

**EDWARD BYRNE MEMORIAL  
JUSTICE ASSISTANCE GRANT PROGRAM  
FISCAL YEARS 2006-2008 REQUEST for PROPOSALS  
APPLICATION INSTRUCTIONS AND REQUIREMENTS**

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**OFFENDER ALCOHOL AND DRUG  
TREATMENT PROGRAMS**

**CRIMINAL JUSTICE SERVICES DIVISION  
OREGON OFFICE OF HOMELAND SECURITY  
4760 PORTLAND ROAD NE  
SALEM, OREGON 97305  
(503) 378-4145**

**APPLICATION DUE DATE: MAY 19, 2006**



**TABLE OF CONTENTS**  
**Fiscal Years 2006-2008 Request For Proposals**  
**Offender Alcohol and Drug Treatment Programs**

---

Introduction.....	1
State Administering Agency .....	1
Intent of this Request for Proposals .....	1
I. Amount and Duration of Funding .....	2
II. Application Due Date .....	2
III. Grant Program Goals .....	2
IV. Eligible Applicants .....	3
V. Funding Priorities .....	3
A. Rationale .....	3
B. Proposal Topics .....	4
VI. Application Instructions and Requirements .....	6
A. Application Length and Format .....	6
B. Application Contents .....	6
1. Cover Sheet.....	6
2. Proposed Program Narrative .....	6
a. Program Description .....	6
b. Demonstration of Need for the Program.....	7
c. Applicant Previous Experience .....	8
d. Evidence of Collaboration in Planning and Implementation.....	8
e. Evidence of Staff Professional and Cultural Competency .....	8
3. Plan for Assessing Program Implementation and Monitoring Program Outputs .....	9
4. Proposed Program Budget Worksheet and Budget Narrative.....	10
5. Plan for Program Sustainability.....	11
VII. Application Review and Award Decisions .....	11
A. Review Process .....	11
B. Award Decisions .....	12
VIII. Award Conditions .....	12

**TABLE OF CONTENTS**  
**Fiscal Years 2006-2008 Request For Proposals**  
**Offender Alcohol and Drug Treatment Programs**

---

A. State Administering Agency Award Conditions.....	12
1. Monitoring .....	12
2. Progress Reports.....	12
3. Requests for Reimbursement .....	13
4. Due Dates for Progress Reports and Requests for Reimbursement .....	13
5. Grant Suspension or Termination .....	13
B. Federal Award Conditions.....	13
1. Reimbursement for Expenses.....	13
2. Unallowable Costs .....	14
3. Supplanting.....	14
4. Drug-Free Work Place, Debarment, and Lobbying .....	15
5. Civil Rights Compliance .....	15
6. Single Audit Report.....	16
7. National Environmental Policy Act Compliance .....	16
IX. References.....	17
 <b>Appendix A</b>	
Program Cover Sheet Format.....	18
 <b>Appendix B</b>	
Program Logic Model Summary Sheet Format.....	19
 <b>Appendix C</b>	
Program Implementation Timeline Format .....	20
 <b>Appendix D</b>	
Budget Worksheet Format.....	21

# EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM

## Fiscal Years 2006-2008 Request for Proposals

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### Offender Alcohol and Drug Treatment Programs

#### Introduction

The Criminal Justice Services Division (CJSD) of the Oregon Office of Homeland Security, announces the availability of \$1,000,000 in grant Edward Byrne Memorial Justice Assistance Grant Program (JAG Program) funds to be competitively distributed during fiscal years 2006-2008 for the purposes of promoting the implementation of programs that identify and meet the transition and post incarceration treatment needs of juvenile or adult drug and/or alcohol involved offenders.

CJSD has historically promoted funding of offender alcohol and drug treatment programs in Oregon through the Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program (Byrne Formula Grant Program), which was appropriated under the 1988 Anti-Drug Abuse Act (Public Law 100-690) and administered to states by the U.S. Department of Justice, Bureau of Justice Assistance. As part of the 2005 Consolidated Appropriations Act (Public Law 108-477) intended to streamline justice funding and grant administration, Congress merged the Byrne Formula Grant Program with the Local Law Enforcement Block Grant Program and established the JAG Program.

While the JAG Program represents a significant reduction in funding to States, it continues to support several DOJ / BJA designated crime prevention and control program areas that can impact alcohol and substance abuse. These program areas include law enforcement, prosecution and the courts, prevention and education, corrections and community corrections, drug treatment, and planning, evaluation, and technology improvement.

#### State Administering Agency

CJSD provides services to the Oregon criminal justice community through the administration of federal grant programs aimed at reducing drug use and violent crime and improving the effectiveness of the criminal justice system. As the state administering agency for the Oregon JAG Program, CJSD collaborates with the Governor's Office in determining funding priority areas and authorizing distributions. Oregon JAG Program funds for fiscal years 2006-2008 have recently been authorized for competitive distribution through this Request for Proposals.

