



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 08/02/10)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-7 DATE 10/7/10  
LYNDA GROW, BOARD CLERK

## Board Clerk Use Only

Meeting Date: 10/7/2010  
Agenda Item #: R-7  
Est. Start Time: 9:55 am

## BUDGET MODIFICATION: DCJ - 06

**BUDGET MODIFICATION # DCJ-06 Appropriates \$59,357 to the Federal/State Fund from the US Department of Justice for the Comprehensive Approaches to Sex Offender Management (CASOM) Training and Technical Assistance Program Grant.**

*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

<b>Requested Meeting Date:</b>	<u>October 7, 2010</u>	<b>Amount of Time Needed:</b>	<u>3 minutes</u>
<b>Department:</b>	<u>Dept. of Community Justice</u>	<b>Division:</b>	<u>Juvenile Services</u>
<b>Contact(s):</b>	<u>Joyce Resare</u>		
<b>Phone:</b>	<u>503-988-3701</u>	<b>Ext.</b>	<u>24913</u>
		<b>I/O Address:</b>	<u>503 / 250</u>
<b>Presenter Name(s) &amp; Title(s):</b>	<u>Tracey Freeman, Community Justice Manager</u>		

## General Information

### 1. What action are you requesting from the Board?

The Department of Community Justice (DCJ) requests approval of budget modification DCJ-06. This budget modification appropriates \$59,357 from the US Department of Justice (US DOJ), Office of Justice Programs (OJP), Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking under the "Comprehensive Approaches to Sex Offender Management (CASOM) Training and Technical Assistance Program."

### 2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

The US Department of Justice, Office of Justice Programs, Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking offers funding under the CASOM program to assist state and local jurisdictions in establishing comprehensive strategies to manage sex offenders under community supervision.

Budget Modification APR  
Submit to Board Clerk

This grant will allow DCJ/Juvenile Services Division (DCJ/JSD) to enhance their current Juvenile Sex Offender Probation Supervision (JSOPS) unit by dedicating an existing Juvenile Counselor (JCC) position for this project and cover the costs of training. DCJ/JSD plans to reexamine and enhance current practices using the promising model of CASOM; develop written policies and procedures to establish business practice standards; coordinate, plan, and implement a training plan for JSD staff, community providers, law enforcement agencies, and stakeholders; collaborate with the public safety system and community partners in the supervision and case management of juvenile sex offenders; and provide training to the community pertaining to Juvenile Sex Offending.

This grant enhances FY 2011 Program Offer 50017 – Juvenile Sex Offender Probation Supervision.

**3. Explain the fiscal impact (current year and ongoing)**

This budget modification includes revenue and expenditures covering the period of October 1, 2010 through June 30, 2011 in the amount of \$59,357. The grant includes funding for personnel (\$45,004), travel & training (\$9,708) and indirect costs (\$4,645). This grant funding is for two years and ends September 30, 2012.

**4. Explain any legal and/or policy issues involved.**

DCJ/JSD is required to be in compliance with the Sex Offender Registration and Notification Act (SORNA). Local standardized practices and policies will need to be reviewed and revised to reflect the mandates as it applies to DCJ/JSD.

**5. Explain any citizen and/or other government participation that has or will take place.**

DCJ/JSD will develop a training plan collaboratively with our service providers and stakeholders, such as Oregon Youth Authority, Department of Human Services, community treatment providers, and local law enforcement agencies, including collaboration requirements outlined by the grant to ensure all Juvenile Counselors and identified staff receive appropriate training. The training plan will include activities that address SORNA compliance as it applies to local jurisdiction and include one or more of the following:

- Training on sex offender registry and compliance laws, policies, and procedures.
- Training on compliance with legislative changes to include SORNA implementation at the state, local or tribal level.
- Training on establishing a multi-disciplinary sex offender management team, including sex offender registration, monitoring and apprehension units.
- Training on the implementation and use of monitoring equipment and other technologies.

Training on effective supervision, management and monitoring strategies.

## ATTACHMENT A

### Budget Modification

If the request is a **Budget Modification**, please answer **all** of the following in detail:

- **What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**

DCJ's FY 2011 budget will be increased by \$59,357 in grant funding from the U.S. Department of Justice, Office of Justice Programs, Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking. This grant had not been awarded to DCJ at the time that the FY 2011

Budget Modification APR  
Submit to Board Clerk

budget was submitted, and therefore was not included in the Adopted budget.

This is a federal grant and the CFDA number is 16.203

The Notice of Intent to apply for this grant was approved by the Multnomah County Board of County Commissioners on March 11, 2010.

