



Ministry of the Solicitor General

Ontario

**Guidelines and
Instructions
April 1, 2024 to March 31, 2025**

Quinte Detention Centre

**Native Inmate Liaison Officer
(NILO) Program
2024-25**

Correctional Services Division, Institutional Services

Issued: February 21, 2024
Submission Deadline: March 8, 2024

Program Overview

PURPOSE

The Ministry of the Solicitor General's goal as a ministry is to build a people-centred, innovative, and inclusive correctional service.

The **Quinte Detention Centre** houses remanded and sentenced offenders who are typically servicing periods of incarceration from 1 day to two (2) years less day. The Centre provides rehabilitation programs and services and facilities to help rehabilitate offenders.

The Ministry recognizes that in First Nations, Métis, and Inuit cultures, Elders and traditional teachers play a prominent, vital, and respected role in the discovery and integration of cultural approaches that leads to healing, the rebuilding of lives and a foundation of cultural values instruction and beliefs.

Given the established connection between their culture and holistic approach and improved mental and physical well-being, it is a priority for our facility to engage and seek applications from organizations to provide both Indigenous support programs through:

- 1) Native Inmate Liaison Officer Program

Native Inmate Liaison Officer (NILO) Program Purpose

The 2024-25 NILO program aims to deliver and provide necessary cultural and spiritual resources to assist Indigenous clients while in custody in their successful reintegration into the community by providing culturally relevant programs, services and activities aimed at promoting Indigenous healing and wellness. The Native Inmate Liaison Officer Program will address the unique needs of Indigenous clients within the "healing continuum" through support and services that promote healthy functioning with all aspects of their lives and their communities.

Deadline for Submissions

All applications must be completed, validated, and submitted through email to morgan.lloyd@ontario.ca no later than **March 8, 2024, at 4:00 p.m. Eastern Standard Time (EST)**.

IMPORTANT: Applications are assessed through a process based on their fit with the Program's priorities, and the eligibility criteria. The ministry therefore cannot guarantee funding to all applicants.

CORE ELIGIBILITY CRITERIA

- Be a community-based, non-profit organization or First Nations, Inuit, and Metis organization with experience providing services and programs to justice involved individuals or groups.
- For non-for-profit/For corporations: Required to provide proof of incorporation (Articles of Incorporation, Letters of Patent or Special Acts of Incorporation) For unincorporated registered applicants: Proof of Business Registration (Business License or Master Business License).

- Ability to provide a valid Certificate of Insurance for the duration of the project and meets the at least Two Million (\$2,000,000) Commercial General Liability Insurance.
- Experience coordinating and delivering Indigenous services and ability to provide direct support to Indigenous peoples.

PROGRAM OBJECTIVES

NILO PROGRAM

- To provide support, assistance, and rehabilitative care to Indigenous clients by offering cultural counselling and follow-up services including community resource information as well as referral and liaison services.
- To provide the necessary cultural and spiritual resources required to deliver healing and wellness activities such as e.g., sweat lodge ceremonies, healing circles, smudging, drumming which will include Elder involvement and other resource people as well as gathering and supplying the traditional ceremonial medicines/and or approved medicines for client use.
- To provide liaison services between Indigenous clients and the community to ensure access to resources aimed at meeting their educational, employment, housing, health, or other identified needs.
- Provide opportunities for institution staff to increase their understanding of Indigenous culture.

FUNDING SUPPORT

The current NILO Program runs from April 1, 2023 to March 31, 2024. Funding support will be provided up to \$71988.15 through a Transfer Payment Agreement. This funding is intended to cover the NILO's salary and any other program costs to support program delivery.

NILO Program:

The Quinte Detention Centre requires the NILO to provide direct services 5 days per week (Monday to Friday). The NILO is required to work a total of 40 hours a week, typically during the hours between 8 a.m. to 4 p.m. **Each applicant is required to ensure NILO replacement (fully qualified and screened) during any NILO absences to ensure program delivery requirements are met.**

Successful recipient will be encouraged to work collaboratively with the Ministry to submit a schedule that meets the requirements for the clients and the Institution.

NOTE: Successful applicants are recommended to provide the NILO an employment agreement outlining expected hours of work and over-time compensation as required e.g., additional pay or lieu time, and vacation pay.

