



Education Consultant Statement of Need

I. Introduction and Background¹

The Prisoner Reentry Institute (“PRI”) at John Jay College of Criminal Justice (“College”) seeks to identify an individual or organization to serve as an education consultant (“consultant”) to refine and enhance the educational component of the NYC Justice Corps model. The College will begin piloting educational services in April 2010. The consultant will be hired during the early stages of implementation to monitor, assess and provide program development support to enhance the educational services and develop a contextualized education curriculum. This contract will be executed through the College’s fiscal agent, the Research Foundation of The City University of New York.

Through funding primarily from the New York City Center for Economic Opportunity, the College provides program development support, policy guidance and contract oversight to the NYC Justice Corps. The College contracts with two community service organizations (Bedford Stuyvesant Restoration Corporation and Phipps Community Development Corporation, or “Conveners”) to provide services to 250 young adults in Bedford-Stuyvesant, Brooklyn and the South Bronx. The College also contracts with an independent research firm (Westat Incorporated) to conduct a process evaluation and an outcome evaluation of the NYC Justice Corps model and its services.

The NYC Justice Corps brings young adults involved with the criminal justice system together with their communities to identify and address unmet community needs. The service delivery structure in the target communities of Bedford-Stuyvesant, Brooklyn and the South Bronx includes a month-long orientation and service-readiness training phase, three months of meaningful and reparative community service, and two months of internship placements. Young adults participating in the program (“Corps members”) receive wrap-around services including case management support, stipend payments and on-going job readiness programming during the six-months of the program. The NYC Justice Corps aims to connect all Corps members to sustainable employment and/or help them return to school, avoid further involvement in the criminal justice system, and foster community development and capacity to individuals returning from incarceration.

To find out more about the NYC Justice Corps, see: www.nycjusticecorps.org.

II. Implementation of Educational Services

Each Convener will have on staff an educational coordinator responsible for overseeing the site’s full suite of educational services. Part-time instructors will be responsible for providing direct instruction to Corps members. Modifications to the model will be made in partnership with the consultant, as necessary, based on the pilot, and will be incorporated into services for cohorts scheduled to start in July 2010.

¹. Terms specific to the NYC Justice Corps model are defined in the Definition of Terms section. Additionally, answers to Frequently Asked Questions are provided herein.



The educational component for the NYC Justice Corps will consist of the following elements:

1. Convener capacity to provide a range of educational services
 - a. On-site basic educational instruction at both Conveners, as well as on-site pre-GED instruction at the Bronx Convener site
 - b. On-site educational counseling to ensure Corps members' educational goals and needs are defined and addressed within the program model
 - c. Partnerships with local community-based service providers to provide services to Corps members in need of other educational services.
2. Standards of implementation that guide the appropriate administration of educational assessments; dosage of services; and measuring the effectiveness of educational services through outputs such as class attendance and outcomes such as grade level gains and education credentials obtained.
3. Convener plans for integrating the educational component into the full model that will inform the development of a NYC Justice Corps contextualized education curriculum. This curriculum will encourage the practical application of classroom learning objectives through service learning and employment readiness.

III. Dosage of Services and Expected Gains

Corps members will receive educational services within the 35 hours of programming each week and will continue to receive payments for their engagement in the NYC Justice Corps. The following dosages of services will be applied to Corps members in each of the four tracks, with the expected educational gains achieved:

- Level 1 – Corps members who test below the sixth grade level (less than 6.0 TABE scores) should receive on-site basic education services for the maximum available program hours for education for 12 to 14 hours per week (240 to 280 total program hours for 20 weeks). Corps members are expected to demonstrate gains of at least one literacy level after receiving the minimum instructional dosage.
- Level 2 – Corps members who test between the sixth and eighth grade levels (6.0-8.9 TABE scores) should receive 10 to 12 hours per week (200-220 total program hours for 20 weeks) of in-class instruction. These services should be provided through referrals in Brooklyn and on-site in the Bronx. Corps members in this level are expected to demonstrate gains of at least one literacy level after receiving the minimum instructional dosage.
- Level 3 – Corps members who test at or above the ninth grade level (9.0 or above TABE scores) should receive 8 to 10 hours of classroom instruction (160 – 200 total program hours for 20 weeks) toward the pursuit of their GED. Corps members at this level are expected to complete their GED during their time in the program; those who are unable to do so are expected to enroll in a GED program following program completion.
- Level 4 – Convener staff are responsible for ensuring that Corps members who have completed their GED or high school diploma or are eligible for receiving credit recovery services have at least one one-one-one counseling session with the



