

**2021–2023 REQUEST for GRANT PROPOSALS (RFGP)
APPLICATION INSTRUCTIONS AND REQUIREMENTS
OREGON CRIMINAL JUSTICE COMMISSION**

JUSTICE REINVESTMENT GRANT PROGRAM



**CRIMINAL JUSTICE COMMISSION
885 Summer St NE
Salem, OR 97301**

**PRELIMINARY APPLICATION DUE
DATE: May 14, 2021, 1:00 PM (PDT)**

**FINAL APPLICATION DUE DATE:
August 25, 2021, 1:00 PM (PDT)**

Oregon Criminal Justice Commission

The mission of the Oregon Criminal Justice Commission is to improve the legitimacy, efficiency, and effectiveness of state and local criminal justice systems. The agency is tasked with developing and maintaining a state criminal justice policy and a comprehensive long-range plan for a coordinated state criminal justice system that encompasses public safety, offender accountability, crime reduction and prevention, and offender treatment and rehabilitation (ORS 137.656).

Definitions

As used in OAR 213-060-0010 to 213-060-0140, unless the context indicates otherwise:

1. "Commission" means the Oregon Criminal Justice Commission.
2. "Community-based programs" include:
 - a. Work release programs;
 - b. Structured transitional-leave programs;
 - c. Evidence-based programs designed to reduce recidivism that include the balanced administration of sanctions, supervision, and treatment;
 - d. Administering a reentry court under Section 29, Chapter 649, 2013 Oregon Laws;
 - e. Specialty courts aimed at medium-risk and high-risk offenders; and
 - f. Evidence-based policing strategies.
3. "County" includes a regional collection of counties.
4. "Grant Review Committee" means the Justice Reinvestment Grant Review Committee established under Section 53, Chapter 649, 2013 Oregon Laws.
5. "Program" means a program that is cost-effective as defined in ORS 182.515(2), as that is an evidence-based program as defined in ORS 182.515(3), that is a program as defined in ORS 182.515(4), and that utilizes scientifically based research as defined in ORS 182.515(5).
6. "Recidivism" has the meaning provided in ORS 423.557(1) (a).
7. "Trauma informed services" means providing the foundation for a basic understanding of the psychological, neurological, biological, and social impact that trauma and violence have on individuals, while incorporating proven practices into current operations to deliver services that acknowledge the role that violence and victimization play in their lives.
8. "Evaluations" means an assessment or study of sanctions, services, or programs funded in whole or in part by Justice Reinvestment Grant funds. This includes assessments of alignment with evidence-based practices; studies such as randomized controlled trials; quasi-experimental studies; and similar process and outcome methods, models, and approaches.

Availability and Duration of Funding

This is a one-time solicitation, offering support for 30 months, beginning July 1, 2021 and ending December 31, 2023. Grant award recipients may begin charging expenditures to the grant award beginning July 1, 2021.

The Justice Reinvestment Program funding allotment will be determined in the 2021 Regular Session of the Oregon Legislative Assembly. Once these figures are determined, the CJC will release the funding allocations on the [Justice Reinvestment Grant Program website](#). All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Eligible Applicants

Eligible applicants include Oregon counties that demonstrate strong collaborative partnerships with stakeholders and community partners. **The Grant Review Committee will accept one applicant per county.** The application must be submitted online by the Local Public Safety Coordinating Council (LPSCC) with the approval of the county governing body.

LPSCCs may submit a multi-county application on behalf of a consortium of government and non-government partners to design and implement a strategy to further the goals of the region's Justice Reinvestment efforts. For any regional approach, one county must serve as the main applicant for purposes of administering the grant agreement and managing sub-agreements.

Deadlines

All applications by the date and times stated on the front page of the Request for Grant Proposal. See "How to Apply" in Section VI for details.

Contact Information

For technical assistance with submitting an application, contact Angel Jenkins, Grant Coordinator, at (503) 991-3290 or angel.pairan@oregon.gov. For questions about the grant, contact Ian Davidson, Justice Reinvestment Program Manager, at (503) 302-1990 or ian.davidson@oregon.gov.