Eligible and ineligible NILO/ELDER program costs	
Eligible Costs Eligible costs are expense items directly related to the program and deemed reasonable and necessary for the successful implementation of the initiative. Eligible costs may include the following:	Ineligible Costs Ineligible costs are expense items not directly related to the program. Ineligible costs may include the following:
<ul style="list-style-type: none">• NILO salary and benefits• Honoraria for presenters specifically supporting NILO programming• Program operation cost including gathering or acquiring medicines for ceremony and programming, ceremony supplies, feasts, etc.• 10% maximum administrative expenses	<ul style="list-style-type: none">• Personal expenses• Capital expenses, furniture, fixtures, or other non-portable equipment• Severance pay• Budget deficits• Political meetings• Administrative costs not directly related to NILO program delivery
MANDATORY REQUIREMENTS – page 6	

Mandatory Documents

For an application to be considered complete and eligible for assessment, **all** mandatory documents listed below must be attached to the email for submission.

Applications are assessed based on the information provided.

1. Application Form (found below)

Completed, signed, and dated, emailed back with attachments to: morgan.lloyd@ontario.ca by March 8, 2024, 4pm.

2. Incorporation documents for your organization / Proof of Incorporation

- For non-for-profit/For corporations (Articles of Incorporation, Letters of Patent or Special Acts of Incorporation)
- For unincorporated registered applicants: Copy of Business Registration (Business License or Master Business License).

3. Financial statements

- Not for Profit - Copy of previous year's financial statements showing year-over-year operating budget for the previous two fiscal years. Accepted statements are any of the following: (1) audited financial statement, (2) Board-endorsed financial statement, or (3) Treasurer-certified financial statement; or
- Incorporated and or Private - Previous year's financial statements showing year-over-year operating budget for the previous two fiscal years by an independent accounting firm (reviewed or audited) OR T2125 Form - Statement of Business or Professional Activities OR a copy of the Notice of Assessment issued by Revenue Canada to the Applicant for the last two fiscal years.

4. Proof of Insurance

- A valid Certificate of Insurance or Insurance Quote for the duration of the project and which meets the following criteria, including:
 - at least Two Million Dollars (\$2,000,000) commercial general liability insurance coverage.
 - "His Majesty the King in right of Ontario, his ministers, agents, appointees and employees" as an Additional Insured.
 - "His Majesty the King in Right of Ontario as represented by the Solicitor General, 25 Grosvenor Street, 17th Floor, Toronto ON M7A 1Y6" as a Certificate Holder.

NOTE: Applicants who choose to submit any other documents (in addition to the documents above) must label their attachments and pages.

PROGRAM COMPLIANCE

All organization must be able to demonstrate and ensure that the following policies and procedures are in place as it operates and delivers services and programming through the Native Liaison Inmate Officer to Indigenous program.

- Conflict of interest, confidentiality, financial management, workplace health and safety, and harassment prevention policies.
- Security screening checks are completed by the applicant for all full-time staff, and or part-time staff, who will have direct contact and ensure that staff in contact with clients are appropriately screened and supervised.

In addition, the applicant must be able to demonstrate and ensure that the Policies align with any updates or changes to:

- Enhanced health and safety guidelines/procedures and/or restrictions in place due to COVID-19; and
- The advice of local Public Health Units.

Successful applicants agree to:

- Sign a Transfer Payment Agreement with Ministry of the Solicitor General
- Demonstrate results by completing quarterly and final reports
- Develop a NILO workplan outlining a variety of activities
- Deliver regular programming options throughout the year
- Ensure replacement staff (screened and eligible) for NILO staff coverage/back up to ensure continuation of program delivery during the required hours for the Institution.

Evaluation Process and Assessment Criteria

Each application deemed complete and eligible will be evaluated and scored based on a set of technical evaluation criteria (see below). The score is a measure of how well, among other things, the project:

- Ability to deliver the activities/services for the NILO Program; and
- Submission is carefully thought out and well represented and aligned throughout the application.

Criteria	Scoring Weight
Overall Presentation (All Sections)	10%
Organizational Capacity <ul style="list-style-type: none"> • The organizations' purpose and mandate are aligned with the objectives of the program it seeks to deliver. • Demonstrated organizational capacity, experience, and resources to implement the program. • There is evidence of sound leadership and /governance structures and financial management. 	40%
Program Description and Delivery <ul style="list-style-type: none"> • The application demonstrates capacity and experience in delivering programs of similar scope. • Key description of program delivery/activities are outlined. 	35%
Budget <ul style="list-style-type: none"> • The budget is reasonable and aligns with program description, activities, deliverables, and expenses. 	15%
TOTAL	100%

APPLICATION FORM

Please complete the following questions, addressing all questions in each section. Once completed, please sign forward the completed application form, all mandatory documents required to morgan.lloyd@ontario.ca by March 8, 2024, 4pm.