educational counselor during the orientation phase to determine what available services would best help them meet their education goals. Corps members in this level are expected to achieve their high school diploma, if receiving credit recovery services, and to enroll in college or a vocational program as a result of program engagement.

IV. Expectations of Consultant

The consultant will be expected to work with the College and Convener staff to effectively assess the pilot stage of services and refine methods of providing educational services. Specifically, the education consultant will be required to:

1. Develop a detailed plan of action including a reporting structure to the College that comprises the following work:
 - a. Evaluating of pilot educational services;
 - b. Refining a set of standards specific to conducting educational assessments of Corps members, expected instructional hours and dosages, and tracking and measuring educational gains;
 - c. Developing recommendations to enhance instruction of on-site basic literacy services and on-site pre-GED services;
 - d. Developing recommendations to improve educational counseling services;
 - e. Developing recommendation for strengthening partnerships with education service providers in the target communities to provide other educational services; and
 - f. Training Convener staff, as necessary, to effectively enhance provision of educational services.

2. Outline a proposal to develop a contextualized education curriculum that ties the educational component together with the service-learning and work-readiness components of the NYC Justice Corps.

The expected goal of this educational consultancy will be to establish a well-integrated educational model that meets the educational needs of Corps members, enhances the strengths and capacity of Conveners and enhances the overall program model. The consultant will serve as an advisor to the College and the Conveners, and will provide technical assistance throughout the continued development of the educational component. Additionally, the consultant will provide the framework for documenting this work for future replication. The educational consultant will serve in this capacity through fall 2010.

V. Timeline

Monday, March 29, 2010: All questions due to the College

Monday, April 5, 2010: Proposal submission deadline

Week of April 12, 2010*: Meeting with finalists

Week of April 19, 2010: Consultant notified of selection

**Cohort 2.3 expected to begin program and receiving educational services April 8, 2010.*



VI. Submission Instructions

All questions are to be submitted to the College no later than close of business on Monday, March 29, 2010.

All final proposals must include:

1. Consultant History Documentation
 - a. Resume
 - b. List of at least three past clients, description of work, and contact information
 - c. Description of work education experience specific to providing educational services to disconnected youth and/or hard to serve populations

2. NYC Justice Corps Education Proposal
 - a. Detailed plan of action
 - b. Overview of development of contextualized education curriculum
 - c. Reporting schedule
 - d. Budget not to exceed \$50,000

Final proposals are due to the College no later than close of business on Monday, April 5, 2010. All questions and proposals should be submitted to:

Amelia Thompson
Project Administrator
Prisoner Reentry Institute
John Jay College of Criminal Justice
amthompson@jjay.cuny.edu



Definition of Terms

The following words and expressions used in the Education Consultant Statement of Need shall be understood to mean as follows:

Cohort(s) - a group made up of at least 30 program eligible participants who are enrolled at one time by the Convener. As a cohort, participants engage in up to four weeks of job readiness training and three months of community benefit project service together, and, following at least six weeks of work in internships, graduate together from the NYC Justice Corps. New cohorts are recruited every three months.

Consultant – an individual or organization that has demonstrated success in providing and/or overseeing the provision of the delivery of educational services to disconnected youth or hard to serve populations who will be hired to enhance the NYC Justice Corps educational component.

Convener(s) - the physical area where the NYC Justice Corps operates under the auspices of the Bedford Stuyvesant Restoration Corporation and the Phipps Community Development Corporation in Bedford-Stuyvesant, Brooklyn, and the South Bronx, respectively.