- **What budgets are increased/decreased?**

Juvenile Services Division budget increases by \$59,357

- **What do the changes accomplish?**

Appropriation of the CASOM grant from the US Department of Justice, Office of Justice Programs, Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking.

- **Do any personnel actions result from this budget modification? Explain.**

There are no personnel actions, but this grant does include funding for 0.67 FTE of an already existing Juvenile Counselor [6272] position. No additional FTE will be added with this budget modification, but rather 0.67 FTE of an existing Juvenile Counselor will be charged to this grant with the salary savings being used to offset State funding reductions in the 09-11 biennium.

- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

This grant will fully pay for Central and Departmental Indirect.

- **Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?**

The grant revenue is one-time-only for a period of two years in the amount of \$150,000. When the grant expires, the training program will be completed. Regular county training dollars may be used for on-going professional development training.

- **If a grant, what period does the grant cover? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (i.e. cash match, in kind match, reporting requirements etc)?**

This is a two year grant effective October 1, 2010 through September 30, 2012. There are no matching funds required.

*NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

## ATTACHMENT B

**BUDGET MODIFICATION: DCJ - 06**

### Required Signatures

**Elected Official or  
Department/  
Agency Director:**



**Date:**

9/21/2010

(Joyce Resare for Scott Taylor)

9/20/2010



**Budget Analyst:**

Shannon Busy

**Date:**

**Department HR:**

**Date:**

**Countywide HR:**

**Date:**

**Budget Modification APR  
Submit to Board Clerk**

Budget Modification ID:

DCJ-06

**EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2011

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
1	50-50	21051	50017	50			CJ057.OJP.CASOM	50170	0	(59,357)	(59,357)		IG Direct Fed
2	50-50	21051	50017	50			CJ057.OJP.CASOM	60000	0	27,888	27,888		Salary
3	50-50	21051	50017	50			CJ057.OJP.CASOM	60130	0	8,372	8,372		Fringe
4	50-50	21051	50017	50			CJ057.OJP.CASOM	60140	0	8,744	8,744		Insurance
5	50-50	21051	50017	50			CJ057.OJP.CASOM	60260	0	9,708	9,708		Education & Training
6	50-50	21051	50017	50			CJ057.OJP.CASOM	60350	0	930	930		Central Indirect 1.70%
7	50-50	21051	50017	50			CJ057.OJP.CASOM	60355	0	3,715	3,715	<b>4,645</b>	Dept Indirect 6.79%
8									0			<b>0</b>	Add CASOM grant to JSD SOTT
9									0				
10	50-50	1000	50017	50		508300		60000	367,107	339,219	(27,888)		Salary
11	50-50	1000	50017	50		508300		60130	111,753	103,381	(8,372)		Fringe
12	50-50	1000	50017	50		508300		60140	107,456	98,712	(8,744)		Insurance
13	50-50	1000	50017	50		508300		60240	1,783	46,787	45,004		Supplies (to offset State reductions)
14									0			<b>0</b>	re-allocate CGF in JSD SOTT
15									0				
16	50-00	1000	50001	50		509600		50370		(3,715)	(3,715)		Dept Indirect Revenue
17	50-00	1000	50001	50		509600		60240		3,715	3,715		Supplies
18									0			<b>0</b>	Increase Business Svcs
19									0				
20	19	1000		20		9500001000		50310		(930)	(930)		Internal Svc Reimbursement
21	19	1000		20		9500001000		60470		930	930		Contingency
22									0			<b>0</b>	Central Indirect Reimb
23									0				
24									0				
25									0				
26									0				
27									0				
28									0				
29									0				
											<b>0</b>	<b>4,645</b>	Total - Page 1
											<b>0</b>	<b>4,645</b>	GRAND TOTAL



**Department of Justice**

Office of Justice Programs

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Office of the Assistant Attorney General

Washington, D.C. 20531

September 1, 2010

Mr. Scott Taylor  
Multnomah County  
501 SE Hawthorne Blvd  
Portland, OR 97214-3586

Dear Mr. Taylor:

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 Comprehensive Approaches to Sex Offender Management in the amount of \$150,000 for Multnomah County.

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, Victoria Jolicoeur, Program Manager at (202) 514-4696; 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,

A handwritten signature in black ink, appearing to read "L. Robinson", is written over a horizontal line.

