

**2017-2019 REQUEST for GRANT PROPOSALS (RFGP)
APPLICATION INSTRUCTIONS AND REQUIREMENTS**

OREGON CRIMINAL JUSTICE COMMISSION

**JUSTICE REINVESTMENT
GRANT PROGRAM**

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

**TENTATIVE ONLINE APPLICATION PERIOD OPEN DATE:
July 10, 2017**

**TENTATIVE ONLINE APPLICATION DUE DATE:
August 31, 2017**

Oregon Criminal Justice Commission

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

Definitions

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

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

Availability and Duration of Funding

This is a one-time solicitation, offering support for a maximum period of 24 months beginning July 1, 2017 and ending June 30, 2019. Applicants awarded may begin charging expenditures to the grant award beginning July 1, 2017.

The 2017 Oregon State Legislature allocated \$_____ million to Justice Reinvestment Grant Program (JRGP) for payments to counties in the 2017-19 Legislatively Approved Budget. The proportion of grant funds each county is eligible to apply for is calculated in accordance with the formula used to distribute baseline funding under ORS 423.483. Notwithstanding the formula calculation, all counties are eligible for a minimum grant award of \$100,000. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Eligible Applicants

Eligible applicants include Oregon counties that demonstrate strong collaborative partnerships with stakeholders and

community partners. **The Grant Review Committee will accept one application per county.** The application must be submitted online by the Local Public Safety Coordinating Council (LPSCC) with the approval of the county governing body.

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

Deadlines

All applications must be submitted by 5:00 p.m. on August 31, 2017. See “How to Apply” on page 6 for details.

Contact Information

For technical assistance with submitting an application, contact Madeleine Dardeau, CJC Grant Analyst, at (503) 378-6374 or madeleine.e.dardeau@oregon.gov.

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CONTENTS

I.	Overview.....	4
II.	Program Goals.....	4
III.	Allowable Uses for Award Funds.....	5
IV.	How to Apply.....	6
	Estimated Grant Application Timetable.....	6
V.	Application Contents.....	6
	1. Cover Sheet.....	6
	2. Unspent 15-17 JRGP Funds.....	7
	3. Program Narrative(s).....	7
	4. Four Goals of Justice Reinvestment.....	8
	5. Proposed Program Budget(s) Worksheet.....	9
	6. Victim Services 10% Narrative(s).....	9
	7. Proposed Victim Services 10% Budget(s).....	9
	8. Evaluation Plan.....	9
	9. Racial and Ethnic Impact Statement.....	10
	10. Letter of Support from County Commission.....	10
VI.	Application Review and Award Decisions.....	12
VII.	Monitoring.....	12
VIII.	Distribution of Funding.....	12
IX.	Grant Suspension or Termination.....	13

I. Overview

From 2000 to 2010, Oregon’s incarceration rate doubled at a rate three times the national average, increasing the state’s biennial corrections budget by 40 percent, to more than \$1.6 billion. In response to this rapid growth, the bipartisan interagency Commission on Public Safety was convened to analyze state corrections and sentencing policies. The commission’s recommendations became the foundation for House Bill (HB) 3194,¹ known as the Justice Reinvestment Act, which the Oregon Legislature passed in 2013. HB 3194 made several modest sentencing changes and created the Justice Reinvestment Grant Program with the goal of reducing prison populations, reducing recidivism, increasing public safety, and holding offenders accountable.

Justice Reinvestment is Oregon’s proactive approach to spending resources more effectively by controlling prison growth and investing the avoided operational prison costs in the state’s local public safety systems. In the 2013-15 biennium, \$15 million was distributed among all 36 counties to begin their Justice Reinvestment programs. For the 2015-17 biennium, the grant program was funded in the amount of \$38.7 million.

Prior to the passage of HB 3194, the April 2013 corrections forecast estimated that Oregon should plan to house 15,706 inmates in state prisons by July 1, 2019. The latest forecast, issued April 2017, calls for only 14,867 inmates by that same date, a reduction of 839 inmates. As a result of the slowing growth of the prison population, Justice Reinvestment is projected to result in more than \$250 million in avoided costs for Oregon by the end of the 2017-19 biennium. Of those avoided costs, \$140 million are attributed to delaying the need to build a new male prison facility in Junction City until late 2025. Other avoided costs include \$52 million in the 2017-19 biennium from avoided Department of Corrections (DOC) operational costs due to housing, feeding, and supervising a smaller incarcerated population.

