

2023-2025 GRANT SOLICITATION: SPECIALTY COURT GRANT PROGRAM

Application Due Date: April 17, 2023

Purpose:

The purpose of the Specialty Court Grant Program (SCGP) is to provide supplemental funding to support the operations of Oregon’s specialty courts, and their adherence to the Oregon Specialty Court Standards. Specialty courts operate under a model that provides an alternative to incarceration through court-directed supervision and mandated treatment for individuals with substance use or mental health issues underlying their involvement in the criminal legal system.

Eligible Applicants:

Eligible applicants include counties with existing Oregon circuit court specialty courts serving adults, juveniles, or families. Additionally, applicant programs must use Oregon’s Specialty Court Management System (SCMS) and must include a treatment provider that accepts the Oregon Health Plan.

Program Goals and Priorities:

The goals of the SCGP include:

- Increasing individuals’ likelihood of successful rehabilitation through early, continuous, and judicially supervised treatment, mandatory random drug testing, and community supervision;
- Reducing substance use and recidivism among specialty court participants; and
- Embedding equity throughout specialty court processes.

Funding is prioritized to support courts that adhere to consistent practices as described in the [Oregon Specialty Court Standards](#).

Availability and Duration of Funding:

This is a competitive, one-time solicitation offering financial support for the grant period beginning July 1, 2023 and ending December 31, 2025.

Available funding will be determined at the conclusion of the 2023 Regular Session of the Oregon State Legislature.

Application Timeline:

March 3, 2023	Grant solicitation released
April 17, 2023	Grant applications due
Late May 2023	Grant Review Committee evaluates adherence to standards
June 5, 2023	Applicant budgets solicited
June 30, 2023	Applicant budgets due
Mid-July 2023	Grant Review Committee develops funding recommendations
July 26, 2023	Commission makes final award decisions

For questions regarding this grant solicitation please contact Rachel McArthur at rachel.mcarthur@cjc.oregon.gov.

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Application Requirements:

1. Applicants must review the [CJC Grant Administration Guide](#) for specific policies and procedures related to allowable uses of grant funds, review processes, and compliance regulations.
2. Applications must be submitted by the Local Public Safety Coordinating Council (LPSCC) with the approval of the county governing body. LPSCCs with multiple specialty courts must submit separate applications for each.
3. Applications must include the following:
 - a. Responses to application questions (a list of questions is attached to this document);
 - b. A letter of support from the LPSCC;
 - c. A letter of support from the Presiding Judge;
 - d. A copy of the specialty court's Policy Manual;
 - e. A copy of the specialty court's Participant Manual;
 - f. A copy of the specialty court's eligibility criteria for participants (if not included in other required documentation);
 - g. A copy of the specialty court's Memorandum(s) of Understanding (MOU) in use with participating partners; and
 - h. A copy of the Notice of Coverage from the specialty court's Coordinated Care Organization (CCO) and/or other guidelines for determining service rates (e.g. Oregon Youth Authority rates).
4. The following data for the period beginning July 1, 2021 and ending March 31, 2023 will be acquired by the Oregon Judicial Department (OJD) and included with an applicant's materials for review:
 - a. Specialty Court Operating Profile (SCOP)
 - b. Participant capacity
 - c. Number of participants
 - d. Completion rate of participants
5. Following the submission of the grant application, applicants will be required to submit a budget request (a sample is attached to this document; spreadsheet available upon request). Requested funding should be focused on adherence to standards and/or specific feedback provided to the applicant by the Grant Review Committee.

How to Apply:

Applications must be submitted online through CJC's grant management system: <https://cjc-grants.smapply.io>.

Preliminary Application

CJC's Comments Regarding Application Questions:

1. The broad principles of the Oregon Specialty Court Standards are defined through appropriate practices which provide guidance on how to operationalize these Standards. These narrative application questions focus on concepts within [Best Practices in Treatment Court Evaluation](#), including how each court operationalizes the Standards to ensure best practices. Thus, responses should demonstrate how program operations meet best practices and/or make efforts to increase fidelity.
2. It is strongly recommended that applicants first read through all application questions and closely review the list of required documentation listed in the Grant Solicitation.
3. Regardless of the type of court, applicants must answer all questions and should read questions as they apply to their specific specialty court program.
4. Most, if not all, of these questions are best answered by the entirety of the Specialty Court team.

