



Board of Commissioners

Office: (541) 766-6800  
Fax: (541) 766-6893

4500 SW Research Way  
Corvallis, Oregon 97333

bentoncountyor.gov

## AGENDA

### BOARD OF COMMISSIONERS MEETING

Tuesday, February 18, 2025, 9 AM

#### How to Participate in the Board of Commissioners Meeting

Zoom Video [Click for Zoom link](#)

[Click for YouTube LiveStream link](#)

**In-person:** Kalapuya Building, 4500 SW Research Way, Corvallis, Oregon

**1. Call to Order and Introductions**

**2. Review and Approve Agenda**

Chair may alter the agenda

**3. Announcements**

**4. Proclamation**

4.1 Proclamation No. P2025-002, Proclaiming February 19 The Day of Remembrance of Japanese Americans Incarcerated During World War II – Dr. Janet Seiko Nishihara, Educational Opportunities Program Director, Oregon State University

**5. Comments from the Public**

Time restrictions may be imposed on public comment, dependent on the business before the Board of Commissioners. Individual comment may be limited to three minutes.

**6. Work Session**

6.1 20 minutes – Oregon Cascades West Council of Governments Update – Ryan Vogt, Oregon Cascades West Council of Governments

6.2 15 minutes – Quarterly Economic Development Update – Christopher Jacobs, Economic Development Manager

6.3 15 minutes – Facilities Update: New Courthouse/District Attorney’s Office and Emergency Operations Center – Gary Stockhoff, Public Works

- 6.4 15 minutes – Facilities Update: Crisis Center – April Holland, Staci Yutzie, Health Services

## 7. Consent Calendar

- 7.1 Application for Change of Ownership for a Retail On-premises Sales and Consumption for John Boys Alsea Mercantile Incorporated
- 7.2 Letter of Support for Funding for the Maintenance of Greenhouses and Related Structures at the US Department of Agriculture’s Agricultural Research Service (USDA-ARS) Research Units in Corvallis, Oregon

## 8. New Business

- 8.1 10 minutes – Quality Assurance Coordinator for Developmental Diversity Program – Jasper Smith, Developmental Diversity
- 8.2 20 minutes – Natural Hazard Mitigation Plan Annual Progress Report – Bryan Lee, Sheriff’s Office
- 8.3 15 minutes – Community Initiated Project Requests – Federal Fiscal Year 2026 – Rick Crager, Assistant County Administrator; Michael Skipper, CFM Advocates
- 8.4 10 minutes – Adult Drug Treatment Court Program Bureau of Justice Administration Grant Application – Judge Matthew Donohue; Judge Joan Demarest; Rick Crager, Assistant County Administrator
- 8.5 20 minutes – Family Treatment Court Grant Program Preliminary Application Approval – Judge Matthew Donohue; Judge Joan Demarest; Rick Crager, Assistant County Administrator

## 9. Other

ORS 192.640(1) "...notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects."

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by contacting the Board of Commissioners Office at 541-766-6800 or 800-735-2900 TTY, by email [bocinfo@bentoncountyor.gov](mailto:bocinfo@bentoncountyor.gov), or on the County’s website at <https://boc.bentoncountyor.gov/contact/>.

The Board of Commissioners may call an executive session when necessary pursuant to ORS 192.660. The Board is not required to provide advance notice of an executive session; however, every effort will be made to give notice of an executive session. If an executive session is the only item on the agenda for the Board meeting, notice shall be given as for all public meetings (ORS 192.640(2)), and the notice shall state the specific reason for the executive session as required by ORS 192.660.

## **4. PROCLAMATION**



**BEFORE THE BOARD OF COUNTY COMMISSIONERS FOR THE STATE  
OF OREGON, FOR THE COUNTY OF BENTON**

**In the Matter of Proclaiming February 19 )  
The Day of Remembrance of Japanese )  
Americans Incarcerated During WWII )**

**Proclamation No. P2025-002**

Eighty-three years ago, on February 19, 1942, President Franklin D. Roosevelt signed Executive Order 9066, which would strip people of Japanese descent, including Japanese Americans who were born here, of their liberty. The signing of this order followed the attack on Pearl Harbor and the United States’ declaration of war against Japan. This Executive Order authorized the forced removal and incarceration of Japanese Americans living along the West Coast. The actions carried out because of this executive order by our federal government led to extreme consequences for Japanese descended residents and left a stain on our collective history and self-identification as a land of the free.

On this day, we at Benton County acknowledge the unjust incarceration and harm done to the 120,000 Japanese Americans, two thirds of whom were born in the United States, and 110,000 of whom lived here on the West Coast. The majority of Japanese Americans living in our county during this time were students at Oregon State University. Within four days of the attack on Pearl Harbor, a group of 36 of these students wrote a letter to the school president expressing their “...unswerving loyalty to our country, the United States of America, and to all her institutions.”

Prior to the attack on Pearl Harbor, approximately 5,000 Japanese Americans were serving in the U.S. Army, in large part through the draft. In the months following the attack, many of the units that were majority Japanese American were abruptly disbanded or reassigned to menial tasks. In early 1942, Japanese Americans who had immigrated to the U.S. were deemed ‘...not acceptable to the armed forces because of nationality or ancestry’. Due to a number of political factors, in February 1943 the President announced the formation of the 442<sup>nd</sup> Regimental Combat Team, an all-Japanese American unit with white officers. The 442<sup>nd</sup> would go on to become, for its size and length of service, the most decorated unit in U.S. military history. The government would then go on to recruit second-generation Japanese American men to the Military Intelligence Service (MIS) in order to help with intercepted communications and other sources of intelligence gathered from the Japanese.

Also in February 1943, the War Relocation Authority issued a loyalty questionnaire to all adults imprisoned in the incarceration camps. This test asked incarcerated if they would be willing to serve in the military, and if they would ‘...swear unqualified allegiance to the United States...and forswear any form of allegiance to the Japanese Emperor.’ These questions were confusing and offensive. How were people who were considered unsuitable for military service supposed to answer the first question? The second question was more problematic, as it asked American-born incarcerated to forswear allegiance to a country and Emperor they never had allegiance to, and to swear allegiance to a country that had imprisoned them without cause. Those who answered no to both questions were considered disloyal troublemakers, No-No Boys.

One of the temporary locations that incarcerated Japanese residents was the Portland Assembly Center, which housed around 3,600 people. This center, which like many other assembly centers, was located in and over former horse stalls at an 11-acre building on the south side of Marine Drive in Portland, just west of the Interstate Bridge, existed for four months. By September of 1942 a total of 10 permanent concentration camps were completed and built in isolated desert areas from California to Arkansas. Those who were incarcerated at the Portland Assembly Center were moved by train to Minidoka Camp near Twin Falls, Idaho, and Japanese Oregonians from Pinedale went to Tule Lake in Northern California. The more permanent camps had barracks which were 20 feet by 100 feet, divided into five or six one-room sections. Each room had an army cot, a potbellied stove, and a single light bulb, and housed an entire family. Families were only able to bring what they could carry, and residents built the rest of the furniture and amenities they needed to survive from scrap lumber and leftover building materials.

Despite the conditions in which they lived, Japanese Americans were resourceful and stood up systems and structures that continued to bring their community together. During this time, they created their own churches, post offices, security departments, fire brigades, schools, and recreational and educational activities for the many children in the camps. While all of these activities and internal structures were built by the incarcerated Japanese residents, they were still surrounded by armed guards and barbed wire, which were constant reminders of the denial of their civil rights.

Japanese Americans have significantly contributed to our County and state, economically and culturally. Between 1890 and 1942, there was an area in Portland called Japantown. Japanese agricultural communities developed in rural areas across our state, and by 1923, 60% of Oregon's Japanese population was involved in agricultural work. During this time period, thousands of Japanese laborers worked throughout our state. At this point in time, the County's population consists of 4,642 or 5.4% Asian and Pacific Islander community members. While this is not an exact number of Japanese Americans or descendants living here, it gives us an idea of the growth and contribution this community has continuously made to our vibrant community.

NOW, THEREFORE, BE IT PROCLAIMED that February 19 is designated as the National Day of Remembrance and is also recognized as the Benton County Day of Remembrance of Japanese Americans Incarcerated During World War II in Benton County. All community members are urged to participate in this observance.

Adopted this 18<sup>th</sup> day of February, 2025.

BENTON COUNTY BOARD OF COMMISSIONERS

---

Nancy Wyse, Chair

---

Pat Malone, Vice Chair

---

Gabe Shepherd, Commissioner

## **6. WORK SESSION**



1400 Queen Ave SE • Suite 201 • Albany, OR 97322  
(541) 967-8720 • FAX (541) 967-6123

---

## MEMORANDUM

**DATE:** February 4, 2025  
**TO:** The Benton County Commissioners  
**FROM:** Ryan Vogt, Executive Director  
**RE: OCWCOG Program Update**

---

### Senior and Disability Services

#### Adult Protective Services (APS) Data Benton County:

**Oct-Dec:** 211 reports of possible abuse, 44 reports investigated in the community, 67 reports investigated in facilities  
For the whole year we received 973 reports of possible abuse and investigated 165 in the community and 238 in facilities.

#### ADRC in Benton County:

**Oct-Dec:** 154 consumers served through the ADRC call center, with 183 calls.  
For the whole year we received 1,080 calls from Benton County from 734 consumers. 62% of callers were over the age of 65 and 80% reported a disability or difficulty carrying out daily tasks.

### Community Service Programs

#### Stand By Me-Oregon presents to OSU Dining Services December 2024

Stand By Me-Oregon, OCWCOG's free financial coaching program, teamed up with OSU's Center for Financial Education (CAFÉ) and presented two financial literacy workshops to all Dining Services staff in December 2024. OSU Dining Services offers a day long professional training to its employees every December and Stand Be Me-Oregon was able to take time to break down best practices around budgeting, how to save, how to reduce debt and tips around credit score monitoring. Free 1:1 financial coaching was also offered following the sessions to all employees. Pictured is Stand By Me-OR consultant Meleah Ashford who helped to lead the workshops.

### **Veterans Services Office- Benton County FY 2024-25, Q2 updates**

The VSO Office just wrapped up a successful quarter of helping local Benton County veterans and dependents navigate VA claims, community resources, and more. From October 1 – December 31, 2024 the Office triaged over 371 phone calls, conducted 60 one-on-one interviews, and attended VSO outreach events representing Benton County in Corvallis (Samaritan Health), Philomath, Alsea, and Portland (USCG TAPS event). A total of **\$54,663.39** was awarded this quarter from new claims; and, a total of **\$237,927.11** in retroactive claims were awarded this quarter. We are thankful for the advocacy of our VSOs and all they do to assist our local Veterans.

### **Community and Economic Development Benton County:**

#### **MPO Activities**

- Staff facilitated continuing member-led discussions concerning the potential merger of the two MPOs and are analyzing its likely financial implications. Likely funding scenarios indicate that the MPOs will experience an approximate ~15% cut in their combined share state and federal planning dollars and would experience additional funding cuts if the two entities merged, due to how planning dollars are dispersed to the MPOs across the state.
  - At the same time, staff are searching for opportunities to achieve cost savings through shared work products, even if the entities remain separate. At this time, given the uncertain state and federal funding environments, staff are recommending that no official action be taken toward the merger.
- Staff collaborated with ODOT's Transportation Planning and Analysis Unit (TPAU), other MPO's, and government agencies on a variety of transportation topics. This includes the Oregon Household Activity Survey, or OHAS, which is funded by MPO's across the state. You may have received an invitation, as over 20,000 Oregonians shared valuable information about the reasons, modes, and routes behind the transportation decisions they make in their everyday lives. This data will inform the models the MPOs and the state use to make decisions on the potential impacts of policies and changes in land use.
- The MPO is reframing its workplan development process to be more reflective of member priorities and have selected tasks for the next year that include supporting local transportation safety priorities, active transportation in the region and grant prospecting on behalf of identified needs.
- The Philomath Blvd Functional Design Report was completed last summer, and identifies \$25 M in short term safety improvements along the corridor between 53rd and 15th Ave. This work has been incorporated into the Regional Transportation plan. Taken together, project identification tied with incorporation into the plan move these projects toward "shovel readiness".

#### *Jurisdiction Updates*



- The Downtown Philomath – Highway 20 improvements project has finally been completed. This project was accomplished in part by CAMPO, which provided MPO-controlled funding towards it.
- Safe Streets and Roads for All (SS4A) planning continues across the county, with the COG supporting coastal SS4A project development, and the MPO assisting on the advisory committees for the Benton and Corvallis plans.

#### *Mobility Hubs*

- Received 100% site plans for both project sites, Linn Benton Community College at Takena Hall, and at Oregon State University approximately at 15th and SW Jefferson Way.
- Both projects are in review with their respective local governments. Depending on the outcome and timelines of these processes, construction may come as soon as summer 2025.
- Coordinated meetings with project partners and participated in technical decisions around the projects.
- Was awarded Discretionary State Transit Improvement Fund (STIF) dollars totaling \$840,000 for the construction of the OSU Mobility Hub.

#### *Other Projects/Transportation Updates*

- Staff applied to fund four potential projects for pre-application to ODOT's Innovative Mobility Program. One project received notice to proceed for a full application, which was due Dec. 20th, 2024. The project proposes to create a list of “better, quicker, and lighter” transportation projects, with an emphasis on community led implementation. This list of projects, drawn from communities across the OCWCOG region, will then be used to inform future CED work. Topics will include safety, placemaking and active transportation, with a focus on historically underserved communities.
- Similarly, staff volunteered to provide technical assistance for a pre-application to the same program on behalf of the City of Newport. Newport is proposing to implement a trolley loop transit service that connects the popular Bayfront to the businesses of Nye Beach via parking at City Hall. Newport was given notice to proceed toward a full application for the Trolley and will develop application materials on their own.
- Representatives from Benton County are working with CWACT to renew their memberships to continue to serve on the CWACT Full Commission, CWACT Executive Committee, and CWACT Technical Advisory Committee. Please feel free to reach out with any questions.

#### **EDA/Grant Writing**

- CWEDD Regional Meeting was a success! For the first time in 10 years, the Cascades West Economic Development District held a regional meeting, a huge thank you to Benton County for the use of their fairground's facility. This milestone meeting brought together two councils of governments, and many regional stakeholders and partners in our regional economic development region. This was a major achievement for OCWCOG and the region as it was a kickoff for the planning process for our region's Comprehensive Economic Development Strategy Plan.
- A key element in the CEDS process, which was the main focus of the CWEDD regional meeting, is the Comprehensive Economic Development Strategy

Committee (Strategy Committee). Established by the planning organization, the Strategy Committee is the principal facilitator of the CEDS process and is responsible for developing and updating the CEDS. The Strategy Committee should broadly represent the main economic interests of the region. The membership will include 6 LCOG members and 8 OCWCOG members. LCOG will appoint 6 Lane Economic Committee members. OCWCOG staff will be reaching out to partners for Linn, Benton, and Lincoln membership. Other interested parties are welcome to join the Strategy Committee meetings. The next CEDS Strategy Committee Meetings will be on Monday, February 24<sup>th</sup>, and Monday, March 3<sup>rd</sup>. If you are interested in attending these meetings as an interested party, please reach out to Ashlyn at [amuzechenko@ocwcog.org](mailto:amuzechenko@ocwcog.org).



# AGENDA ITEM CHECKLIST

Requested Meeting Date	February 18, 2025
Meeting Type	<input checked="" type="checkbox"/> Regular Board Meeting (1 <sup>st</sup> and 3 <sup>rd</sup> weeks of each month) <input type="checkbox"/> Goal-setting Meeting (2 <sup>nd</sup> week of each month) <input type="checkbox"/> Information-sharing Meeting (4 <sup>th</sup> week of January, April, July, and October)
Your Department	Economic Development
Contact Name	Christopher Jacobs
Phone/Extension	541.766.6339

## AGENDA ITEM DETAILS

Enter the title of your agenda item here: [Philomath Enterprise Zone School Support Fee](#)

Please check all that apply to your item

- |  |   |
|--|---|
| <input type="checkbox"/> Appointments          | <input type="checkbox"/> Ordinance/Public Hearing and 1 <sup>st</sup> Reading |
| <input type="checkbox"/> Budget                | <input type="checkbox"/> Ordinance: 2 <sup>nd</sup> Reading and Adoption      |
| <input type="checkbox"/> Contract/Agreement    | <input type="checkbox"/> Proclamation   |
| <input type="checkbox"/> Discussion and Action | <input type="checkbox"/> Project/Committee Update                             |
| <input type="checkbox"/> Discussion Only       | <input checked="" type="checkbox"/> Report                                    |
| <input type="checkbox"/> Order                 | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Resolution            |   |
| <input type="checkbox"/> Public Hearing        |   |

<b>Board/Committee Involvement</b>	<input type="checkbox"/> No
	<input checked="" type="checkbox"/> Yes If yes, name of Board/Committee: Economic Development Coalition

<b>Advertisement</b>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
----------------------	--

## DESCRIPTION AND FISCAL IMPACT

Describe the item (include background, history, need, importance, benefits, requirements, etc.)

This is a quarterly update from the economic development office reporting on activity from Fiscal Year 2024-2025 Q2.

Options

Fiscal Impact?

No

Yes

If yes, describe impact:

## 2040 THRIVING COMMUNITIES INITIATIVE

Mandated service?

No

Yes

If yes, describe impact:

**Core Values** (select all that apply)

- Vibrant, livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy That Fits

- Community Resilience
- Equity for Everyone
- Health in All Actions
- Not Applicable

**Explain Core Values Selections**

**Focus Areas and Vision** (select all that apply)

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation

- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- Not Applicable

**Explain Focus Areas and Vision Selections**

## RECOMMENDATIONS AND MOTIONS

Staff Recommendations	No Action Needed
Meeting Motion	I move to...N/A

## ATTACHMENTS, COMMENTS, AND SUBMISSION

This checklist and any attachments will be published in the Board Meeting packet.

Please call 541-766-6800 if you would like assistance with the Agenda Item Checklist submittal process.

Comments	
----------	--

Department Approver	
------------------------	--

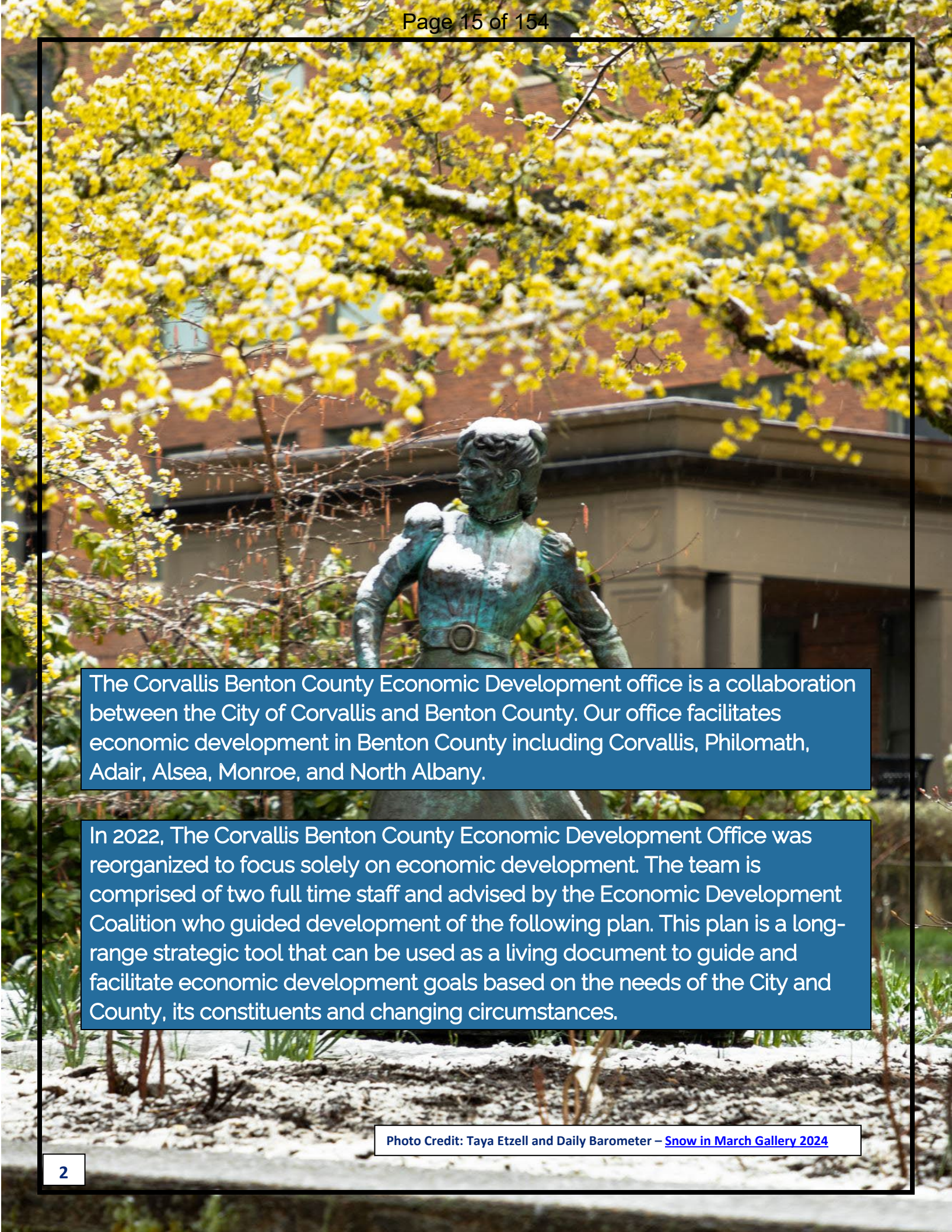
# Corvallis Benton County Economic Development Strategic Plan

---

Updated January 2025



**CORVALLIS**  
**BENTON COUNTY**  
ECONOMIC DEVELOPMENT OFFICE



The Corvallis Benton County Economic Development office is a collaboration between the City of Corvallis and Benton County. Our office facilitates economic development in Benton County including Corvallis, Philomath, Adair, Alsea, Monroe, and North Albany.

In 2022, The Corvallis Benton County Economic Development Office was reorganized to focus solely on economic development. The team is comprised of two full time staff and advised by the Economic Development Coalition who guided development of the following plan. This plan is a long-range strategic tool that can be used as a living document to guide and facilitate economic development goals based on the needs of the City and County, its constituents and changing circumstances.

Photo Credit: Taya Ezzell and Daily Barometer – [Snow in March Gallery 2024](#)

## Strengths

- University research and business incubation
- Skilled labor
- Major employers – Oregon State University/Samaritan/Hewlett Packard
- Fareless transit system in Corvallis
- Good private and public school system
- Great walkability and community emphasis on sustainability
- Proximity and access to railways for moving products.
- Available commercial and industrial land for development
- Strong local and regional partners
- Vibrant natural and built environments.
- Tools available for encouraging development.
- Support from elected officials and public for economic development as a priority

## Weaknesses

- Lack of vacant industrial property.
- Environmental conditions such as contamination or wetlands that make some property difficult to develop.
- Lack of a comprehensive business registry and employment lands inventory/ analysis.
- Lack of “shovel-ready” industrial land.
- Access to affordable and reliable childcare.
- Lack of data to inform decision-making.
- Housing unaffordability.
- Fragmented communication.

## SWOT

- Support traded sector and target sector businesses new and existing grants, loans, and incentives.
- Seek state and federal grant fund opportunities to leverage private investment and partnership.
- Effective marketing.
- Many opportunities to support manufacturing sector.
- Abundant available land for development.
- Microfluidic and Mass Timber Tech Hubs at OSU.
- Community focus on economic development opportunities in Corvallis.
- Evaluate and make recommendations about land use policy and regulation reform that meets market demands.
- Strengthen partnerships aimed at supporting disadvantaged businesses and equity in access to resources.

- Climate change
- Access to competitive capital rates
- Inflation
- Interfor closure
- Workforce housing unaffordability
- Corvallis Clinic merger and consolidation of healthcare industry
- Pac 12 dissolution

## Opportunities

## Threats



# 5 Core Strategies for Corvallis-Benton EDO



*Strategy 1: Utilize new and existing tools such as multi-unit property tax exemptions, enterprise zones, opportunity zones, TIF districts and public-private partnerships to grow the property tax base throughout Benton County.*

Goal 1.a: Measure tax base growth in Benton County and report on how economic development programs are being utilized annually.

Active tax exemptions: Uncommon Cabinetry

Approved tax exemptions: Natural Point, Inc.

Table 1: Commercial and Industrial Taxable Assessed Values 2019-2023

Fiscal Year	Commercial / Industrial Land Only	Commercial / Industrial Improved Property	Industrial Property	Totals	Percentage Change
2023	28,254,381	1,033,586,478	149,686,572	1,211,527,431	4.27%
2022	28,134,865	1,001,129,854	130,492,067	1,159,756,786	3.81%
2021	28,367,183	965,083,049	122,049,358	1,115,499,590	2.62%
2020	27,865,307	939,370,483	119,025,910	1,086,261,700	1.35%
2019	27,929,173	925,654,174	117,938,784	1,071,522,131	

Source: <https://assessment.bentoncountyor.gov/tax-reports/> (2019-2023 Table 7A)



Goal 1.b: Effectively manage and encourage adoption of tools aimed at mixed use development, industrial development, and housing and assist with marketing those development opportunities for vacant and underutilized property.

**Current Economic Development Toolkit:**

Philomath Enterprise Zone  
Philomath Urban Renewal District  
Benton/Corvallis Enterprise Zone (HP, Sunset, and South Corvallis)  
South Corvallis Urban Renewal District  
Corvallis MUPTÉ Program  
Downtown Corvallis Revolving Loan Fund Program

**Potential Tools:**

Countywide Revolving Loan Fund Program  
Downtown Corvallis Urban Renewal District  
Philomath MUPTÉ Program  
Adair Village Enterprise Zone  
Adair Village Urban Renewal District  
Adair Village MUPTÉ Program  
Countywide CPACE Program

Goal 1.c: Effectively manage the Airport Industrial Park and market development opportunities to encourage new construction.

Work is underway to annex the Airport Industrial Park in Fiscal Year 24/25. EDO and Planning Staff meet at regular cadence to improve land development code for our industrial areas. Quotes have been secured for a survey needed to complete the annexation application in the current fiscal year and changes to industrial development code are anticipated in April 2025. This will allow us to begin actively marketing priority redevelopment sites in the AIP by Fiscal Year 25/26.



*Strategy 2: Develop a modern business retention and expansion program to support and grow traded sector businesses.*



Goal 2.a: Create a business registry for all commercial and industrial properties in Benton County and use this information to track key data points like vacancy rate or employment by sector and communicate more effectively.

