federal agencies, organizations, and individuals. Because of limited resources, funds are directed primarily to correctional agencies at the state and local levels. All services, grants, and contracts are provided in accordance with federal regulations.

A deadline date by which applications must be received is given for each project available for funding. Persons desiring clarification or further information on a given project should contact the National Institute of Corrections prior to preparing an application. Procedures and the required forms for grant applications are given in the **NIC Guidelines Manual: Instructions for Applying for Federal Assistance**, which can be obtained by contacting the Institute.

Applications must detail the project, objectives, and the plan for implementing the proposal. Projected costs and a description of the qualifications of the applicant(s) must be included. The projected cost of conducting the project is a critical element in the decisionmaking process, and the Institute urges applicants to keep indirect costs, in particular, to a minimum.

NCJRS

APR 1 1985

ACQUISITIONS

#### **NATIONAL INSTITUTE OF CORRECTIONS** 320 First Street, N.W. Washington, D.C. 20534

**Administrative Offices:** 202-724-3106  
**Financial Management:** 202-724-3110  
**Grants Control:** 202-724-8449  
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**National Academy of Corrections**  
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U.S. Department of Justice  
National Institute of Justice

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Applications for grants should be submitted in six copies to the National Institute of Corrections, 320 First Street, N.W., Washington, D.C. 20534. Cover letters to the applications must identify the responsible audit agency for the applicant's financial accounts. Applications should be concisely written, typed double spaced, and referenced to the project by the title and number given in this document. At least one copy of the application must bear the original signature of the applicant.

For **technical assistance grants** only, a copy of the application should be sent simultaneously to the state "single point of contact," and the Institute should be advised in the cover letter that a copy was sent to the state agency. (For guidance relating to the "single point of contact," contact the NIC Grants Control Office.)

Grant proposals are reviewed by a team of Institute staff members. Among the criteria used to evaluate the applications are:

- Responsiveness of the proposal to the Institute's program priorities and the specific project statement in this document.
- Clearly defined and realistic objectives.
- Appropriateness of the proposed approaches for attaining project objectives and evaluating or measuring attainment of objectives.
- Applicant's familiarity with the subject and capability to conduct the project successfully.
- Estimated total costs and levels of effort.
- Uniqueness of the proposed strategies and approaches.

Additional evaluation criteria for certain projects are given in the project statements.

When the projected cost of a project is \$100,000 or more, a panel of reviewers participates in evaluating the applications. Correctional practitioners, academicians, and qualified citizens are on these review panels; all are approved by the National Institute of Corrections Advisory Board.

## PRISONS DIVISION

### Prison Mental Health Seminar

**Project Number:** SA-84-07-P

**Funds Available:** \$60,000

**Funds Available  
per Grant:** \$60,000

**Grants Available:** One

**Estimated Length  
of Project:** One year

**Eligible:** Open

**Deadline for  
Applications:** June 17, 1985

#### **Description:**

The purpose of this grant is to design and present a one-week training seminar on prison mental health issues. Ten three-person teams composed of mental health officials, correctional managers, and security administrators who are in positions to influence policy development and implementation in the provision of correctional mental health services will attend the seminar.

The seminar will focus on shared values and concerns in accomplishing organizational goals and objectives and will cover issues related to inmate idleness, incidents, suicide prevention, early detection and screening for mental illness, preventive mental health treatment, inmate transfers, ethical issues, and staff development. The seminar participants will identify strategies that can be employed in their respective states to bring about a more integrated mental health service delivery system within the department of corrections.

The grant will include the travel and per diem expenses for 30 participants representing ten state departments of corrections. The grantee will collaborate with the Institute in the development of seminar content and presentation. The grantee will assume all administrative responsibilities for the disbursement of grant funds, in accordance with federal rules and regulations, to cover the entire cost of planning, developing, and implementing the seminar and providing follow-up assistance to the participants.

### Improved Mental Health and Mental Retardation Services

**Project Number:** SA-84-08-P  
**Funds Available:** \$150,000  
**Funds Available per Grant:** \$25,000  
**Grants Available:** Six  
**Estimated Length of Project:** Three to twelve months  
**Eligible:** State departments of corrections.  
**Deadline for Applications:** June 17, 1985

#### **Description:**

In an era of institutional crowding, inmate idleness, and demands for improved services for all inmates, prison mental health and mental retardation services are becoming an area of increasing concern. Mentally ill and retarded offenders have unique and critical problems that require specific, creative programming.

