

**LifeWorks NW and City of Portland****GRANT AGREEMENT****For the Use of U.S. Department of Justice, Office of Justice Programs,****Bureau of Justice Assistance; CFDA 16.738****FY14 AND FY15 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Funds****COP Contract Number: #32001314****LifeWorks NW Contract Number: 7513**

This GRANT Agreement ("Agreement") is between the CITY OF PORTLAND, OREGON ("CITY") and LifeWorks NW ("GRANTEE") in an amount not to exceed \$220,000 to operate the New Options for Women (NOW) program.

**A. RECITALS:**

1. CITY is the recipient of U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance FY14 and FY15 Edward Byrne Memorial Justice Assistance Grant (JAG) Program grant funds and wishes to enter into this Agreement with GRANTEE, utilizing these federal funds.
2. CITY considers GRANTEE to be a subgrantee of awarded federal funds. Funding for this project is obtained from Grant Agreements between CITY and the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, utilizing FY14 and FY15 Edward Byrne Memorial Justice Assistance Grant (JAG) Program funds, CFDA 16.738. As federal funds are involved in the Agreement, the following Exhibits are attached hereto, and by, this reference made a part of this Agreement as if set forth in full:

Exhibit A: **Scope of Work**Exhibit B: **Federal Requirements and Certifications (including Attachments A & B)**Exhibit C: **Information required by 2 CFR 200.331**Exhibit D: **Subcontractor Insurance**Exhibit E: **Request for Reimbursement (RFR) Template**Exhibit F: **FY14 JAG Grant Agreement**Exhibit G: **FY15 JAG Grant Agreement**Exhibit H: **FY14 JAG Accountability Measures and Report Calendar**Exhibit I: **FY15 JAG Accountability Measure and Report Calendar**

3. CITY selected GRANTEE to receive partial funding for the purpose of supporting the Police Bureau's Sex Trafficking Unit (STU) project – New Options for Women (NOW). This project provides trauma informed care to women in Portland in order to help them exit the sex industry. Services include addictions treatment, treatment for mental health disorders (including psychiatric care, as needed), challenging criminality, domestic violence education and support, parenting education, drug testing, and mentoring/case management.

**B. Effective Date and Duration**

The beginning date of this Agreement is July 1, 2015, and shall remain in effect until and including December 31, 2018, unless terminated sooner as allowed in this Agreement.



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**C. Scope of Work**

GRANTEE shall provide all services and materials specified in the attached **Exhibit A: Scope of Work**, which is incorporated into this Agreement by this reference as if set forth in full. GRANTEE in accordance with the Scope of Work shall provide all services and materials, in a competent and professional manner.

**D. Compensation**

The total Agreement amount is \$220,000.

**E. Reimbursement**

1. CITY shall reimburse GRANTEE its eligible costs incurred in carrying out the Project as identified in this Agreement not to exceed \$220,000. All invoice payments are conditional upon presentation of properly documented reimbursement requests. Reimbursements shall be made upon approval by CITY of an RFR as specified in **Exhibit E: Request for Reimbursement (RFR)**. At the minimum, RFRs shall be submitted on or before 30 days following each subsequent calendar month. The final RFR shall be submitted no later than 30 days following the end of the grant. Reimbursements for expenses will be withheld if Performance Reports are not submitted by the specified dates as listed in **Exhibit H: FY14 JAG Accountability Measures and Report Calendar** and **Exhibit I: FY15 JAG Accountability Measure and Report Calendar**.
2. Qualified costs are direct project costs, incurred by GRANTEE during the term of this Agreement that are eligible for federal funds. CITY shall reimburse GRANTEE for qualified costs for work described in **Exhibit A**, in accordance with:
  - For FY14 JAG grant funds: OMB Circulars A-110, A-122, and A-133, [https://www.whitehouse.gov/omb/circulars\\_default/](https://www.whitehouse.gov/omb/circulars_default/)
  - For FY15 JAG grant funds: 2 CFR 200, Uniform Guidance, [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl);
  - 2015 DOJ Grants Financial Guide, <http://ojp.gov/financialguide/DOJ/>; and
  - U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance; Notice of Funding Opportunity Numbers: BJA-H2931-OR-DJ and BJA-2015-41673.
3. Reimbursement requests shall display one hundred percent (100%) of the total project costs incurred during the period of the reimbursement and identify any required matching amounts, if applicable. All costs shall be supported by properly executed payroll and time records, invoices, vouchers or other official documentation, as evidence of the nature and propriety of the charges. If CITY requests documentation, including, without limitation, copies of receipts for expenditures, timesheets, or system-generated accounting reports documenting the actual expense, CITY must receive the documentation before it makes a



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payment. In addition, CITY may require a more detailed budget breakdown than the one contained herein, and the GRANTEE shall provide such supplementary budget information in a timely manner in the form and content prescribed by CITY. Any amendments to the budget must be approved in writing by CITY and the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance.

**F. Recovery of Grant Funds**

Any funds disbursed to GRANTEE under this Agreement that are spent in violation of the provisions of this Agreement or that remain unspent at termination or expiration of this Agreement ("Unexpended Funds") shall be returned to CITY within (fifteen) 15 days after CITY's written request.

**G. Universal Identifier and Contract Status**

GRANTEE shall apply for a unique universal identification number using the Data Universal Numbering System (DUNS) as required for receipt of funding. In addition, GRANTEE shall maintain an active registration in the Central Contractor Registration database, now located at [www.sam.gov](http://www.sam.gov).

**H. Program Income**

GRANTEE shall report monthly on all program income generated by activities carried out with the grant funds made available under this Agreement. The use of program income by GRANTEE shall comply with the requirements set forth by OMB A-110 and 2 CFR 200.307.

**I. Procurement**

GRANTEE shall use its own procurement procedures and regulations, provided that the procurement conforms with applicable Federal and State Laws. It is the responsibility of GRANTEE to apprise itself of all rules and regulations set forth in:

- For FY14 JAG grant funds: OMB Circulars A-110, A-122, and A-133, [https://www.whitehouse.gov/omb/circulars\\_default/](https://www.whitehouse.gov/omb/circulars_default/)
- For FY15 JAG grant funds: 2 CFR 200, Uniform Guidance, [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl); and
- 2015 DOJ Grants Financial Guide, <http://ojp.gov/financialguide/DOJ/>.

1. Subcontracts. GRANTEE may enter into subcontracts for performance of the project. All subcontracts, whether negotiated or competitively bid, and without regard to dollar value, shall be conducted in a manner that encourages Fair and Open Competition and use Small, Minority, Women-Owned or Disadvantaged Business to the extent practicable.



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GRANTEE agrees to include all relevant provisions of this Agreement in all subcontracts entered into as part of the activities undertaken in furtherance of this Agreement and will take appropriate action pursuant to any subcontract upon a finding that the subcontractor is in violation of regulations issued by any federal agency.

GRANTEE is solely responsible for paying GRANTEE's subcontractors and nothing contained herein shall create or be construed to create any contractual relationship between any subcontractor and CITY.

2. **Suspension and Debarment.** GRANTEE agrees not to subcontract with an entity where it has notice or knowledge that the latter has been found in violation of regulations under A-133 and 2 CFR 200.213 "Suspension and Debarment". GRANTEE is responsible for further requiring this inclusion of a similar term or condition in any subsequent lower tier covered transactions. GRANTEE may access the Excluded Parties List System at <http://www.sam.gov>.
3. **Conflict of Interest.** GRANTEE must establish a Conflict of Interest policy applicable to any procurement contract or subawards made under this Agreement in accordance with A-110 and 2 CFR 200.112. Conflicts of Interest must be disclosed in writing to CITY within five (5) calendar days of discovery including any information regarding measures to eliminate, neutralize, mitigate or otherwise resolve the conflict of interest.

**J. Records Maintenance - Access**

1. GRANTEE shall maintain all fiscal records relating to this Agreement in accordance with generally accepted accounting principles ("GAAP"). In addition, GRANTEE shall maintain any other records pertinent to this Agreement in such a manner as to clearly document GRANTEE's performance.
2. GRANTEE acknowledges and agrees that CITY, the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, and the Comptroller General of the United States, and/or their duly authorized representatives shall have access to such fiscal records and other books, documents, timesheets, papers, plans, and writings of GRANTEE that are pertinent to this Agreement to perform examinations and audits and make excerpts and transcripts.
3. GRANTEE shall retain and keep accessible all such fiscal records, books, documents, timesheets, papers, plans, and writings for a minimum of six (6) years, or such longer period as may be required by applicable law, following final payment and termination of this Agreement, or until the conclusion of any audit, controversy, or litigation arising out of, or related to, this Agreement, whichever date is later.



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**K. Audits**

If GRANTEE expends \$750,000 or more in Federal funds (from all sources) in its fiscal year, GRANTEE shall have a single organization-wide audit conducted. Electronic notification with a link to the audit shall be submitted to City of Portland within thirty (30) days of completion.

**L. Lobbying**

GRANTEE certifies that no Federal appropriated funds have been paid, or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

**M. Termination**

1. Termination for Cause. If, through any cause, GRANTEE shall fail to fulfill in timely and proper manner its obligations under this Agreement, CITY shall have the right to terminate this Agreement by giving written notice to GRANTEE of such termination and specifying the effective date thereof at least thirty (30) days before the effective date of such termination.
2. During the thirty (30) day period CITY is under no obligation to continue providing Grant Funds and GRANTEE is not authorized to perform services or take actions that would require the CITY to pay additional grant funds to GRANTEE.
3. Termination by Agreement of for Convenience. CITY and GRANTEE may terminate this Agreement at any time by mutual written agreement.

**N. Indemnify, Defend, and Hold Harmless**

GRANTEE SHALL HOLD HARMLESS, DEFEND, AND INDEMNIFY CITY AND ITS OFFICERS, AGENTS, AND EMPLOYEES AGAINST ALL CLAIMS, DEMANDS, ACTIONS AND SUITS (INCLUDING ALL ATTORNEY FEES AND COSTS) BROUGHT AGAINST ANY OF THEM ARISING FROM ACTIONS OR OMISSIONS OF GRANTEE AND ITS OFFICERS, EMPLOYEES, AGENTS AND CONTRACTORS IN THE PERFORMANCE OF THIS AGREEMENT.

**O. Third Party Beneficiaries**

There are not third party beneficiaries to this Agreement and may only be enforced by the Parties.



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**P. Choice of Law**

The situs of this Agreement is Portland, Oregon. Any litigation over this Agreement shall be governed by the laws of the State of Oregon and shall be conducted in the Circuit Court of the State of Oregon for Multnomah County, or, if jurisdiction is proper, in the U.S. District Court for the District of Oregon.

**Q. No Waiver of Claims**

The failure to enforce any provision of this Agreement shall not constitute a waiver by CITY of that or any other provision.

**R. Modification**

Notwithstanding and succeeding any and all prior agreements or practices, this Agreement constitutes the entire Agreement between the parties, and may only be expressly modified in writing, signed by both parties.

**S. Severability**

If any clause, sentence or any other portion of the terms and conditions of this Agreement becomes illegal, null, or void for any reason, the remaining portions will remain in full force and effect to the fullest extent permitted by law.

**T. No Special or Consequential Damages**

GRANTEE expressly waives any claims against CITY regarding the Scope of Work under this Agreement. CITY's liability under this Agreement shall be limited to payment of the Grant Funds, to the extent that GRANTEE has fully and completely complied with all terms and conditions of this Agreement. In no event shall CITY be liable for, and the GRANTEE specifically releases, CITY from any liability for special, punitive, exemplary, consequential, incidental or indirect losses or damages (in tort, contract or otherwise) under or in respect of this Agreement or for any failure of performance related to the Scope of Work or this Agreement, however caused, whether or not arising from CITY's sole, joint, or concurrent negligence.

**U. Right to Withhold Payments**

CITY shall have the right to withhold from payments due GRANTEE such sums as necessary, in CITY's sole opinion, to protect CITY against any loss, damage or claim which may result from GRANTEE's performance or failure to perform under this Agreement or the failure of GRANTEE to make proper payment to any suppliers or subcontractors.




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GRANTEE, BY EXECUTION OF THIS AGREEMENT TO AGREE, HEREBY ACKNOWLEDGES THAT GRANTEE HAS READ THIS AGREEMENT TO AGREE, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

**LIFEWORCS NW**

  
\_\_\_\_\_  
Mary Monnat, President/CEO  
Date: 4/25/16

**CITY OF PORTLAND, OREGON**

\_\_\_\_\_  
Charlie Hales, Mayor

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

\_\_\_\_\_  
Mary Hull Caballero, City Auditor

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


Approved as to Legal Sufficiency:

By: Not required

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

Approved as to form:

**APPROVED AS TO FORM**

By:   
\_\_\_\_\_  
Office of City Attorney, Portland  
CITY ATTORNEY

Date: 5/17/16



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**Exhibit A – Scope of Work**

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**A. GENERAL INFORMATION**

1. Introduction. The Portland Police Bureau's Sex Trafficking Unit (STU) has designed a program to reduce crime and improve the lives of people caught in the cycle of addiction and criminality. This comprehensive strategy combines resources from the Portland Police Bureau, the Multnomah County District Attorney's Office, and treatment providers.

The STU has added services and strategies to help sex workers to seek alternative means of support and/or to address any drug, alcohol, or other issues. The STU's efforts extend to both adult and underage sex workers. This program seeks to balance the need for protective services, enforcing laws, and addressing root causes of criminal behavior.

2. Background. The STU's multidisciplinary partnership includes police, the district attorney's office, and treatment service providers. Representatives from each of these organizations meet to discuss chronic offenders at an individual level. This close collaborative effort is changing lives for the better and is an example of how diverse organizations can work together collectively to improve our community.

**B. SCOPE OF WORK**

GRANTEE shall develop a program that includes treatment and education methodologies designed to provide alternatives to prostitution. GRANTEE shall deliver treatment and services, and employ personnel who shall, at a minimum, accomplish the following:

1. Develop a program model and approach that provides clients with a pathway to establish alternative lifestyles to prostitution;
2. Provide drug and alcohol treatment;
3. Provide counseling services for trauma, victimization, and self-esteem issues;
4. Provide counseling services to remove barriers to employment, education, housing, or integration into the community;
5. Utilize a collaborative, problem solving approach to treatment;
6. Have functional knowledge of youth-related issues;
7. Develop a process and outcome evaluation component;
8. Develop a plan on how to integrate and sustain services into their organization;
9. Provide clear, measurable program and performance outcomes and a timeline detailing implementation timeframes;
10. Submit monthly invoices with the required back-up documentation; and
11. Complete all required grant performance metrics and narratives as demonstrated in Exhibits H & I.



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**Exhibit A – Scope of Work**  
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**C. GRANT BUDGET**

GRANTEE shall assign sufficient personnel to do the work in the capacities designated and at the rates stipulated:

ROLE ON PROJECT	RATE OF PAY (Per Hour in U.S. Dollars)
Chemical Dependency Counselor	\$12.46 - \$16.21
Recovery Mentor	\$11.65 - \$15.14
Dual Diagnosis Therapist / Clinical Supervisor	\$15.27 - \$20.62
Medical Services (psychiatry / NP)	\$36.59 - \$52.27 (MD: \$90.00 - \$125.00)
Acupuncturist	\$25.00 - \$30.00
Service Program Director	\$28.87 - \$39.30
Clinical Support / Front desk / Quality / Intake	\$12.46 - \$18.54

**SUBCONTRACTORS**

The Contractor shall assign the following subcontractors to perform work in the capacities designated:

NAME	ROLE ON PROJECT
No Subcontractors will be utilized on this project	

Budget by Task	Federal Funds	% Match	Totals
Assigned NOW program personnel – FY 2014 JAG	\$110,000	\$0	\$110,000
Assigned NOW program personnel – FY 2015 JAG	\$110,000	\$0	\$110,000
Totals	\$220,000	\$0	\$220,000

1. U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance GRANT funds to be dispersed to GRANTEE not to exceed \$220,000 for the period of October 1, 2014 to December 31, 2018.
2. The amount the GRANTEE is required to CONTRIBUTE a cost match in the amount of zero (0) dollars.



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COP Contract Number: #32001314

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GRANTEE agrees to comply with all applicable Federal Requirements as outlined in the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance Grant Agreements or most recent, including, but not limited to, the following:

Exhibit F: **FY14 JAG Grant Agreement**Exhibit G: **FY15 JAG Grant Agreement**

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**Exhibit B – Federal Requirements and Certifications**

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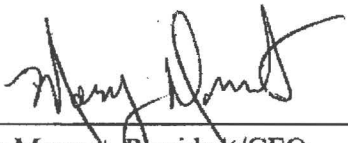
**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND  
VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTION**

This certification is required by the regulations implementing Executive Order 12549 and 12689, 2 CFR part 180.

By signing and submitting this Agreement, GRANTEE certifies as follows:

The certification in this clause is a material representation of fact relied upon by CITY. If it is later determined that GRANTEE knowingly rendered an erroneous certification, in addition to remedies available to CITY, the federal government may pursue available remedies, including but not limited to, suspension and/or debarment. GRANTEE agrees to comply with the requirements throughout the period of this Agreement. GRANTEE further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**LIFEWORCS NW**

  
\_\_\_\_\_  
Mary Monnat, President/CEO

Date: 4/20/16

Approved as to Legal Sufficiency:

By: Not required

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



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**CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned GRANTEE certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to 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 in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

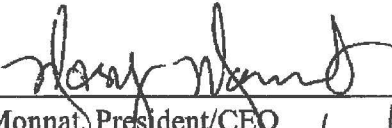


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Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such expenditure or failure.

GRANTEE certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Grantee understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

  
\_\_\_\_\_  
Mary Monnat, President/CEO  
Date: 4/26/16

Approved as to Legal Sufficiency:

By: Not required

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



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**1. FY15 JAG Federal Award Identification:**

- (i) GRANTEE name (which must match registered name in DUNS): Lifeworks NW
- (ii) GRANTEE DUNS number: #114152077
- (iii) Federal Award Identification Number (FAIN): #2015-DJ-BX-0532
- (iv) Federal award date: August 24, 2015
- (v) Sub-award Period of Performance: September 30, 2015 through September 30, 2018
- (vi) Amount of Federal funds obligated by this Agreement: \$220,000
- (vii) Total amount of Federal funds obligated to GRANTEE by the pass-through entity including this Agreement: \$220,000.
- (viii) Total Amount of Federal Award for FY14 JAG: \$110,000  
Total Amount of Federal Award for FY15 JAG: \$110,000

(ix) Federal award project description:

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and units of local government, including tribes, to support a broad range of activities to prevent and control crime based on their own state and local needs and conditions. Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, including for any one or more of the following program areas: 1) law enforcement programs; 2) prosecution and court programs; 3) prevention and education programs; 4) corrections and community corrections programs; 5) drug treatment and enforcement programs; 6) planning, evaluation, and technology improvement programs; and 7) crime victim and witness programs (other than compensation).