Application Questions:

1. Standards 1 and 2: (300 word limit) Explain how the specialty court team integrates alcohol and other substance use disorder services and/or mental health services with justice system case processing. Please include the following:
 - a. How the defense and district attorney work together in a non-adversarial setting to reach a shared goal, promote public safety, and ensure due process
2. Standard 3: (400 word limit) Explain the eligibility criteria for identifying and documenting potential participants. Please include the following:
 - a. Candidate identification, decision making, and acceptance process
 - b. Communication process to potential referral sources
3. Standard 4: (450 word limit) Describe the continuum of services through a partnership with a primary treatment provider and other community organizations serving program participants. Please include the following:
 - a. Explain your dosage of treatment and community supervision as it relates to the participant's risk level

- b. Describe the modality of treatment(s) and interventions offered to participants as it relates to their risk and need levels
 - c. Other services offered, such as employment, childcare, housing, etc.
 - d. Describe culturally responsive treatment services available such as gender specific care, language services, etc.
 - e. If the program serves all risk levels, please describe how populations are kept separate and served accordingly
4. Standard 5: (300 word limit) Explain the implementation process of a standardized system of drug testing for participants. Please include the following:
- a. Frequency of testing (including weekends and holidays)
 - b. Primary method of drug testing
 - c. Process of sample collection and results of the sample
 - d. Graduation requirement (length of sobriety required)
5. Standard 6: (500 word limit) Explain the formal system of graduated responses to participant behavior regarding incentives/awards, sanctions, and therapeutic responses. Please include the following:
- a. Incentives for productive behavior with a range of options for individualization
 - b. Sanctions for undesirable behavior (e.g., non-compliance with proximal expectations with a range of options for individualization)
 - c. Therapeutic response to lack of progress towards long-term goals with a range of options for individualization
 - d. Use of jail and/or fees
 - e. Expectations for graduation (job, school, sober housing, fees paid, etc.)
6. Standard 7: (300 word limit) Explain the role of the specialty court judge in maintaining ongoing interaction with the court and participants. Please include the following:
- a. Frequency, duration, and nature of judicial interactions with participants (in status hearings) across program phases

- b. Steps or practices undertaken by the judge to increase commitment to treatment and other program requirements among participants
 - c. Describe opportunities for input from the other team members in judicial incentive and sanction decisions
7. Standard 8: (300 word limit) Explain how participant feedback is captured and what adjustments are made to processes based on that feedback. Please include the following:
- a. How participant feedback, lived experiences, and community feedback is captured and incorporated into program operations
 - b. How data is captured, evaluated, and shared
 - c. How the use of SCMS and other electronic data systems are used to inform performance outcomes
8. Standard 9: (350 word limit) Explain the process for training new and current staff, as well as continuing education requirements. Please include the following:
- a. Types of trainings
 - b. Orientation training for new staff
 - c. Attendance of comprehensive (state or national) trainings
9. Standard 10: (400 word limit) Describe who comprises the policy committee that oversees the operations of the court. Please include the following:
- a. How often the policy committee meets
 - b. Partnerships with partner agencies
 - c. Who is on the advisory committee and how often they meet
 - d. Partnerships with community-based organizations
 - e. Data sharing and resource development
 - f. How the committee helps maintain fidelity to the treatment court model
10. What are the marginalized, underserved, and/or vulnerable populations within your community? How does the specialty court program ensure these populations have equitable access and support to be successful? (400 word limit)

11. Reflect on the strengths, weaknesses, and challenges your court faces, as identified by the specialty court team. Please include the following: (500 word limit)
- Describe at least three specific strengths of your program
 - Describe at least two barriers to implementation of best practices your court encounters and steps taken to mitigate the effect of these barriers
 - Describe steps planned to mitigate or remove at least one barrier to implementation of best practices in the coming biennium.
12. Specific documents were requested as part of the application process. Please indicate whether any required documents are missing from this court's application and elaborate on the plans to generate these. (300 word limit)
13. How does the specialty court program plan to utilize and maximize local, state, and federal funding to promote program sustainability? (400 word limit)
14. Please indicate other funding sources, what budget category that funding is used for (e.g. personnel, contractual services, etc.), and the amount.