II. Program Goals

The Justice Reinvestment Grant Program is administered by the CJC and requires a data-driven approach to (1) analyze criminal justice trends to understand drivers of local prison use; (2) promote the effective implementation of investments that increase public safety and improve offender accountability; (3) measure the impact of policy changes and reinvestment resources; and (4) tie results to future funding. Proposed programs should be based on existing research and evidence-based practices.

The purpose of this grant program is to provide funding for counties to plan, implement, or expand initiatives that meet **ALL** four goals of Justice Reinvestment:

- 1) **Reduce recidivism** through evidence-based practices;
- 2) **Reduce prison populations** for property, drug, and driving offenses;
- 3) **Increase public safety**; and
- 4) **Hold offenders accountable**.

➤ **NOTE: Each application must address all four (4) goals of the grant program.**²

¹ Oregon Legislature, House. 77th Assembly, 2013, H.B. 3194.

<https://olis.leg.state.or.us/liz/2013R1/Downloads/MeasureDocument/HB3194/Enrolled> (2013). (accessed March 2017)

² Oregon Criminal Justice Commission Division 60: Justice Reinvestment Program.

III. Allowable Uses for Award Funds

Allowable uses for award funds to help counties improve local systems can include the following activities.

- **Developing and implementing evidence-based programs that provide substance abuse, mental health, and behavioral health treatment, jail-based interventions, and supervision and reentry services.** Services must align with the principles of effective intervention, be implemented with fidelity, and meet established performance outcomes. Appropriate uses include, but are not limited to, implementing a validated risk- and needs-assessment tool, ensuring that treatment and supervision meets dosage and responsivity needs, and training in evidence-based practices.
- **Developing and implementing pre- and post-adjudication diversion programs that reduce state prison or local jail usage.** Diversion programs must address the criminogenic needs of the target population in accordance with research on effective intervention strategies.
- **Developing and using system mapping to align local criminal justice system processes.** A system map depicts the flow of a case through the criminal justice system, reflecting the process and key decision makers at each point in the system. It is helpful in identifying inefficiencies that can be quickly resolved, as well as more complicated systemic issues.
- **Providing specialized law enforcement training to enhance the conflict-resolution, mediation, and problem-solving skills needed to work in partnership with members of the community.** Allowable uses include, but are not limited to, programs that focus on building police-community partnerships that address local needs with a focus on problem solving.
- **Building an effective, collaborative LPSCC.** The LPSCC should be a highly functioning group made up of key decision makers and stakeholders who participate directly in an ongoing process of collaborative policymaking with the shared purpose of improving their local criminal justice system.
- **Collecting and analyzing local data to inform decision making.** Justice Reinvestment is a data-driven approach that promotes the use of state and local data to inform discussion and decision making. Allowable uses include, but are not limited to, the collection and analysis of local system data at targeted decision points.
- **Developing, implementing, and enhancing victim services and supports.** Two kinds of victim services funding is allowed in this solicitation: community-based and system-based. Ten percent of award funds are to be set aside for community-based nonprofit victim services programs. These programs provide comprehensive services to victims regardless of whether a victim has reported a crime to law enforcement or is involved in an active criminal case. The remaining portion of award funds can be used to enhance system-based victim services. These services assist victims in exercising their legal rights, are focused on victim safety and access to the justice system, and are typically limited to the duration of the criminal justice process.

IV. How to Apply

1. Applicants will complete and submit applications online through the CJC's grant administration website at <https://cjcgrants.fluidreview.com>. **Late applications will not be accepted.**
2. Before completing an application on the Fluid Review website, the applicant will need to set up a user account and log-in credentials.
3. Internal screening of the application will determine whether any modifications are required before advancing the application to the Grant Review Committee. If modifications or additional information is necessary, the identified program contact will receive electronic notice asking for revisions to be made within a specified time frame.