#### Intent of This Request for Proposals

The intent of this Request for Proposals is to advance the DOJ / BJA designated JAG Program areas related to drug treatment and prevention in Oregon through funding of programs that identify and meet the transition and post

**Edward Byrne Memorial Justice Assistance Grant Program  
Fiscal Years 2006-2008 Request for Proposals**

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incarceration treatment needs of juvenile or adult drug and / or alcohol involved offenders.

To be considered for funding, applicants must comply with all of the guidelines described in this Request for Proposals. These guidelines include the:

- Amount and duration of funding
- Application due date
- Grant program goal
- Eligible applicants
- Funding priorities
- Recommended approach
- Application instructions and requirements
- Application review and award decisions
- Award conditions

**Amount and Duration of Funding**

A total of \$1,000,000 will be distributed during fiscal years 2006-2008. First year funding is expected to begin July 1, 2006 and end June 30, 2007. Second year funding will be based on grantee performance and compliance with award conditions, and on the continued availability of JAG Program funds in Oregon.

Applicants must be able to document the availability of a 25 percent non-Federal cash or in-kind match. The method for calculating the match requirement is described in the Budget section of the application instructions. In addition, since an important objective of the JAG Program in Oregon is to initiate potentially sustainable programs, funding priority will be given to applicants that can provide an assurance of continuation funding for

the program after JAG Program funding expires.

**Application Due Date**

One original and five copies of the application must be **received (not post-marked) by 5:00 PM on Friday, May 19, 2006**. Only materials included as part of the application will be considered in the review process. Late applications or additions to an original application to meet the grant program guidelines will not be accepted. Neither facsimiles nor email submissions will be accepted. Applications must be submitted to CJSD at the following postal mail / hand-delivery address:

**Edward Byrne Memorial  
Justice Assistance Grant Program:  
Offender Alcohol and Drug Treatment**

**Criminal Justice Services Division  
Oregon Office of Homeland Security  
4760 Portland Road NE  
Salem, Oregon 97305  
(503) 378-4145**

**Grant Program Goal**

The goal of this grant program is to promote the implementation of programs that identify and meet the transition and post-incarceration treatment needs of juvenile or adult drug and / or alcohol involved offenders in Oregon. Through this solicitation, CJSD will support Oregon communities in improving their ability to provide the most effective and targeted services that address the substance abuse, counseling, vocational, behavioral and related needs of offenders transitioning from the institution into the community.

**Eligible Applicants**

Applicants eligible under this solicitation include state and local units of government, tribal governments, and nonprofit agencies.

Agencies that have previously not received funding for offender alcohol and drug treatment through the Byrne Formula Grant Program are particularly encouraged to apply.

Residential treatment programs must hold a current, non-provisional license / letter of approval (LOA) issued by the Oregon Department of Human Services, Office of Mental Health and Addiction Services (OMHAS). If the applicant does not hold a current LOA, an application for the LOA must be reviewed and approved by OMHAS before a contract is awarded.

**Funding Priorities**

**A. Rationale**

Each year in the United States, more than 600,000 persons are released from prisons and over seven million individuals are released from jails. The individuals who return from prison are often poorly educated, typically with histories of substance abuse, mostly African American or Latino, mostly men, and often with histories of violence.

People leaving prison and jail have a host of complex needs, which often serve as barriers to successful re-entry. Three-quarters of those released from prison and jail have a history of substance abuse and less than one in three prisoners receive substance abuse treatment while incarcerated.

Not surprisingly, the great majority of prisoners are rearrested, mostly within six months of their release. Sixty-eight percent of the prisoners released in 1994 were re-arrested within three years; 59 percent were re-arrested within two years; 44 percent were re-arrested within one year; 30 percent were re-arrested within the first six months of returning home (Bureau of Justice Statistics, 2002).

Historically, communities have not been prepared to provide adequate supervision and support to returning offenders and agencies and groups that provide support and services to this population upon release (e.g., public safety, public health (physical and mental health, substance abuse), employment, housing, family and communities) have not been integrated.

However, the era of single, stand-alone treatment programs, whether in prison or in the community, is closing as studies show the need for integrated, complementary programming, provided over relatively long durations.

In 2001, Byrne-funds provided support for three reentry programs in Oregon. Two of those programs, the New Life Program in Umatilla County and the Recovery Mentor Program in Clatsop and Washington Counties, completed a four-year funding cycle in August 2005. Evaluation results were promising: in general, participants in both of the programs had increased treatment and supervision completion rates, lower recidivism rates, decreased substance abuse, and improved housing and employment opportunities (CJSD, FY 2004 Annual Report).