<i>Funding Source</i>	<i>Funding Category</i>	<i>Amount</i>	<i>Examples of other Funding Sources</i>
			Justice Reinvestment Funds
			Oregon Judicial Department
			Other Non-CJC State Funds
			Federal Funds – BJA
			Federal Funds – SAMSHA
			Private Foundation Grant
			Local Government (County or Municipal)
			Donations
			Other Funds Not-Identified Above

Uploads:

- A letter of support from the LPSCC;
- A letter of support from the Presiding Judge;
- A copy of the specialty court's Policy Manual;
- A copy of the specialty court's Participant Manual;
- A copy of the specialty court's eligibility criteria for participants (if not included in other required documentation);

A copy of the specialty court's Memorandum(s) of Understanding (MOU) in use with participating partners; and

A copy of the Notice of Coverage from the specialty court's Coordinated Care Organization (CCO) and/or other guidelines for determining service rates (e.g. Oregon Youth Authority rates).

Final Application

Edits to Preliminary Application:

Would you like to edit any of the following information that you provided in the Preliminary Application? Note: you may need to update this information because plans changed, the Grant Review Committee recommended a change, or updated materials are available. Be sure to include a reason for the change in your response.

- Questions 1-9 regarding standards (please indicate the specific question number you are addressing) (700 word limit)
- Question 10 regarding equitable access and support for marginalized, underserved, or other vulnerable populations (400 word limit)

You will also have the opportunity to update any uploaded documentation.

Uploads:

Budget Projection Sheet (see example below)

IF APPLICABLE: Updated letter of support from the LPSCC;

IF APPLICABLE: Updated letter of support from the Presiding Judge;

IF APPLICABLE: Updated copy of the specialty court's Policy Manual;

IF APPLICABLE: Updated copy of the specialty court's Participant Manual;

IF APPLICABLE: Updated copy of the specialty court's eligibility criteria for participants (if not included in other required documentation);

IF APPLICABLE: Updated copy of the specialty court's Memorandum(s) of Understanding (MOU) in use with participating partners; and

IF APPLICABLE: Updated copy of the Notice of Coverage from the specialty court's Coordinated Care Organization (CCO) and/or other guidelines for determining service rates (e.g. Oregon Youth Authority rates).

BUDGET PROJECTION SHEET**CJC Grant Program:** Specialty Court**Applicant Organization Name:****THIS SHEET IS FOR COUNTY EXPENSES ONLY****Personnel:** Salaries, wages and fringe benefits costs for all grant-funded personnel (in whole or in part) employed by the grant recipient**Directions:**

In the "Program Supported" field, identify the specific program/project the position supports.

In the "Monthly Rate" field, combine salary/wages and fringe benefits for a single month.

In the "# Months Employed" field, indicate the number of months the position is expected to be funded during the grant period.

In the "% Time per Month" field, use whole numbers to show percentage of position's time dedicated to grant-related work. Example: a half-time case manager = 50

Position Title	Employing Agency	Program Supported	New or Existing Position	Monthly Rate (wages+fringe)	# Months Employed	% Time per Month	Total Amount Requested
1			Select Option				0.00
2			Select Option				0.00
3			Select Option				0.00
4			Select Option				0.00
5			Select Option				0.00
6			Select Option				0.00
7			Select Option				0.00
8			Select Option				0.00
9			Select Option				0.00
10			Select Option				0.00
Personnel Total:							0.00

Narrative:For each requested item above, provide a **brief** justification as to how it meets or fulfills the purpose/intent of the program.

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Contractual Services: An individual or organization providing a service or programmatic aspect of the work that is not provided directly by the grant recipient**Directions:**In the "Contract Title & Purpose" field, identify the contractor and what services the contract covers (generally).

In the "Program Supported" field, identify the specific program/project the contracted services support.