The City of Portland will use the FY 2014 and FY 2015 Edward Byrne Memorial Justice Assistance Grant (JAG) program funds for projects in the City of Portland, Multnomah County and the City of Gresham.

The City of Portland will use funds for the salary of a Senior Administrative Specialist (SAS) for the Police Bureau Detectives Sex Crime Unit to work as a victim advocate. The SAS will provide trauma-informed direct services and ongoing support to victims of sexual assault and their families throughout an investigation, during the court proceedings, and continuing services



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beyond the conclusion of the investigation. Additionally, funding will be provided to Life Works Northwest for the Prostitution Outreach and Prevention Program.

Multnomah County will use funds for a portion of the salaries of a Probation and Parole Officer, a Sergeant assigned to the Multnomah County Sheriff's Office and a Deputy District Attorney (DDA) assigned to Portland's North, East, and Central Precincts, as well as to the Gresham Police Department.

The City of Gresham Police Department will use funds to purchase scheduling software. There is a need to distribute and track overtime, special duty assignments, and time off requests, within a framework of multiple supervisors who are editing and contributing to the schedule on a continuous basis.

- (x) (a) Name of Federal Awarding Agency: U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance
- (b) Name of Pass-through Entity: City of Portland, Oregon
- (c) Contact information for Awarding Official: Sergeant Norman Staples, Portland Police Bureau, East Precinct, 503-545-3391  
[norman.staples@portlandoregon.gov](mailto:norman.staples@portlandoregon.gov)
- (xi) CFDA Number and Program Title: #16.738, Edward Byrne Memorial Justice Assistance Grant Program
- (xii) Is Award Research & Development (R&D)? No
- (xiii) Indirect cost rate for the Federal award: N/A
- (xiv) Match required: No
- 2. GRANTEE indirect cost rate: N/A**



**LifeWorks NW/City of Portland**  
**GRANTEE AGREEMENT**  
**For the Use of U.S. Department of Justice, Office of Justice Programs,**  
**Bureau of Justice Assistance; CFDA 16.738**  
**FY14 AND FY15 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Funds**  
**Exhibit D – GRANTEE Insurance Requirements**  
COP Contract Number: #32001314 LifeWorks NW Contract Number: 7513

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GRANTEE shall obtain and maintain in full force at its expense, throughout the duration of the Agreement and any extension periods, the required insurance identified below. CITY reserves the right to require additional insurance coverage as required by statutory or legal changes to the maximum liability that may be imposed on Oregon cities during the term of this Agreement.

1. Workers' Compensation Insurance. GRANTEE, its contractors and all employers working under this Agreement shall comply with ORS Chapter 656 and as it may be amended from time to time. Unless exempt under ORS Chapter 656, GRANTEE, its contractors and any employers working under this Agreement shall maintain coverage for all subject workers.
2. Commercial General Liability Insurance. GRANTEE shall have commercial general liability insurance covering bodily injury, personal injury, property damage, including coverage for independent contractor's protection (required if any work will be subcontracted), premises/operations, contractual liability, products and completed operations, in a per occurrence limit of not less than \$1,000,000, and aggregate limit of not less than \$2,000,000.
3. Automobile Liability Insurance. GRANTEE shall have automobile liability insurance with coverage of not less than \$1,000,000 each accident. The insurance shall include coverage for any auto or all owned, scheduled, hired and non-owned auto. This coverage may be combined with the commercial general liability insurance policy.
4. Additional Insured. The liability insurance coverages, except Professional Liability, Errors and Omissions, or Workers' Compensation where applicable, shall be without prejudice to coverage otherwise existing, and shall name CITY and its bureaus/divisions, officers, agents and employees as Additional Insureds, with respect to GRANTEE's or its contractor's activities to be performed or services to be provided. Coverage shall be primary and non-contributory with any other insurance and self-insurance. Notwithstanding the naming of additional insureds, the insurance shall protect each additional insured in the same manner as though a separate policy had been issued to each, but nothing herein shall operate to increase the insurer's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only one person or interest had been named as insured.



**LifeWorks NW/City of Portland**  
**GRANTEE AGREEMENT**  
**For the Use of U.S. Department of Justice, Office of Justice Programs,**  
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**Exhibit D – GRANTEE Insurance Requirements**  
COP Contract Number: #32001314 LifeWorks NW Contract Number: 7513

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5. Continuous Coverage; Notice of Cancellation. GRANTEE shall maintain continuous, uninterrupted coverage for the duration of the Agreement. There shall be no termination, cancellation, material change, potential exhaustion of aggregate limits or non-renewal of coverage without thirty (30) days written notice from GRANTEE to CITY. If the insurance is canceled or terminated prior to termination of the Agreement, GRANTEE shall immediately notify CITY and provide a new policy with the same terms. Any failure to comply with this clause shall constitute a material breach of the Agreement and shall be grounds for immediate termination of this Agreement.
6. Proof of Insurance. GRANTEE shall provide proof of insurance through acceptable certificate(s) of insurance, along with applicable additional insured endorsements, to CITY at execution of the Agreement and prior to any commencement of work or delivery of goods or services under the Agreement or initial payment of grant funds. The certificate(s) will specify all of the parties who are endorsed on the policy as Additional Insureds (or Loss Payees). Insurance coverages required under this Agreement shall be obtained from insurance companies acceptable to CITY. GRANTEE shall pay for all deductibles and premium from its non-grant funds. CITY reserves the right to require, at any time, complete and certified copies of the required insurance policies evidencing the coverage required. In lieu of filing the certificate of insurance required herein, if GRANTEE is a public body, GRANTEE may furnish a declaration that GRANTEE is self-insured for public liability and property damage for a minimum of the amounts set forth in ORS 30.270.



Exhibit D

Client#: 322509

LIFEWNOR

ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/05/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>USI Northwest</b> <b>700 NE Multnomah, Suite 1300</b> <b>Portland, OR 97232</b> <b>503 224-8390</b>		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext): 503 299-4342</b> <b>FAX (A/C, No): 877 678-5845</b> <b>E-MAIL ADDRESS: nancy.rogers@usi.biz</b>	
<b>INSURED</b> <b>LifeWorks Northwest</b> <b>14600 NW Cornell Road</b> <b>Portland, OR 97229</b>		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A: Philadelphia Indemnity Ins. Co.</b> <b>INSURER B: SAIF Corporation</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> <b>18058</b> <b>38196</b>	

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		PHPK1438815	01/01/2016	01/01/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COM/OP AGG \$3,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		PHPK1438815	01/01/2016	01/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10000		PHUB526787	01/01/2016	01/01/2017	EACH OCCURRENCE \$3,000,000 AGGREGATE \$3,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	923490	01/01/2016	01/01/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
A	Professional Liability Occurrence Form		PHPK1438815	01/01/2016	01/01/2017	\$1,000,000 Ea Occurrence \$3,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

New Options for Women (NOW) Program

Contract No. 30002562 Cultural & Gender Specific Services for Underage and Adult Sex Workers

City of Portland and its bureaus/divisions, officers, agents and employees are included as Additional

Insureds per endorsement CG2026 04/13 attached. Coverage is primary and non-contributory.

Additional Insured does not apply to workers compensation or professional liability.

## CERTIFICATE HOLDER

## CANCELLATION

<b>City of Portland</b> <b>319 SW Washington, Suite 310</b> <b>Portland, OR 97204</b>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Heidi McCamley</i>
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EXHIBIT

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## Exhibit D

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY  
CG 20 26 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

## SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

City of Portland, its agents, officers  
and employees; Bureau of Housing &  
Community Development

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



## LifeWorks NW/City of Portland

## GRANTEE AGREEMENT

For the Use of U.S. Department of Justice, Office of Justice Programs,

Bureau of Justice Assistance; CFDA 16.738

FY14 AND FY15 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Funds

## Exhibit E – Request for Reimbursement (RFR) Template

COP Contract Number: #32001314

LifeWorks NW Contract Number: 7513

REQUEST FOR REIMBURSEMENT (RFR)				
<b>GRANTEE</b>		<b>Grant Number:</b>		
<b>Address:</b>		<b>Project Title</b>		
		<b>Period Covering</b>		
<b>Contact Person:</b>				
<b>Phone Number:</b>				
<b>E-mail:</b>				
Budget Category	Budget (including Match)	Expenses Paid This Period (including Match)	Cumulative Expenses to Date (including Match)	Balance
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Less Match	\$ -	\$ -	\$ -	\$ -
<b>Grant Funds Requested</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CERTIFICATION

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Prepared by: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_

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

Bureau Review.

Project Manager Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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



**LifeWorks NW/City of Portland**  
**GRANTEE AGREEMENT**  
**For the Use of U.S. Department of Justice, Office of Justice Programs,**  
**Bureau of Justice Assistance; CFDA 16.738**  
**FY14 AND FY15 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Funds**  
**Exhibit E – Request for Reimbursement (RFR) Template**  
COP Contract Number: #32001314 LifeWorks NW Contract Number: 7513

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Pursuant to CITY Fiscal Year End, GRANTEE's Request for Reimbursement (RFR) for services through June 30th of each year of the grant period shall be submitted to CITY no later than July 15th.

Payment shall be made by CITY on a net (thirty) 30 day basis upon approval of GRANTEE's RFR.

**GRANTEE's RFR shall be sent to:** PPB Grants Unit  
1111 SW 2nd Ave., #1406  
Portland, OR 97204

Or via email:

[veronica.nordeen@portlandoregon.gov](mailto:veronica.nordeen@portlandoregon.gov);  
[rachel.stansbury@portlandoregon.gov](mailto:rachel.stansbury@portlandoregon.gov)



## LifeWorks NW/City of Portland GRANTEE AGREEMENT

For the Use of U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance: FY 2014 JAG Grant Funds  
CFDA #16.738 Exhibit F - JAG 2014 Grant Agreement Award #2014-DX-BJ-1158



## Department of Justice

Office of Justice Programs

Bureau of Justice Assistance

Office of Justice Programs

Washington, D.C. 20531

July 28, 2014

The Honorable Charlie Hales  
City of Portland  
1120 SW Fifth Avenue  
Room 1250  
Portland, OR 97204-1912

Dear Mayor Hales:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 14 Edward Byrne Memorial Justice Assistance Grant (JAG) Program: Local in the amount of \$483,619 for City of Portland.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Barry D. Roberts, Program Manager at (202) 616-1144; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

Denise O'Donnell  
Director

Enclosures



## LifeWorks NW/City of Portland GRANTEE AGREEMENT

For the Use of U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance: FY 2014 JAG Grant Funds  
CFDA #16.738 Exhibit F - JAG 2014 Grant Agreement Award #2014-DX-BJ-1158

**OFFICE FOR CIVIL RIGHTS**

Office of Justice Programs

Department of Justice

810 7th Street, NW  
Washington, DC 20531

Tel: (202) 307-0690

TTY: (202) 307-2027

E-mail: askOCR@usdoj.gov

Website: www.ojp.usdoj.gov/ocr

July 28, 2014

The Honorable Charlie Hales  
City of Portland  
1120 SW Fifth Avenue  
Room 1250  
Portland, OR 97204-1912

Dear Mayor Hales:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of federal funding to compliance with federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) is responsible for ensuring that recipients of financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) comply with the applicable federal civil rights laws. We at the OCR are available to help you and your organization meet the civil rights requirements that come with DOJ funding.

**Ensuring Access to Federally Assisted Programs**

Federal laws that apply to recipients of financial assistance from the DOJ prohibit discrimination on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in employment but also in the delivery of services or benefits. A federal law also prohibits recipients from discriminating on the basis of age in the delivery of services or benefits.

In March of 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013. The statute amends the Violence Against Women Act of 1994 (VAWA) by including a nondiscrimination grant condition that prohibits discrimination based on actual or perceived race, color, national origin, religion, sex, disability, sexual orientation, or gender identity. The new nondiscrimination grant condition applies to certain programs funded after October 1, 2013. The OCR and the OVW have developed answers to some frequently asked questions about this provision to assist recipients of VAWA funds to understand their obligations. The Frequently Asked Questions are available at <http://ojp.gov/about/ocr/vawafaqs.htm>.

**Enforcing Civil Rights Laws**

All recipients of federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to prohibitions against unlawful discrimination. Accordingly, the OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, the OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal opportunity standards.

**EXHIBIT**

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## LifeWorks NW/City of Portland GRANTEE AGREEMENT

For the Use of U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance: FY 2014 JAG Grant Funds  
CFDA #16.738 Exhibit F - JAG 2014 Grant Agreement Award #2014-DX-BJ-1158

**Providing Services to Limited English Proficiency (LEP) Individuals**

In accordance with DOJ guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). See U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 67 Fed. Reg. 41,455 (2002). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website <http://www.lep.gov>.

**Ensuring Equal Treatment for Faith-Based Organizations**

The DOJ regulation, Equal Treatment for Faith-Based Organizations, 28 C.F.R. pt. 38, requires State Administering Agencies (SAAs) to treat faith-based organizations the same as any other applicant or recipient. The regulation prohibits SAAs from making awards or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the DOJ to fund inherently (or explicitly) religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must hold them separately from the program funded by the DOJ, and recipients cannot compel beneficiaries to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see the OCR's website at [http://www.ojp.usdoj.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.usdoj.gov/about/ocr/equal_fbo.htm).

SAAs and faith-based organizations should also note that the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, 42 U.S.C. § 3789d(c); the Victims of Crime Act of 1984, as amended, 42 U.S.C. § 10604(e); the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 42 U.S.C. § 5672(b); and VAWA, Pub. L. No. 113-4, sec. 3(b)(4), 127 Stat. 54, 61-62 (to be codified at 42 U.S.C. § 13925(b)(13)) contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the DOJ has concluded that it may construe the Religious Freedom Restoration Act (RFRA) on a case-by-case basis to permit some faith-based organizations to receive DOJ funds while taking into account religion when hiring staff, even if the statute that authorizes the funding program generally forbids recipients from considering religion in employment decisions. Please consult with the OCR if you have any questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment.

**Using Arrest and Conviction Records in Making Employment Decisions**

The OCR issued an advisory document for recipients on the proper use of arrest and conviction records in making hiring decisions. See Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Employment Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 (June 2013), available at [http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction\\_Advisory.pdf](http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction_Advisory.pdf). Recipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the Advisory, recipients should consult local counsel in reviewing their employment practices. If warranted, recipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Employment Opportunity Plans (EEOs) (see below).

**Complying with the Safe Streets Act**

An organization that is a recipient of financial assistance subject to the nondiscrimination provisions of the Safe Streets Act, must meet two obligations: (1) complying with the federal regulation pertaining to the development of an EEO (see 28 C.F.R. pt. 42, subpt. E) and (2) submitting to the OCR findings of discrimination (see 28 C.F.R. §§ 42.204(c), .205(c)(5)).



## LifeWorks NW/City of Portland GRANTEE AGREEMENT

For the Use of U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance: FY 2014 JAG Grant Funds  
CFDA #16.738 Exhibit F - JAG 2014 Grant Agreement Award #2014-DX-BJ-1158

**Meeting the EEOP Requirement**

If your organization has less than fifty employees or receives an award of less than \$25,000 or is a nonprofit organization, a medical institution, an educational institution, or an Indian tribe, then it is exempt from the EEOP requirement. To claim the exemption, your organization must complete and submit Section A of the Certification Form, which is available online at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and receives an award of \$25,000 or more, but less than \$500,000, and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form), but it does not have to submit the report to the OCR for review. Instead, your organization has to maintain the Utilization Report on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and has received an award for \$500,000 or more and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form) and submit it to the OCR for review within sixty days from the date of this letter. For assistance in developing a Utilization Report, please consult the OCR's website at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>. In addition, your organization has to complete Section C of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

To comply with the EEOP requirements, you may request technical assistance from an EEOP specialist at the OCR by telephone at (202) 307-0690, by TTY at (202) 307-2027, or by e-mail at [EEOSubmission@usdoj.gov](mailto:EEOSubmission@usdoj.gov).

**Meeting the Requirement to Submit Findings of Discrimination**

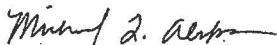
If in the three years prior to the date of the grant award, your organization has received an adverse finding of discrimination based on race, color, national origin, religion, or sex, after a due-process hearing, from a state or federal court or from a state or federal administrative agency, your organization must send a copy of the finding to the OCR.

**Ensuring the Compliance of Subrecipients**

SAs must have standard assurances to notify subrecipients of their civil rights obligations, written procedures to address discrimination complaints filed against subrecipients, methods to monitor subrecipients' compliance with civil rights requirements, and a program to train subrecipients on applicable civil rights laws. In addition, SAs must submit to the OCR every three years written Methods of Administration (MOA) that summarize the policies and procedures that they have implemented to ensure the civil rights compliance of subrecipients. For more information on the MOA requirement, see [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

If the OCR can assist you in any way in fulfilling your organization's civil rights responsibilities as a recipient of federal financial assistance, please contact us.

Sincerely,




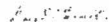
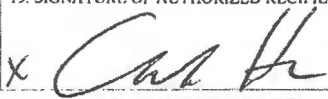
Michael L. Alston  
Director

cc: Grant Manager  
Financial Analyst



## LifeWorks NW/City of Portland GRANTEE AGREEMENT


For the Use of U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance: FY 2014 JAG Grant Funds  
CFDA #16.738 Exhibit F - JAG 2014 Grant Agreement Award #2014-DX-BJ-1158

 Department of Justice Office of Justice Programs Bureau of Justice Assistance		Grant		PAGE 1 OF 7
1. RECIPIENT NAME AND ADDRESS (Including Zip Code) City of Portland 1120 SW Fifth Avenue Room 1250 Portland, OR 97204-1912		4. AWARD NUMBER: 2014-DJ-BX-1158 5. PROJECT PERIOD: FROM 10/01/2013 TO 09/30/2017 BUDGET PERIOD: FROM 10/01/2013 TO 09/30/2017 6. AWARD DATE 07/28/2014 7. ACTION Initial 8. SUPPLEMENT NUMBER 00 9. PREVIOUS AWARD AMOUNT \$ 0		
1A. GRANTEE IRS/VENDOR NO. 936002236		10. AMOUNT OF THIS AWARD \$ 483,619 11. TOTAL AWARD \$ 483,619		
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTHON THE ATTACHED PAGE(S).				
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY14(BJA - JAG) 42 USC 3750, et seq.				
15. METHOD OF PAYMENT GPRS				
AGENCY APPROVAL		GRANTEE ACCEPTANCE		
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Denise O'Donnell Director		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Charlie Hales Mayor		
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 		19A. DATE 8/27/14
AGENCY USE ONLY				
20. ACCOUNTING CLASSIFICATION CODES FISCALYFUND C BUD.A OFC. DIV.RE SUB. POMS AMOUNT EAR ODE CT. G. X B DJ 80 00 00 483619		21. NDJUGT0327		

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)


APPROVED AS TO FORM

  
CITY ATTORNEY 8/6/14



## LifeWorks NW/City of Portland GRANTEE AGREEMENT

For the Use of U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance: FY 2014 JAG Grant Funds  
CFDA #16.738 Exhibit F - JAG 2014 Grant Agreement Award #2014-DX-BJ-1158

	Department of Justice Office of Justice Programs Bureau of Justice Assistance	<b>AWARD CONTINUATIONSHEET Grant</b>	PAGE 2 OF 7
PROJECT NUMBER 2014-DJ-BX-1158		AWARD DATE 07/28/2014	
<p align="center"><b>SPECIAL CONDITIONS</b></p> <ol style="list-style-type: none"> <li>The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.</li> <li>The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.</li> <li>The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide.</li> <li>Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.</li> <li>The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -  mail:  Office of the Inspector General U.S. Department of Justice Investigations Division 950 Pennsylvania Avenue, N.W. Room 4706 Washington, DC 20530  e-mail: <a href="mailto:oig.hotline@usdoj.gov">oig.hotline@usdoj.gov</a>  hotline: (contact information in English and Spanish): (800) 869-4499  or hotline fax: (202) 616-9881  Additional information is available from the DOJ OIG website at <a href="http://www.usdoj.gov/oig">www.usdoj.gov/oig</a>.</li> <li>Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.</li> <li>The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.</li> </ol>			

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CFDA #16.738 Exhibit F - JAG 2014 Grant Agreement Award #2014-DX-BJ-1158

	<p>Department of Justice Office of Justice Programs Bureau of Justice Assistance</p>	<p><b>AWARD CONTINUATIONSHEET Grant</b></p>	<p>PAGE 3 OF 7</p>
<p>PROJECT NUMBER 2014-DJ-BX-1158</p>	<p>AWARD DATE 07/28/2014</p>		
<p><i>SPECIAL CONDITIONS</i></p>			
<ol style="list-style-type: none"> <li>8. The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The recipient also agrees to comply with applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <a href="http://www.ojp.gov/funding/sam.htm">http://www.ojp.gov/funding/sam.htm</a> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).</li> <li>9. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.</li> <li>10. The recipient agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available in the OJP Financial Guide Conference Cost Chapter.</li> <li>11. The recipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <a href="http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm">http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm</a>.</li> <li>12. The recipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this OJP award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this OJP award, the recipient will promptly notify, in writing, the grant manager for this OJP award, and, if so requested by OJP, seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.</li> <li>13. The recipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.</li> <li>14. The recipient understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.</li> <li>15. The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to BJA and OCFO all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by BJA and OCFO for providing the requested documents. Failure to cooperate with BJA's/OCFO's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).</li> </ol>			


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CFDA #16.738 Exhibit F - JAG 2014 Grant Agreement Award #2014-DX-BJ-1158

 <p>Department of Justice Office of Justice Programs <b>Bureau of Justice Assistance</b></p>	<p align="center"><b>AWARD CONTINUATIONSHEET Grant</b></p>	<p align="right">PAGE 4 OF 7</p>
<p>PROJECT NUMBER 2014-DJ-BX-1158      AWARD DATE 07/28/2014</p>		
<p align="center"><i>SPECIAL CONDITIONS</i></p> <ol style="list-style-type: none"> <li>16. The recipient agrees to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office of Justice Programs web site at <a href="http://www.ojp.gov/funding/ffata.htm">http://www.ojp.gov/funding/ffata.htm</a> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement, does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).</li> <li>17. The recipient agrees that all income generated as a direct result of this award shall be deemed program income. All program income earned must be accounted for and used for the purposes of funds provided under this award, including such use being consistent with the conditions of the award, the effective edition of the OJP Financial Guide and, as applicable, either (1) 28 C.F.R. Part 66 or (2) 28 C.F.R. Part 70 and 2 C.F.R. Part 215 (OMB Circular A-110). Further, the use of program income must be reported on the quarterly Federal Financial Report, SF 425.</li> <li>18. To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the grantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.</li> <li>19. In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the grantee to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular grant. Grantee shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: <a href="http://www.it.ojp.gov/gsp_grantcondition">http://www.it.ojp.gov/gsp_grantcondition</a>. Grantee shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.</li> <li>20. The recipient is required to establish a trust fund account. (The trust fund may or may not be an interest-bearing account.) The fund, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Edward Byrne Memorial Justice Assistance Grant Program (JAG). The recipient also agrees to obligate the grant funds in the trust fund (including any interest earned) during the period of the grant and expend within 90 days thereafter. Any unobligated or unexpended funds, including interest earned, must be returned to the Office of Justice Programs at the time of closeout.</li> <li>21. JAG funds may be used to purchase vests for an agency, but they may not be used as the 50% match for purposes of the Bulletproof Vest Partnership (BVP) program.</li> <li>22. The recipient agrees to submit a signed certification that that all law enforcement agencies receiving vests purchased with JAG funds have a written "mandatory wear" policy in effect. Fiscal agents and state agencies must keep signed certifications on file for any subrecipients planning to utilize JAG funds for ballistic-resistant and stab-resistant body armor purchases. This policy must be in place for at least all uniformed officers before any JAG funding can be used by the agency for body armor. There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty.</li> </ol>		

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	<p>Department of Justice Office of Justice Programs Bureau of Justice Assistance</p>	<p><b>AWARD CONTINUATIONSHEET</b>  <b>Grant</b></p>	<p>PAGE 5 OF 7</p>
<p>PROJECT NUMBER 2014-DJ-BX-1158</p>		<p>AWARD DATE 07/28/2014</p>	
<p align="center"><i>SPECIAL CONDITIONS</i></p>			
<p>23. Ballistic-resistant and stab-resistant body armor purchased with JAG funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the vests have been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and are listed on the NIJ Compliant Body Armor Model List (<a href="http://nij.gov">http://nij.gov</a>). In addition, ballistic-resistant and stab-resistant body armor purchased must be American-made. The latest NIJ standard information can be found here: <a href="http://www.nij.gov/topics/technology/body-armor/safety-initiative.htm">http://www.nij.gov/topics/technology/body-armor/safety-initiative.htm</a>.</p>			
<p>24. The grantee agrees to assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these grant funds, either directly by the grantee or by a subgrantee. Accordingly, the grantee agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the grant, the grantee agrees to contact BJA.</p> <p>The grantee understands that this special condition applies to its following new activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the grantee, a subgrantee, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are:</p> <ul style="list-style-type: none"> <li>a. New construction;</li> <li>b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;</li> <li>c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;</li> <li>d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and</li> <li>e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.</li> </ul> <p>The grantee understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The grantee further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <a href="http://www.ojp.usdoj.gov/BJA/resource/nepa.html">http://www.ojp.usdoj.gov/BJA/resource/nepa.html</a>, for programs relating to methamphetamine laboratory operations.</p> <p>Application of This Special Condition to Grantee's Existing Programs or Activities: For any of the grantee's or its subgrantees' existing programs or activities that will be funded by these grant funds, the grantee, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.</p>			
<p>25. The recipient agrees that any information technology system funded or supported by OJP funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 42 U.S.C. 3789g(c)-(d). Recipient may not satisfy such a fine with federal funds.</p>			
<p>26. The recipient agrees to ensure that the State Information Technology Point of Contact receives written notification regarding any information technology project funded by this grant during the obligation and expenditure period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these grant funds. In addition, the recipient agrees to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to <a href="http://www.it.ojp.gov/default.aspx?area=policyAndPractice&amp;page=1046">http://www.it.ojp.gov/default.aspx?area=policyAndPractice&amp;page=1046</a>.</p>			

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EXHIBIT


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## LifeWorks NW/City of Portland GRANTEE AGREEMENT

For the Use of U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance: FY 2014 JAG Grant Funds  
CFDA #16.738 Exhibit F - JAG 2014 Grant Agreement Award #2014-DX-BJ-1158

 <p>Department of Justice Office of Justice Programs Bureau of Justice Assistance</p>	<p align="center"><b>AWARD CONTINUATIONSHEET Grant</b></p>	<p align="right">PAGE 6 OF 7</p>
<p>PROJECT NUMBER 2014-DJ-BX-1158      AWARD DATE 07/28/2014</p>		
<p align="center"><i>SPECIAL CONDITIONS</i></p> <p>27. The grantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See <a href="http://www.ojp.gov/about/ocr/equal_fbo.htm">http://www.ojp.gov/about/ocr/equal_fbo.htm</a>.</p> <p>28. The recipient acknowledges that all programs funded through subawards, whether at the state or local levels, must conform to the grant program requirements as stated in BJA program guidance.</p> <p>29. Grantee agrees to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.</p> <p>30. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.</p> <p>31. The recipient agrees to monitor subawards under this JAG award in accordance with all applicable statutes, regulations, OMB circulars, and guidelines, including the OJP Financial Guide, and to include the applicable conditions of this award in any subaward. The recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of JAG funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.</p> <p>32. The recipient agrees that funds received under this award will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for law enforcement activities.</p> <p>33. Award recipients must submit quarterly a Federal Financial Report (SF-425) and annual performance reports through GMS (<a href="https://grants.ojp.usdoj.gov">https://grants.ojp.usdoj.gov</a>). Consistent with the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Therefore, quarterly performance metrics reports must be submitted through BJA's Performance Measurement Tool (PMT) website (<a href="http://www.bjaperformancetools.org">www.bjaperformancetools.org</a>). For more detailed information on reporting and other JAG requirements, refer to the JAG reporting requirements webpage. Failure to submit required JAG reports by established deadlines may result in the freezing of grant funds and future High Risk designation.</p> <p>34. Award recipients must verify Point of Contact (POC), Financial Point of Contact (FPOC), and Authorized Representative contact information in GMS, including telephone number and e-mail address. If any information is incorrect or has changed, a Grant Adjustment Notice (GAN) must be submitted via the Grants Management System (GMS) to document changes.</p>		

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	<p>Department of Justice Office of Justice Programs Bureau of Justice Assistance</p>	<p><b>AWARD CONTINUATIONSHEET</b>  <b>Grant</b></p>	<p>PAGE 7 OF 7</p>
<p>PROJECT NUMBER 2014-DJ-BX-1158</p>		<p>AWARD DATE 07/28/2014</p>	
<p align="center"><b>SPECIAL CONDITIONS</b></p> <p>35. The grantee agrees that within 120 days of award acceptance, each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. Additionally, all future task force members are required to complete this training once during the life of this award, or once every four years if multiple awards include this requirement. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership (<a href="http://www.ctfli.org">www.ctfli.org</a>). This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. When BJA funding supports a task force, a task force personnel roster should be compiled and maintained, along with course completion certificates, by the grant recipient. Additional information is available regarding this required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership (<a href="http://www.ctfli.org">www.ctfli.org</a>).</p> <p>36. No JAG funds may be expended on the purchase of unmanned aircraft, unmanned aircraft systems or unmanned aerial vehicles (UA/UAS/UAV), unless the BJA Director certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order. Any state or local jurisdiction receiving BJA approval to utilize JAG funds for this type of purchase must certify to DOJ that it received Federal Aviation Administration (FAA) approval to operate a UA/UAS/UAV and that it is legal to operate a UA/UAS/UAV in the proposed jurisdiction or geographic area. The recipient must submit a statement on the goals and objectives for the use of a UA/UAS/UAV, the anticipated specific uses, and policy regarding privacy considerations. BJA may require additional reporting requirements that will be stipulated post award.</p> <p>37. BJA strongly encourages the recipient to submit annual (or more frequent) JAG success stories. To submit a success story, sign in to your My BJA account at <a href="https://www.bja.gov/Login.aspx">https://www.bja.gov/Login.aspx</a> to access the Success Story Submission form. If you do not yet have a My BJA account, please register at <a href="https://www.bja.gov/profile.aspx">https://www.bja.gov/profile.aspx</a>. Once you register, one of the available areas on your My BJA page will be "My Success Stories". Within this box, you will see an option to add a Success Story. Once reviewed and approved by BJA, all success stories will appear on the new BJA Success Story web page at <a href="https://www.bja.gov/SuccessStoryList.aspx">https://www.bja.gov/SuccessStoryList.aspx</a>.</p> <p>38. Recipient may not expend or drawdown funds until the Bureau of Justice Assistance, Office of Justice Programs has received and approved the signed Memorandum of Understanding (MOU) between the disparate jurisdictions and has issued a Grant Adjustment Notice (GAN) releasing this special condition.</p> <p>39. With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% 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. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)</p> <p>This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.</p>			

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For the Use of U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance: FY 2014 JAG Grant Funds  
CFDA #16.738 Exhibit F - JAG 2014 Grant Agreement Award #2014-DX-BJ-1158

**Department of Justice**

Office of Justice Programs

*Bureau of Justice Assistance*

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Washington, D.C. 20531**Memorandum To:** Official Grant File**From:** Orbin Terry, NEPA Coordinator**Subject:** Incorporates NEPA Compliance in Further Developmental Stages for City of Portland

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system, some of which could have environmental impacts. All recipients of JAG funding must assist BJA in complying with NEPA and other related federal environmental impact analyses requirements in the use of grant funds, whether the funds are used directly by the grantee or by a subgrantee or third party. Accordingly, prior to obligating funds for any of the specified activities, the grantee must first determine if any of the specified activities will be funded by the grant.

The specified activities requiring environmental analysis are:


- a. New construction;
- b. Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

Complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. Further, for programs relating to methamphetamine laboratory operations, the preparation of a detailed Mitigation Plan will be required. For more information about Mitigation Plan requirements, please see <http://www.ojp.usdoj.gov/BJA/resource/nepa.html>. Please be sure to carefully review the grant conditions on your award document, as it may contain more specific information about environmental compliance.



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CFDA #16.738 Exhibit F - JAG 2014 Grant Agreement Award #2014-DX-BJ-1158

 <p>Department of Justice Office of Justice Programs Bureau of Justice Assistance</p>	<b>GRANT MANAGER'S MEMORANDUM, PT. I: PROJECT SUMMARY</b>  <b>Grant</b>	
	PROJECT NUMBER 2014-DJ-BX-1158	PAGE 1 OF 1
This project is supported under FY14(BJA - JAG) 42 USC 3750, et seq.		
1. STAFF CONTACT (Name & telephone number)  Barry D. Roberts (202) 616-1144	2. PROJECT DIRECTOR (Name, address & telephone number)  Eileen Roe Financial Analyst 1120 SW Fifth Avenue Room 1250 Portland, OR 97204-1912 (503) 823-6819	
3a. TITLE OF THE PROGRAM  BJA FY 14 Edward Byrne Memorial Justice Assistance Grant (JAG) Program: Local		3b. POMS CODE (SEE INSTRUCTIONS ON REVERSE)
4. TITLE OF PROJECT  2014 Portland-Metropolitan Area Law Enforcement Community JAG Programs		
5. NAME & ADDRESS OF GRANTEE  City of Portland 1120 SW Fifth Avenue Room 1250 Portland, OR 97204-1912	6. NAME & ADDRESS OF SUBGRANTEE	
7. PROGRAM PERIOD  FROM: 10/01/2013 TO: 09/30/2017	8. BUDGET PERIOD  FROM: 10/01/2013 TO: 09/30/2017	
9. AMOUNT OF AWARD  \$ 483,619	10. DATE OF AWARD  07/28/2014	
11. SECOND YEAR'S BUDGET	12. SECOND YEAR'S BUDGET AMOUNT	
13. THIRD YEAR'S BUDGET PERIOD	14. THIRD YEAR'S BUDGET AMOUNT	
15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)  The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and units of local government, including tribes, to support a broad range of activities to prevent and control crime based on their own state and local needs and conditions. Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, including for any one or more of the following program areas: 1) law enforcement programs; 2) prosecution and court programs; 3) prevention and education programs; 4) corrections and community corrections programs; 5) drug treatment and enforcement programs; 6) planning, evaluation, and technology improvement programs; and 7) crime victim and witness programs (other than compensation).  The disparate jurisdictions of City of Portland, City of Gresham, and County of Multnomah will use their joint FY 2014 JAG funds in the amount of \$483,619 to assist the Portland metropolitan area law enforcement and criminal justice community to prevent and reduce crime and violence. Specific goals include: 1) to retain		

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## LifeWorks NW/City of Portland GRANTEE AGREEMENT

For the Use of U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance: FY 2014 JAG Grant Funds  
CFDA #16.738 Exhibit F - JAG 2014 Grant Agreement Award #2014-DX-BJ-1158

a senior management analyst to recommend, develop, and implement Police Bureau policies and procedures; 2) to contract with local service providers for treatment, housing, counseling, and training for women in prostitution-related offenses; 3) to retain a deputy district attorney to work with citizens, businesses, community organizations, and law enforcement to identify crime issues pertinent to the community; 4) to retain a probation and parole officer to strengthen the referral and education system surrounding appropriate referrals to alcohol and drug treatment; 5) to hire an enforcement deputy to work with the Sheriff's Office River Patrol Unit to provide free access to Multnomah County waterways; and 6) to contract with a local service provider for a gang outreach and prevention employee to identify and intervene, utilizing violence reduction strategies in the cycle of street-level violence between high risk gang members. NCA/NCF



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CFDA #16.738 Exhibit G - JAG 2015 Grant Agreement Award #2015-DX-BJ-0532



Department of Justice

Office of Justice Programs

Bureau of Justice Assistance

Office of Justice Programs

Washington, D.C. 20531

August 24, 2015

The Honorable Charlie Hales  
City of Portland  
1120 SW Fifth Avenue  
Room 1250  
Portland, OR 97204

Dear Mayor Hales:

On behalf of Attorney General Loretta Lynch, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 15 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation in the amount of \$437,882 for City of Portland.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Heather Wiley, Program Manager at (202) 307-5914; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

Denise O'Donnell  
Director

Enclosures



PL-157

## LifeWorks NW/City of Portland GRANTEE AGREEMENT

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CFDA #16.738 Exhibit G - JAG 2015 Grant Agreement Award #2015-DX-BJ-0532

**OFFICE FOR CIVIL RIGHTS**

Office of Justice Programs

Department of Justice

810 7th Street, NW  
Washington, DC 20531

Tel: (202) 307-0690

TTY: (202) 307-2027

E-mail: askOCR@usdoj.gov

Website: www.ojp.usdoj.gov/ocr

August 24, 2015

The Honorable Charlie Hales  
City of Portland  
1120 SW Fifth Avenue  
Room 1250  
Portland, OR 97204

Dear Mayor Hales:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of federal funding to compliance with federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) is responsible for ensuring that recipients of financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) comply with the applicable federal civil rights laws. We at the OCR are available to help you and your organization meet the civil rights requirements that come with DOJ funding.

**Ensuring Access to Federally Assisted Programs**

Federal laws that apply to recipients of financial assistance from the DOJ prohibit discrimination on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in employment but also in the delivery of services or benefits. A federal law also prohibits recipients from discriminating on the basis of age in the delivery of services or benefits.

In March of 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013. The statute amends the Violence Against Women Act of 1994 (VAWA) by including a nondiscrimination grant condition that prohibits discrimination based on actual or perceived race, color, national origin, religion, sex, disability, sexual orientation, or gender identity. The new nondiscrimination grant condition applies to certain programs funded after October 1, 2013. The OCR and the OVW have developed answers to some frequently asked questions about this provision to assist recipients of VAWA funds to understand their obligations. The Frequently Asked Questions are available at <http://ojp.gov/about/ocr/vawafaqs.htm>.

**Enforcing Civil Rights Laws**

All recipients of federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to prohibitions against unlawful discrimination. Accordingly, the OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, the OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal opportunity standards.



## LifeWorks NW/City of Portland GRANTEE AGREEMENT

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**Providing Services to Limited English Proficiency (LEP) Individuals**

In accordance with DOJ guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). See U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 67 Fed. Reg. 41,455 (2002). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website <http://www.lep.gov>.

**Ensuring Equal Treatment for Faith-Based Organizations**

The DOJ regulation, Equal Treatment for Faith-Based Organizations, 28 C.F.R. pt. 38, requires State Administering Agencies (SAAs) to treat faith-based organizations the same as any other applicant or recipient. The regulation prohibits SAAs from making awards or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the DOJ to fund inherently (or explicitly) religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must hold them separately from the program funded by the DOJ, and recipients cannot compel beneficiaries to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see the OCR's website at [http://www.ojp.usdoj.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.usdoj.gov/about/ocr/equal_fbo.htm).

SAAs and faith-based organizations should also note that the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, 42 U.S.C. § 3789d(c); the Victims of Crime Act of 1984, as amended, 42 U.S.C. § 10604(e); the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 42 U.S.C. § 5672(b); and VAWA, Pub. L. No. 113-4, sec. 3(b)(4), 127 Stat. 54, 61-62 (to be codified at 42 U.S.C. § 13925(b)(13)) contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the DOJ has concluded that it may construe the Religious Freedom Restoration Act (RFRA) on a case-by-case basis to permit some faith-based organizations to receive DOJ funds while taking into account religion when hiring staff, even if the statute that authorizes the funding program generally forbids recipients from considering religion in employment decisions. Please consult with the OCR if you have any questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment.

**Using Arrest and Conviction Records in Making Employment Decisions**

The OCR issued an advisory document for recipients on the proper use of arrest and conviction records in making hiring decisions. See Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Employment Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 (June 2013), available at [http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction\\_Advisory.pdf](http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction_Advisory.pdf). Recipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the Advisory, recipients should consult local counsel in reviewing their employment practices. If warranted, recipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Employment Opportunity Plans (EEOPs) (see below).

**Complying with the Safe Streets Act**

An organization that is a recipient of financial assistance subject to the nondiscrimination provisions of the Safe Streets Act, must meet two obligations: (1) complying with the federal regulation pertaining to the development of an EEOP (see 28 C.F.R. pt. 42, subpt. E) and (2) submitting to the OCR findings of discrimination (see 28 C.F.R. §§ 42.204(c), 205(c)(5)).



## LifeWorks NW/City of Portland GRANTEE AGREEMENT

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**Meeting the EEOP Requirement**

If your organization has less than fifty employees or receives an award of less than \$25,000 or is a nonprofit organization, a medical institution, an educational institution, or an Indian tribe, then it is exempt from the EEOP requirement. To claim the exemption, your organization must complete and submit Section A of the Certification Form, which is available online at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and receives an award of \$25,000 or more, but less than \$500,000, and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form), but it does not have to submit the report to the OCR for review. Instead, your organization has to maintain the Utilization Report on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and has received an award for \$500,000 or more and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form) and submit it to the OCR for review within sixty days from the date of this letter. For assistance in developing a Utilization Report, please consult the OCR's website at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>. In addition, your organization has to complete Section C of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

To comply with the EEOP requirements, you may request technical assistance from an EEOP specialist at the OCR by telephone at (202) 307-0690, by TTY at (202) 307-2027, or by e-mail at [EEOSubmission@usdoj.gov](mailto:EEOSubmission@usdoj.gov).

**Meeting the Requirement to Submit Findings of Discrimination**

If in the three years prior to the date of the grant award, your organization has received an adverse finding of discrimination based on race, color, national origin, religion, or sex, after a due-process hearing, from a state or federal court or from a state or federal administrative agency, your organization must send a copy of the finding to the OCR.

**Ensuring the Compliance of Subrecipients**

SAAs must have standard assurances to notify subrecipients of their civil rights obligations, written procedures to address discrimination complaints filed against subrecipients, methods to monitor subrecipients' compliance with civil rights requirements, and a program to train subrecipients on applicable civil rights laws. In addition, SAAs must submit to the OCR every three years written Methods of Administration (MOA) that summarize the policies and procedures that they have implemented to ensure the civil rights compliance of subrecipients. For more information on the MOA requirement, see [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

If the OCR can assist you in any way in fulfilling your organization's civil rights responsibilities as a recipient of federal financial assistance, please contact us.

Sincerely,



Michael L. Alston  
Director

cc: Grant Manager  
Financial Analyst


EXHIBIT

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## LifeWorks NW/City of Portland GRANTEE AGREEMENT

For the Use of U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance: FY 2015 JAG Grant Funds  
CFDA #16.738 Exhibit G - JAG 2015 Grant Agreement Award #2015-DX-BJ-0532

 <b>Department of Justice Office of Justice Programs Bureau of Justice Assistance</b>		<b>Grant</b>		PAGE 1 OF 9
1. RECIPIENT NAME AND ADDRESS (Including Zip Code) City of Portland 1120 SW Fifth Avenue Room 1250 Portland, OR 97204		4. AWARD NUMBER: 2015-DJ-BX-0532		
		5. PROJECT PERIOD: FROM 10/01/2014 TO 09/30/2018 BUDGET PERIOD: FROM 10/01/2014 TO 09/30/2018		
2a. GRANTEE IRS/VENDOR NO. 936002236		6. AWARD DATE 08/24/2015	7. ACTION Initial	
2b. GRANTEE DUNS NO. 054971197		8. SUPPLEMENT NUMBER 00		
3. PROJECT TITLE 2015 Portland-Metropolitan Area Law Enforcement Community JAG Programs		9. PREVIOUS AWARD AMOUNT \$ 0		
		10. AMOUNT OF THIS AWARD \$ 437,882		
		11. TOTAL AWARD \$ 437,882		
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).				
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY15(BJA - JAG) 42 USC 3750, et seq.				
14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number) 16.738 - EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM				
15. METHOD OF PAYMENT GPRS				
AGENCY APPROVAL		GRANTEE ACCEPTANCE		
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Denise O'Donnell Director		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Charlie Hales Mayor		
17. SIGNATURE OF APPROVING OFFICIAL <i>Denise O'Donnell</i>		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL <i>Charlie Hales</i>		19A. DATE 9-30-2015
AGENCY USE ONLY				
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X B DJ 80 00 00 437882		21. PDJUGT0304		

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

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APPROVED AS TO FORM

*Joseph P. ...*  
CITY ATTORNEY 9/16/15

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## LifeWorks NW/City of Portland GRANTEE AGREEMENT

For the Use of U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance: FY 2015 JAG Grant Funds  
CFDA #16.738 Exhibit G - JAG 2015 Grant Agreement Award #2015-DX-BJ-0532

	<p>Department of Justice Office of Justice Programs Bureau of Justice Assistance</p>	<p><b>AWARD CONTINUATION SHEET</b>  <b>Grant</b></p>	<p>PAGE 2 OF 9</p>
<p>PROJECT NUMBER 2015-DJ-BX-0532</p>		<p>AWARD DATE 08/24/2015</p>	
<p align="center"><b>SPECIAL CONDITIONS</b></p> <p>1. <b>Applicability of Part 200 Uniform Requirements</b></p> <p>The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (the "Part 200 Uniform Requirements") apply to this 2015 award from the Office of Justice Programs (OJP). For this 2015 award, the Part 200 Uniform Requirements, which were first adopted by DOJ on December 26, 2014, supersede, among other things, the provisions of 28 C.F.R. Parts 66 and 70, as well as those of 2 C.F.R. Parts 215, 220, 225, and 230.</p> <p>If this 2015 award supplements funds previously awarded by OJP under the same award number, the Part 200 Uniform Requirements apply with respect to all award funds (whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this 2015 award.</p> <p>Potential availability of grace period for procurement standards: Under the Part 200 Uniform Requirements, a time-limited grace period may be available under certain circumstances to allow for transition from policies and procedures that complied with previous standards for procurements under federal awards to policies and procedures that comply with the new standards (that is, to those at 2 C.F.R. 200.317 through 200.326).</p> <p>For more information on the Part 200 Uniform Requirements, including information regarding the potentially-available grace period described above, see the Office of Justice Programs (OJP) website at <a href="http://ojp.gov/funding/Part200UniformRequirements.htm">http://ojp.gov/funding/Part200UniformRequirements.htm</a>.</p> <p>In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.</p> <p>2. The recipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide").</p> <p>3. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302) that is approved by the Office for Civil Rights is a violation of the Standard Assurances executed by the recipient, and may result in suspension of funding until such time as the recipient is in compliance, or termination of the award.</p> <p>4. The recipient understands and agrees that OJP may withhold award funds, or may impose other related requirements, if the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.</p> <p>5. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.</p> <p>6. The recipient and any subrecipients must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has -- (1) submitted a claim for award funds that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving award funds. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by - mail: Office of the Inspector General U.S. Department of Justice Investigations Division 950 Pennsylvania Avenue, N.W. Room 4706 Washington, DC 20530 e-mail: <a href="mailto:oig.hotline@usdoj.gov">oig.hotline@usdoj.gov</a> hotline: (contact information in English and Spanish): (800) 869-4499 or hotline fax: (202) 616-9881 Additional information is available from the DOJ OIG website at <a href="http://www.usdoj.gov/oig">www.usdoj.gov/oig</a></p>			

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## LifeWorks NW/City of Portland GRANTEE AGREEMENT

For the Use of U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance: FY 2015 JAG Grant Funds  
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 <p>Department of Justice Office of Justice Programs Bureau of Justice Assistance</p>	<p><b>AWARD CONTINUATION SHEET</b></p> <p><b>Grant</b></p>	<p>PAGE 3 OF 9</p>
<p>PROJECT NUMBER 2015-DJ-BX-0532      AWARD DATE 08/24/2015</p>		
<p><i><b>SPECIAL CONDITIONS</b></i></p>		
<p>7. Restrictions and certifications regarding non-disclosure agreements and related matters</p> <p>No recipient or subrecipient under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.</p> <p>The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.</p> <p>1. In accepting this award, the recipient --</p> <p>a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and</p> <p>b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.</p> <p>2. If the recipient does or is authorized to make subawards or contracts under this award --</p> <p>a. it represents that --</p> <p>(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward, contract, or subcontract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and</p> <p>(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and</p> <p>b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.</p> <p>8. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.</p> <p>9. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.</p>		

OJP FORM 4000/2 (REV. 4-88)

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## LifeWorks NW/City of Portland GRANTEE AGREEMENT

For the Use of U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance: FY 2015 JAG Grant Funds  
CFDA #16.738 Exhibit G - JAG 2015 Grant Agreement Award #2015-DX-BJ-0532

	<p>Department of Justice Office of Justice Programs Bureau of Justice Assistance</p>	<p><b>AWARD CONTINUATION SHEET</b> <b>Grant</b></p>	<p>PAGE 4 OF 9</p>
<p>PROJECT NUMBER 2015-DJ-BX-0532</p>		<p>AWARD DATE 08/24/2015</p>	
<p align="center"><b>SPECIAL CONDITIONS</b></p> <ol style="list-style-type: none"> <li>10. The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The recipient also agrees to comply with applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <a href="http://www.ojp.gov/funding/sam.htm">http://www.ojp.gov/funding/sam.htm</a> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).</li> <li>11. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.</li> <li>12. The recipient agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").</li> <li>13. The recipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <a href="http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm">http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm</a>.</li> <li>14. The recipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this OJP award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this OJP award, the recipient will promptly notify, in writing, the grant manager for this OJP award, and, if so requested by OJP, seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.</li> <li>15. The recipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.</li> <li>16. The recipient understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.</li> <li>17. A recipient that is eligible under the Part 200 Uniform Requirements to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC).</li> <li>18. The recipient must collect, maintain, and provide to OJP, data that measure the performance and effectiveness of activities under this award, in the manner; and within the timeframes, specified in the program solicitation, or as otherwise specified by OJP. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.</li> </ol>			

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## LifeWorks NW/City of Portland GRANTEE AGREEMENT

For the Use of U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance: FY 2015 JAG Grant Funds  
CFDA #16.738 Exhibit G - JAG 2015 Grant Agreement Award #2015-DX-BJ-0532

	<p>Department of Justice Office of Justice Programs Bureau of Justice Assistance</p>	<p><b>AWARD CONTINUATION SHEET</b>  <b>Grant</b></p>	<p>PAGE 5 OF 9</p>
<p>PROJECT NUMBER 2015-DJ-BX-0532</p>		<p>AWARD DATE 08/24/2015</p>	
<p align="center"><b>SPECIAL CONDITIONS</b></p> <p>19. The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures; and to cooperate with BJA and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to BJA and OCFO all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by BJA and OCFO for providing the requested documents. Failure to cooperate with BJA's/OCFO's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).</p> <p>20. The recipient agrees to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office of Justice Programs web site at <a href="http://www.ojp.gov/funding/ffata.htm">http://www.ojp.gov/funding/ffata.htm</a> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement, does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).</p> <p>21. The recipient understands and agrees that it has a responsibility to monitor its subrecipients' compliance with applicable federal civil rights laws. The recipient agrees to submit written Methods of Administration (MOA) for ensuring subrecipients' compliance to the OJP's Office for Civil Rights at <a href="mailto:CivilRightsMOA@usdoj.gov">CivilRightsMOA@usdoj.gov</a> within 90 days of receiving the grant award, and to make supporting documentation available for review upon request by OJP or any other authorized persons. The required elements of the MOA are set forth at <a href="http://www.ojp.usdoj.gov/funding/other_requirements.htm">http://www.ojp.usdoj.gov/funding/other_requirements.htm</a>, under the heading, "Civil Rights Compliance Specific to State Administering Agencies."</p> <p>22. In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the grantee to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular grant. Grantee shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: <a href="http://www.it.ojp.gov/gsp_grantcondition">http://www.it.ojp.gov/gsp_grantcondition</a>. Grantee shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.</p> <p>23. To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the grantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.</p> <p>24. The recipient agrees that any information technology system funded or supported by OJP funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 42 U.S.C. 3789g(c)-(d). Recipient may not satisfy such a fine with federal funds.</p>			

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	<p>Department of Justice Office of Justice Programs Bureau of Justice Assistance</p>	<p><b>AWARD CONTINUATION SHEET</b>  <b>Grant</b></p>	<p>PAGE 6 OF 9</p>
<p>PROJECT NUMBER 2015-DJ-BX-0532</p>		<p>AWARD DATE 08/24/2015</p>	
<p align="center"><b>SPECIAL CONDITIONS</b></p> <p>25. The grantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See <a href="http://www.ojp.gov/about/ocr/equal_fbo.htm">http://www.ojp.gov/about/ocr/equal_fbo.htm</a>.</p> <p>26. Grantee agrees to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.</p> <p>27. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.</p> <p>28. Award recipients must verify Point of Contact(POC), Financial Point of Contact (FPOC), and Authorized Representative contact information in GMS, including telephone number and e-mail address. If any information is incorrect or has changed, a Grant Adjustment Notice (GAN) must be submitted via the Grants Management System (GMS) to document changes.</p> <p>29. The grantee agrees that within 120 days of award acceptance, each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. Additionally, all future task force members are required to complete this training once during the life of this award, or once every four years if multiple awards include this requirement. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership (<a href="http://www.ctfli.org">www.ctfli.org</a>). This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. When BJA funding supports a task force, a task force personnel roster should be compiled and maintained, along with course completion certificates, by the grant recipient. Additional information is available regarding this required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership (<a href="http://www.ctfli.org">www.ctfli.org</a>).</p> <p>30. The recipient agrees to participate in BJA-sponsored training events, technical assistance events, or conferences held by BJA or its designees, upon BJA's request.</p> <p>31. All procurement (contract) transactions under this award must be conducted in a manner that is consistent with applicable Federal and State law, and with Federal procurement standards specified in regulations governing Federal awards to non-Federal entities. Procurement (contract) transactions should be competitively awarded unless circumstances preclude competition. Noncompetitive (e.g., sole source) procurements by the award recipient in excess of the Simplified Acquisition Threshold (currently \$150,000) set out in the Federal Acquisition Regulation must receive prior approval from the awarding agency, and must otherwise comply with rules governing such procurements found in the current edition of the OJP Financial Guide.</p>			

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	<p>Department of Justice Office of Justice Programs Bureau of Justice Assistance</p>	<p><b>AWARD CONTINUATION SHEET</b> <b>Grant</b></p>	<p>PAGE 7 OF 9</p>
<p>PROJECT NUMBER 2015-DJ-BX-0532</p>		<p>AWARD DATE 08/24/2015</p>	
<p align="center"><b>SPECIAL CONDITIONS</b></p> <p>32. Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.</p> <p>33. Program income (as defined in the Part 200 Uniform Requirements) must be used in accordance with the provisions of the Part 200 Uniform Requirements. Program income earnings and expenditures both must be reported on the quarterly Federal Financial Report, SF 425.</p> <p>34. Award recipients must submit quarterly a Federal Financial Report (SF-425) and annual performance reports through GMS (<a href="https://grants.ojp.usdoj.gov">https://grants.ojp.usdoj.gov</a>). Consistent with the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Therefore, quarterly performance metrics reports must be submitted through BJA's Performance Measurement Tool (PMT) website (<a href="http://www.bjaperformancetools.org">www.bjaperformancetools.org</a>). For more detailed information on reporting and other JAG requirements, refer to the JAG reporting requirements webpage. Failure to submit required JAG reports by established deadlines may result in the freezing of grant funds and future High Risk designation.</p> <p>35. The recipient agrees that funds received under this award will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for law enforcement activities.</p> <p>36. The recipient agrees to monitor subawards under this JAG award in accordance with all applicable statutes, regulations, OMB circulars, and guidelines, including the OJP Financial Guide, and to include the applicable conditions of this award in any subaward. The recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of JAG funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.</p> <p>37. The recipient agrees to submit a signed certification that that all law enforcement agencies receiving vests purchased with JAG funds have a written "mandatory wear" policy in effect. Fiscal agents and state agencies must keep signed certifications on file for any subrecipients planning to utilize JAG funds for ballistic-resistant and stab-resistant body armor purchases. This policy must be in place for at least all uniformed officers before any JAG funding can be used by the agency for body armor. There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty.</p> <p>38. Ballistic-resistant and stab-resistant body armor purchased with JAG funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the vests have been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and are listed on the NIJ Compliant Body Armor Model List (<a href="http://nij.gov">http://nij.gov</a>). In addition, ballistic-resistant and stab-resistant body armor purchased must be American-made. The latest NIJ standard information can be found here: <a href="http://www.nij.gov/topics/technology/body-armor/safety-initiative.htm">http://www.nij.gov/topics/technology/body-armor/safety-initiative.htm</a>.</p> <p>39. JAG funds may be used to purchase vests for an agency, but they may not be used as the 50% match for purposes of the Bulletproof Vest Partnership (BVP) program.</p> <p>40. The recipient is required to establish a trust fund account. (The trust fund may or may not be an interest-bearing account.) The fund, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Edward Byrne Memorial Justice Assistance Grant Program (JAG). The recipient also agrees to obligate the grant funds in the trust fund (including any interest earned) during the period of the grant and expend within 90 days thereafter. Any unobligated or unexpended funds, including interest earned, must be returned to the Office of Justice Programs at the time of closeout.</p>			

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## LifeWorks NW/City of Portland GRANTEE AGREEMENT

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	<p>Department of Justice Office of Justice Programs Bureau of Justice Assistance</p>	<p><b>AWARD CONTINUATION SHEET</b> <b>Grant</b></p>	<p>PAGE 8 OF 9</p>
<p>PROJECT NUMBER 2015-DJ-BX-0532</p>		<p>AWARD DATE 08/24/2015</p>	
<p align="center"><b>SPECIAL CONDITIONS</b></p> <p>41. The grantee agrees to assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these grant funds, either directly by the grantee or by a subgrantee. Accordingly, the grantee agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the grant, the grantee agrees to contact BJA.</p> <p>The grantee understands that this special condition applies to its following new activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the grantee, a subgrantee, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are:</p> <ul style="list-style-type: none"> <li>a. New construction;</li> <li>b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;</li> <li>c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;</li> <li>d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and</li> <li>e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.</li> </ul> <p>The grantee understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The grantee further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <a href="http://www.ojp.usdoj.gov/BJA/resource/NEPA.html">http://www.ojp.usdoj.gov/BJA/resource/NEPA.html</a>, for programs relating to methamphetamine laboratory operations.</p> <p>Application of This Special Condition to Grantee's Existing Programs or Activities: For any of the grantee's or its subgrantees' existing programs or activities that will be funded by these grant funds, the grantee, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.</p> <p>42. BJA strongly encourages the recipient to submit annual (or more frequent) JAG success stories. To submit a success story, sign in to your My BJA account at <a href="https://www.bja.gov/Login.aspx">https://www.bja.gov/Login.aspx</a> to access the Success Story Submission form. If you do not yet have a My BJA account, please register at <a href="https://www.bja.gov/profile.aspx">https://www.bja.gov/profile.aspx</a>. Once you register, one of the available areas on your My BJA page will be "My Success Stories". Within this box, you will see an option to add a Success Story. Once reviewed and approved by BJA, all success stories will appear on the new BJA Success Story web page at <a href="https://www.bja.gov/SuccessStoryList.aspx">https://www.bja.gov/SuccessStoryList.aspx</a>.</p> <p>43. Recipient understands and agrees that award funds may not be used for items that are listed on the Prohibited Expenditure List at the time of purchase or acquisition, including as the list may be amended from time to time. The Prohibited Expenditure list may be accessed here: <a href="https://www.bja.gov/funding/JAGControlledPurchaseList.pdf">https://www.bja.gov/funding/JAGControlledPurchaseList.pdf</a>.</p> <p>44. Recipient understands and agrees that award funds may not be used for items that are listed on the Controlled Expenditure List at the time of purchase or acquisition, including as the list may be amended from time to time, without explicit written prior approval from BJA. The Controlled Expenditure List, and instructions on how to request approval for purchase or acquisitions may be accessed here: <a href="https://www.bja.gov/funding/JAGControlledPurchaseList.pdf">https://www.bja.gov/funding/JAGControlledPurchaseList.pdf</a>.</p>			

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CFDA #16.738 Exhibit G - JAG 2015 Grant Agreement Award #2015-DX-BJ-0532

 <p>Department of Justice Office of Justice Programs Bureau of Justice Assistance</p>	<p><b>AWARD CONTINUATION SHEET</b></p> <p><b>Grant</b></p>	<p>PAGE 9 OF 9</p>
<p>PROJECT NUMBER 2015-DJ-BX-0532 AWARD DATE 08/24/2015</p>		
<p><b>SPECIAL CONDITIONS</b></p> <p>45. Recipient understands and agrees that the purchase or acquisition of any item on the Controlled Expenditure List at the time of purchase or acquisition, including as the list may be amended from time to time, with award funds by an agency will trigger a requirement that the agency collect and retain (for at least 3 years) certain information about the use of 1) any federally-acquired Controlled Equipment in the agency's inventory, and 2) any other controlled equipment in the same category as the federally-acquired controlled equipment in the agency's inventory, regardless of source; and make that information available to BJA upon request. Details about what information must be collected and retained may be accessed here: <a href="https://www.whitehouse.gov/sites/default/files/docs/le_equipment_wg_final_report_final.pdf">https://www.whitehouse.gov/sites/default/files/docs/le_equipment_wg_final_report_final.pdf</a></p> <p>46. Recipient understands and agrees that, notwithstanding 2 CFR § 200.313, no equipment listed on the Controlled Expenditure List that is purchased under this award may be transferred or sold to a third party, except as described below:</p> <p>a. Agencies may transfer or sell any controlled equipment, except riot helmets and riot shields, to a Law Enforcement Agency (LEA) after obtaining prior written approval from BJA. As a condition of that approval, the acquiring LEA will be required to submit information and certifications to BJA as if it was requesting approval to use award fund for the initial purchase of items on the Controlled Expenditure List.</p> <p>b. Agencies may not transfer or sell any riot helmets or riot shields purchased under this award.</p> <p>c. Agencies may not transfer or sell any Controlled Equipment purchased under this award to non-LEAs, with the exception of fixed wing aircraft, rotary wing aircraft, and command and control vehicles. Before any such transfer or sale is finalized, the agency must obtain prior written approval from BJA. All law enforcement-related and other sensitive or potentially dangerous components, and all law enforcement insignias and identifying markings must be removed prior to transfer or sale.</p> <p>Recipient further understands and agrees to notify BJA prior to the disposal of any items on the Controlled Expenditure List purchased under this award, and to abide by any applicable laws and regulations in such disposal.</p> <p>47. Recipient understands and agrees that failure to comply with conditions related to Prohibited or Controlled Expenditures may result in a prohibition from further Controlled Expenditure approval under this or other federal awards.</p> <p>48. Recipient may not expend or drawdown funds until the Bureau of Justice Assistance, Office of Justice Programs has received and approved the signed Memorandum of Understanding (MOU) between the disparate jurisdictions and has issued a Grant Adjustment Notice (GAN) releasing this special condition.</p>		

OJP FORM 4000/2 (REV. 4-88)



**Department of Justice****Office of Justice Programs****Bureau of Justice Assistance**

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Washington, D.C. 20531**Memorandum To: Official Grant File****From:** Orbin Terry, NEPA Coordinator**Subject:** Incorporates NEPA Compliance in Further Developmental Stages for City of Portland

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system, some of which could have environmental impacts. All recipients of JAG funding must assist BJA in complying with NEPA and other related federal environmental impact analyses requirements in the use of grant funds, whether the funds are used directly by the grantee or by a subgrantee or third party. Accordingly, prior to obligating funds for any of the specified activities, the grantee must first determine if any of the specified activities will be funded by the grant.

The specified activities requiring environmental analysis are:

- a. New construction;
- b. Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

Complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. Further, for programs relating to methamphetamine laboratory operations, the preparation of a detailed Mitigation Plan will be required. For more information about Mitigation Plan requirements, please see <http://www.ojp.usdoj.gov/BJA/resource/nepa.html>.

Please be sure to carefully review the grant conditions on your award document, as it may contain more specific information about environmental compliance.



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CFDA #16.738 Exhibit G - JAG 2015 Grant Agreement Award #2015-DX-BJ-0532

	Department of Justice Office of Justice Programs Bureau of Justice Assistance	<b>GRANT MANAGER'S MEMORANDUM, PT. 1: PROJECT SUMMARY</b>	
		<b>Grant</b>	
		PROJECT NUMBER	PAGE 1 OF 1
		2015-DJ-BX-0532	
This project is supported under FY15(BJA - JAG) 42 USC 3750, et seq.			
1. STAFF CONTACT (Name & telephone number)		2. PROJECT DIRECTOR (Name, address & telephone number)	
Heather Wiley (202) 307-5914		Bileen Roe Financial Analyst 1120 SW Fifth Avenue Room 1250 Portland, OR 97204-1912 (503) 823-6819	
3a. TITLE OF THE PROGRAM		3b. POMS CODE (SEE INSTRUCTIONS ON REVERSE)	
BJA FY 15 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation			
4. TITLE OF PROJECT			
2015 Portland-Metropolitan Area Law Enforcement Community JAG Programs			
5. NAME & ADDRESS OF GRANTEE		6. NAME & ADDRESS OF SUBGRANTEE	
City of Portland 1120 SW Fifth Avenue Room 1250 Portland, OR 97204			
7. PROGRAM PERIOD		8. BUDGET PERIOD	
FROM: 10/01/2014 TO: 09/30/2018		FROM: 10/01/2014 TO: 09/30/2018	
9. AMOUNT OF AWARD		10. DATE OF AWARD	
\$ 437,882		08/24/2015	
11. SECOND YEAR'S BUDGET		12. SECOND YEAR'S BUDGET AMOUNT	
13. THIRD YEAR'S BUDGET PERIOD		14. THIRD YEAR'S BUDGET AMOUNT	
15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)			
The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and units of local government, including tribes, to support a broad range of activities to prevent and control crime based on their own state and local needs and conditions. Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, including for any one or more of the following program areas: 1) law enforcement programs; 2) prosecution and court programs; 3) prevention and education programs; 4) corrections and community corrections programs; 5) drug treatment and enforcement programs; 6) planning, evaluation, and technology improvement programs; and 7) crime victim and witness programs (other than compensation).			
The City of Portland will use the FY 2015 Edward Byrne Memorial Justice Assistance Grant (JAG) program funds for projects in the City of Portland, Multnomah County and the City of Gresham.			

OJP FORM 4000/2 (REV. 4-88)



## LifeWorks NW/City of Portland GRANTEE AGREEMENT

For the Use of U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance: FY 2015 JAG Grant Funds  
CFDA #16.738 Exhibit G - JAG 2015 Grant Agreement Award #2015-DX-BJ-0532

The City of Portland will use funds for the salary of a Senior Administrative Specialist (SAS) for the Police Bureau Detectives Sex Crime Unit to work as a victim advocate. The SAS will provide trauma-informed direct services and ongoing support to victims of sexual assault and their families throughout an investigation, during the court proceedings, and continuing services beyond the conclusion of the investigation. Additionally, funding will be provided to LifeWorks Northwest for the Prostitution Outreach and Prevention Program.

Multnomah County will use funds for a portion of the salaries of a Probation and Parole Officer, a Sergeant assigned to the Multnomah County Sheriff's Office and a Deputy District Attorney (DDA) assigned to Portland's North, East, and Central Precincts, as well as the Gresham Police Department.

The City of Gresham Police Department will use funds to purchase scheduling software. There is a need to distribute and track overtime, special duty assignments, and time off requests, within a framework of multiple supervisors who are editing and contributing to the schedule on a continuous basis. NCA/NCF



The following pages outline the program accountability measures for the Bureau of Justice Assistance (BJA) Justice Assistance Grant (JAG) Program. The accountability measures are based on the goals and objectives of the program shown by program area and activity type.

There are two types of accountability measures: quantitative (numeric) and qualitative (narrative). Every 3 months you will enter data online in the Performance Measurement Tool (PMT), to report on your activities for that quarter. These are the quantitative data. Begin by selecting the program area that best describes the funded activity of your organization. Then select all activity types for that program area for which grant funds will be used. For example, let's say your program is law enforcement and in your BJA-approved grant application you proposed to create new positions, maintain positions, and purchase equipment. In this case, you would first select the program area Law Enforcement, and then the activity types Personnel and Equipment/Supplies.

You are required to select and report on all accountability measures that pertain to BJA JAG-funded activities.

**For BJA GRANTEES Only:** Every 12 months you will be asked to complete the qualitative (narrative) questions based on your activity over the past 4 reporting periods (October 1–September 30). During the July–September reporting period of each calendar year, you are responsible for creating the *GMS Report* from the PMT that you upload into the Grants Management System (GMS). During the nonsubmission periods, you are encouraged to create this report for your records. **Subrecipients will not report narrative information in the PMT.**

If you have questions about your program, please contact your State Policy Advisor (SPA) at <https://www.bja.gov/About/Contacts/ProgramsOffice.html>.

NOTE: Data collection on these revised measures will take effect with grant activities that began **October 1–December 30, 2013**. (The revisions included adding program area and activity allocated amount matrix, removing Task Force questions from the Drug Treatment and Enforcement program area, moving Drug Enforcement activity–type questions to the Law Enforcement program area, and adding the option to skip questions that may not apply to your program's activities within a reporting period.) Specifically, data entry and reporting in the PMT on these revised measures began on **January 1, 2014**. Subsequent data entry will occur quarterly, with a 30-day submission period following the close of the reporting period.

Data reported by JAG grantees and subgrantees in the accountability measures do not determine JAG funding, which is calculated based on a statutory formula combining population and Uniform Crime Reporting Part I crime data. Details on the formula calculations are available in the JAG Technical Report on BJA's Website: <https://www.bja.gov/Publications/JAGTechRpt.pdf>. BJA encourages JAG grantees to make decisions on funding through a collaborative process involving all major stakeholders, including law enforcement, courts, indigent defense, prosecution, corrections and community corrections, treatment providers, crime victims, and others.

If you have any questions about performance measures or the PMT, please call the BJA Performance Tools Help Desk at 1-888-252-6867, or send an e-mail to [BJAPMT@csrincorporated.com](mailto:BJAPMT@csrincorporated.com).



## **AWARD ADMINISTRATION**

The first set of questions concerns information about the administration of the award. Please select the appropriate answer that best reflects the status of your award.

Is this the last time the grant is reporting in the PMT before closing out the award? If "yes," you must complete the required narrative section.

A. Yes/No

## **GENERAL AWARD INFORMATION**

1. Was there **grant activity** during the reporting period? *"Grant activity" is defined as any proposed activity in the BJA-approved grant application that is implemented or executed with BJA grant funds.*

A. Yes

B. No (skip to narrative questions, when due)

C. If no, please explain: \_\_\_\_\_

2. What is the **implementing organization** type?

A. ☐ Nonprofit Organization

B. ☐ Tribal Government

C. ☐ State Agency

D. ☐ Any Unit of Local Government

E. ☐ Fiscal Agent

F. ☐ College or University

3. Is the implementing organization **community based**? *BJA defines community-based programs as neighborhoods or organizations that are representative of communities or significant segments of communities. A community-based organization can also be faith based.*

A. Yes/No

4. Are you a subrecipient of a JAG award from another JAG grantee? *A grantee can be a primary recipient of a JAG award from BJA and a subrecipient of a JAG award from another JAG award primary recipient.*

A. Yes/No

B. If yes, enter grantee organization or agency name: \_\_\_\_\_

5. Are you using the crimesolutions.gov Website?

A. Yes/No



## **PROGRAM AREA AND ACTIVITY TYPE SELECTION**

As part of your data entry, you must select the program area as well as the associated activities that you will be conducting or supporting with your BJA JAG award funds. In the table below, enter the amount allocated for each of the areas supported for the life of the award. The total amounts allocated should add up to the total grant award amount.

*Note: This is the amount **allocated** for the **life** of the award, **NOT** the amount spent.*

<b>1. Law Enforcement and Task Forces</b>	
Allocated Amount	
	Programs
	Personnel
	Equipment Purchases and/or Technology Investments
	Training
	Task Forces (and Seizures)
	Drug Enforcement
	Seizures ONLY (does not include Task Forces)
<i>Auto fill sum</i>	
<b>2. Prosecution, Court, Defense, and Indigent Defense (Does not include Drug Courts)</b>	
Allocated Amount	
	Courts
	Indigent Defense
	Personnel
	Prosecution
	Equipment Purchases and/or Technology Investments
	Training
<i>Auto fill sum</i>	
<b>3. Prevention and Education</b>	
Allocated Amount	
	Prevention and Education
	Personnel
	Equipment Purchases and/or Technology Investments
	Training
<i>Auto fill sum</i>	
<b>4. Corrections and Community Corrections</b>	
Allocated Amount	
	Corrections and Community Corrections
	Personnel
	Equipment Purchases and/or Technology Investments
	Training
<i>Auto fill sum</i>	

<b>5. Drug Treatment and Drug Courts (Task Forces report in the Law Enforcement and Task Forces section)</b>	
Allocated Amount	
	Drug Courts
	Drug Treatment
	Personnel
	Equipment Purchases and/or Technology Investments
	Training
<i>Auto fill sum</i>	
<b>6. Planning and Evaluation</b>	
Allocated Amount	
	Planning and Evaluation
	Personnel
	Equipment Purchases and/or Technology Investments
	Training
<i>Auto fill sum</i>	
<b>7. Crime Victim and Witness Protection</b>	
Allocated Amount	
	Crime Victim and Witness Protection
	Personnel
	Equipment Purchases and/or Technology Investments
	Training
<i>Auto fill sum</i>	
<b>Administrative Set-aside</b>	
	<i>For the Direct Grantee Recipient only. This is the amount of funds that are set aside for administrative costs. The total amount of administrative set-aside cannot be greater than 10% of the total award amount.</i>



### **3. PREVENTION AND EDUCATION**

The Prevention and Education program area includes prevention or educational programs, activities, services, strategies or events such as those that speak to reduce the risk of crime prevention or other potentially harmful behaviors.