### **Number of Businesses by Community and Aggregate**

*Table 2: 20 Most Common Countywide Businesses by NAICS Data*

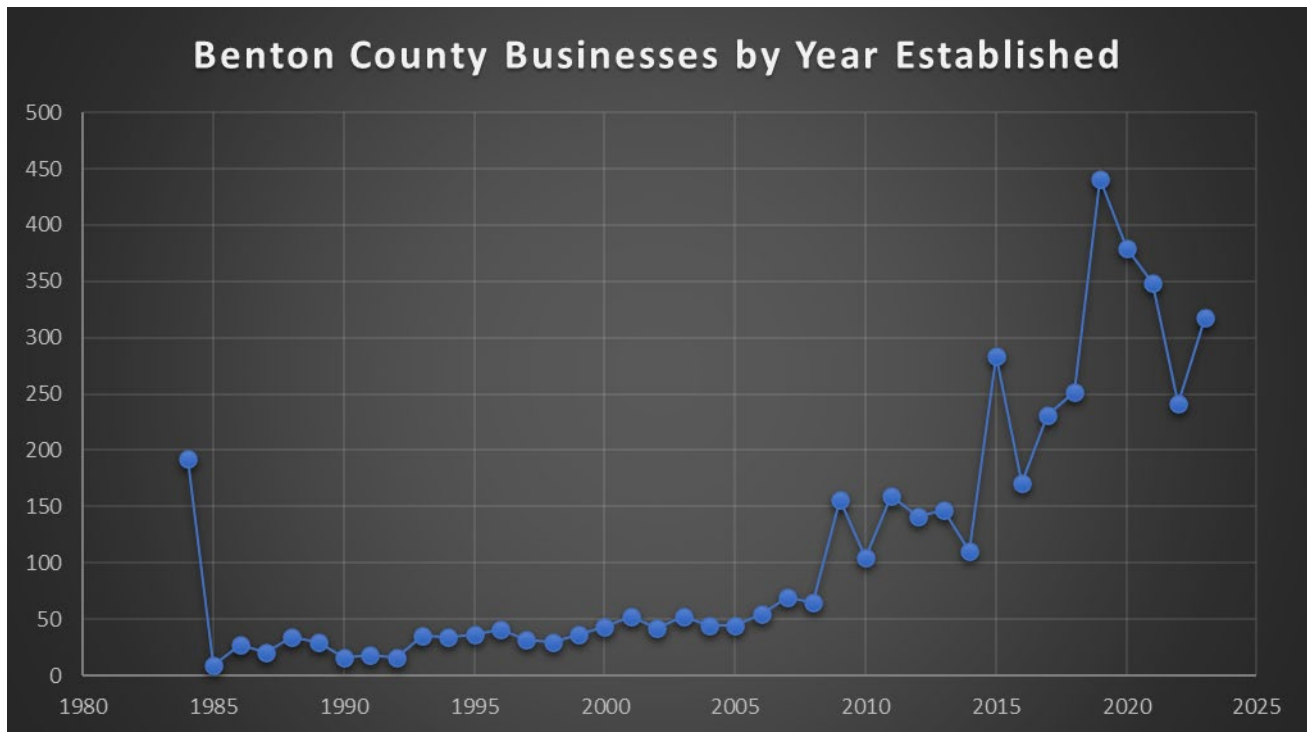
Physicians & Surgeons	594
Counseling Services / Counselors	390
Restaurants	149
Physicians' clinics	141
Nonclassified Establishments	140
Physical Therapists	131
Dentists	83
Nurses-Practitioners	81
Physicians Assistants	76
Social Workers	65
Attorney	50
Pharmacists	46
Psychologists	44
Apartments Rentals	40
Engineering Office, Consultants, Professional	40
Insurance	38
Real Estate	38
Beauty Salon	37
Marriage & Family Counselors	33
Automobile Repairing & Service	32

Source: Statewide NAICS Data for Benton County

Last quarter, data was provided from the EDO local business directory that stands at 30% complete as of January 2025. Countywide Commercial Vacancy Rate stands at 4% while the Industrial Vacancy Rate remains at 3%. Data last quarter illustrated the most common businesses by type in Corvallis, while this new data set is provided based on Oregon Secretary of State business records for Benton County. SOS data is organized by the North American Industry Classification System (NAICS) and lists 4,625 businesses comprised of 864 unique classification types. Over half of these industry classification codes include just 1 business in the County, while the top 20 represent 48.6% of all businesses.

Notably, the Great Recession of 2008 can be visualized in this data of surviving businesses to this day. 1,077 (23.29) have been operating since 2008 or prior, while the other 3,548 (76.71) opened between 2009-2024.

Table 3: Benton County Businesses by Year Established



Source: Statewide NAICS Data for Benton County

Table 4: Businesses by community within Benton County

Corvallis	4142
Philomath	345
Monroe	85
Alsea	38
Adair Village	15

Source: Statewide NAICS Data for Benton County

Due to the limited size of commercial and industrial areas in Alsea and Adair Village, the vast majority of businesses in these communities are home based, representing a variety of industries that do not require a dedicated storefront or facility to conduct operations.

All 15 businesses in Adair Village have unique classification types with ServPro of Benton and Linn Counties comprising more than half the employment opportunities within city limits and 80% of the estimated sales volume among all companies in the same area. Businesses with a commercial footprint include the Village Food Mart, Spices and Slices Pizza, Good Grounds Coffee Shop, and McGinnis Restoration and Construction. Staff anticipates the number of commercial buildings to significantly increase over the next decade as plans for a Downtown in Adair Village take shape with new planning efforts and a potential urban renewal district on the horizon. This follows a period of

rapid growth in new housing opportunities over the last five years and investment in key infrastructure needed to facilitate development.

Businesses in Alsea are also primarily home-based and those working in personal/professional services and natural resources, including tree service, pet training, contractors, trucking, logging and forestry, farms and agricultural products, and bed and breakfast. Businesses located in the commercial area of Alsea include Debs Café and John Boys Mercantile. During several roundtable discussions with local leaders comprising the Alsea Community Action Coalition a number of recommended strategies have been identified to encourage private investment that could assist with revitalizing the core Downtown area. Some of these include establishing tax exemption programs, revolving loan fund opportunities, and leveraging public-private partnerships. Residents and community organizers have also suggested that land development code changes are desired to improve redevelopment feasibility.

Monroe has a considerable number of local businesses with a dozen or more employees that manufacture or grow farm and forest products, including lumber, wine, beer, milk, and fishing tackles. However, it is not just the top 10 largest employers that contribute to the economy in Monroe. The number of employees and businesses with a commercial/industrial footprint in Monroe is also above average on a per capita basis. Businesses with a commercial footprint include Wildwood Seed and Specialties, Longbranch Bar and Grill, Broadley Vineyards, Christmas Junction, Silos Coffee, Umpqua Bank, Long Timber Brewing, Benny's Pizza Joint, Monroe Resale Shop, Taqueria Solis, Dari Mart, Bellfountain Country Store, Alpine Tavern, Benton-Lane Winery, Bluebird Hill Cellars, and TeBri Vineyards among others.

Philomath features a well-diversified array of small businesses including Farm and Forestry, Construction, Wineries, Wholesale and Manufacturing, and Transportation, and Contractors of all varieties. Unlike some communities with a single major employer or handful of large companies, the vast majority of businesses in Philomath have a dozen or fewer employees. In fact, more than 75 of all companies in Philomath have 6 or fewer employees. The commercial vacancy rate in in Philomath is among the lowest countywide and the community has grown the second fastest in Benton County over the last 25 years, trailing only Adair Village. Philomath is also home to 12 of the largest 20 undeveloped industrially zoned properties in Benton County and has tremendous potential to leverage several economic tools to grow the tax base and create new jobs.

### Employment in Corvallis and Benton County

Corvallis is home to 90% of the businesses in Benton County and as of 2021 nearly 18,000 people traveled to Corvallis for work while living elsewhere. The demand for labor among companies in Corvallis has demonstrably led to the growth of other communities within Benton County as well as neighboring counties. Table 2 best represents the number and variety of companies in Corvallis due to the size of the economy relative to the whole of Benton County. The commercial landscape of Corvallis is abundant with locally owned shops, restaurants, and personal services while its population and purchasing power also attracts many national franchises.

#### **CITY OF CORVALLIS, OREGON**

##### **PRINCIPAL EMPLOYERS**

**CURRENT YEAR AND NINE YEARS AGO - UNAUDITED**

<u>Employer</u>	<u>2023</u>			<u>2014</u>		
	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total Employment*</u>	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total Employment*</u>
Oregon State University	13,577	1	32.33 %	10,022	1	25.08 %
Samaritan Health Services	3,035	2	7.23	2,697	2	6.75
HP, Inc.	1,275	3	3.04	1,525	3	3.82
Corvallis School District 509J	872	4	2.08	552	5	1.38
Benton County	597	5	1.42	395	7	0.99
Corvallis Clinic	509	6	1.21	591	4	1.48
City of Corvallis	468	7	1.11	390	8	0.98
Jacobs (previously CH2M Hill)	250	8	0.60	400	6	1.00
Nuscale	238	9	0.57	-	-	-
Korvis	117	10	0.28	-	-	-
Fiserv	-	-	-	232	9	0.58
ATS Systems Oregon	-	-	-	190	10	0.48
<b>Total</b>	<b>20,938</b>		<b>49.87 %</b>	<b>16,994</b>		<b>42.54 %</b>

**Sources:**

Nine years ago employer / employee information is from the City of Corvallis 2014 ACFR.

Current year information:

Obtained from respective employers.

**Notes:**

\* Total employment is for the Corvallis Metropolitan Statistical Area (MSA) which is Benton County.

The MSA information is from the Oregon Employment Department (OED) - Oregon Labor Market Information System.

Total non-farm MSA employment:

Current year: 41,990

Nine years ago: 39,960

While the data provided in Tables 2 and 3 illustrate the number and types of businesses in each community within Benton County, it does not provide a comprehensive look at labor within the Corvallis MSA. Fortunately, Table 4 provides data from the US Bureau of Labor and Statistics over the last six months of availability for Corvallis and Benton County as a whole that can help fill in the gaps and identify employment by sector. The largest employment sectors for the region are Government at 17,700, Education and Health Services at 7,500, Trade-Transportation-Utilities at 4,700, Professional and Business Services at 4,700, and Leisure and Hospitality at 4,200 among a total of 46,500 Total Nonfarm Workforce. These five sectors represent 83.4% of the total workforce. Education and Health Services have the largest gains of 4.2% over the last 12-month period and Financial Activities show the largest decline losing 6.7% over the same period followed by Manufacturing losses of 3.6%.

Table 5: Corvallis Labor Force Data June 2024-November 2024

Data Series	Back Data	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024
<b>Labor Force Data</b>							
Civilian Labor Force <sup>(1)</sup>		51.3	49.1	49.1	49.8	51.4	(D) 51.4
Employment <sup>(1)</sup>		49.6	47.3	47.4	48.2	49.7	(D) 49.8
Unemployment <sup>(1)</sup>		1.7	1.8	1.7	1.7	1.7	(D) 1.6
Unemployment Rate <sup>(2)</sup>		3.3	3.8	3.5	3.4	3.3	(D) 3.0
<b>Nonfarm Wage and Salary Employment</b>							
Total Nonfarm <sup>(3)</sup>		46.5	43.3	43.0	44.4	46.6	(D) 46.5
12-month % change		2.0	2.4	1.4	1.4	1.7	(D) 1.1
Mining, Logging and Construction <sup>(3)</sup>		1.5	1.5	1.5	1.5	1.5	(D) 1.5
12-month % change		0.0	-6.3	-6.3	0.0	0.0	(D) 0.0
Manufacturing <sup>(3)</sup>		2.7	2.7	2.7	2.7	2.7	(D) 2.7
12-month % change		-3.6	-6.9	-6.9	-6.9	-6.9	(D) -3.6
Trade, Transportation, and Utilities <sup>(3)</sup>		4.6	4.6	4.6	4.5	4.6	(D) 4.7
12-month % change		0.0	0.0	0.0	-4.3	-2.1	(D) 0.0
Information <sup>(3)</sup>		0.7	0.7	0.7	0.7	0.7	(D) 0.7
12-month % change		-12.5	0.0	0.0	0.0	0.0	(D) 0.0
Financial Activities <sup>(3)</sup>		1.5	1.5	1.5	1.5	1.5	(D) 1.4
12-month % change		0.0	0.0	0.0	0.0	0.0	(D) -6.7
Professional and Business Services <sup>(3)</sup>		4.7	4.7	4.7	4.7	4.7	(D) 4.7
12-month % change		2.2	0.0	0.0	0.0	-2.1	(D) 0.0
Education and Health Services <sup>(3)</sup>		7.3	7.4	7.5	7.4	7.5	(D) 7.5
12-month % change		4.3	2.8	4.2	4.2	4.2	(D) 4.2
Leisure and Hospitality <sup>(3)</sup>		4.4	4.4	4.3	4.3	4.3	(D) 4.2
12-month % change		0.0	2.3	0.0	0.0	0.0	(D) -2.3
Other Services <sup>(3)</sup>		1.4	1.4	1.4	1.4	1.5	(D) 1.4
12-month % change		0.0	0.0	0.0	0.0	7.1	(D) 0.0
Government <sup>(3)</sup>		17.7	14.4	14.1	15.7	17.6	(D) 17.7
12-month % change		4.1	7.5	4.4	4.7	4.8	(D) 2.9

**Footnotes**

- (1) Number of persons, in thousands, not seasonally adjusted.
- (2) In percent, not seasonally adjusted.
- (3) Number of jobs, in thousands, not seasonally adjusted. See [about the data](#).
- (D) Preliminary

Source: [US Bureau of Labor and Statistics](#)

Goal 2.b: Support businesses navigating the development review process and seek to provide grant and loan opportunities.

*Table 6: BRE Touchpoints by Service in Q1 24/25*

Business Expansion	36.73%
Incentives Request	16.33%
Seeking Tenants	8.16%
Ordinance Amendments	8.16%
Grant or Loan Application	8.16%
Workforce Development Referral	6.12%
Site Selection	6.12%
Event	6.12%
AIP Lease	4.08%

Source: Internal Tracking Data

*Table 7: BRE Touchpoints by Service in Q2 24/25*

Business Check In	37.50%
Grant or Loan Application	29.17%
Business Expansion	18.75%
Site Selection	4.17%
Ordinance Amendments	4.17%
Incentives Request	4.17%
Site Selection	6.12%
Seeking Tenants	2.08%

Source: Internal Tracking Data

Goal 2.c: Work closely with Oregon State University Tech Hub to incubate innovative technologies and foster research commercialization to capture the long-term economic benefits for the local community.

January 26, 2024 - HP received \$9.5 million through the Oregon CHIPS Act to help support companies applying for federal subsidies.

August 27, 2024 - HP will receive \$53 million through the Federal CHIPS Act. The federal CHIPS funding will help support HP's manufacturing of silicon devices used in life sciences lab equipment for medical research, according to the Biden Administration. The expansion could create 150 temporary construction jobs and more than 100 manufacturing positions.

January 14, 2025 - OSU Microfluidic Tech Hub awarded \$45 million to establish global leadership in the development, scaling, and commercialization of microfluidics technology for use in semiconductor cooling, continuous flow processing, and biotechnology. By creating a platform for high-performance computing, biotechnology, advanced energy, and advanced materials, this Tech Hub will enable manufacturing companies to collaboratively demonstrate microfluidics technologies



across a range of products, including semiconductor manufacturing and bioscience, which will mitigate supply chain risks and contribute to advancing a technology central to our national security.

Goal 2.d: Collaborate with ATAMI, the OSU Advantage Accelerator, the Foundry, Oregon RAIN, Willamette Valley Capital and the Willamette Innovators Network to support the entrepreneurship ecosystem.

The Economic Development Office dedicates considerable time towards meeting with the staff and companies at ATAMI to help support their growth and prepare sites for their future expansion in hopes of keeping those investments in Benton County. During Q2, 2024 staff participated in the first Willamette Innovators Network Expo since prior to the pandemic. This was a great opportunity to network with companies and other important partners within the entrepreneurship ecosystem.

In addition, the EDO hosted Economic Vitality Day on January 9, 2025. This was an opportunity organized by Leadership Corvallis to connect with 30 professionals who work locally at a wide variety of organizations and share the economic development efforts underway in Benton County. The day included a tour of ATAMI and learning about the history of Hewlett Packard in Corvallis, visiting Western Pulp in the Corvallis Airport Industrial Park to learn more about their sustainable manufacturing process, and a round table with representatives from the Downtown Corvallis Organization, RAIN Catalysts, Linn Benton Small Business Development Center, Visit Corvallis, and two companies undertaking new development projects in Corvallis.

Goal 2.e: Conduct a survey regarding potential incentives and barriers. This data will help us assess the business climate and identify business needs, barriers, and opportunities and will be shared with EDC and Benton County.

Work is underway to develop a countywide survey but without a complete business registry we are limited in our methods for distribution. We expect it may take 6-12 months after the business registry is operating and populated with contact information.

Goal 2.f: Develop and launch a centralized online portal that provides information for businesses to locate or expand in Benton County.

The EDO is seeking a budget add request in the coming fiscal year to support development of a CRM Platform that can assist with Business Retention and Expansion and Business Registry efforts. We will also explore the cost of developing a centralized online portal during this budget add request.



### *Strategy 3: Bolster locally owned business, traded sectors, and emerging sectors*

#### Goal 3.a: Grow our Countywide participation in Oregon Main Street program and other initiatives aimed at placemaking and seeking grant opportunities that benefit local businesses.

On December 16, 2024 Corvallis City Council adopted a resolution endorsing and supporting the Downtown Corvallis Organization Affiliated Main Street Application. Downtown Corvallis is 1 of 63 cities currently holding a “Connected Communities” designation with the Oregon Main Street Program.

On January 15 the Downtown Corvallis Organization submitted the application to become an “Affiliated Main Street” community.

On January 22, 2025, the Downtown Corvallis Organization will hold a public meeting to announce the opportunity for business and property owners to submit Main Street Revitalization Grant applications for local consideration. The application selected locally by the Downtown Corvallis Organization will go on to compete statewide among projects from other communities for grant awards up to \$400,000. This grant opportunity requires a 30% match and is considered highly competitive. Eligible projects include the rehabilitation of properties including façade improvements, renovation of upper floors, structural repairs, code compliance, and energy efficiency improvements. During the past 12 months the Economic Development Office has supported three new Revolving Loan Fund Applications for Greenhouse Coffee and Plants, Munster Bookstore, and Cut4Cut totaling more than \$33,000.



#### Goal 3.b: Collaborate with partners such as the various Chambers of Commerce, Visit Corvallis, RAIN, and Small Business Development Center to provide services that support local businesses and entrepreneurs.

The EDO meets monthly with all of our Countywide partners for a roundtable discussion to share updates. We additionally meet with the Corvallis Chamber of Commerce and Visit Corvallis in person monthly. Every quarter we participate in meetings held by the Cascade West Council of Governments, Monroe Business Association, Philomath Chamber of Commerce, Tri County Chamber of Commerce, Linn Benton Small Business Development Center, RAIN, and the Black Business Association of Oregon. Notably, the EDO has participated

in the recruitment and selection process underway to identify a new Chamber of Commerce President and CEO in Q2 of Fiscal Year 2024-2025.

Goal 3.c: Cultivate local food hub with a focus on business development and creating new commercial opportunities within the food system.

The South Corvallis Food Hub project successfully obligated \$550,000 in ARPA grant funding ahead of the December 31, 2024, deadline by signing grant agreements with all awardees selected on August 27. In the coming months, awardees will request disbursements to undertake their projects and new offerings to support the food system in South Corvallis will begin to take shape. Grant award total and descriptions of each proposal are included below:

1. Benton County Food Forum - \$5,000 to fund delivery of produce and meals from the Southtown Stand and Farmers' Market using a combination of e-bikes, cargo bikes, and conventional bikes.
2. Flicker & Fir, LLC - \$37,000 to fund the launch of a farm-to-market pre-order pilot program Southtown Stand and Farmers' Market.
3. Ten Rivers Food Web - \$153,000 to fund operation of an on-site aggregation facility to receive, store, and distribute local food products to institutional purchasers and business owners through local delivery.
4. Growing Ancestral Roots - \$50,000 to provide access to shared kitchen space, storage, training and workshops, marketing support, pop-up market access, events, training, low barrier microgrants, and business incubation support.
5. Las Doñas del Sur - \$250,000 to fund the purchase and operations of food trucks for 10 entrepreneur groups to be operated at a co-located destination in South Corvallis.

The Urban Renewal Agency additionally approved \$500,000 in new commercial programs aimed at supporting business expansion and investment in South Corvallis. The first funding cycle is open and ends on May 2<sup>nd</sup>, 2025, at 5pm.



Goal 3.d: Work closely with beverage and agriculture sectors and partners, such as Visit Corvallis to implement projects such as the Mid-Willamette Food Trail and events that highlight agriculture businesses in Benton County.

The Economic Development Office regularly engages Visit Corvallis about developing programs and events that highlight agriculture businesses in Benton County. Additionally, staff serves on the Scenic Byway Management Plan Steering Committee which is a regional effort aimed at highlighting agritourism and developing the necessary infrastructure to support these efforts. A good example of this effort during FY 2024/2025 Q2 is the [Corvallis Hazelnut Trail](#). This guide offers ways for residents visitors to enjoy locally grown hazelnuts and other agricultural products that are featured in the menus of local businesses including Del Alma, Corazon, and Coffee Culture. It also features growers and sellers like Fiberts R Us, Peoria Road Farm Market, and First Alternative Natural Foods Co-Op.



*Strategy 4: Competitive Benchmarking – The EDO will conduct an inventory of all commercial and industrial zoned properties and analyze land use policy to best meet market demands.*

Goal 4.a: Oregon Prospector will be 100% accurate and updated to reflect current environmental conditions, available infrastructure, zoning, and property owner information in Benton County

Staff has worked diligently with listing agents and property owners to update Prospector records over the last 12 months and reduced the number of inactive properties listed down to 27 of 111 total. Of those actively listed staff estimates 80% are complete with detailed information concerning wetlands, environmental conditions, and available infrastructure.

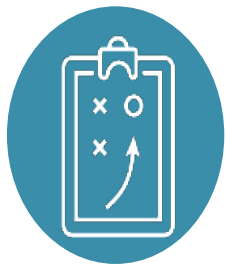
Goal 4.b: Leverage State and Regional partnerships with organizations such as Business Oregon that offer grant resources to document industrial land conditions and market those development opportunities.

Business Oregon continues to be a valuable partner to the Corvallis Benton EDO and staff routinely meets with the regional development officer to discuss active development projects that could benefit from the resources offered by the State. On October 30, 2024 EDO Staff provided a tour of Industrial properties in Benton County with state agency representatives to strategize on redevelopment efforts. During this time, we met with Pat Hare, City Manager of

Adair Village about the Seely Building priority redevelopment site and discussed state incentives for potential projects. In Q4, another site visit is planned for similar purposes and may include a broader delegation representing the governors regional solutions team, Business Oregon, DEQ, DLCD, ODOT, USDA, and elected officials. These relationships have been fruitful over the last 12 months, allowing staff to respond to several statewide site selection leads from national and international companies looking to locate in Oregon.

Goal 4.c: Study and identify best practices statewide to recommend land use reform and other policies that help provide a competitive advantage in Benton County.

EDO staff attends conferences and events to learn more about new and emerging best practices in communities statewide and nationally. One such example took place on October 7<sup>th</sup> and 8<sup>th</sup> when EDO Officer Lily Bender represented the EDO at the Annual OEDA Conference held in Klamath Falls. Some examples where identifying best practices has helped inform our recommendations for programs include the South Corvallis Food Hub, MUPTe, Mobile Food Units, Outdoor Markets, BROW, CPACE, and Urban Renewal.



*Strategy 5: Support regional economic development planning and workforce development efforts with partners like Oregon Works and Oregon Cascade West Council of Governments.*

Goal 5.a: Participate and support regional efforts such as Innovation Hub and Comprehensive Economic Development Strategy (CEDS).

Staff is deeply engaged with our regional partners at Oregon Works and the Cascade West Council of Governments. Staff participates on quarterly calls with DLCD to discuss state policy changes to wetland rules and make recommendations. We have helped establish a broadband strategic plan for the region and secure letters of support and will be heavily involved in efforts to create a regional innovation hub with a recently awarded “groundwork” grant. Staff has also deepened involvement in regional economic development efforts during the last quarter by joining the Cascades West Economic Development District Board and Loan Review Subcommittee. This involvement helped facilitate the first loan from OCWCOG to a business in Corvallis since 2019 to help expand operations.

Goal 5.b: Support initiatives and partnerships that benefit workforce development, childcare, and housing affordability.

We value of workforce development partners at Northwest Oregon Works and Worksource and support those organizations by providing referrals. Some of our most cutting-edge technology businesses in the region have very specific skill sets they seek in new employees and positions. These workforce development partners have a strong track record of helping support businesses seeking specific talent. Some businesses that are new to our region are unfamiliar with these services and we have been able to help bridge those connections.



*EDO Priority List: Based on the feedback from the Economic Development Coalition, Benton County Board of Commissioners, and Corvallis City Council.*

**January 2025** – Mobile Food Unit Ordinance Amendments, Annexation Survey Contract Execution.

**February 2025** – OBIE Companies MUPTTE Application, Commercial Use of Public Right of Way Ordinance Amendments, Benton County CPACE Adoption, EV Gaps Analysis Report.

**March 2025** – AIP Lease Standards Update, Main Street Revitalization Grant Submittal.

**April 2025** – Corvallis Industrial Code Amendments, Philomath ED Contacts.

**May 2025** – AIP Annexation Application Submittal, South Corvallis URA Revolving Loan Fund Awards.

**June 2025** – AIP Enterprise Fund, South Corvallis URA Commercial Incentives Planning, Downtown TIF and Financial Consultant RFP.

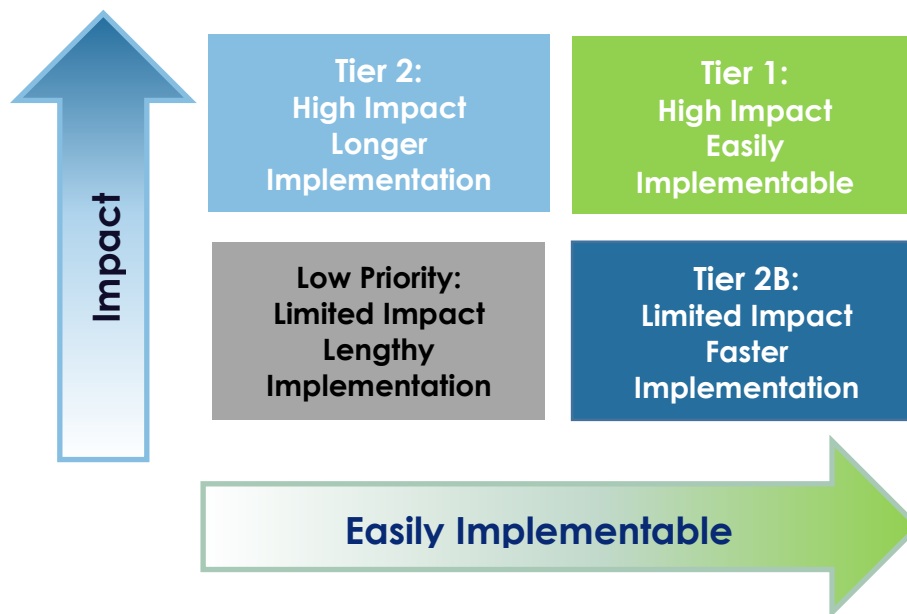
**Future Items:**

SC URA Strategic Purchases	ED Marketing Program	SC Food Hub Grant Closeout
Office Zone Code Amendments	Business Registry Completion	BRE Software
Legislative Relationship Building	Oregon Prospector Records 100%	Business Registry Software
Financial Analysis of Taxable Values and Incentives	Downtown Corvallis Holiday Decorations	Downtown Revolving Loan Fund Recapitalization
Corvallis Public Infrastructure Needs Assessment	Alsea Revitalization Needs Assessment	AIP Public Private Partnership Strategy
Home Occupation Code Amendments SC URA Infrastructure	Regionally Significant Industrial Sites Certification	Buildable Lands Inventory Economic Opportunities Analysis
AIP Wetlands and Infrastructure Plan	WSVA Contamination	Mary’s Peak to Pacific Scenic Byways

# Summary of Implementation

## Prioritization considerations:

- Impact – level and type of impact – long-term vs short-term, number of people affected, urgency, timeliness (current opportunity may not last), opportunity for synergy with other initiatives; from low to high.
- Timing/effort of implementation– Length and quantity of effort needed to implement; from longer-term to easily implementable.



**The EDO is committed to creating a better, stronger community in partnership with local businesses and Benton County residents.**

**Diversity, Equity, Inclusion and Belonging (DEIB)** The EDO is uniquely positioned to address this challenge in our local business communities. We will work to dismantle the systems, policies, and procedures that perpetuate structural racism, inequities, and different forms of discrimination based on power, privilege and accessibility. We will focus on inequities with a goal of establishing a sense of belonging, where community members will be respected, valued, and able to participate in power structures that affect them.

## ***Priority Redevelopment Sites***

The following sites are provided to indicate which projects could see prioritization in staff time but do not necessarily include all the opportunities we may pursue. This section can and will be regularly updated as priorities shift.