Corps member - an individual who is between the ages of 18-24 at the date of program enrollment and is currently or has recently been involved in the criminal justice system, and resides in or near the target area. For purposes of participant eligibility for the NYC Justice Corps, involvement in the criminal justice system means that an individual was released from jail or prison within a year of the date of program enrollment, is currently under probation or parole supervision, or is currently enrolled in an alternative-to-incarceration (ATI) program or was referred by an ATI program within the last six months from the date of program enrollment.

Program Year - a thirteen-month period beginning in September of each year of operation (2008 and 2009) and ending after all program services for all cohorts have been complete (November of the following year).



Frequently Asked Questions

Questions Specific to NYC Justice Corps Program Model

What is the NYC Justice Corps?

The NYC Justice Corps brings young adults involved with the criminal justice system together with their communities to identify and address unmet community needs. Through meaningful and reparative service to their communities, internships, and job and educational opportunities, the NYC Justice Corps provides Corps members with practical skills, social support and leadership training. By actively partnering with the NYC Justice Corps, communities own the success and reintegration of their young people as contributing members of society. The NYC Justice Corps aims to improve the education and employment outcomes of Corps members, keep them out of the criminal justice system, and support community development in specific New York City communities.

What are the goals and objectives of the NYC Justice Corps?

The main goals of the NYC Justice Corps are to reduce recidivism; reduce poverty, increase self-sufficiency; and empower communities throughout New York City. Additionally, the NYC Justice Corps seeks to repair the relationship between young adults involved with the criminal justice system and their communities.

Who is eligible for the NYC Justice Corps?

To be eligible, Corps members must be: (1) 18-24 years of age; (2) reside in one of the target communities (Bedford Stuyvesant, Brooklyn or the South Bronx); and (3) currently be on probation or parole, released from jail or prison within the last year, or currently or within the last year participated in an alternative-to-incarceration (ATI) program.

What is expected of a Corps member?

The NYC Justice Corps is a six-month commitment and Corps members should be available to participate in the full program schedule, which operates Monday through Friday for 35 hours per week. Corps members are expected to meet attendance and participation requirements, including tasks related to their individual development, group projects, and internship assignments.

How long has the NYC Justice Corps been in operation?

The NYC Justice Corps launched in September 2008 in Bedford Stuyvesant, Brooklyn, and in October 2008 in the South Bronx.

Do Corps members get paid for their participation in the NYC Justice Corps?

Corps members receive stipends of \$7.15-8.40 an hour for participating in the NYC Justice Corps up to 35 hours per week. Corps members who already have a GED or high school diploma may receive a higher rate than those without a GED or high school diploma. As Corps members advance through the Corps they may be eligible for an increase in the amount of their stipend.



How are Corps members recruited and enrolled in the NYC Justice Corps?

Young adults interested in joining are referred to the NYC Justice Corps by a host of agencies including: the New York State Division of Parole, the New York City Department of Correction, the New York City Department of Probation, alternative to incarceration (ATI) programs, and various community members including former Corps members. Individuals interested in enrolling in the NYC Justice Corps can sign up without a formal referral.

What is a community benefit service project and how are projects selected?

Community benefit service projects (CBSPs) comprise the second of the three phases of the NYC Justice Corps. CBSPs provide Corps members the opportunity to directly contribute to the development of and repair relationships with their communities. Corps members help select projects they will work on by conducting a community needs assessment to identify unmet needs in their communities. A Community Advisory Board (CAB) comprised of elected officials, faith-based and community leaders identifies potential projects. After Corps members have fully scoped potential projects, they present their ideas to the Community Advisory Board to obtain approval to move forward.

To be eligible, CBSPs must:

- fulfill unmet and valued community needs
- be visible
- be meaningful
- be achievable
- be environmentally sound and
- have a lasting impact.

How is the NYC Justice Corps funded?