The purpose of this program is to enable state correctional systems to improve their mental health and/or mental retardation service delivery systems by employing specific interventions. Priority consideration will be given to grant applications that propose to:

- Develop or improve specific programs that could focus on, but are not limited to, drug/alcohol abuse, sex offenders, sheltered workshops, life skills training, suicide prevention, and early preventive treatment.
- Improve early inmate mental health screening and/or needs assessment systems.
- Develop quality assurance monitoring systems, staff development programs, policy/procedures manuals, and service systems that improve post-hospitalization care.
- Promote interdisciplinary planning and policy formulation between mental health and custody experts to address the common "revolving door" problem, where inmates are continuously shuttled between prison and psychiatric facilities.

These funds may not be used to purchase or lease equipment on an ongoing basis or to provide permanent personnel. Note: These are technical assistance category awards. Applicants must submit a copy of their proposal to their state "single point of contact" simultaneously with submitting six copies to the Institute.

### Prison Classification

**Project Number:** SA-84-11-P  
**Funds Available:** \$200,000  
**Funds Available per Grant:** \$40,000  
**Grants Available:** Five  
**Estimated Length of Project:** One year  
**Eligible:** State departments of corrections.  
**Deadline for Applications:** August 1, 1985

#### **Description:**

Much has been learned and developed in the area of classifying adult inmates over the past six years. With the advent of correctional standards, proliferation of prisoner rights suits, and growing prison systems, development of objective system-wide classification systems became paramount.

This program will assist state correctional systems in designing and implementing comprehensive prison classification systems that delineate levels of offender supervision, custody, and services, and structure decisionmaking to reduce disparity in the handling of individual offenders. These systems will not only serve as a systemwide management tool, but also as a basis for future planning by the department and as a vehicle by which to meet, if desired, accreditation standards.

Over a one-year period, grantees will be expected to survey their state needs and requirements and develop comprehensive statewide classification systems that include:

- System implementation strategies.
- Initial and reclassification formats that consider both security and program needs of inmates.
- Classification of institutions.
- Custody designations and definitions.
- Monitoring and evaluation components.
- A base for implementing a management information system.
- Training of department staff.

Grant funds will be used by the agencies to offset start-up and implementation costs, including payment of fees and expenses for consultants selected jointly by the National Institute of Corrections and the agency, development and printing of forms, writing of policies and procedures, staff training, and other related costs.

Participation in the program is open only to state corrections departments interested in implementing the model throughout the system. Individual institutions are ineligible. Agencies interested in participating in the program should write or call the NIC Prisons Division by May 30, 1985 to obtain a description of the model classification system and the necessary application forms. Note: This is a technical assistance category award. Applicants must submit a copy of their proposal to their state "single point of contact" simultaneously with submitting six copies to the Institute.

#### Study of Prison Personnel and Staff Development Policies and Procedures

**Project Number:** SA-84-09-P

**Funds Available:** \$160,000

**Funds Available  
per Grant:** \$160,000

**Grants Available:** One

**Estimated Length  
of Project:** One year

**Eligible:** Open

**Deadline for  
Applications:** June 17, 1985

#### **Description:**

One of the greatest problems facing prison administrators is the recruitment, development, and retention of correctional employees. With over 190,000 people employed by state prison systems, the need for improvement in staff development and retention cannot be overstated. High staff attrition and poor job performance are not only monetarily costly, but result in hidden costs such as higher staffing levels and diminished operating levels in most prisons.

Some states have had great success at recruiting highly qualified correctional employees, providing good training, motivating staff through incentives and career ladders, and retaining employees over extended periods of time. Other prison systems have had poor results in most of these areas. Why some states succeed and others fail in their attempts to develop a quality personnel program for correctional staff has not been adequately investigated. This study will therefore focus on policies, programs, and technologies that most positively affect prison employee recruitment, development, morale, retention, and career opportunities.

At a minimum, the grantee will study, analyze, and document:

- The literature on the subjects of employee recruitment, training, and retention in corrections and related professions.
- Successful personnel practices in non-governmental agencies and companies.
- Statutes, laws, and regulations that affect personnel policies and practices.