Contract Title & Purpose	Program Supported	Contract Category	FTE calculation (if personnel)	Unit Type	Price per Unit	# Units Required	Total Amount Requested
1		Select Option		Select Option			0.00
2		Select Option		Select Option			0.00
3		Select Option		Select Option			0.00

4		Select Option		Select Option			0.00
5		Select Option		Select Option			0.00
6		Select Option		Select Option			0.00
7		Select Option		Select Option			0.00
8		Select Option		Select Option			0.00
9		Select Option		Select Option			0.00
10		Select Option		Select Option			0.00

Contractual Total: 0.00

Narrative:

For each requested item above, provide a **brief** justification as to how it meets or fulfills the purpose/intent of the program.

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Housing & Facilities: Eligible expenses for space/utilities necessary to complete program work, short-/long-term housing support for participants, or programs within correctional facilities

Directions:

In the "Item Description" field, identify what the expense covers (generally).

In the "Program Supported" field, identify the specific program/project the expense supports.

Item Description	Program Supported	Unit Type	Price per Unit	# Units Required	Total Amount Requested		
1		Select Option			0.00		
2		Select Option			0.00		
3		Select Option			0.00		
4		Select Option			0.00		
5		Select Option			0.00		
6		Select Option			0.00		
7		Select Option			0.00		
8		Select Option			0.00		
9		Select Option			0.00		
10		Select Option			0.00		
Housing & Facilities Total:					0.00		

Narrative:

For each requested item above, provide a **brief** justification as to how it meets or fulfills the purpose/intent of the program.

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Equipment: Permanent or non-expendable equipment with a purchase price of \$5,000 or more, or a useable life of two or more years, for a single item

Directions:
 In the "Item Description" field, identify the name/type of equipment to be purchased.
 In the "Organization Served" field, identify the entity that will own and operate the equipment.
 In the "Program Supported" field, identify the specific program/project the equipment supports.
 In the "# of Units Required" field, indicate the number of individual items to be purchased.

Item Description	Organization Served	Program Supported	Price per Unit	# Units Required	Total Amount Requested		
1					0.00		
2					0.00		
3					0.00		
4					0.00		
5					0.00		
6					0.00		
7					0.00		
8					0.00		
9					0.00		
10					0.00		
Equipment Total:					0.00		

Narrative:
 For each requested item above, provide a **brief** justification as to how it meets or fulfills the purpose/intent of the program.

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Supplies: Consumable materials or supplies, including the cost of small items of equipment that do not meet the threshold for the "Equipment" category

Directions:
 In the "Item Description" field, identify the name/type of supplies to be purchased.
 In the "Organization Served" field, identify the entity that will use the supplies.
 In the "Program Supported" field, identify the specific program/project the supplies supports.
 In the "# of Units Required" field, indicate the number of individual items to be purchased.

Item Description	Organization Served	Program Supported	Price per Unit	# Units Required	Total Amount Requested		
1					0.00		
2					0.00		

3					0.00		
4					0.00		
5					0.00		
6					0.00		
7					0.00		
8					0.00		
9					0.00		
10					0.00		

Supplies Total: 0.00

Narrative:

For each requested item above, provide a **brief** justification as to how it meets or fulfills the purpose/intent of the program.

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Training/Associated Travel: Eligible expenses for transportation, lodging, per diem, and registrations for trainings that support grant purposes

Directions:

Each line item should be dedicated to a single training and all associated expenses.
 All travel expenses must follow state DAS and federal GSA regulations; luxury expenses are not allowed (e.g. first-class seating).
 In the "Organization(s) Served" field, list the entity(ies) that will have personnel attending training.
 In the "Program Supported" field, identify the specific program/project the training supports.
 In the "Registration Costs" field, input the estimated total registration costs for all attendees combined.
 In the "Travel Costs" field, input the estimated total travel costs for all attendees combined.

Training Title	Organization(s) Served	Program Supported	Location of Training	# Individuals Attending	Registration Costs (Total)	Travel Costs (Total)	Total Amount Requested
1							0.00
2							0.00
3							0.00
4							0.00
5							0.00
6							0.00
7							0.00
8							0.00
9							0.00
10							0.00

Travel/Training Total: 0.00

Narrative:

For each requested item above, provide a **brief** justification as to how it meets or fulfills the purpose/intent of the program.

