REQUEST FOR APPLICATIONS RFA # 2104
TITLE: Evaluation of the Jail Diversion and Trauma Recovery Grant
FUNDING AGENCY: NC Division of Mental Health /Developmental Disabilities /Substance Abuse Services
ISSUE DATE: August 17, 2011

FUNDING AGENCY:

North Carolina Department of Health and Human Services
Division of Mental Health /Developmental Disabilities /Substance Abuse Services
Regulatory Resource Management, Financial Operations
3013 Mail Service Center
Raleigh NC 27699-3013
Tel. 919-715-7922

IMPORTANT NOTE: Indicate agency or organization name and RFA number on the front of each application envelope or package, along with the date for receipt of applications specified below.

Applications, subject to the conditions made a part of hereof, will be received until 5:00 p.m., **August 31, 2011**, for furnishing services described herein.

SEND ALL APPLICATIONS DIRECTLY TO THE FOLLOWING ADDRESS:

Applications sent by mail should be sent to:

NC Division of Mental Health, Developmental Disabilities and Substance Abuse Services
Financial Operations
ATTN: RFA #2104 Jalaine Moore
3013 Mail Service Center
Raleigh, NC 27699-3013

Applications sent by FedEx or other overnight delivery services should be shipped to:

NC Division of Mental Health, Developmental Disabilities and Substance Abuse Services
Financial Operations, Suite 1129
ATTN: RFA #2104 Jalaine Moore
325 North Salisbury Street
Raleigh, NC 27601

DIRECT ALL INQUIRIES REGARDING THIS RFA TO:

North Carolina Department of Health and Human Services
Division of Mental Health /Developmental Disabilities /Substance Abuse Services
Community Policy Management Section – Justice Systems Innovations
ATTN: Robert Kurtz, Ph.D.
3008 Mail Service Center
Raleigh NC 27699-3008
Office # (919)715-2771
Bob.Kurtz@dhhs.nc.gov

NOTE: Questions concerning the specifications in this Request for Applications will be received until **August 24, 2011**. A summary of all questions and answers will be available on the internet at: http://www.ncdhhs.gov/mhddsas/whatsnew-comprehensive.htm and will be posted by August 26, 2011.

INTRODUCTION

The purpose of the contract is to evaluate North Carolina's implementation of the Jail Diversion and Trauma Recovery (JDTR) – Priority to Veteran's grant. The JDTR grant project has two main goals: 1) To implement an infrastructure building program at the State level to provide project oversight and expand trauma-integrated jail diversion programming with a priority on veterans statewide, and 2) to create a model pilot program in Mecklenburg County that will create a comprehensive, trauma integrated jail diversion and support system to address the unmet needs of individuals involved in or likely to become involved in the criminal justice system with trauma spectrum disorders, co-occurring substance abuse, and traumatic brain injury, and will prioritize service to veterans. This pilot program will provide a model that can be replicated for larger scale dissemination across the state.

A thorough evaluation of the pilot program in Mecklenburg County will be needed in order to demonstrate its impact, effectiveness, and implementation. In addition, documentation of the development and success of the state infrastructure will be needed to demonstrate to federal grantors the implementation of this requirement of the SAMHSA jail diversion and trauma grant program. On-going assessment and data will also be needed as part of a continuous quality improvement process to help assure the optimum results are achieved by this pilot program. We will need to know that the pilot program is improving the lives of the program participants, and results in the outcomes that we hope to achieve. The evaluation of the pilot program will not only demonstrate its effectiveness to the program overseers, but to decision-makers, policy setters, and leaders across North Carolina whose support would be necessary for its replication, and to federal granting sources. This evaluation would be part of a national multi-site evaluation, and would need to include the collection of federally required data elements including Government Performance and Results Act (GPRA) data through the collection of the National Outcome Measures (NOMS).

The successful bidder will be a non-profit agency that has extensive experience with our planned process and outcome components, is familiar with the use of computer-assisted data collection strategies that we proposed for use in this evaluation, and is familiar with GRPA / NOMS reporting requirements. The contractor will be responsible for helping North Carolina meet federal expectations for progress on the evaluation of this project. The proposed deliverables in this contract are due at various stages throughout this multi-year grant funded project, with a final report due at the end of this three year funding period.

The evaluation of this project will achieve three main objectives:

Objective 1: To document the development of the state infrastructure

Objective 2: To describe the implementation of the pilot program

Objective 3: To determine the impact of the pilot program on program participants and on selected outcomes of interest

BACKGROUND

There is a growing recognition of the unmet needs within the criminal justice (CJ) population for trauma-informed services. Of particular concern are the alarmingly high rates of trauma-related disorders among veterans of Operation Enduring Freedom / Operation Iraqi Freedom. Some returning service members with readjustment problems experience common PTSD symptoms like insomnia, social withdrawal, irritability and anger dyscontrol, which may lead to encounters with the criminal justice system before adequate support and treatment are accessed. Greater attention, not only to trauma-informed services, but to infrastructure development to build capacity for diverting people from the criminal justice system and to ensure sustainability of programmatic efforts, is needed.

North Carolina, with its large and growing number of veterans and existing linkages between the Department of Veterans Affairs (VA) and the State MH Authority, is poised to implement an infrastructure building project to develop and execute strategies to disseminate trauma-informed jail diversion services across the state, beginning with a pilot program in Mecklenburg County.

For this project to succeed, data will need to be obtained, managed, compiled, analyzed and the results reported in regular intervals that provide sufficient information presented clearly and competently to help guide policy decisions, make on-going, regular improvements in the implementation of the project that lead

to better outcomes for program participants and for the state, and that satisfies all the requirements of the federal grantor for a thorough and comprehensive evaluation of this project, including the collection and reporting of the federally required data necessary for SAMHSA to meet its obligations under the Government Performance and Results Act (GPRA).

National statistics indicate that about 9.4% of all incarcerated persons are veterans. The jail diversion pilot program in Mecklenburg County will divert veterans with criminal justice involvement into treatment in lieu of incarceration; the evaluation of this program requires subject matter experts in mental health and substance abuse and veterans services to evaluate this project.

SCOPE OF SERVICES

The contracted evaluator will work closely with program staff to conduct a process evaluation of the state infrastructure development, as well as the implementation of the pilot program. In addition, the evaluator will work with program staff to perform an outcome evaluation of program participants, assessing and reporting the impact of the pilot program on individual participants' lives. Program staff will collect the process evaluation and outcome data (except for the administrative criminal justice data) that the contracted evaluator will manage, analyze, and produce reports from.

Objective 1: Process Evaluation of State Infrastructure Development

The process evaluation will provide a comprehensive description of the state infrastructure development and will address the following questions

- *What stakeholders were involved in the SAC? Were all relevant stakeholders involved? What was each person's role investment, and how did the process evolve over time?*
- *What was the level of organizational readiness for change among stakeholders?*
- *What was the degree of interagency collaboration that took place, and how did this evolve over time? What formal (e.g., MOAs) and informal signs of collaboration took place? What level of consensus was there among the stakeholders?*
- *Was a strategic plan for the SAC developed? If so, what did it entail? Was it followed?*
- *How often were SAC and work group meetings held? How involved in the oversight of the pilot program and replication efforts was the SAC?*
- *What challenges to state infrastructure development were encountered, and how were they addressed?*
- *What local and state policies and practices were changed to increase trauma-informed screening, treatment, and recovery services for individuals in the justice system?*
- *How many jails and MH agencies began implementing trauma screening, treatment, and recovery services to veterans and others affected by trauma?*
- *What sustainability efforts were undertaken to continue efforts after funding ends? How successful were these efforts?*

Objective 2: Process Evaluation of the Pilot Program Implementation

The process evaluation of the pilot program will address the following questions

- *What stakeholders were involved in the planning of the pilot program? Were all relevant stakeholders involved?*
- *How were the proposed evidence-based practices selected for the pilot program? Did the stakeholders discuss any necessary modifications?*
- *To what extent were participant eligibility criteria (legal and clinical), recruitment and enrollment mechanisms, and enrollment targets for the pilot program developed?*

- *To what extent were program components (e.g., screening/assessment, judicial diversion planning, jail-based discharge planning, trauma treatment, provision of support services, CIT training, VA outreach) and service goals developed?*
- *Did implementation match the plan? If deviations occurred, what led to them?*
- *What challenges took place during implementation, and what strategies were implemented to address them? Were enrollment and service delivery targets met?*
- *Who provided (program, staff) what services (modality, intensity, duration) to whom (individual characteristics)?*

The process evaluation questions will be primarily addressed by in-person, semi-structured interviews conducted by program staff with key stakeholders, including SAC members and direct service staff involved in the pilot program. Although the interview guides will mainly include open-ended questions, the evaluation will also use existing scales to quantify interagency collaboration and organizational readiness for change. SAC members will complete the *Change Readiness Assessment* (Mauer, 1996) to assess organizational readiness for change. Baseline interviews and surveys have already been conducted, but follow up surveys and interviews will be completed at the end of each project year. These data will be collected by program staff, but the contracted evaluator will be responsible for analyzing these data and producing reports from them. At the programmatic-level, the interview guides have been designed to elicit information on the actual implementation from year to year, with a focus on modifications over time (including the reason for the modification and the effects of such modifications). In addition, the contracted evaluator will review meeting minutes, progress reports, staffing plans, budgets, and timelines. This information will be used to document the evolution of the SAC, the implementation of the pilot program, and statewide expansion efforts.

Client-level data on service delivery will also be an essential component of the process evaluation, with detailed services data to be collected by program staff on a continuous basis. Descriptive data (e.g., demographics) on clients enrolled in the program will be gathered through the NOMS reporting, which will enable the evaluation to comprehensively describe the population served. These data include specific service components (including modality, type, intensity, and duration) that were delivered to clients. Diversion staff will also maintain client-level records on court-ordered requirements and compliance with these requirements. In addition to documentation of individual-level services, implementation data will also be collected by program staff on expanded CIT modules on veterans and trauma. Training records on the number of law enforcement officers who received training will be maintained prospectively by program staff for the purposes of the evaluation.

Program implementation data will also be collected by program staff at the replication sites. The level of data collection will be at the program level (as opposed to the individual client level). Information will be collected on the specific program components that were implemented (e.g., screening/assessment, trauma-informed treatment, recovery support services), the number of clients served, and the number of locales in which expanded services were provided.

Objective 3: Outcome Evaluation of the Impact of the Pilot Program on Participants.

The outcome evaluation will assess the effect of the pilot program on participants and will identify individual and contextual factors associated with various outcomes. The evaluation will integrate the primary elements of service data and individual outcomes per required GPRA performance measures required by SAMHSA through collection of NOMS data (described below). The outcome evaluation will also include required measures from the national multi-site evaluation. The contracted evaluator, as well as the quality management program staff in Mecklenburg, will work closely with the national evaluation staff to ensure compliance with multi-site data collection efforts. To the extent possible, within the research design, the following research questions will be answered:

- *What was the effect of the diversion program on participants' MH, trauma, SU symptoms, instrumental and social functioning, and criminal recidivism?*
- *What individual-level factors were associated with positive outcomes?*

The outcome evaluation will use several data sources to address these questions:

- Performance measures gathered by program staff using the Center for MH Services (CMHS) NOMS Adult Consumer Outcome Measures for Discretionary Programs

- Services data gathered by program staff for the process evaluation
- Outcome data gathered by program staff for the national, multi-site evaluation
- Administrative data on arrest, sentencing, and jail incarceration gathered by the contracted evaluator from North Carolina's Automated Criminal Infractions System database.

The specific data collection instruments include Events Tracking (to be completed at relevant screening points), Person Tracking (to be collected at intake on all persons enrolled in the jail diversion program), Client Interview (collected at baseline, 6-month, and 12-month follow-up) Service Use (collected by client's 6-month interview), and Arrest Data Collection Form and Court Decision Form (collected by client's 6-month interview).

NOMS data. In compliance with grantee performance measurement expectations, CMHS NOMS data will be collected by pilot program staff for all program participants at baseline (the participants' first service encounter, which will take place within 7 calendar days of a client enrolling in a program), 6 months post-baseline, and 12 months post-baseline. For clients who cannot be located at the 6-month and 12-month interview, program staff will submit administrative data (including record management, reassessment status, and services received) for the client. This data collection will provide demographic information on clients and will enable the following outcome variables to be tracked: functioning (mental illness symptomatology), stability in housing, education and employment, crime and CJ status, perception of care (measured at 6-month and 12-month interviews), social connectedness, and service utilization (reported by grantee staff at 6 months and 12-month). Reporting of service utilization will be done at the individual level, but the data can be aggregated to generate the number of persons receiving core services (screening, assessment, treatment planning/review, psychopharmacological, MH, co-occurring, case management, and trauma-specific) and support services (medical care, employment, family, child care, transportation, education, housing, social recreational activities, consumer-operated, HIV-testing) and referrals by age, gender, race, and ethnicity.

Program staff will enter the NOMS data into the Transformation Accountability (TRAC) Web system within 7 days of the interview. The contractor will assist program staff with record management and will help them to meet the target goal of collecting data from all of the program participants at baseline, and at least 80% of participants at the 6-month reassessment. The contractor will ensure that program staff members responsible for NOMS data collection are trained in the administration of the measures (e.g., coding refusals, skip patterns) and TRAC data entry.

Multi-Site Evaluation Data. The contracted evaluator will provide technical assistance and quality control for collection of data at baseline, 6- and 12-month follow-up interviews, will obtain criminal justice administrative data, and will assume oversight responsibility for transmission of these data to the coordinating center. Program staff at the pilot site will collect the baseline, 6- and 12-month evaluation data from clients. The program survey includes measures designed to answer the outcome evaluation questions stated above as well as measures that are part of the multi-site evaluation. The contracted evaluator will obtain (at their expense) QDS software through the multi-site evaluators and will work with them to program the laptop or handheld device and train designated staff at the pilot site on its use. The QDS software modules needed for this evaluation includes the Data Entry Module, the CAPI module, and the Warehouse Manager Module. Further information about these QDS software modules may be obtained at www.novaresearch.com/QDS.

The data collection protocol will entail the service provider first obtaining consent from the client. The consent procedures will be part of the CAPI in order to have an electronic file outlining participation status. Program staff will review *only* the consent procedures on the CAPI and answer any questions; staff will be involved as clients complete the CAPI interview. The contracted evaluator, as well as program in Mecklenburg, will work closely with the national evaluation team to make any required changes to these data collection procedures.

If the client agrees to participate, the service provider will interview the client and record his or her responses. Additional steps will be undertaken to maximize retention rates for the follow-up interviews. Specifically, the baseline interview will ask respondents for detailed contact information to be used for locating respondents for their follow-up interviews; these respondents will require more extensive locating efforts by the Community Diversion Manager. In addition, incentives will be provided to the clients participating in the evaluation component of the project. At baseline, each participating client will receive ten dollars ($10) following completion of the baseline data collection interview. They will receive fifteen ($15) for

completing the six month follow-up interview, and twenty dollars ($20) for completing the twelve month follow-up interview. Funds provided for the incentives to participate will be allocated from the Division of MH/DD/SAS to Mecklenburg LME, and will not be the responsibility of the contracted evaluator to manage.

In addition to the individual client interviews required for the multi-site evaluation, the evaluator will oversee the collection of other data required for the multi-site evaluation, such as the volume of individuals screened, enrolled, and treated. The contracted evaluator will also obtain criminal history information for each pilot study participant, including the precipitating incarceration and any re-incarcerations for the 1-year follow-up period, as required by the multi-site evaluation.

Data Management and Analysis

Data Management. The contracted evaluator, in collaboration with project staff, will develop data sharing and security procedures (e.g., replacing individually identifying information with a study ID number, aggregating data used for reporting purposes) that safeguard the data collected by program staff. The CAPI data will need to be securely uploaded each evening. If that is not possible, the evaluator will work with pilot program staff to retrieve encrypted data. The data will be stored on a secure server maintained by the evaluator. Data will be transmitted by the contracted evaluator to the national multi-site team in accordance with procedures and deadlines provided by the national team. These procedures have been reviewed and approved by the state agency privacy board. NOMS data provided to the CMHS will be stripped of identifiers.

Data Analysis. The analysis of data collected for the process evaluation will include simple descriptive nonparametric and correlational analyses (from readiness for change and collaboration measures) to describe stakeholder views of the planning and implementation processes. Themes will be extracted from staff interviews, meeting minutes, and correspondence. Service provision and other "volume" data will be presented by the evaluator in a descriptive manner.

The analyses performed by the evaluator for the outcome evaluation will answer the key research questions described above. In order to examine the effectiveness of the pilot study on key outcomes, parametric and nonparametric analyses will be conducted for change at 6- and 12-month time points; significant bivariate effects will be included in multivariate regression models. Program- and individual-level variables will be examined for influence on program effectiveness, including service receipt social support and severity of MH symptoms. Although the use of the evaluation to guide continuous improvement (described below) will derive primarily from the contractor's process evaluation, the findings from the contractor's outcome evaluation will also be important in driving decisions regarding if the pilot program's implementation and effectiveness.

Continuous Improvement and Reporting

The contractor's evaluation of this project will enable a continuous improvement process that gives all partners the information needed to refine programming throughout the project. Key features will include:

- Involving stakeholders in the evaluation and to use data for continuous improvement
- Demystifying data collection and analysis at the community and state levels

This process that will be used by the contractor will affirm the importance of engaging key stakeholders in each phase of the evaluation process, from planning/conception to communication to dissemination of results. Through this type of participatory approach, programs are enhanced through the translation and integration of evaluation results into implementation. In addition, the contractor's evaluation will be enhanced because the interpretation of findings by individuals with multiple perspectives will generate additional questions for the evaluation.

Contractor's evaluation shall produce several products oriented toward a variety of stakeholders. Importantly, the flow of information between the evaluation and program staff will be bidirectional, with the evaluation findings used to guide program development and the interpretation of evaluation findings by program staff used to develop additional evaluation questions. Evaluation findings will also be presented at least quarterly to the SAC. This ongoing feedback will ensure that the SAC receives information that will inform state-level policy decisions and any recommendations for programmatic adaptation..

Contractor's evaluation will generate a variety of products. In addition to the stakeholder presentations described above, written products will include quarterly reports, annual reports (submitted to the Project

Director) for each of the years of the proposed grant, a final cumulative evaluation report (which will document the planning and implementation of the SAC formation, the pilot program, and the statewide expansion effort and the impact of the pilot program on key outcomes for program participants), and short topical briefs (focused on discrete topics and intended for specific stakeholder groups). In addition, the contractor will be expected to provide technical assistance at least monthly to program staff regarding the evaluation component. Finally, an annual report summarizing results from the process and outcome evaluations will be produced by the contracted evaluator. This report will indicate the results of outcomes established by the grantor, that include measures of the infrastructure changes at the state level (i.e., number of policy changes made as a result of the grant, numbers of persons trained in trauma informed care, etc.) as well as individual program participant outcomes (i.e., re-arrest rates, hospitalizations, numbers of veterans diverted from jail to treatment, etc.). The contractor's deliverables include, but are not limited to, the following:

1. Process evaluation of the SAC – annual report
2. Process evaluation of the pilot program - annual report
3. Outcome evaluation of program participants to include
   - NOMS data
   - Service data
   - Outcomes data
   - Arrest data
   - Monthly data submission to Advocates for Human Potential (AHP)
   - Submit or oversee submission of person tracking data to Cloudburst
   - Annual outcomes report
4. TRAC reporting – due quarterly
5. Annual and semi-annual progress reports for SAMHSA

All data associated with this evaluation that are obtained by the contractor, the associated data dictionary, and programs developed by the contractor for the analysis of these data will be deliverables to be provided by the contractor to the NC Division of MH/DD/SAS as part of this contract.

The contracted evaluator will be expected to attend quarterly meetings in of the SAC, to be held in Raleigh, NC, and annual grantee meetings to be held in Washington D.C., or other locations determined by SAMHSA project staff. Travel costs and expenses for attending the annual grantee meeting will be paid by the grantor.

Performance Measures

- National Outcomes Measures data and other prescribed outcomes data are provided to the federal multi-site evaluators with 100% compliance.
- A 100% increase in the knowledge of the program administrators and planning committee regarding statistics on the variables about which data will be collected by the program evaluator.
- Program administrators learn the proportion of people in jail who 1) are veterans 2) have trauma disorders 3) are diverted from jail 4) receive trauma-informed treatment 5) the number of policy changes resulting from the project, the numbers of providers receiving trauma treatment training, and being trained in military culture. 100% success will be attained if accurate information is obtained on all of these variables.
- 100% of pilot site staff members involved in the evaluation of the pilot program are trained on administering data collection instruments.
- Data are collected on 100% of program participants.
- Program administrators learn the proportion of people in jail at the pilot site who 1) are veterans 2) have trauma disorders 3) are diverted from jail to treatment in the community 4) receive trauma informed treatment 5) the number of policy changes resulting from the project, the numbers of providers receiving trauma treatment training, and being trained in military culture. 100% success will be attained if accurate information is obtained on all five of these variables.