### ***Airport Industrial Park***

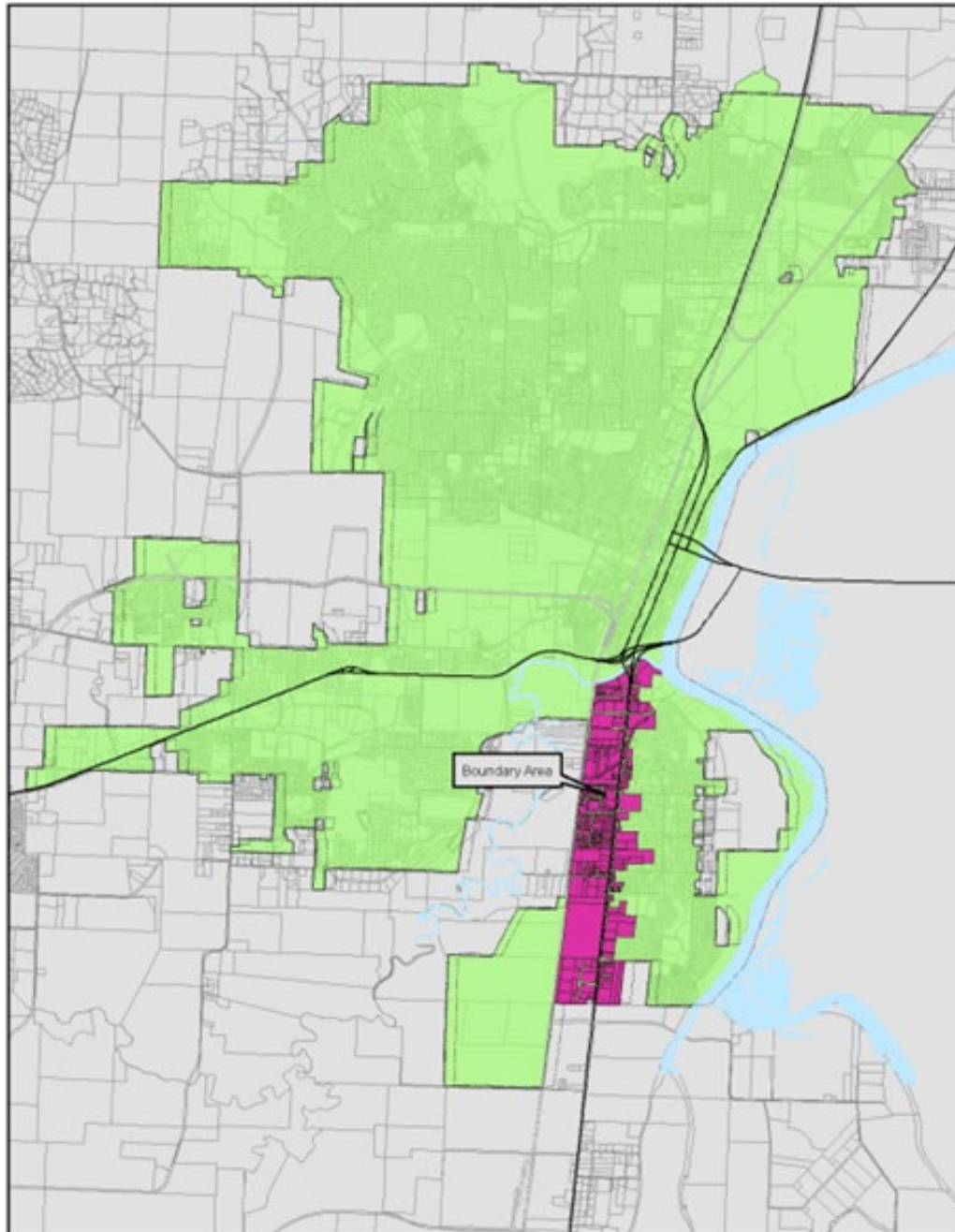
Area 1 consists of the Airport Ave frontage from HWY99 just past Ingalls where we are currently focusing a wetland delineation study and hope to apply advanced mitigation credits. Once this work is complete this area will be considered “shovel ready” and we can begin to actively market development opportunities.





### ***South Corvallis Urban Renewal Area***

The South Corvallis Urban Renewal Plan was adopted in 2018 and approved by voters in 2019. It was the first ever approved tax increment financing district in the City of Corvallis and followed many years of area planning and grassroots organizing. The tax increment financing district provides a funding mechanism to initiate a variety of improvements including but not limited to infrastructure, public-private partnerships, and non-motorized pedestrian improvements. There remains a significant number of vacant and underutilized commercial lots within this development area that could additionally benefit from the overlapping Enterprise Zone, which provides for up to five years of property tax exemption for new construction.



### ***Seely Building – Adair Village***

At more than 166,000 sq feet, the Seely Building in Adair Village is one of the largest industrial properties in Benton County and by far the largest vacant industrial property in the mid-Willamette valley. Known locally as “the Blockhouse”, this unique property has been home to a WWII barracks and later served as the Adair Air Force Station during the cold war. The property owner is willing to engage and negotiate price or discuss building renovations as needed. The property is zoned M-1 Limited Industrial and can accommodate a wide range of uses from light manufacturing, warehousing, wholesaling, assembly, processing, research and testing, so long as no emissions are potentially detrimental to public health or feature nuisance characteristics.



## Board of Commissioners Agenda Item

### Agenda Placement and Contacts

---

**Suggested Agenda Date** 02/18/25

View [Agenda Tracker](#)

**Suggested Placement \*** BOC Tuesday Meeting

**Department \*** Public Works

**Contact Name \*** Gary Stockhoff

**Phone Extension \*** 6010

**Meeting Attendee Name \*** Gary Stockhoff

### Agenda Item Details

**Item Title \*** Benton County Facilities Update

**Item Involves \*** Check all that apply

- Appointments
- Budget
- Contract/Agreement
- Discussion and Action
- Discussion Only
- Document Recording
- Employment
- Notice of Intent
- Order/Resolution
- Ordinance/Public Hearing 1st Reading
- Ordinance/Public Hearing 2nd Reading
- Proclamation
- Project/Committee Update
- Public Comment
- Special Report
- Other

**Estimated Time \*** 15 minutes

**Board/Committee Involvement \***  Yes  No

**Advertisement \***  Yes  No



## 2040 Thriving Communities Initiative

---

**Mandated Service?\***  Yes  
 No

## 2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

**Mandated Service Description\*** If this agenda checklist describes a mandated service or other function, please describe here.  
 Courthouse/District Attorney's Office and Emergency Operations Center

## Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

---

**Core Values\*** Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

**Explain Core Values Selections\*** Generally speaking all value and focus areas are in some way associated with the facilities occupied and operated by Benton County.

**Focus Areas and Vision\*** Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

**Explain Focus Areas and Vision Selection\*** Generally speaking all value and focus areas are in some way associated with the facilities occupied and operated by Benton County.

## Recommendations and Motions

---

### Item Recommendations and Motions

---

**Staff** None

**Recommendations\***

**Meeting Motions\*** I move to ...

None

## Attachments, Comments, and Submission

---

### Item Comments and Attachments

---

**Attachments** Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

BOC Project Report - Courthouse - Feb25.pdf 437.84KB

BOC Project Report - EOC - Feb25.pdf 548.16KB

**Comments (optional)** If you have any questions, please call ext.6800

**Department Approver** GARY STOCKHOFF



# Courthouse Monthly Project Report

February 2025

**Project Location:** 1000 NE Carson Drive, Corvallis, OR    **Project Owner:** Benton County, Gary Stockhoff  
**Owner's Representative:** Otak CPM, Sheri Mishler    **Architect/Engineer:** DLR Group, Jane Gooding  
**Construction Manager/GC:** Hoffman, Justin Paterson    **Scheduled Completion:** Spring 2027

---

## **Summary**

The property final platting and title process is wrapping up. The contractor has been given notice to proceed (NTP) in February to prepare the site with fencing and erosion control and protection measures. This work will take several weeks, which will then be inspected to officially release the site work permits. Full mobilization for construction will then follow in March.

## **Land Acquisition**

Land acquisition is complete.

## **Site Development**

Final site development plans have been accepted.

## **Design Update**

Design is complete.

## **Budget Update**

Final edits to the OJD Phase Agreement are being wrapped up. Project funds expended by the County cannot be reimbursed until this agreement is finalized. The tables below provide a summary of the available funding and budget to date. Due to the delay in starting construction and shifting earthwork to the wet weather season, a reconciliation of project costs has been prepared and reviewed. The overall project budget remains aligned with the current total funding.

Funding Sources	Funding
State Borrowing	\$ 36,118,022
State General Fund	\$ 2,000,000
County Borrowing - Principal	\$ 36,000,000
County Borrowing - Premium & Interest	\$ 4,323,360
County General Fund	\$ 1,933,722
Federal American Rescue Plan Act	\$ 5,931,017
Other Grant and Service Revenue	\$ 30,690
<b>Total</b>	<b>\$ 86,336,811</b>

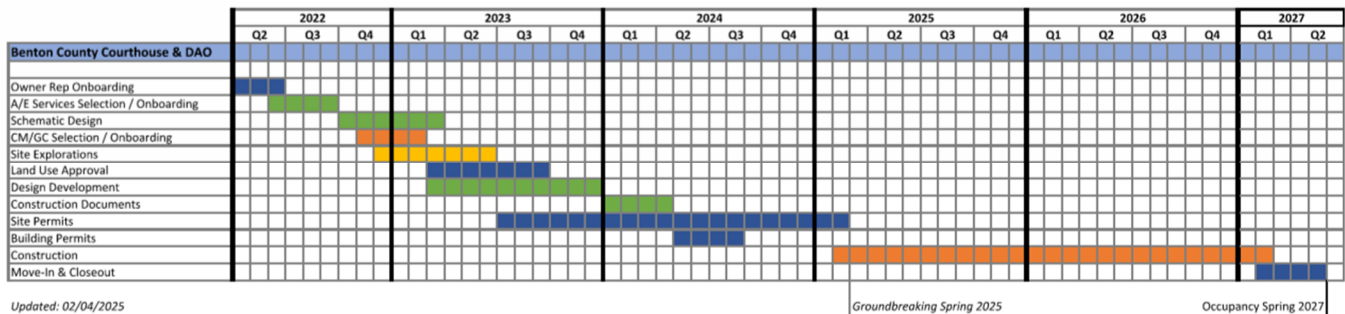
Budget Category	Budget	Encumbered	Expended
Land Acquisition	\$ 5,477,700	\$ 5,874,900	\$ 5,874,900
Design & Professional Services	\$ 9,771,623	\$ 11,019,880	\$ 7,787,025
Incidental	\$ 10,500	\$ 9,005	\$ 9,005
Jurisdictional	\$ 3,083,605	\$ 272,547	\$ 272,547
Construction	\$ 61,918,693	\$ 53,572,028	\$ 1,162,173
Furniture, Fixtures, & Equipment	\$ 6,074,690	\$ -	\$ -
<b>Total</b>	<b>\$ 86,336,811</b>	<b>\$ 70,748,360</b>	<b>\$ 15,105,649</b>

### Construction Update

Site activities will start in February with fencing and erosion control measures being installed.

### Schedule Update

The updated schedule forecast below shows a Spring 2025 construction start and a Spring 2027 finish.







## Emergency Operations Center (EOC) - Monthly Project Report

### February 2025

**Project Location:** 1050 NE Carson Drive, Corvallis, OR    **Project Owner:** Benton County, Gary Stockhoff  
**Owner's Representative:** Otak CPM    **Architect/Engineer:** DLR/Mazzetti  
**Construction Manager/GC:** Hoffman Construction    **Scheduled Completion:** Spring 2027

---

### Summary

The Construction Documents phase of the EOC design is underway and an early GMP (Guaranteed Maximum Price) for construction has been contracted. Permitting review for the EOC is separate from the Courthouse project and will begin as soon as permits are released for the Courthouse. Construction will then run concurrently with the Courthouse project with similar final completion and occupancy timelines in Spring 2027.

### Land Acquisition

Land acquisition is complete.

### Site Development

Land Use review will run concurrently with the building permit review, scheduled for Spring 2025.

### Design Update

The PEMB (Pre-Engineered Metal Building) contractor has been selected to assist in the structural design. The Construction Documents 100% set will be finalized for permit applications over the next few months.

### Budget Update

The tables below provide a summary of the available funding and budget to date.

Funding Sources	Funding
State Lottery Backed Bonds	\$ 5,000,000
Federal American Rescue Plan Act	\$ 2,500,000
Federal HRSA Grant	\$ 1,000,000
Federal SHSP Grant	\$ 52,788
County General Fund	\$ 633,000
<b>Total</b>	<b>\$ 9,185,788</b>

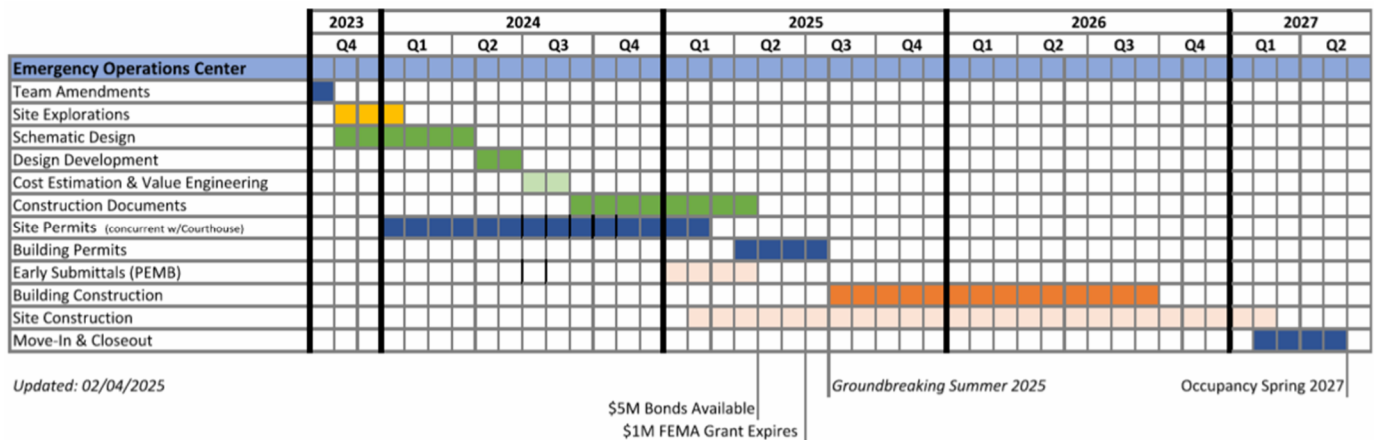
Budget Category	Budget	Encumbered	Expended
Design & Professional Services	\$ 1,590,314	\$ 1,502,920	\$ 938,010
Incidental	\$ 2,000	\$ -	\$ -
Jurisdictional	\$ 148,882	\$ -	\$ -
Construction	\$ 7,144,592	\$ 6,701,065	\$ -
Furniture, Fixtures, & Equipment	\$ 300,000	\$ -	\$ -
<b>Total</b>	<b>\$ 9,185,788</b>	<b>\$ 8,203,985</b>	<b>\$ 938,010</b>

### Construction Update

Site mobilization is aligned with the Courthouse project to start Spring 2025, with EOC specific work aligned to start Summer 2025 after EOC permits are released.

### Schedule Update

The EOC project is on schedule for completion in Spring 2027.



## Board of Commissioners Agenda Item

### Agenda Placement and Contacts

---

**Suggested Agenda Date** 02/18/25

View [Agenda Tracker](#)

**Suggested Placement\*** Work Session

**Department\*** Health Services

**Contact Name\*** April Holland

**Phone Extension\*** 6840

**Meeting Attendee Name\*** April Holland, Staci Yutzie

### Agenda Item Details



**Item Title\*** Crisis Center Monthly Project Update

**Item Involves\*** Check all that apply

- Appointments
- Budget
- Contract/Agreement
- Discussion and Action
- Discussion Only
- Document Recording
- Employment
- Notice of Intent
- Order/Resolution
- Ordinance/Public Hearing 1st Reading
- Ordinance/Public Hearing 2nd Reading
- Proclamation
- Project/Committee Update
- Public Comment
- Special Report
- Other

**Estimated Time\*** 15 minutes

**Board/Committee Involvement\***  Yes  No

**Advertisement\***  Yes  No



## Issues and Fiscal Impact

---

### Item Issues and Description

---

**Identified Salient Issues\***      The purpose of this update is to provide information to the Board of Commissioners and community about the progress of the Crisis Center as the project nears completion.

Updates will include relevant activities around construction, facilities, staffing, onboarding, training, licensing and certifications, compliance, information technology, external partner planning, policies, and communications.

**Options\***      n/a

**Fiscal Impact\***       Yes  
 No

## 2040 Thriving Communities Initiative

**Mandated Service? \***  Yes  
 No

## 2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

**Mandated Service Description \*** If this agenda checklist describes a mandated service or other function, please describe here.  
 Per Oregon Revised Statute (ORS) 430.630, a Community Mental Health Program (CMHP) must provide an array of behavioral health services, including crisis services.

## Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

**Core Values \*** Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

**Explain Core Values Selections \*** Benton County Behavioral Health is working to create a voluntary walk-in treatment-centered facility that may serve as an alternative to the emergency room, which provides stabilization for individuals experiencing mental health crisis, along with referrals and support for ongoing behavioral health services.

The crisis center will be open 24 hours a day, seven days a week, 365 days a year and serve all ages, regardless of ability to pay, no appointment needed. It is designed to serve anyone who needs a break from stressors to be connected to services and support and will have a “no-wrong-door” approach to support individuals who are having mental health crises for any number of reasons.

**Focus Areas and Vision \*** Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

**Explain Focus Areas and Vision Selection\*** The Crisis Center will aim to help an Individual resolve a mental health crisis or emergency in the most integrated setting possible, avoid unnecessary emergency room visits, hospitalization, inpatient psychiatric treatment, involuntary commitment, and arrest or incarceration. Through these actions client care will be achieved and community safety enhanced.

## Recommendations and Motions

---

### Item Recommendations and Motions

---

**Staff**

**Recommendations\***

**Work Session** I move to ...

**Motions\*** n/a

## Attachments, Comments, and Submission

---

### Item Comments and Attachments

---

**Attachments** Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

**Comments (optional)** Update to follow by 2/4.  
If you have any questions, please call ext.6800

**Department Approver** APRIL HOLLAND



# PROJECT PLAN

## Benton County Crisis Center



## Summary

The Benton County Crisis Center is a voluntary, walk-in treatment-centered facility that may serve as an alternative to the emergency room, which aims to provide stabilization for individuals experiencing mental health crisis, along with referrals and support for ongoing behavioral health services. The crisis center will be staffed by Benton County Health Department's mental health crisis team and is an expansion of existing mental health crisis services.

By relocating to this facility, with more available space, the Benton County Health Department will add additional staff and services, including:

- 24/7 walk-in (no appointment needed), face-to-face crisis counseling services.
- Crisis, Outreach, Response, and Engagement (CORE) Co-Response team assisting in connecting people in crisis to the new facility for stabilization and support.
- Dispatch center for the Mobile Crisis Team, which responds out in the community to calls from community service providers, including law enforcement and hospital staff.

The new crisis center will also offer a safe and supportive space for voluntary stabilization to adults who are assessed to need short-term stabilization, but do not require the medical capabilities of an acute care hospital or longer-term residential care. In addition, the crisis center will expand the County's currently very limited respite bed capacity for adults. Respite beds and stabilization chairs are for adults, aged 18 years or older. The new center will contain:

- Five (5) Stabilization Chairs (Recliners)- Up to 23 hours stay in a trauma-informed, treatment-centered environment for adults who need additional time and support to stabilize from mental health crisis and to be connected to appropriate community resources.
- Six (6) Respite Beds- Up to 29 days stay in a trauma-informed, treatment-centered environment for adults recovering from mental health crisis who need respite time away from their current living situation while being connected to ongoing treatment and/or other appropriate community resources.

Construction of the Benton County Crisis Center is expected to be completed at the end of April 2025.





## Project Goals & Objectives

This project plan is designed to prepare the new center for operations.

Goals	Objectives
Operationalize the new center for existing crisis services by May 12, 2025.	<ul style="list-style-type: none"> <li>● Develop site plans for IT and Facilities</li> <li>● Secure proper certification, licensing, and credentialing</li> <li>● Order equipment- furniture, technology, safety features</li> <li>● Draft policies and procedures</li> <li>● Establish external processes and MOUs</li> <li>● Establish security contract</li> <li>● Develop a safety plan</li> <li>● Develop an Emergency Operations Plan</li> <li>● Establish custodial contract</li> <li>● Train staff</li> <li>● Complete installation of IT network and other systems</li> <li>● Prepare billing processes and charting codes</li> <li>● Hold grand opening event</li> <li>● Move from current site</li> </ul>
Expand crisis services to include 24/7 operations, stabilization, and respite by July 31, 2025.	<ul style="list-style-type: none"> <li>● Increase staffing- new staffing model, position approvals, bargaining, recruiting, hiring, on-boarding, certifications, and training</li> </ul>

A separate Gantt chart is used to track the task details, assignments, timelines, and completion status. The list of objectives continues to evolve as new tasks are determined.



## Communications Plan

The Communications Plan establishes weekly meetings with the project sponsors and core project team, monthly meetings with the full (county-wide) project team, and ongoing check-ins with the sub-teams (HR, IT, Facilities, and Finance). The plan also identifies communication methods with other stakeholders, both internal and external to the county.

The full project team operates from a shared Microsoft Team that includes task assignments, shared documents, and progress tracking tools.

Communication	Method	Frequency	Goal	Owner	Audience
Project Status Report	Sharable Document- Teams	Weekly	Review project status and discuss potential issues or delays	PM	Core Project Team
Task Progress Updates	Sharable Document- Teams	Weekly	Share weekly progress made on project tasks	PM	Core Project Team
Core Team Standup	Meeting	Weekly- Tues PM	Discuss task progress, identify new tasks, identify new risks	PM	Core Project Team
Sponsor Update	Meeting	Weekly- Tues AM	Discuss potential issues or delays	PM	Sponsor
IT Sub Team Check In	Phone	Monthly	Discuss task progress, identify new tasks, identify new risks	PM	CPT + IT
HR Sub Team Check In	Meeting	Every Other Week	Discuss task progress, identify new tasks, identify new risks	PM	CPT + HR
Facilities Sub Team Check In	Phone	Monthly	Discuss task progress, identify new tasks, identify new risks	PM	CPT + Facilities
Finance Sub Team Check In	Phone	Monthly	Discuss task progress, identify new tasks, identify new risks	PM	CPT + Finance
Project Review	Meeting	Monthly	Present deliverables, identify new dependencies, discuss risks	PM/Damien	Full Project Team
Board Report	Report/Presentation	Monthly	Present project status towards completion, project plan, comms plan	PM/April	Board of Commissioners
Internal Stakeholder Update	TBD	TBD	TBD	PM/PIO	Health Dept/BH Health Dept
External Stakeholder Update	Webpage	TBD	Introduce community to the purpose of the center and opening timeline	PIO	Community
External Stakeholder Update	Social Media Posts	TBD	Introduce community to the purpose of the center and opening timeline	PIO	Community
External Stakeholder Update	Meeting	TBD	Discuss operations and processes with external partners	PM	County and External Users
External Stakeholder Update	Meeting	Monthly	Provide updates and discuss needs at IHN Regional Meeting	Damien	Professional
WCJC	Meeting	Monthly	Present project status to public safety stakeholders	PM	Public Safety
Post-Mortem	Meeting	End of Project	Assess what worked and what did not work and discuss actionable takeaways	PM	Full Project Team



## Risks and Alternatives

This is a complex project with many dependencies and a short remaining timeline. At this time, the largest risks to the project timeline include the ability to take occupancy of the building and the ability to staff the new center to safely operate the expanded services.

Risks	Alternatives
Construction not completed on time for planned occupancy.	<ul style="list-style-type: none"> <li>Continue delivering existing crisis services out of Humphrey Hoyer building.</li> <li>Delay implementation of expanded services.</li> </ul>
Slow hiring processes prevent onboarding a sufficient number of staff to operate the expanded services.	<ul style="list-style-type: none"> <li>Implement innovative and expedited processes for mass hiring.</li> <li>Add expanded services as staffing allows.</li> </ul>
Inability to hire sufficient number of staff to operate the expanded services due to insufficient applicants.	<ul style="list-style-type: none"> <li>Implement innovative recruitment and hiring strategies.</li> <li>Add expanded services as staffing allows.</li> </ul>



## Timelines

### Operations Timelines

Construction of the Benton County Crisis Center is expected to be completed in April 2025. The existing crisis services will begin operations from the new building in early May and expanded services will be implemented over the following months.

	April	May	June	July
Take occupancy of new building- April 28				
Existing crisis services operate from new building				
Expanded services- stabilization				
Expanded services-respite				

### General Task Timelines

Order equipment- furniture, IT	February
Contracts	February-March
Policies	February-April
External processes	March-April
Hiring	March-May



## Project Status– February

The project is on-track to take occupancy of the new crisis center facility upon completion of construction on April 28, 2025. It is expected that a grand opening celebration will be held the first week of May.

After the completion of IT and facilities installations, the existing crisis team will move into the new facility beginning the week of May 5, 2025. Crisis services will continue to be offered during the transition.

This is a quickly moving project, and this status report will already be out-of-date by publication.

### Tasks completed:

- Project plan, team, and communications plan established.
- Floorplans provided to IT for equipment and installation planning.
- OHA startup funding obtained.
- New organization chart has been updated to reflect current position plan.
- Position descriptions drafted.
- Plan for outpatient license updates has been identified.

### Tasks in progress:

- February 4- 2.0 FTE management staff positions go before the BOC for review and approval.
- February 5- AFSCME bargaining is scheduled to discuss safety and staffing.
- February 11- Hiring planning meeting to determine strategies and begin process.
- Residential Treatment Facility Certification is being completed.
- Process for establishing credentialing has begun.
- Team has been established to develop billing and coding processes and templates.
- A list of new policies and procedures is under development.
- Policies from centers providing similar services are under review.
- Contract options for custodial services are under review.
- Contract options for security services are under review.
- Options for establishing agreement with Heartland Humane Society are being reviewed.



## Contact Information

For any inquiries on this project, reach out to:

Staci Yutzie, BCCC Project Manager

(541) 609-9583

[staci.yutzie@bentoncountyor.gov](mailto:staci.yutzie@bentoncountyor.gov)

## **7. CONSENT CALENDAR**

## Board of Commissioners Agenda Item

### Agenda Placement and Contacts

---

**Suggested Agenda Date** 02/18/25

View [Agenda Tracker](#)

**Suggested Placement \*** BOC Tuesday Meeting

**Department \*** Sheriff's Office

**Contact Name \*** Dawn Dale

**Phone Extension \*** 6884

**Meeting Attendee Name \*** Dawn Dale

### Agenda Item Details

---

**Item Title \*** Application for Change of Ownership for a Retail On-premises Sales and Consumption for John Boys Alsea Mercantile Incorporated.

**Item Involves \*** Check all that apply

- Appointments
- Budget
- Contract/Agreement
- Discussion and Action
- Discussion Only
- Document Recording
- Employment
- Notice of Intent
- Order/Resolution
- Ordinance/Public Hearing 1st Reading
- Ordinance/Public Hearing 2nd Reading
- Proclamation
- Project/Committee Update
- Public Comment
- Special Report
- Other Consent Calendar-Oregon Liquor and Cannabis Commission Application

**Estimated Time \*** 5 minutes

**Board/Committee Involvement \***  Yes  No

**Advertisement \***  Yes  No

## Issues and Fiscal Impact

---

### Item Issues and Description

---

**Identified Salient Issues \***

- Kati and Aaron Bishiop have applied for a Change of Ownership for retail On-Premises Sales and consumption for John Boys Alsea Mercantile Incorporated.
- The location of the site is 186 E Main Street, Alsea, OR 97324.
- As of February 1, 2023, OAR 845-005-0312(2)(a) requires applicants for an annual license or request for change to license must first get the recommendation from the local government included on the Liquor License Application before submitting it to the Oregon Liquor and Cannabis Commission (OLCC).
- ORS 471.166 requires the applicant for a license to acquire a written recommendation from the governing body of the county. The OLCC may take that written recommendation into consideration before granting or refusing a license.
- The local government may take one of three actions on an application within 45 days of receipt, to either grant, deny, or have no recommendation to the OLCC.
- Note: Applicant has passed all background checks.

**Options \***

1. Recommend this application to change of ownership for the liquor license for the John Boys Alsea Mercantile Incorporated to be granted.
2. Recommend this application be denied (Include documentation that meets OAR 845-005-0308).
3. No Recommendation/Neutral

**Fiscal Impact \***

- Yes
- No

## 2040 Thriving Communities Initiative

**Mandated Service?\***  Yes  
 No

## 2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

**Mandated Service Description\*** If this agenda checklist describes a mandated service or other function, please describe here.

845-005-0312

Application for Issuance of an Annual License or Request for Change to License  
 (2) In order to accept an application for issuance of an annual license, an applicant must submit to the Commission at a minimum the edition of the Liquor License Application form posted on the Commission's website that has been completed and includes from the local government as described in OAR 845-005-0304 either:  
 (a) The local government's written recommendation;

845-005-0308

Valid Bases for Adverse Local Government Recommendations and for Commission Use of Information Received from the Public  
 (1) ORS 471.166(1) authorizes the Commission to take into consideration the recommendation of the local governing body before granting or denying a license. ORS 471.166(5) requires the Commission to state by rule the valid grounds for a local governing body's unfavorable recommendation on any license application and requires the Commission to limit valid grounds to those considered by the Commission in making an unfavorable determination on a license application.  
 (2) For purposes of this rule an unfavorable determination is license refusal or license restriction.  
 (3) For the unfavorable recommendation of a local governing body to be valid, the grounds must be found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0325 or 845-005-0326, or the license restriction bases of 845-005-0355, and must be supported by reliable factual information.  
 (4) Organizations, facilities, government agencies, or individuals may give the Commission reliable factual information concerning whether there is a basis to grant or deny a license or to impose license restrictions under the laws specified in section (3) of this rule. Reliable factual information includes personal observations of activities in or around the proposed licensed location, as opposed to opinion, hearsay, feelings, beliefs or speculation.  
 471.166 Local government recommendations on license issuance and renewal; rules; fees. (1) The Oregon Liquor and Cannabis Commission may require that every applicant for issuance or renewal of a license under this chapter acquire a written recommendation from the governing body of the county if the place of business of the applicant is outside an incorporated city, and from the city council if the place of business of the applicant is within an incorporated city. The commission may take such written recommendation into consideration before granting or refusing the license.  
 (2) If the commission requires that an applicant for issuance of a new license acquire the written recommendation of a local government, the applicant must give notice to the local government when an application is made for issuance of the license. If the local government files a favorable recommendation with the commission within 45 days after the notice is given, the commission shall proceed with consideration of the application. The commission shall proceed with consideration of the application as though the local government had made a favorable recommendation unless, within 45 days after notice is given to the local



government:

(a) The local government files an unfavorable recommendation with the commission with a statement of the grounds for the unfavorable recommendation; or

(b) The local government files a request for additional time with the commission that sets forth the reason additional time is needed by the local government, a statement that the local government is considering making an unfavorable recommendation on the application, and the specific grounds on which the local government is considering making an unfavorable recommendation.

(3) If the commission requires that an applicant for renewal of a license acquire the written recommendation of a local government under this section, the commission shall give notice to the local government when an application is due for renewal of the license. If the local government files a favorable recommendation with the commission within 60 days after the notice is given, the commission shall proceed with consideration of the application. The commission shall proceed with consideration of the application as though the local government had made a favorable recommendation unless within 60 days after notice is given to the local government:

(a) The local government files an unfavorable recommendation with the commission with a statement of the grounds for the unfavorable recommendation; or

(b) The local government files a request for additional time with the commission that sets forth the reason additional time is needed by the local government, a statement that the local government is considering making an unfavorable recommendation on the application, and the specific grounds on which the local government is considering making an unfavorable recommendation.

(4) The commission shall suspend consideration of an application subject to this section for a reasonable period of time if a local government requests additional time under subsection (2)(b) or (3)(b) of this section and the grounds given by the local government are valid grounds for an unfavorable determination under this chapter or rules adopted by the commission. The commission shall by rule establish the period of time that shall be granted to a local government pursuant to a request under subsections (2)(b) and (3)(b) of this section.

(5) The commission shall by rule establish valid grounds for unfavorable recommendations by local governments under this section. Valid grounds established by the commission under this section for an unfavorable recommendation by a local government must be limited to those grounds considered by the commission in making an unfavorable determination on a license application.

(6) A person filing an application for issuance or renewal of a license that is subject to this section must remit to the local government the fees established under subsections (7) and (8) of this section. The commission shall give notice to the applicant for license renewal of the amount of the fees and the name of the local government collecting the fees. The commission is not responsible for collecting the fees charged by the local government or for ensuring that the fees have been paid. An applicant for a license renewal shall certify in the application form filed with the commission that the applicant has paid any fees required under this section.

(7) An applicant required to seek a written recommendation from a local government must pay an application fee to the local government, in an amount determined by the governing body of the city or county, for each application for a license. The application fee established by a local government under this subsection may not exceed \$25.

(8) After public notice and hearing, the governing body of a city or county may adopt an ordinance, rule or resolution prescribing licensing guidelines to be followed in making recommendations on license applications under this chapter and in allowing opportunity for public comment on applications. If the guidelines are approved by the commission as consistent with commission rules, after public notice and hearing the governing body may adopt an ordinance, rule or regulation establishing a system of fees that is reasonable and necessary to pay expenses of processing the written recommendation. Processing fees under this subsection are

in lieu of fees under subsection (7) of this section. In no case shall the processing fee under this subsection be greater than \$100 for an original application, \$75 for a change in ownership, change in location or change in privilege application, and \$35 for a renewal or temporary application. [1999 c.351 §20; 2003 c.337 §1; 2021 c.351 §49]

471.313 Grounds for refusing to issue license or for issuing restricted license. The Oregon Liquor and Cannabis Commission may refuse to issue a license, or may issue a restricted license, to any applicant under the provisions of this chapter if the commission has reasonable ground to believe any of the following to be true:

(1) That there are sufficient licensed premises in the locality set out in the application, or that the granting of a license in the locality set out in the application is not demanded by public interest or convenience. In determining whether there are sufficient licensed premises in the locality, the commission shall consider seasonal fluctuations in the population of the locality and shall ensure that there are adequate licensed premises to serve the needs of the locality during the peak seasons.

(2) That the applicant has not furnished an acceptable bond as required by ORS 471.311 or is not maintaining the insurance or bond required by ORS 471.168.

(3) That, except as allowed by ORS 471.392 to 471.400, any applicant to sell at retail for consumption on the premises has been financed or furnished with money or property by, or has any connection with, or is a manufacturer of, or wholesale dealer in, alcoholic liquor.

(4) That the applicant:

(a) Is in the habit of using alcoholic beverages, habit-forming drugs or controlled substances to excess.

(b) Has made false statements to the commission.

(c) Is incompetent or physically unable to carry on the management of the establishment proposed to be licensed.

(d) Has been convicted of violating a general or local law of this state or another state, or of violating a federal law, if the conviction is substantially related to the fitness and ability of the applicant to lawfully carry out activities under the license.

(e) Has maintained an insanitary establishment.

(f) Is not of good repute and moral character.

(g) Did not have a good record of compliance with the alcoholic liquor laws of this state and the rules of the commission when previously licensed.

(h) Is not the legitimate owner of the business proposed to be licensed, or other persons have ownership interests in the business which have not been disclosed.

(i) Is not possessed of or has not demonstrated financial responsibility sufficient to adequately meet the requirements of the business proposed to be licensed.

(j) Is unable to read or write the English language or to understand the laws of Oregon relating to alcoholic liquor or the rules of the commission.

(5) That there is a history of serious and persistent problems involving disturbances, lewd or unlawful activities or noise either in the premises proposed to be licensed or involving patrons of the establishment in the immediate vicinity of the premises if the activities in the immediate vicinity of the premises are related to the sale or service of alcohol under the exercise of the license privilege. Behavior which is grounds for refusal of a license under this section, where so related to the sale or service of alcohol, includes, but is not limited to obtrusive or excessive noise, music or sound vibrations; public drunkenness; fights; altercations; harassment; unlawful drug sales; alcohol or related litter; trespassing on private property; and public urination. Histories from premises currently or previously operated by the applicant may be considered when reasonable inference may be made that similar activities will occur as to the premises proposed to be licensed. The applicant may overcome the history by showing that the problems are not serious or persistent or that the applicant demonstrates a willingness and ability to control adequately the premises proposed to be licensed and patrons' behavior in the immediate vicinity of the premises which is related to the licensee's sale or service of alcohol under the licensee's exercise of the license privilege. [Formerly 471.295; 2001

under ORS 645-005-0515, Grounds for refusing to issue license or for issuing restricted license are as follows:

The Oregon Liquor and Cannabis Commission may refuse to issue a license, or may issue a restricted license, to any applicant under the provisions of this chapter if the commission has reasonable ground to believe any of the following to be true:

(1)

That there are sufficient licensed premises in the locality set out in the application, or that the granting of a license in the locality set out in the application is not demanded by public interest or convenience. In determining whether there are sufficient licensed premises in the locality, the commission shall consider seasonal fluctuations in the population of the locality and shall ensure that there are adequate licensed premises to serve the needs of the locality during the peak seasons.

(2)

That the applicant has not furnished an acceptable bond as required by ORS 471.311 (Application for license) or is not maintaining the insurance or bond required by ORS 471.168 (Certain licensees required to maintain liquor liability insurance or bond).

(3)

That, except as allowed by ORS 471.392 (Definitions for ORS 471.392 to 471.400) to 471.400 (Exceptions to prohibition of financial assistance), any applicant to sell at retail for consumption on the premises has

## Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

### Core Values \*

Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

### Explain Core Values Selections \*

N/A

### Focus Areas and Vision \*

Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

### Explain Focus Areas and Vision Selection \*

N/A

## Recommendations and Motions

---

### Item Recommendations and Motions

---

**Staff** Sheriff Jef Van Arsdall recommends approval of this application.

**Recommendations\***

**Meeting Motions\***

I move to recommend the application be granted for Kati and Aaron Bishop, who have applied for a Change of Ownership for a Retail On-premises Sales and Consumption business under the business name John Boys Alsea Mercantile Incorporated.

## Attachments, Comments, and Submission

---

### Item Comments and Attachments

---

**Attachments** Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

Local Government Recommendation - John Boys.pdf	626.54KB
--	----------

**Comments (optional)** If you have any questions, please call ext.6800

**Department Approver** JEFRI VANARSDALL



**OREGON LIQUOR & CANNABIS COMMISSION**  
**Local Government Recommendation – Liquor License**

Annual Liquor License Types	
Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

**Section 1 – Submission – To be completed by Applicant:**

**License Information**

Legal Entity/Individual Applicant Name(s): John Boys Alsea Mercantile Incorporated

Proposed Trade Name:

Premises Address: 186 E Main Street Unit:

City: Alsea County: Benton Zip: 97324

Application Type:  New License Application  Change of Ownership  Change of Location

License Type: Off premise Sales  Additional Location for an Existing License

**Application Contact Information**

Contact Name: Kati Bishop Phone: 5416098464

Mailing Address: 16024 Alsea Hwy

City: Alsea State: Oregon Zip: 97324

Email Address: johnboysmerc34@gmail.com

**Business Details**

Please check all that apply to your proposed business operations at this location:

Manufacturing/Production

Retail Off-Premises Sales

Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

Indoor Consumption  Outdoor Consumption

Proposing to Allow Minors

**Section 1 continued on next page**



OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): John Boys Alsea Mercantile Incorporated

Proposed Trade Name:

**IMPORTANT:** You MUST submit this form to the local government PRIOR to submitting to OLCC. Section 2 must be completed **by the local government** for this form to be accepted with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: *Benton County*

Optional Date Received Stamp

Date Application Received: *1/22/2025*

Received by: *[Signature]*

Section 3 – Recommendation - To be completed by Local Government:

- Recommend this license be granted
- Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.



**Board of Commissioners**

Office: (541) 766-6800  
Fax: (541) 766-6893

4500 SW Research Way  
P. O. Box 3020  
Corvallis, OR 97339

[bentoncountyor.gov](http://bentoncountyor.gov)

February 11, 2025

The Honorable Jeff A. Merkley  
United States Senate  
Hart Senate Office Building, Room 313  
Washington, DC 20510

The Honorable Ron Wyden  
United States Senate  
Dirksen Senate Office Building, Room 221  
Washington, DC 20510

**Re: Funding for Maintenance of Greenhouses and Related Structures at the USDA-ARS Research Units in Corvallis, Oregon**

Dear Senators Merkley and Wyden:

On behalf of the Benton County Board of Commissioners, I would like to express our strong support for provide funding for maintenance of the greenhouses and related structures at the USDA-ARS Horticulture Crops Research Units (HCRU) in Corvallis, Oregon. Benton County is home to the city of Corvallis, Oregon State University, and USDA-ARS HCRU. The hub of university and government researchers in our county has become an integral part of our community and identity as a center of innovation for the region. Additionally, the research conducted at HCRU has provided incalculable benefit to the 964 farms and the numerous agricultural workers that call Benton County home. These farm businesses generate approximately \$77 million in economic revenue in our county annually. For this to continue, it is crucial our researchers have well-maintained facilities and infrastructure to conduct their work.

Benton County is supporting the efforts to attain \$3 million in targeted funding to address deferred maintenance requirements for greenhouses and associated infrastructure crucial to the Horticultural Crops Research Unit's efforts. These funds will enhance research capabilities to maintain the innovative agricultural research hub in Corvallis and Benton County. Supporting this initiative is essential for sustaining and enhancing production across northwest agriculture. We appreciate your support of this collaborative endeavor.

Sincerely,  
BENTON COUNTY BOARD OF COMMISSIONERS

Nancy Wyse, Chair

## **8. NEW BUSINESS**



## Board of Commissioners Agenda Item

### Agenda Placement and Contacts

---

**Suggested Agenda Date** 02/18/25

View [Agenda Tracker](#)

**Suggested Placement \*** BOC Tuesday Meeting

**Department \*** Health Services

**Contact Name \*** Jasper Smith

**Phone Extension \*** 6158

**Meeting Attendee Name \*** Jasper Smith

### Agenda Item Details



**Item Title \*** Quality Assurance Coordinator for Developmental Diversity Program

**Item Involves \*** Check all that apply

- Appointments
- Budget
- Contract/Agreement
- Discussion and Action
- Discussion Only
- Document Recording
- Employment
- Notice of Intent
- Order/Resolution
- Ordinance/Public Hearing 1st Reading
- Ordinance/Public Hearing 2nd Reading
- Proclamation
- Project/Committee Update
- Public Comment
- Special Report
- Other

**Estimated Time \*** 10 minutes

**Board/Committee Involvement \***  Yes  
 No

**Advertisement \***  Yes  
 No

## Issues and Fiscal Impact

---

### Item Issues and Description

---

**Identified Salient Issues \***

The Developmental Diversity Program has continued to grow in response to demand in the community. We converted an FTE (fulltime equivalent) from Quality Assurance to Services Coordination to respond to the needs of more people in service. We have also had growth in quality assurance areas especially in eligibility, foster care licensing, referral, and needs assessment.

We have a request for a new Quality Assurance Coordinator position for the 2025-27 budget to address this need. Additionally, we have a Quality Assurance Coordinator leaving on parental leave in April or May. We would like to be able to backfill during that leave period - and increase capacity upon return - by hiring earlier than July. The intention is for the position to be permanent.

Limited duration status would impact the type of applicant we could attract and is not in alignment with the intention of the position. Board approval is requested to hire as a permanent, rather than limited duration, position. It is only a difference of a few months, and funds are available to support the position.

**Options \***

1) Approve the request to hire the new Quality Assurance Coordinator as a permanent employee,

2) Decline to approve the request to hire the new Quality Assurance Coordinator as a permanent employee and request instead that the position be listed as limited duration,

OR

3) Provide further guidance to staff.

**Fiscal Impact \***

- Yes  
 No

**Fiscal Impact Description \***

A position is being added, the funds to support it are available in the current budget, and the department expects to have funds in the next biennial budget. This position is eligible for use of the county's local matching funds.

## 2040 Thriving Communities Initiative

---

**Mandated Service?\***  Yes  
 No

## 2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

**Mandated Service Description\*** If this agenda checklist describes a mandated service or other function, please describe here.  
 All of the duties of this position are required by the state of Oregon and Medicaid.

## Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

---

**Core Values\*** Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

**Explain Core Values Selections\*** This position supports services and supports to people with disabilities in our community to be safe, housed, employed, and full participants.

**Focus Areas and Vision\*** Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

**Explain Focus Areas and Vision Selection\*** This position supports people with disabilities and those who provide services in our community.

## Recommendations and Motions

---

### Item Recommendations and Motions

---

**Staff Recommendations\*** The Health Department recommends the Board approve the request to hire a Quality Assurance Coordinator for the Developmental Diversity Program as a permanent (rather than a limited duration) position in the 2023-25 biennium rather than waiting until the 2025-27 biennium.

**Meeting Motions\***

I move to approve the request to hire a Developmental Diversity Services Quality Assurance Coordinator as a permanent position.

## Attachments, Comments, and Submission

---

### Item Comments and Attachments

---

**Attachments** Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

**Comments (optional)** If you have any questions, please call ext.6800

**Department Approver** APRIL HOLLAND

## BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION		BAND	GRADE	SUBGRADE	FLSA STATUS
Program Coordinator		C	4	1	Exempt
<b>POSITION TITLE:</b> Quality Assurance Coordinator		<b>POSITION#:</b>			
<input type="checkbox"/> New	<input checked="" type="checkbox"/> Revised	<b>Date:</b>	8/29/2018		
<b>SERVICE TYPE:</b>		AFSCME			
<b>Employee Name:</b>	Tynisha Shi	<b>Department:</b>	Health Department	<b>Supervisor:</b>	Jasper Smith
<b>FTE:</b>	1.0	<b>Employment Status:</b>	Regular Full Time		

## Position Summary:

Assure the delivery of responsive, effective, and high quality services through coordination of work flows that comply with policy, rule, and statute. Focus is on process compliance and service standards, non clinical.

## Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	<p><b>MFA:</b> Service Coordination</p> <p><b>Essential Duties:</b></p> <ul style="list-style-type: none"> <li>Conduct interviews with individuals and/or legal representative to complete the Oregon Needs Assessment or subsequent functional needs assessments to determine functional needs for support and allocate resources for needed services.</li> <li>Provide support for vocational services and individual service planning. Implement tracking mechanisms to meet timelines. Manage tracking and development of caseloads.</li> <li>Coordinate with providers of residential, vocational, and transportation services, to ensure individual needs are met.</li> <li>Conduct abuse investigation and protective services for adult individuals with intellectual or developmental disabilities enrolled in, or previously eligible and voluntarily terminated from, developmental disabilities services. Prepares and submits Serious Event Report Tracking reports.</li> <li>Assist the Community Developmental Disabilities Program (CDDP) manager in monitoring the quality of services delivered within the county.</li> <li>Assist the CDDP manager in the identification of existing and insufficient service delivery resources or options.</li> <li>In coordination with the Office of Licensing and Regulatory Oversight (OLRO), assist in the initial licensing and certification and renewals of licenses and certifications, of local adult foster homes as described in OAR chapter 411, division 360 and children's foster homes as described in OAR chapter 411, division 346.</li> <li>Assure completed application forms from applicants are submitted to OLRO.</li> <li>Complete and submit inspection reports.</li> <li>Complete and submit background checks, as needed.</li> <li>Make test sites available, administer tests provided by the Department and send completed tests to the Department for scoring.</li> <li>Maintain a link to the Adult Foster Home Training website where the Basic Training Course, self-study manual, and associated information are maintained and distribute information upon request.</li> </ul>	50%

	<ul style="list-style-type: none"> <li>Assist in completing any other information necessary for licensing or certifying homes.</li> <li>Complete foster home visits for rule compliance, issue violation citations, and monitor for correction.</li> <li>Coordinate the recruitment, retention, placement and training of foster providers.</li> </ul>	
2	<p><b>MFA: Compliance</b></p> <p><b>Essential Duties:</b></p> <ul style="list-style-type: none"> <li>Review monthly case monitoring and progress notes for compliance. Follow up and train services coordinators on process needs, changes or improvements, when needed.</li> <li>Develop, implement, and train on policies and procedures for the Home and Community-Based Settings</li> <li>Ensure compliance with requests from the Office of Developmental Disability Services regarding lawsuit settlements, Medicaid waivers, state and federal laws and rules, Notices of Planned Action and information requests for planning and development.</li> <li>Implement policies and procedures for service changes and requirements from the State and Oregon Administrative Rules for all service elements</li> <li>Ensure Compliance for bi-annual state audits of program through Self-audit charts, Level of Care, progress notes, and customer satisfaction</li> </ul>	20%
3	<p><b>MFA: Financial</b></p> <p><b>Essential Duties:</b></p> <ul style="list-style-type: none"> <li>Assist with billing between the state and providers as they arise. Track Family Support expenditures. Performs billing functions through eXPRS for Benton County DD 48 billings. Tracks and inputs encounter data, enrollments and terminations.</li> <li>Perform SNAP assessments to determine payment rates for foster care.</li> <li>Creates plan of care and client prior authorizations to allow providers to bill for services.</li> </ul>	15%
4	<p><b>MFA: Administrative Support</b></p> <ul style="list-style-type: none"> <li>Track residential vacancies and placements. Track and authorize changes in services.</li> <li>Manage database and supply technical support for staff. Assist in the preparation of reports and information tracking. Including, Implement and upgrade data processes.</li> <li>Implements procedural processes to support work flows. Documents meeting minutes and team decisions.</li> <li>Maintain lists of approved providers for foster care, PC 20, and Family Support.</li> <li>Serve as Internal liaison to division coordinators, IT, client services, procurement, contracts, Healthy Communities, and other internal Benton County, Health Department/Health Center customers.</li> <li>Support for Personal Support Workers such as process criminal history checks, maintain provider lists, manage and input timesheets.</li> <li>Using excellent customer service; greet, educate and instruct clients over the admissions/services process. Assist clients in completing forms as needed.</li> <li>Answer multi-line phones and determine the priority and action to take for in-coming calls. Schedule clients in a complex computerized scheduling system. Establish financial eligibility for clients.</li> <li>Monitor reception area to assist in clinic flow and maintain a clean and safe environment.</li> </ul>	15%
6	<b>And other duties as assigned.</b>	
<b>Percentages should total 100%</b>		<b>100%</b>

**Special Requirements:**

Physical Demands

While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel; talk; or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Working Environment

The employee works in well-lighted, clean environments. The noise level in the work environment is quiet to moderate. **Check the following that applies to this position:** The employee may occasionally:  work with angry or hostile clients or members of the public,  work with toxic substances and biohazards, and  exposure to infectious illnesses.

**Emergency Preparedness:**

Benton County is committed to emergency preparedness planning and implementation, and disaster recovery. In the case of a Health Department, County, State, Federal or other emergency or disaster, this position may be called upon to assist in responding. This may require the assignment of additional responsibilities, depending on the circumstances. These responsibilities could include unscheduled temporary changes in work schedule and/or work duties, including evenings and weekends, work relocation, overtime, working with other community agencies such as the local Fire Department, hospitals, the Red Cross and other emergency responders. The ability to be flexible is critical in our overall response to the emergency or disaster. Under Emergency situations this position may be called in to work, supporting Administration in regular duties or other work as assigned. Per County personnel policy, this position may be included in the agency's essential personnel for emergency/disaster response.

**Quality Improvement Participation:**

Employees are expected to participate in improving BHS' performance, processes, and programs through quality improvement activities, use of the PDSA model and participating on QI teams as assigned.

**NOTE:** The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## Board of Commissioners Agenda Item

### Agenda Placement and Contacts

---

**Suggested Agenda Date** 02/18/25

View [Agenda Tracker](#)

**Suggested Placement \*** BOC Tuesday Meeting

**Department \*** Sheriff's Office

**Contact Name \*** Bryan Lee

**Phone Extension \*** 6114

**Meeting Attendee Name \*** Bryan Lee, Hannah Shafer

### Agenda Item Details

**Item Title \*** Natural Hazard Mitigation Plan and Community Wildfire Risk Reduction Biannual Update

**Item Involves \*** Check all that apply

- Appointments
- Budget
- Contract/Agreement
- Discussion and Action
- Discussion Only
- Document Recording
- Employment
- Notice of Intent
- Order/Resolution
- Ordinance/Public Hearing 1st Reading
- Ordinance/Public Hearing 2nd Reading
- Proclamation
- Project/Committee Update
- Public Comment
- Special Report
- Other

**Estimated Time \*** 15 minutes

**Board/Committee Involvement \***  Yes  
 No

**Advertisement \***  Yes  
 No



## Issues and Fiscal Impact

---

### Item Issues and Description

---

**Identified Salient Issues \*** Update overview of the Natural Hazard Mitigation Plan and Community Wildfire Mitigation Plan. In 2024, Community Development passed the Community Wildfire Risk Reduction to Emergency Management to manage. We held a joint NHMP/CWPP update for the first time on November 1st, 2024, and are working on cross-walking the two plans. This presentation will include updates on the completed Natural Hazard Mitigation Plan & Community Wildfire Risk Reduction projects, as well as an introduction to Fire Adapted Benton County.

**Options \*** Approve or Not Approve

**Fiscal Impact \***  Yes  
 No

## 2040 Thriving Communities Initiative

---

**Mandated Service? \***  Yes  
 No

### 2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

**Mandated Service Description \*** If this agenda checklist describes a mandated service or other function, please describe here.  
 According to Requirement 44 CFR § 201.6(c)(4)(i)), Natural Hazard Mitigation Plans must identify how, when and by whom the plan will be tracked for implementation over its five-year cycle (monitoring).

### Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

---

**Core Values \*** Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- NA

**Explain Core Values Selections \*** The Natural Hazard Mitigation Plan & Community Wildfire Risk Reduction both directly support community resilience in that they form the foundation of a community's long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction and repetitive damage. Both plans list action items to address our hazard risks in Benton County. These plans are necessary to remain eligible for grant funding.

**Focus Areas and Vision \*** Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- NA

**Explain Focus Areas and Vision Selection\*** The Natural Hazard Mitigation Plan & Community Wildfire Risk Reduction simultaneously address community safety, emergency preparedness, and environment and natural resources. Both plans describe risk for natural hazards and wildfires in Benton County communities and list action items that address those risks to keep communities prepared and safe in the chance of a hazard event. A lot of these action items also help to keep forests and parks managed and healthy.

---

## Recommendations and Motions

---

### Item Recommendations and Motions

**Staff Recommendations\*** Approve the Natural Hazard Mitigation Plan and Community Wildfire Risk Reduction Update

**Meeting Motions\*** I move to approve the Natural Hazard Mitigation Plan and Community Wildfire Risk Reduction Update.

---

## Attachments, Comments, and Submission

---

### Item Comments and Attachments

**Attachments** Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

**Comments (optional)** If you have any questions, please call ext.6800

**Department Approver** JEFRI VANARSDALL

# Natural Hazard Mitigation Plan

## 2024 Project Updates

### City of Corvallis:

LS #1 – Utilize the updated regional landslide risk maps (DOGAMI O-16-02 and O-21-14) to update the Comprehensive Plan and Development Code.

- 2024: Maps have been formally updated to incorporate DOGAMI information

LS #3 – Complete a detailed inventory of locations where critical facilities and infrastructure are subject to landslides.

- 2024: Potential landslide areas have been mapped

### Benton County Community Development:

FL #1 – Coordinate with FEMA and state agencies to maintain and update Benton County Flood Insurance Rate Maps as necessary. Prioritize the determination of Base Flood Elevations for all approximate Zone A areas.

- 2024: Luckiamute Watershed revisions have been finalized with the U.S. Army Corp of Engineers.
- FEMA RiskMAP group is preparing to move the Upper Willamette flood insurance rate map revision project to the next phase, which includes a formal Flood Risk Review.
  - An in-person meeting is being held on February 28<sup>th</sup> with FEMA to view and discuss draft maps before the official release of this information to the public for review and comment.
  - This meeting will also create an opportunity for communities to use the new map information presented to think about any new risk assessments that would be beneficial and begin developing those.

### Benton County Public Works:

MH #11 – Assess vulnerability of routes feeding into South Fork Rd to improve evacuation capacity on that road.

- 2024: Received a grant to fund this project, expected to happen in 2026-2027

MH #28 – Construct a new bridge on Hayden Rd

- 2024: In progress, has hired a consultant to design, construction to begin in 2026

EQ #1 – Expand and complete seismic vulnerability analysis of critical public facilities with significant seismic vulnerabilities

- 2024: Ongoing as buildings and bridges are replaced, each project ensures they are brought up to seismic standards

FL #3 – Improve county-maintained road network to provide continuous access during flood events where feasible

- 2024: Project ongoing, replacing culverts as they do pavement maintenance or projects

WF #6 – Install a water storage tank in Alsea that supports the Alsea Rural Fire Protection District

- 2024: Project ongoing, have upgraded the existing water tank with paint

# Community Wildfire Protection Plan

## 2024 Project Updates

### City of Corvallis:

SPA 1 – Widen access roads, improve access road connectivity, extension of municipal water system

- 2024: Development in Skyline area, Fair Oaks is being upgraded, connection from Fair Oaks to Skyline West

### Benton County Public Works:

SPA 1 – Ponderosa Ridge to Oak Creek connectivity

- 2024: Connection between Oak Creek and Ponderosa Ridge was completed (Sheep Farm access through OSU property)

### Oregon Department of Forestry:

SPA 3 – Improve structural defensible space, widen access roads, improve access road connectivity on Soap Creek Rd

- 2024: Currently widening roads in Soap Creek area

### Hoskins-Kings Valley RFPD:

SPA 3 – Expand fire hall

- 2024: Completed

## Fire Adapted Benton County:

The 2020 wildfires across Oregon resulted in a heightened interest in wildfire resilience among local communities. In April 2023, Benton County Emergency Management was awarded the Community Wildfire Risk Reduction grant from the Oregon State Fire Marshall, which provided funding for a 1.0 FTE focused on wildfire mitigation and fuels reduction projects. There are seven rural fire protection districts and eight nationally recognized Firewise USA® communities in Benton County, however, improved collaboration among stakeholders and additional resources are needed to support the existing efforts to improve our wildfire resiliency.

In 2024, Fire Adapted Benton County (FABCO) was born with the mission to empower, prepare, and educate our local communities to support wildfire resilience. Although still in the beginning stages, our hope is for this to be a collaborative network that supports local action, connects people to

resources, offers mitigation programs, and informs and influences on-the-ground projects to help Benton County better adapt to wildfire. FABCO will be stewarded by Benton County Emergency Management and replace the CWPP Advisory Committee.

## Board of Commissioners Agenda Item

### Agenda Placement and Contacts

---

**Suggested Agenda Date** 02/18/25

View [Agenda Tracker](#)

**Suggested Placement\*** BOC Tuesday Meeting

**Department\*** Board of Commissioners

**Contact Name\*** Rick Crager

**Phone Extension\*** 5412315453

**Meeting Attendee Name\*** Rick Crager, Michael Skipper

### Agenda Item Details

**Item Title\*** Community Initiated Project (CIP) Requests – Federal Fiscal Year 2026

**Item Involves\*** Check all that apply

- Appointments
- Budget
- Contract/Agreement
- Discussion and Action
- Discussion Only
- Document Recording
- Employment
- Notice of Intent
- Order/Resolution
- Ordinance/Public Hearing 1st Reading
- Ordinance/Public Hearing 2nd Reading
- Proclamation
- Project/Committee Update
- Public Comment
- Special Report
- Other

**Estimated Time\*** 15 minutes

**Board/Committee Involvement\***  Yes  No

**Advertisement\***  Yes  No



## Issues and Fiscal Impact

---

### Item Issues and Description

---

#### Identified Salient Issues \*

U.S. Senators Ron Wyden and Jeff Merkley have communicated that the Senate Appropriations Committee will be accepting requests from Senators for community-initiated projects (CIPs) – also known as congressionally directed spending (CDS) requests or community project funding (CPF) - for the Fiscal Year 2026 (FY26) appropriations process. A CIP is a type of federal grant, with the primary difference being the recipients, amounts, and purposes are specifically listed in the annual appropriations bills. To facilitate this process, both Senate offices will be using a shared application portal to collect CIP requests. The deadline for these submissions is February 23, 2025.

In coordination with CFM, Department meetings were held in January to help identify potential projects that we would submit for CIP requests. One of the key areas being stressed for the upcoming process is projects being “shovel ready” and that the resources being requested represent the last money needed to complete the projects. Based on our discussions and recent guidance from Senate Office staff, the recommended project for this year are as follows:

#### 1. Jackson Frazier Boardwalk - \$1.2 million

Jackson-Frazier Wetland is a 144-acre natural area in NE Corvallis owned and managed by Benton County. The land was used for agriculture which altered the natural features, but over the past 30 years, Benton County, community partners and volunteers have worked tirelessly to restore it. The award-winning site is now valued for its biodiversity and used for education, research, and public use.

Key to public access is a 2/3-mile-long wooden boardwalk which winds through the wetland, allowing visitors to see many plant communities and habitats. This boardwalk, constructed in 1997, was funded, and built through efforts of dedicated volunteers. It has now deteriorated to the extent that it is no longer safely accessible for some users. Benton County, its partners, and volunteers are undertaking an effort to replace the boardwalk. Together they have already raised over \$1.2 million in state funding and private donations and are requesting \$1.2 million in federal funding. The new boardwalk will follow the same footprint as the existing structure and all environmental review and permitting work are completed.

The boardwalk is the first element of the community's vision to link open spaces across the Northern tier of Corvallis. Located on the edge of a diverse, lower-income residential community, JFW and the boardwalk serve as a keystone for what will be a continuous corridor of more than five miles of trails and greenways from the Willamette River through Owns Farm, Chip Ross Park, Bald Hill Farm, Fitton-Green Natural Area, and MacDonald-Dunn Research Forest.

#### 2. Regional Public Safety Radio Equipment - \$2.5 million

A 2022 Radio Infrastructure Assessment and Improvement Plan revealed a significant challenge with Benton County's radio communications is the lack of interoperability and situational awareness caused by law enforcement and Fire/EMS utilizing different radio systems. Law enforcement and public works use 700 Megahertz (MHz) frequencies while all Fire/EMS agencies utilize very high frequency (VHF) systems. Furthermore, many parts of the rural county have “dead-zones” in which no radio communications are available. Radio infrastructure as well as handheld radios are also in various states of degradation and need updating.

In Federal Fiscal Year 2024, Benton County received \$963,000 of funding from the U.S. Department of Justice COPS Technology and Equipment Program. These

the U.S. Department of Justice COPS Technology and Equipment Program. These resources supported the installation of one 700MHz antennas on existing towers to reduce “dead-zones” and achieve interoperability between law enforcement and Fire/EMS. This project is nearing completion which create significant benefits for the community. However, the funding received was not enough to support the replacement of the handheld radios that are necessary in optimizing communication. Benton County is requesting \$2.5 million to purchase radios necessary to improve public safety and emergency response, particularly for volunteers in rural fire service districts.

3. Monroe Health Center Expansion

The Monroe Health Center is a School-Based Health Center adjacent to Monroe Grade School. It provides acute primary care, behavioral health, chronic disease management, and health screenings. It's the only healthcare facility within 15 miles and has built a trusted relationship with vulnerable residents who cannot travel to other areas for healthcare. Unfortunately, it's a small, outdated modular building that can no longer accommodate the growing healthcare needs of the community.

In Federal Fiscal Year 2024, Benton County received \$1.0 million of funding from the U.S. Department of Agriculture’s Rural community Facilities Assistance Program to replace the existing Monroe Health Center. The plan was to deconstruct the existing facility and replace it with a prefabricated facility at the existing grade school site. After the funding award, the County was provided with the opportunity to place the Health Center on the high school campus. In working with USDA, they have affirmed the grant is still eligible since the outcome will still be the same, except in a new location that affords better accessibility to services and expanded services. Unfortunately, with the change of scope and the rising cost of construction material, the project cost has increased by \$1.25 million. Benton County is requesting \$1.25 million to provide the last needed resources to complete the project.

**Options \***

- Option 1 - Approve applying for the grant
- Option 2 - Disapprove applying for the grant.

**Fiscal Impact \***

- Yes
- No

**Fiscal Impact Description \***

If all three grants are approved, it will equal a \$4.25 million federal fund increase along with \$750,000 in existing and secured county funds. The match requirements and source are as follows: Jackson Frazier Boardwalk - \$333,333 Existing secured state grant and private donations; and Monroe Health Center - \$416,667 existing secured state grant funds. The Regional Public Safety Radio Equipment will not require a federal grant match.

## 2040 Thriving Communities Initiative

**Mandated Service?\***  Yes  
 No

## 2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

### Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

#### Core Values\*

Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

#### Explain Core Values Selections\*

All grants focus on providing services and support that ensure community safety, provide critical medical services, and offer environmental and health friendly support for vulnerable population.

#### Focus Areas and Vision\*

Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

#### Explain Focus Areas and Vision Selection\*

Individuals and families are provided access to services that ensures health safety; first responders gain access to more effective communication system when responding to emergencies situations; and rural and low-income populations have access to outdoor parks and enrichment activities.

## Recommendations and Motions

---

### Item Recommendations and Motions

---

**Staff Recommendations\*** Staff recommends moving forward submitting congressionally directed spending (CDS) requests for all three projects.

**Meeting Motions\*** I move to approve the submission of three congressionally directed spending (CDS) requests for the Jackson Frazier Boardwalk, Regional Public Safety Radio Equipment, and Monroe Health Center Expansion.

## Attachments, Comments, and Submission

---

### Item Comments and Attachments

---

**Attachments** Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

**Comments (optional)** If you have any questions, please call ext.6800

**Department Approver** RICK CRAGER

## Board of Commissioners Agenda Item

### Agenda Placement and Contacts

---

**Suggested Agenda Date** 02/18/25

View [Agenda Tracker](#)

**Suggested Placement \*** BOC Tuesday Meeting

**Department \*** Board of Commissioners

**Contact Name \*** Rick Crager

**Phone Extension \*** 5412315453

**Meeting Attendee Name \*** Rick Crager, Judge Joan Demarest, Judge Matthew Donohue

### Agenda Item Details

---

**Item Title \*** Adult Drug Treatment Court Program - Application Approval

**Item Involves \*** Check all that apply

- Appointments
- Budget
- Contract/Agreement
- Discussion and Action
- Discussion Only
- Document Recording
- Employment
- Notice of Intent
- Order/Resolution
- Ordinance/Public Hearing 1st Reading
- Ordinance/Public Hearing 2nd Reading
- Proclamation
- Project/Committee Update
- Public Comment
- Special Report
- Other

**Estimated Time \*** 10 minutes

**Board/Committee Involvement \***  Yes  No      **Advertisement \***  Yes  No

## Issues and Fiscal Impact

---

### Item Issues and Description

---

**Identified Salient Issues \***

The Bureau of Justice Administration (BJA) is offering an Adult Drug Treatment Court (ADTC) to assist states, state courts, local courts, units of local government, and federally recognized Indian tribal governments to plan, implement, and enhance the operations of adult treatment courts including management and service coordination for treatment court participants, fidelity to the adult treatment court model, and recovery support services. BJA provides financial and technical assistance to the field to support these goals.

Grants are being made available in three categories: planning and implementation; enhancement; and statewide. The County is seeking, as was the case last year, a planning and implementation grant covering four years for a not to exceed amount of \$950,000. There is a 25% match component, or \$316,667 that is covered by the State of Oregon through funding that supports an Oregon Judicial Department (OJD) Coordinator. This is a joint effort project with Benton County, OJD, and the grant award to restart an Adult Drug Treatment Court program in Benton County.

The due date for the grant is April 7, 2025. The County will be providing the services of CFM to facilitate the grant writing process with the Oregon Judicial Department and Financial Services Department.

**Options \***

Option 1 - Approve applying for the grant  
 Option 2 - Disapprove applying for the grant. (Disapproving the grant will result in ongoing discontinuation of the ADTC Program in Benton County.)

**Fiscal Impact \***

Yes  
 No

**Fiscal Impact Description \***

Total project costs equal \$1,266,667, which includes a 25% in-kind match. The County budget would be increased by \$950,000 over the course of three years which would pay for direct contracts and indirect support provided by FSD.

## 2040 Thriving Communities Initiative

**Mandated Service? \***  Yes  
 No

## 2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

### Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

#### Core Values \*

Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

#### Explain Core Values Selections \*

The purpose of the Adult Drug Treatment Court Program is to reduce the misuse of opioids, stimulants, and other substances by people involved in the criminal justice system. Providing adults with proper treatment and resources to effective healing may hopefully lead to a reduction on reoffenders.

#### Focus Areas and Vision \*

Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

#### Explain Focus Areas and Vision Selection \*

Individuals who successfully complete the ADTC have greater change of avoiding the criminal justice system resulting in overall safety to themselves and the community.

## Recommendations and Motions

---

### Item Recommendations and Motions

---

**Staff Recommendations\*** Staff recommends moving forward with the grant application to support the planning and continuation of the Adult Drug Treatment Court Program in Benton County.

**Meeting Motions\*** I move to, in coordination with the Oregon Judicial Department, to approve the submission of a \$950,000 grant from the Bureau of Justice Administration to support the planning and continuation of the Adult Drug Treatment Court Program in Benton County.

## Attachments, Comments, and Submission

---

### Item Comments and Attachments

---

**Attachments** Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

BJA ADTC Grant.pdf

1.81MB

**Comments (optional)** If you have any questions, please call ext.6800

**Department Approver** RICK CRAGER



# BJA FY25 Adult Treatment Court Program

---

Anticipated Total Amount to Be Awarded Under This Funding Opportunity: \$37,750,000

Anticipated Award Ceiling: \$2,500,000

Anticipated Period of Performance Duration: 48 months

Funding Opportunity Number: O-BJA-2025-172333

Deadline to submit SF-424 in Grants.gov: **April 7, 2025, by 11:59 pm Eastern Time**  
Deadline to submit application in JustGrants: **April 14, 2025, by 8:59 pm Eastern Time**



# CONTENTS

	<b>Basic Information .....</b>	<b>3</b>
	<b>Eligibility .....</b>	<b>7</b>
	<b>Program Description .....</b>	<b>9</b>
	<b>Application Contents, Submission Requirements, and Deadlines.....</b>	<b>18</b>
	<b>Application Review .....</b>	<b>33</b>
	<b>Award Notices.....</b>	<b>34</b>
	<b>Post-Award Requirements and Administration .....</b>	<b>37</b>
	<b>Other Information .....</b>	<b>38</b>
	<b>Application Checklist.....</b>	<b>41</b>



## BASIC INFORMATION

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is accepting applications for funding in response to this notice of funding opportunity (NOFO).

OJP is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, protects the public from crime and evolving threats, and builds trust between law enforcement and the community. OJP's grant programs further DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

<b>Agency Name</b>	U.S. Department of Justice Office of Justice Programs Bureau of Justice Assistance
<b>NOFO Title</b>	BJA FY25 Adult Treatment Court Program
<b>Announcement Type</b>	Initial
<b>Funding Opportunity Number</b>	O-BJA-2025-172333
<b>Assistance Listing Number</b>	16.585

## Executive Summary

The Adult Treatment Court Program seeks to assist states, state courts, local courts, units of local government, and federally recognized Indian tribal governments to plan, implement, and enhance the operations of adult treatment courts including management and service coordination for treatment court participants, fidelity to the adult treatment court model, and recovery support services. BJA provides financial and technical assistance to the field to support these goals.

Adult treatment courts integrate evidence-based substance use disorder treatment, mandatory drug testing, incentives and sanctions, and transitional services in judicially supervised criminal court settings that have jurisdiction over persons with substance use disorder treatment needs to reduce recidivism, increase access to treatment and recovery support, and prevent overdose. Please see the [Eligible Applicants](#) section for the eligibility criteria.

- C-BJA-2025-00020-PROD Category 1: Planning and Implementation
- C-BJA-2025-00021-PROD Category 2: Enhancement
- C-BJA-2025-00022-PROD Category 3: Statewide

## Key Dates

<b>Funding Opportunity Release Date</b>	January 14, 2025
<b>Pre-Application Webinar</b>	Thursday, February 27, 2025
<b>SAM.gov Registration/Renewal</b>	Recommend beginning process by March 7, 2025, and no later than March 24, 2025
<b>Step 1: Grants.gov Application Deadline</b>	11:59 p.m. Eastern Time on April 7, 2025

<b>Step 2: JustGrants Application Deadline</b>	8:59 p.m. Eastern Time on April 14, 2025
<b>Award Notification Date</b>	Generally by September 30, 2025

## Funding Details

**Total Amount to Be Awarded Under This Funding Opportunity:** \$37,750,000

**Anticipated Period of Performance Start Date:** October 1, 2025

**Anticipated Period of Performance Duration:** 48 months

- **Category 1: Planning and Implementation**

- Anticipated Number of Awards: 5
- Anticipated Award Ceiling: \$950,000

- **Category 2: Enhancement**

- Anticipated Number of Awards: 28
- Anticipated Award Ceiling: \$1,000,000

- **Category 3: Statewide**

- Anticipated Number of Awards: 2
- Anticipated Award Ceiling: \$2,500,000

Note: Applicants may propose a budget that is less than the anticipated award ceiling amount. The budget should be reasonable to conduct the proposed project and be within the applicant's capacity to manage.

## Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this NOFO is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States or its departments, agencies, entities, officers, employees, agents, or any other person.

## Statutory Authority

Pub. L. No. 90-351, Title I, Part EE (codified at 34 U.S.C. 10611–10619); Additional authority for any awards under this NOFO would be made under statutory authority provided by a full-year appropriations act for FY 2025. As of the writing of this NOFO, the Department of Justice is operating under a short-term "Continuing Resolution;" no full-year appropriation for the Department has been enacted for FY 2025.

## Agency Contact Information

For assistance with the requirements of this funding opportunity:

**OJP Response Center**

Phone: 800-851-3420 or 301-240-6310 (TTY for hearing-impaired callers only)

Email: [grants@ncjrs.gov](mailto:grants@ncjrs.gov)

Hours of operation: 10:00 a.m. to 6:00 p.m. Eastern Time (ET) Monday–Friday and 10:00 a.m. to 8:00 p.m. ET on the funding opportunity closing date.

For assistance with **SAM.gov** (registration/renewal):

**SAM.gov Help Desk**

Phone: 866-606-8220

Web: [SAM.gov Help Desk \(Federal Service Desk\)](#)

Hours of operation: 8:00 a.m. to 8:00 p.m. ET Monday–Friday  
For assistance with **Grants.gov** (registration, submission of the Application for Federal Assistance SF-424):

**Grants.gov Customer Support Hotline**

Phone: 800-518-4726, 606-545-5035

Email: [support@grants.gov](mailto:support@grants.gov)

Web: [Grants.gov Customer Support](#)

Hours of operation: 24 hours a day, 7 days a week, except on federal holidays

For assistance with **JustGrants** (registration, submission of full application):

**JustGrants Service Desk**

Phone: 833-872-5175

Email: [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)

Hours of operation: 7:00 a.m. to 9:00 p.m. ET Monday–Friday and 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see [Experiencing Technical Issues Preventing Submission of an Application \(Technical Waivers\)](#).

## Resources for Applying

**Pre-Application Webinar:** A webinar on this NOFO will be held on Thursday, February 27, 2025, at 1:00 p.m. ET. Preregistration is required for all participants. Register by visiting the [Zoom registration link](#). Submit any questions in advance to Daryl D. Jackson at Daryl.Jackson@usdoj.org no later than Thursday, February 20, 2025. Submit questions with the subject “Questions for Adult Treatment Court NOFO Webinar.” The session will be recorded and available on [BJA’s Funding Webinars webpage](#).

**OJP Grant Application Resource Guide:** Referred to as the Application Resource Guide throughout the NOFO, this resource provides guidance to help applicants for OJP funding prepare and submit their applications.

**JustGrants Application Submission Training Webpage:** Offers helpful information and resources on the grant application process.

**Note:** If this NOFO requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this NOFO and the applicant should follow the guidance in this NOFO.



## ELIGIBILITY

### Eligible Applicants

The types of entities that are eligible to apply for this funding opportunity are listed below:

For **Category 1:** Planning and Implementation and **Category 2:** Enhancement, the following entities are eligible to apply:

- **Government Entities**
  - State governments
  - County governments
  - City or township governments
  - Special district governments and other units of local government, such as towns, boroughs, parishes, villages, or other general purpose political subdivisions of a state
  - Native American Tribal governments (federally recognized)
- **Public Housing Organizations**
  - Public housing authorities
  - Indian housing authorities
- **Nonprofit Organizations**
  - Nonprofits having a 501(c)(3) status with the Internal Revenue Service (IRS)
  - Nonprofits that do not have a 501(c)(3) status with the Internal Revenue Service (IRS)
- **Other:** Public or private entities acting on behalf of a single treatment court through agreement, such as a Memorandum of Understanding (MOU), with state, city, township, county, or tribal governments.

For **Category 3:** Statewide, the following entities are eligible to apply:

- Other: State agencies such as the state administering agency, the administrative office of the courts, and the state substance abuse agency.
- Other: State criminal justice agencies and other state agencies involved with the provision of substance use and/or mental health services, or related services

#### “Other” Entities Definition:

**State Government Entities:** For the purposes of this NOFO, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

**Other Units of Local Government:** For the purposes of this notice of funding opportunity, other units of local government include towns, boroughs, parishes, villages, or other general purpose political subdivisions of a state.

#### Additional Applicant Eligibility Factors

For Categories 1 and 2, applicants must demonstrate that they have the authority to operate the treatment court(s) to be funded under this award, consistent with this NOFO and the project narrative. This should include documentation in the program narrative that they have the authority and have coordinated with other key partners as noted. For entities that do not have authority directly, but rather are acting on behalf of a single treatment court through an agreement, the application should clearly document how the proposed activities will support the goals and activities of the application and treatment court, and that they have the support for this application from the entity who does have that authority, and they articulate this role in mandatory letters of support and a memorandum of understanding that defines roles and responsibilities for this project or a larger collaboration with key partners. The applicant must include the required executed signed fiscal agent memorandum of understanding (MOU) in JustGrants or may be found not eligible and eliminated from consideration.

### **Limit on Number of Applications**

An applicant may submit more than one application if each application proposes a different project in response to the NOFO. Also, an entity may be proposed as a subrecipient in more than one application.

Applications under which two or more entities (project partners) would carry out the federal award will be considered. However, only one entity may be the applicant for the NOFO; any others must be proposed as subrecipients. See the [Application Resource Guide](#) for additional information on subawards.

### **Cost Sharing/Match Requirement**

For this opportunity, match **is** required.

Please see [Program Description: Cost Sharing/Match Requirement](#) for details on the match calculation and what types of contributions are acceptable.





## PROGRAM DESCRIPTION

### General Purpose of the Funding

The purpose of the Adult Treatment Court (ATC) Program is to prevent overdose and reduce the use of opioids, stimulants, and other substances by people involved in the criminal justice system. An ATC is an evidence-based model based on key components and best practices, which are described below. ATCs effectively integrate evidence-based substance use disorder treatment, mandatory drug testing, incentives and sanctions, and transitional services in judicially supervised criminal court settings that have jurisdiction over persons with substance use disorder treatment needs to reduce recidivism, increase access to treatment and recovery support, and prevent overdose.

Recognizing the significant increase in overdose deaths and their public health impact, BJA also encourages applicants to focus on preventing overdose and overdose deaths. In the proposal narrative, the applicant is required to describe a plan to provide access to FDA-approved medications to treat substance use disorder (sometimes referred to as medication-assisted treatment (MAT)) in serving individuals with substance use disorders (SUDs), consistent with the requirements outlined below.

With this NOFO, BJA seeks to assist states, state courts, local courts, units of local government, and federally recognized Indian tribal governments in their efforts to plan, implement, and enhance the operations of adult treatment court programs. BJA supports this work with financial and technical assistance.

### Eligible Adult Treatment Court Types

ATCs, driving while intoxicated (DWI)/driving under the influence (DUI) courts, co-occurring courts (participants diagnosed with both substance use and mental health disorders), and tribal healing to wellness courts (THWCs) are eligible. Applicants should refer to their relevant local statutes for definitions of the legal age of an “adult.” In addition, the proposed program design must function in accordance with the requirements of the court model’s key components design, where relevant.

Applicants seeking funding for Veterans Treatment Courts (VTCs) should apply under the VTC Notice of Funding Opportunity (NOFO). For more information, please visit the [Veterans Treatment Court Program website](#).

### Key Components

BJA provides applicants the flexibility to identify the most appropriate court type on which to base their treatment court to accommodate the needs and available resources of their jurisdiction, so long as the chosen type conforms to All Rise (formally known as the National Association of Drug Court Professionals) key components for drug courts. These components are described in the BJA and All Rise publication, [Defining Drug Courts: The Key Components](#).

THWCs are described in the OJP publication, [Tribal Healing to Wellness Courts: The Key Components](#).

DWI courts are described in the National Center for DWI Courts publication, [The Ten Guiding Principles of DWI Courts](#).

## Best Practice Standards

All Rise has identified 10 best practice standards for ATCs, which represent the most current evidence-based principles and practices. BJA strongly encourages applicants—particularly those proposing to enhance existing treatment courts—to design their proposed programs with the intention of moving toward fully incorporating these standards. For more information on the Best Practice Standards, 2nd ed., visit [Adult Treatment Court Best Practice Standards - All Rise](#). These standards represent a cumulative body of the most current evidence-based practices available to treatment courts.

Key activities in the treatment court model include:

- Increasing the number of potential participants screened (i.e., determine program eligibility) and assessed (i.e., identify criminogenic risk, substance use disorder, or mental health conditions).
- Reducing barriers for people involved in the criminal justice system with substance use disorders and mental health needs by increasing access to community-based treatment and recovery support services including peer recovery, transportation, supported employment and housing.
- Enhancing strategies to assess and increase inclusion for admission, services, and successful completions in adult treatment courts to include addressing stigma.
- Increasing capacity for treatment courts to consistently collect and report data to enhance knowledge and ensure fidelity to the model.
- Provide or develop the opportunity to access all FDA-approved medications to treat substance use disorders.
- Increase graduation rates for all treatment court participants actively participating in the grant-funded program.
- Reduce recidivism among active program participants.
- Provide judicial oversight, community supervision, mandatory drug testing, substance use, and mental health disorder treatment.
- Build strategies to enhance peer recovery programs and support systems to enhance recovery and build a workforce of treatment court graduates to support this work.
- Ensure the use of evidence-based practices and principles that incorporate the Best Practice Standards and other relevant research.  
Ensure that all people eligible for the treatment court program have equivalent access as measured by the collection and examination of program data, and by providing interventions that are effective with those they serve.

**\*Note:** The applicant must demonstrate that eligible participants promptly enter the treatment court program following a determination of their eligibility. BJA will not fund award applications for treatment courts that require an initial period of incarceration unless the period of incarceration is mandated by statute for the offense in question. In such instances, the applicant must demonstrate that the person receives evidence-based withdrawal and treatment services, if available, while incarcerated and will begin treatment services immediately, consistent with guidance reflected in the BJA and National Institute of Corrections (NIC) [Guidelines for Managing Substance Withdrawal in Jails](#).

## ***National Treatment Court Resource Center (NTCRC)***

The National Treatment Court Resource Center (NTCRC) is a BJA-funded resource for the treatment court field that serves as a clearinghouse for treatment court training, technical assistance, publications, funding resources, and other practitioner-specific resources. Applicants are encouraged to visit [NTCRC's solicitations website](#) for useful information regarding this NOFO. In addition, BJA may require grantees to participate in the [Painting the Current Picture Survey: A National Report on Treatment Courts in the United States](#) in accordance with the following conditions of the award, "the recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project."

### **Violent Offender Prohibition**

Under the Adult Treatment Court Discretionary Grant Program authorization, BJA funds may not be used to serve persons who are "violent offenders." This prohibition applies to programs or activities funded by the BJA award, including match funds contributed by the grantee.

A person who is *presently charged* with an offense as described in 34 U.S.C. § 10613(a)(1) would be *ineligible* to participate.

*Disqualifying convictions* are only those convictions indicated in 34 U.S.C. §10613(a)(1) that occur *after* the initiation of proceedings that led to the person's consideration for participation in the drug court program, whereas 34 U.S.C. § 10613(a)(2) only speaks to those convictions that occurred *prior* to the initiation of those proceedings.

### **34 U.S.C. § 10613 Definition**

#### **(a) In general**

Except as provided in subsection (b), in this subchapter, the term "violent offender" means a person who—

(1) is charged with or convicted of an offense that is punishable by a term of imprisonment exceeding one year, during the course of which offense or conduct—

(A) the person carried, possessed, or used a firearm or dangerous weapon;

(B) there occurred the death of or serious bodily injury to any person; or

(C) there occurred the use of force against the person of another, without regard to whether any of the circumstances described in subparagraph (A) or (B) is an element of the offense or conduct of which or for which the person is charged or convicted; or

(2) has 1 or more prior convictions for a felony crime of violence involving the use or attempted use of force against a person with the intent to cause death or serious bodily harm.

**Note:** Not included in the "violent offender" definition are charges that are dropped or reduced to a nonviolent offense or charged prior to a person's participation in the program, or convictions punishable by less than one year of incarceration. Answers to questions about the

“violent offender” prohibition can be found in the [Frequently Asked Questions on BJA’s funding website](#).

**Note:** Grantees may use, and are encouraged to use, other funds for their treatment court programs and serve these participants using those other funds. Grantees must be able to track these expenditures to ensure the separation of funds. Documentation must be maintained to show to an auditor if necessary.

**Note:** Applicants may qualify for funding under the [Byrne State Crisis Intervention Program \(Byrne SCIP\)](#), which provides formula funds to implement state crisis intervention court proceedings and related programs or initiatives, including, but not limited to, extreme risk protection order programs that work to keep guns out of the hands of those who pose a threat to themselves or others, mental health courts, treatment courts, and veterans treatment courts.

### **Controlled Substance Act**

Award recipients are prohibited from using federal funds to support programs or activities that violate the Controlled Substances Act, 21 U.S.C. § 801, et seq., regardless of local or state practices or laws. Programs or activities funded under a BJA ATC award must ensure that participants are periodically tested for the use of controlled substances, including medical marijuana.

**Note:** Applicants may request funds to support a veterans treatment court (VTC) docket and veteran-related services in all three categories of this ATC NOFO; however, funding to specifically plan, implement, and enhance a VTC is available under the [BJA Veterans Treatment Court Program](#).

Applicants should refer to the [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#) for information on allowable and unallowable costs that may inform the development of their project design.

## **Program Goals and Objectives**

The purpose of this program is to provide adult treatment courts, their partners, and criminal justice professionals with the resources needed to plan, implement, enhance, and sustain evidence-based treatment court programs for individuals with substance use disorders who are involved in the criminal justice system. BJA seeks to support adult treatment court programs in reducing recidivism, increasing access to treatment, recovery support services, and preventing overdose.

**Goal 1:** Help individuals in the adult treatment court program with substance use, mental health, and co-occurring disorders to gain access to treatment and recovery support services.

Objective 1: Increase the number of potential participants screened (i.e., determine eligibility), assessed (i.e., identify criminogenic risk, substance use disorder, or mental health conditions), and referred for treatment courts and services.

Objective 2: Administer mandatory and random drug and alcohol testing of program participants to help monitor substance use and treatment progress.

Objective 3: Increase access to and recruitment and retention in effective treatment for substance use disorders and offer recovery support services.

**Goal 2:** Reduce recidivism and improve adult treatment court success rates.

Objective 1: Increase the number of individuals who successfully complete the treatment court program by expanding evidenced-based treatment programs, incorporating supervision, drug testing, and program sanctions and incentives.

Objective 2: Reduce the current recidivism rate among program participants actively participating in the grant program.

**Goal 3:** To ensure nonbiased, equitable access and services for all sociodemographic and sociocultural groups (eligibility criteria) seeking to gain access into the adult treatment court program.

Objective 1: Collect and track data for individuals who qualify and disqualify for the adult treatment court program.

Objective 2: Provide support and/or develop the capacity to access substance use, mental health, co-occurring disorder treatment, and all three forms of FDA-approved medications to treat opioid use disorders.

Objective 3: To increase support services for participants actively participating in the grant program.

## How Awards Will Contribute to Program Goals/Objectives

The Bureau of Justice Assistance (BJA) Adult Treatment Court Program is a grant program that assists state, local, and tribal governments to implement and improve adult treatment court operations. The program supports a variety of treatment court models. To achieve the goals and objectives of this funding opportunity, OJP has identified expected activities that must be conducted by a recipient.

### Activities:

The selected provider will conduct the following activities in support of the program goals and objectives.

**Category 1:** Plan and implement a new ATC program that adheres to the requirements of this NOFO, including All Rise Adult Treatment Court Best Practice Standards, and is consistent with key components for treatment courts, increasing identification of those in need and connecting to evidence based services and supports.

**Category 2:** Enhance and/or expand the operations of the ATC, consistent with the requirements of this funding opportunity, including All Rise Adult Treatment Court Best Practice Standards, and with key components for treatment courts, increasing identification of those in need and connecting to evidence based services and supports.

**Category 3:** Enhance and/or expand the state's capacity to coordinate activities and increase services that support the needs of ATCs in the state, consistent with the requirements of this

NOFO, including All Rise Adult Treatment Court Best Practice Standards, with key components for treatment courts and with the goals of enhancing ability to track treatment courts using data, and audit and enhance practice and to build capacity with training.

In the proposal narrative, BJA requires the applicant to describe a plan to collect and examine data on their jurisdiction's access to and retention of treatment court participants to identify and eliminate disparities that exist for race, color, religion, national origin, sexual orientation, gender, gender identity, or disability in admission protocols or elsewhere in the ATC program. The plan may include use of the All Rise and National Center for State Courts (NCSC) Equity and Inclusion Assessment Tool (<https://allrise.org/publications/equity-and-inclusion-assessment-tool/>).

### **U.S. Food and Drug Approved Medication**

The use of U.S. Food and Drug Administration (FDA) approved medications to treat substance use disorders, in combination with counseling and behavioral therapies, is an effective, evidence-based treatment for substance use disorders, including opioid use disorder (OUD). When ATC participants are diagnosed with a SUD, BJA *requires* grantees, where possible, to make all three forms of FDA-approved medications to treat substance use disorder available to the participants under the care and prescription of a physician. BJA will offer technical assistance to grantees to build or expand their capacity to provide access to all approved FDA medications. For more information regarding BJA's provisions on FDA approved medications, access the [Medication-assisted Treatment Frequently Asked Questions document](#).

## **Expected Outcomes: Deliverables and Performance Measures**

To achieve the goals and objectives of this funding opportunity, OJP has identified expected deliverables that must be produced by a recipient. OJP has also identified performance measures (pieces of data) that will indicate how a recipient is achieving the performance goals and objectives previously identified. Recipients will need to collect and report this performance measure data to OJP.

### **Deliverables**

Deliverables are what the applicant will create or produce under the award. The term "deliverables" as used here refers to products under an award. An award may support activities (e.g., personnel time for award activities) that are part of recipient performance but are not considered deliverables.

Recipients under this funding opportunity do not need to submit any deliverables other than the standard [Post-Award Requirements and Administration](#).

### **Performance Measures**

Performance measures are data that show a recipient's progress in implementing their project, such as the number of people served, or number of trainings conducted. OJP will require each award recipient to submit regular performance reports that communicate progress toward achieving the goals and objectives identified in [Program Goals and Objectives](#). Applicants can visit [OJP's performance measurement page](#) at [ojp.gov/performance](http://ojp.gov/performance) for more information on performance measurement activities.

A list of performance measure questions for this program can be found at:

- Category 1: [Planning and Implementation](#)

- Category 2: [Enhancement](#)
- Category 3: [Statewide](#)

## Funding Instrument

OJP expects to make awards under this funding opportunity as grants. See the “[Administrative, National Policy, and Other Legal Requirements](#)” section of the [Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP awards.

## Cost Sharing/Match Requirements

This funding opportunity requires cost sharing or match from the award recipient. “Match” means the portion of project costs not paid by federal funds or contributions (e.g., staff time not charged to the federal share of the budget, supplies provided by the recipient). Items provided as part of the match must support the fulfillment of proposed activities, be allowable costs under this funding opportunity, and have documentation of their value. The match may not be used for, and may not consist of, costs that are unallowable for this funding opportunity. See [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#) for more details on this funding opportunity’s unallowable costs.

Recipients must satisfy this match requirement with cash and/or in-kind contributions. “In-kind” contributions may be in the form of services, supplies, real property (e.g., office space), and/or equipment.

## Explanation of the Calculation

This NOFO requires a 25 percent match based on the total project costs. Federal funds awarded under this NOFO may not cover more than 75 percent of the total costs of the project being funded. The applicant must cover at least 25 percent of the total project costs.

If an award recipient’s proposed match is more than the required match amount and OJP approves the proposed budget, then that total match amount becomes part of the project budget, which is subject to audit.

## How To Calculate Match

Formula					
Step 1	Award Amount	÷	75% of Federal Share	=	Total (Adjusted) Project Cost
Step 2	Total (Adjusted) Project Cost	x	25% of Recipient Share	=	Required Match
<b>Example:</b>					
Match Requirement: 75/25 (Federal Share/Recipient Share)					
Federal Award Amount: \$1,000,000					
Step 1	\$1,000,000	÷	75% Federal Share	=	\$1,333,334 (rounded up)
Step 2	\$1,333,334	x	25% of Recipient Share	=	\$333,334 (total minimum match required)

See the [Application Resource Guide](#) for additional information on this match requirement and step-by-step instructions for entering match amounts in the budget.

**Match Waiver:** The required match may be waived upon request by a grantee. See 34 U.S.C. § 10616(a). To be considered for a waiver of match, a letter of request signed by the Authorized Representative must be submitted with the application describing the reason for the request

(e.g., fiscal hardship). A match waiver request must be submitted as a separate attachment to the application through JustGrants.





## APPLICATION CONTENTS, SUBMISSION REQUIREMENTS, AND DEADLINES

This NOFO contains all the information needed to apply for this funding opportunity. The application for this funding opportunity is submitted through web-based forms and attachments in Grants.gov and JustGrants through the steps that follow.

### Unique Entity Identifier (UEI) and SAM.gov Registration

To submit an application, an applicant must have an active registration in the [System for Award Management \(SAM.gov\)](#). SAM.gov assigns entities a unique entity identifier (UEI) that is required for the entity to apply for federal funding. Applicants will enter their UEI with their application. Award recipients must then maintain an active UEI for the duration of their award's period of performance.

**First-time Registration:** Entities registering in SAM.gov for the first time will submit information about their entity type and structure, financial information (such as dates of the fiscal year, banking information, and executive compensation), entity points of contact, and other information. The information is reviewed and verified by SAM.gov, and then a UEI is issued. This process may take several weeks, so entities considering applying for funding should begin the registration process as soon as possible.

**Renewing an Existing Registration:** Entities must renew their SAM.gov registration every 12 months to keep it active. If an entity does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent the submission of an application for funding in Grants.gov and JustGrants.

Applicants are encouraged to start the SAM.gov registration or renewal process **at least 30 days prior to the application's Grants.gov deadline**. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not be able to complete the process in time and will not be considered for a technical waiver that allows for late submission.

### Submission Instructions: Summary

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See [Basic Information: Key Dates](#) for the Grants.gov and JustGrants application deadlines.

- **Step 1:** The applicant must submit the required [Application for Federal Assistance SF-424](#) by the Grants.gov deadline.
- **Step 2:** The applicant must submit the full application, including attachments, through JustGrants by the deadline (see [JusticeGrants.usdoj.gov](#)).

### Submission Step 1: Grants.gov Submission of SF-424

#### Access/Registration

If the applicant does not already have a Grants.gov account, they will need to register for this opportunity in Grants.gov. Applicants should follow the Grants.gov [Quick Start Guide for Applicants](#) to register, create a workspace, assign roles, submit an application, and troubleshoot issues.

## Submission of the SF-424

Applicants will begin the application process in Grants.gov with the submission of the SF-424, which collects the applicant's name, address, and UEI; the funding opportunity number; and proposed project title, among other information. The SF-424 must be signed by the Grants.gov Authorized Organizational Representative for the applicant.

See the [Application Resource Guide](#) for additional information on completing the SF-424.

**Section 8F – Applicant Point of Contact:** Please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*i.e.*, email address) to assign the application to this user in JustGrants.

**Section 19 – Intergovernmental Review:** This funding opportunity is not subject to [Executive Order \(E.O.\) 12372](#) (Intergovernmental Review). Applicants should answer section 19 by selecting, "Program is not covered by E.O. 12372."

**An applicant should submit the SF-424 as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit the SF-424 in Grants.gov by the deadline, they will be unable to submit their application in JustGrants.

Once the first part of the application has been successfully submitted in Grants.gov, the Grants.gov Workspace status will change from "In Progress" to "Submitted." Applicants will also receive a series of four Grants.gov email notifications. Refer to the [DOJ Application Submission Checklist](#) for additional details.

If an applicant needs to update information in the SF-424 after it is submitted in Grants.gov, they can update the information as part of their JustGrants submission (see [Application Contents, Submission Requirements, and Deadlines: Standard Applicant Information](#)). They do not need to submit an update in Grants.gov.

## Submission Step 2: JustGrants Submission of Full Application Access/Registration

For first-time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the email address listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after confirmation from Grants.gov of the SF-424 submission.

Creating and setting up a JustGrants account consists of three steps:

1. Follow the instructions in the email to first confirm who will be the Entity Administrator (the person who manages which staff can access JustGrants on behalf of the applicant).
2. Log in to JustGrants and confirm the information in the Entity Profile.
3. Invite other individuals who will serve as the Application Submitter and the Authorized Representative for the applicant to register for JustGrants.

These steps should be completed in JustGrants as early as possible and recommended not later than 48 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Applicants can find additional information on JustGrants registration in the [DOJ Grant Application Submission Checklist](#).

## Preparing for Submission

Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare, enter, and upload all the requirements of the application.

Applicants may save their application in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants. After the application deadline, no changes or additions can be made to the application. **OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline.**

For additional information, including file name and type requirements, see the “How To Apply” section in the [Application Resource Guide](#).

## Standard Applicant Information

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and can make whatever edits are needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and confirm the organization’s unique entity identifier, legal name, and address.

## Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project must be completed in the JustGrants web-based form. The text from abstracts will be made publicly available on the OJP.gov and USASpending.gov websites if the project is awarded, so this section of the application should not contain any personally identifiable information (e.g., the name of the project director).

The abstract should be in paragraph form without bullets or tables and written in the third person (e.g., they, the community, their, themselves, rather than I or we). The abstract should include the following information:

- The name of the applicant’s proposed project.
- The purpose of the proposed project (i.e., what the project will do and why it is necessary).
- Where the project will take place (i.e., the service area, if applicable).
- Who will be served by the project (i.e., who will be helped or have their needs addressed by the project).
- What activities will be carried out to complete the project.
- The subrecipient(s)/partner organizations or entities, if known.
- Deliverables and expected outcomes (i.e., what the project will achieve).

This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [Application Resource Guide](#) for an example of a proposal abstract.

## Data Requested with Application

### Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High-Risk Status)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess what financial management and internal control systems the applicant has in place, whether these systems would be sufficient to maintain a funding award, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High-Risk Status\)](#) for additional guidance on how to complete the questionnaire.

### Proposal Narrative

**Format of the Proposal Narrative:** The Proposal Narrative will be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; have numbered pages; and should not exceed 20 pages. If the Proposal Narrative does not comply with these restrictions, OJP may consider such noncompliance in peer review and in final award decisions.

**Sections of the Proposal Narrative:** The Proposal Narrative must include all of the following sections:

**a. Description of the Need:** What critical issue or problem is the applicant proposing to address with this project? Please include:

- A brief explanation of the need, gap, or issue to be addressed by the proposed project.
- Supporting information, data, or evidence to demonstrate the need's existence, size, and impact on the target population and community.
- Category of funding requested: Category 1—Planning and Implementation, Category 2—Enhancement, Category 3—Statewide.
- Describe the legal authority that the applicant or its partners have over these types of cases, and for categories 1 and 2, describe overall mechanisms you use to manage these cases. Describe the type of adult treatment court(s) for which funds are requested: ATC, Co-occurring, DWI/DUI court, or THWC.
- Whether the court is pre- or post-adjudication.
- How the need relates to the purpose of the NOFO.
- The target population and whether the jurisdiction has access to all types of FDA-approved medications to treat substance and opioid use disorders, in combination with counseling and behavioral therapies.
- The total number of participants proposed to receive services with these grant funds over the life of the grant. Identify the minimum, maximum, and average length of program participation.
- The total federal amount requested for the duration of the grant period (48 months). This total amount should be the same amount listed on the SF-424 form and in the required budget attachment. (Note: The total amount of federal funds being requested should not exceed the category's grant maximum.)

- If requesting to fund activities for any of the four court types in combination with a VTC docket or to include veteran-related services, include the amount of funding requested for the ATC and the VTC (e.g., ATC: \$600,000 and VTC: \$400,000).

**b. Project Goals and Objectives:** How will the proposed project address the need identified and address the purpose of the NOFO? Please include:

- Project goals (goals are broad, visionary statements on what the applicant hopes to accomplish).
- Project objectives (objectives are specific outcomes the applicant plans to achieve through project activities).
- How the applicant's goals and objectives relate to the goals and objectives of the NOFO.

**c. Project Design and Implementation:** How will the applicant implement project activities that meet the goals and objectives? Please include:

- What activities the applicant will conduct to achieve the proposed goals and objectives.
- What strategies does the applicant propose to incorporate the evidence-based program principles included in the All Rise Best Practice Standards, and specify which standard(s) will be addressed and how the standard(s) will be implemented. If some elements are not being addressed, please discuss why and whether these elements are already in place or other plans to address them (e.g., Does your jurisdiction have a validated risk assessment tool, and how will you use this to identify and recommend services for program participants?).
- Describe the plan to provide treatment and evidenced based services to address substance use disorders (SUD) and co-occurring SUD and mental health disorder needs.
- Confirm whether the jurisdiction has access to all types of FDA-approved medication to treat opioid use disorders. This should include how participant treatment will be funded and the range of treatment modalities that will be provided. Demonstrate that the treatment court program(s) for which funds are being sought will not deny access to the program to any eligible participant because of their use of FDA-approved medications for the treatment of a substance use disorder as discussed under "Medication-assisted Treatment."
- Illustrate how the treatment court will identify, assess, and prioritize participation and services for high-risk/high-needs persons, including persons with repeat criminal justice involvement and substance use disorders. Identify the validated assessment tool that will be used and explain why this tool was selected.
- Discuss the applicant's commitment to admit and provide evidence-based interventions to participants with opioid, stimulant, and other substance use disorders, including strategies for early assessment and entry into treatment to prevent overdose. Describe the strategies that will be used during this phase to assess the risk of overdose, the need for critical access to treatment services, and how to prevent overdose.
- Confirm that the ATC has capacity to provide critical treatment services, case management and coordination, judicial supervision, sanctions and incentive services, and other key services such as transitional housing, relapse prevention, employment, and peer recovery support to reduce recidivism.
- How the applicant will deliver or complete those activities.

- When the activities will take place.
- Who will participate in and benefit from the activity.
- What deliverables, reports, and other items will be produced as part of the project.

**d. Capabilities and Competencies:** What administrative and technical capacity and expertise does the applicant bring to successfully complete this project? Please include:

- A short description of the applicant's capacity to deliver the proposed project and meet the requirements of the award, including collecting and reporting the required performance measure data. Who will be responsible for this task, and how will the applicant collect the data? Refer to [Program Description: Performance Measures](#) for additional details on performance measures for this funding opportunity.
- A description of projects or activities the applicant organization has conducted, or is currently conducting, that demonstrate the applicant's ability to undertake the proposed project activities.
- Identify personnel other than team members who are critical to the program's success and discuss their roles, responsibilities, and qualifications. Discuss the organizational capabilities or competencies that will directly impact the ability to successfully manage the proposed program.
- Who in the applicant's organization will staff which activities and describe the roles for key staff. Provide a summary of relevant experience of team members with key responsibilities for implementing the project.
- Explain how effective communication and coordination among the team members will be implemented throughout the program period.
- If the applicant plans to use subrecipients to help conduct the project, please name them (if they are known) or describe how the applicant will identify them. Please describe their role in conducting project activities. This should align with MOUs and/or letters of support for this project.
- If there are other partners who will help conduct the project, please name them (if they are known) or describe how the applicant will identify them. Please describe their role in conducting project activities. This should align with MOUs and/or letters of support for this project.

**Project Evaluations:** An applicant that proposes to use award funds to conduct project evaluations must follow the guidance in the "[Note on Project Evaluations](#)" section in the [Application Resource Guide](#).

### **Budget and Associated Documentation: Budget Detail Form**

The applicant will complete the JustGrants budget detail form. The form collects the individual costs under each cost category needed to implement the proposed project. Applicants should ensure that the name/description of each cost is clear and provide the detailed calculation (e.g., cost per unit and number of units) for the total cost. Applicants should enter additional narrative, as needed, to fully describe the cost calculations and connection to the project goals and objectives.

Budget proposals should include the funding needed to implement the proposed activities. In preparing their budget proposals, applicants should consider what types of costs are allowable, if awarded funding. Costs are allowable when they are reasonable, allocable to, and necessary

for the performance of the project funded under the federal award and when they comply with the funding statute and agency requirements, including the conditions of the award and the cost principles set out in [2 C.F.R. Part 200, Subpart E](#) and the [DOJ Grants Financial Guide](#).

### **Examples of Allowable Use Funds**

Applicants may apply for funding to include the following:

**Court Operations and Services:** Administrative, management, and operational activities that support court management and court administration.

#### **Equipment and Supplies:**

- Computer hardware and software for internet access and email capability.
- Data management systems for record keeping and case management.
- Cell phones, telephones, pagers, printers, and copiers as needed for program implementation.
- Office supplies, postage, and other necessary program and outreach supplies.
- Urine screen analysis supplies and equipment.
- Overdose prevention supplies, such as Narcan Kits.

**Enhance Capacity to Expand Treatment Services:** Implementation of resources to improve or expand the treatment court and or criminal justice personnel, substance use and mental health providers, peer recovery experts, and those providing other recovery support or treatment court staffing and coordination. This can include building the expertise of probation officers, case managers, clinicians, prosecutors, defense attorneys, and judges in the science of substance use disorder and mental health needs as well as the efficacy of the treatment court models. Operational treatment courts can utilize funding to expand and enhance their court by:

- Scaling up its existing court program's capacity.
- Providing access to or enhance treatment capacity or other critical support services.
- Enhancing court operations.
- Expanding or enhancing court services.
- Building or enhancing collection and use of key treatment court operation and outcome data.
- Improving the quality and/or intensity of services based on needs assessments.

**Training and Travel:** Off-site specific training for identified program staff to improve or develop skills in the areas related to operating a treatment court.

- OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before applying—the Application Resource Guide for information on prior approval, planning, and reporting of conference/meeting/training costs. Applicants should estimate the costs of travel and accommodations for up to three (Categories 1 and 2) or eight (Category 3) team members to attend up to two conferences and/or trainings each year. The applicant may select and include in the application the trainings and/or conferences, although BJA will approve their selections after the award is made. Note that BJA can also make recommendations for relevant training events and conferences. All expenses must be reasonable, allowable, and necessary to the project. The estimates must provide a breakdown of all costs and adhere to the [federal per diem](#).

## Examples of Unallowable Use Funds

Applicants may not use funding to include the following:

**Funding Restrictions/Unallowable Expenses:** The budget must explicitly describe how the proposed budget items directly apply to the program design and how they will assist the applicant in meeting the program objectives. In addition to unallowable costs identified in the [DOJ Grants Financial Guide](#), award funds may not be used for the following:

- Prizes
- Rewards
- Entertainment
- Trinkets
- Any other monetary incentives, including client stipends, gift cards, vehicle purchases, or food and beverages. All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.
- Land acquisition
- Compensation of federal employees
- Travel of Department of Justice (DOJ) employees
- OJP Specific: The use of unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV is unallowable.

Applicants should refer to [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#) for information on allowable and unallowable costs that may inform the development of their project design.

**Costs Associated with a Conference/Meeting/Training:** An applicant that proposes to use award funds for activities related to a conference, meeting, training, or similar event should review the [Application Resource Guide](#) for information on prior approval, planning, and reporting costs for a conference/meeting/training.

**Costs Associated with Language Assistance and Access:** If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable in specific grant programs. Costs to provide reasonable accommodation and facilitate language access for individuals who are deaf or hard of hearing may also be allowable in specific grant programs. See the [Application Resource Guide](#) for information on costs associated with language assistance.

For additional information about how to prepare a budget for federal funding, see the [Application Resource Guide](#) section on “[Budget Preparation and Submission Information](#)” and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

## Budget and Associated Documentation: Budget/Financial Attachments

**Indirect Cost Rate Agreement (if applicable):** An applicant with a current, federally approved indirect cost rate agreement should upload it as an attachment in JustGrants.

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary for the operation of the organization and the performance of the project.



Examples of costs usually treated as indirect include those incurred for operation and maintenance of offices or workspaces and salaries of administrative or support staff. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III–VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. See the [DOJ Grants Financial Guide](#) and the [OJP Grant Application Resource Guide](#) for additional information on indirect cost rate agreements.

**Consultant Rate (if applicable):** OJP has established maximum rates for consultants; see the “Listing of Costs Requiring Prior Approval” section of the [DOJ Grants Financial Guide](#) for more information. If an applicant proposes a rate for a consultant on their project that is higher than the established maximum rate and receives an award, then the award recipient must submit a document requesting approval for the rate and cannot incur costs at the higher rate without prior OJP approval. The award recipient must provide justification for why the proposed rate is higher than the established maximum rate, such as why the rate is reasonable and consistent with that paid for similar services in the marketplace.

**Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable):** If an applicant proposes to hire employees with federal award funds, for any award of more than \$250,000, the recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. Applicants may request a waiver from this requirement by submitting the appropriate form. See the [Application Resource Guide](#) for information on the “Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.”

**Disclosure of Process Related to Executive Compensation (if applicable):** An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees. If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the [Application Resource Guide](#) for information.

### **Memorandum of Understanding (MOU) (if applicable)**

Applicants who are required to provide MOUs should document and describe the role of key partners, including subrecipients, in the MOU. For each named partner, applicants should include a signed Memorandum of Understanding (MOU) that confirms the partner’s agreement to support the project through commitments of staff time, space, services, or other project needs. MOUs demonstrate the commitment of partner organizations to participate in the project. An MOU is a formalized commitment of staff and/or resources that is signed by authorized representatives of both partner organizations. The MOU must address the overall objectives of the treatment court program as well as show support for efforts to adhere to the evidence-based program principles included in Best Practice Standards and the Key Components of Drug Courts [Adult Treatment Court Best Practice Standards - All Rise](#).

Each MOU should include the following:

- Names of the organizations involved in the agreement.
- Signed by the Adult Treatment Court Judge, Court Administrator, and by the nonprofit agency.
- What service(s) and other work will be performed under the agreement by what organization.
- Detail the financial responsibility between the organization and Adult Treatment Court
- Duration of the agreement.
- Outlined responsibilities and expectations for coordination of services agreed upon by all treatment court team members and the nonprofit agency or applicant.
- Key ATC team members (names and roles) to include the judge, prosecutor, defense attorney, treatment provider, researcher/evaluator, case manager/specialist, community supervision representative, and program coordinator.

MOUs are to be submitted as a separate attachment in JustGrants.