Based on the demonstrated need in Oregon, promising experiences with these two Oregon programs, and national research (see Byrne & Taxman, 2004; Lowenkamp & Latessa, 2005; Petersilia, 2004; Travis, 2005; Urban Institute, 2003 – 2005; Washington State Institute for Public Policy, 2006), CJSD invites proposals for comprehensive programs addressing reentry of alcohol and drug affected offenders in Oregon.

### **B. Proposal Topics**

Applicants may propose the use of funding for a program incorporating all three of the following components of a reentry program OR for a program incorporating only Component II and Component III.

#### **Component I – Institutional Phase**

The goal of this initial reentry phase is to assess the offender and develop and implement an individual treatment plan based on a valid and systematic assessment of the offender's alcohol and drug use, risks, needs, and strengths. The most advanced reentry program would be oriented around preparing inmates with alcohol and drug problems for returning to the community from the outset of their prison or jail stay. At a minimum, this process should begin several months before the offender is eligible for parole or mandatory release. When treatment is available in the institution, offenders should complete an appropriate treatment program prior to release.

#### **Component II – Structured Reentry Phase**

Once an individual is identified and selected to participate in the reentry program, the second structured reentry phase begins. Structured reentry begins

in prison or jail and carries over into the first month or so in the community. This period is characterized by increasingly intensive preparation for release, continuing to attend alcohol and drug treatment, formalizing basic elements of the reintegration plan, and establishing stable connections in the community. The key is to develop a realistic plan to minimize risk of failure upon reentering the community. The core plan must first ensure that basic survival needs are met at release – food, shelter, and a legitimate source of financial support. In addition, the plan must include immediate enrollment in an appropriate alcohol and drug treatment program.

#### **Component III - Community Reintegration Phase**

This phase of the process begins in the second month or so after release and continues until the end of the supervision period. In the community reintegration phase, the focus shifts to sustaining gains made in the initial release period, refining and maintaining the reentry plan, completing alcohol and drug treatment, and achieving independence from the formal case management process. During this phase, traditional agencies (i.e., corrections, parole, probation, treatment providers) continue to attend to the offender, but use supplemental informal social supports provided by the family, local residents, employers, and other members of the community. These programs will connect individuals who have left the supervision of the justice system with a network of social services agencies and community-based organizations to provide ongoing services and mentoring relationships.



**Recommended Approach**

Programs eligible for funding under this solicitation are those that are evidence-based or promising programs that incorporate evidence-based practices.

CJSD has promoted funding of evidence-based programs for the reintegration of drug and alcohol involved offenders through the Byrne Formula Grant Program. The recent enactment of ORS 181.637, which mandates five other state administering agencies to direct an increasing percentage of funds toward evidence-based programs beginning in 2005, recognizes the significant benefits conferred by these programs.

Programs that are evidence-based in the context of this Request for Proposals are those that have: a theoretical foundation that reflects the behavioral science underlying the program, detailed documentation of each feature of program implementation, data reflecting program effectiveness from evaluation studies that have employed rigorous scientific methods (involving a control or comparison group), program evaluation findings that have been subjected to critical review by other researchers and published in respected scientific journals, and certification by a federal agency or a respected research organization as an evidence-based program. These programs may also be referred to as model programs.

Promising programs that incorporate evidence-based practices are among those that can be expected to foster the best outcomes. Evidence-based practices are the elements, activities, procedures, techniques, approaches, concepts, philosophies, and policies

commonly found in evidence-based programs. While there is some support from research or evaluation findings for promising programs, these findings generally lack (or do not yet have) the scientific rigor and / or consistently positive outcomes characteristic of evidence-based programs. Continued testing of promising programs is critical to advancing the field.

Applicants should carefully consider the feasibility of replicating the selected program at the local site, in terms of whether the specific administrative, staffing, training, and service delivery (core components and dosage) requirements can be met. Applicants selected for funding will be expected to demonstrate fidelity (adherence) to the program, and may benefit from contacting the program developer prior to submitting the proposal to gather information on how this might best be achieved.

Applicants having difficulty identifying an evidence-based program that would be appropriate to their community or target population or that will be feasible to implement with fidelity at the local site may use of a promising program that incorporates evidence-based practices.

Applicants are encouraged to consult local state agencies and national practitioners and researchers regarding either evidence-based programs or best practices guidelines. Applications must demonstrate knowledge of either evidence-based programs or best practices guidelines as well as adherence to the program.

## **Application Instructions and Requirements**

### **A. Application Length and Format**

Applications should consist of the Cover Sheet, Proposed Program Narrative, Plan for Assessing Program Implementation and Monitoring Program Outputs, Proposed Budget Worksheet and Narrative, and Plan for Program Sustainability. Applications must not exceed 15 pages, exclusive of the cover sheet, and have a maximum additional ten pages of appendices. No part of sections B.1 through 5 (below) may be submitted as an appendix, with the exception of the Logic Model Summary Sheet, Memorandum of Understanding, and Statements of Qualifications.