Contents

1. Overview	5
2. Program Goals.....	6
3. Eligible Program Requirements	6
4. List of Evidence-based Curriculums	6
5. Unallowable Uses for Award Funds	7
6. How to Apply.....	8
7. Preliminary Application.....	9
7.1. Preliminary Application Contents.....	9
7.2. Cover Sheet.....	9
8. Final Application	10
8.1. Final Application Contents.....	10
8.2. Cover Sheet.....	10
8.3. Narrative	10
8.4. Goals of Justice Reinvestment.....	11
8.5. Cultural Responsiveness	12
8.6. Evidence of Collaboration in Planning and Implementation (300-word maximum).....	12
8.7. Proposed Program Budget.....	12
8.8. Victim Services Narrative.....	12
8.9. Victim Services Budget	13
8.10. Evaluation Plan	13
8.11. Racial and Ethnic Impact Statement.....	14
9. Supplemental Grant Funds (Optional).....	14
9.1. Overview of Justice Reinvestment Supplementary Grant Program	14
9.2. Supplemental Victim Services	14
9.3. Program Performance Objectives.....	14
9.4. How to Apply	14
9.5. Allowable Uses.....	15
9.6. Application Contents	15
10. Application Review and Award Decisions.....	16
10.1. Formula Grant Review Process.....	16
10.2. Supplemental Grant Review Process.....	17

10.3.	Award Decisions and Protests	17
10.4.	Award Conditions	17
11.	Monitoring and Reporting	17
11.1.	Award Conditions	18
11.2.	Reporting	18
12.	Distribution of Funding	18
13.	Grant Suspension or Termination.....	18

1. Overview

From 2000 to 2010, Oregon’s incarceration rate increased by nearly 50% growing to 14,000 adults in custody with a total biennial corrections budget of more than \$1.6 billion. In response to this rapid growth, the bipartisan interagency Commission on Public Safety was convened to analyze state corrections and sentencing policies. The commission’s recommendations became the foundation for House Bill (HB) 3194,¹ known as the Justice Reinvestment Act, which the Oregon Legislature passed in 2013. HB 3194 made several sentencing changes and created the Justice Reinvestment Grant Program with the goal of reducing prison populations, reducing recidivism, increasing public safety, and holding offenders accountable.

The Justice Reinvestment Grant Program is Oregon’s proactive approach to spending resources more effectively by controlling prison growth and investing a portion of the avoided operational prison costs in the state’s local public safety systems. In the 2013–15 biennium, \$15 million was distributed among all 36 counties to begin their justice reinvestment programs while the 2015–17 biennium grant program was funded in the amount of \$38.7 million. For the 2017–19 biennium, the grant program was funded at \$47.1 million (this included the \$7 million to support downward departure programs from HB 3078² in 2017) while the 2019-2021 biennium was funded at \$48.9 million.

Prior to the passage of HB 3194, the April 2013 corrections forecast estimated that Oregon should plan to house 16,089 adults in custody in state prisons by July 1, 2021. The latest forecast, issued October 2020, calls for 13,383 adults in custody by that same date, a reduction of 2,706 adults in custody. As a result of the slowing growth of the prison population, Justice Reinvestment is projected to result in more than \$560 million in avoided costs for Oregon by the end of the 2021–23 biennium.³

¹ Oregon Legislature. 77th Assembly, HB 3194 (2013).

<https://olis.leg.state.or.us/liz/2013R1/Downloads/MeasureDocument/HB3194/Enrolled> (Accessed May 2019).

² Oregon Legislature. 79th Assembly, HB 3078 (2017).

<https://olis.leg.state.or.us/liz/2017R1/Downloads/MeasureDocument/HB3078/Enrolled> (Accessed March 2021).

³ For more information on avoided cost see the full Cost Avoidance Report released January 2021.

<https://www.oregon.gov/cjc/CJC%20Document%20Library/HB3194CostAvoidanceReportJan2021.pdf> (Accessed March 2021).

2. Program Goals

The Justice Reinvestment Grant Program is Oregon’s proactive approach to effectively spend resources in the state’s criminal justice system. Under the justice reinvestment model, prison growth is limited and a portion of the avoided operational prison costs are reinvested in the state’s local public safety systems.

The purpose of the Justice Reinvestment Grant Program is to provide funding for counties to plan, implement, and/or expand initiatives that establish a process to assess offenders and provide a continuum of community-based sanctions, services and programs that are designed to:

- a. Reduce recidivism while protecting public safety and holding offenders accountable and
- b. Decrease the county’s utilization of imprisonment in a Department of Corrections institution while protecting public safety and holding offenders accountable.¹

The Justice Reinvestment Program supports two grants that are separate but applied for concurrently. The first grant is the formula grant, which is distributed to all qualifying counties that meet eligibility requirements and the goals of Justice Reinvestment using a formula, which determine award amounts. The second grant is the supplemental grant, which is a competitive grant designed to *supplement* formula grant programs. Supplemental grant funds are directed to programs that have dedicated downward departure prison diversion programs.

3. Eligible Program Requirements

In order to be considered for Justice Reinvestment funding, a program must:

- a. Establish a process to assess populations served by JRI funding;
- b. Serves offenders charged with or convicted of property, drug, or driving offenses;
- c. Consider and accept short-term transitional leave candidates as appropriate;
- d. Provide assistance to clients enrolling in the Oregon Health Plan;
Utilize treatment providers that accept the Oregon Health Plan; and
- e. Work towards imbedding equity throughout the county’s criminal justice system.

4. List of Evidence-based Curriculum

Programs receiving Justice Reinvestment funding should be evidence-based. Counties are encouraged to consult the Adult Criminal Justice Section of the [Benefit-Cost Results page](#) by the Washington State Institute for Public Policy as a resource for evidence-based programs. While the list is not authoritative or comprehensive for each community, it does serve as a valuable resource.

¹ Oregon Legislature. 77th Assembly, HB 3194 (2013).

<https://olis.leg.state.or.us/liz/2013R1/Downloads/MeasureDocument/HB3194/Enrolled>. (Accessed March 2021).

5. Unallowable Uses for Award Funds

Unallowable uses for award funds include, but are not limited to, the following activities:

- Land acquisition, including renting, leasing, or construction of buildings or other physical facilities except with the prior written approval of the CJC;
- Physical facility improvements, restoration, or remodeling except with the prior written approval of the CJC;
- Compensation of federal employees including salary, consulting fees, travel, or other compensation;
- Bonuses;
- Firearms;
- Tactical equipment;
- Polygraphs;
- Marketing or branding;
- Lobbying;
- Fundraising or donations;
- Taxes;
- Entertainment, including amusement, diversion, social activities, and any associated costs (i.e. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities);†
- Fines and penalties;
- Home office workspace and related utilities;
- Passport charges;
- Food or drink, except as per diem in accordance with Oregon’s Statewide Travel Policy; †
- Membership to lobbying organizations;
- Pets and pet care;
- Tip line and rewards; or
- Survey rewards.

† If approved in advance by the Criminal Justice Commission, Victim Service providers receiving Justice Reinvestment funds may spend a portion of their award on these items.

6. How to Apply

Applicants will complete and submit applications online through the CJC's grant administration website at <https://cjc-grants.smapply.io>. Each county may submit a single two-stage application for a Justice Reinvestment Grant that should include the Formula Grant application and, optionally, the Supplemental Grant application. The application will be submitted in two stages: first, a preliminary application will be submitted to receive feedback from CJC staff and the Grant Review Committee, and second, a final application for the Grant Review Committee to evaluate. **Late applications will not be accepted.**

Before completing an application on the grant administration website, the applicant will need to set up a user account and log in credentials. CJC staff screening of the application will determine whether any modifications are required before advancing the application to the Grant Review Committee. If modifications or additional information is necessary, the identified program contact will receive electronic notice asking for revisions to be made within a specified time frame.

Applicants are encouraged to consult the Criminal Justice Commission Grant Management Handbook.

Estimated Grant Application Timetable

April 1, 2021	Request for Grant Proposals (RFGP) Released
May 14, 2021	Preliminary Application Due at 1:00 PM
May 28, 2021	Grant Review Committee Meets to Review Preliminary Application
June 15, 2021	Preliminary Application Feedback Provided
July 1, 2021	Final Application Released
August 25, 2021	Final Application Due
September 30, 2021 October 1, 2021	Grant Review Committee Meets to Review Final Application
October 2021	Commission Award Decisions
November 2021	Intent to Award Letters
December 2021	Grant Award Letters/Agreements

Upon final execution of contract, the payment for the first half of Year 1 (six months) will be released.

7. Preliminary Application

7.1. Preliminary Application Contents

- Cover Sheet
- Identification of Gaps in Local Criminal Justice System
- Evaluation of Success and Challenges of Current Use of Grant Funds
- Engagement of Historically Underserved Communities and Community Partners
- Statements of Commitment
- Description of How County will Select Victim Service Providers
- Plan for Evaluation Funding
- Plan for Supplemental Grant

7.2. Cover Sheet

- County
- Primary Applicant Contact Information
- LPSCC Chair Contact Information

7.3. Identification of Gaps in Local Criminal Justice System

- What gaps presently exist in your local criminal justice system?
- What changes does the county need to make to be able to reduce prison usage of nonviolent offenders?
- What changes does the county need to make to be able to reduce recidivism?
- What gaps, if any, exist within your county's population that result in inequitable access to established or developing programs or services offered?

7.4. Evaluation of Successes and Challenges

- Is the County experiencing a reduction in prison usage of nonviolent offenders?
- Is the County experiencing a reduction in recidivism?
- Is the County experiencing or anticipating additional impacts from COVID-19?

7.5. Inclusion of Input of Historically Underserved Communities and Community Partners

- How do you intend to include the input of historically underserved communities and community partners?

7.6. Statement of Commitments

Pursuant to OAR 213-060-0050, the district attorney, presiding judge, community corrections director, and relevant stakeholders of the service or program for which the county is requesting funding must include a statement of commitment to:

1. Reduce recidivism while protecting public safety and holding offenders accountable
2. Decrease the county's utilization of imprisonment in a Department of Corrections institution while protecting public safety and holding offenders accountable.

CJC has provided [example statements of commitment](#) that you may use as guides to help each of the relevant stakeholders develop their own statements of commitment.

7.7. Victims Service Providers

How does the County intend to select which victim service providers in the community to award funds? If the county will run a competitive process, please briefly describe it.

7.8. Evaluation

Three percent of the total amount of Justice Reinvestment grant funds will be used to help fund randomized controlled trials (RCTs) or other evaluations. Applicants can choose to remit funding for research described in this section to the CJC or may retain these funds to conduct an approved evaluation overseen by the applicant. Applicants seeking to retain funds must submit a detailed plan for the use of research funds in the Final Application.

7.9. Supplemental Grant

In 2017, HB 3078 created a competitive grant to support downward departure prison diversion programs. If funds are appropriated to the Supplemental Grant, these funds are limited to positions and trainings that directly support downward departure prison diversion programs.

- Does the County intend to apply for the Supplemental Grant in the Final Application?

8. Final Application

8.1. Final Application Contents

- Cover Sheet
- Description of Overall Justice Reinvestment Effort
- Description of Proposed Programs
- Goals of Justice Reinvestment
- Cultural Responsiveness
- Evidence of Collaboration in Planning and Implementation
- LPSCC Membership
- LPSCC Staff
- Proposed Program Budget
- Victim Services 10% Narrative(s)
- Proposed Victim Services 10% Budget(s)
- Evaluation Plan, if applicable
- Racial and Ethnic Impact Statement
- Letter of Support from County Commission
- Letter of Support from LPSCC Chair
- Letter of Support from Presiding Judge
- Supplemental Grant Application (Optional)
- Signature Page

8.2. Cover Sheet

- Primary Applicant Contact Information
- Fiscal Contact Information
- Contact Person to Answer Questions on Review Day

8.3. Narrative

Description of Justice Reinvestment Effort

Provide a detailed description of the activities for which funding is requested, including activity goals and objectives. The description should be presented in a way that helps stakeholders, such as administrators, staff, evaluators, funding agencies, advocacy groups, citizens, and elected officials, understand and communicate about the program.

Each County's Justice Reinvestment effort may include multiple programs. Each program must be described in

detail. The following information will be requested:

- Overall goal of the program (500-word maximum).
- Target population (500-word maximum).
- Description of what evidence-based practices will be used (300-word maximum).
- Metrics that will be used to measure success (250-word maximum).
- How the program meets the goals of Justice Reinvestment (500-word maximum)?
- Whether any of the programs included in the application received a Corrections Program Checklist review. If so, when was the review? Briefly describe the outcome and any steps to address the findings (500-word maximum).

8.4. Goals of Justice Reinvestment

Responses must include all proposed grant-funded activities, as well as local policy changes or collaborative efforts that support the county's progress toward meeting the goals of Justice Reinvestment. The application must address the goals of Justice Reinvestment. In this section, it is **required** that the LPSCC review the county-specific data found on the [CJC dashboards](#). Applications **must reference** the dashboards and clearly articulate the county's progress toward meeting the goals, as well as how the proposed program will assist in meeting those goals in the future.

8.4.1. Reduce recidivism through evidence-based practices while increasing public safety and holding offenders accountable.

Applicants are expected to use the [CJC recidivism dashboards](#) to contextualize the county's current recidivism rates and explain how the proposed program will decrease these rates while increasing public safety and holding offenders accountable. Describe efforts to reduce recidivism during the past biennia and how the proposed program will change or continue those efforts.

The statewide definition of recidivism includes new arrest, conviction, or incarceration within three years of a prior conviction or release from custody (ORS 423.557). CJC dashboards show statewide and county-specific recidivism data for both one and three years. Applicants are encouraged to address comparisons to the statewide rate.

8.4.2. Reduce prison utilization for property, drug, and driving offenses while increasing public safety and holding offenders accountable.

Applicants must identify how the proposed program will reduce county prison usage for property, drug, and driving offenses while increasing public safety and holding offenders accountable. Applicants are expected to use the [CJC Justice Reinvestment Prison Usage dashboards](#) to address data trends. Applicants are encouraged to incorporate data specific to the county's prison intakes, revocations, length of stay, and relationship to the statewide rates when discussing past, present, and projected prison usage.

In addition, applicants will be asked to respond to CJC dashboard data regarding county prison usage specific to **female** property, drug, and driving offenses, as well as describe local efforts to address this population.

OPTIONAL: If your county has prison-reduction efforts outside of property, drug, and driving offenses please briefly describe them.

8.5. Cultural Responsiveness

Culturally responsive services are comprehensive processes that have been adjusted to consider and support the principles, practices, culture and needs of underserved populations within a community. Underserved populations are comprised of individuals who identify with specific cultural connections based on their ethnic or racial origin, place of birth, familial structure, gender identity, and language spoken in the home.

- What underserved populations does your program serve?
- What culturally responsive practices does the county use with justice-involved individuals?
- How did you include the input of historically underserved communities, including, but not limited to, racial and ethnic minorities, women, lesbian, gay, bisexual, transgender, queer, and other minority gender identity communities? Please describe all consultations or attempts at outreach.
- How did you include the input of community partners in the implementation of the proposed services? Please identify community partners.
- How do you intend to ensure that services funded by these grant dollars are used to promote social equity for historically underserved communities? Detail what controls you will put in place or metrics you will use to track success.

8.6. Evidence of Collaboration in Planning and Implementation (300-word maximum)

Effective collaboration within the LPSCC is expected in the development, submission, and monitoring of the county's Justice Reinvestment grant. Describe the collaborative partnerships in place that will support the county's performance and progress toward the goals of Justice Reinvestment. Counties will also be required to identify LPSCC members and staff that supports the LPSCC, if the county employs any.

8.7. Proposed Program Budget

Applicants must prepare a budget based on the full **two-year, 24 month cycle**. The budget should clearly show a breakdown of costs in the following categories: personnel, contractual/consultant services, supplies, travel/training, equipment, rent/utilities, evaluation, and administrative. Administrative costs must not exceed 10% of the overall award. If funds will be used to hire new personnel, the budget must reflect a realistic start date for each position, taking into account time to post jobs, recruit, and hire. Regular updates to CJC on hiring will be required.

8.8. Victim Services Narrative

8.8.1. **Ten percent** of Justice Reinvestment grant funds must be allocated to community-based nonprofit victim services providers. Each victim services provider must complete a separate Victim Services Narrative.

8.8.2. Each narrative must include a description of the community-based nonprofit victim services providers that are identified to receive these funds (**500-word maximum**). Each community-based nonprofit victim services provider must have:

- A documented history of effectively providing direct services to victims of crime;
- A mission that is primarily focused on providing direct services to victims of crime; and
- The capacity and specific training to effectively deliver direct services to victims of crime.

8.8.3. Each narrative must also include a description of the proposed services (**1,000-word maximum**) **and** explain how the proposed services will address the following criteria:

- Need for the proposed services in the community targeting marginalized and underserved populations in the community;

- Access barriers, such as, but not limited to: language, literacy, disability, transportation, and cultural practices;
- Capacity increases for areas where services are difficult to access, limited, or nonexistent; and
- Trauma-informed interventions and services.

8.9. Victim Services Budget

CJC requires applicants prepare a budget based on the 24 month budget cycle. The proposed budget should be completed individually for each community-based nonprofit victim services providers requesting funding. The budget should clearly show a breakdown of costs in the following categories: personnel, contractual/consultant services, supplies, travel/training, equipment, rent/utilities, evaluation, and administrative.

Administrative costs may include activities such as purchasing, budgeting, payroll, accounting, and staff services.

8.10. Evaluation Plan

8.10.1. **Three percent** of the total amount of Justice Reinvestment grant funds will be used to help fund randomized controlled trials (RCTs) or other evaluations. Applicants can choose to remit funding for research described in this section to the CJC or may retain these funds to conduct an approved evaluation overseen by the applicant. Applicants seeking to retain funds must submit a detailed plan for the use of research funds as described below. If a county selects to retain the 3% funds and conduct evaluations in-house, funding will be released on a reimbursement basis. In choosing programs for RCTs or other rigorous evaluations, CJC will consider the following factors:

- The proposed program is promising and has the capability of being reproduced in other counties.
- The proposed program is capable of being evaluated through RCTs when taking into account sample size and other practical requirements.
- The proposed RCT will meet the requirements of the institutional review board process.
- Studying the program will benefit the state and more broadly the field of criminal justice by adding to the body of knowledge available.

8.10.2. Applicants will select, in the application template, **one of two options** to meet the evaluation portion of a proposal.

- County remits 3% of awarded funds to the CJC's statewide evaluation budget.
- County retains 3% of awarded funds for a locally administered RCT when possible and appropriate.

8.10.3. Questions if applicants choose to retain 3% of awarded funds for a locally administered RCT

- What is the primary research question that the proposed project will seek to answer?
- What, if any, are the secondary research questions that the proposed project will seek to answer?
- Please provide a brief review of the existing social scientific research related to the proposed project.
- Please describe how this project will benefit the State of Oregon as well as the field of criminal justice more broadly.
- Please describe your dissemination plan for the results of this project. Also, how will other Oregon criminal justice stakeholders be able to replicate your program in their jurisdictions?
- Please describe the research design/methodology for this project.
- Describe the study population and expected sample size. Please describe the method used to arrive at sample size estimates.

- Please describe the control group; if a random control trial is not possible, please explain how the proposed research will employ a quasi-experimental design.
- What statistical method(s) will be used to analyze your data?
- If the project involves the collection of primary data, please describe the IRB process you will use and the expected IRB timeline for this project.
- List project deliverables and expected completion dates, including the following:
 - IRB approval letter;
 - Quarterly updates on research progress and recruitment;
 - A written report of study results; and
 - If using a subcontracted researcher, applicants must provide a plan for the overall management of the project.

8.10.4. If cooperating with another county (or counties) to increase your sample size, specify how fidelity to the program between (or among) counties will be monitored and maintained.

8.11. Racial and Ethnic Impact Statement

Pursuant to Section 4, Chapter 600, Oregon Laws 2013, grant applicants are required to complete a Racial and Ethnic Impact Statement. One Racial and Ethnic Impact Statement must be completed per application. This statement should reflect the impacts of ALL activities, victim services, and evaluations proposed in the application.

9. Supplemental Grant Funds (Optional)

9.1. Overview of Justice Reinvestment Supplementary Grant Program

In 2017, HB 3078 created a competitive grant to support **downward departure prison diversion programs**. If funds are appropriated to the Supplemental Grant, these funds are limited to positions and trainings that directly support downward departure prison diversion programs.

9.2. Supplemental Victim Services

Ten percent of supplemental funding requested must be dedicated to nonprofit community-based victim services providers approved in the county's formula-based Justice Reinvestment grant application.

9.3. Program Performance Objectives

Qualifying programs must:

- Identify a specific eligible population agreed upon by all key stakeholders, including the district attorney's office, the judiciary, and community corrections.
- Use presentencing assessments to inform downward departure sentencing. Assessments used may include, but are not limited to, the PSC, LS/CMI, URICA, TCUDS, ASUS, and WRNA.
- Establish regular communication regarding program participants' progress, including collaboration on revocation decisions.
- Use structured sanctions for all program participants.
- Provide supervision, sanctions, and services appropriate to participants' criminogenic risks and needs.
- Aim to decrease county prison intakes—including revocations—for the target population.
- Use data to monitor and evaluate program in order to improve program operations.

9.4. How to Apply

Applications must be submitted online through the CJC's grant administration website at <https://cjc-grants.smapply.io>. Simply indicate your interest in applying for the supplemental grant funds when filling out the

main Justice Reinvestment grant. **Late applications and applications without letters of support will not be accepted.**

9.5. Allowable Uses

Supplemental grant funds are restricted to supporting key personnel positions that increase local capacity to engage in a collaborative, effective downward departure prison diversion program. Funding is available to support **critical** personnel in participating agencies including, but not limited to, the following:

- Public Defense Services
- District Attorney’s Office
- Judiciary
- Community Corrections

Funding may also be used for **training** directly related to the development or operation of the downward departure prison diversion program.

Funding **may not** be used to support wraparound services or sanctions for program participants, such as treatment, housing, skills training, jail beds, or community service programming. Applicants are *strongly* encouraged to use their formula-based Justice Reinvestment grant funding to build appropriate local service and sanction capacity.

9.6. Application Contents

9.6.1. Application must include a program narrative that:

- Describes the target population eligible for the county’s downward departure prison diversion program, including, but not limited to, crime types, criminal history factors, risk scores, and residency. Include specific assessments to be used, as well as factors that would result in automatic exclusion from the program **(200-word maximum)**.
- Describes the referral process by which participants are identified, assessed, and departed into the program. How will victim input be considered in the decision to depart an individual to this program? **(200-word maximum)**
- Explains the elements of supervision for this program and highlight differences from standard supervision in your county including, but not limited to, caseload ratios, contact standards, drug testing schedules, response to violations, and use of incentives **(500-word maximum)**.
- Describes your county’s capacity to provide the necessary level of services appropriate to the target population. Examples include, but are not limited to, substance use treatment, housing, mentors, mental health, and cognitive treatment **(1,000-word maximum)**.
- Describes your county’s capacity to provide the appropriate level of local sanctions necessary to manage the target population. Examples include, but are not limited to, jail-bed availability and community service **(200-word maximum)**.
- Explains whether structured sanctions be used for every downward departure participant.
- Describes the process for determining revocation of program participants (200-word maximum).
- Explains how the program will be monitored, evaluated, and adapted. Describes what body will oversee implementation and track program outcomes. **(400-word maximum)**
- Describes the county’s **total** prison intakes for the program’s target population during the 2019–21 biennium.

- Explains how many fewer intakes are anticipated for the target population during the 2021–23 biennium given full program implementation and describes how the estimate was calculated through anticipated decreases in first sentences, revocations, or both.
- Explains whether funding is being requested to support a new or existing (prior to August 25, 2021) program and if new, describes when the program is expected to be operational

9.6.2. Letters of Support for Application

Each Supplemental Grant application must contain a signed letter of support for the proposed Supplemental Grant program from the following:

- County board of commissioners;
- The director of community corrections;
- The district attorney;
- The defense attorney serving on the LPSCC;
- The presiding judge of the local circuit court; and
- The LPSCC chair.

10. Application Review and Award Decisions

10.1. Formula Grant Review Process

CJC staff will conduct the initial review of all Preliminary Applications received by 1:00 p.m. on May 14, 2021. Each application will be examined for responsiveness to the guidelines provided in this RFGP related to timeliness and contents. The Grant Review Committee will meet to review all counties.

The Grant Review Committee will meet on **May 28, 2021** to review Preliminary Applications. The Grant Review Committee will return feedback to counties on the Preliminary Application by June 15, 2021.

CJC staff will conduct the initial review of all Final Applications received by 1:00 p.m. on August 25, 2021. Each application will be examined for responsiveness to the guidelines provided in this RFGP related to timeliness and contents. **If CJC staff determines that modifications are required before advancing the application to the Grant Review Committee, the identified program contact will receive electronic notice asking for revisions to be made within a specified time frame.**

CJC may negotiate the components of the application. An application will be deemed nonresponsive if it does not conform to the application requirements. LPSCCs submitting applications deemed nonresponsive will be contacted in order to address deficiencies in the application.

See “Unallowable Uses for Award Funds” in Section 5 to determine whether budget items requested are allowable **prior** to submitting your budget.

All applications that are responsive to the guidelines will be provided to the Grant Review Committee for review and evaluation based on the following criteria as found in OAR 213-060-0060:

- Whether the applicant’s program is designed to reduce recidivism of offenders;
- The extent to which the applicant’s county has historically reduced the utilization of imprisonment in Department of Correction facilities by offenders convicted of felonies described in ORS 137.717, 475.752 to 475.935, 811.182, 813.010, or 813.011.
- Whether the applicant’s program is designed to reduce prison use by offenders convicted of felonies described in ORS 137.717, 475.752 to 475.935, 811.182, 813.010, or 813.011;

- Whether the applicant’s program would increase public safety; and
- Whether the applicant’s program would hold offenders accountable.

The Grant Review Committee will meet on **September 30, 2021 and October 1, 2021** to review applications. **Each county must identify someone that will be available to answer questions about this application if the Grant Review Committee has any.** The Grant Review Committee will recommend approved applications to the Criminal Justice Commissioners for final award decisions. If an application needs rehabilitation, the Grant Review Committee will notify CJC staff, who will work with the county to address deficiencies.

10.2. Supplemental Grant Review Process

All applications responsive to the guidelines will be provided to the Grant Review Committee for review and evaluation based on the following criteria:

- Start date of program, with preference given to programs established on or after August 25, 2021;
- Applicant estimation of total decrease in prison intakes for program’s target population from the 2019–21 biennium to the 2021–23 biennium;
- County capacity to provide appropriate level of services, sanctions, and supervision for program participants;
- Level of demonstrated commitment to reducing county prison intakes by critical stakeholders including, but not limited to, the district attorney’s office, the judiciary, and community corrections; and
- Total amount of funding requested compared to expected program capacity and applicant estimation of decrease in prison intakes.