Organization Legal Name:

Organization Contact Information: Provide the primary name and contact information regarding this application. (Please include email, address, telephone number)

Section A - Organizational Capacity

1. What is the organization's primary purpose/mandate?

2. Please provide the number of full-time staff, part-time staff and volunteers.

3. Describe the organization's capacity (expertise, skills, knowledge, resources, etc. based on experience) to serve the following population(s):
 - a. Justice involved individuals

 - b. Indigenous peoples

4. Indicate how your leadership/governance structure is organized and how your organization manages human resources, include any policies and procedures, conflict of interest, and financial management.

Section B - Program Description

5. Briefly describe current or previous programming (within the last 3 years) delivered by your organization that is applicable to the NILO program. List the key members of your team, their roles, and outline their experience relative to the delivery of activities.
6. Please list and describe what activities and services your organization will offer through the NILO program. (To assist with identifying your activities/events, please feel free to use the work plan below and refer to Appendix A NILO Roles and Responsibilities.)

Please ensure to include how each activity/service will be offered including:

- a. In-person, virtual (or combination),
- b. Individual, group (or combination),
- c. If it will be offered on an ongoing basis or periodically throughout the year.

Section C – Program Delivery

7. Who will be involved in developing and delivering the activities and services for the NILO program?
 - a. Identify whether they are existing or new staff and include titles, relevant qualifications, certifications and or expertise as appropriate.
 - b. Please include details and proposed plan to ensure continuation of program delivery and activities during the required hours when NILO staff are unavailable.

Item	Description	Details	Amount
Staffing			
Salaries and Benefits	Total gross salary, wage, and benefit payments to staff for the delivery of the Program/Service.		\$
Total Staffing Costs			\$
Program Costs			
Supplies and Equipment	Total expenses directly related to supplies and equipment for all programs/services. Please ensure budget is aligned with all activities and services to be provided. (Tip: workplan tool could assist with identifying costs)		\$
Other Expenses	Other miscellaneous expenses for the delivery of the Program/Service not identified in the expenditure lines above. Please ensure to include description of expenses required.		\$
Total Program Costs			\$
Operating/Administrative Costs			
Administration Costs (max. 10%)	General operating costs associated with governing and operating an organization. Do not include cost for service/program administrative expenses that directly supports clients.		\$
Total Operating/Administrative Costs			\$
TOTAL BUDGET APPROVED FOR FUNDING			\$

Application Signature

Please ensure that the individual signing the application has the authority, per your organization’s bylaws to commit your organization to a binding agreement.

Applicant Name:	Position:

Applicant Signature:	Date:

Further Information

The Ministry:

- Makes no commitment to fund all applicants or any one applicant.
- May choose which applicants to fund, if any, at its sole and absolute discretion.
- Even if an application meets all the program's objectives and criteria, there is no guarantee that funding will be approved, as there may be other projects that, in the sole opinion of the ministry, more effectively meet the NILO objectives and criteria.
- Does not guarantee that the total amount of funding requested by a successful applicant will be approved.
- Shall not be responsible for any cost or expenses incurred by any applicant, including any costs or expenses associated with preparing and submitting responses to this Call for Applications.
- Shall impose whatever terms and conditions it deems reasonable in connection with disbursing funding under this program.

Conflict of Interest

Successful applicants will be required to carry out the program and use the funds received from the Province pursuant to the program without an actual, potential, or perceived conflict of interest.

A conflict of interest may include a situation where an applicant or any person who has the capacity to influence the applicant's decisions, has outside commitments, relationships or financial interests that could, or could be seen to, interfere with the applicant's objective, unbiased and impartial judgment relating to the program and the use of the funds.

Confidentiality

Please note that the ministry is subject to *the Freedom of Information and Protection of Privacy Act* (Act). The Act provides every person with a right of access to information in the custody or under the control of the Ministry, subject to a limited set of exemptions.

Section 17 of the Act provides a limited exemption for third party information that reveals a trade secret, or scientific, commercial, technical, financial, or labour relations information supplied in confidence where disclosure of the information could reasonably be expected to result in certain harms. Any trade secret or any scientific, technical, commercial, financial, or labour relations information submitted to the Ministry in confidence should be clearly marked. The Ministry will notify you before granting access to a record that might contain information referred to in Section 17 so that you may make representations to the Ministry concerning disclosure.

Applicants are advised that the names and addresses of funding recipients, their partnered organizations, the amount of funding provided, and the purpose for which funds are provided is information that the Ministry may make available to the public.

Privacy and Personal Information

Applicants must be mindful of their obligations under relevant legislation when preparing and implementing their program applications to ensure they are complying with all requirements of law.

Applicants are responsible for ensuring appropriate confidentiality, privacy, and security of information they collect from clients and all other individuals that they serve when carrying out the project.