**Required Fiscal Agent MOUs:** Nonprofits, government, and other entities (fiscal agents) who do not have direct authority for operation of the treatment courts and who are applying for funding on behalf of an adult treatment court are required to submit a fully executed and signed Fiscal Agent MOU describing how it will coordinate directly with the treatment court for which funding is being sought and reflects the agreement that it will serve as the fiscal agent. The Fiscal Agent MOU must demonstrate that the nonprofit/non-governmental/other entity applying on behalf of a treatment court has authority to apply on behalf of a treatment court and authority to act related to the specific proposed activities in the grant application on behalf of the treatment court through an agreement with that responsible state, township, county, or tribal government court or judicial entity operating the court.

***\*Note: Fiscal agent applicants applying on behalf of a treatment court who cannot demonstrate these partnerships through a signed fully executed MOU including those who do not attach this MOU will be eliminated at Basic Minimum Review and not moved into peer review for consideration.***

### **Additional Application Components**

The applicant will attach the additional requested documentation in JustGrants.

**Curriculum Vitae or Resumes (Recommended):** Provide resumes of key personnel who will work on the proposed project or a description of the experience and skills of key personnel necessary to implement the project.

**Tribal Authorizing Resolution (if applicable):** An application in response to this NOFO may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will upload the tribal authorizing documentation as an attachment in JustGrants. See the [Application Resource Guide](#) for information on Tribal authorizing resolutions.

**Research and Evaluation Independence and Integrity Statement (if applicable):** If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [Application Resource Guide](#).

**Letters of Support (LOS) (Recommended):** Given the collaborative nature of these projects, letters of support are encouraged to document support from key partners. Also note the guidance below on recommended LOS related to state support. A letter of support is from an entity or individual that knows the applicant's work. The letter tends to speak to the applicant's capacity to implement their proposed project for the benefit of the community. It differs from an MOU in that the entity is not committing staff, services, or supplies to help the applicant implement the project. Applicants should include, for each named supporting entity, a signed letter of support that outlines the supporting entity's reasons for supporting the project.

Each letter of support may include descriptions of the following:

- Relationship between the applicant entity and the supporting entity.
- Need for and benefits that would be gained from the project.
- Applicant's capacity to complete the proposed project.

Letters of support should be signed and submitted as one separate attachment to the application in JustGrants.

**Chief Justice, State Court Administrator, or Designee Letter (Recommended):** Nontribal applicants are encouraged to include a letter from the chief justice of the state's highest court, the state court administrator, or a designee (e.g., the state treatment or problem-solving court coordinator) describing how the proposed application would enhance statewide efforts related to treatment courts and/or is part of the state's treatment court strategy. The letter should be addressed to the BJA Director. Applicants will submit the letter by uploading it as an attachment in JustGrants.

**State Substance Abuse Agency Director or Designee Letter (Recommended):** Nontribal applicants are encouraged to include a letter from the state substance abuse (SSA) director or designated representative in support of the application and include confirmation that the proposal conforms to the framework of the state strategy of substance abuse treatment. Applicants will submit the letter by uploading it as an attachment in JustGrants. A listing of SSAs can be found on the [Substance Abuse and Mental Health Services Administration's website](#).

**Timeline Web-based Form (Required):** A timeline is required and must outline when the objectives will be met during the program period. It must summarize the major activities, responsible parties, and expected completion dates for the principal tasks required to plan and/or implement and manage the treatment court program. Applicants must indicate the number of program participants to be served each quarter to demonstrate how they will reach the target number of participants to be served before the end of the grant period.

**Statewide Applicants Managing Subawards (Required):** Applicants whose budgets include subawards are required to submit as an attachment their written policies and procedures for administering subawards, including:

- A detailed description of the formal selection process, including information on the applicant's process for requesting proposals (e.g., posting a notice on its website, invitations via email or traditional mail, advertisements); reaching out to stakeholders, including via webinars; receiving applications and processing them; conducting

programmatic and financial reviews of the applications; evaluating and scoring applications, including the criteria used; and award notification.

- A description for monitoring subrecipients that, at a minimum, must include a plan for (1) reviewing financial and performance reports submitted by the subrecipients; (2) following up to ensure subrecipients act to address deficiencies found through audits, onsite reviews, and other means; and (3) issuing a management decision based on the audit findings that pertain to the subaward.

## Disclosures and Assurances

The applicant will address the following disclosures and assurances.

**Disclosure of Lobbying Activities:** JustGrants will prompt each applicant to indicate if it is required to complete and submit a lobbying disclosure under 31 U.S.C. § 1352.

The applicant is required by law to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying AND this application is for an award in excess of \$100,000. This disclosure requirement is not applicable to such payments by an Indian Tribe, tribal organization, or any other Indian organization that are permitted by other federal law.

Lobbying means (for this requirement) influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress. See 31 U.S.C. § 1352; 28 C.F.R. part 69. Note: Most applicants do not engage in activities that trigger this disclosure requirement.

An applicant that is not required by law (31 U.S.C. § 1352) to complete and submit a lobbying disclosure, should enter “No.” By doing so, the applicant is affirmatively asserting (under applicable penalties) that it has nothing to disclose under 31 U.S.C. § 1352 with regard to the application for the award at issue.

**Disclosure of Duplication in Cost Items:** To ensure funding coordination across grantmaking agencies, and to avoid unnecessary or inappropriate duplication of grant funding, the applicant must disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds, for the same project and the same budget items included in this proposal. Complete the JustGrants Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

**DOJ Certified Standard Assurances:** Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [Application Resource Guide](#) for additional information.

**DOJ Certifications:** Review the DOJ document [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies](#). An applicant must review and sign the certification document in JustGrants. See the [Application Resource Guide](#) for more information.

### Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable):

If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ high-risk recipient is an award recipient that has received a DOJ high-risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, noncompliance with award terms and

conditions on prior awards, or that is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

## Submission Dates & Times

Refer to [Basic Information: Key Dates](#) for the submission dates and times.

Applicants should submit their applications as early as possible and recommended not later than 48 hours before the deadlines. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. Applicants will use the Certify and Submit feature in JustGrants to confirm that all required application components have been entered, which includes identifying the Authorized Representative for the applicant. Once the application is submitted, the Application Submitter, Authorized Representative, and Entity Administrator receive a confirmation email.

An applicant will receive emails after successfully submitting application components in Grants.gov and JustGrants and should retain all emails and other confirmations received from the SAM.gov, Grants.gov, and JustGrants systems.

## Experiencing Technical Issues Preventing Submission of an Application (Technical Waivers)

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. OJP will only consider requests to submit an application via alternative methods or after the deadline when the applicant can document that there is a technical issue with a government system that was beyond their control and that prevents submission of the application via the standard process prior to the deadlines. Issues resulting from circumstances within the applicant's control, such as failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time, will not be considered.

Requests and documentation must be sent to the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). Applicants should follow these steps if they experience a technical issue:

- 1. Contact the relevant help desk to report the issue and receive a tracking number.**

See Basic Information: Contact Information for the phone numbers, email addresses, and operating hours of the SAM.gov, Grants.gov, and JustGrants help desks. Reports of technical issues to the help desk must occur **before** the application deadline.

If an applicant calls the help desk and experiences a long wait time, they can also email the help desk to obtain a tracking number. Tracking numbers are generated automatically when an applicant emails the applicable service desk, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

- 2. If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) or [Daryl.Jackson@usdoj.gov](mailto:Daryl.Jackson@usdoj.gov) within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. The applicant's request will need to include:**
  - A description of the technical difficulties experienced (provide screenshots if applicable).
  - A timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit and date and time support representatives responded).
  - An attachment of the complete grant application and all the required documentation and materials (this serves as a "manual" submission of the application).
  - The applicant's unique entity identifier (UEI).
  - Any SAM.gov, Grants.gov, and JustGrants Service Desk tracking/ticket numbers documenting the technical issue.
  
- 3. If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) or [Daryl.Jackson@usdoj.gov](mailto:Daryl.Jackson@usdoj.gov) within 24 hours of the JustGrants deadline to request approval to submit after the deadline. See step 2 for the list of information the applicant must provide as part of its request.**

As a reminder: the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information previously listed), or that does not submit a waiver request within the required time period, will be denied.

For more details on the waiver process, OJP encourages applicants to review the "Experiencing Technical Issues" section in the [Application Resource Guide](#).



## APPLICATION REVIEW

### Responsiveness (Basic Minimum Requirements) Review

OJP screens applications to ensure they meet the basic minimum requirements (BMR) prior to conducting the merit review. Following are the basic minimum requirements for this funding opportunity. If OJP determines that an application does not include these elements, it will not proceed to merit review and will not receive any further consideration.

- The application is submitted by an eligible applicant.
- The requested award amount does not exceed the award ceiling.
- The application is responsive to the scope of the NOFO.
- The following application elements are included:
  - SF-424 (Grants.gov)
  - Proposal Abstract
  - Proposal Narrative (JustGrants)
  - Application Goals, Objectives, Deliverables, and Timeline web-based form
  - Budget detail form, which includes the budget items, their calculations, and explanation (JustGrants)
  - Fiscal Agent MOU must be included for nonprofit/government/other entities applying on behalf of the agency operating the treatment court.

Applicants whose application fails to meet the BMR are provided notice (including an appropriate point of contact for questions) within a few weeks after the submission due date.

## Merit Review Criteria

### Peer Review Criteria

Applications that meet the basic minimum requirements will be evaluated for technical merit by peer reviewers based on how the proposed project/program addresses the following criteria:

- **Statement of the Problem/Description of the Issue (20%):** What critical issue or problem the applicant is proposing to address with this project.
- **Project Goals and Objectives (20%):** How the proposed project will address the identified need and the purpose of the funding opportunity.
- **Project Design and Implementation (40%):** The strength of how the applicant will implement activities, including the soundness of the project design and how the activities align to the stated goals and objectives.
- **Capabilities and Competencies (15%):** The applicant's administrative and technical capacity to successfully complete this project.
- **Budget (5%):** Completeness and cost effectiveness.

### Programmatic and Financial Review Criteria

After the peer review, applications undergo additional programmatic and financial reviews. OJP staff may reach out to applicants during the programmatic or financial review if a submitted form is incomplete or needs to be updated. Note that OJP staff are not authorized to provide information on peer review scores or comment on programmatic, risk, or budget/financial reviews while the merit review is in progress.



In addition to BMR and peer review criteria, other important considerations for OJP include geographic diversity (including, but not limited to, remote and geographically isolated communities, such as Alaska Native villages), strategic priorities, available funding, past performance, fidelity to the evidence-based practice, and the extent to which the budget detail form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. If cost sharing/match is not required for this opportunity, applicants will not receive higher consideration by proposing a voluntary match contribution in their budget.

## Risk Review

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to applicant risk. OJP assesses whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, including by (among other things) checking whether the applicant is listed in SAM.gov as excluded from receiving a federal award.

Depending on the severity and nature of the risk factors, the risk assessment may result in the removal of an applicant from consideration or selection for award, or it may result in additional post-award conditions and oversight for an awarded applicant.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM.gov.

**Important Note on Responsibility/Qualification Data (formerly FAPIIS):** An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

## Selection Process

All final award decisions will be made by the Assistant Attorney General, unless a statute explicitly authorizes award decisions by another official or there is written delegation of authority to another official. This official may consider not only peer review ratings and program office recommendations, but also other factors as indicated in the “Application Review” section to make final award decisions. For additional information on the application review process, see the [Application Resource Guide](#).



## AWARD NOTICES

### Federal Award Notices

Award notifications are usually sent by September 30 (the end of the current federal fiscal year). For successful applicants, JustGrants will send a system-generated email to the Application Submitter, Authorized Representative, and Entity Administrator with information on accessing their official award package in JustGrants. The award package will include key information (such as funding amount and period of performance) as well as award conditions that must be followed. The Authorized Representative for the entity should accept or decline the award within 45 days of the notification. See the [Application Resource Guide](#) for information on award notifications and instructions.

Applicants not selected for award will receive notification after all award recipients have been notified. OJP also provides unsuccessful applicants with a summary of peer reviewer comments.

### Future Funding Opportunities

OJP may, in certain cases, provide additional funding in future years to awards made under this funding opportunity through continuation awards. When making continuation award decisions, OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the progress of the work funded under the award.

Applications submitted under this FY 2025 funding opportunity may be funded in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.



## POST-AWARD REQUIREMENTS AND ADMINISTRATION

### Reporting

All award recipients under this funding opportunity will be required to submit the following reports and data:

- Quarterly financial reports.
- Quarterly performance reports.
- Final financial and performance reports.
- If applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions.

See the [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data and the method for submitting reports in OJP's online systems. Future awards and fund drawdowns may be withheld if reports are delinquent, and in appropriate cases, OJP may require additional reports.

### Performance Measure Reporting

Award recipients are required to submit performance measure data in the Performance Measurement Tool (PMT) quarterly and separately submit a semi-annual performance report in JustGrants. Applicants selected for an award will receive further guidance on post-award reporting processes.

### Program- and Award-Specific Award Conditions

OJP includes various conditions on its awards. These may include program-specific conditions, which typically apply to all recipients of a funding opportunity, and award-specific conditions, which are included to address recipient-specific issues (e.g., programmatic or financial risk). Recipients may view all conditions, and actions required to satisfy those conditions, in the award package in JustGrants.

### Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [Application Resource Guide](#).

### Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit the award recipient from discriminating on the basis of race, color, national origin, sex, religion, or disability in how it delivers its program's services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include, but are not limited to, Title VI of the Civil Rights Act of 1964, the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail on OJP's [Legal Overview—FY 2025 Awards](#) webpage under the

“Civil Rights Requirements” section. Additional resources are available from the [OJP Office for Civil Rights](#).

Complying with civil rights laws that prohibit national origin discrimination includes the requirement that recipients and subrecipients take reasonable steps to ensure that people with limited English proficiency (LEP) have meaningful access to a recipient’s programs and activities. An individual with LEP is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. DOJ offers resources to help recipients meet this requirement, including [Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons](#); a [language access assessment and planning tool](#) with [commonly asked questions](#); and additional resources on [the Office of Justice Programs’ Office for Civil Rights website](#).

Faith-based organizations may apply for this award on the same basis as any other organization subject to the protections and requirements of 28 C.F.R. Part 38 and any applicable constitutional and statutory requirements, including 42 U.S.C. 2000bb et seq. The Department of Justice will not, in the selection of recipients, discriminate for or against an organization on the basis of the organization's religious character, motives, or affiliation, or lack thereof, or on the basis of conduct that would not be considered grounds to favor or disfavor a similarly situated secular organization. A faith-based organization that participates in this funded program will retain its independence from the Government and may continue to carry out its mission consistent with religious freedom and conscience protections in federal law. An organization may not use direct federal financial assistance from the Department of Justice to support or engage in any explicitly religious activities except when consistent with the Establishment Clause of the First Amendment and any other applicable requirements. An organization receiving federal financial assistance also may not, in providing services funded by the Department of Justice, or in their outreach activities related to such services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

### **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [Application Resource Guide](#) for additional information.

### **Information Technology Security Clauses**

An application in response to this NOFO may require inclusion of information related to information technology security. See the [Application Resource Guide](#) for more information.

### **Other Reporting Requirements**

Applicants and recipients are required to notify OJP if you know that you or any of your organization’s principals for the award transaction are presently excluded or disqualified (*i.e.*, debarred or suspended) or otherwise meet any of the criteria in 2 C.F.R. 180.335. Recipients must comply with requirements in 2 C.F.R. Part 180, as implemented by DOJ in 2 C.F.R. Part 2867, which, among other things, require recipients to check certain information sources and, in

some cases, notify the federal awarding agency prior to the agency awarding federal funds via contracts or subawards.

If a recipient's award includes a federal share of more than \$500,000 over the period of performance of the award, then the award (per 2 C.F.R. 200.113) will include a condition that may require the recipient to report and maintain certain information (relating to certain criminal, civil, and administrative proceedings) in SAM.gov. See <https://www.ojp.gov/funding/explore/legaloverview2025/otherrequirements> for more information.



## OTHER INFORMATION

### Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this NOFO. For additional information on what should be included in the application, see the [Application Resource Guide](#) section “Information Regarding Potential Evaluation of Programs and Activities.”

### Freedom of Information and Privacy Act

See the [Application Resource Guide](#) for important information on the Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).

Applicants are advised not to include any unnecessary personally identifiable information, sensitive law enforcement information, or confidential financial information with the application.

### Provide Feedback to OJP

See the [Application Resource Guide](#) for information on how to provide feedback to OJP.



## APPLICATION CHECKLIST

### BJA FY25 Adult Treatment Court Program

This application checklist has been created as an aid in developing an application. For more information, reference the “[OJP Application Submission Steps](#)” in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

#### SAM.gov Registration/Renewal

- Confirm that your entity’s registration in the System for Award Management (SAM.gov) is active through the NOFO period. Submit a new or renewal registration in SAM.gov, if needed (see [Application Resource Guide](#)).

#### Grants.gov Registration

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [Application Resource Guide](#)).

#### Grants.gov Opportunity Search

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Select the correct Competition ID.
- Access the funding opportunity and application package (see Step 7 under “[OJP Application Submission Steps](#)” in the [Application Resource Guide](#)).
- Sign up for Grants.gov email notifications (optional) (see [Application Resource Guide](#)).

#### Funding Opportunity Review and Project Planning

- Review all sections of the NOFO.
- Confirm your entity is eligible to receive funding (see [Eligibility: Eligible Applicants](#)).
- Confirm your proposed budget is within the allowable limits (see [Basic Information: Funding Details](#)), includes only allowable costs (see [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#)), and includes cost sharing if applicable (see [Program Description: Cost Sharing/Match Requirements](#)).
- Review the performance measures for this funding opportunity and confirm you will be prepared to collect and report on this data (see [Program Description: Performance Measures](#)).
- Review the “[Legal Overview—FY 2025 Awards](#)” in the [OJP Funding Resource Center](#) and confirm you are prepared to follow the requirements.
- Read OJP policy and guidance on conference approval, planning, and reporting under “Listing of Costs Requiring Prior Approval” in the [DOJ Grants Financial Guide](#) or see the [Application Resource Guide](#).

#### Submission Step 1: Grants.gov

After registering with SAM.gov, submit the SF-424 in Grants.gov.

- Complete and submit the SF-424 by the deadline.

- Confirm Section 8F of the SF-424 lists the name and contact information of the individual **who will complete the application in JustGrants.**
- Confirm that, within 48 hours of your submission in Grants.gov, you receive four (4) Grants.gov email notifications:
  - A submission receipt.
  - A validation receipt.
  - A grantor agency retrieval receipt
  - An agency tracking number assignment.
- If no Grants.gov receipt and validation email is received, or if error notifications are received, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see the [Application Resource Guide](#) section on “[Experiencing Unforeseen Technical Issues](#)”).
- Confirm that, within 24 hours after receipt of confirmation emails from Grants.gov, the individual listed in Section 8F of the SF-424 receives an email from JustGrants with login instructions.

### Submission Step 2: JustGrants

- Complete the following information:
  - Entity and User Verification (first-time applicants)
  - Standard Applicant Information
  - Proposal Abstract\*
  - Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Upload the Proposal Narrative.\*
- Complete the budget detail form.\*

Upload other budget/financial attachments, as applicable.

Upload additional application components, as applicable.

Upload MOU, if applicable\*

Complete the required disclosures and assurances:\*

- Disclosure of Lobbying Activities and submission of SF-LLL, if prompted by the system
- Disclosure of Duplication in Cost Items
- DOJ Certified Standard Assurances
- Applicant Disclosure and Justification – DOJ High-Risk Grantees
- Complete the required DOJ Certification on Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies. \*

***\*Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review nor receive further consideration.***



**JustGrants Review, Certification, and Application Submission**

- Address any validation errors displayed on screen after attempted submission, then return to the “Certify and Submit” screen to submit the application.
- Note the confirmation message at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.
- If no JustGrants application submission confirmation email or validation is received, or if an error notification is received, contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties. See the [Application Resource Guide](#) for additional information.

## Board of Commissioners Agenda Item

### Agenda Placement and Contacts

---

**Suggested Agenda Date** 02/18/25

View [Agenda Tracker](#)

**Suggested Placement \*** BOC Tuesday Meeting

**Department \*** Board of Commissioners

**Contact Name \*** Rick Crager

**Phone Extension \*** 5412315453

**Meeting Attendee Name \*** Rick Crager, Judge Joan Demarest, Judge Matthew Donohue

### Agenda Item Details

---

**Item Title \*** Family Treatment Court Grant Program – Preliminary Application Approval

**Item Involves \*** Check all that apply

- Appointments
- Budget
- Contract/Agreement
- Discussion and Action
- Discussion Only
- Document Recording
- Employment
- Notice of Intent
- Order/Resolution
- Ordinance/Public Hearing 1st Reading
- Ordinance/Public Hearing 2nd Reading
- Proclamation
- Project/Committee Update
- Public Comment
- Special Report
- Other

**Estimated Time \*** 20 minutes

**Board/Committee Involvement \***  Yes  No

**Advertisement \***  Yes  No

## Issues and Fiscal Impact

---

### Item Issues and Description

---

**Identified Salient Issues \***

The Oregon Criminal Justice Commission (CJC) is preparing for grant funding to be made available in the 2025-27 biennium for the Treatment Court Grant Program. The program provides supplemental funding to support the operations of Oregon's treatment courts, and their adherence to the Oregon Specialty Court Standards. Treatment 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 criminal behavior.

The Oregon Judicial Department, through its Benton County Circuit Court, is proposing the submission of an application that would create a Family Treatment Court (FTC). FTC serves children, parents and families involved in the child welfare system due to parental substance use as a contributing factor to child abuse or neglect. The purpose of a FTC is to protect child safety, ensure a permanent care-giving environment and promote children's well-being through family recovery. FTCs provide intensive judicial monitoring and equal access to family-focused interventions, services and supports using a multidisciplinary approach to meet the comprehensive needs of these families. This is accomplished by working collaboratively and drawing on community partners' expertise in child welfare, substance use disorder treatment and other community services to address the needs and build on the strengths of each family member.

The OJD will be providing a permanent position to provide coordination of the FTC and it is anticipated the program would utilize a to be determined contractor to provide treatment services. The County would provide the grant administration which would be covered through the indirect share for the grant. The preliminary application for this grant is due on March 20, 2025, and final application will be due on July 1, 2025. Final Awards are estimated for August 2025. There is no match requirement for this grant.

**Options \***

Option 1 - Approve applying for the grant  
Option 2 - Disapprove applying for the grant.

**Fiscal Impact \***

Yes  
 No

**Fiscal Impact Description \***

The grant award will be part of the Benton County Budget, however, since this program is contingent upon actions of the 2025 Legislature, the exact fiscal impact is yet to be determined.

## 2040 Thriving Communities Initiative

**Mandated Service?\***  Yes  
 No

## 2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

### Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

#### Core Values\*

Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

#### Explain Core Values Selections\*

The purpose of the Family Treatment Court program is to serve children, parents and families involved in the child welfare system due to parental substance use as a contributing factor to child abuse or neglect.

#### Focus Areas and Vision\*

Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

#### Explain Focus Areas and Vision Selection\*

Individuals and families who successfully complete the FTC have greater change of avoiding the criminal justice system and creating an overall safe and thriving home environment for children and families.

## Recommendations and Motions

---

### Item Recommendations and Motions

---

**Staff Recommendations\*** Staff recommends moving forward with a preliminary application to support the creation of a Family Treatment Court Program in Benton County.

**Meeting Motions\*** I move to, in coordination with the Oregon Judicial Department, approve a preliminary application to the Criminal Justice Commissioner to support the creation of a Family Treatment Court Program in Benton County. The final application will come before the Board prior to the July 1, 2025 deadline for review and approval.

### Item Comments and Attachments

---

**Attachments** Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

25-27\_TCGP\_GrantSolicitation.pdf 577.19KB

**Comments (optional)** If you have any questions, please call ext.6800

**Department Approver** RICK CRAGER

Page 134 of 154  
**2025-2027 Grant Solicitation:  
Treatment Court Grant Program**

**Application Due Date:** March 20, 2025

**Purpose:**

The purpose of the Treatment Court Grant Program (TCGP) is to provide supplemental funding to support the operations of Oregon's treatment courts, and their adherence to the Oregon Specialty Court Standards. Treatment 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 criminal behavior.

**Eligible Applicants:**

Eligible applicants include counties with existing Oregon circuit court treatment 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 TCGP 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](#). The following data acquired by the Oregon Judicial Department (OJD) will be reviewed in conjunction with an applicant's submitted materials:

- Specialty Court Operating Profile (SCOP)
- Data listed in the TCGP 2025-27 Outcome Evaluation Data Elements

**Availability and Duration of Funding:**

This is a competitive, one-time solicitation offering financial support for the grant period beginning July 1, 2025 and ending August 30, 2027.

Available funding will be determined at the conclusion of the 2025 Regular Session of the Oregon State Legislature.

Grant requests should not exceed a 5% increase from the amount awarded in the 2023-25 TCGP grant cycle, excluding any funds allocated to OJD for personnel. Excessive requests could negatively impact award decisions.

Requests for OJD personnel and expenses for alumni resources or activities will not be funded.

Requests for attendance to the RISE Conference may be capped.

Page 135 of 154  
**2025-2027 Grant Solicitation:  
Treatment Court Grant Program**

**Application Timeline:**

February 3, 2025	Grant solicitation released
March 20, 2025	<b>Preliminary Application due</b>
May 2025	Grant Review Committee evaluates adherence to standards
Late May 2025	Feedback provided to applicants; Final Application opened
July 1, 2025	<b>Final Application due</b>
July 2025	Grant Review Committee develops funding recommendations
August 2025	Commission makes final award decisions

**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 treatment courts must submit separate applications for each.
3. Applicants must complete both the Preliminary Application and Final Application on the due dates provided, along with the corresponding materials listed below.

**Preliminary Applications** must include the following:

- a. Responses to all 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 treatment court's Policy & Procedure Manual;
- e. A copy of the treatment court's Participant Handbook;
- f. A copy of the treatment court's eligibility criteria for participants (if not included in other required documentation); and
- g. A copy of the treatment court's Memorandum(s) of Understanding (MOU) in use with participating partners.

**Final Applications** must include the following:

- a. Any responses requested by the Grant Review Committee; and
  - b. A budget projection sheet with all tabs completed (spreadsheet available upon request). Requested funding should be focused on adherence to standards and any specific feedback provided by the Grant Review Committee.
4. Successful applicants will be required to execute a grant agreement substantially in the form of the sample attached to this document.

**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 treatment court program.
4. Most, if not all, of these questions are best answered by the entirety of the Treatment Court team.

### **Application Questions:**

1. While we recognize the treatment court operations across Oregon may look similar, individual programs are unique. With that in mind, reflect on the strengths, weaknesses, and challenges your individual court faces as identified by the treatment court team. Please include the following (*250-word limit*):
  - a. Describe at least two specific strengths of your program.
  - b. Describe at least two barriers to implementation of best practices your court encounters and steps taken to mitigate the effect of these barriers.
  - c. Describe steps planned to mitigate or remove at least one barrier to implementation of best practices in the coming biennium.
2. Explain why someone would be excluded from your court, other than due to risk or need level (*200-word limit*).
3. Please explain how your program ensures participants receive proper dosage of treatment and other services (e.g., community supervision, skill building, cognitive restructuring, etc.) to align with best practices for your program's identified target population (*200-word limit*).



4. If your program serves all risk levels, please describe how populations are kept separate and are served accordingly. If you are a Family Treatment Court and this is not applicable to your program, please respond with "N/A" (200-word limit).
5. Explain the formal system of response options to participant behavior regarding incentives, sanctions, and service adjustments. Please include the following (250-word limit):
  - a. Is there a documented behavior response system, including incentives, sanctions, and service adjustments available to participants?
  - b. Please explain how behavior responses are identified and who makes the final decision.
  - c. Please explain how behavior responses consider individual circumstances and integrated case plans.
6. Please explain how your program utilizes jail as part of your program operations. If using jail as a sanction, please explain the average length of stay and how it is determined by the team (200-word limit).
7. Explain the role of the treatment court judge in maintaining ongoing interaction with the court and participants. Please include the following (250-word limit):
  - a. How does the team collaborate in pre-court staffing to prepare the judge to deliver an appropriate behavior response and have a meaningful exchange with the participant?
  - b. What is the average length of time the judge spends with each participant? How is that monitored?
  - c. What are the steps or practices undertaken by the judge to increase commitment to treatment and other program requirements among participants?
8. Did your program incorporate the Grant Review Committee feedback that was provided in the feedback letter issued to your court in May of 2023? NOTE: For courts that have not previously received CJC funding or courts that received implementation funding in 2023, the answer will be 'no'.
  - a. If yes: Identify one or more programmatic improvements that have resulted from the GRC feedback process and scorecard (200-word limit).