- Successful employee recruitment programs in correctional agencies.
- Staff training and development programs.
- Career development programs that reduce employee attrition.
- The degree of employee attrition at the administrative, supervisory, program, and line levels.
- Employee fringe benefit programs and incentives.
- Operational and procedural practices that positively affect staff.
- Programs that positively or negatively affect staff morale.
- The effects of employee unions on personnel.

The grantee will produce a fully edited, camera-ready document that includes illustrated visuals and is prepared in accordance with Institute specifications.

#### Crisis Response Planning (SA-84-10-P)

A sum of \$100,000 is reserved to develop guidelines and a training program on the subject of crisis-situation coordination between prisons and outside public safety units (e.g., state police, hospitals, national guard). The project will be conducted in partnership with the Federal Law Enforcement Training Center in Glynco, Georgia, and 30 persons will be trained in the pilot program. The guidelines developed will be available for distribution to the field.

#### Enhancement of Population Management Program (SA-84-02-A)

A total of \$150,000 is reserved for a supplemental award to the Center for Effective Public Policy, Inc., which is managing the Institute's 1984 Population Management Program. The funds will be used to enable the states that are addressing prison crowding -- Louisiana, Ohio, and Tennessee -- to analyze and more accurately project the impact of proposed legislation and other policy changes on correctional populations by establishing a correctional simulation model developed by the National Council on Crime and Delinquency (NCCD). The Center and NCCD will help the states compile the necessary data base, design and test a model that reflects the way each state correctional system operates, and provide assistance and staff training in implementing and using the model.

#### Technical Assistance to 1982 Prison Overcrowding States (SA-84-03-A)

In 1982, the National Institute of Corrections and the Edna McConnell Clark Foundation jointly sponsored a Prison Overcrowding Program, in which four states -- Colorado, Michigan, Oregon, and South Carolina -- formed policy groups to address their prison crowding problems. In each state, legislation was revised and enacted, new policies implemented, and mechanisms put in place to control prison crowding. Each of the participating states has maintained the policy group independent of external funding as it now enters its third year of work.

A sum of \$80,000 is reserved for an award to the Center for Effective Public Policy, Inc., which managed this program, to provide limited technical assistance to the state policy groups as they undertake critical policy adoption and implementation



tasks and monitor the impact of earlier policy changes. Technical assistance and special-topic workshops will be provided based on each of the state's specific needs.

#### JAILS DIVISION

##### Coordination of Jail Suicide Prevention Information Task Force

**Project Number:** SA-84-13-J  
**Funds Available:** \$100,000  
**Funds Available per Grant:** \$100,000  
**Grants Available:** One  
**Estimated Length of Project:** One year (with the option of second-year continuation funding).  
**Eligible:** Public and private agencies with established expertise in suicide prevention.  
**Deadline for Applications:** June 17, 1985

##### **Description:**

In 1984, the National Institute of Corrections created a task force of national experts to address the issue of jail suicide. Jail suicide is an infrequent occurrence in any given locality, but it is estimated that, nationwide, 400 to 500 inmates commit suicide each year in local jails. Suicide is, in fact, the leading cause of death in the nation's jails. The task force was thus created to define the problem nationally, develop instruments and materials with which local jails can attempt to prevent suicides, and develop a training program on jail suicide prevention.

To implement the work and findings of the task force, each state governor will be asked to identify an individual or organization that will serve as the coordinator of the state's jail suicide prevention effort. The coordinators will comprise a national network, and each participating state will establish its own framework for coordinating the effort with local jails that wish to become affiliates of the network. The state coordinators will attend a three-day special-issue seminar on jail suicide prevention that covers such areas as physical design of cells and housing areas, screening instruments, staff training requirements, uniform data collection, and prevention strategies and techniques.

The purpose of this grant is to serve as a liaison between the national task force and the state coordinators in supporting the jail suicide prevention activities. The grantee will gather information from the states on the incidence of jail suicide and liability issues and will coordinate the dissemination of the materials developed and the presentation of the training program for state coordinators. An information bulletin will be developed and issued by the grantee periodically to keep the network members abreast of timely developments in the techniques of suicide prevention, litigation, training, and the organizational progress of the national effort.