Estimated Grant Application Timetable

July 10, 2017	Request for Grant Proposals (RFGP) Opens
August 31, 2017	RFGP Closes: Application Deadline 5pm
November 20, 2017	Intent to Award Letters
December 4, 2017	Grant Award Letters/Agreements

Executed contracts received and Year 1 payment will be released no later than December 31, 2017.

V. Application Contents

Application Contents:

- Cover Sheet
- Unspent 2015-17 JRGP Funds
- Program Narrative(s)
- Four Goals of Justice Reinvestment
- Proposed Program Budget(s)
- Victim Services 10% Narrative(s)
- Proposed Victim Services 10% Budget(s)
- Evaluation Plan
- Racial and Ethnic Impact Statement
- Letter of Support from County Commission
- Signature Page

1. **Cover Sheet:**

- Primary Applicant Contact Information
- Fiscal Contact Information

2. Unspent 2015-17 JRGP Funds:

- Total Amount of Unspent 2015-17 JRGP funds
- Explanation of Unspent Funds

➤ **NOTE: ALL** 2015-17 funds carried over into the 2017-19 biennium must be spent according to the approved application for 2015-17 unless otherwise approved by the Criminal Justice Commission.

3. Program Narrative(s):

Use up to **87 percent** of Justice Reinvestment grant amount. **Applicants are encouraged to consolidate multiple activities for which funding is requested into a single program entry, as appropriate.**

Each program entry must include the following:

- Program Narrative** (1,000-word maximum)

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

Additional questions for each program:

- Describe the target population for the program. (500-word maximum)
- List the evidence-based practices/services to be implemented, as well as the research that supports the use of the practices/services as part of the proposed program. (500-word maximum)
- List the metrics to be tracked locally in order to evaluate progress in achieving the goals and objectives identified in the program description. (500-word maximum)

4. Four Goals of Justice Reinvestment:

Responses in this section reflect the applicant's Justice Reinvestment program **as a whole**. This includes all proposed grant-funded activities, as well as local policy changes or collaborative efforts that support the county's progress toward meeting the four goals of Justice Reinvestment.

- The application must address **ALL** four goals of Justice Reinvestment. In this section, it is **required** that applicants use the county-specific data found on the [CJC dashboards](#) to clearly articulate the county's progress toward meeting the four goals, as well as how the proposed program will assist in meeting those goals in the future.

Questions about how to use the [CJC dashboards](#)?
Contact Ross Caldwell, ross.caldwell@oregon.gov

1. **Reduce recidivism through evidence-based practices.** (750-word maximum)

Applicants are expected to use the [CJC recidivism dashboards](#) to contextualize the county's current recidivism rates and explain how the proposed program will decrease these rates. Describe efforts to reduce recidivism during the past biennium in which the county has received Justice Reinvestment funding and how the proposed program will change or continue those efforts.

The statewide definition of recidivism from HB 3194 includes new arrest, conviction, or incarceration within three years of a prior conviction or release from custody (ORS 423.557). CJC dashboards show statewide and county-specific recidivism data for parole and probation cohorts by crime type at both one and three years. Applicants are encouraged to address comparisons to the statewide rate.

2. **Reduce prison utilization for property, drug, and driving offenses.** (750-word maximum)

Applicants must identify how the proposed program will reduce county prison usage for property, drug, and driving offenses. Applicants are expected to use the [CJC Justice Reinvestment Prison Usage](#) dashboards to address data trends. If prison use has increased or remained above the baseline average during the 2015-17 biennium, the applicant should address the usage and how the proposed program will contribute to progress toward meeting this goal. If the county's prison use has been below the baseline average, the applicant should address the decreased usage and how the proposed program will continue this progress.

Applicants are encouraged to incorporate data specific to the county's prison intakes, revocations, length of stay, and relationship to the statewide rates when discussing past, present, and projected prison usage.

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

3. **Increase public safety.** (750-word maximum)

Applicants are expected to reference the [CJC Uniform Crime Report \(UCR\) dashboard](#) to describe how the proposed program will increase public safety while successfully meeting the other three goals of justice reinvestment.

If a county does not have full UCR law enforcement reporting, the applicant should make note of this. The CJC UCR dashboards contain percentages of county law enforcement reporting, as well as months successfully reported by those departments.

4. **Hold offenders accountable.** (750-word maximum)

Applicants should explain how offenders will be held accountable during implementation of the county's Justice Reinvestment program. Identify relevant examples of how members of the local criminal justice system work together to ensure offender accountability. This can include tracking service, treatment and restitution completion, as well as sharing information about supervision conditions, jail capacity and usage, and sanctioning and revocation practices.

Evidence of Collaboration in Planning and Implementation (750-word maximum)

Effective collaboration within the LPSCC is expected in the development, submission, and monitoring of the county's Justice Reinvestment grant. Describe the collaborative partnerships in place that will support the county's performance and progress toward the four goals of Justice Reinvestment. List relevant public safety system partners and community partners that support the program.

Additionally, describe any Justice Reinvestment technical assistance the LPSCC would be interested in receiving.

5. **Proposed Program Budget Worksheet:**

CJC requests that applicants prepare a budget based on the full **two-year biennium cycle, July 1, 2017 to June 30, 2019**. The budget should clearly show a breakdown of costs in the following categories: personnel, fringe, contractual/consultant services, supplies, travel/training, equipment, rent/utilities, evaluation, and administrative. Administrative costs must not exceed 10 percent of the overall award. Administrative costs may include activities such as purchasing, budgeting, payroll, accounting, and staff services. Administrative costs may also include funds to incentivize compliance by law enforcement agencies with Uniform Crime Reporting and other timely law enforcement data-collection activities.

➤ **NOTE: Use only WHOLE numbers when completing the budget.**
Decimals WILL NOT be accepted by the grant-application software system.

6. **Victim Services 10% Narrative:**

Ten percent of Justice Reinvestment grant funds must be allocated to community-based nonprofit victim services providers. Each victim services provider must complete a separate Victim Services 10% Narrative.

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

- Demonstrates need for the proposed services in the community targeting marginalized and underserved populations in the community (500-word maximum);
- Addresses access barriers, such as but not limited to: language, literacy, disability, transportation, and cultural practices (500-word maximum);
- Increases capacity for areas where services are difficult to access, limited, or nonexistent (500-word maximum); and
- Invests in trauma-informed interventions and services (500-word maximum).

7. **Proposed Victim Services Budget:**

CJC requests applicants prepare a budget based on the full **two-year biennium cycle, July 1, 2017 to June 30, 2019**. The proposed budget should be completed individually for each community-based nonprofit victim services organization requesting funding. The budget should clearly show a breakdown of costs in the following categories: personnel, fringe, contractual/consultant services, supplies, travel/training, equipment, rent/utilities, evaluation, and administrative. Administrative costs must not exceed 10 percent of the overall award. Administrative costs may include activities such as purchasing, budgeting, payroll, accounting, and staff services.

➤ **NOTE: Use only WHOLE numbers when completing the budget.**
Decimals WILL NOT be accepted by the grant application software system.

8. **Evaluation Plan**

Three percent of the total amount of Justice Reinvestment Grant funds will be used to help fund randomized controlled trials (RCTs) for grant awards selected for such evaluations when possible and appropriate under ORS 182.515 (5)(d). In choosing programs for RCTs or other rigorous evaluations, CJC will consider the following factors:

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

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

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

Applicants who choose to directly fund an RCT of their program must write a narrative outlining their research plan, which should include the following:

1. An assessment of how this research will benefit the state and the field of criminal justice. Include a brief review of existing research related to the program, and consider the program's replicability in other jurisdictions.
2. A proposed research design including randomization procedure(s), description of the eligible population, the control group, and the expected sample size. If an RCT is not possible, explain why and describe how the study will achieve a control group for comparison without randomizing.
3. An overall plan containing the following:
 - Study timeline;
 - Budget narrative;
 - Procedures for ensuring fidelity to research design;
 - Plan for data collection and analysis;
 - Strategy for calculating marginal costs; and
 - Specific measure of the program's effect size.
4. A list of project deliverables and expected completion dates, which must include the following:
 - IRB approval letter;
 - Quarterly updates on research progress and recruitment; and
 - A written report of study results.
 - If using a subcontracted researcher, applicants must provide a plan for the overall management of the project.
5. If cooperating with another county (or counties) to increase your sample size, specify how fidelity to the program between (or among) counties will be monitored and maintained.

9. Racial and Ethnic Impact Statement

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

10. Letter of Support for Application from County Commission

Each application must contain a signed letter of support from the local governing body.

VI. Application Review and Award Decisions

Review Process

CJC staff will conduct the initial review of all applications received by 5:00 pm on August 31, 2017. Each application will be examined for responsiveness to the guidelines provided in this RFGP related to timeliness and contents. **If CJC staff determines that modifications are required before advancing the application to the Grant Review Committee, the identified program contact will receive electronic notice asking for revisions to be made within a specified time frame.**

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

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

1. Whether the applicant's program is designed to reduce recidivism of offenders;
2. Whether the applicant's program is designed to reduce prison use by offenders convicted of felonies described in ORS 137.717, 475.752 to 475.935, 811.182, 813.010, or 813.011;
3. Whether the applicant's program would increase public safety; and
4. Whether the applicant's program would hold offenders accountable.

The Grant Review Committee will recommend approved applications to the Criminal Justice Commissioners for awarding decisions. If an application needs rehabilitation, the Grant Review Committee will notify CJC staff, who will work with the county to address deficiencies.

Award Decisions and Protests

Awards. The Grant Review Committee will recommend successful applications to the Criminal Justice Commissioners, who will make final award decisions. CJC will issue award notification letters and grant award agreements as provided in the schedule in Section VII.

Protests. If an application is not awarded after efforts to revise the application or for any other reason, the applicant may protest the decision. The affected applicant shall have seven (7) calendar days from the date of the intent to award notice to file a written protest. An applicant is considered affected only if the applicant would be eligible for the award in the event that the protest is successful and the applicant is protesting for one or more of the following reasons as specified in ORS 279B.410:

Protests must:

- Be delivered to the CJC via email, facsimile, or hard copy
- Reference the RFP name
- Identify applicant's name and contact information
- Be signed by an authorized representative
- Specify the grounds for the protest
- Be received within seven (7) calendar days of the intent to award notice.

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

Award Conditions

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

VII. Monitoring

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

Reporting

- **Financial:** Grantees will be required to **report program expenditures quarterly** through the CJC's grant administration website at <https://cjcgrants.fluidreview.com>.
- **Program Progress Report:** Grantees will be required to **submit semi-annual progress reports** through the CJC's grant administration website. Progress Reports will be narrative and require the grantee to respond to program performance and progress toward the goals of Justice Reinvestment with reference to the most recent data available on the CJC Justice Reinvestment dashboards.
- **Victim Services 10% Progress Report:** A brief report (two-page maximum) is to be **provided annually** regarding services to victims with the 10% funding.

VIII. Distribution of Funding

CJC will provide grant funds in two installments during the biennium to the designated county applying for JRGP funding. Year 1 funding will be provided following the execution of the CJC Grant Award Agreement. Because this is incentive performance funding, CJC will evaluate county performance and progress toward the goals of justice reinvestment quarterly to assess the impacts of the JRGP investments prior to releasing Year 2 funding.

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

All documented expenses (time sheets, invoices, travel charges, etc.) must be maintained locally and be made available for future audit.

IX. Grant Suspension or Termination

Following reasonable notice to grantees and attempts to resolve problems informally, CJC may suspend funding in whole or in part, terminate funding, or impose another sanction for any of the following reasons:

- Failure of the program to comply substantially with the requirements or statutory objectives of JRGP guidelines issued hereunder, or with other provisions of state law;
- Failure of the program to make satisfactory progress toward the approved goals and objectives;
- Failure of the program to adhere to the requirements of the grant award and standard or special conditions;
- Proposing or implementing substantial changes that result in a program that would not have been selected if it had been subjected to the original review of applications; and
- Failure of the program to comply substantially with any other applicable state statute, regulation, or guideline.

It is the role of CJC to ensure that the funds, as awarded, comply with the state and local statutes and rules. CJC reserves all rights regarding this opportunity, including but without limitation, the right to:

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