Applications must be submitted on single-sided, 8½ x 11-inch paper, using one-inch margins, and typed double-spaced with a standard 12-point font.

### **B. Application Contents**

#### **1. Cover Sheet**

Identifying information must be provided using the cover sheet format in Appendix A. This sheet must be completed in full and placed at the beginning of the proposal.

#### **2. Proposed Program Narrative**

A program narrative must be provided that separately identifies and addresses each of the items a through e below:

##### **a. Program Description**

The program to be paid in full, or in part, by the grant must be described. The program description should be presented in a way that helps stakeholders (such as administrators,

staff, evaluators, funding agencies, advocacy groups, citizens, and elected officials) to understand and communicate about the program.

For the program description, applicants must specify:

- i) Name of and source information for the evidence-based or promising program to be replicated, and the rationale for proposing the use of this program.
- ii) Specific components the program will address: Component I, II, and III or Component II and III only.
- iii) Goals, or what the program is intended to accomplish and for which target population(s). The goals must be consistent with the goals of the JAG Program.
- iv) Resources such as staff, volunteers, time, financial resources, materials, and equipment to be used to deliver the program.
- v) Activities and operations, such as how individuals will be recruited for (or referred to) the program, and day-to-day interventions and other services planned.
- vi) Outputs, such as the number and characteristics of the individuals to be served, and the types, amount, duration, and quality of activities to be carried out or interventions and services to be delivered in the program.
- vii) At a minimum, applicants must address short-term and intermediate outcome objectives, or the measurable changes that can be expected to further the goals of the program, such as anticipated changes in engagement and

retention analysis in community based treatment, drug use, recidivism (new felony and / or misdemeanor arrests and / or convictions while excluding probation and parole violations), and monitoring offenders' behavior while in treatment. Additional short-term and intermediate outcome objectives may also be included.

based practices on the proposed outcome objectives.

Using the information provided above, applicants must develop a logic model that illustrates the chain of events involved in the proposed program. Appendix B – Logic Model Sample Sheet - provides the format for applicants to use and submit with the proposal.

- viii) Implementation timeline, including planning and development, program delivery, assessment, and reporting activities that will take place each month through the anticipated grant period (up to two years). Appendix C provides a sample format to be used for this purpose. The timeline will be used both in reviewing the application and as a benchmark against which to measure progress during the grant period.
- ix) Applicant agency / organization experience in delivering similar programs, new organizational arrangements that will be involved, and how the program builds upon or complements programs previously or currently delivered by the applicant.
- x) Steps taken to determine the feasibility of fully replicating the evidence-based program or best practices guidelines at the local site.

**b. Demonstration of Need for the Program**

Applicants must demonstrate a compelling need for the proposed program for the proposed target population(s). This need must be substantiated with:

- i) Local community-based data reflecting the scope of the problem of juvenile or adult offenders with alcohol or drug involvement being released from jail or prison into the community.
- ii) Local community-based data reflecting the absence or inadequacy of substance abuse, counseling, and related services for juvenile or adult alcohol and drug involved offenders.

In addition, applicants proposing to implement a promising program that incorporates evidence-based practices must describe the:

Applicants may submit qualitative information (such as that from interviews of clients or other key informants on barriers to obtaining needed services) to explain and enrich quantitative data (such as the numbers and characteristics of individuals needing versus receiving specific services) that substantiate the need for the proposed program. However, the qualitative data should not be the sole justification for the proposal.

- xi) Evidence-based practices that the program will employ.
- xii) Evaluation data supporting the positive impact of these evidence-

**c. Applicant Previous Experience**

Applicants with previous experience in a program providing substance abuse, counseling, or related educational services to drug and / or alcohol involved offenders should briefly describe:

- i) The specific program and any administrative or participatory role played by the applicant (including collaboration with other local, State, and / or Federal agencies, and tribal governments).
- ii) Whether and how previous involvement of the applicant in this program resulted in changes in program participant knowledge or behavior.

Applicants having received previous support through CJSD for any program described above should cite the grant award(s) and date(s).

**d. Evidence of Collaboration in Planning and Implementation**

Collaboration is expected to be an important factor in the successful planning and implementation of a program funded under this solicitation. Applicants should develop their proposed programs through a collaborative process that involves the agencies and organizations in their community that will be impacted by the proposed program, and must describe the nature and extent of this collaborative planning.

Applicants are also expected to implement their proposed program in a collaborative context, and use written agreements that bind agencies,

organizations and service providers. Applicants must include a Memorandum of Understanding that clearly states the goals of the program, lists each of the entities involved, and describes the roles and responsibilities of each. An authorized official from each participating entity must sign the Memorandum of Understanding. Failure to include all signatures will result in the application not being accepted for review.