Laurie Robinson  
Assistant Attorney General

Enclosures



**Department of Justice**  
Office of Justice Programs  
Office for Civil Rights

*Washington, D.C. 20531*

September 1, 2010

Mr. Scott Taylor  
Multnomah County  
501 SE Hawthorne Blvd  
Portland, OR 97214-3586

Dear Mr. Taylor:

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 is responsible for ensuring that recipients of financial aid from OJP, its component offices and bureaus, the Office on Violence Against Women (OVW), and the Office of Community Oriented Policing Services (COPS) comply with applicable Federal civil rights statutes and regulations. We at OCR are available to help you and your organization meet the civil rights requirements that come with Justice Department funding.

**Ensuring Access to Federally Assisted Programs**

As you know, Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

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

In accordance with Department of Justice 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). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

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

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of all Justice Department Program Participants, and known as the Equal Treatment Regulation 28 C.F.R. part 38, requires State Administering Agencies to treat these organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award 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 Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separately from the Department of Justice funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice 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 OCR's website at <http://www.ojp.usdoj.gov/ocr/etfbo.htm>.

State Administering Agencies and faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees.

Questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment may be directed to this Office.

## 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 the prohibitions against unlawful discrimination. Accordingly, OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, 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 employment opportunity standards.

## Complying with the Safe Streets Act or Program Requirements

In addition to these general prohibitions, an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), or other Federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEOP), 28 C.F.R. § 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

### 1) Meeting the EEOP Requirement

In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization must comply with the following EEOP reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEOP and submit it to OCR for review **within 60 days from the date of this letter**. For assistance in developing an EEOP, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eeop.htm>. You may also request technical assistance from an EEOP specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEOP, but it does not have to submit the EEOP to OCR for review. Instead, your organization has to maintain the EEOP 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 OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEOP requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

### 2) Submitting Findings of Discrimination


In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR for review.

## Ensuring the Compliance of Subrecipients

If your organization makes subawards to other agencies, you are responsible for assuring that subrecipients also comply with all of the applicable Federal civil rights laws, including the requirements pertaining to developing and submitting an EEOP, reporting Findings of Discrimination, and providing language services to LEP persons. State agencies that make subawards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of subrecipients.

If we can assist you in any way in fulfilling your civil rights responsibilities as a recipient of Federal funding, please call OCR at (202) 307-0690 or visit our website at <http://www.ojp.usdoj.gov/ocr/>.

Sincerely,



Michael L. Alston  
Director

cc: Grant Manager  
Financial Analyst



**Department of Justice**  
Office of Justice Programs  
Office of the Chief Financial Officer

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Washington, D.C. 20531

September 1, 2010

Mr. Scott Taylor  
Multnomah County  
501 SE Hawthorne Blvd  
Portland, OR 97214 - 3586

Reference Grant Number: 2010-WP-BX-0010

Dear Mr. Taylor:

I am pleased to inform you that my office has approved the following budget categories for the aforementioned grant award in the cost categories identified below:

Category	Budget
Personnel	\$75,112
Fringe Benefits	\$46,098
Travel	\$17,052
Equipment	\$0
Supplies	\$0
Construction	\$0
Contractual	\$0
Other	\$0
Total Direct Cost	\$138,262
Indirect Cost	\$11,738
Total Project Cost	\$150,000
Federal Funds Approved:	\$150,000
Non-Federal Share:	\$0
Program Income:	\$0

Match is not required for this grant program.

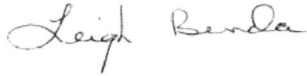
The applicant is a local government unit and is not required to submit an indirect cost rate agreement. The grantee must retain the cost allocation plans on file for audit purposes.

If you have questions regarding this award, please contact:


- Program Questions, Victoria Jolicoeur, Program Manager at (202) 514-4696
- Financial Questions, the Office of 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,

A handwritten signature in cursive script that reads "Leigh Benda".