#### Development of Jail Classification System (SA-84-12-J)

A sum of \$400,000 is reserved to sponsor the development of a comprehensive guide on validated, operative, and objective inmate classification systems that can be implemented and used by jails throughout the nation. The basic elements of the program are still being defined by the Institute, and proposals to conduct this project will be requested in a separate announcement. Those interested in receiving the announcement should contact the NIC Jail Center, 1790 30th Street, Suite 440, Boulder, CO 80301; telephone 303-497-6700.

#### Jail Area Resource Center Enhancement (SA-84-14-J)

Since 1979, the National Institute of Corrections has provided funding to local jail systems to serve as Jail Area Resource Centers and deliver technical assistance, information, and training to other jail practitioners in their geographical regions. A sum of \$200,000 is reserved for supplemental grants to the five existing Jail Area Resource Centers to enable them to provide additional training for jail management staff. Five-day training programs will be conducted on the subjects of Correctional Management, Corrections and County Government, and Interpersonal Relations, and numerous one-day programs will be conducted on subjects of specific interest to jail practitioners in the geographical area served by each Jail Area Resource Center.

#### COMMUNITY CORRECTIONS DIVISION

##### Technical Assistance to Pre-Trial Programs

**Project Number:** SA-84-06-C  
**Funds Available:** \$200,000  
**Funds Available per Grant:** \$200,000  
**Grants Available:** One cooperative agreement  
**Estimated Length of Project:** One year  
**Eligible:** Public, private, profit, and non-profit organizations.  
**Deadline for Applications:** June 17, 1985

##### **Description:**

Over the last two decades, many jurisdictions have implemented various pre-trial classification and supervision programs aimed at reducing the criminal justice system's traditional reliance on money bail and pre-trial detention as means for assuring defendants' appearance in court. Comprehensive pre-trial programs have been established to provide verified information and recommendations to the courts to assist judges in their release decisionmaking and to monitor behavior of persons released.

The experience of these programs shows that the majority of defendants can be released prior to trial and still appear in court. However, the need to further develop pre-trial classification practices that provide a range of options for super-

vising defendants in the community during the pre-trial period without jeopardizing public safety is paramount today in light of public demands for more punitive treatment of defendants, the pressures on our nation's jails, the severely limited fiscal resources of state and local governments, and the disproportionate numbers of indigent defendants detained before trial. Classification criteria need to incorporate the risk of the defendant fleeing prosecution, risk of committing new crimes, and the potential impact of the defendant's release on victims of crime and the community.

The most recent U.S. Department of Justice national jail survey found that from 1970 to 1982, the one-day count of jail inmates had increased by a third -- to 210,000. Also, the proportion of persons detained prior to trial had increased from 54 percent to 60 percent. The increases in jail populations, and the lack of space to accommodate the increases, have resulted in hundreds of court suits regarding conditions of confinement and crowding. While jail crowding is systemic in nature, resulting from an array of individual actions by criminal justice officials including police, prosecutors, public defenders, judges, sheriffs, jail administrators, probation officials, corrections officials, and legislators, comprehensive pre-trial classification policies and supervision programs can play an important role in reducing the severe strains on our jail systems.

Through a cooperative agreement, the grantee selected for this program will provide technical assistance to jurisdictions that are interested in taking a systemic approach to developing, implementing, expanding, and/or improving pre-trial classification and supervision practices. Recipients of the technical assistance will include state and local criminal justice policymakers who are involved in adopting and funding pre-trial programs and administrators who are responsible for developing and operating programs to classify and supervise defendants awaiting trial.

The technical assistance will generally focus on policy and program development and program management. The specific areas in which the grantee will be expected to deliver technical assistance include:

- Statewide pre-trial classification and supervision systems.
- Local pre-trial options and services, including citation release, release on recognizance, conditional release, supervised release, deposit bail, and bail guidelines.
- Classification instruments and recommendation procedures that incorporate criteria to identify risk of flight, risk of committing new crimes, and the potential impact of the defendant's release on victims of crime and the community.
- Post-release activities, including notification, supervision, case tracking systems, violation of conditions of release, and follow-up.
- Staffing.
- Management information systems.
- General problem areas that could, or have, become legal issues.
- Coordination of pre-trial program policies with policies of other criminal justice system components.

The technical assistance activities will include telephone assistance, on-site assistance, consultation of short and long duration, and other forms of information dissemination, including the development of written materials on specific issues. The technical assistance will be provided directly by the grantee and, where appropriate, by consultants. The grantee will serve, in concert with the NIC Information Center, as an information source for individuals, agencies, and organizations in the pre-trial area. The grantee will be expected to develop internal tracking procedures to respond to technical assistance requests in a timely fashion and to evaluate and follow up on the technical assistance delivered.