**e. Evidence of Staff Professionalism and Cultural Competency**

The professional preparation and experience of identified or planned staff must be described in relation to the knowledge and skills needed to work specifically with juvenile or adult alcohol and / or drug involved offenders and to deliver the core components of the program.

Applicants must describe the preparation and experience of staff, or the need for staff training, specific to the proposed evidence-based or promising program. All identified or planned staff must hold current certification in addiction counseling.

The preparation and experience of identified or planned staff must also be described in relation to the ability to work with and meet the service needs of culturally and otherwise diverse populations in the community. These populations may include, but are not limited to, those who are cultural / ethnic minorities or racial minorities, non-English speaking, or physically or mentally impaired. Developing and implementing culturally competent services may take time, collaboration,

and training, and should be accounted for in the program timeline as needed.

If there is a need or plan for professional or cultural competency training, the specific type(s) and source(s) of training(s) to be obtained should be described for each member agency. Training is an allowable expense under the JAG Program, and may be included in the Budget.

### **3. Plan for Assessing Program Implementation and Monitoring Program Outputs**

CJSD anticipates that the maximum two-year period of this grant will limit the amount of evaluation that can successfully be completed during the funding period. New programs need time to develop and implement, and no program is fairly or accurately evaluated before it is fully and well implemented. Therefore, the required evaluation component of this grant will focus on assessing program implementation and monitoring program outputs. This focus will enable grantees to gather information that will help them best develop and refine their programs, report adequately to CJSD on progress during the funding period, and lay the foundation that is essential for evaluating outcomes as the program continues beyond the period of this grant.

Applicants must submit a plan for program implementation assessment with output monitoring, and are encouraged to use a contracted evaluation consultant or staff member experienced in evaluation to develop the plan and serve as lead evaluator during the grant period. The implementation

assessment should be designed to document the resources, context, activities, and operations involved in the delivery of the program. The output monitoring should be designed to describe the individuals being served by the program and detail services that they receive.

The assessment / monitoring plan should also be designed with an eye toward modifying the program to best target the stated goals and objectives of the program. This should include examining the extent to which the program as implemented matches the program as intended, examining the extent to which the outputs produced match the outputs intended, and identifying and solving problems related to implementation and outputs.

The assessment / monitoring plan should include multiple data collection methods (such as program records (e.g., CPMS data, LEDS data), surveys, interviews, and observations) and multiple sources of data (such as program administrators, service providers, other staff, and clients). The use of simple quantitative scales along with rich, textural descriptions provide the best information for this purpose.

Applicants should consult publications / internet sources for information on methods of implementation assessment and performance measurement. Two relatively short, introductory publications that may be helpful are *How to Assess Program Implementation* (King, Morris, & Fitz-Gibbon, 1987) and *Measuring the Performance of Human Service Programs* (Martin & Kettner, 1996).

The implementation assessment / output monitoring plan should specify the:

**Edward Byrne Memorial Justice Assistance Grant Program  
Fiscal Years 2006-2008 Request for Proposals**

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- i) Types of implementation and output data to be collected.
- ii) Collection schedule for each type of implementation and output data.
- iii) Existing and newly planned sources for each type of implementation and output data, including confirmation of access to or ability to develop these sources.
- iv) Previous experience of the applicant agency / organization in collecting, analyzing, and reporting program data, and the administrative and other arrangements that will need to be made in order to successfully complete the assessment / monitoring.
- v) Affiliation, training, and experience of a contracted consultant or program staff member who will serve as lead evaluator and be responsible for data collection, analysis, and reporting throughout the grant period.
- vi) Opportunities for program stakeholders (such as program administrators, collaborating agencies / organizations, and service providers) to provide input into and receive information resulting from the assessment / monitoring.
- vii) Anticipated expenses related to assessment / monitoring. A minimum of ten percent of the total budget must be allocated for these activities, and applicants should be careful not to underestimate the costs of successfully completing these activities during the grant period. An estimate of the amount of time or percent of Full Time Equivalent to be dedicated to assessment /

monitoring by the lead evaluator should also be noted. These costs must also be detailed in the proposed budget.

While applicants are expected to identify their own lead evaluator, CJSD may provide evaluation technical assistance after an award has been made to finalize the elements of the assessment / monitoring plan.

#### **4. Proposed Budget Worksheet and Budget Narrative**

A detailed budget must be prepared using the format of the Budget Worksheet provided in Appendix D. The Budget Worksheet must be placed at the beginning of this section of the proposal, and be followed by a Budget Narrative that explains the need for each item.

