

FY 2006-2008 REQUEST for PROPOSALS
APPLICATION INSTRUCTIONS AND REQUIREMENTS

**BYRNE METHAMPHETAMINE
REDUCTION GRANT PROGRAM**

CRIMINAL JUSTICE SERVICES DIVISION
OREGON OFFICE OF HOMELAND SECURITY
4760 PORTLAND ROAD NE
SALEM, OR 97305

**DRUG COURT IMPLEMENTATION
AND ENHANCEMENT GRANT
PROGRAM**

OREGON CRIMINAL JUSTICE COMMISSION
635 CAPITOL STREET NE, SUITE 350
SALEM, OR 97301

APPLICATION DUE DATE: APRIL 3, 2006

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State of Oregon
Fiscal Years 2006-2008 COMPETITIVE GRANT PROGRAMS
REQUEST FOR PROPOSALS

Byrne Methamphetamine Reduction Grant Program

Drug Court Implementation and Enhancement Grant Program

Introduction

The State of Oregon, through the Criminal Justice Services Division (CJSD) of the Office of Homeland Security and the Criminal Justice Commission (CJC), announces the availability of \$5,500,000 in grant funds to be competitively distributed during fiscal years 2006-2008 for the purposes of reducing the drug use and drug-related problems of offenders throughout the state. Particular emphasis is placed on reduction of methamphetamine use and related problems.

In his February 2004 address to the Oregon Public Safety Review Steering Committee, Governor Kulongoski declared methamphetamine as one of the greatest public safety challenges facing the state. A newly created Methamphetamine Task Force was charged with developing a responsive statewide strategy. Highlighted among the January 2005 Task Force recommendations were the need for Oregon to expand delivery of effective drug court supervised addiction treatment with adjunct services to reduce methamphetamine use, and delivery of effective services to protect the health and safety of methamphetamine-affected children (1). The Task Force also helped to develop

a legislative agenda that resulted in the enactment of several laws aimed at reducing methamphetamine production, distribution, and demand (2).

Intent of this Request for Proposals

The intent of this Request for Proposals (RFP) is to advance the Task Force recommendations and related legislation through the administration of the following two grant programs.

Through the **Byrne Methamphetamine Reduction Grant Program**, CJSD is soliciting applications seeking funding for interagency case management, addiction treatment, mental health care, and related essential services for drug court and / or dependency court supervised parenting and pregnant methamphetamine-using women and their children.

Through the **Drug Court Implementation and Enhancement Grant Program**, CJC is soliciting applications seeking funding for drug court coordinators and drug court supervised addiction treatment to support the implementation of new drug courts and the enhancement of existing drug courts serving adults, juveniles, and families.

This RFP details the guidelines relevant to each grant program separately, including the:

- State administering agency
- Availability and duration of funding
- Grant program goals
- Eligible applicants
- Funding priorities
- Recommended approach
- Application instructions and requirements
- Application review and award decisions
- Award conditions

A single applicant may respond under either or both grant programs. Applicants must comply with all of the relevant guidelines of a grant program to be considered for funding.

Under the Byrne Methamphetamine Reduction Grant Program, at least 25 percent of program funding must be in the form of a cash match. CJC has determined that all or part of the 25 percent cash match requirement of the Byrne Methamphetamine Reduction Grant Program may be fulfilled with funds received for that purpose from the Drug Court Implementation and Enhancement Grant Program. The method for calculating the required amount of the match is described in the budget section of the application instructions.

Application Due Date

The application due date is the same for both grant programs. One original and ten copies of each application must be **received (not post-marked) by 5:00 PM Monday, April 3, 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 separately to CJSD for funding under the Byrne Methamphetamine Reduction Grant Program and to CJC for funding under the Drug Court Implementation and Enhancement Grant Program. Postal mail and hand-delivery addresses are provided below.

Byrne Methamphetamine Reduction Grant Program

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

Drug Court Implementation and Enhancement Grant Program

**Oregon Criminal Justice Commission
635 Capitol Street NE, Suite 350
Salem, OR 97301
Phone: (503) 986-6494**

Byrne Methamphetamine Reduction Grant Program

Byrne Methamphetamine Reduction Grant Program

I. State Administering Agency

CJSD provides services to the Oregon criminal justice community through the administration of federal grant programs that reduce drug use and violent crime and improve the effectiveness of the criminal justice system. CJSD administers eleven federal grant programs, including the Edward Byrne Memorial State and Local Law Enforcement Assistance Grant Program. Byrne Formula Grant Program funds are appropriated under the 1988 Anti-Drug Abuse Act (Public Law 100-690), and are administered to states by the US Department of Justice, Bureau of Justice Assistance (DOJ / BJA) (3).

The funding priority areas of the Byrne Formula Grant Program are developed by CJSD in collaboration with the Governor's Office. Funds reserved from previous year allocations of the Byrne Formula Grant Program have recently been authorized for distribution through the Byrne Methamphetamine Reduction Grant Program described in this RFP. Agencies / organizations responding to this RFP will be screened and selected by CJSD in collaboration with the Governor's Drug and Violent Crime Advisory Board.

II. Availability and Duration of Funding

A total of \$3,000,000 will be distributed through the Byrne Methamphetamine Reduction Grant Program during fiscal years 2006-2008. This is a one-time solicitation, offering support for a maximum period of two years. CJSD anticipates that approximately \$1,500,000 supporting up to ten grants

will be distributed each year. First year funding is expected to begin July 1, 2006 and end June 30, 2007. Second year funding will be based on grantee compliance with award conditions.

III. Grant Program Goals

The goals of the Byrne Methamphetamine Reduction Grant Program are to help methamphetamine-using parenting and pregnant women to be sober and responsible caregivers and to help methamphetamine-affected children to be healthy and safe from neglect and abuse. Women and children affected by methamphetamine are frequently involved in concurrent drug court and dependency court cases. Through this solicitation, CJSD will support communities in improving their ability to assist methamphetamine-using parenting and pregnant women and methamphetamine-affected children who are under the jurisdiction of a drug court and / or a dependency court.

IV. Eligible Applicants

Applicants eligible under the Byrne Methamphetamine Reduction Grant Program include existing drug courts, existing dependency courts, counties, other units of local government, Native American tribal governments, as well as non-profit and for-profit organizations acting through agreement with these government entities in Oregon. Non-profit organizations must attach formal documentation of their non-profit status in an appendix to the application.

Although more than one agency / organization may be involved in the implementation of a successful grant application, one lead entity must represent the applicant and must accept

responsibility for program and fiscal record keeping and reporting.

V. Funding Priorities

A. Rationale

The funding priorities for the Byrne Methamphetamine Reduction Grant Program are based on research that has shown that individualized and intensive guidance and supervision, effective and sustained addiction treatment, and access to a comprehensive range of interrelated support services can promote recovery, health, and safety for substance-abusing women and their children.

By the time most substance-abusing women and their children come to the attention of authorities, they face multiple mental health, health, social, and economic problems. In addition to needing addiction treatment, substance-abusing women frequently need services that enable them to remain in and complete treatment, prevent and address addiction relapse, and / or enhance self-sufficiency, parenting skills, and family relationships. Their children, frequently suffering from the effects of neglect or physical, emotional, and / or sexual abuse, may need mental health care, other health care, and protection. Moreover, substance-abusing women and their children typically need assistance in identifying and arranging access to recommended services and in complying with court-related requirements.

B. Eligible Program Categories

There are four eligible Program Categories that represent the funding priorities for the Byrne Methamphetamine Reduction Grant Program. Applicants may request support under one or more of the following Categories of services that they identify to be unavailable or inadequate and needed in their community:

Category 1

Interagency methamphetamine case management programs for women and children aimed at coordinating assessment, planning, linkage, monitoring, and advocacy services.

Category 2

Methamphetamine addiction treatment programs for women.

Category 3

Programs for methamphetamine-using women that promote addiction treatment completion, relapse prevention, mental health, safety, self sufficiency, parenting skills, and family relationships.

Category 4

Programs for methamphetamine-affected children that promote mental health, health, and safety.

Eligible types of expenses within Category 1 for women and children include case managers / advocates and case outreach workers / aides and related support. Eligible types of expenses within Category 3 for women include mental health care, medical care, dental care, anger management programs, domestic violence services, co-dependency education, support groups, parenting training, family

services, GED preparation, technical training, job counseling, mentoring, and assistance with housing, transportation, and childcare.

Eligible types of expenses within Category 4 for children include mental health care, medical care, dental care, forensic interview services, victim advocacy services, family services, relief nursery care, childcare, and temporary placement.

VI. Recommended Approach

Applicants proposing to employ an evidence-based program or best practices guidelines, adopt the principles of the family drug treatment court model, and deliver services in accordance with the local Drug Endangered Children protocol will be given funding priority under the Byrne Methamphetamine Reduction Grant Program.

A. Evidence-Based Programs

CJSD has long promoted funding of evidence-based programs through the Byrne Formula Grant Program. An evidence-based program is defined here as one that has met recognized research standards using an experimental or quasi-experimental study design, has established replicability, and has been published in the research literature.

The recent enactment of ORS 181.637, sections 3-10 (Senate Bill 267), which mandates five other state administering agencies to direct an increasing percentage of funds toward evidence-based programs beginning in 2005, provides an important new opportunity for CJSD to promote collaborative selection and delivery of these programs

statewide. Moreover, this type of collaboration will provide the most consistent and effective long-term support to local communities.

Therefore, proposals that employ evidence-based programs will be given first funding priority. Applicants are encouraged to first consult state agencies and research centers in Oregon for information on evidence-based programs that have been identified in response to the new state law. For example, the Office of Mental Health and Addiction Services (OMHAS) of the Oregon Department of Human Services has developed *OMHAS Approved Practices* (4) and the Oregon Commission on Children and Families (OCCF) has developed *OCCF Best Practices* (5).¹ The Northwest Frontier Addiction Technology Transfer Center, a project of Oregon Health and Sciences University Department of Public Health and Preventive Medicine in collaboration with OMHAS, also offers a wealth of information on evidence-based programs (6).

Some examples of evidence-based programs that have been identified by Oregon agencies and that are appropriate to this RFP are the *Matrix Intensive Outpatient Program for the Treatment of Stimulant Abuse*, developed by the Integrated Substance Abuse Programs at the University of California, Los Angeles (7), *Seeking Safety: Psychotherapy for Trauma / PTSD and Substance Abuse*, developed at Harvard Medical School / McLean Hospital in Boston, Massachusetts (8),

¹ Note that OMHAS and OCCF use the terms approved practices and best practices for evidence-based programs, and this differs from the use of the term best practices later in this RFP.

and *Wrap Around: A Treatment Planning Process*, developed by the Kaleidoscope Program in Chicago, Illinois (9). Applicants may consider other evidence-based programs as well.

Applicants proposing the use of an evidence-based program 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.

B. Best Practices Guidelines

Applicants having difficulty identifying an evidence-based program that will be feasible to implement with fidelity may propose the use of best practices guidelines. Best practices guidelines are defined here as those that have been developed through an iterative process of practice improvement and critical review, are the result of a consensus of recommendations made by practitioners and researchers in the field, and have been published in the practical literature.

The Treatment Improvement Protocols (TIP) published by the Center for Substance Abuse Treatment of the Substance Abuse and Mental Health Services Administration (10) offer some of the most relevant best practices guidelines for this RFP. TIPs focus on substance abuse and related problems and are based on the experiences,

opinions, and studies of peer-nominated professionals from substance abuse treatment programs, hospitals, community health centers, counseling programs, criminal justice agencies, child welfare agencies, and private practice. The goal of each TIP is to operationalize a consensus of expert opinions into the field as quickly as possible. TIP recommendations may be attributed to either panelists' clinical experience or the literature. Examples of TIPs that are relevant to the funding priorities of this RFP are *Comprehensive Case Management for Substance Abuse Treatment: TIP #27* (11), and *Treatment for Stimulant Use Disorders: TIP #33* (12). Applicants may consider other relevant TIPs or similar quality best practices guidelines as well.

Applicants selected for funding will be expected to demonstrate fidelity to the guidelines, and may benefit from consulting with one of the TIP Consensus Panelists or other individuals involved in the development or implementation of the identified TIP prior to submitting a proposal to gather information on how this might best be achieved.

C. Family Dependency Treatment Court Model

To the extent appropriate, applicants under each Program Category are encouraged to build upon existing drug court and / or dependency court infrastructures in order to promote the functional (if not the actual) equivalent of family dependency treatment court services. The particular advantage of the family dependency treatment court approach in this context is that it strives to balance the relatively lengthy time

required for methamphetamine treatment of mothers, the relatively short timeframe allowed for child permanency per the Adoption and Safe Families Act of 1997 (13), and the physical and emotional needs of children to promote sobriety, health and safety for women and children. Based on the highly successful adult drug court model, the family dependency treatment court model is now recognized as the most targeted and effective intervention for women and children.

The OJP/ BJA publication, *Family Dependency Treatment Courts: Addressing Child Abuse and Neglect Using the Drug Court Model* (14), defines the mission of this court as follows: “To protect children from abuse and neglect – precipitated by the substance abuse of a parent or caregiver – by addressing the comprehensive issues of both the parents and their children through an integrated, court-based collaboration among service providers who work as a team to achieve timely decisions, coordinated treatment and ancillary services, judicial oversight, and safe and permanent placements.” This publication provides detailed information on how applicants might adapt existing community infrastructures to achieve the benefits of the family drug treatment court approach.

D. Drug Endangered Children Protocol

Established in 2004, the Oregon Alliance for Drug Endangered Children (DEC) has developed a multi-agency protocol for assisting and protecting children whose health and safety have been put at risk by methamphetamine at home. The protocol involves the

coordinated responses of law enforcement, child protective services, prosecutors, and health professionals. The DEC protocol is currently expanding to communities throughout Oregon (15).

Applicants under each Program Category of this RFP are encouraged to provide training for case managers / advocates, outreach workers / aides, and treatment and other service delivery staff as needed in accordance with the local DEC protocol, or the Oregon Alliance for DEC when a local protocol has not yet been established.

VII. 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 the Plan to Identify Continuation Funding. Applications must not exceed fifteen pages, exclusive of the cover sheet, and have a maximum additional five pages of appendices. No part of sections VII.B.1 through 5 may be submitted as an appendix.

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 items a through d below:

a. Program Description

The proposed program to be paid in full, or in part, by the grant must be described. The description should reveal the underlying logic of the program, by explaining the relationships between the activities that comprise the program and how these events can be expected to further the program goals. The description should be presented in a way that helps stakeholders such as board members, administrators, staff, evaluators, funding agencies, advocacy groups, citizens, and elected officials to understand and communicate about the program.

For applicants interested in learning more about program logic, a good introduction is provided in *Program Action – Logic Model*, published by the University of Wisconsin Extension Office of Program Development and Evaluation (16).

For the program description, applicants must specify the:

- i) Program Category (1 through 4) under which the proposal falls.
- ii) Name of and source information for the evidence-based program or best practices guidelines to be replicated, if any, and the rationale for proposing the use of this program or these guidelines.
- iii) Goals of the program, or general statements of what the program is intended to accomplish for the target

population(s). The goals must be consistent with the goals and funding priorities of the Byrne Methamphetamine Reduction Grant Program.

- iv) Inputs, such as staff, volunteers, time, financial resources, materials, and equipment to be used to deliver the program.
- v) Outputs, such as the number and characteristics of the individuals to be served, and the types, amount, and quality of services to be delivered or activities to be carried out in the program.
- vi) Short / mid-term outcome objectives, or the measurable changes that can be expected to further the goals of the program, such as anticipated changes in client knowledge, skills, attitudes, motivation, behavior, functioning, and safety.
- vii) Implementation timeline, including planning and development, program delivery, assessment, and reporting activities that will take place each month throughout the anticipated grant period (up to two years). Appendix B 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.
- viii) Applicant agency / organization experience in delivering similar programs, new organizational arrangements that will be involved, and how the program builds upon or articulates with programs previously

or currently delivered by the applicant.

- ix) 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

The services to be delivered through the proposed program must be unavailable or inadequate but needed in the applicant community. Applicants must substantiate the need for the proposed program with:

- i) Local community-based data reflecting the scope of the problem of methamphetamine-affected women and children.
- ii) Local community-based data reflecting the availability and adequacy of the proposed program services for methamphetamine-affected women and children.

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 numbers and characteristics of individuals needing versus receiving specific services) that substantiate the need for the proposed program. However, qualitative data should not be the sole justification for the proposal.

c. Evidence of Collaboration in Planning and Implementation

Collaboration is expected to be an important factor in the successful planning and implementation of a program under all funding priority areas.

Applicants should develop their proposed programs through a collaborative process that involves the agencies / 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, case managers, and service providers. Applicants must include Memoranda of Understanding that clearly state the specific roles and responsibilities of each entity involved.

Non-court applicants must demonstrate a current or planned working relationship with an existing drug court or dependency court in their community. In communities having a drug court and a dependency court, applicants are encouraged to demonstrate current or planned working relationships with both.

d. 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 methamphetamine-affected women and children, to deliver trauma-informed services, and to deliver the core components of the program. Applicants proposing to use an evidence-based program or best practices guidelines must describe the preparation and experience of staff specific to that program or those guidelines, or the need for staff training.

The preparation and experience of identified or planned staff must also be described in relation to ability to meet the service needs of the culturally and otherwise diverse populations in the community. These populations may include, but are not limited to, those who are cultural / ethnic minorities, racial minorities, non-English speaking, migrant farm workers, physically or mentally impaired, and lesbian / homosexual / bisexual. Developing and implementing culturally competent services may take time, collaboration, and training, and should be accounted for in the program timeline as needed.

Plans for professional and / or cultural competency training should be described. Such training is an allowable expense under the Byrne Methamphetamine Reduction Grant 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 the Byrne Methamphetamine Reduction Grant Program 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 the 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 (per VII.B.2.a above), and identifying and solving problems related to implementation and outputs.

The assessment / monitoring plan should include multiple data collection methods (such as program records, 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* (17) and *Measuring the Performance of Human Service Programs* (18).

The implementation assessment / output monitoring plan should specify the:

- 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, case managers, 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.

To the extent appropriate to their programs, grantees will also be expected to contribute relevant data to the Oregon Treatment Court Management System. A brief overview of this system is provided in Appendix C.

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 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 stated in the guidelines for the Plan for Assessing Program Implementation and Monitoring Program Outputs, applicants are required to allocate a minimum of ten percent of the total budget for these purposes.

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.

As noted on page two of this RFP, at least 25 percent of the total program budget must be in the form of a cash match to the funds awarded through the Byrne Methamphetamine Reduction Grant Program. Match funds can be calculated by dividing the requested grant amount by three. For example, a grant request of \$200,000 would require match funds of \$66,667. If the grant funds and the match funds constitute the total available funds for the program,

the total available funds for the program would be \$266,667.

Federal funds, in-kind services, and other non-cash contributions 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.

All or part of the 25 percent match requirement of the Byrne Methamphetamine Reduction Grant Program may be fulfilled with funds received for that purpose from the Drug Court Implementation and Enhancement Grant Program. Applicants proposing to fulfill the match requirement in this manner must state this at the beginning of the Budget Narrative.

5. Plan to Identify Continuation Funding

Since the intent of the Byrne Formula Grant Program in Oregon is to initiate potentially sustainable programs, 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 administering 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.

VIII. Application Review and Award Decisions

A. Review Process

CJSD will oversee an impartial review of all applications received by 5:00 PM on Monday, April 3, 2006. Each application will initially be examined for responsiveness to the guidelines provided in this RFP 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 five pages of appendices), does not conform to the margin and font requirements, 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 to Identify Continuation Funding. 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 Professional 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 to Identify Continuation Funding

The geographical distribution of applicants with the highest scores may also be considered during the review process.

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 1, 2006.

IX. Award Conditions

A. State Administering Agency Award Conditions

Grantees of the Byrne Methamphetamine Reduction Grant 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 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 (per VII.B.2.a above).
- 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 solve these problems.

In addition to assisting CJSD in monitoring grantee programs, progress reports may be used by CJSD to assist other agencies undertaking similar programs, to justify continued funding of the Edward Byrne Memorial State and Local Law Enforcement Assistance 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:

Quarter:	Due Date:
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 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 Edward Byrne Memorial State and Local Law Enforcement Assistance 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 of the Byrne Methamphetamine Reduction Grant Program must also agree to the following federal grant award conditions set forth by DOJ / BJA.

1. 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.

2. 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.

3. 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.

4. 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 and 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 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.

5. 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.

6. 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.

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.

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

X. References

- (1) Oregon Criminal Justice Commission (2005) Governor's Public Safety Review 2004: Report to the Governor.
<http://www.ocjc.state.or.us/PSReview/GvrnrPSRvwLegEd20050126.pdf>
- (2) Oregon Legislative Assembly (2005) Oregon Meth Package (Enrolled): House Bill 2485; House Bill 5174; House Bill 3457; Senate Bill 907; Senate Bill 5630; Senate Bill 640; and Senate Memorial 3. Updated access to all through:
<http://www.oregondec.org/legislation/>
- (3) U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance (2005) Edward Byrne Memorial Local Law Enforcement Assistant Grant Program.
<http://www.ojp.usdoj.gov/BJA/grant/byrne.html>
- (4) Oregon Department of Human Services, Office of Mental Health and Addiction Services (2005) Evidence Based Practices.
<http://www.oregon.gov/DHS/mentalhealth/ebp/main.shtml#overview>
- (5) Oregon Commission on Children and Families (2005) Best Practices.
<http://www.oregon.gov/OCCF/Mission/BestPrac/mibest.shtml>
- (6) Northwest Frontier Addiction Technology Transfer Center (2005) Evidence-Based Practices (EBP) Online.
<http://www.nfattc.org/EBPOnline.htm>
- (7) University of California Los Angeles, Integrated Substance Abuse Programs (2005), Matrix Intensive Outpatient Program for Treatment of Stimulant Abuse, accessed through the distributor, the Hazelden Foundation, 2005.
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- (8) Najavits, L. Seeking Safety: Psychotherapy for Trauma/PTSD and Substance Abuse. Harvard Medical School / McLean Hospital, Boston, Massachusetts, accessed 2005.
<http://www.seekingsafety.org/index.htm>
- (9) Kaleidoscope Program, Chicago Illinois, Wrap Around: A Treatment Planning Process, accessed 2005.
<http://www.oregon.gov/DHS/mentalhealth/ebp/ap/wraparound.pdf>

(10) U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Treatment (2005) Treatment Improvement Protocol Series.

<http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=hstat5.part.22441>

(11)) U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Treatment (1998) Comprehensive Case Management for Substance Abuse Treatment: Treatment Improvement Protocol Series, Number 27

<http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=hstat5.biblist.51329>

(12) U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Treatment (1999) Treatment Improvement Protocol #33: Treatment for Stimulant Use Disorders

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(14) U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance (2004) Family Dependency Treatment Courts: Addressing Child Abuse and Neglect Using the Drug Court Model (Monograph).

<http://www.ojp.usdoj.gov/BJA/pubs/FamDepMono.pdf>

(15) Oregon Alliance for Drug Endangered Children (2005).

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<http://www.uwex.edu/ces/pdande/progdev/index.html>

(17) King, J.A., L.L. Morris, and C.T. Fitz-Gibbon (1987) How to Assess Program Implementation. Sage Publications: Newbury Park, California.

(18) Martin, L.L. and P.M. Kettner (1996) Measuring the Performance of Human Service Programs. Sage Publications: Thousand Oaks, California.

Appendix A
FY 2006-2008 Byrne Methamphetamine Reduction Grant Program
COVER SHEET FORMAT

Program title: _____

Administering agency: _____

Total cost of program: \$ _____

Federal funds requested: \$ _____

Required minimum match: \$ _____

Other sources of funding: \$ _____

Total: \$ _____

Do you also intend to apply for funding from the Drug Court Implementation and Enhancement Grant Program? Yes No

If yes, will you be requesting funds to fulfill the federal match requirement of the Byrne Methamphetamine Reduction Grant Program? Yes No

Program agency (if not Administering agency): _____

Address: _____

Program Director: _____ e-mail address: _____
phone: (____) _____ fax: (____) _____

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 Byrne Methamphetamine Reduction 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
Program Planning and Development																								
Finalize Administrative / Collaborative Arrangements																								
Identify / Hire Staff and Consultants																								
Train Staff																								
Purchase Equipment and Supplies																								
Develop Client Services																								
Program Delivery																								
Recruit / Enroll Clients																								
Deliver Client Services																								
Program Assessment																								
Test / Modify Data Collection Methods																								
Develop Database																								
Collect Data: Implementation Assessment																								
Collect Data: Output Monitoring																								
Enter Data																								
Analyze Data																								
Progress Reports																								
Submit Quarterly Reports																								
Submit First Year Annual Report																								
Submit Final Cumulative Report																								Sept 2008

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

Appendix C

OREGON TREATMENT COURT MANAGEMENT SYSTEM OVERVIEW *

The Oregon Treatment Court Management System (OTCMS) is a user-friendly, menu-driven data collection and case management information system developed for treatment courts in Oregon. The system allows users to enter and view demographic, case management, and post discharge information on participants and store data for retrieval later. In addition to storing data, users are able to access a host of built-in reports summarizing case information, individual progress reports, as well as lists of participants, weekly staffing reports, demographic information, and self-calculating performance measures.

Creation of the OTCMS began with the approval of the Oregon Judicial Department (OJD) Management Information System (MIS) Enhancement grant proposal (Grant # 2000-DC-VX-0090) in September 2001. The former OJD Court Community Justice Services Division (CCJSD) was approved to manage the MIS Enhancement grant to complete the goals laid out by the Drug Court Programs Office (DCPO, now a part of DOJ/BJA). The goals of the MIS Enhancement grant were to select a database for drug courts and implement it statewide.

The current version of the OTCMS, production version 1.5, is an updated version of the Oregon Drug Court Management System (Production version 1.4), a Microsoft Access based program developed from a database utilized by the drug court in Buffalo, NY. The criteria used to select the database was that it must allow easy, uniform statewide data collection, and must be able to be implemented within the existing Oregon Judicial Department structure. Once the database was selected and developed, initial pilot sites in the Marion, Malheur, and Clackamas counties were selected to beta test the system. Using the feedback provided by these courts initial modifications were made to the system before being distributed as a test version to 11 courts in August 2002. Using survey feedback results, a list of priorities was created and a consultant was commissioned to carry out recommendations identified in the survey results and conduct site visits with court staff from the Office of the State Court Administrator (OSCA). The final version was released in December 2002.

In March 2005, The Court Programs & Services Division (CPSD) of the OJD received a Juvenile Accountability Block Grant (Grant #02-644) to enhance the ODCMS to make it more applicable and workable for juvenile and family drug courts. Beginning August 2005, CPSD began distributing the database to Oregon's treatment courts. The new version, the Oregon Treatment Court Management System, has been renamed to be more inclusive of all Oregon treatment courts.

* Source: Oregon Judicial Department.

DRUG COURT IMPLEMENTATION and ENHANCEMENT GRANT PROGRAM

Drug Court Implementation and Enhancement Grant Program

drug court implementation or enhancement grant.

I. State Administering Agency

The Criminal Justice Commission's (CJC) purpose is to improve the efficiency and effectiveness of state and local criminal justice systems by providing a centralized and impartial forum for statewide policy development and planning. The commission is charged with developing a long-range public safety plan for Oregon, which includes making recommendations on the capacity and use of state prisons and local jails, implementation of community corrections programs and methods to reduce future criminal conduct. In addition, the Commission has a role in funding and evaluating Oregon's drug courts. The commission also conducts research, develops impact estimates of crime-related legislation, acts as a statistical and data clearinghouse, administers Oregon's felony sentencing guidelines and provides staff to the advisory committees regarding asset forfeiture and racial profiling.

The 2004-05 Oregon Legislature authorized \$2,500,000 in funds for drug court grants under a process to be designed, implemented and administered by the CJC. The intent of the Oregon Legislature in implementing ORS 137.656 (HB 2485) was to develop new drug courts and to expand existing drug court operations. These grants are intended to expand capacity and are not to be used to supplant or replace existing funds for drug court operations. Grant funds are to be primarily used to fund treatment capacity and court coordinators. Eligible applicants may apply for an Adult, Juvenile or Family

II. Availability and Duration of Funding

A total of \$2,500,000 will be distributed through the Drug Court Implementation and Enhancement Grant Program during fiscal year 2006-2007. This is a one-time solicitation, offering support for a maximum period of 12 months for enhancement and implementation grants. The maximum grant amount may not exceed \$300,000. First year funding is expected to begin July 1, 2006.

III. Grant Program Goals

The goal of the Drug Court Implementation and Enhancement Grant Program is to carry out the intent of the Oregon Legislature in implementing ORS 137.656 (HB 2485) to develop new drug courts and to expand existing drug court operations to address the problem of methamphetamine use in Oregon. Drug courts have been shown to be a cost-effective way to increase engagement and completion of chemical dependency treatment, reduce criminal recidivism, reduce alcohol and drug use, and impact many other public systems.

IV. Eligible Applicants

Applicants eligible under the Drug Court Implementation and Enhancement Grant Program include existing drug courts, existing dependency courts, counties, other units of local government, or judicial districts.

Applications must be completed by an entire drug court team consisting of at least the judge, court administrator, district attorney, public defender, sheriff, community corrections agency (or juvenile department), and treatment provider. All of these entities are required to demonstrate support for the project by signing off on the application. Applications can be for multi-county regions if appropriate. Drug court teams may be currently functioning teams or formed for the purpose of applying for this grant. Functioning drug court programs must demonstrate that grant funds will not replace or supplant existing funds.

Although more than one agency / organization will be involved in the implementation of a successful grant application, a lead entity (or entities) must represent the applicant and must accept responsibility for program and fiscal record keeping and reporting.

Eligible substance abuse treatment providers must hold a current, non-provisional license/letter of approval issued by the Office of Mental Health and Addiction Services (OMHAS). A copy of this license/letter must be provided as part of the application.

Treatment court teams seeking a Drug Court Grant must engage in any required agency or department grant

processes and procedures. All grant applications will be forwarded to the Oregon Judicial Department (OJD) Grant Coordinator. Applicants may contact the OJD Grant Coordinator, who has program coordination insight and may serve as a resource for grant compliance.

Potential applicants are encouraged to submit a letter of intent to apply for a Drug Court Grant to CJC by February 28, 2006.

V. Funding Priorities

A. Rationale

The funding priorities for the Drug Court Implementation and Enhancement Grant Program are based on research that has shown that drug courts are an effective method of engaging drug addicted offenders of medium to high risk of recidivism in treatment, while holding them accountable and protecting public safety through intensive supervision. Research indicates that drug court participants tend to have longer treatment stays, higher completion rates, and lower recidivism and drug use than those who access treatment as part of traditional probation. Grant funds are to be primarily used to fund treatment capacity and court coordinators.

B. Eligible Program Categories

Two categories of funding are available under this solicitation. Category 1 targets drug court implementation grants. Category 2 targets drug court enhancement grants. Applicants may apply for funding to support the implementation or enhancement of an adult, juvenile or family drug court.

Category 1

Drug court implementation grants are available to any jurisdiction that has completed a substantial amount of planning, developed a plan, and is ready to implement a drug court. Programs funded by the Drug Court Implementation and Enhancement Grant Program are required to target substance abusing offenders and must implement a drug court based on the 10 Key Components of Drug Courts, as described in the publication *Defining Drug Courts: The Key Components* (1). Priority will be given to those drug court programs targeting offenders who are at medium to high risk to re-offend and populations with a high severity of addiction.

Category 2

Drug court enhancement grants are available to any jurisdiction that already has a fully operational drug court and wants to expand capacity. Applicants applying for enhancement grants must demonstrate that these services will either expand the population served or add services that are not currently offered. As mentioned above, grant funds may not be used to replace or supplant existing funds or resources.

Drug courts must demonstrate a compelling need for additional state funding. In addition, applicants for drug

court enhancement grants are strongly encouraged to describe the effectiveness of their current programs through evaluation findings.

VI. Recommended Approach

Applicants must be able to demonstrate adherence to the 10 Key Components of Drug Courts. Treatment providers must also utilize evidence-based practices within their programs. OMHAS has developed a definition for evidence-based practices that will be used for the purposes of this application. OMHAS defines evidence-based practices as programs or practices that effectively integrate the best research evidence with clinical expertise, cultural competence and the values of the persons receiving the services. These programs or practices have consistent scientific evidence showing improved outcomes for clients, participants or communities. CJC will recognize practices that have been approved by OMHAS (2). Practices utilized must be targeted to the population served and have been shown to reduce alcohol and drug use and criminal recidivism.

Some examples of evidence-based practices that have been identified by OMHAS that are appropriate to this RFP are the *Matrix Intensive Outpatient Program for the Treatment of Stimulant Abuse* (3), developed by the Integrated Substance Abuse Programs at the University of California, Los Angeles, and *Seeking Safety* (4), developed at Harvard Medical School / McLean Hospital in Boston, Massachusetts. Applicants should consider other evidence-based practices on the OMHAS approved list as well.

Applicants proposing the use of an evidence-based program 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.

VII. 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 Participants, Proposed Budget Worksheet and Narrative, and Ability to Leverage Other Funds and Cost-Effectiveness of the Proposed Program. Applications must not exceed fifteen pages, exclusive of the cover sheet, and have a maximum additional seven pages of appendices. No part of sections VII.B.1 through 5 may be submitted as an appendix.

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 items a through d below:

a. Program Description

The proposed program to be paid in full, or in part, by the grant must be described. The description should reveal the underlying logic of the program. For applicants interested in learning more about program logic, a good introduction is provided in *Program Action – Logic Model*, published by the University of Wisconsin Extension Office of Program Development and Evaluation (5). The description should be presented in a way that helps stakeholders such as board members, administrators, staff, evaluators, funding agencies, advocacy groups, citizens, and elected officials to understand and communicate about the program.

For each program, the applicants must specify the:

- i) Program Category (Implementation or Enhancement) under which the proposal falls.
- ii) Ways in which adherence to the 10 Key Components of Drug Courts will be accomplished.
- iii) Name of the evidence-based practices to be replicated, and the rationale for proposing the use of these practices.
- iv) Goals of the program, or general statements of what the program is intended to accomplish for the target population(s). The goals must be consistent with the goals and funding priorities of the CJC Drug Court Implementation and Enhancement Grant Program.
- v) Inputs, such as staff, volunteers, time, financial resources, materials, and equipment to be used to deliver the program. Applicants seeking Category 2 enhancement grants must clearly and specifically describe how grant funds will increase inputs, rather than replacing or supplanting existing inputs.
- vi) Outputs, such as the number and characteristics of the individuals to be served and completing the program, and the types, amount, and quality of services to be delivered or activities to be carried out in the program. Applicants seeking Category 2 enhancement grants must describe how grant funds will

increase outputs.

- vii) Short / mid-term outcome objectives, or the measurable changes that can be expected to further the goals of the program, such as anticipated changes in client knowledge, skills, attitudes, motivation, behavior, functioning, and safety.
- viii) Implementation timeline, including planning and development, program delivery, assessment, and reporting activities that will take place throughout the anticipated grant period. Appendix B 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 is informed by programs previously or currently delivered by the applicant.
- x) Steps taken to determine the feasibility of fully replicating the evidence-based practices at the local site.

b. Demonstration of Need for the Program

The services to be delivered through the proposed program must be unavailable or inadequate to serve the needs of the community that the drug court is to serve. Applicants must substantiate the need for the proposed program with:

- i) Local community-based data reflecting the numbers of offenders on probation that would otherwise be eligible for the drug court program and other measures of community need.
- ii) Applicant and / or collaborating agency / organization service record data reflecting the availability and adequacy of the proposed program services.

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 numbers and characteristics of individuals needing versus receiving specific services) that substantiate the need for the proposed program. However, qualitative data should not be the sole justification for the proposal.

c. Evidence of Collaboration in Planning and Implementation

Collaboration is expected to be an important factor in the successful planning and implementation of a program under both funding priority areas. Applicants should develop their proposed programs through a collaborative process that involves the agencies / 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 must include Memoranda of Understanding that clearly state the specific roles and responsibilities of each entity involved.

Eligible entities must receive letters of support from the Local Public Safety Coordinating Council (LPSCC) and Local Alcohol and Drug Planning Council (LADPC) and include these as appendices to the application.

d. Evidence of Staff 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 drug court participants. Applicants proposing to use evidence-based practices must describe the preparation and experience of staff specific to those practices. All treatment services must be delivered by Certified Alcohol and Drug Counselors (CADC) or other licensed staff with specialized training in addiction treatment.

3. Plan for Assessing Program Implementation and Monitoring Program Participants

Applicants must describe how they will assess the following aspects of program implementation on an ongoing basis:

- i) Use of the 10 Key Components of Drug Courts.
- ii) Fidelity (adherence) to the selected evidence-based practices, in terms of whether the specific administrative, staffing, training, and service delivery (core components and dosage) requirements are being met.

Applicants must also describe how they will monitor program participants by collecting and submitting the following data on a quarterly basis:

- iii) Demographic, case management and post-discharge data using the Oregon Treatment Court Management System (OTCMS). An overview of the OTCMS is provided in Appendix C. These data will be used to assess funded programs in relation to the Drug Court Performance Measures developed and adopted by the Chief Justice Advisory Committee on Treatment Courts (as described in Appendix E). Additional outcome reporting requirements may be required by CJC.

- iv) Adult participant recidivism risk at program entry using the Oregon Department of Corrections Risk Classification System or the Level of Service Inventory (LSI-R). This classification requires access to criminal history records and is usually completed by the Community Corrections agency. These data should also be used to guide individual treatment plans. This requirement applies only to adult criminal courts.

Any costs of evaluation should be included in this section of the grant application. Costs may include training not sponsored by CJC, computer equipment, and staff time.

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 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.

The Budget Worksheet must show how the cost of each item was calculated, and must account for grant funds requested in this application and all

other sources of funds to be used for the proposed program.

5. Ability to Leverage Other Funds and Cost-Effectiveness of the Proposed Program

All or part of the 25 percent match requirement of the Byrne Methamphetamine Reduction Grant Program may be fulfilled with funds received for that purpose from this CJC Drug Court Implementation and Enhancement Grant Program. Funding priority may also go to programs that leverage other funds from federal, local, or private sources.

Criminal recidivism research has indicated that interventions targeted to medium or high risk offenders generate the most substantial effects. This research will be considered in determining the cost-effectiveness of the program.

In addition, applicants should explore having drug court participants pay for a portion of treatment costs in order to stretch limited resources.

VIII. Application Review and Award Decisions

A. Review Process

CJC will oversee an impartial review of all applications received by 5:00 PM on Monday April 3, 2006. Each application will initially be examined for responsiveness to the guidelines provided in this RFP 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 7 pages of

appendices), does not conform to the margin and font requirements, or has a missing or incomplete Cover Sheet, Proposed Program Narrative, Plan for Assessing Program Implementation and Monitoring Program Participants, Proposed Budget Worksheet and Narrative, or Ability to Leverage Other Funds and Cost-Effectiveness of the Proposed Program. Only those applications deemed responsive will be considered for further review.

All applications that are deemed responsive to the guidelines will be scored by CJC and a Drug Court 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:

- 60 points – Proposed Program Narrative
 - 25 points - Program Description
 - 15 points - Demonstration of Need for the Program
 - 15 points - Evidence of Collaboration in Planning and Implementation
 - 5 points - Evidence of Staff Competency
- 10 points – Plan for Assessing Program Implementation and Monitoring Program Participants
- 15 points – Proposed Budget Worksheet and Budget Narrative
- 15 points – Ability to Leverage Other Funds and Cost-Effectiveness of the Proposed Program

The geographical distribution of applicants with the highest scores may also be considered during the review process.

B. Award Decisions

The grant award recommendations will be forwarded to the CJC, who will then make final award decisions. CJC will send decision letters to all applicants by postal mail to the name and address of the Program Director indicated on the cover sheet of the application on or about June 1, 2006.

IX. Award Conditions

A. State Administering Agency Award Conditions

Grantees of the Drug Court Implementation and Enhancement Grant Program must agree to the following grant award conditions set forth by CJC.

1. Monitoring

CJC 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 CJC, and following appropriate fiscal procedures. To assist CJC in this process, grantees must submit regularly scheduled progress reports and participate in periodic communications and occasional site visits by CJC.

2. Progress Reports

Grantees must submit quarterly and 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 solve these problems.

In addition to assisting CJC in monitoring grantee programs, progress reports may be used by CJC to assist other agencies undertaking similar programs, to justify continued funding of the Drug Court Implementation and Enhancement Grant Program, and to provide information to such entities as the Governor's Office and the Legislature.

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 CJC.

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:

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

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, CJC 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 Drug Court Implementation and Enhancement Grant Program guidelines issued hereunder, or other provisions of state 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.

X. References

(1) US Department of Justice, Bureau of Justice Assistance. (1997). Defining Drug Courts: The Key Components.

www.ojp.usdoj.gov/BJA/grant/DrugCourts/DefiningDC.pdf.

(2) Oregon Department of Human Services, Office of Mental Health and Addiction Services (2005) Evidence Based Practices.

<http://www.oregon.gov/DHS/mentalhealth/ebp/main.shtml#overview>

(3) University of California Los Angeles, Integrated Substance Abuse Programs (2005), Matrix Intensive Outpatient Program for Treatment of Stimulant Abuse, accessed through the distributor, the Hazelden Foundation, 2005.

http://www.hazelden.org/servlet/hazelden/cms/ptt/hazl_7030_shade.html?sh=t&sf=t&page_id=29787

(4) Najavits, L. Seeking Safety: Psychotherapy for Trauma/PTSD and Substance Abuse. Harvard Medical School / McLean Hospital, Boston, Massachusetts, accessed 2005.

<http://www.seekingsafety.org/index.htm>

(5) University of Wisconsin Extension Office of Program Development and Evaluation. Program Action – Logic Model, accessed 2005.

<http://www.uwex.edu/ces/pdande/progdev/index.html>

Appendix E
FY 2006-2007 Drug Court Implementation and Enhancement Grant Program
COVER SHEET FORMAT

Program title: _____

Administering agency: _____

Total cost of program: \$ _____

Federal funds requested: \$ _____

Required minimum match: \$ _____

Other sources of funding: \$ _____

Total: \$ _____

Do you also intend to apply for funding from the Byrne Methamphetamine Reduction Grant Program? Yes No

If yes, will requested funds be used to fulfill the federal match requirement of the Byrne Methamphetamine Reduction Grant Program? Yes No

Program agency (if not Administering agency): _____

Address: _____

Program Director: _____ e-mail address: _____
phone: (____) _____ fax: (____) _____

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 F
FY 2006-2007 Drug Court Implementation and Enhancement 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
Program Planning and Development																								
Finalize Administrative / Collaborative Arrangements																								
Identify / Hire Staff and Consultants																								
Train Staff																								
Purchase Equipment and Supplies																								
Develop Client Services																								
Program Delivery																								
Recruit / Enroll Clients																								
Deliver Client Services																								
Program Assessment																								
Test / Modify Data Collection Methods																								
Develop Database																								
Collect Data: Implementation Assessment																								
Collect Data: Participant Monitoring																								
Enter Data																								
Analyze Data																								
Progress Reports																								
Submit Quarterly Reports				I			I			I														
Submit First Year Annual Report				E			E			E														
Submit Final Cumulative Report																						I		
																						E		

* These activities are examples; applicants may include these and / or other activities as appropriate.
I = Implementation grant; E = Enhancement grant.

Appendix G

OREGON TREATMENT COURT MANAGEMENT SYSTEM OVERVIEW *

The Oregon Treatment Court Management System (OTCMS) is a user-friendly, menu-driven data collection and case management information system developed for treatment courts in Oregon. The system allows users to enter and view demographic, case management, and post discharge information on participants and store data for retrieval later. In addition to storing data, users are able to access a host of built-in reports summarizing case information, individual progress reports, as well as lists of participants, weekly staffing reports, demographic information, and self-calculating performance measures.

Creation of the OTCMS began with the approval of the Oregon Judicial Department (OJD) Management Information System (MIS) Enhancement grant proposal (Grant # 2000-DC-VX-0090) in September 2001. The former OJD Court Community Justice Services Division (CCJSD) was approved to manage the MIS Enhancement grant to complete the goals laid out by the Drug Court Programs Office (DCPO, now a part of DOJ/BJA). The goals of the MIS Enhancement grant were to select a database for drug courts and implement it statewide.

The current version of the OTCMS, production version 1.5, is an updated version of the Oregon Drug Court Management System (Production version 1.4), a Microsoft Access based program developed from a database utilized by the drug court in Buffalo, NY. The criteria used to select the database was that it must allow easy, uniform statewide data collection, and must be able to be implemented within the existing Oregon Judicial Department structure. Once the database was selected and developed, initial pilot sites in the Marion, Malheur, and Clackamas counties were selected to beta test the system. Using the feedback provided by these courts initial modifications were made to the system before being distributed as a test version to 11 courts in August 2002. Using survey feedback results, a list of priorities was created and a consultant was commissioned to carry out recommendations identified in the survey results and conduct site visits with court staff from the Office of the State Court Administrator (OSCA). The final version was released in December 2002.

In March 2005, The Court Programs & Services Division (CPSD) of the OJD received a Juvenile Accountability Block Grant (Grant #02-644) to enhance the ODCMS to make it more applicable and workable for juvenile and family drug courts. Beginning August 2005, CPSD began distributing the database to Oregon's treatment courts. The new version, the Oregon Treatment Court Management System, has been renamed to be more inclusive of all Oregon treatment courts.

* Source: Oregon Judicial Department.

Appendix I

FY 2006-2007 Drug Court Implementation and Enhancement Grant Program DRUG COURT PERFORMANCE MEASURES

The following performance measures were approved by the Chief Justice Advisory Committee on Treatment Courts on November 17, 2005.

<i>Objective:</i>	Reduce Crime
<i>Measure:</i>	Recidivism Percentage of program graduates charged with a felony or misdemeanor within 12 months of graduation
<i>Objective:</i>	Sobriety / Reduce Dependency
<i>Measure:</i>	Clean Alcohol and Drug Tests Percentage of all drug or alcohol tests that are clean; computed per 90-day program participation interval; Percentage change across intervals
<i>Objective:</i>	Drug-free parents
<i>Measure:</i>	Graduation rate for parents Percentage of participants with parent/guardian relationship who graduate
<i>Objective:</i>	Accountability
<i>Measure:</i>	Graduation Rate Percentage of entrants who achieve graduate status
<i>Objective:</i>	Accountability
<i>Measure:</i>	Retention Rate Percentage of entrants who stay in the program 90 days, 180 days, etc.
<i>Objective:</i>	Accountability
<i>Measure:</i>	Court attendance compliance Percentage of court dates met
<i>Objective:</i>	Accountability
<i>Measure:</i>	AOD attendance compliance Percentage of treatment dates met