

2022-2024 Request for Grant Proposals
Application Instructions and Requirements for
Oregon Counties and Regional Consortia

IMPROVING PEOPLE'S ACCESS TO COMMUNITY-BASED TREATMENT, SUPPORTS, AND SERVICES (IMPACTS) GRANT PROGRAM

RELEASE DATE:

April 25, 2022

ONLINE APPLICATION OPEN DATE:

May 2, 2022 at 8:00 AM

ONLINE APPLICATION DUE DATE:

July 8, 2022 at 12:00 PM



Oregon Criminal Justice Commission

Oregon Health Authority

Contents

- I. Overview 3
 - A. Grant Origins and Core Purposes 3
 - B. Oregon Criminal Justice Commission 3
- II. Availability and Duration of Funding 3
- III. Target Population 3
- IV. Grant Program Priorities..... 4
- V. Eligible Applications and Programs 4
- VI. Award Funds 5
 - A. Allowable Uses..... 5
 - B. Prohibited Uses* 6
- VII. Application Submission Requirements 6
 - A. Application Deadline..... 6
 - B. Grant Website Submission..... 7
- VIII. Application Content Requirements..... 7
 - A. Cover Sheet 7
 - B. Program Proposal 7
 - C. Proposed Budget..... 8
 - D. Letters of Support 8
 - E. Consultation Report 8
 - F. Tribal Notification Process Plan..... 8
- IX. Application Review and Award Decisions 9
 - A. Review Process..... 9
 - B. Award Decisions..... 9
 - C. Award Protests 10
 - D. Award Terms and Conditions 10
- X. Award Monitoring and Reporting 10
- XI. Grant Suspension or Termination 10
- XII. Contact for Technical Assistance and Questions..... 11

I. Overview

A. Grant Origins and Core Purposes

In 2019, the Oregon Legislature established the Improving People’s Access to Community-Based Treatment, Supports, and Services (“IMPACTS”) Program. This legislation was informed by a statewide Behavioral Health Justice Reinvestment Steering Committee, organized in 2018, which used a data-driven approach to examine ways to improve outcomes for individuals who are frequent utilizers of both behavioral health and criminal justice resources.

Informed by the analysis of the Steering Committee, the IMPACTS program was enacted in recognition of the shortage of comprehensive community supports and services for individuals with mental health or substance use disorders, leading to their involvement with the criminal justice system, hospitalizations, and institutional placements. The purpose of the IMPACTS program is to address this need by awarding grants to Oregon counties and federally recognized tribal governments to establish evidence-based and tribal-based programs to provide needed supports and services in local communities.

B. Oregon Criminal Justice Commission

The Oregon Criminal Justice Commission (“CJC”) is the administering agency of the IMPACTS program discussed herein. The IMPACTS Grant Review Committee, established by SB 973, has developed the IMPACTS program in consultation with the CJC and the Oregon Health Authority. Decision-making authority regarding IMPACTS funds rests with the Grant Review Committee.

II. Availability and Duration of Funding

The Oregon Legislature appropriated \$10 million in program funding to the IMPACTS program for the 2021-2023 biennium. The IMPACTS program is a competitive grant program. At least one award must be made to a federally recognized tribal government. The grant period covered in this request for grant proposals is July 1, 2022 to June 30, 2024. Applicants awarded funds may allocate award funding for costs incurred at any point during the grant period, so long as those funds meet all program rules and requirements, including no supplanting of existing sources of funding. Applicants will be required to reapply each grant period.

III. Target Population

The IMPACTS grant program seeks to fill a service gap for individuals who have behavioral health diagnoses and are high utilizers of criminal justice and healthcare resources. Individuals who receive services and supports funded through the IMPACTS program:

- Live with one or more behavioral health conditions;
- Are booked into a jail an average of four or more times in a one-year period; and/or
- Are high utilizers of criminal justice resources, inpatient and/or emergency department hospital services, and other institutional placements.

IV. Grant Program Priorities

The Grant Review Committee seeks to operate this grant program in accordance with the following priorities:

- (1) Adhering to the program’s statutory purposes, including the goal of reducing the number of jail bookings and reliance on emergency departments and Oregon State Hospital beds while improving capacity for community-based treatment, supports, and services to provide better outcomes for individuals in the target population, more efficiently use local, state, and tribal resources, and maintain public safety;
- (2) Tracking, evaluating, and measuring system data and grant-funded program outcomes to improve the IMPACTS program, aiding awardees in achieving program success, and expanding successful programs throughout the State of Oregon;
- (3) Strategically leveraging limited grant funding resources by supporting a select number of programs:
 - a. With willingness to participate in data sharing and analysis to inform local and statewide responses to the target population;
 - b. That have evaluated local system gaps in available supports and services for the target population;
 - c. That are able to sustain comprehensive services for the target population with the additional assistance of IMPACTS funding;
 - d. That have exhausted local solutions and resources in efforts to serve the target population; and
 - e. At funding levels sufficient to ensure limited grant funds make a significant impact in the local communities selected for investment.¹

V. Eligible Applications and Programs

Eligible applicants include:

- Counties;
- Federally recognized tribal governments; and
- Multiple counties and/or multiple tribal governments applying jointly as a regional consortium.
 - NOTE: Regional consortia may be comprised of counties applying jointly, tribal governments applying jointly, and/or a county or counties applying jointly with a tribal government or governments

The contents of this Request for Grant Proposals are specific to applications from Oregon counties and regional consortia.