Categories of expenses included on the Budget Worksheet are personnel salaries, contractual / consultant services, rent and utilities, supplies, travel / training / conferences, equipment, administration, evaluation, and other expenses that do not fall under one of the above categories.

As a reminder, applicants are required to allocate a minimum of ten percent of the total budget for evaluation which will focus on assessing program implementation and monitoring program outputs.

The Budget Worksheet must show how the cost of each item was calculated, and must account for grant funds requested in this application, match funds, and all other sources of funds to be used for the proposed program.

Twenty-five percent of the total program budget must be in the form of a non-

Federal cash or in-kind match. The availability and sources of the match funds must be documented in the application. The authorized official for the program administering agency (as identified on the cover page) will be responsible for ensuring the acquisition and expenditure of all cash or in-kind match funds during the grant period.

The required amount of match funds should be calculated by dividing the requested grant amount by three. For example, a grant request of \$150,000 would require match funds of \$50,000. Of the resulting total of \$200,000 in grant plus match funds, the \$50,000 in match funds would represent the required 25%.

Federal funds may not be used to fulfill the match requirement. Match and grant funds both constitute program funds, and all conditions that apply to grant funds also apply to match funds. All funds designated as match are restricted to the same uses as grant funds and must be expended within the grant period. Grantees must ensure that match funds are identified in a manner that guarantees their accountability during an audit. If state funds are used for the purposes of the match requirement, a letter of support from the County must be included with a statement that services will not be decreased to the general population in order to support the program.

### **5. Plan for Program Sustainability**

Applicants must describe their plan to identify sources of continuation funding for the proposed program. Continuation funding can be sought through reallocation of resources internal to the grantee agency and / or through

external sources (such as Federal, State, local, or foundation). A program that has well documented implementation and outputs will have the best chance of obtaining continuation support.

## **Application Review and Award Decisions**

### **A. Review Process**

CJSD will oversee an impartial review of all applications received by **5:00 PM on Friday, May 19, 2006**. Each application will initially be examined for responsiveness to the guidelines provided in this Request for Proposals related to timeliness, page length and format, and contents. An application will be deemed non-responsive if it is submitted late, exceeds 15 pages (plus ten pages of appendices), or has a missing or incomplete Cover Sheet, Proposed Program Narrative, Plan for Assessing Program Implementation and Monitoring Program Outcomes, Proposed Budget Worksheet and Narrative, or Plan for Sustainability. Only those applications deemed responsive will be considered for further review.

The Governor's Drug and Violent Crime Advisory Board will assist CJSD in making grant award recommendations. All applications that are deemed responsive to the guidelines will be scored by CJSD and members of the Advisory Board. Applications will be scored based on a maximum of 100 points. The possible maximum score for each application section will be as follows:

- **55 points** – Proposed Program Narrative
  - *25 points* – Program Description
  - *10 points* – Demonstration of Need for the Program
  - *10 points* – Evidence of Collaboration in Planning and Implementation
  - *10 points* – Evidence of Staff Professionalism and Cultural Competency
- **20 points** – Plan for Assessing Program Implementation and Monitoring Program Outputs
- **15 points** – Proposed Budget Worksheet and Budget Narrative
- **10 points** – Plan for Sustainability

### **B. Award Decisions**

The grant award recommendations will be forwarded to the Governor, who will then make final award decisions. CJSD will send decision letters by postal mail to the name and address of the Program Director indicated on the Cover Sheet of the application on or about June 16, 2006.

### **Award Conditions**

#### **A. State Administering Agency Award Conditions**

Grantees of the JAG Program must agree to the following grant award conditions set forth by CJSD.

#### **1. Monitoring**

CJSD will monitor whether grantees are operating their programs as described in

their approved applications, working toward their program goals and outcome objectives as described in their approved applications or as modified in collaboration with CJSD, and following appropriate fiscal procedures. To assist CJSD in this process, grantees must submit regularly scheduled progress reports and participate in periodic communications and occasional site visits with CJSD.

#### **2. Progress Reports**

Grantees must submit quarterly, annual, and final cumulative program progress reports as scheduled. Progress reports must include:

- i) Data and narrative information on program activities conducted, evaluation activities completed, and progress made toward furthering the approved program goals and outcome objectives during the period covered by the report, and in relation to the implementation timeline proposed by the applicant.
- ii) A description of problems encountered during the reporting period in conducting program activities, implementing the evaluation plan, or furthering the goals and objectives of the program, and the steps taken to resolve these problems.

In addition to assisting CJSD in monitoring grantees, progress reports may be used by CJSD to assist other agencies undertaking similar programs, to justify continued funding of the JAG Program, and to provide information to such entities as the Governor's Office, Legislature, DOJ / BJA, and Congress.