10.3. Award Decisions and Protests

10.3.1. **Awards.** The Grant Review Committee will recommend approved applications to the Criminal Justice Commissioners for final award decisions. CJC may approve an application in whole or in part, as well as issue a provisional one-year award with continued funding contingent upon program performance and progress. CJC will issue Award Notification Letters and Grant Award Agreements.

10.3.2. **Protests.** The affected applicant shall have seven (7) calendar days from the date of the Intent to Award Notice to file a written protest. An applicant is considered affected only if the applicant would be eligible for the award in the event that the protest is successful.

Protests must:

- Be delivered to the CJC via email to CJC.grants@oregon.gov or hard copy
- Reference the RFGP name
- Identify applicant’s name and contact information
- Be signed by an authorized representative
- Specify the grounds for the protest
- Be received within seven (7) calendar days of the Intent to Award Notice

CJC will address all timely submitted protests within 30 days and will issue a written decision to any respective applicants. The agency will not consider protests that do not include the required information.

10.4. Award Conditions

Counties receiving awards must agree to the grant award terms and conditions. CJC may negotiate the terms of the Grant Award Agreement. In the event that mutually agreeable terms cannot be reached within a reasonable time period, as judged by CJC, the Commission reserves the right to cancel the award to the applicant.

11. Monitoring and Reporting

11.1. Award Conditions

Once awarded, CJC will monitor whether grantees are operating their programs as described in their approved applications, as well as county performance and progress toward the goals of the Justice Reinvestment Grant Program. To assist CJC in the monitoring process, quarterly financial reporting, semi-annual progress reporting, periodic communications, and occasional site visits by CJC.

11.2. Reporting

- 11.2.1. **Financial:** Grantees will be required to report program expenditures quarterly through the CJC's grant administration website at <https://cjc-grants.smapply.io>. All documented expenses (time sheets, invoices, travel charges, etc.) must be documented and retained for six years following the close of the grant.
- 11.2.2. **Program Progress Report:** Grantees will be required to submit semi-annual progress reports through the CJC's grant administration website. Progress Reports will be narrative and require the grantee to evaluate to program performance and progress toward the goals of Justice Reinvestment with reference to the most recent data available on the CJC Justice Reinvestment dashboards.
- 11.2.3. **Victim Services Progress Report:** A brief report is to be provided annually regarding services to victims with the Victim Services funding.

12. Distribution of Funding

CJC will provide grant funds in four installments during the biennium to the designated county applying for Justice Reinvestment grant program funding. Initial funding will be provided following the execution of the CJC Grant Award Agreement. Subsequent funding disbursements will be made contingent upon spend down and performance and progress towards the goals of Justice Reinvestment on a regular basis.

CJC may issue partial awards or a provisional one-year award with continued funding contingent upon improved performance and progress toward the goals of the Justice Reinvestment Grant Program.

13. 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 comply substantially with the requirements or statutory objectives of Justice Reinvestment Grant Program guidelines issued hereunder, or with 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; or
- Failure of the program to comply substantially with any other applicable state statute, regulation, or guideline.

It is the role of CJC to ensure that the funds, as awarded, comply with state and local statutes and rules. CJC reserves all rights regarding this opportunity, including, but not limited to, the right to:

- Amend or cancel this opportunity without liability if it is in the best interest of the public to do so;
- Reject any and all applications upon finding that it is in the best interest of the public to do so;
- Waive any minor irregularity, informality, or nonconformance with the provisions or procedures of this opportunity;
- Reject any applications that fail to substantially comply with all prescribed solicitation procedures and requirements;
- Amend, at CJC's sole discretion, any agreements that are a result of this opportunity;
- Engage other grantees or contractors by selection or procurement independent of this opportunity process and/or any contracts/agreements under it;
- Accept applications in whole or in part. CJC is under no obligation to do so, but at its discretion may request additional information or clarification from applicants for the purposes of assuring a complete understanding of their applications and supporting an accurate review, evaluation, and comparison;
- Require applications to be modified if it is found to be in the best interest of the public;
- Extend any agreement resulting from this opportunity without an additional solicitation process; and
- Modify the type of agreement vehicle employed, based on what CJC deems appropriate to the type of work for which funds may be awarded, if it is in the best interest of the public to do so.