Note: This is a technical assistance category award. Applicants must submit a copy of their proposal to their state "single point of contact" simultaneously with submitting six copies to the Institute.

#### Technical Assistance to Residential Community Corrections Programs

**Project Number:** SA-84-04-C

**Funds Available:** \$350,000

**Funds Available  
per Grant:** \$350,000

**Grants Available:** One cooperative agreement

**Estimated Length  
of Project:** Two years

**Eligible:** Public, private, profit, and non-profit organizations.

**Deadline for  
Applications:** June 17, 1985

#### **Description:**

Since the late 1970s, conflicting forces have been having an impact on residential community corrections agencies. A 1981 **Corrections Magazine** survey estimated that 18,000 offenders were in community residential programs, representing approximately six percent of the total federal and state inmate population. The projections suggested that rising prison populations and the cost of prison construction would encourage classification practices to identify those offenders who could safely be sentenced to residential supervision in the community, reserving available prison space for those offenders for whom higher security incarceration is necessary. During this same time period, however, reductions in state and local government revenues forced many residential service providers to scramble to survive rather than to consider expansion.

Because the majority of residential program providers are private agencies, this program element has not been integrated into most state/county corrections systems. A U.S. Government Accounting Office report released in the early 1980s stressed the shortcomings of the public and private sectors to plan, coordinate, and market residential community corrections services.

Today, much is known about how to develop a quality residential community corrections program, but there is no central source for disseminating this knowledge or to serve as a liaison in networking the residential service providers. No national

data base is maintained on residential community corrections programs, and literature on the subject is outdated.

Through the award of a cooperative agreement, the National Institute of Corrections will provide concentrated assistance to public and private residential community corrections agencies to promote the integration of residential programming into the array of sanctions, controls, and punishments managed by state/local corrections agencies. The award recipient will be expected to deliver technical assistance in a number of areas, including (1) policy development (e.g., the relationship to other sanctions, resource allocation, types of offenders to be housed, services and programs to be offered), and (2) program development (e.g., zoning, case management, staffing patterns, fiscal accounting). The grantee will also conduct regional short courses on residential-specific training subjects and will develop current, practical program guides (e.g., site selection, facility design, staffing) for publication.

Applicants must demonstrate that they have the knowledge, ability, and skills to provide technical assistance through telephone contact, on-site visitation, regional training, and the development and distribution of written materials. The grantee will be expected to develop internal tracking procedures to respond to technical assistance requests in a timely fashion and to evaluate and follow up on the technical assistance delivered.

Note: This is a technical assistance category award. Applicants must submit a copy of their proposal to their state "single point of contact" simultaneously with submitting six copies to the Institute.

#### Technical Assistance for Parole Decisionmaking

**Project Number:** SA-84-05-C  
**Funds Available:** \$200,000  
**Funds Available per Grant:** \$200,000  
**Grants Available:** One  
**Estimated Length of Project:** 18 months  
**Eligible:** Public, private, profit, and non-profit organizations.  
**Deadline for Applications:** June 17, 1985

#### **Description:**

Thirty-eight states currently have statutes that establish a parole decision-making authority, though the mission of the authorities varies. The mission of individual authorities has also changed over time, explicitly or implicitly, and most recently requiring many to function as an agent of population control for correctional institutions. The introduction of the "Emergency Powers Act" in Michigan was one of the first examples of an explicit statutory requirement on a paroling authority to serve as a population control agent. That process has now been replicated in several other states. Additional states have placed an informal expectation

on their paroling authority to serve the mission of both public safety and population control without a codified mandate.

At least ten state paroling authorities have contacted the Institute during the past year to determine what types of technical assistance and training might be available on the subject of parole decisionmaking. While all of the authorities have been exposed to the parole training seminars offered in the past at the National Academy of Corrections, several states have asked that training and assistance be delivered on-site to enable all parole decisionmakers to participate on a first-hand basis.

These same states are also interested in learning more about objective decision-making tools that have been developed. Tools pioneered by state and federal paroling authorities have introduced objective measures of offense severity and statistical measures of risk. A substantial pool of information now exists on methods of developing decisionmaking guidelines to improve the consistency of release decisions and methods of constructing and validating prediction devices to measure risk of offenders committing new crimes.