9. How does your treatment court program plan to utilize and maximize community partnerships and resources to promote program sustainability *(200-word limit)*?

10. Cultural responsiveness is the capacity to respond to the issues of diverse communities. Culturally responsive services assure competent language access and incorporate diverse cultural approaches, strengths, and perspectives that make services and programs more welcoming, accessible, and effective for all. With that in mind, please explain how your treatment court program ensures these populations have equitable access and support to be successful *(250-word limit)*.

**Uploads:**

A letter of support from the LPSCC;

A letter of support from the Presiding Judge;

A copy of the treatment court's Policy & Procedure Manual;

A copy of the treatment court's Participant Handbook;

A copy of the treatment court's eligibility criteria for participants (if not included in other required documentation);

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

## **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 (200-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 treatment court's Policy & Procedure;

IF APPLICABLE: Updated copy of the treatment court's Participant Handbook;

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

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

**TCP-27-XX GRANT AGREEMENT**  
**CRIMINAL JUSTICE COMMISSION**  
**TREATMENT COURT GRANT PROGRAM**

**Agreement Number:** TCP-27-XX

This grant agreement (“Agreement”), dated as of the date the Agreement is fully executed, is between the State of Oregon, acting through its Oregon Criminal Justice Commission (“CJC” or “State”), and **Grantee Name** (“Recipient”) for the benefit of its **Court Name**. This Agreement becomes effective only when fully signed and approved as required by applicable law (“Effective Date”). Unless extended or terminated earlier in accordance with its terms, this Agreement shall expire **November 30, 2027**.

This Agreement consists of this document and the following documents, all of which are attached hereto and incorporated herein by reference:

**Exhibit A:** Contact Information, Project Description and Reporting Requirements

**Exhibit B:** Subagreement Insurance Requirements

In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedent shall control. The precedence each of the following documents comprising this Agreement is as follows, listed from highest precedence to lowest precedence: this Agreement without Exhibits; Exhibit A; Exhibit B.

**SECTION 1: KEY GRANT TERMS**

The following capitalized terms have the meanings assigned below.

**Grant Amount:** \$XXX,XXX,XXX

**Completion Deadline:** August 30, 2027

**SECTION 2: FINANCIAL ASSISTANCE**

CJC shall provide Recipient, and Recipient shall accept from CJC, a grant (the “Grant”) in an aggregate amount not to exceed the Grant Amount.

CJC’s obligations are subject to the receipt of the following items, in form and substance satisfactory to CJC and its Counsel:

- (1) This Agreement duly signed by an authorized officer of Recipient; and
- (2) Such other certificates, documents, and information as CJC may reasonably require.

**SECTION 3: DISBURSEMENT**

A. **Disbursement.** Upon execution of this Agreement and satisfaction of all conditions precedent, CJC shall disburse Grant funds to Recipient in installments as listed:

- (1) \$XXX,XXX by September 30, 2025;
- (2) \$XXX,XXX by March 31, 2026;

- (3) \$XXX,XXX by September 30, 2026; and
- (4) \$XXX,XXX by March 31, 2027.

**B. Conditions to Disbursements.**

- (1) CJC has no obligation to disburse Grant funds unless:
  - i. CJC has sufficient funds currently available for this Agreement;
  - ii. CJC has received appropriations, limitations, allotments or other expenditure authority sufficient to allow CJC, in the exercise of its reasonable administrative discretion, to make payment. Notwithstanding any other provision of this Agreement, CJC's determination not to disburse funds due to lack of appropriations, allotments, or expenditure authority will not constitute an Event of Default; and
  - iii. Recipient is in compliance with the terms of this Agreement.
- (2) CJC may amend this Agreement to remove the final disbursement of Grant funds in subsection A of this section if Recipient has not expended at least 60 percent of the Grant Amount by December 31, 2026. Notwithstanding any other provision of this Agreement, CJC's determination not to disburse funds under this subsection will not constitute an Event of Default.

**SECTION 4: USE OF GRANT**

As more particularly described in Exhibit A, Recipient will use the Grant to fund Treatment Court programs (the "Project"). Recipient may only use Grant funds to cover reasonable and necessary Project costs incurred by Recipient during the period beginning July 1, 2025, and ending on the Completion Deadline, and that are allocable thereto and that are not excluded by CJC as set forth in the *Grant Administration Guide* published by CJC ("Eligible Costs"). Recipient must expend the entire Grant Amount on Eligible Costs. Such expenditure must occur no later than the Completion Deadline.

**SECTION 5: REPRESENTATIONS AND WARRANTIES OF RECIPIENT**

Recipient represents and warrants to CJC as follows:

**A. Organization and Authority.**

- (1) Recipient is validly organized and existing under the laws of the State of Oregon.
- (2) Recipient has all necessary right, power and authority under its organizational documents and applicable Oregon law to execute and deliver this Agreement and incur and perform its obligations under this Agreement.
- (3) This Agreement has been authorized by an ordinance, order or resolution of Recipient's governing body if required by its organizational documents or applicable law.
- (4) This Agreement has been duly executed by Recipient, and when executed by CJC, is legal, valid and binding, and enforceable in accordance with this Agreement's terms.

**B. Full Disclosure.** Recipient has disclosed in writing to CJC all facts that materially adversely affect the Grant, or the ability of Recipient to perform all obligations required by this Agreement. Recipient has made no false statements of fact, nor omitted information necessary to prevent

any statements from being misleading. The information contained in this Agreement, including Exhibit A, is true and accurate in all respects.

- C. Pending Litigation. Recipient has disclosed in writing to CJC all proceedings pending (or to the knowledge of Recipient, threatened) against or affecting Recipient, in any court or before any governmental authority or arbitration board or tribunal, that, if adversely determined, would materially adversely affect the Grant or the ability of Recipient to perform all obligations required by this Agreement.

## SECTION 6: COVENANTS OF RECIPIENT

Recipient covenants as follows:

- A. Notice of Adverse Change. Recipient shall promptly notify CJC of any adverse change in the activities, prospects or condition (financial or otherwise) of Recipient related to the ability of Recipient to perform all obligations required by this Agreement.
- B. Compliance with Laws.
- (1) Recipient will comply with the requirements of all applicable federal, state and local laws, rules, regulations, and orders of any governmental authority, except to the extent an order of a governmental authority is contested in good faith and by proper proceedings.
  - (2) Recipient is responsible for all federal or state tax laws applicable to its implementation of the Project and its use of the Grant or compensation or payments paid with the Grant.
- C. Worker's Compensation Insurance. All employers, including Recipient, that employ subject workers who provide services in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126. Employer's liability insurance with coverage limits of not less than \$500,000 must be included. Recipient shall ensure that each of its subcontractors and subrecipients complies with these requirements.
- D. Return of Unexpended Grant Funds. Recipient must return to CJC any Grant funds not expended by the Completion Deadline.
- E. Financial Records. Recipient will cooperate with CJC to provide all necessary financial information and records to comply with reporting required in Exhibit A. Recipient will keep proper books of account and records on all activities associated with the Grant, including, but not limited to, invoices, cancelled checks, payroll records, instruments, agreements and other supporting financial records documenting the use of the Grant. Recipient will maintain these books of account and records in accordance with generally accepted accounting principles. Recipient will retain these books of account and records until six years after the Completion Deadline or the date that all disputes, if any, arising under this Agreement have been resolved, whichever is later.
- F. Inspection. Recipient shall permit CJC, and any party designated by CJC, the Oregon Secretary of State's Office, and their duly authorized representatives, at any reasonable time, to inspect and make copies of any accounts, books and records related to the administration of this Agreement. Recipient shall supply any Agreement-related information as CJC may reasonably require, with the exception of materials protected by attorney-client privilege or the attorney work product doctrine. Further, Recipient shall neither supply, nor permit inspection of, (1) any

information protected by HIPAA, ORS 192.553, or related regulations or rules, or (2) the personnel files of Recipient's employees, absent appropriate confidentiality protections, including exemption from disclosure under the Public Records Law, ORS ch. 192.

G. Notice of Event of Default. Recipient shall give CJC prompt written notice of any Event of Default, or any circumstance that with notice or the lapse of time, or both, may become an Event of Default, as soon as Recipient becomes aware of its existence or reasonably believes an Event of Default is likely.

H. Recipient Subagreements and Procurements.

(1) Subagreements. Recipient may enter into agreements with subcontractors and subrecipients ("Subagreements") for implementation of portions of the Project. Recipient shall notify CJC of each Subagreement and provide CJC with a copy of a Subagreement upon request by CJC. Any material breach of a term or condition of a Subagreement relating to Grant Funds provided under this Agreement must be reported by Recipient to CJC within ten (10) days of its discovery.

(2) Subagreement indemnity; insurance.

***Each Recipient Subagreement shall require each other party to such Subagreement, that is not a unit of local government as defined in ORS 190.003, or a unit of state government as defined in ORS 174.111, to indemnify, defend, save and hold harmless the CJC and its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the other party to the Subagreement or any of such party's officers, agents, employees or contractors ("Claims"). It is the specific intention of the Parties that CJC shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the CJC, be indemnified by the other party to the Subagreement from and against any and all Claims.***

Any such indemnification shall also provide that neither the other party to such Subagreement nor any attorney engaged by such party shall defend a Claim in the name of the State of Oregon or an agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State may, at any time at its election, assume its own defense and settlement in the event that it determines that the other party to such Subagreement is prohibited from defending State or that such other party is not adequately defending State's interests, or that an important governmental principle is at issue or that it is in the best interests of State to do so. State reserves all rights to pursue claims it may have against the other party to such Subagreement if State elects to assume its own defense.

Recipient shall require each other party to each of its Subagreements, that is not a unit of local government as defined in ORS 190.003, or a unit of state government as defined in ORS 174.111, to obtain and maintain insurance of the types and in the amounts provided in Exhibit B to this Agreement.

(3) Procurements.

- i. Recipient shall make purchases of any equipment, materials, or services for the Project under procedures that comply with Oregon law, including all applicable provisions of the Oregon Public Contracting Code and rules.
- ii. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. Justification must be provided to CJC for any non-competitive or sole-source procurement. Justification should include a description of the equipment, materials or services procured, an explanation of why it was necessary to procure noncompetitively, time constraints and any other pertinent information. All sole source procurements in excess of \$100,000 must receive prior written approval from CJC in addition to any other approvals required by law applicable to Recipient. Intergovernmental agreements between units of government are excluded from this requirement to obtain CJC approval of sole source procurements.
- iii. Recipient shall be alert to organizational conflicts of interest or non-competitive practices among vendors that may restrict or eliminate competition or otherwise restrain trade. A vendor that develops or drafts specifications, requirements, statements of work, or Requests for Proposals (RFP) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award in such procurement. A request for a waiver of this restriction must be submitted to and approved by CJC in advance and in writing.

#### **SECTION 7: DEFAULT**

- A. Recipient Default. Any of the following constitutes an “Event of Default” of Recipient:
  - (1) Misleading Statement. Any materially false or misleading representation is made by Recipient or a person authorized to speak on its behalf, in this Agreement or in any document provided by Recipient related to this Grant.
  - (2) Failure to Perform. Recipient fails to perform, observe or discharge any of its covenants, agreements, or obligations under this Agreement, other than those referred to in subsection (1) of this section, and that failure continues for a period of 30 calendar days after written notice specifying such failure is given to Recipient by CJC. CJC may agree in writing to an extension of time if it determines Recipient instituted and has diligently pursued corrective action. Acts or omissions of subgrantees shall not constitute an Event of Default unless ratified or knowingly induced by Recipient.
- B. CJC Default. CJC will be in default under this Agreement if it fails to perform, observe or discharge any of its covenants, agreements, or obligations under this Agreement.



**SECTION 8: REMEDIES**

- A. CJC Remedies. Upon the occurrence of an Event of Default, CJC may pursue any remedies available under this Agreement, at law or in equity. Such remedies include, but are not limited to, termination of CJC's obligations to make the Grant or further disbursements, return of all or a portion of the Grant Amount, payment of interest earned on the Grant Amount, and declaration of ineligibility for the receipt of future awards from CJC. If, because of an Event of Default, CJC demands return of all or a portion of the Grant Amount or payment of interest earned on the Grant Amount, Recipient shall pay the amount upon CJC's demand.

CJC may also recover all or a portion of any amount due from Recipient by deducting that amount from any payment due to Recipient from the State of Oregon under any other contract or agreement, present or future, unless prohibited by state or federal law.

CJC reserves the right to turn over any unpaid debt under this Section 8 to the Oregon Department of Revenue or a collection agency and may publicly report any delinquency or default. These remedies are cumulative and not exclusive of any other remedies provided by law.

- B. Recipient Remedies. In the event of default by CJC, Recipient's sole remedy will be for disbursement of Grant funds for Eligible Costs of the Project, not to exceed the total Grant Amount, less any claims CJC has against Recipient.

**SECTION 9: TERMINATION**

- A. Mutual Termination. This Agreement may be terminated at any time by mutual written consent of the parties.
- B. Termination by CJC. In addition to terminating this Agreement upon an Event of Default as provided in Section 8, CJC may terminate this Agreement with notice to Recipient under any of the following circumstances:
- (1) If CJC anticipates a shortfall in applicable revenues or CJC fails to receive sufficient funding, appropriations or other expenditure authorizations to allow CJC, in its reasonable discretion, to continue making payments under this Agreement.
  - (2) There is a change in federal or state laws, rules, regulations or guidelines so that the uses of the Grant are no longer eligible for funding.
- C. Termination by Recipient. Recipient may terminate this Agreement with notice to CJC under any of the following circumstances:
- (1) After conferring with CJC, Recipient has determined that the requisite local funding to continue the Project is unavailable to Recipient or Recipient is unable to continue implementation of the Project as a result of circumstances not reasonably anticipated by

Recipient at the time it executed this Agreement and that are beyond Recipient's reasonable control.

- (2) There is a change in federal or state laws, rules, regulations or guidelines so that the uses of the Grant are no longer eligible for funding.

**SECTION 10: MISCELLANEOUS**

A. Contribution.

- (1) If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against CJC or Recipient relating to this Agreement or the Project and with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's contribution obligation with respect to the Third Party Claim.
- (2) With respect to a Third Party Claim for which CJC is jointly liable with Recipient (or would be if joined in the Third Party Claim ), CJC shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Recipient in such proportion as is appropriate to reflect the relative fault of the CJC on the one hand and of Recipient on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of CJC on the one hand and of Recipient on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. CJC's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if CJC had sole liability in the proceeding.
- (3) With respect to a Third Party Claim for which Recipient is jointly liable with CJC (or would be if joined in the Third Party Claim), Recipient shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by CJC in such proportion as is appropriate to reflect the relative fault of Recipient on the one hand and of CJC on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Recipient on the one hand and of CJC on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Recipient's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law,

including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

- B. No Implied Waiver. No failure or delay on the part of CJC to exercise any right, power, or privilege under this Agreement will operate as a waiver thereof, nor will any single or partial exercise of any right, power, or privilege under this Agreement preclude any other or further exercise thereof or the exercise of any other such right, power, or privilege.
- C. Choice of Law; Designation of Forum; Federal Forum. The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Agreement, including, without limitation, its validity, interpretation, construction, performance, and enforcement.

Any party bringing a legal action or proceeding against any other party arising out of or relating to this Agreement shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County (unless Oregon law requires that it be brought and conducted in another county). Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.

Notwithstanding the prior paragraph, if a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. This paragraph applies to a claim brought against the State of Oregon only to the extent Congress has appropriately abrogated the State of Oregon's sovereign immunity and is not consent by the State of Oregon to be sued in federal court. This paragraph is also not a waiver by the State of Oregon of any form of defense or immunity, including but not limited to sovereign immunity and immunity based on the Eleventh Amendment to the Constitution of the United States.

- D. Notices and Communication. Except as otherwise expressly provided in this Agreement, any communication between the parties or notices required or permitted must be given in writing by personal delivery, email, or by mailing the same, postage prepaid, to Recipient or CJC at the addresses listed in Exhibit A, or to such other persons or addresses that either party may subsequently indicate pursuant to this Section.

Any communication or notice by personal delivery will be deemed effective when actually delivered to the addressee. Any communication or notice so addressed and mailed will be deemed to be received and effective five days after mailing. Any communication or notice given by email becomes effective 1) upon the sender's receipt of confirmation generated by the recipient's email system that the notice has been received by the recipient's email system or 2) the recipient's confirmation of receipt, whichever is earlier. Notwithstanding this provision, the following notices may not be given by email: notice of default or notice of termination.

- E. Amendments. This Agreement may not be altered, modified, supplemented, or amended in any manner except by written instrument signed by both parties.
- F. Work Product. To the extent it has the necessary rights, Recipient hereby grants to CJC a non-exclusive, irrevocable, perpetual, royalty-free, license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display for governmental purposes, all documents, reports and works of authorship created, produced or obtained as part of or in connection with the Project ("Work Product"). Recipient shall deliver copies of Work Product to CJC upon request. In addition, if applicable law requires that CJC own such intellectual property,

then Recipient shall execute such further documents and instruments as CJC may reasonably request in order to assign ownership in the intellectual property to CJC.

- G. Independent Contractor. Recipient shall implement the Project as an independent contractor and not as an agent or employee of CJC. Recipient has no right or authority to incur or create any obligation for or legally bind CJC in any way. CJC cannot and will not control the means or manner by which Recipient implements the Project, except as specifically set forth in this Agreement. Recipient is responsible for determining the appropriate means and manner of implementing the Project. Recipient acknowledges and agrees that Recipient is not an “officer”, “employee”, or “agent” of CJC, as those terms are used in ORS 30.265, and shall not make representations to third parties to the contrary.
- H. Severability. If any provision of this Agreement will be held invalid or unenforceable by any court of competent jurisdiction, such holding will not invalidate or render unenforceable any other provision.
- I. Successors and Assigns. This Agreement will be binding upon and inure to the benefit of CJC, Recipient, and their respective successors and assigns, except that Recipient may not assign or transfer its rights, obligations or any interest without the prior written consent of CJC.
- J. Counterparts. This Agreement may be signed in several counterparts, each of which is an original and all of which constitute one and the same instrument.
- K. Integration. This Agreement (including all exhibits, schedules or attachments) constitutes the entire agreement between the parties on the subject matter. There are no unspecified understandings, agreements or representations, oral or written, regarding this Agreement.
- L. No Third-Party Beneficiaries. CJC and Recipient are the only parties to this Agreement and are the only parties entitled to enforce the terms of this Agreement. Nothing in this Agreement gives or provides, or is intended to give or provide, to third persons any benefit or right not held by or made generally available to the public, whether directly, indirectly or otherwise, unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement. Notwithstanding the foregoing, CJC acknowledges, agrees, and intends that Recipient will expend the Grant consistent with the Project.
- M. Survival. The following provisions, including this one, survive expiration or termination of this Agreement: Sections 6.D through 6.F, 7, 8, 10.A, 10.C, 10.D, and 10.O.
- N. Time is of the Essence. The parties agree that time is of the essence under this Agreement.
- O. Public Records. CJC’s obligations under this Agreement are subject to the Oregon Public Records Laws.

***The signatures of the parties follow on the next page.***

Recipient, by its signature below, acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.



**STATE OF OREGON**  
acting by and through its  
Criminal Justice Commission

**GRANTEE NAME**

By: \_\_\_\_\_  
Ken Sanchagrin, Executive Director

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to Legal Sufficiency in accordance with ORS 291.047:

*Approved by email dated* **DATE**  
\_\_\_\_\_  
Nina Englander, Senior Assistant Attorney General

**EXHIBIT A:**  
**CONTACT INFORMATION, PROJECT DESCRIPTION AND REPORTING REQUIREMENTS**

**Contact Information:**

**CJC**

State of Oregon, acting by and through its  
Criminal Justice Commission

**Grant Administrator:** Adaline Padlina

**Telephone:** 971-307-1042

**Email:** adaline.l.padlina@cjcc.oregon.gov

**Recipient**

**Grantee Name**

**Mailing Address**

**City State Zip**

**Contact: Name**

**Telephone: Number**

**Email: Email**

**Project Description:**

Treatment 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.

Oregon's treatment courts strive to adhere to consistent practices as described through the Oregon Specialty Court Standards.

The goals of CJC's Treatment Court Grant Program include:

- Increasing individual's 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.

Recipient shall use Grant funds to support the operation of the **Court Name**, its adherence to the Oregon Specialty Court Standards, and its efforts toward the goals stated above.

**Project Period:**

Start Date: July 1, 2025

End Date: August 30, 2027

## **Reporting Requirements:**

### Schedule

Recipient must submit to CJC quarterly progress reports beginning January 25, 2026, occurring every three months thereafter, and ending on October 1, 2027, until the earlier of 30 days after Grant funds are fully expended or 30 days after the Completion Date.

Additionally, Recipient must submit to CJC semi-annual reports on January 25, and July 25 of each year of the Project Period.

Recipient must receive prior approval from CJC to submit any required report after its due date.

### Report Contents

Progress reports must be submitted through OJD's Specialty Court Case Management System (SCMS) and CJC's grant administration system, respectively, and contain all the requested data.

1. SCMS CJC State Report (<https://scms.oregon.gov>)
  - a. All participant related tracking information in SCMS for the prior calendar quarter.
2. CJC Quarterly Report (<https://cjc-grants.smapply.io>)
  - a. Grant Funds spend during the prior calendar quarter, with brief description; and
  - b. Any quarterly information on the Project as CJC may reasonably request. Any other Project information as CJC may reasonably request.
3. CJC Semi Annual Report (<https://cjc-grants.smapply.io>)
  - a. In a narrative fashion, Recipient's progress in meeting the Project's objectives during the six-month period preceding the report date, and remedial actions necessary if those objectives have not been met in any respect.

<b>EXHIBIT B: SUBAGREEMENT INSURANCE REQUIREMENTS</b>
---

Recipient shall require each of its first-tier contractors that are not units of local government as defined in ORS 190.003 (each a "Contractor") to obtain, at the Contractor's expense, the insurance specified in this Exhibit B before performing under this Agreement and to maintain it in full force and at the Contractor's own expense throughout the duration of this Agreement, as required by any extended reporting period or continuous claims made coverage requirements, and all warranty periods that apply. Contractors shall obtain the following insurance from insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to CJC. Coverage shall be primary and non-contributory with any other insurance and self-insurance, with the exception of Professional Liability and Workers' Compensation. Contractors shall pay for all deductibles, self-insured retention and self-insurance, if any. Recipient shall require and ensure that each of its Contractors complies with these requirements and maintains insurance policies with responsible insurers, insuring against liability, in the coverages and amounts identified below.

**WORKERS' COMPENSATION & EMPLOYERS' LIABILITY:**

All employers, including Contractors, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and provide workers' compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Recipient shall require and ensure that each of its Contractors complies with these requirements. If a Contractor is a subject employer, as defined in ORS 656.023, the Contractor shall also obtain employers' liability insurance coverage with limits not less than \$500,000 each accident. If the Contractor is an employer subject to any other state's workers' compensation law, Contractor shall provide workers' compensation insurance coverage for its employees as required by applicable workers' compensation laws including employers' liability insurance coverage with limits not less than \$500,000 and shall require and ensure that each of its out-of-state subcontractors complies with these requirements.

As applicable, each Contractor shall obtain coverage to discharge all responsibilities and liabilities that arise out of or relate to the Jones Act with limits of no less than \$5,000,000 and/or the Longshoremen's and Harbor Workers' Compensation Act.

**COMMERCIAL GENERAL LIABILITY:**

**Required**    **Not required**

Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverage that are satisfactory to the State. This insurance shall include personal and advertising injury liability, products and completed operations, contractual liability coverage for the indemnity provided under this Agreement, and have no limitation of coverage to designated premises, project or operation. Coverage shall be written on an occurrence basis in an amount of not less than \$1,000,000 per occurrence. Annual aggregate limit shall not be less than \$2,000,000.



**AUTOMOBILE LIABILITY INSURANCE:**

Required  Not required

Automobile Liability Insurance covering each Contractor's business use including coverage for all owned, non-owned, or hired vehicles with a combined single limit of not less than \$1,000,000 for bodily injury and property damage. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for Commercial General Liability and Automobile Liability). Use of personal automobile liability insurance coverage may be acceptable if evidence that the policy includes a business use endorsement is provided.

**EXCESS/UMBRELLA INSURANCE:**

Umbrella insurance coverage in the sum of \$2,000,000 shall be provided and will apply over all liability policies, without exception, including but not limited to Commercial General Liability, Automobile Liability, and Employers' Liability coverage. The amounts of insurance for the insurance required under this Agreement, including this Excess/Umbrella insurance requirement, may be met by the Contractor obtaining coverage for the limits specified under each type of required insurance or by any combination of underlying, excess and umbrella limits so long as the total amount of insurance is not less than the limits specified for each type of required insurance added to the limit for this excess/umbrella insurance requirement.

**ADDITIONAL INSURED:**

All liability insurance, except for Workers' Compensation, Professional Liability, and Network Security and Privacy Liability (if applicable), required under this Agreement must include an additional insured endorsement specifying the State of Oregon, its officers, employees and agents as Additional Insureds, including additional insured status with respect to liability arising out of ongoing operations and completed operations, but only with respect to a Contractor's activities to be performed under this Agreement. Coverage shall be primary and non-contributory with any other insurance and self-insurance. The Additional Insured endorsement with respect to liability arising out of your ongoing operations must be on ISO Form CG 20 10 07 04 or equivalent and the Additional Insured endorsement with respect to completed operations must be on ISO form CG 20 37 07 04 or equivalent.

**WAIVER OF SUBROGATION:**

Each Contractor shall waive rights of subrogation which the Contractor or any insurer of the Contractor may acquire against the CJC or State of Oregon by virtue of the payment of any loss. Each Contractor will obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the CJC has received a waiver of subrogation endorsement from the Contractor or the Contractor's insurer(s).

**CONTINUOUS CLAIMS MADE COVERAGE:**

If any of the required liability insurance is on a claims made basis and does not include an extended reporting period of at least 24 months, then the Contractor shall maintain continuous claims made liability coverage, provided the effective date of the continuous claims made coverage is on or before the effective date of this Agreement, for a minimum of 24 months following the later of:

- (i) The Contractor's completion and CJC's acceptance of all Services required under the Agreement, or
- (ii) CJC or Recipient termination of this Agreement, or
- (iii) The expiration of all warranty periods provided under this Agreement.

**CERTIFICATE(S) AND PROOF OF INSURANCE:**

Upon request, each Contractor shall provide to CJC Certificate(s) of Insurance for all required insurance before delivering any Goods and performing any Services required under this Agreement. The Certificate(s) shall list the State of Oregon, its officers, employees and agents as a Certificate holder and as an endorsed Additional Insured. The Certificate(s) shall also include all required endorsements or copies of the applicable policy language effecting coverage required by this Agreement. If excess/umbrella insurance is used to meet the minimum insurance requirement, the Certificate of Insurance must include a list of all policies that fall under the excess/umbrella insurance. As proof of insurance CJC has the right to request copies of insurance policies and endorsements relating to the insurance requirements in this Agreement.

**NOTICE OF CHANGE OR CANCELLATION:**

Each Contractor or its insurer must provide at least 30 days' written notice to CJC before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

**INSURANCE REQUIREMENT REVIEW:**

Recipient agrees to periodic review of insurance requirements by CJC under this Agreement and to provide updated requirements as mutually agreed upon by Recipient and CJC.

**STATE ACCEPTANCE:**

All insurance providers are subject to CJC acceptance. If requested by CJC, Recipient shall provide complete copies of insurance policies, endorsements, self-insurance documents and related insurance documents to CJC's representatives responsible for verification of the insurance coverages required under this Exhibit B.