Appendices

Appendix A: Roles and Responsibilities

Roles and Responsibilities

Institution (Quinte Detention Centre)

The primary role is to support the NILO program's delivery to Indigenous clients.

- Provide office workspace inclusive of office equipment to the NILO
- Identify a supervisor and department with the skills and experience to provide guidance and support to the NILO
- Provide ongoing access to facilities for NILO program use
- Provide NILO staff with a Site Orientation

Other Resources Supports

The Ministry provides learning forums/sessions where NILOs can build skills and connect with other NILOs and Ministry personnel to discuss program delivery, successes and challenges. NILOs participating in the program are strongly encouraged to attend and participate in these sessions.

NILO

- Plan, organize and facilitate Indigenous Programs and activities on a regular basis, providing an itinerary of events as requested by the institution.
- Provide Indigenous cultural programming and facilitate Ministry of the Solicitor General Indigenous core programs.
- Interview all Indigenous clients upon admission to inform them of programs and services available.
- Complete a NILO Programming Intake form on all offenders, record all Client contact information on the NILO Client Contact sheet and submit monthly statistics on the NILO Statistics form. Provide names of offenders involved in the program(s) including smudging activities to ensure staff are aware of participants.
- Attend and participate in meetings at the institution such as Staff meetings, Case Conferences, Program committee meetings, Temporary Absence Committee meetings, Parole Board Circle Hearing and other meetings as requested.
- Act as a resource to the Parole Board if requested with respect to Indigenous programming, cultural and spiritual issues.
- Assist Indigenous clients with the development and verification of Temporary Absence plans for work, education, or treatment etc.
- Act as a liaison between clients and staff/community groups/Probation and Parole services, Elders and Spiritual Teachers, Indigenous Community Corrections workers, and other service providers.
- Develop, coordinate, and maintain regular cultural programs and cultural, social, and spiritual activities that focus on positive personal growth.
- Assist Corrections staff in developing an awareness of the Indigenous Culture by providing training sessions to staff as per request by the institution.
- Facilitate communication between Indigenous clients, their families (when permissible), institutional staff, and other agencies.
- Encourage the active participation of volunteers and others in the activities/programs at the institution.

- Actively establish community involvement to assist the Client in positive healing.
- In consultation, assist the discharge planners and social workers with the development of discharge plans for Indigenous clients.
- Prepare and submit monthly reports and statistics pertaining to programs, activities and clients to the Superintendent or designate and agency Executive Director as required.
- Provide offender counselling and assistance to Indigenous clients who wish to practice traditional ways (i.e., seasonal feasts, sweet grass ceremonies, sweat lodge ceremonies, spiritual guidance), and attend interfaith meetings within the institution where applicable and coordinate activities with Chaplain Services.
- To provide or coordinate translation and interpretative services as required.
- To actively seek cultural training for professional development.
- To participate in any training activities/programs as recommended by the Ministry/Institution.
- The Native Inmate Liaison Officers will provide services exclusively to Clients of the Ministry of the Solicitor General.

Organization/Applicant– primary role to support the NILO, oversee program planning, budgeting, and coordinate reporting.

- Advertise, interview, and hire for the NILO position
- Provide direct supervision to the NILO including ongoing monitoring, feedback, and evaluation
- Coordinate payroll and benefits administration for the NILO position
- Coordinate financial administration in collaboration with identified Finance contact (all detailed program expenditures) and financial/program reporting for the NILO program
- Establish program, training budgets and program expectations for regular review with NILO
- Prepare NILO application, workplan and budget (workplan for programs, services, events are required to be submitting annually including budget costs).
- Provide access to and encourage professional development and training for NILO
- Complete interim and final reports on the NILO's performance
- Liaise with ministry Staff throughout the year
- Identify strategies to address potential NILO position turn-over

Appendix B: Sample Work Plan Template – 2024-2025 NILO Program

Please ensure all columns of the workplan are completed. Two examples have been completed below. Please feel free to add additional rows to identify all activities and services to be offered.

<u>Key Milestone / Deliverables</u>	<u>What programs or activities will you deliver? (Provide a brief description)</u>	<u>Start Date</u>	<u>End Date</u>	<u>Description of Activities / Events</u>
Provide opportunities and activities for spiritual and cultural needs and growth of inmates.	<ul style="list-style-type: none">Daily service provided for seven days throughout the week.	Click or tap to enter a date.	Click or tap to enter a date.	Meetings: Activities: Resources: Potential Costs:
Education and Cultural Awareness	Clients are supported in seeking out information; clients complete an intake form with contact information, needs and suggestions.	Click or tap to enter a date.	Click or tap to enter a date.	Meetings: Activities: Resources: Potential Costs: