

**Residential
Substance
Abuse
Treatment
For
State
Prisoners
Grant
Program**

**FY 2005
Formula Grant
Application Kit**

**Due Date:
June 30, 2005**



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

APPLICATION CHECKLIST

- ✓ Have you submitted the original and six copies of the application prepared in accordance with the application format?
- ✓ Have you included a completed and signed cover sheet as shown on page 17 and a detailed budget as shown on page 18?
- ✓ Have you thoroughly responded to Parts One to Six of the Program Narrative section?
- ✓ Are the goals clear and quantifiable? Are they expressed in terms of results rather than process? Do they include baseline data against which they can be measured? Do the performance measures supply a method for determining whether the program met its objectives? Is there a method of data collection currently in place, and can data be obtained from the sources cited?
- ✓ Have you included a copy of the aftercare plan detailing utilization of funds for the treatment of offenders after release?
- ✓ Have you included documentation demonstrating collaboration with local stakeholders as well as copies of signed agreements demonstrating roles and responsibilities?
- ✓ Have you included a copy of the non-provisional license/Letter of Approval issued by the Office of Mental Health and Addiction Services?
- ✓ Have you included a copy of the Residential Substance Abuse Treatment program's drug testing policy?
- ✓ Have you included a copy of the Program Logic Model?
- ✓ If state funds are being provided as match, have you included a letter of support from the County?

APPLICATIONS MUST BE RECEIVED BY 5:00 PM

THURSDAY, JUNE 30, 2005.

THERE WILL BE NO EXTENSIONS OR EXCEPTIONS.

OVERVIEW

The Residential Substance Abuse Treatment (RSAT) for State Prisoners Formula grant program was created by the Violent Crime Control and Law Enforcement Act of 1994 (Public Law 103-322) and is administered by the Bureau of Justice Assistance (BJA) within the Office of Justice Programs at the U.S. Department of Justice.

The RSAT Program assists states and units of local government in developing and implementing residential and/or jail-based substance abuse treatment programs within state and local correctional and detention facilities in which prisoners are incarcerated for a period of time sufficient to permit substance abuse treatment. The RSAT Program also assists states and local governments in creating and maintaining community-based aftercare services for probationers and parolees.

A report published by the National Center on Addiction and Substance Abuse at Columbia University in 2003 notes that 80 percent of all offenders in the U.S. criminal justice system report having substance abuse problems. Another study funded by the U.S. Department of Justice's National Institute of Justice in 2003 found that substance abusing inmates who complete treatment are less likely to be rearrested after release, especially if followed up with aftercare treatment. In Oregon, nearly 10,000 or 76 percent of state prisoners have been identified with alcohol and/or drug problems that are tied directly to their criminal histories.

The Criminal Justice Services Division (CJSD) of the Oregon Office of Homeland Security is responsible for

administering and disbursing RSAT funds for the state of Oregon.

INTENT OF PROPOSAL

The following key priorities were established for the application and distribution of RSAT funds:

- To break the cycle of drugs and violence by reducing the demand for, use, and trafficking of illegal drugs.
- Enhance the capability of State and units of local government to provide residential substance abuse treatment for incarcerated inmates.
- Prepare offenders for their reintegration into the community by incorporating reentry planning activities into treatment programs.
- Assist both the offenders and their communities through the reentry process through the delivery of both community-based treatment and other broad-based aftercare services.

Priority will be given to programs that implement aftercare services for offenders transitioning into the community. Additional priorities include programs that implement model / evidence-based, promising, or innovative practices.

FUNDING AVAILABILITY

Available for award is \$560,652.

FY 2003	FY 2005
\$201,026	\$359,626

Please note, CJSJSD anticipates that Oregon's FY 2006 award will be at the same level as the FY 2005 award. No federal award was received in FY 2004.

DURATION OF FUNDING

It is anticipated that up to two grants will be awarded for a maximum period of 12 months each beginning October 1, 2005 and ending September 30, 2006. A portion (up to 10 percent) may be awarded for community-based substance abuse treatment programs that complement an RSAT program or meet the same requirements. There is no guarantee that a program will receive subsequent funding beyond the current grant period. Continued grant funding will be dependent on grantee performance and funding availability.

ELIGIBILITY

This solicitation is intended to provide funding to programs that meet eligibility requirements for RSAT. Grant funds must be used to implement residential or jail-based substance abuse treatment and/or aftercare programs that provide individual and group treatment activities for offenders in residential facilities operated by state or local correctional agencies.

Eligible applicants are state and local units of government and non-profit agencies.

Residential Substance Abuse Treatment Programs

To be eligible for funding under the RSAT grant, residential substance abuse treatment programs must:

- Last between six and 12 months. Each offender must participate in the

program for not less than six or more than 12 months, unless he or she drops out or is terminated.

- Be provided in residential treatment facilities set apart from the general correctional population. Set apart means a completely separate facility or a dedicated housing unit within a facility exclusively for use by program participants.
- Focus on the substance abuse problems of the inmate.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
- Ensure that the majority of the offenders' day is spent in residential treatment activities during the residential phase.
- Implement, or continue to require urinalysis and/or other proven reliable forms of drug and alcohol testing for those enrolled in the residential substance abuse treatment program and post program while they remain in the custody of the state or local government.

Additionally, federal guidelines prescribe that inmates may not participate in the program for more than 12 months. Studies have shown that the effectiveness of a residential treatment program begins to decrease if the offender remains in the program too long. This is not to suggest that offenders will not require additional treatment and support after the residential portion of the program.

Preferably, participation in the residential program should be limited to inmates who have six to 12 months

remaining in their term of confinement so that they can be released from prison after completing the treatment program, rather than returning to the general prison population.

Jail-Based Treatment Programs

To be eligible under the RSAT grant, jail-based treatment programs must:

- Last at least three months. Each offender must participate in the program for not less than three or more than 12 months, unless he or she drops out or is terminated.
- Make every effort to set apart the treatment population from the general correctional population.
- Focus on the substance abuse problems of the inmate.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
- Ensure that the majority of the offenders' day is spent in jail-based treatment activities during the residential phase.
- Be science-based and effective.

Both jail-based and residential treatment programs receiving funding must be licensed by the Office of Mental Health and Addiction Services (OMHAS) or hold a current non-provisional Letter of Approval (LOA) for residential treatment programs from OMHAS. A copy of the license or LOA must be submitted with the application as an attachment. If these requirements have not been met, the program must provide justification as to why OMHAS licensing has not been obtained.

Aftercare

The program should be designed with at least two phases – the residential or jail-based treatment phase followed by an intensive and comprehensive aftercare or community-based treatment program. Aftercare services must involve coordination between the correctional treatment program and other social service and rehabilitation programs, such as education and job training, parole supervision, halfway houses, or self-help and peer group programs that may aid in rehabilitation.

To qualify as an aftercare program, corrections treatment programs and state and/or local substance abuse treatment programs are required to work together to place program participants in appropriate community substance abuse treatment when these individuals leave the correctional facility at the end of their sentence or time on parole. Both agencies should work together in developing an individualized plan for community substance abuse treatment for each offender. This plan should begin when an offender enters the residential or jail-based treatment program.

Under the governing statute, up to 10 percent of the total award may be used for treatment of parolees or probationers in aftercare programs for a period not to exceed one year after release.

Grantees requesting funds for aftercare must submit a written plan for utilization of those funds to CJSD. The written plan should indicate how grant funded staff will assist or how services will be provided to successful RSAT program graduates. These services must go above and beyond what is already provided for the general population.

FEDERAL AND MATCH REQUIREMENT

Grant funds may pay up to 75 percent of the total cost of the program. **At least 25 percent of the funding (match) may be in the form of cash or in-kind contributions. Federal funds may not be used as match.**

Match and grant funds constitute program funds. Grantees must report on match funds. All conditions that apply to grant funds also apply to match funds. All funds designated as match are restricted to the same uses as the Residential Substance Abuse Treatment for State Prisoners Grant funds and must be expended within the grant period. Grantees must ensure that match is identified in a manner that guarantees its accountability during an audit.

If state funds are used as match, 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. This must be submitted as an attachment.