Please indicate which of the following areas you have information to report on. *Check all that apply. Grantees and subrecipients are required to report accomplishments during the reporting period.*

- ☐ Prevention and Education: *includes activities where individuals are served, directly or indirectly. Activities may include one-time events, services, or events and services that occur on a continual basis.*
- ☐ Personnel: *includes activities where individuals are hired, maintained, or paid overtime.*
- ☐ Equipment Purchases and/or Technology Investments: *includes activities where equipment purchases and/or technology investments were made that improve efficiency and/or cost savings.*
- ☐ Training: *includes activities where training (transferring of skills and knowledge) occurs. This may include training by the organization of its own staff, training by the organization of individuals from other organizations, or training of the organization's staff by other individuals.*
- ☐ Accomplishments: *includes any accomplishments during the reporting period.*

#### **A. Prevention and Education**

79. Have you had any **prevention and education** activity during the reporting period?

- A. Yes
- B. No (Skip to next section)



## LifeWorks NW/City of Portland GRANTEE AGREEMENT

For the Use of U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance: FY 2014 JAG Grant Funds

Bureau of Justice Assistance JAG Program

CFDA #16.738

Exhibit H - FY14 JAG Accountability Measures and Report Calendar

Award #2014-DX-BJ-1158

80. How many **prevention or education programs** have you **implemented** during the reporting period? *For the purpose of JAG reporting, BJA defines a program as an initiative, process, procedure, or policy implemented to provide a direct service or to improve a criminal justice system. Planned activities for the program may include a campaign to counteract criminal activity in a variety of settings and delivery methods. However, when reporting the number of programs DO NOT include the number of individual visits, meetings, or participants, that were served or attended the program. People in attendance to such events/activities should be counted as the number of participants served.*

A. Of the prevention or education programs implemented, how many were **substance abuse prevention or education programs**? \_\_\_\_\_



81. What **types of prevention or education programs** did you provide during the reporting period? *Check all that apply.*

- A. ☐ Anti-gang
- B. ☐ Anti-drug
- C. ☐ Cognitive
- D. ☐ Crime Prevention
- E. ☐ Drug Prevention
- F. ☐ Educational
- G. ☐ Employment
- H. ☐ Gang Resistance
- I. ☐ GED
- J. ☐ Housing
- K. ☐ Job Skills
- L. ☐ Mental Health
- M. ☐ Mentoring
- N. ☐ Pro-social
- O. ☐ Substance Abuse
- P. ☐ Truancy
- Q. ☐ Vocational
- R. ☐ Other
- S. If other, please specify: \_\_\_\_\_

82. How many **participants** did the program serve during the reporting period? *Please report the number of participants for ongoing programs and not one-time events. The number of participants should represent only those "directly served" as a result of a service provided with JAG funds. A statewide campaign or radio broadcast hosted by your program indirectly affects an audience of listeners and should not be report in this question. However, the number of people that respond as a result of the initiative to receive a service being promoted is considered an actual participant and should be counted once engaged to receive the service.* \_\_\_\_\_

- A. Of those participants served, how many were **NEW participants**? \_\_\_\_\_



83. How many **types of prevention or education program materials** have been **developed** during the reporting period? *Please report the number of distinct types of materials developed.*

- A. Brochures, Pamphlets, and Posters \_\_\_\_\_
- B. Presentations \_\_\_\_\_
- C. E-mails \_\_\_\_\_
- D. Webinars \_\_\_\_\_
- E. Websites \_\_\_\_\_
- F. Web-based Presentations \_\_\_\_\_
- G. Other \_\_\_\_\_
- H. If other, please specify: \_\_\_\_\_

84. Of the **prevention or education program materials developed**, how many types were related to **substance abuse**? *Please report the number of distinct types of materials developed.*

- A. Brochures, Pamphlets, and Posters \_\_\_\_\_
- B. Presentations \_\_\_\_\_
- C. E-mails \_\_\_\_\_
- D. Webinars \_\_\_\_\_
- E. Websites \_\_\_\_\_
- F. Web-based Presentations \_\_\_\_\_
- G. Other \_\_\_\_\_
- H. If other, please specify: \_\_\_\_\_

85. How many **educational materials** were **distributed** during the reporting period? *Please report the total number of materials distributed (not the number of copies) during the reporting period, such as brochures, pamphlets, and posters.* \_\_\_\_\_

86. Where were the materials distributed to during the reporting period? *Check all that apply.*

- A. \_\_\_\_ Events Targeting Youth and Teens
- B. \_\_\_\_ Government Agencies
- C. \_\_\_\_ Schools
- D. \_\_\_\_ Youth Groups
- E. \_\_\_\_ Other
- F. If other, please specify: \_\_\_\_\_



87. What other **prevention-related** or **educational media** resources were used to distribute prevention and education information during the reporting period? *Check all that apply.*

- A. ☐ Listserv
- B. ☐ Radio (advertisements or program specials)
- C. ☐ Social Media (e.g., Facebook, Twitter)
- D. ☐ Television Advertisement (commercial, public service announcement [PSA], or special)
- E. ☐ Webinars
- F. ☐ Other
- G. If other, please specify: \_\_\_\_\_

## B. Personnel

88. Have you **maintained** any **NEW personnel** with JAG funding during the reporting period?

- A. Yes
- B. No (Skip next question)

89. How many **NEW personnel** have you **maintained** with JAG funds during the reporting period? *Maintained personnel are any staff members who were already working with the law enforcement organization, but who are now being paid partially or fully with BJA JAG grant funds. (Only report each individual as maintained once for the life of the award.)*

\_\_\_\_\_

90. Have you **hired** any **NEW personnel** during the reporting period?

- A. Yes
- B. No (Skip to next section)

91. How many **NEW personnel** were **hired** with JAG funds during the reporting period? *Hired personnel are any new individuals who did not work for the organization, but who were selected for employment during the reporting period. Only report each new hire once for the life of the award.* \_\_\_\_\_



92. What **types of positions** were filled for **NEW personnel hired** during the reporting period?

*Check all that apply.*

- A. ☐ Administrative Staff
- B. ☐ Civilian Personnel
- C. ☐ Correctional Officers and Jailers
- D. ☐ Counselors
- E. ☐ Court Staff
- F. ☐ Crime Analyst
- G. ☐ Evaluator
- H. ☐ Law Enforcement Officers
- I. ☐ Legal Staff (defense attorneys, prosecutors, indigent defense)
- J. ☐ Medical/Clinical Staff
- K. ☐ Non-sworn Law Enforcement Personnel
- L. ☐ Program Managers
- M. ☐ Trainers and Technical Assistance Specialist
- N. ☐ Other
- O. If other, please specify: \_\_\_\_\_

93. How many **NEW overtime hours** were paid for with JAG funds (for new and or maintained personnel) during the reporting period? *Overtime hours are those that non-exempt employees work beyond normal working hours (usually 40) during a workweek.*

\_\_\_\_\_

94. What **types of NEW positions** were supported with **overtime hours** using JAG funds (for new and or maintained personnel) during the reporting period? *Check all that apply.*

- A. ☐ Administrative Staff
- B. ☐ Civilian Personnel
- C. ☐ Correctional Officers and Jailers
- D. ☐ Counselors
- E. ☐ Court Staff
- F. ☐ Crime Analysts
- G. ☐ Evaluators
- H. ☐ Law Enforcement Officers
- I. ☐ Legal Staff (defense attorneys, prosecutors, indigent defense)
- J. ☐ Medical/Clinical Staff
- K. ☐ Non-sworn Law Enforcement Personnel
- L. ☐ Program Managers
- M. ☐ Trainers and Technical Assistance Specialists
- N. ☐ Other
- O. If other, please specify: \_\_\_\_\_



### C. Equipment Purchases and Technology Investments

95. Have you made any **equipment purchases and/or technology investments** during the reporting period?

- A. Yes
- B. No (Skip to next section)

96. What **types of equipment purchases and/or technology investments** were made with JAG funds during the reporting period? *Check all that apply.*

- A. ☐ Computer-aided Dispatch (CAD)
- B. ☐ Computers/Mobile Data Terminals
- C. ☐ Computer Software
- D. ☐ Emergency Medical Services (EMS)
- E. ☐ Equipment for Police Cruisers
- F. ☐ In-car/On-person Camera Systems
- G. ☐ Less-lethal Weapons, Impact Weapons (batons, bean bag shotgun rounds, etc.), Chemical Weapons (CS gas, pepper spray), Energy Devices (Tasers)
- H. ☐ Lethal Weapons (firearms)
- I. ☐ License Plate Readers
- J. ☐ Mobile Access Equipment (for example, aircards for Verizon, Sprint, AT&T, etc.)
- K. ☐ Radios
- L. ☐ Security Systems (station or evidence room)
- M. ☐ Tactical Vests/Body Armor
- N. ☐ Undercover Surveillance Equipment (microphones, video)
- O. ☐ Vehicles
- P. ☐ Video Observation (station, community, pole cams)
- Q. ☐ Other
- R. If other, please specify: \_\_\_\_\_

97. Describe any **efficiencies or cost savings achieved** as a result of any equipment purchases and/or technology investments during the reporting period.

\_\_\_\_\_

### D. Training

98. Did you conduct any **training** during the reporting period?

- A. Yes
- B. No (Skip to next section)



99. How many **individuals** have you **trained** during the reporting period? *This includes training received by individuals within your organization and provided by your organization during the reporting period. Trainings could have been held within or outside of your organization. Report the total number of individuals trained, not the number of trainings he or she attended. Only report each individual once for the reporting period.* \_\_\_\_\_
- A. Of those trained, how many individuals were from **within** your organization?  
 \_\_\_\_\_
- B. Of those trained, how many individuals were from **outside** of your organization?  
 \_\_\_\_\_
100. Were participants asked to complete an **evaluation** of training during the reporting period?
- A. Yes/No
- B. If yes, how many individuals completed an evaluation? \_\_\_\_\_
- C. If yes, how many individuals rated training as being satisfactory or better?  
 \_\_\_\_\_
101. Did you provide a **pre-test and post-test** for training during the reporting period?
- A. Yes/No
- B. If yes, how many individuals completed a pre-test and post-test for training?  
 \_\_\_\_\_
- C. If yes, how many individuals completed a post-test with an improved score over the pre-test? \_\_\_\_\_
102. How many **training hours** have been **completed** during the reporting period? *This includes training completed by individuals within your organization and provided to individuals outside the organization.* \_\_\_\_\_
- A. Of the training hours, how many hours have been completed by individuals **within** your organization? \_\_\_\_\_
- B. Of the training hours, how many hours have been provided to individuals **outside** of the organization? \_\_\_\_\_

## E. Accomplishments

103. For the **Prevention and Education** program area, please briefly describe any of your program's accomplishments during the reporting period. *Please include any benefits or changes observed as a result of JAG-funded activities, such as program completion, or changes in attitudes, skills, knowledge, or conditions.* [500-character limit]
- \_\_\_\_\_
- \_\_\_\_\_



## **NARRATIVE QUESTIONS**

You are asked to answer the following questions in October of each calendar year and at the close of your grant. Please answer the questions based on the last 12-month period or since your last narrative. You can use up to 5,000 characters for each response. *Response should include subrecipient activities (if applicable). Grantees with subrecipients are accountable for the collection and quality of subrecipient data and reporting.*

1. What were your accomplishments within this reporting period?

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2. What goals were accomplished, as they relate to your grant application?

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3. What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?

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4. Is there any assistance that BJA can provide to address any problems/barriers identified in question #3?

A. Yes (Please explain)

B. No

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5. Are you on track to fiscally and programmatically complete your program as outlined in your grant application?

A. Yes

B. No (Please explain)

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6. What major activities are planned for the next 6 months?

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7. Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with BJA?

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**THANK YOU FOR PARTICIPATING!**



LifeWorks NW/City of Portland GRANTEE AGREEMENT  
 For the Use of U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance: FY 2014 JAG Grant Funds  
 Bureau of Justice Assistance JAG Program  
 Exhibit H - FY14 JAG Accountability Measures and Report Calendar

CFDA #16.738

Award #2014-DX-BJ-1158

**JAG Reporting Schedule**

Project Manager: Catherine Reiland, Business Operations Manager, Sr., PPB Fiscal

<b>Federal Reporting Periods</b>  <b>Revised for JAG 2015 and future JAG grants</b>	<b>Reports</b>	<b>Email Confirmation of Submission to PPB Grants Analyst</b>	<b>PPB Grants Analyst submits PPB's report and creates/saves/distributes aggregate PMT to partners &amp; notifies City Grants Analyst</b>	<b>GMS Online Submission (x2) &amp; Quarterly Financial Report</b>	<b>Process</b>
October 1 - December 30, 2015 January 1 - March 30, 2016 April 1 - June 30, 2016 July 1 - September 30, 2016	Qrtly PMT; semi-annual Goals & Objectives Qrtly PMT Qrtly PMT; semi-annual Goals & Objectives Qrtly PMT	January 15, 2016 April 15 July 15 October 15	January 18, 2016 April 18 July 18 October 18	January 25, 2016 April 25 July 25 October 25	1) January, April, July, and October - assigned PPB Grants Analyst forwards PMT report reminder emails to PPB project coordinators and JAG partners.  2) January & July - Analyst forwards the Goals & Objectives template to project coordinators and partners.  3) Project coordinators complete the PMTs pdfs and the Goals & Objectives worksheet and send them back to the analyst. Partners submit the PMT information directly and notify analyst of submission. The analyst reviews the pdfs with the grant application and previous reports before entering the information into PMT and creating the combined reports (pdf & HTML).  4) The City Grants Analyst submits the PMT PDF and HTML in GMS.
October 1 - December 30, 2016 January 1 - March 30, 2017 April 1 - June 30, 2017 July 1 - September 30, 2017	Qrtly PMT; semi-annual Goals & Objectives Qrtly PMT Qrtly PMT; semi-annual Goals & Objectives Qrtly PMT	January 15, 2017 April 15 July 15 October 15	January 18, 2017 April 18 July 18 October 18	January 25, 2017 April 25 July 25 October 25	
October 1 - December 30, 2017 January 1 - March 30, 2018 April 1 - June 30, 2018 July 1 - September 30, 2018	Qrtly PMT Qrtly PMT; semi-annual Goals & Objectives Qrtly PMT; final Goals & Objectives - JAG 2015	January 15, 2018 April 15 July 15 October 15	January 18, 2018 April 18 July 18 October 18	January 25, 2018 April 25 July 25 October 25	



The following pages outline the program accountability measures for the Bureau of Justice Assistance (BJA) Justice Assistance Grant (JAG) Program for awards from fiscal years 2015 and beyond.

**Reporting requirements for Fiscal Year 2014 and prior JAG awards have not changed.** Please continue reporting on the previous JAG measures, at <https://www.bjaperformancetools.org/help/JAGMeasuresQuestionnaire.pdf>

There are two types of accountability measures that grantees and subgrantees are required to report on: performance data and narrative data. Performance data are collected on a quarterly basis in the performance measurement tool (PMT). Grantees and subgrantees will begin by providing data on the use of JAG funds. Grantees and subgrantees with award amounts of \$25,000 or more will then continue on to provide more detailed data on their JAG-funded programs and activities.

Grantees and subgrantees are required to select and report on all accountability measures that pertain to JAG-funded activities.

Narrative data are collected from grantees and subgrantees semiannually in January and July as well as prior to closeout. Direct grantees and state administrative agencies (SAAs) are responsible for creating a GMS Report from the PMT and uploading it into the Grants Management System (GMS) on this schedule as well. These reports created from the PMT will automatically include all subgrantee PMT data.

If you have questions about your program, please contact your State Policy Advisor (SPA) at <https://www.bja.gov/About/Contacts/ProgramsOffice.html>.

NOTE: Data entry and reporting in the PMT on these revised measures will begin on **January 1, 2016**, for grant activities that occurred during the **October 1–December 30, 2015** reporting period. Subsequent data entry will occur quarterly, with a 30-day submission period following the close of the reporting period.

Data reported by JAG grantees and subgrantees in the accountability measures do not determine JAG funding, which is calculated based on a statutory formula combining population and Uniform Crime Reporting Part I crime data. Details on the formula calculations are available in the JAG Technical Report on BJA's web site: <https://www.bja.gov/Publications/JAGTechRpt.pdf>. BJA encourages JAG grantees to make decisions on funding through a collaborative process involving all major stakeholders, including law enforcement, courts, indigent defense, prosecution, corrections and community corrections, treatment providers, crime victims, and others.

If you have any questions about the accountability measures or the PMT, please call the BJA Performance Tools Help Desk at 1-888-252-6867, or send an e-mail to [BJAPMT@csrincorporated.com](mailto:BJAPMT@csrincorporated.com).



## ACTIVITY AREA DEFINITIONS

The revised JAG Accountability Measures tie your use of JAG funds to specific Activity Areas. Please use the following definitions for each activity area throughout the questionnaire.

**Law enforcement**—Includes all programs (e.g., crime prevention, intervention), activities, or spending conducted by a law enforcement organization. This includes all task force activity but does not include crime lab/forensics activity/programs.

**Crime lab/forensics**—Includes all programs, activity, or spending focused on the identification, collection, or processing of forensic evidence; for example, a Sexual Assault Nurse Examiner or Sexual Assault Response Team, or a sexual assault kit testing initiative or DNA backlog reduction program.

**Crime prevention (NOT as part of a law enforcement agency)**—Includes all programs, activities, or spending for crime or juvenile delinquency prevention conducted through engaging communities, institutions (e.g., schools), or individuals. These include such programs as a rape aggression defense class, an alcohol/drug awareness class for students, or a bullying prevention program.

**Prosecution**—Includes all programs, activities, or spending related to the prosecution of criminal defendants.

**Indigent defense**—Includes all programs, activities, or spending for the defense of indigent individuals.

**Courts**—Includes all programs, activities, or spending for courts. This includes drug courts and other specialty courts.

**Corrections**—Includes all, programs, activities, or spending by a residential correctional agency such as a jail or prison. This includes corrections programs focused on reentry services for inmates.

**Community corrections**—Includes all programs, activities, or spending by a community corrections agency. This includes community correction programs focused on reentry.

**Reentry services (NOT as part of a corrections, community corrections, or court program)**—Includes all programs, activities, or spending for reentry. This includes reentry programs run by private, nonprofit, or other noncorrectional government organizations.

**Behavioral health (NOT as part of a corrections, community corrections, or court program)**—Includes all programs, activities, or spending for mental health, substance abuse, or co-occurring treatment that are run by private, nonprofit, or other noncorrectional government organizations.

**Assessment and evaluation**—Includes all programs, activities, or spending for the assessment or evaluation of programs, policies, practices, or technology. This also includes strategic planning activities. For example, this could be the development of a strategic plan, an evaluation of a drug treatment service, or the cost-benefit analysis of adopting body-worn cameras.

**Crime victim/witness services**—Includes all programs, activities, or spending focused on assisting crime victims, families, or witnesses. For example, this could be a 24-hour domestic violence hotline, an emergency shelter, or food distribution services for displaced victims.

**Other**—Includes all uses of JAG funding not captured in any other activity area.



## GENERAL INFORMATION MODULE

The General Information Module collects information on your award status and organization in general. It should be completed by all grantees and subgrantees for each reporting period the award is active.

1. Have you completed all project activities and expended all funds during the reporting period?
  - A. Yes; a final report will be created closing out the PMT reporting requirements after this report is complete.
  - B. No; please continue.

Start with January 2016

2. Was there **grant activity** during the reporting period? *"Grant activity" includes the expenditure of any grant funds or the operation of any grant-funded program, activity, or event. By selecting "Yes," you are indicating that during the reporting period, your program is operational, meaning you either spent JAG funds or conducted any activities or services. By selecting "No," you are indicating that for during the reporting period, your program is nonoperational, meaning you did not spend any JAG funds or conduct any activities or services.*
  - A. Yes
  - B. No **(skip to the Goals and Objectives module)**
  - C. If No, please explain: \_\_\_\_\_
3. What type of agency is this report for? *Please check the response that best matches your organization type.*
  - A. \_\_\_\_ Law enforcement agency (sheriff, police department, highway patrol, university police, etc.)
  - B. \_\_\_\_ Crime laboratory/forensics agency
  - C. \_\_\_\_ Correctional agency
  - D. \_\_\_\_ Community corrections agency
  - E. \_\_\_\_ Prosecutor's office
  - F. \_\_\_\_ Public defender's office
  - G. \_\_\_\_ Court (general or specialty court)
  - H. \_\_\_\_ Local government (mayor's office, city council, etc.)
  - I. \_\_\_\_ State government (SAA or other state agency)
  - J. \_\_\_\_ College or university
  - K. X Nonprofit or for-profit organization
  - L. \_\_\_\_ Tribal government
  - M. \_\_\_\_ Other **(please describe)**



4. To the best of your knowledge, which of the following resources has your organization accessed during the reporting period, regardless of JAG funding? *Check all that apply.*
- A. ☐ [Crimesolutions.gov](http://Crimesolutions.gov) provides information on several crime reduction and prevention programs and practices.
  - B. ☐ [NTTAC](http://NTTAC) (National Training and Technical Assistance Center) serves as BJA's training and technical assistance center. You can find resources, tools, webinars, and TTA support on a variety of criminal justice issues and initiatives.
  - C. ☐ [NCJP.org](http://NCJP.org) contains resources to support strategic planning, program development, and implementation of evidence-based policy and practice.
  - D. ☐ [Evidence-Based Policing Matrix](#) provides information on evidence-based practices for law enforcement.
  - E. ☐ [What Works in Reentry Clearinghouse](#) provides research on the effectiveness of reentry programs and practices.
  - F. ☐ [Research to Practice](#) promotes the dissemination of research on drug courts to practitioners and policymakers.
  - G. ☐ My organization did not access any of the above resources during the reporting period.
  - H. ☐ Other (please specify): \_\_\_\_\_

### Community Activity Questions

The following questions ask about your agency activities in general, regardless of JAG funding.

5. During the reporting period, has your agency conducted or sponsored a systematic survey of citizens on any of the following topics? *Check all that apply.*
- A. ☐ Public satisfaction with police services
  - B. ☐ Public satisfaction with prosecution services
  - C. ☐ Public satisfaction with public defender/indigent defense services
  - D. ☐ Public satisfaction with courts
  - E. ☐ Public perceptions of crime/disorder problems
  - F. ☐ Personal crime experiences of citizens
  - G. ☐ None of the above surveys were conducted/sponsored on these topics
  - H. ☐ Unsure/don't know



## LifeWorks NW/City of Portland GRANTEE AGREEMENT

For the Use of U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance: FY 2015 JAG Grant Funds  
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6. How often was your organization involved in the following community activities during the reporting period?

	Not applicable	Don't know	Daily	Weekly	Monthly	Quarterly
Hosted community meetings	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attended community meetings, advisory boards, or roundtables	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Distributed a newsletter, e-mail, or other bulletin	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attended community events (e.g., national night out, block parties, festivals)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conducted social media activities (e.g., Facebook, Twitter)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conducted outreach to minority populations (e.g., racial, ethnic, religious, LGBTQI)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If Other, please describe						

**Law Enforcement Agencies ONLY—Please complete the following question regardless of JAG funding.**

7. In the last year, which of the following activities or programs did your agency use to foster community involvement? *Check all that apply.*
- A. ☐ Citizen review board/other review board with citizen representation
  - B. ☐ Citizen's police academy
  - C. ☐ Internships for university or high school students
  - D. ☐ Volunteer programs
  - E. ☐ Auxiliary police officer program
  - F. ☐ Police cadet program
  - G. ☐ K-12 school programs
  - H. ☐ Youth athletic programs
  - I. ☐ None of the above
  - J. ☐ Unsure/don't know
  - K. ☐ Other (please describe)

**ALL GRANTEES AND SUBGRANTEES:**  
**PLEASE CONTINUE TO FUNDING MODULE**



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## FUNDING MODULE

All grantees and subgrantees must provide the amount of JAG funds allocated in each of the following categories for the life of the award. **Grantees who subaward JAG funds: Please only report on the funds used by your organization.** Subawarded funds should be reported under the subaward in the PMT.

1. Please enter the amount of JAG funds **allocated** to each category below. *Allocations can be updated as needed and should represent the entire life of the award. Please refer to the definitions on page 2 of this questionnaire when completing the allocations table. Funding used for programs or task forces must be split into their constituent parts (personnel, equipment, etc.). It is not sufficient to report all program or task force funds in the "Other" category.*

Activity Area	Personnel <sup>1</sup>	Equipment, Supplies, and Technology <sup>2</sup>	Consultants and Contracts <sup>3</sup>	Training and Conferences <sup>4</sup>	Other <sup>5</sup>
Law enforcement					
Crime lab/forensics					
Crime prevention					
Prosecution					
Indigent defense					
Courts					
Corrections					
Community corrections					
Reentry services					
Behavioral health	110,000				
Assessment and evaluation					
Crime victim/witness services					
Other					
Administrative Set-Aside <i>Direct grantees only, up to 10% of award amount</i>					
<b>Total Allocations</b>	\$autosum	\$autosum	\$autosum	\$autosum	\$autosum

<sup>1</sup>**Personnel** includes any overtime or salary expenditures paid for with JAG funds.

<sup>2</sup>**Equipment, Supplies, and Technology** includes all items that are paid for with JAG funds.

<sup>3</sup>**Consultants and Contracts** includes all fees associated with a consultant (including travel expenses) as well as any contract for a product or service.

<sup>4</sup>**Training and Conferences** includes costs associated with hosting, developing, or attending a training or conference, such as travel, lodging, or registration. Personnel salary or pay for individuals attending training should be reported under the Personnel section.

<sup>5</sup>**Other** includes administrative costs, approved construction costs, and miscellaneous expenses such as indirect costs or investigative/confidential funds.



## Personnel

Please report on all costs for overtime or salary expenditures paid for with JAG funds.

2. During the reporting period, did you expend any JAG funds on personnel overtime, salary, or pay?

A. ☒ Yes/No (if No, skip to next section, Equipment, Supplies, and Technology Enhancements)

3. What has personnel funding been used for during the reporting period? *Check all that apply.*

A. ☐ Overtime hours (answer Question 4)

B. ☒ Personnel salary/pay, includes fringe benefits (answer Questions 5 and 6)

4. How many overtime **hours** were funded by JAG during the reporting period in each of the following activity areas? *Overtime hours are those that nonexempt employees work beyond normal working hours (usually 40) during a work week.*

	Activity Area	Number of Overtime Hours
A.	Law enforcement	
B.	Crime lab/forensics	
C.	Crime prevention	
D.	Prosecution	
E.	Indigent defense	
F.	Courts	
G.	Corrections	
H.	Community corrections	
I.	Reentry services	
J.	Behavioral health	
K.	Assessment and evaluation	
L.	Crime victim/witness services	
M.	Other	



5. How many personnel had salary or pay funded, at least partially, with JAG funds during the reporting period in each of the following activity areas? *Please count each person once, regardless of the amount of JAG funds used toward salary or pay.*

	Activity Area	Number of Personnel
A.	Law enforcement	
B.	Crime lab/forensics	
C.	Crime prevention	
D.	Prosecution	
E.	Indigent defense	
F.	Courts	
G.	Corrections	
H.	Community corrections	
I.	Reentry services	
J.	Behavioral health	
K.	Assessment and evaluation	
L.	Crime victim/witness services	
M.	Other	

6. How many new **positions** were created with JAG funds during the reporting period? *Please only report each newly created position once during the reporting period in which the position was classified. If no position was created this reporting period or if the position was reported during a previous reporting period, please enter "0."*

A. Enter number: \_\_\_\_\_

## Equipment, Supplies, and Technology Enhancements

Please report on all costs for equipment, supplies, and technology improvements. Include all software, installation, maintenance, service, and warranties included or purchased with the item.

7. During the reporting period, did you expend any JAG funds on equipment, supplies, or technology enhancements?

A. Yes/No **if No, skip to next section, Consultants and Contracts)**



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8. Please complete the table below indicating the number and cost of items purchased in each BJA-defined category. **Individual line-item reports are not needed.** Please aggregate purchases to the BJA-defined categories in the attached Appendix. If an item is not found in the Appendix, please report it in Question 9 (e.g., office supplies).

	General Category (Select Category)	Specific Category (Select Category)	Total Quantity Purchased	Total JAG Funds Spent
1.	<Please select category>	<Please select category>		\$
2.				\$
3.				\$
4.				\$
5.				\$
6.				\$
7.				\$
8.				\$
9.				\$
10.				\$
				\$autosum

9. Please describe all other equipment, supplies, or technology enhancements purchased during the reporting period. You may also use this space to share any additional details about your equipment purchase you feel are not adequately captured elsewhere in the PMT.

## Consultants and Contracts

Please report on all costs associated with a consultant (including travel expenses) as well as any contract for a **product** or **service**. This includes cell phone or data service.

10. During the reporting period, did you expend any JAG funds on consultants or contracts?

A. Yes/No ☐ if No, skip to next section, Training

11. Please describe what consultants and/or contracts were paid for with JAG funds during the reporting period. Please include names, titles, and areas of expertise where applicable.



## Training

All job-related training should be reported in this section, including training hosted or developed. Educational programs for the general public should NOT be reported in this section (e.g., crime prevention). For grantees and subgrantees with awards of \$25,000 or more, educational programs will be captured in the next sections. **Please fill out these questions for each unique training that occurred during the reporting period.**

12. During the reporting period, did you expend any JAG funds on attending, hosting, or developing training?

A. Yes/No **(if No, skip to next section, Other)**

13. What type of JAG-funded training activities occurred during the reporting period?  
*Check all that apply, and complete each applicable section.*

- A. \_\_\_ Individuals **attended** training/conference hosted by an outside organization  
**(Questions 14–17)**
- B. \_\_\_ Organization **hosted** training/conference (attended by employees from inside and/or outside your organization) **(Questions 18–23)**
- C. \_\_\_ Organization **developed** training course/curriculum **(Questions 24–27)**

### Attended Training/Conference

**For each training attended by your organization's employees during the reporting period that was paid for in full or in part with JAG funds, please answer the following questions. Repeat these questions as necessary to cover all trainings or conferences attended.**

14. What type of training was attended? *Check all that apply.*

- A. \_\_\_ Certification training (training required to obtain a certification)
- B. \_\_\_ In-service/annual training (training required to keep certification active or maintain proficiency)
- C. \_\_\_ Skill building (training that increases the skill or knowledge of employees in a particular area)
- D. \_\_\_ Leadership/management (training for managers or administrators)
- E. \_\_\_ Conference
- F. \_\_\_ Other **(please describe)**

15. Please provide a short description of the training/conference:

\_\_\_\_\_  
 \_\_\_\_\_



16. How many hours did the training course last? *A 1-day course is typically classified as an 8-hour course, and a week-long course is typically classified as a 40-hour course.*

A. \_\_\_\_ hours

17. How many individuals were paid for with JAG funding to attend this training?

A. Enter number: \_\_\_\_

### Hosted Training/Conference

**For each training/conference your organization hosted during the reporting period that was paid for in full or in part with JAG funds, please answer the following questions. Repeat these questions as necessary to cover all trainings or conferences hosted.**

18. What type of training/conference was hosted? *Check all that apply.*

- A. \_\_\_\_ Certification training (training required to obtain a certification)
- B. \_\_\_\_ In-service/annual training (training required to keep certification active or maintain proficiency)
- C. \_\_\_\_ Skill building (training that increases the skill or knowledge of employees in a particular area)
- D. \_\_\_\_ Leadership/management (training for managers or administrators)
- E. \_\_\_\_ Conference
- F. \_\_\_\_ Other **(please describe)**

19. Please provide a short description of the training/conference:

\_\_\_\_\_  
\_\_\_\_\_

20. How many employees from within your organization attended this training/conference?

A. Enter number: \_\_\_\_

21. How many individuals from outside your organization attended this training/conference?

A. Enter number: \_\_\_\_

22. How many hours did the training/conference last? *A 1-day course is typically classified as an 8-hour course, and a week-long course is typically classified as a 40-hour course.*

A. \_\_\_\_ hours



23. Do you use a standardized evaluation instrument to evaluate your training/conference?

*A sample standardized evaluation instrument can be found at*

<http://portal.hud.gov/hudportal/documents/huddoc?id=50945.doc>.

A. Yes/No

### Developed Training Course/Curriculum

**For each training course/curriculum your organization developed that was paid for in full or in part with JAG funds, please answer the following questions. Repeat these questions as necessary to cover all trainings or curricula developed.**

24. What type of training course/curriculum was developed?

- A. ☐ Certification training (training required to obtain a certification)
- B. ☐ In-service/annual training (training required to keep certification active or maintain proficiency)
- C. ☐ Skill building (training that increases the skill or knowledge of employees in a particular area)
- D. ☐ Leadership/management (training for managers or administrators)
- E. ☐ Conference
- F. ☐ Other **(please describe)**

25. Please describe the developed training course/curriculum. *Please include the targeted audience, primary sources used in the development of your curriculum, and a brief overview.*

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26. How many hours is the training course/curriculum designed to last? *A 1-day course is typically classified as an 8-hour course, and a week-long course is typically classified as a 40-hour course.*

A.  hours

27. What is the intended mode of delivery for your training course/curriculum? *Check all that apply.*

- A. ☐ Classroom based (e.g., in-person, face to face)
- B. ☐ Web based (e.g., webinar)
- C. ☐ Prerecorded (e.g., training videos)
- D. ☐ Self study (e.g., manuals, guidebooks, or other materials)
- E. ☐ Other **(please describe)**



## Other

Please report on all costs related to "Other," including administrative costs, approved construction costs, and miscellaneous expenses such as indirect costs or investigative/confidential funds.

28. During the reporting period, did you expend any JAG funds for other reasons not explained elsewhere in this section?

A. Yes/No **(if No, skip to next section)**

29. Please describe any other use of JAG funds during the reporting period.

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**ALL GRANTEES AND SUBGRANTEES:**  
**PLEASE CONTINUE TO THE ACTIVITY/PROGRAM SELECTION MODULE.**



**APPENDIX: EQUIPMENT AND SUPPLIES LIST**

Please use the list below when selecting categories for equipment and supply purchases. Numbered categories represent the General category, and the lettered categories represent the Specific category. For example, a purchase of a police patrol car would be entered as General category: Vehicles and accessories, and Specific category: Patrol cars.

This list contains three types of equipment and supplies. **Controlled** items, identified in General category 1, are controlled by the federal government and require a specific waiver before purchase. Items marked **Waiver Required** in other sections are not controlled by the federal government but still require a waiver under the provisions of the JAG program. All other listed items can be purchased without requesting a waiver.

**Note: Some items are prohibited from purchase with federal funds. This includes tracked armored vehicles; weaponized aircraft, vessels, or vehicles; any firearms or ammunition of .50-caliber or higher; grenade launchers; bayonets; and camouflage uniforms. If you have any questions about whether your equipment is prohibited, controlled, or requires a waiver, please contact your State Administering Agency or State Policy Advisor at BJA.**

**1. Controlled Items**

- A. Manned aircraft, fixed wing (*airplanes*) (**Controlled**)
- B. Manned aircraft, rotary wing (*helicopters*) (**Controlled**)
- C. Unmanned aerial vehicles (*drones*) (**Controlled**)
- D. Armored vehicles, wheeled (*Lenco Bearcat or similar*) (**Controlled**)
- E. Tactical vehicles, wheeled (*humvee, transport, or similar vehicles*) (**Controlled**)
- F. Command and control vehicles (*incident response vehicles, mobile headquarters, etc.*) (**Controlled**)
- G. Nonservice-issued firearms (*any specialized firearm*) (**Controlled**)
- H. Nonservice-issued ammunition (*any ammunition for above*) (**Controlled**)
- I. Explosives and pyrotechnics (*flash bangs, explosive breaching tools*) (**Controlled**)
- J. Breaching apparatus (*battering ram, other entry devices*) (**Controlled**)
- K. Riot batons, helmets, and shields (**Controlled**)

**2. Camera/Surveillance Equipment**

- A. In-car cameras
- B. On-person/body-worn cameras
- C. Surveillance equipment
- D. Undercover surveillance equipment



### 3. Computer Equipment

- A. Mobile data terminal
- B. Other computers (*desktop, laptop, server, etc.*)
- C. Tablet/portable device/smart phone
- D. Wireless access equipment (*aircards*)
- E. Records management/database software

### 4. Vehicles and Accessories

- A. Patrol cars
- B. Personal transport vehicles (*Segway®, golf cart*) (**Waiver Required<sup>1</sup>**)
- C. Nonpatrol vehicles (**Waiver Required**)
- D. License-plate readers
- E. Automatic vehicle locator
- F. Bicycles and related equipment
- G. Patrol boats
- H. Nonpatrol boats/vessels (**Waiver Required**)

### 5. Weapons

- A. Less-lethal weapons (*batons, oleoresin capsicum sprays, conductive energy devices, CS gas, and all other weapons designed to control individuals through less than lethal means*)
- B. Patrol handguns (*must be under .50 caliber*)
- C. Patrol long guns (rifles and shotguns) (*must be under .50 caliber*)
- D. Duty-use ammunition (*must be under .50 caliber*)
- E. Training/simulated weapons

### 6. Duty Equipment (not including weapons)

- A. Soft body armor<sup>2</sup>
- B. Clothing/uniforms (*can be woodland patterned, desert patterned, or a solid color*)
- C. Duty belts and nonweapon duty equipment (*flashlights, handcuffs, etc.*)
- D. Portable radio equipment and accessories

<sup>1</sup> Personal transport vehicles only require a waiver if they are licensed or registered in your jurisdiction.