Leigh Benda  
Acting Chief Financial Officer

 <p>Department of Justice Office of Justice Programs <b>Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking Office</b></p>	<p><b>Grant</b></p>	<p>PAGE 1 OF 3</p>																	
<p>1. RECIPIENT NAME AND ADDRESS (Including Zip Code)</p> <p>Multnomah County 501 SE Hawthorne Blvd Portland, OR 97214-3586</p>	<p>4. AWARD NUMBER: 2010-WP-BX-0010</p> <p>5. PROJECT PERIOD: FROM 10/01/2010 TO 09/30/2012 BUDGET PERIOD: FROM 10/01/2010 TO 09/30/2012</p>																		
<p>1A. GRANTEE IRS/VENDOR NO. 936002309</p>	<p>6. AWARD DATE 09/01/2010</p> <p>8. SUPPLEMENT NUMBER 00</p>	<p>7. ACTION Initial</p>																	
<p>3. PROJECT TITLE Comprehensive Approach to Sex Offender Management</p>	<p>9. PREVIOUS AWARD AMOUNT \$ 0</p> <p>10. AMOUNT OF THIS AWARD \$ 150,000</p> <p>11. TOTAL AWARD \$ 150,000</p>																		
<p>12. SPECIAL CONDITIONS</p> <p>THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).</p>																			
<p>13. STATUTORY AUTHORITY FOR GRANT</p> <p>This project is supported under FY10 (SMART - CASOM) 42 USC 13941</p>																			
<p>15. METHOD OF PAYMENT</p> <p>GPRS</p>																			
<p>AGENCY APPROVAL</p>		<p>GRANTEE ACCEPTANCE</p>																	
<p>16. TYPED NAME AND TITLE OF APPROVING OFFICIAL</p> <p>Laurie Robinson Assistant Attorney General</p>	<p>18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL</p> <p>Scott Taylor Director</p>																		
<p>17. SIGNATURE OF APPROVING OFFICIAL</p> 	<p>19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL</p>	<p>19A. DATE</p>																	
<p>AGENCY USE ONLY</p>																			
<p>20. ACCOUNTING CLASSIFICATION CODES</p> <table border="1"> <thead> <tr> <th>FISCAL YEAR</th> <th>FUND CODE</th> <th>BUD. ACT.</th> <th>DIV. OFC.</th> <th>REG.</th> <th>SUB.</th> <th>POMS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>X</td> <td>B</td> <td>W6</td> <td>22</td> <td>00</td> <td>00</td> <td></td> <td>150000</td> </tr> </tbody> </table>	FISCAL YEAR	FUND CODE	BUD. ACT.	DIV. OFC.	REG.	SUB.	POMS	AMOUNT	X	B	W6	22	00	00		150000	<p>21. JW6BGT0023</p>		
FISCAL YEAR	FUND CODE	BUD. ACT.	DIV. OFC.	REG.	SUB.	POMS	AMOUNT												
X	B	W6	22	00	00		150000												

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

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



Department of Justice  
Office of Justice Programs  
**Sex Offender Sentencing,  
Monitoring, Apprehending,  
Registering and Tracking  
Office**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 2 OF 3

PROJECT NUMBER 2010-WP-BX-0010

AWARD DATE 09/01/2010

*SPECIAL CONDITIONS*

1. 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.
2. 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.
3. 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, Chapter 19.
4. 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.
5. 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: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)

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 [www.usdoj.gov/oig](http://www.usdoj.gov/oig).

6. 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.
7. 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.



Department of Justice  
Office of Justice Programs  
**Sex Offender Sentencing,  
Monitoring, Apprehending,  
Registering and Tracking  
Office**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 3 OF 3

PROJECT NUMBER 2010-WP-BX-0010

AWARD DATE 09/01/2010

*SPECIAL CONDITIONS*

8. All contracts under this award should be competitively awarded unless circumstances preclude competition. When a contract amount exceeds \$100,000 and there has been no competition for the award, the recipient must comply with rules governing sole source procurement found in the current edition of the OJP Financial Guide.
9. Approval of this award does not indicate approval of any consultant rate in excess of \$450 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.
10. The recipient agrees that it will submit quarterly financial status reports to OJP on-line (at <https://grants.ojp.usdoj.gov>) using the SF 425 Federal Financial Report form (available for viewing at [www.whitehouse.gov/omb/grants/standard\\_forms/ff\\_report.pdf](http://www.whitehouse.gov/omb/grants/standard_forms/ff_report.pdf)), not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the award period.
11. 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.)  
  
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.
12. The recipient shall submit semiannual progress reports. Progress reports shall be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. These reports will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.
13. The recipient agrees to submit a final report at the end of this award documenting all relevant project activities during the entire period of support under this award. This report will include detailed information about the project(s) funded, including, but not limited to, information about how the funds were actually used for each purpose area, data to support statements of progress, and data concerning individual results and outcomes of funded projects reflecting project successes and impacts. The final report is due no later than 90 days following the close of this award period or the expiration of any extension periods. This report will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.
14. To ensure compliance with the Government Performance and Results Acts (GPRA), Public Law 103-62, OJP requires the grant recipient to collect and report data that measures the results of the program implemented with this grant. The performance measures can be found at [http://www.ojp.usdoj.gov/smart/funding/SMART\\_FY10\\_CASOM.pdf](http://www.ojp.usdoj.gov/smart/funding/SMART_FY10_CASOM.pdf). This data must be included as part of the grantee's categorical assistance progress report submitted on GMS for each reporting period.
15. 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.