The NYC Justice Corps is sponsored by the New York City Center for Economic Opportunity, created by Mayor Michael Bloomberg to implement innovative ways to reduce poverty in New York City. The Center for Economic Opportunity works with City agencies to design and implement evidence-based initiatives aimed at poverty reduction, and manages an Innovation Fund through which it provides City agencies annual funding to implement such initiatives.

Who is operating the NYC Justice Corps? Who provides direct services to Corps members?

The NYC Justice Corps is a collaborative project led by local government in close partnership with private community service providers. The City University of New York – through John Jay College of Criminal Justice – oversees all contracts. In partnership with the NYC Department of Correction, John Jay College provides policy direction and program development support. The Bedford Stuyvesant Restoration Corporation and the Phipps Community Development Corporation provide direct services in Bedford-Stuyvesant, Brooklyn and the South Bronx, respectively. The Center for Employment Opportunities provides technical assistance and capacity building to these two community-based organizations.



Has the NYC Justice Corps been evaluated?

Westat, Inc. in partnership with Metis Associates completed an implementation evaluation of the NYC Justice Corps following the first year of implementation and operations. An executive summary of the report is available online (www.nycjusticecorps.org). Findings demonstrate a high rate of program engagement and program completion as compared to programs serving similar populations. Additionally, Westat completed the random assignment process for an outcome evaluation that will study program's long term impact on the young adults' employment, education and criminal justice outcomes, in addition to the program's impact on the community. Preliminary findings from this study will be available in July 2010. In addition, the College, in its role as program administrator conducts ongoing program analysis and performance management using its centralized program management information system.

Question Specific to Education Services at the NYC Justice Corps

What is the educational profile of your Corps members?

Findings from the Implementation Evaluation of the NYC Justice Corps completed by Metis Associates reveal the proportion of high school completers (diploma or GED) to non-completers is low, ranging from just under a fourth to one-third of each cohort. Cohort 3 in the Bronx is an anomaly: while a third of the cohort entered the program with a high school diploma or a GED, almost 25% had formal educational histories that ended prior to entering high school. Preliminary TABE scores that were administered before the development of formal an educational consultant reveal 55% of Corps members tested below sixth grade level for reading and two-thirds tested below sixth grade for math. Based on educational attainment levels among similar disconnected populations, it also assumed that many Corps members have special education needs.

What current educational services have been provided to Corps members?

In response to the apparent need for educational programming both Conveners began providing on-site GED services during the first program year. Now in its second program year, currently, the Bronx Convenir has hired an educational coordinator and has adopted a four-track approach to service delivery that provide on-site pre-GED and GED services; Corps members eligible to receive high school completion or Post-Secondary services are provided these services through referral partners. Currently, the Brooklyn site is not providing any educational services to Corps members.

Why has the NYC Justice Corp chosen to provide on-site basic literacy services at both Conveners and only pre-GED services in the Bronx?

Based on findings from preliminary TABE scores and recommendations from educational experts, the greatest educational need is represented by Corps members testing at or below the sixth grade level in math and reading. These findings reveal the need to provide on-site basic literacy services at both Conveners. In contrast to the Brooklyn Convenir, the Bronx Convenir has the staff and spacing capacity to also provide on-site pre-GED services.



What is the typical cohort size? What is the expected class size?

The typical cohort is comprised of 30 Corps members. We expect at least 55%-75% (16-22 Corps members) of each cohort to test at or below the sixth grade level and be eligible to receive on-site basic literacy services.

Who is responsible for overseeing the on-site educational coordinator and instructors?

What are their roles and qualifications?

Conveners are responsible for hiring and overseeing its site's educational coordinator and instructor(s). During fall 2009, the Bronx site hired an educational coordinator who has a background in special education and is responsible for overseeing assessments, GED instruction and developing referral partnerships to provide educational services at this site. Both Conveners are expected to hire a part-time instructor to provide basic literacy services (and pre-GED services in the Bronx). The Brooklyn site is also responsible for hiring an educational coordinator.

To whom will the consultant report?

The educational consultant will report directly to the College while collaborating with Convener staff and other NYC Justice Corps partners to effectively improve the educational services.