The grantee on this project will assist selected state parole boards in establishing consistent, responsible, and objective parole decisionmaking processes at the state level. The grantee will conduct training workshops for parole board members in these states, which will cover parole law, policy, practices, and technology that can support the decisionmaking process. In addition, technical assistance will be provided in developing and implementing decisionmaking policies and procedures.

Applicants must demonstrate that they have the knowledge, ability, and skills to provide technical assistance through telephone contact, on-site visitation, and training workshops. The grantee will be expected to develop internal tracking procedures to respond to technical assistance requests in a timely fashion and to evaluate and follow up on the technical assistance delivered.

Note: This is a technical assistance category award. Applicants must submit a copy of their proposal to their state "single point of contact" simultaneously with submitting six copies to the Institute.

#### NATIONAL ACADEMY OF CORRECTIONS

#### Regional Training for Mid-Managers and Trainers

**Project Number:** SA-84-01-NAC  
**Funds Available:** \$405,000  
**Funds Available per Grant:** \$405,000  
**Grants Available:** One cooperative agreement  
**Estimated Length of Project:** One year  
**Eligible:** Profit and non-profit organizations and universities.  
**Deadline for Applications:** June 17, 1985



### Description:

This program will provide for the presentation of at least eight correctional mid-management seminars to be developed by the grantee and at least nine training seminars using the Academy's **Correctional Supervision, Training for Staff Trainers** course. The grantee will teach these two five-day, 40-hour courses to correctional managers and staff trainers in various regions of the United States. The seminars are to begin within 60 days from the award of the grant and are to be completed no later than September 30, 1986.

In performing the primary tasks of this project, the grantee will:

- Develop and present, within Academy guidelines, a five-day 40-hour course for correctional mid-managers (second- and third-level supervisors). Curriculum lesson plans are to be submitted to the National Academy of Corrections prior to presentation of the seminars. This curriculum development phase should be completed within six weeks.
- Select and schedule sites and facilities in regional areas throughout the 48 contiguous states where training and lodging of participants can occur in a common location or within a quarter mile of each other. Actual site decisions will be made by the National Institute of Corrections in consultation with the grantee.
- Reproduce the **Correctional Supervision, Training for Staff Trainers** curriculum materials, as delivered to the grantee, in a quantity sufficient for 25 participants in each seminar. The materials for this seminar include an instructor's guide, participant's manual, transparencies, and video tape.
- Prepare the mid-management curriculum materials in final camera-ready form.
- Reproduce the mid-management curriculum materials, including the participant's manual and pre-class reading assignments, in a quantity sufficient for 25 participants in each seminar.
- Announce the programs nationally and select participants according to criteria currently used by the National Academy of Corrections. All applicants are to be notified of either acceptance or non-acceptance for seminar participation.
- Provide instructors who are experienced in management training, preferably correctional management training.
- Arrange for participant and instructor travel to and from the training sites using agents identified by the National Institute of Corrections and in accordance with federal regulations. (Funding to support travel will be provided outside of this grant.)
- Oversee the conduct of the courses while in progress.
- Process the required paperwork as follows and submit it to the National Academy of Corrections within ten working days following each seminar:

--Accepted and rejected applications.  
--Final participant lists.

--Trainee Information Forms completed by all participants.  
--Seminar Evaluation Forms completed by all participants, and Evaluation Summaries prepared based on the completed forms.

- Arrange for and provide payment of instructor and participant per diem for five days and nights according to federal regulations.

National Academy of Corrections' forms and letter formats will be provided in single copies for reproduction and use by the grantee in performing the administrative tasks. Additionally, original copies of the **Correctional Supervision, Training for Staff Trainers** program materials, including audio visuals, will be provided for reproduction. All costs of the program -- management, operation, materials reproduction, facilities, participants' and trainers' per diem, lodging, presentation, etc. -- are covered by the grant award.

The programs presented through this project will be coordinated by the National Academy of Corrections. The grantee may be required to attend an Academy offering of the **Correctional Supervision, Training for Staff Trainers** course in Boulder, Colorado, to ensure familiarity with content and format.

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Marcella C. Rapp  
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James H. Turner, III  
Sheriff  
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**END**