**Department of Justice**

Office of Justice Programs

*Sex Offender Sentencing, Monitoring, Apprehending,  
Registering and Tracking Office*

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Washington, D.C. 20531

**Memorandum To:** Official Grant File

**From:** Dawn Doran, Deputy Director

**Subject:** Categorical Exclusion for Multnomah County

The recipient agrees to assist SMART to comply with the National Environmental Policy Act (NEPA) and other related federal environmental impact analyses requirements in the use of these grant funds either directly by the recipient or by a subrecipient. Accordingly, prior to obligating grant funds, the grantee agrees to first determine if any of the following activities will be related to the use of the grant funds and, if so, to advise SMART and request further NEPA implementation guidance. Recipient understands that this special condition applies to its 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 recipient, a subrecipient, 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: a). new construction; b). minor renovation or remodeling of a property either: (1) listed on or eligible for listing on the National Register of Historic Places or; (2) located within a 100-year flood plain; c). a renovation, lease, or any other proposed use of a building or facility that will either; (1) result in a change in its basic prior use or; (2) significantly changes its size and; d). implementation of a new program involving the use of chemicals other than chemicals that are: (1) purchased as an incidental component of a funded activity and; (2) traditionally used, for example, in office, household, recreational, or education environments.



Department of Justice  
Office of Justice Programs

Sex Offender Sentencing, Monitoring,  
Apprehending, Registering and  
Tracking Office

**GRANT MANAGER'S MEMORANDUM, PT. I:  
PROJECT SUMMARY**

**Grant**

PROJECT NUMBER  
2010-WP-BX-0010

PAGE 1 OF 1

This project is supported under FY 10 (SMART - CASOM) 42 USC 13941

**1. STAFF CONTACT (Name & telephone number)**

Victoria Jolicoeur  
(202) 514-4696

**2. PROJECT DIRECTOR (Name, address & telephone number)**

Amanda Carroll  
Finance Specialist/Senior  
501 SE Hawthorne Blvd  
Suite 250  
Portland, OR 97214-3586  
(503) 988-3701 ext.25456

**3a. TITLE OF THE PROGRAM**

SMART FY 10 Comprehensive Approaches to Sex Offender Management Grant Program

**3b. POMS CODE (SEE INSTRUCTIONS  
ON REVERSE)**

**4. TITLE OF PROJECT**

Comprehensive Approach to Sex Offender Management

**5. NAME & ADDRESS OF GRANTEE**

Multnomah County  
501 SE Hawthorne Blvd  
Portland, OR 97214-3586

**6. NAME & ADDRESS OF SUBGRANTEE**

**7. PROGRAM PERIOD**

FROM: 10/01/2010 TO: 09/30/2012

**8. BUDGET PERIOD**

FROM: 10/01/2010 TO: 09/30/2012

**9. AMOUNT OF AWARD**

\$ 150,000

**10. DATE OF AWARD**

09/01/2010

**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 Comprehensive Approaches to Sex Offender Management (CASOM) Grant Program, authorized by 42 U.S.C. 13941, assists state (including D.C. and the territories), local and tribal jurisdictions in establishing comprehensive strategies to manage sex offenders under community supervision. In FY 2010, the CASOM Grant Program is supporting projects in the following two areas: (1) Part A supports demonstration grants awarded for the purpose of implementing the Comprehensive Approach model of managing sex offenders in tribal communities and (2) Part B supports enhancement grants for states, localities and territories with existing sex offender management systems.

This grant will allow the Multnomah County Department of Adult & Juvenile Community Justice, Juvenile Services Division (DCJ/JSD) to enhance their current Juvenile Sex Offender Probation Supervision (JSOPS) unit by creating a position dedicated for this project and cover the costs of training. The DCJ/JSD plans to re-examine and enhance current practices using the promising model of CASOM, develop written policies and procedures to establish business practice standards,

coordinate, plan, and implement a training plan for MCJSD staff, community providers, law enforcement agencies, and stakeholders, collaborate with the public safety system and community partners in the supervision and case management of juvenile sex offenders, and provide training to the community pertaining to Juvenile Sex Offending.

\* This grant was funded under the Part B of the CASOM grant program.

ca/ncf