**3. Requests for Reimbursement**

Reimbursements will be made to grantees only for goods or services identified in the approved application budget, and only for actual expenses incurred during the grant period. All requests for reimbursement must include supporting documentation to substantiate claims of expenses incurred. Payments will be withheld when any documentation is not provided and / or any progress report is outstanding. Reimbursements will be made to grantees no more than quarterly unless otherwise determined by CJSD.

**4. Due Dates for Progress Reports and Requests for Reimbursement**

Progress reports and requests for reimbursement will be due within 30 days of the end of each quarter of the grant period as follows:

<b>Quarter:</b>	<b>Due Date:</b>
January 1–March 31	April 30
April 1–June 30	July 31
July 1–September 30	October 31
October 1–December 31	January 31

Annual and final cumulative reports will be due three months following the end of the reporting period, on September 30 of each year.

**5. Grant Suspension or Termination**

Following reasonable notice to grantees and attempts to resolve problems informally, CJSD may suspend funding in whole or in part, terminate funding, or impose another sanction for any of the following reasons:

- Failure of the program to become operational within 60 days of the

effective date of the grant, with failure to provide reasons for the delay and the steps taken to initiate the program. An extension to 90 days may be allowed only under unusual circumstances.

- Failure of the program to comply substantially with the requirements or statutory objectives of the JAG Program guidelines issued hereunder, or other provisions of federal law.
- Failure of the program to make satisfactory progress toward the approved goals and objectives.
- Failure of the program to adhere to the requirements of the grant award and standard or special conditions.
- Proposing or implementing substantial changes that result in a program that would not have been selected if it had been subjected to the original review of applications.
- Failure of the program to comply substantially with any other applicable Federal or State statute, regulation, or guideline.

**B. Federal Award Conditions**

Grantees must also agree to the following federal grant award conditions set forth by DOJ / BJA.

**1. Reimbursement for Expenses**

Reimbursement for expenses incurred for the program must meet the requirements of the most current edition of the *Financial Guide* published by the Department of Justice, Office of Justice Programs, Office of the Comptroller.

The *Financial Guide* may be obtained at <http://www.ojp.usdoj.gov/FinGuide/>

## **2. Unallowable Costs**

Grantees may not use or budget grant award funds for the following items:

- Land acquisition.
- Construction of non-penal or correctional buildings.
- Indirect costs.
- Vehicles.
- Meals not associated with overnight travel. An exception is made for breakfast and dinner as long as the employee is on travel status for a minimum of two hours before the beginning of their regularly scheduled work shift or after the end of their regularly scheduled work shift.
- Meals provided at conferences or training seminars.
- Tips, meal service or related items (i.e., napkins, plates, forks, spoons, and knives) beverages, snacks, candy, food items or bar charges.
- Entertainment, honoraria, gifts, gift certificates, movies, arcades, recreation, or sporting events.
- Fundraising campaigns, endowment drives, or solicitation of gifts and bequests.
- Personal items such as makeovers, membership dues, flowers, cards, social events or promotion of church attendance.
- Grant writing.

- Visas or passport charges.
- Compensation to federal employees.
- Bonuses or commissions.
- Military-type equipment such as armored vehicles, explosive devices, and other types of hardware, excluding automatic weapons.
- Lobbying or attempts to influence members of Congress, the Oregon Legislature, City Councils, County Commissions, or other legislative bodies.
- Corporate formation.
- Interest, interest on non-bearing items, or the cost of money.
- Laundry charges.
- Expenses related to the maintenance or sale of forfeited or seized property.
- Expenses related to clandestine lab clean-up.
- Stipends or incentives.
- Transportation tax.

This is not intended to be an exhaustive list of unallowable items. CJSD reserves the right to modify this list as it deems necessary. An exception for some items may be allowed for residential treatment programs.

## **3. Supplanting**

Grantees must use award funds to supplement, not supplant, existing funds. Neither Federal grant nor match funds may replace funds that have already been appropriated, or would otherwise be available, for the proposed program.

#### **4. Drug-Free Work Place, Debarment, and Lobbying**

Grantees must maintain a drug-free workplace, prohibit the use of federal grant funds by persons debarred or suspended from receiving these funds, and prohibit the use of federal grant funds for lobbying Members of Congress.

#### **5. Civil Rights Compliance**

Grantees are required to comply with the nondiscrimination requirements of:

- Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d et seq. (prohibiting discrimination in programs or activities on the basis of race, color, and national origin).
- Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. §3789d(c) (1) (prohibiting discrimination in employment practices or in programs and activities on the basis of race, color, religion, national origin, and gender).
- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794 et seq. (prohibiting discrimination in employment practices or in programs and activities on the basis of disability).
- Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12131 (prohibiting discrimination in services, programs, and activities on the basis of disability).
- The Age Discrimination Act of 1975, 42 U.S.C. § 6101-07 (prohibiting discrimination in programs and activities on the basis of age).