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Administrative Costs: Activities associated with administering the grant such as purchasing, budgeting, payroll, accounting and staff services

Directions:
 Total Administrative Costs may not exceed 10% of total funds requested, unless an exception is granted by the Commission.
 In the "Item Description" field, identify the specific activities to be conducted.
 In the "Organization" field, identify the entity that will be conducting the administrative activities.
 In the "Program Supported" field, identify the specific program/project the expense supports.

Item Description	Organization	Program Supported	Total Amount				
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Administrative Costs Total:			0.00				

Narrative:
 For each requested item above, provide a **brief** justification as to how it meets or fulfills the purpose/intent of the program.

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Budget Request Totals: This section will be automatically calculated based on the information provided above

Budget Categories	Category Totals						
Personnel	\$ -						
Contractual Services	\$ -						
Housing & Facilities	\$ -						
Equipment	\$ -						
Supplies	\$ -						
Travel/Training	\$ -						
<i>Subtotal</i>	\$ -						

Administrative Costs	Total	% of Total Request	
All Items	\$ -	#DIV/0!	*No more than 10%, without exception request

Total Budget Request:	\$ -						
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THIS SHEET IS FOR COUNTY EXPENSES ONLY

BUDGET PROJECTION SHEET

CJC Grant Program:	Specialty Court
Applicant Organization Name:	

THIS SHEET IS FOR OJD EXPENSES ONLY

Personnel: Salaries, wages and fringe benefits costs for all grant-funded personnel (in whole or in part) employed by the grant recipient

Directions:

In the "Monthly Rate" field, combine salary/wages and fringe benefits for a single month.

In the "# Months Employed" field, indicate the number of months the position is expected to be funded during the grant period.

In the "% Time per Month" field, use whole numbers to show percentage of position's time dedicated to grant-related work. Example: a half-time case

Position Title	New or Existing Position	Monthly Rate (wages+fringe)	# Months Employed	% Time per Month	Total Amount Requested
1	Select Option				0.00
2	Select Option				0.00
3	Select Option				0.00
4	Select Option				0.00
5	Select Option				0.00
Personnel Total:					0.00

Narrative:

For each requested item above, provide a **brief** justification as to how it meets or fulfills the purpose/intent of the program.

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Supplies: Consumable materials or supplies, including the cost of small items of equipment that do not meet the threshold for the "Equipment" category

Directions:

In the "Item Description" field, identify the name/type of supplies to be purchased.

In the "# of Units Required" field, indicate the number of individual items to be purchased.

Item Description	Price per Unit	# Units Required	Total Amount Requested		
1			0.00		
2			0.00		
3			0.00		
4			0.00		
5			0.00		

Supplies Total:	0.00		
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Narrative:

For each requested item above, provide a **brief** justification as to how it meets or fulfills the purpose/intent of the program.

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Travel/Training: Eligible expenses for transportation, lodging, per diem, and registrations for trainings that support grant purposes

Directions:

Each line item should be dedicated to a single training and all associated expenses.

All travel expenses must follow state DAS and federal GSA regulations; luxury expenses are not allowed (e.g. first-class seating).

In the "Registration Costs" field, input the estimated total registration costs for all attendees combined.

In the "Travel Costs" field, input the estimated total travel costs for all attendees combined.

Training Title	Location of Training	# Individuals Attending	Registration Costs (Total)	Travel Costs (Total)	Total Amount Requested
1					0.00
2					0.00
3					0.00
4					0.00
5					0.00

Travel/Training Total:	0.00
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Narrative:

For each requested item above, provide a **brief** justification as to how it meets or fulfills the purpose/intent of the program.

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Budget Request Totals: This section will be automatically calculated based on the information provided above						
Budget Categories	Category Totals					
Personnel	\$ -					
Supplies	\$ -					
Travel/Training	\$ -					
Total Budget Request:	\$ -					

THIS SHEET IS FOR QJD EXPENSES ONLY