IN-KIND MATCH FUNDS FOR RSAT FUNDED PROGRAMS

In-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provided are an integral and necessary part of the funded program.

The value placed on loaned or donated equipment may not exceed its fair rental value. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the recipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality.

The basis for determining the value of personal services, materials, equipment, and space must be documented and submitted with the Request for Reimbursement.

CALCULATING MATCH REQUIREMENT

Grant and match funds make up the total program budget. To calculate the 25 percent match requirement, divide the requested award amount by three. As an example, if you are requesting \$300,000, the required match contribution would equal \$100,000. $\$300,000$ (75 percent grant funds) + $\$100,000$ (25 percent match funds) = $\$400,000$ (100 percent program funds).

SUPPLANTING

Federal funds must be used to supplement, not supplant, existing program funds. Neither grant nor match funds may replace funds that have

already been appropriated, or would otherwise be available for purposes consistent with the RSAT program.

APPLICATION DUE DATE

One original and six copies of the application must be **received** by the Criminal Justice Services Division by 5:00 p.m. **Thursday, June 30, 2005**. Late applications or modifications to an original application to meet the mandatory requirements will not be accepted. Facsimiles will not be accepted.

Mailing and Hand-Delivery Address
Oregon Office of Homeland Security
Criminal Justice Services Division
4760 Portland Road NE
Salem, Oregon 97305
Phone: (503) 378-4145

APPLICATION FORMAT

Applications must not exceed 12 single-sided pages (exclusive of the cover sheet and attachments), 8½ by 11-inch paper, double-spaced, with one-inch margins, and presented in a standard 12-point typeface.

Cover Sheet

The Cover Sheet provides identifying information and must be completed in full as shown on page 17.

If you prefer to complete the cover sheet electronically you may do so by requesting either an electronic Word version of this document at diana.fleming@state.or.us or access the PDF version on our website at

<http://egov.oregon.gov/OOHS/CJSD/>.

Utilizing the full version of Adobe Acrobat will allow you to save the form while using Adobe Acrobat Reader will only allow you to fill out this form, however you will not be able to save it.

PROGRAM NARRATIVE

Part One: Program Description

Provide a brief narrative describing the residential substance abuse treatment, jail-based treatment and/or aftercare program. Identify the target population and the anticipated number of offenders the program will serve during the year. If grant funds are requested to support aftercare services, provide a written plan indicating how services will be provided to successful RSAT graduates.

Include in your discussion, answers to the following questions:

1. How does the program match treatment interventions and services to each individual? Is the individual's treatment and services plan assessed continually and modified as necessary?
2. Describe how the treatment is appropriate to the individual's age, gender, ethnicity, and culture.
3. What are the current residential treatment program requirements? If available, provide an updated copy of the program treatment curriculum/schedule to be used. Indicate the number of hours participants are involved in residential treatment, education, and/or work-related activities on a daily basis.
4. Describe the strategies used to retain offenders in alcohol and drug treatment and to maintain

compliance with supervision.
Describe how technical violations will be addressed.

5. What is the total number of treatment beds available? How many offenders are currently in the program? What is the average length of stay for all offenders in the treatment program?
6. Describe the transitional services provided to offenders as they prepare for release to the community. Indicate at what point, if any, transitional services will be provided to program participants prior to their release into the community. Include a description of each treatment phase.
7. Are aftercare services provided to program participants in residential or jail-based treatment programs once the minimum program requirements have been met? Describe how offenders will access needed community services upon their release into the community. Include job skills or vocational training in your discussion as well as the provision of other ancillary services such as employment, housing, transportation, and primary health care, along with any other needed services. Show how client assessment procedures will build on institution assessments and treatment results when transitioning to community treatment.

Part Two: Goals, Objectives and Performance Measures

Identify the goals, objectives, and performance measures for the specific program paid in full, or in part, with RSAT funds (see example on page 13).

To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, grantees are required to collect and report data that measure the results of program performance. **All applicants are required to address the federal performance measures listed on page 14 and 15.** Grantees should list additional performance measures to demonstrate that each objective has been met. In addition to incorporating the required performance measures, applicants are required to address the type of information they will collect, who will collect it, the methods of collection, and how the information will be reported. Grantees are also expected to provide this data in their annual performance reports (Appendix C in the Grants Management Handbook).