- Title IX of the Education Amendments of 1972, 20 U.S.C § 1681 et seq. (prohibiting discrimination in educational programs or activities on the basis of gender).
- Services to Limited English-Proficient Persons. National origin discrimination includes discrimination on the basis of Limited English Proficient Persons (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral or written translation, where necessary. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov) or by contacting OJP's Office for Civil Rights at (202) 307-0690.

If required to formulate an Equal Employment Opportunity Program, grantees must maintain a current copy on file that meets the applicable requirements.

In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights of OJP.

### **6. Single Audit Report**

Grantees who expend \$500,000 or more of federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report.

### **7. National Environmental Policy Act Compliance**

Prior to obligating grant funds, grantees are required to comply with the National Environmental Policy Act, by providing notice to CJSD if any of the following activities will be related to the use of these funds:

- New construction.
- Minor renovation or remodeling of a property either (a) listed on or eligible for listing on the National Register of Historic Places or (b) located within a 100-year floodplain.
- Renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size.
- Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or educational environments.

Most grantees will not be affected by the National Environmental Policy Act. If, however a program will involve minor renovation, construction, or any other activity that may significantly impact the environment or a change in the use or function of a facility, the grantee must provide CJSD with a full description of the proposed work. A determination will then be made as to whether any further action is necessary. The grantee must agree to cooperate with any specific request made by CJSD or DOJ / BJA in the preparation of an environmental assessment of the grant funded program or activity based on the above criteria.

## **References**

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**Appendix A**  
**FY 2006-2008 Justice Assistance Grant Program**  
**Offender Alcohol and Drug Treatment Programs**  
**COVER SHEET FORMAT**

Program title: \_\_\_\_\_

Administering agency: \_\_\_\_\_

Total cost of program:           \$ \_\_\_\_\_

Federal funds requested:       \$ \_\_\_\_\_

Required minimum match:       \$ \_\_\_\_\_

Other sources of funding:       \$ \_\_\_\_\_

Total:                               \$ \_\_\_\_\_

Program agency (if not administering agency): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Program contact: \_\_\_\_\_

e-mail address: \_\_\_\_\_

phone: (\_\_\_\_) \_\_\_\_\_ fax: (\_\_\_\_) \_\_\_\_\_

Fiscal contact: \_\_\_\_\_

e-mail address: \_\_\_\_\_

phone: (\_\_\_\_) \_\_\_\_\_ fax: (\_\_\_\_) \_\_\_\_\_

Administering agency Federal Tax Identification Number: \_\_\_\_\_

Grant start date: July 1, 2006 ----- Grant end date: June 30, 2007





Authorized official for the applicant: \_\_\_\_\_

Signature of authorized official: \_\_\_\_\_

**Appendix B  
FY 2006-2008 Justice Assistance Grant Program  
Offender Alcohol and Drug Treatment Programs  
LOGIC MODEL SUMMARY SHEET EXAMPLE<sup>1</sup>**

**Process**

**Outcome**

				
<b>Resources</b>	<b>Activities</b>	<b>Outputs</b>	<b>Outcomes</b>	<b>Goal(s)</b>
Program Inputs. Elements or ingredients that constitute the program	Methods for providing the program. Specific processes or events undertaken.	Units of service or product units. How many, how often, over what duration?	Short term, intermediate, or longer-term changes anticipated in participants' lives and/or in organization or community conditions.	Ultimate impact(s) expected to occur, usually beyond what one program alone can achieve.

<sup>1</sup> Adapted from Evaluation Forum, Organizational Research Services, Inc. and Clegg and Associates, Outcomes for Success 2000 Edition, page 31.

**Edward Byrne Memorial Justice Assistance Grant Program  
Fiscal Years 2006-2008 Request for Proposals**

**Appendix C  
FY 2006-2008 Justice Assistance Grant Program  
PROGRAM IMPLEMENTATION TIMELINE FORMAT**

Activity *	Month in Program Year 1: FY 2006-2007												Month in Program Year 2: FY 2007-2008											
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
<b>Program Planning and Development</b>																								
Finalize Administrative / Collaborative Arrangements																								
Identify / Hire Staff and Consultants																								
Train Staff																								
Purchase Equipment and Supplies																								
<b>Program Operations</b>																								
<b>Program Assessment</b>																								
Test / Modify Data Collection Methods																								
Develop Database																								
Collect Data: Implementation Assessment																								
Collect Data: Performance Monitoring																								
Enter Data																								
Analyze Data																								
<b>Progress Reports</b>																								
Quarterly Reports Due																								
First Year Annual Report Due																								
Final Cumulative & Program Profile Report Due																								Sept 2008

\* These activities are examples; applicants may include these and / or other activities as appropriate.