<sup>2</sup> Only includes body armor issued for daily use as part of an officer's service gear. Typically a soft Kevlar armor is rated as type II or IIIA by the NIJ. Other types of body armor (SWAT, hard armors) are federally controlled and must be reported as such.



## 7. Technology

- A. Breath-testing equipment
- B. Dispatch equipment (*consoles, 911 phone systems*)
- C. Electronic ticketing equipment
- D. Offender tracking systems (*GPS, electronic monitoring*)
- E. Speed detection equipment (*radar/LIDAR units*)
- F. Training simulators (*firearms, driving*)
- G. Cell site simulators/IMSI catchers (*StingRay®, HailStorm®, etc.*)
- H. Acoustic gunshot detection system (*ShotSpotter®*)

## 8. Forensics/Evidence

- A. Forensic lab equipment (*cyanoacrylate fuming chamber, mass spectrometer, etc.*)
- B. Sexual assault kits/physical evidence recovery kits
- C. Digital recreation and measurement systems (*3D modeling, point cloud mapping, etc.*)

## 9. Animals and Animal Equipment

- A. Canines and related equipment
- B. Horses and equine equipment

## 10. Medical

- A. Emergency medical services supplies
- B. Pharmaceuticals for treating overdose or addiction (*naloxone, Narcan®, naltrexone, buprenorphine, methadone, etc.*)
- C. Medical (*first-aid kits, defibrillators*)



## **ACTIVITY/PROGRAM SELECTION MODULE**

Please read each possible activity area definition carefully and completely before answering the question.

If you have any questions about how your JAG funding fits into these categories, please contact the Help Desk at 1-888-252-6867 or [bjapmt@csrincorporated.com](mailto:bjapmt@csrincorporated.com).

1. Please select the area(s) below that had JAG-funded activity during the reporting period. *Check all that apply.*

**Note:** JAG-funded activity includes the expenditure of any grant funds or the operation of any grant-funded program, activity, or event. This includes paying for part or all of personnel salary, overtime hours, equipment, or any other expenditures for activities or programs in the activity category. **[Please refer to the definitions on page 2 of the JAG Short questionnaire.]**

- A. ☐ Law enforcement
- B. ☐ Crime lab/forensics
- C. ☐ Crime prevention
- D. ☐ Prosecution
- E. ☐ Indigent defense
- F. ☐ Courts
- G. ☐ Corrections
- H. ☐ Community corrections
- I. ☐ Reentry
- J. ☒ Behavioral health
- K. ☐ Assessment and evaluation
- L. ☐ Crime victim/witness services
- M. ☐ None of the above describes my use of JAG funds. **Please skip to the Goals and Objectives module.**

**GRANTEES AND SUBGRANTEES WITH AWARDS UNDER \$25,000:**  
**PLEASE SKIP TO THE GOALS AND OBJECTIVES MODULE. THIS WILL**  
**COMPLETE YOUR REPORTING REQUIREMENTS.**

**GRANTEES AND SUBGRANTEES WITH AWARDS OVER \$25,000:**  
**CONTINUE TO THE PROGRAM ACTIVITY AREA QUESTIONS, AS**  
**SELECTED ABOVE.**



## **BEHAVIORAL HEALTH MODULE**

This module is required for any grantee or subgrantee who uses JAG funding to provide behavioral health services such as substance abuse treatment, mental health treatment, or co-occurring treatment as a standalone program or as part of a corrections, community corrections, or court program.

NOTE: You must answer the following questions for **each** JAG- funded program that was operational during the reporting period.

1. Please complete the following table for the fiscal year in which your program received funding you are now using. *Please enter whole numbers only. Total must be equal to 100%. "This JAG award" refers to the current award you are reporting on. This information will be used to automatically prorate your JAG-funded program outputs/data. Please note: a separate report is also required for other JAG awards funding this program.*

Funding Source	Percent of Overall Program Funding
This JAG award	
All other sources	
<b>Total</b>	<AutoSum> = 100

*\$110,000 divided by all other funding sources*

2. Which of the following services does your program provide, regardless of JAG funding? *Check all that apply.*
  - A. ☐ Substance abuse treatment
  - B. ☐ Mental health treatment
  - C. ☐ Co-occurring treatment (includes both substance abuse and mental health treatment)
3. What is the name of this program?
  - A. Name: New Options for Women (NOW)
4. What was the initiation year of this program, regardless of when it received JAG funding?
  - A. Year: \_\_\_\_\_
5. Are you or a partner planning or conducting an evaluation of this program, regardless of JAG funding?
  - A. Yes ☒ No ☐
  - B. If Yes, please summarize the following for the reporting period: purpose of the evaluation, current status of the evaluation (e.g., planning stage, completed), who is conducting the evaluation (e.g., internal research staff, external research partner), and evaluation results if applicable. \_\_\_\_\_



6. Did the program receive technical assistance during the reporting period?  
 A. Yes/No No
7. How many treatment staff were licensed and/or certified in the following areas as of the last day of the reporting period, regardless of JAG funding?  
 A. Substance abuse treatment: \_\_\_\_\_  
 B. Mental health treatment: \_\_\_\_\_  
 C. Co-occurring treatment: \_\_\_\_\_
8. How many treatment employees did your office have on staff as of the last day of the reporting period? *Please count both full- and part-time employees. JAG-funded employees are those who receive any portion of their salary/pay from JAG funds, regardless of the amount.*  
 A. JAG-funded treatment employees: \_\_\_\_\_  
 B. Non-JAG—funded treatment employees: \_\_\_\_\_
9. During the reporting period, did your program have any partnerships with outside entities, groups, organizations, or programs?  
 A. Yes/No (if No, skip next question)
10. How would you rate the following partners based on this statement: "This partner is actively involved in the program." *Please rate your partners on a scale of 1–5 as indicated below. If you have multiple partners in a category, please rate them as a whole. If a partner fits in more than one category, please rate it in the one category that fits the best. Please do not rate yourself.*

		Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
<i>This partner is actively involved in the program</i>	NA	1	2	3	4	5
State/tribal leadership (e.g., governor's office)						
Local leadership (e.g., mayor's office)						
Federal law enforcement agencies						
State law enforcement agencies						
Local law enforcement agencies						
Victim services						
Pretrial service organizations						
U.S. Attorney's Office						



## LifeWorks NW/City of Portland GRANTEE AGREEMENT

For the Use of U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance: FY 2015 JAG Grant Funds  
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Award #2015-DX-BJ-0532

Prosecution	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public defender/indigent defense	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Courts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community corrections (probation/parole)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Corrections	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health care providers	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mental health care providers	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Substance abuse treatment providers	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child protective services	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community-based service providers (e.g., housing, employment)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community groups (e.g., neighborhood watch, community center)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Faith-based organizations	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Subject-matter experts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Foundations/philanthropic organizations	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Researcher, evaluator, or statistical analysis center	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Training and technical assistance provider(s)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tribal criminal justice agencies	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Businesses	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K-12 schools	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public services (e.g., trash collection, public works)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11. Please fill out the following table with the number of participants who received services **during the reporting period**. Please report the entire participant population of your program. The JAG-funded portion will be prorated for you based on the information you previously provided.

Service type	NEW participants added during reporting period	Prorated total	TOTAL participants enrolled as of last day of reporting period	Prorated total
Substance abuse treatment only		Autocalc		Autocalc
Mental health treatment only		Autocalc		Autocalc
Co-occurring treatment		Autocalc		Autocalc
<b>TOTAL</b>	Autosum	Autocalc	Autosum	Autocalc



12. If your treatment program includes medication-assisted treatment (MAT), which of the following medications are you utilizing, regardless of JAG funding? *Check all that apply.*

- A. ☐ We do not provide MAT (**skip next question**)  
 B. ☐ Naltrexone (Vivitrol®, depot naltrexone)  
 C. ☐ Buprenorphine (Suboxone®, naloxone, Bup/Nx)  
 D. ☐ Methadone

13. Of the total participants enrolled in your program, how many were deemed eligible for or received MAT during the reporting period?

- A. Participants eligible for MAT: \_\_\_\_\_  
 B. Participants receiving at least one MAT treatment: \_\_\_\_\_

14. How often did your program conduct the following activities during the reporting period?

	Not applicable	Don't know	Daily	Weekly	Monthly	Quarterly
Tracked activity, progress, or performance using a database or spreadsheet	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conducted analysis to better understand a problem, program progress, or to inform decisionmaking in regard to your program/service	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Screened participants for co-occurring disorders at intake	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Screened participants for trauma at intake	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Screened participants using a validated risk-needs assessment instrument	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Screened participants for suitability for group interventions and offered individual treatment as an alternative if appropriate	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If Other, please explain						

15. Which of the following treatment strategies does your program employ, regardless of JAG funding? *Check all that apply.*

- A. ☐ Mental health assessments  
 B. ☐ Substance abuse assessments  
 C. ☐ Family/couples counseling  
 D. ☐ Individual therapy  
 E. ☐ Group therapy



- F. \_\_\_\_ Cognitive behavioral group therapy  
 G. \_\_\_\_ Relapse prevention groups  
 H. \_\_\_\_ Aftercare counseling  
 I. \_\_\_\_ Drug/alcohol testing  
 J. \_\_\_\_ Transitional housing assistance  
 K. \_\_\_\_ Transitional employment services  
 L. \_\_\_\_ Domestic violence/intimate partner services  
 M. \_\_\_\_ Case management  
 N. \_\_\_\_ Acupuncture  
 O. \_\_\_\_ Programs for the dually diagnosed  
 P. \_\_\_\_ Hospital inpatient substance abuse treatment  
 Q. \_\_\_\_ Nonhospital residential substance abuse treatment  
 R. \_\_\_\_ Ambulatory detoxification  
 S. \_\_\_\_ Psychiatric services/psychotropic medication  
 T. \_\_\_\_ Medication management services  
 U. \_\_\_\_ Peer recovery support services  
 V. \_\_\_\_ Trauma therapy  
 W. \_\_\_\_ Assertive community treatment  
 X. \_\_\_\_ Illness management and recovery  
 Y. \_\_\_\_ Psychiatric emergency walk-in services  
 Z. \_\_\_\_ Supported housing  
 AA. \_\_\_\_ Vocational rehabilitation services  
 BB. \_\_\_\_ Other (please describe) \_\_\_\_\_

16. For the following metrics tracked quarterly, please indicate if they increased, stayed the same, or decreased during the reporting period as compared with the previous 3-month quarter. *Please only provide responses for measures that are tracked as part of this program. If a measure is not tracked, please select "NA/Not tracked quarterly."*

	NA/Not tracked quarterly	Decreased	Stayed same	Increased
Individuals completing prescribed services (e.g., mental health services, drug treatment services, co-occurring services)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Individuals who received direct services	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Individuals engaged in services	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Client satisfaction with services	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other measure(s) of success	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If Other, please explain				



17. Does your program utilize group treatment, regardless of JAG funding?

A. Yes/No **(if No, skip next two questions)**

18. What is the average group size for the program's group treatment?

A. Enter number: \_\_\_\_\_

19. **As of the last day of the reporting period**, how many participants were retained (still active in treatment) after the following time periods? Please report the entire participant population of your program. The JAG-funded portion will be prorated for you based on the information you provided in Question 1.

	Time Period	Number Retained	Prorated Total
A.	3 months		Autocalc
B.	6 months		Autocalc
C.	9 months		Autocalc
D.	12 months or more		Autocalc

20. Does your agency/organization provide substance abuse treatment, regardless of JAG funding?

A. Yes/No **(if No, skip to end of module)**

21. Does your treatment agency offer a continuum of care for substance abuse treatment, including detoxification, residential, sober living, day treatment, intensive outpatient, and outpatient treatment services?

A. Yes/No

22. Of those enrolled in a **substance abuse treatment program for at least 90 days**, please enter the number of participants who were tested and the number who tested positive for the presence of alcohol or illegal substances during the reporting period. Only count each participant once, regardless of the number of tests.

A. Number of participants who were tested for the presence of alcohol or illegal substances during the reporting period, regardless of number of times tested

\_\_\_\_\_

B. Number of participants who tested positive for the presence of alcohol or illegal substances during the reporting period, regardless of number of positive results

\_\_\_\_\_

23. Does your agency/organization provide co-occurring services, regardless of JAG funding?

A. Yes/No **(if No, skip next question)**



24. Which of the following co-occurring treatment models do you follow, regardless of JAG funding?

- A. ☐ Sequential—providing services for one disorder and then another
- B. ☐ Parallel—concurrent treatment for mental health and substance abuse
- C. ☐ Integrated—treating both in the same setting

**THIS COMPLETES THE BEHAVIORAL HEALTH MODULE**



## **GOALS AND OBJECTIVES MODULE**

This module should be completed in January and July by all grantees and subgrantees that had any activity during the reporting period or at the close of the grant, based on the previous or next 6 months.

**Please answer the following questions for each goal related to your program.**

1. Please identify the goal(s) you hope to achieve with your funding. If you have multiple goals, please report on each separately (one at a time) and repeat questions 1–4 for each goal. *State Administering Agencies (SAAs) and local grantees: Please provide the goals as listed in your grant application or as adjusted through a Grant Adjustment Notice (GAN). Subgrantees: Please provide the goals that best represent the use of your funding. For grantees/subgrantees purchasing equipment, please relate your goals to how the equipment will help improve your agency or community.*

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2. What is the current status of this goal?

- A. ☐ Not yet started
- B. ☐ In progress
- C. ☐ Delayed
- D. ☐ Completed
- E. ☐ Goal no longer applicable

3. During the past 6 months, please describe any progress you made or barriers you encountered related to this goal.

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4. In the next 6 months, what major activities are planned for this goal?

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5. Do you have another goal you hope to achieve with your grant funding?

- A. Yes (repeat questions 1–4 for each additional goal)
- B. No (**please go to next questions**)



**Please answer the following questions based on your overall activity during the previous 6 months.**

6. Did you receive or do you desire any assistance from BJA or a BJA-funded technical assistance provider? *Check all that apply.*
- A. Yes, we received assistance **(please describe)**
  - B. Yes, we would like assistance or additional assistance **(please describe)**
  - C. No
- 
- 

7. BJA likes to showcase grantees who are working on successful, innovative, and/or evidence-based programs. Do you have any noteworthy accomplishments, success stories, or program results from this reporting period that you would like to showcase?
- A. Yes (Please share your story at: <https://www.bja.gov/SuccessStoryList.aspx>)
  - B. No

**THIS COMPLETES THE GOALS AND OBJECTIVES MODULE**



LifeWorks NW/City of Portland GRANTEE AGREEMENT  
 For the Use of U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance: FY 2015 JAG Grant Funds  
 Bureau of Justice Assistance JAG Program  
 Exhibit I - FY15 JAG Accountability Measures & Report Calendar

CFDA #16.738

Award #2015-DX-BJ-0532

**JAG Reporting Schedule**

Project Manager: Catherine Reiland, Business Operations Manager, Sr., PPB Fiscal

<b>Federal Reporting Periods</b>  <b>Revised for JAG 2015 and future JAG grants</b>	<b>Reports</b>	<b>Email Confirmation of Submission to PPB Grants Analyst</b>	<b>PPB Grants Analyst submits PPB's report and creates/saves/distributes aggregate PMT to partners &amp; notifies City Grants Analyst</b>	<b>GMS Online Submission (x2) &amp; Quarterly Financial Report</b>	<b>Process</b>
October 1 - December 30, 2015 January 1 - March 30, 2016 April 1 - June 30, 2016 July 1 - September 30, 2016	Qrtly PMT; semi-annual Goals & Objectives Qrtly PMT Qrtly PMT; semi-annual Goals & Objectives Qrtly PMT	January 15, 2016 April 15 July 15 October 15	January 18, 2016 April 18 July 18 October 18	January 25, 2016 April 25 July 25 October 25	1) January, April, July, and October - assigned PPB Grants Analyst forwards PMT report reminder emails to PPB project coordinators and JAG partners.  2) January & July - Analyst forwards the Goals & Objectives template to project coordinators and partners.
October 1 - December 30, 2016 January 1 - March 30, 2017 April 1 - June 30, 2017 July 1 - September 30, 2017	Qrtly PMT; semi-annual Goals & Objectives Qrtly PMT Qrtly PMT; semi-annual Goals & Objectives Qrtly PMT	January 15, 2017 April 15 July 15 October 15	January 18, 2017 April 18 July 18 October 18	January 25, 2017 April 25 July 25 October 25	3) Project coordinators complete the PMTs pdfs and the Goals & Objectives worksheet and send them back to the analyst. Partners submit the PMT information directly
October 1 - December 30, 2017 January 1 - March 30, 2018 April 1 - June 30, 2018 July 1 - September 30, 2018	Qrtly PMT Qrtly PMT; semi-annual Goals & Objectives Qrtly PMT; final Goals & Objectives - JAG 2015	January 15, 2018 April 15 July 15 October 15	January 18, 2018 April 18 July 18 October 18	January 25, 2018 April 25 July 25 October 25	and notify analyst of submission. The analyst reviews the pdfs with the grant application and previous reports before entering the information into PMT and creating the combined reports (pdf & HTML).  4) The City Grants Analyst submits the PMT PDF and HTML in GMS.