In addition, provide a copy of a Program Logic Model (example on page 16). Use a similar format when describing the services and activities provided and how these activities will lead to expected outcomes.

Goals are general statements of what your program hopes to accomplish. Objectives are the specific, measurable changes you intend to bring about. Grant applications must contain specific, measurable objectives. Objectives should be realistic and obtainable. The objectives should be stated in terms of results and include baseline data.

Performance measures are indicators that determine whether the objectives of your program have been met. Performance measures describe the types of data to be gathered and how the data will demonstrate if the objective has been met.

Part Three: Activities and Implementation Schedule

Describe specifically how the program will be carried out. Describe the implementation process and the timetable for implementation.

Part Four: Program Budget

The 12-month budget should be formatted as shown on page 18. Show all funds including match funds. Show how costs were calculated (245 drug tests @ \$5.00 each = \$1,225). Include a budget narrative for each item, where appropriate, that describes the need for the item and how it relates to the program outlined in the Program Description. Clearly identify costs associated with aftercare if grant funds are being requested for aftercare services. Please contact Dan Gwin at (503) 378-4145 ext. 540 to discuss any budgetary questions.

Part Five: Drug Testing Policy

Provide a copy of the RSAT program's drug testing policy including the number of participants tested during the last calendar year and the number of positive UAs. Describe how UAs are used to enhance treatment compliance. Describe how UAs will be utilized during the aftercare phase.

Part Six: Documentation of Collaboration

Applicants must provide documentation, in the form of narrative information, describing efforts to coordinate local planning of alcohol and drug services for offender populations with Community Mental Health Programs, local Alcohol and Drug Planning Committees, local Public Safety Coordinating Councils or other stakeholders. This collaboration must be specific for this proposal and

not general coordination efforts. It is not enough to include letters of support.

Interagency agreements that clearly demonstrate roles and responsibilities for each collaborative partner must be submitted to CJSD by October 1, 2005. Awards will not be made without these agreements in place.

PROCEDURES

CJSD will conduct a comprehensive, fair, and impartial evaluation of the responses received to this solicitation. An informal review panel will evaluate the proposals and will make recommendations to the Governor who will make final award decisions.

CJSD will conduct an initial review of applications to determine whether the proposal meets the RFP minimum qualifications. The applicant's failure to comply with the instructions or to submit a complete proposal will result in it being deemed non-responsive. Applications will be deemed non-responsive for the following reasons:

1. Late applications. Applications must be **received**, not post-marked by, 5:00 PM. **Thursday, June 30, 2005.**
2. Excessive page length.
3. Missing or incomplete Cover Sheet (see Page 17) or Program Narrative section (Parts One to Six or pages 5-7).
4. Missing or incomplete aftercare plan if grant funds are requested for aftercare services.

Only those applications determined as being responsive to the minimum

qualifications will be considered for further evaluation.

CRITERIA FOR EVALUATION OF APPLICATIONS

Applications scoring less than 45 total points will not be considered for funding. The following criteria will be used to score eligible applications:

- Does the **Program Description** clearly identify the target population of the program and respond to questions one to seven? (30 points)
- Are the **Goals and Objectives** clear and quantifiable? Are they expressed in terms of results rather than process? Do they include baseline data against which they can be measured? (15 points)
- Do the **Performance Measures** supply a method for determining whether the program met its objectives? Is there a method of data collection currently in place, and can data be obtained from the sources cited? Are the required performance measures included? (15 points)
- Does the **Activities and Implementation Schedule** provide a reasonable timetable for program implementation? (10 points)
- Is the **Budget** consistent with the purpose described and sufficiently clear and detailed to monitor spending? Has a budget narrative for each item been included? (10 points)
- Does the **Drug Testing Policy** clearly outline the applicant's policy requiring substance abuse testing of individuals in residential substance

abuse treatment programs? (10 points)

- Does the **Documentation of Collaboration** demonstrate coordination with local stakeholders? (10 points)

MONITORING

CJSD monitors each program to assure the grantee is operating the program as agreed, that the grantee is working toward its objectives, and that the grantee is following appropriate fiscal procedures. Monitoring will include one or more on-site visits during the grant period.

PROGRESS REPORTS

Grantees must submit quarterly and annual reports to CJSD. Progress reports have the following purposes:

- To determine if the grantee is operating the program as agreed.
- To determine if the grantee is making progress toward meeting its objectives.
- To help other agencies which might undertake a similar program.
- To present information to the Governor, the Legislature, the U. S. Department of Justice, and Congress.
- To justify continued funding of the Residential Substance Abuse Treatment for State Prisoners program.

Progress Reports should include the following:

- Data and narrative reflecting progress made during the reporting period towards meeting the goals, objectives, and performance measures outlined in the grant application.
- Program activities linked to the specific objectives of the program.
- Problems encountered in meeting the goals, objectives and performance measures, and how they were resolved.

REQUEST FOR REIMBURSEMENT (RFR)

Reimbursements will only be made for actual expenses incurred during the grant period. Reimbursements will be made on a quarterly basis unless otherwise agreed between CJSD and the grantee. All requests for reimbursement must include supporting documentation to substantiate claimed expenses. Supporting documentation must be included for both grant and match funds. Reimbursements are made only for goods or services identified in the grant budget and purchased during the grant period. Payments will be withheld if any progress report is outstanding.

REPORTING DUE DATES

Quarterly Progress Reports (narrative) and Requests for Reimbursement are due on the following dates:

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

Annual Performance Reports (Appendix C in the Grant Management Handbook) and corresponding statistical data are due on the following dates:

<u>Period</u>	<u>Date Due</u>
October 1, 2005 – September 30, 2006	October 31, 2006

The quarterly progress reports will be used to compile data for the Annual Performance Report that covers a federal reporting period of October 1 through September 30.

UNALLOWABLE COSTS

Grant funds may not be used or budgeted for the following items:

1. Acquisition or construction of non-penal or correctional buildings.
2. Administrative or indirect costs.
3. Vehicle purchase or vehicle rental.
4. Meal service, tips, bar charges or related items while on travel status. 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.
5. Meals provided at conferences or training seminars.
6. Food related items such as napkins, plates, forks, spoons, and knives, beverages, snacks, candy or food items.
7. Entertainment, honoraria, gifts, gift certificates, cards, movies, arcades, recreation, sporting events, holiday and birthday supplies, or expenses related to these items.
8. Cameras, film, or accessories not used for evidence purposes.
9. Fund raising campaigns, endowment drives, or solicitation of gifts and bequests.
10. Personal items such as makeovers, membership dues, flowers, cards, social events or promotion of church attendance.
11. Grantwriting.
12. Visas or passport charges.
13. Compensation to federal employees.
14. Bonuses or commissions.
15. Military-type equipment such as armored vehicles, explosive devices, and other types of hardware excluding automatic weapons.
16. Lobbying or attempts to influence members of Congress, the Oregon Legislature, City Councils, County Commissions, or other legislative bodies.
17. Corporate formation.
18. Interest; interest on non-bearing items, or the cost of money.
19. Laundry charges.
20. Expenses related to the maintenance or sale of forfeited or seized property.
21. Stipends or incentives.
22. Mass transit tax.
23. Late fees or finance charges.
24. Land acquisition.

*This is not intended to be an exhaustive list. CJSD reserves the right to modify the list of unallowable costs as necessary.

**An exception for some items may be allowed for residential treatment programs.

AWARD CONDITIONS

DRUG-FREE WORKPLACE, DEBARMENT, AND LOBBYING

Grantees must agree to certain conditions required by federal law: maintenance of a drug-free workplace; prohibition against allowing persons debarred or suspended from receiving grant funds; and, prohibition from using funds for lobbying Members of Congress.

CIVIL RIGHTS COMPLIANCE

All recipients of federal grant funds are required to comply with 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); and 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).

If required to formulate an Equal Employment Opportunity Program (EEO), the grantee must maintain a current copy on file which meets the applicable requirements.

SINGLE AUDIT REPORT

Grantees that expend \$500,000 or more of Federal funds (from all sources) during their fiscal year are required to submit an organization-wide financial and compliance audit report.

FAILURE TO COMMENCE PROGRAM

If a program is not operational within 60 days of the effective date of the grant, the grantee must report to CJSD the steps it has taken to initiate the program, the reasons for the delay, and the expected starting date. If the program is not operational within 90 days of the effective date, CJSD may terminate the grant.

NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) COMPLIANCE

Grantees must comply with the National Environmental Protection Act and other related federal environmental impact analyses requirements in the use of federal grant funds either directly by the grantee or by a subgrantee. Accordingly, prior to obligating grant funds, the grantee agrees to first determine if any of the following

activities will be related to the use of the grant funds.

The grantee acknowledges that this special condition applies to its new activities whether or not they are being specifically funded with grant funds. That is, as long as the activity is being conducted by the grantee, a subgrantee, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are:

1. New construction.
2. 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.
3. 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.
4. 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 RSAT programs will not be affected by NEPA. If, however a program involves 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 a full description of the proposed program to the Criminal Justice Services Division. A determination will be made at that time as to whether any further action is

necessary. The subgrantee must agree to cooperate with any specific request made by the Criminal Justice Services Division or the Office of Justice Programs/Bureau of Justice Assistance in the preparation of an environmental assessment of that funded program or activity based on the above criteria.

SUSPENSION or TERMINATION of FUNDING

The Criminal Justice Services Division may suspend funding in whole or in part, terminate funding, or impose another sanction on a RSAT recipient for any of the following reasons:

- Failure to comply substantially with the requirements or statutory objectives of 42 U.S.C. §379ff- Residential Substance Abuse Treatment for State Prisoners Program guidelines issued thereunder, or other provisions of federal law.
- Failure to make satisfactory progress toward the goals and objectives set forth in the application.
- Failure to adhere to the requirements of the grant award and standard or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected or approved.
- Failing to comply substantially with any other applicable federal or state statute, regulation, or guideline.

Before imposing sanctions, the Criminal Justice Services Division will provide reasonable notice to the grantee of its intent to impose sanctions and will attempt to resolve the problem informally.

EXAMPLES OF GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

GOALS	OBJECTIVES	PERFORMANCE MEASURES	
		Outputs	Short-Term Outcomes
Ensure offenders receiving residential treatment, along with community-based treatment services, will develop a support system, which facilitates the opportunity for positive change.	<p>1. To increase participants' ability to engage in residential and community services through provision of substance abuse treatment, ongoing case management, mental health services and improving family relationships and communication skills.</p> <p>2. To increase participants' awareness of ancillary services (safe housing, employment, job skills training, etc.) and ensure that each offender obtains needed transitional services as specified in individual release plans.</p> <p>3. To establish and utilize an effective assessment, referral, and service protocol between the program agency and collaborative agencies.</p>	<p>1a., 2a. Number and characteristics of offenders receiving residential/community-based treatment, case management, mental health services, family counseling sessions, and other services.</p> <p>1b., 2b. Number, frequency, and content of ancillary services provided.</p> <p>3a. Number, frequency, and content of meetings with collaborative agencies.</p> <p>3b. Number and characteristics of assessments, referrals, and services provided for offenders.</p>	<p>1a., 2a., 3a. Changes in drug exposure rates, incidence, and severity. Decrease in criminal activity as measured by sanctions.</p> <p>1b. Pre/post assessments of changes in offenders' sense of emotional stability and self-esteem, as well as improvements in criminal personality traits and criminal attitudes.</p> <p>2b. Pre/post assessments of changes in offenders' coping skills and their knowledge of community-based treatment resources in the community.</p> <p>3b. Surveys of offenders' and key stakeholders' satisfaction with the system and services.</p>
To reduce recidivist behavior among offenders released from residential treatment programs to community-based treatment programs.	<p>1. To reduce recidivism rates among program participants.</p> <p>2. To provide programming which increases offenders' cognitive, social, and employment skills.</p>	<p>1a. Number of residential and community-based treatment units completed.</p> <p>1b. Number of participants showing misdemeanor/felony arrests and convictions at six months, one year and two years post program completion.</p> <p>2a. Number of educational units completed.</p> <p>2b. Number of vocational training units completed.</p>	<p>1a. Program participants attending residential and community-based treatment program.</p> <p>1b. Participants not engaged in further criminal activity.</p> <p>2. Participants engaged in gainful employment and/or education or vocational training.</p> <p>3. Participants report improved self-esteem.</p>
Reduce controlled substance use among offenders in residential treatment and those released to parole or post prison supervision.	<p>1. To provide a minimum of weekly urinalysis testing of offenders for use of controlled substances.</p>	<p>1. Frequency and number of positive and negative drug screens for program participants.</p>	<p>1. Reduced number of positive drug screens for program participants (baseline/percentage).</p>

RESIDENTIAL SUBSTANCE ABUSE TREATMENT (RSAT) FOR STATE PRISONERS GRANT PROGRAM
Bureau of Justice Assistance (BJA) Performance Measures

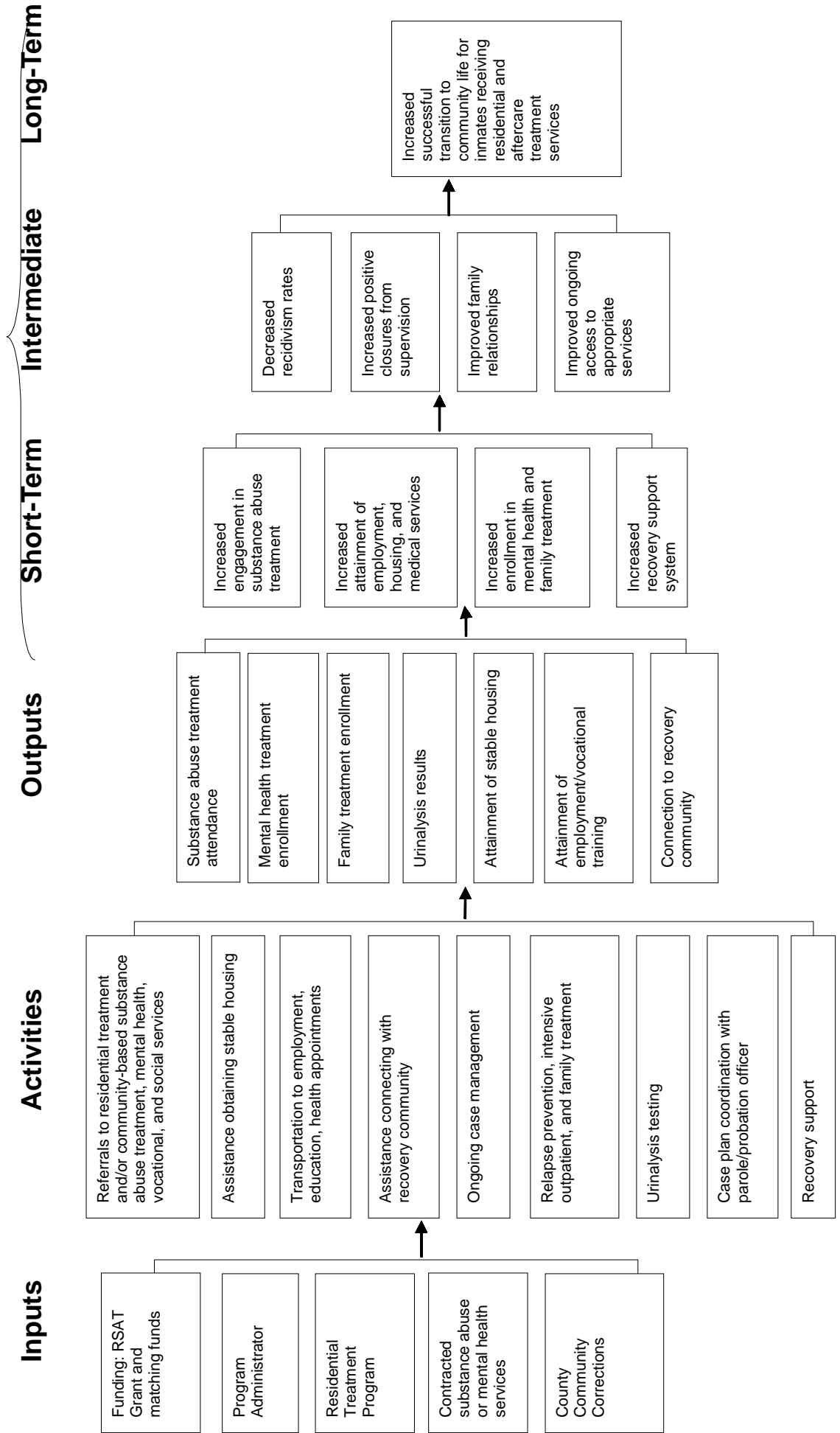
Program Objectives	Performance Measures
<p>Enhance the capability of states and units of local government to provide residential substance abuse treatment for incarcerated inmates.</p>	<p>Amount of services:</p> <ul style="list-style-type: none"> ▪ Number of days of residential treatment provided. ▪ Number of days of aftercare provided. ▪ Previously funded RSAT beds continued during grant cycle. ▪ New treatment beds added with RSAT grant funds during this grant cycle. ▪ Treatment beds funded through other sources, but enhanced with RSAT-funded services. ▪ Average length of stay in the residential program in days, for those completing the program. <p>Offenders entering residential treatment:</p> <ul style="list-style-type: none"> ▪ Total number of offenders entering an RSAT-funded treatment program. <p>Program costs (BJA will provide separate guidance to grantees about which costs to include in the calculation):</p> <ul style="list-style-type: none"> ▪ Average cost per day for residential program.
<p>Prepare offenders for reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs.</p>	<p>Recidivism and drug use:</p> <ul style="list-style-type: none"> ▪ Of the offenders who completed the program, the number who have remained drug free during the residential program. ▪ Of the offenders who completed the program, the number who have remained drug free during the aftercare program. ▪ Of the offenders who completed the program, the number who have remained arrest free during the aftercare program. <p>Residential treatment success:</p> <ul style="list-style-type: none"> ▪ Total number of offenders successfully completing the residential program. ▪ Total number of offenders who dropped out of the residential program. ▪ Total number of offenders who were terminated from the residential program.

RESIDENTIAL SUBSTANCE ABUSE TREATMENT (RSAT) FOR STATE PRISONERS GRANT PROGRAM
Bureau of Justice Assistance (BJA) Performance Measures

<p>Assist both the offenders and their communities through the reentry process through the delivery of both community-based treatment and other broad-based aftercare services.</p>	<p>Offenders entering aftercare programs:</p> <ul style="list-style-type: none"> ▪ Total number of offenders entering an RSAT-funded aftercare program. ▪ Average length of stay in the aftercare program in days, for those completing the program. <p>Aftercare success:</p> <ul style="list-style-type: none"> ▪ Total number of offenders successfully completing the aftercare program. ▪ Total number of offenders who dropped out of the aftercare. ▪ Total number of offenders who were terminated from the aftercare program. <p>Program costs (BJA will provide separate guidance to grantees about which costs to include in the calculation):</p> <ul style="list-style-type: none"> ▪ Average cost per day for the aftercare program.
---	---

Program Logic Model

Outcomes



RESIDENTIAL SUBSTANCE ABUSE TREATMENT FOR STATE PRISONERS GRANT COVER SHEET

Program title: _____

Administering agency: _____

Administering agency address: _____

Federal funds requested: \$ _____

Required minimum match: \$ _____

Other match contribution: \$ _____

Total: \$ _____

Source of Match: _____

Program Agency: _____

Address (if different than above): _____

Program Director/Phone number: Mr./Ms. _____/(_____) _____

Email: _____ fax (_____) _____

Program Contact/Phone number: Mr./Ms. _____/(_____) _____

Email: _____ fax (_____) _____

Fiscal Contact/Phone number: Mr./Ms. _____/(_____) _____

Email: _____ fax (_____) _____

Administering Agency Federal Tax Identification Number: _____

Program start date: October 1, 2005

Program end date: September 30, 2006

Authorized official for the applicant agency: _____

Signature of authorized official: _____

Oregon Office of Homeland Security
Criminal Justice Services Division
4760 Portland Road NE
Salem, OR 97305