¹ For the 2022-2024 grant cycle, additional priority will be given to grantees with existing IMPACTS programs from the previous 2020-2022 grant cycle.

VI. Award Funds

Funding distributed to IMPACTS program awardees must be spent on costs associated with improving the shortage of comprehensive community supports and services for the IMPACTS program target population(s) with the goal of reducing involvement with the criminal justice system, hospitalizations, and institutional placements. Funds must be used to establish, improve, and advance evidence-based and tribal-based programs to provide needed supports and services that benefit the target population in local communities. As the CJC is the administering agency for this grant, the use of grant funds must comply with the [CJC's Grant Management Handbook](#).

IMPACTS funds may be spent within the following budget categories:

- Personnel
- Contractual Services
- Rent/Utilities
- Travel/Training
- Equipment
- Supplies
- Other
- Administrative – *up to 10% of grant funds limitation*²

A. Allowable Uses

Examples of allowable uses of IMPACTS grant program funds include, but are not limited to:

- Peer support services
- Case managers and care coordinators
- Pre-tenancy and tenancy supportive housing services
- Transitional services
- Mobile crisis services
- Adding capacity to crisis units and detoxification centers
- Community-based mental health or substance use disorder treatment programs
- Community-based services necessary to restore a defendant's fitness to proceed in his or her own defense in a criminal case
- Evidence-based and tribal-based programs designed to reduce hospital and jail utilization by target populations
- Programs aimed at diverting the target population with nonperson criminal charges experiencing mental illness or substance use disorders from the criminal justice systems
- Programs supporting an increase in the community's qualified workforce of mental health and substance use disorder treatment providers
- Programs supporting an increase in available supportive housing to the target population

² Exceptions to this limitation may be granted by the CJC upon sufficient showing by the applicant.

B. Prohibited Uses*

IMPACTS program funding may not be used for any of the following purposes:

- Supplanting existing funding for programs, services, or supports already in operation
- Compensation of federal employees including salary, consulting fees, travel, or other compensation
- Employee bonuses
- Firearms; tactical equipment; polygraphs
- Marketing or branding
- Lobbying or membership to lobbying organizations
- 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 and drinks, except as allowed per diem in accordance with state and federal travel policies
- Alcohol
- Pets and pet care
- Tip lines/rewards and survey distribution/awards

** Exceptions may be granted by the Commission upon written request and sufficient showing by grant program awardees.*

VII. Application Submission Requirements

Applications must comply with the following submission requirements:

- County applications must be submitted by the Local Public Safety Coordinating Council (“LPSCC”) on behalf of the county
- Regional consortia applications must be submitted by a single LPSCC or tribal government of the consortium’s choosing

A. Application Deadline

Applications are due on July 8, 2022, by 12:00 p.m. Applicants are encouraged to contact the CJC’s program staff with questions application requirements, application website questions, and other technical assistance inquiries. See pg. 11 for contact information.

B. Grant Website Submission

Applications must be submitted to the CJC via its grant management web portal:

<https://cjc-grants.smapply.io>.³

VIII. Application Content Requirements

Applicants must submit information on the following points in their online grant applications:

A. Cover Sheet

1. *Primary applicant's contact information*
2. *Contact information for co-applicant, if any*
3. *Program's fiscal contact information*
4. *Indication of ACH/direct deposit preference*

B. Program Proposal (Please note: each narrative question has a 300-word limit unless indicated otherwise)

1. *Target Population Overview*

- a. Estimated number of individuals included in target population
- b. Methodology for identifying target population and enrolling program participants
- c. Description of local contextual information regarding the local service providers (e.g. law enforcement agencies, hospitals) and current available services and supports for the target population

2. *Community Supports and Services Proposal*

- a. Description of the comprehensive community supports and services that you propose to offer and how they meet community need at this time

3. *Data Collection and Sharing Plan*

- a. Description of program's method(s), ability, and mean(s) for collecting data
- b. Description of how program partners will collaborate on collection, tracking, sharing, and protection of data
- c. Agreement to provide baseline data to State agencies

4. *Program Sustainability*

- a. Detailed description of organizational and financial support for program to transition to independently funded program

5. *Diversity, Inclusion, and Cultural Responsiveness*

- a. Description of how applicant's organization currently engages or plans to engage diversity, equity, and cultural responsiveness in their program(s)

³ Exceptions to the requirement for application submission via the grant management web portal may be granted should an applicant demonstrate an inability to access internet services.

6. *Medical Assistance Screening Agreement*

- a. Applicants must agree to screen all grant program participants, within the target population, for potential eligibility for public medical assistance

7. *Acknowledgement of Additional Requirements*

- a. Applicant must acknowledge that, if selected for IMPACTS funding, awardees will be subject to additional program requirements such as financial and program progress reporting and terms and conditions of grant awards

C. Proposed Budget

Budget expense sheet that details all program expenses requested

D. Letters of Support

Letters of support from community leaders or organizations, including:

- Providers working with homeless individuals;
 - Behavioral health care providers;
 - Coordinated care organizations; and
 - Local hospitals.
- NOTE: Letters of support from these organizations may be combined in a single letter signed by multiple parties or provided separately.

E. Consultation Report

- County applicants with a federally recognized tribal government or governments within their service area must include a report of input garnered from the local federally recognized tribal government(s), and to the extent feasible, an explanation of how tribal government input was incorporated into the design of the program, supports, and services.
 - Regional consortia applications involving joint county-tribal government applications are exempt from the consultation report requirement.
- NOTE: The consultation "report" does not need to be a formal report and may instead be a letter or letters, or an email, or series of emails, between applicants that demonstrates the above requirements.

F. Tribal Notification Process Plan

Applicants must describe the process by which jails and/or hospitals receiving IMPACTS funding will:

- Provide information upon admission or at intake to the individual admitted or booked about the potential risks and benefits of tribal notification; and
 - Offer tribal members the opportunity to disclose their statuses and situations to the federally recognized Indian tribe of their choosing.
- NOTE: If no tribal notification process is currently in operation, applicants must submit a description of a proposed tribal notification plan, per the stated requirements above,

and agree that, if IMPACTS funds are awarded, the proposed plan will be implemented prior to disbursement those funds.

IX. Application Review and Award Decisions

A. Review Process

The CJC's program staff will conduct the initial review of all applications received. Each application will be examined for responsiveness to the guidelines provided in this request for grant proposals. If program staff determines that modifications are required to an application before advancing the application to the Grant Review Committee, IMPACTS program staff from the CJC will contact the identified program contact and request that revisions be made within a specified time frame.

The Grant Review Committee's evaluation of qualified applications will be based on the following criteria:

1. *Completeness of Application*

- Whether the application includes all required information described herein and included in the online application

2. *Program Narrative and Local System Assessments*

- The overall responsiveness to IMPACTS program priorities, including but not limited to, the degree to which an application is designed to reduce the number of jail bookings and emergency department hospitalizations for the target population in favor of diversion to coordinated community-based treatment, supports, and services;
- An applicant's explanation of a method for identifying and serving members of the target population; and
- An applicant's explanation of how requested program supports and services will be integrated into existing behavioral health programs, including how they maximize Coordinated Care Organization engagement and do not supplant or duplicate existing sources of funding.

3. *Sustainability*

- An applicant's explanation of plans to sustain IMPACTS program projects through multiple sources of program funding

4. *Diversity, Inclusion and Cultural Responsiveness*

- An applicant's explanation as to how their organization currently engages or plans to engage diversity, equity, and cultural responsiveness in their program(s)

B. Award Decisions

Upon review of the applications, the Grant Review Committee will evaluate applications according to the review criteria and make award decisions. IMPACTS staff from the CJC will issue Intent to Award Notices, Award Letters, and Grant Award Agreements to awardees. The Grant Review

Committee may approve an application in whole or in part, as well as decline to award funds.

C. Award Protests

Award protests will be managed according to the process set forth in the IMPACTS section of the Criminal Justice Commission's Administrative Rules ([§213-030-0131](#)).

D. Award Terms and Conditions

Applicants receiving awards must agree to the grant award terms and conditions, including monitoring and reporting addressed in Section 10. The 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 the CJC, the CJC reserves the right to cancel the award to the applicant.

X. Award Monitoring and Reporting

The CJC will monitor whether applicants receiving awards are operating their programs as described in their approved applications in addition to progress toward the program performance objectives.

Applicants receiving awards will be required to:

1. Identify the individual(s) responsible for reporting this information to the IMPACTS staff from the CJC prior to disbursement of funds;
2. Submit a financial report on a quarterly basis detailing expenditure of grant funds during the prior quarter; and
3. Collect and submit program information to the CJC upon request which may include, but is not limited to, outcome measures, program evaluation, demographic information pertaining to eligible and enrolled participants, qualitative progress reports, and data collected in partnership with a researcher or research entity.

XI. Grant Suspension or Termination

It is the CJC's role as grant administrator to ensure that grant funds as awarded comply with state and local statutes and rules, as well as the goals of the grant program. Following reasonable notice to applicants receiving awards and attempts to resolve problems informally, the CJC may suspend funding in whole or in part, terminate funding, or impose another sanction for reasons including, but not limited to, the following:

- Failure of the program to comply substantially with the requirements or statutory objectives of the Restorative Justice grant program, or other provisions of state law.
- Failure of the program to make satisfactory progress toward its approved goals and objectives.
- Failure of the program to adhere to the terms and conditions of the grant award and/or the grant monitoring and reporting conditions.
- The program proposes or implements 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.

XII. Contact for Technical Assistance and Questions

For questions concerning the grant program, request for grant proposals, and/or application, please contact Kaysea Dahlstrom, CJC Program Analyst, at (503) 602-0640 or at kaysea.dahlstrom@cjc.oregon.gov.