Funding:

Funds ($57,500) to pay for staff time and resources in the first project year. The grant amount for the evaluation is limited to no more than 20% of the total grant award. The amount of this contract was also determined by the projected hours required for the work, after subtracting the amount allocated for the provision of incentives to program participants.

Reimbursement

The contractor shall submit a monthly Financial Status Report (FSR) form of expenditures to the Contract Administrator of the Division by the 10th of the following month for services provided. Any travel costs should be computed at rates consistent with the current State regulations.

Beginning and Ending Dates for the Contract:

The contract will be for a year, beginning on October 1, 2011 and ending September 30, 2012, with an option for renewal for two additional years, ending September 30, 2014.

The Procurement Process

The following is a general description of the process by which an agency or organization will be selected to complete the goal or objective.

1. Written questions concerning the RFA specifications will be received until the date specified on the cover sheet of this RFA.
2. Applications in one original and two copies will be received from each agency or organization. The original must be signed and dated by an official authorized to bind the agency or organization.
3. All applications must be received by the funding agency not later than the date and time specified on the cover sheet of the RFA. Faxed applications will not be accepted.
4. At that date and time the applications from each responding agency and organization will be logged in. Budgets will be included as part of the application.
5. At their option, the evaluators may request additional information from any or all applicants for the purpose of clarification or to amplify the materials presented in any part of the application. However, agencies and organizations are cautioned that the evaluators are not required to request clarification: therefore, all applications should be complete and reflect the most favorable terms available from the agency or organization.
6. Applications will be evaluated according to completeness, content, experience with similar projects, ability of the agency's or organization's staff, cost, etc. The award of a grant to one agency and organization does not mean that the other applications lacked merit, but that, all facts considered, the selected application was deemed to provide the best service to the State.
7. Agencies and organizations are cautioned that this is a request for applications, and the funding agency reserves the unqualified right to reject any and all applications when such rejections are deemed to be in the best interest of the funding agency.

General Information on Submitting Applications

1. Award or Rejection
   All qualified applications will be evaluated and award made to that agency or organization whose combination of budget and service capabilities is deemed to be in the best interest of the funding agency. The funding agency reserves the unqualified right to reject any or all offers if determined to be in its best interest. Successful applicants will be notified by September 15, 2011.
2. Decline to Offer
   Any agency or organization that receives a copy of the RFA but declines to make an offer is requested to send a written "Decline to Offer" to the funding agency. Failure to respond as requested may subject the agency or organization to removal from consideration of future RFAs.
3. Cost of Application Preparation
   Any cost incurred by an agency or organization in preparing or submitting an application is the agency's or organization's sole responsibility; the funding agency will not reimburse any agency or organization for any pre-award costs incurred.
4. Elaborate Applications
   Elaborate applications in the form of brochures or other presentations beyond that necessary to present a complete and effective application are not desired.
5. Oral Explanations
   The funding agency will not be bound by oral explanations or instructions given at any time during the competitive process or after awarding the grant.
6. Reference to Other Data.
   Only information that is received in response to this RFA will be evaluated; reference to information previously submitted will not suffice.
7. Titles
   Titles and headings in this RFA and any subsequent RFA are for convenience only and shall have no binding force or effect.
8. Form of Application

Each application must be submitted on the form provided by the funding agency, and will be incorporated into the funding agency's Performance Agreement (contract).

9. Exceptions
All applications are subject to the terms and conditions outlined herein. All responses will be controlled by such terms and conditions. The attachment of other terms and condition by any agency and organization may be grounds for rejection of that agency or organization's application. Funded agencies and organizations specifically agree to the conditions set forth in the Performance Agreement (contract).

10. Advertising
In submitting its application, agencies and organizations agree not to use the results there from or as part of any news release or commercial advertising without prior written approval of the funding agency.

11. Right to Submitted Material
All responses, inquiries, or correspondence relating to or in reference to the RFA, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the agency or organization will become the property of the funding agency when received.

12. Competitive Offer
Pursuant to the provision of G.S. 143-54, and under penalty of perjury, the signer of any application submitted in response to this RFA thereby certifies that this application has not been arrived at collusively or otherwise in violation of either Federal or North Carolina antitrust laws.

13. Agency and organization's Representative
Each agency or organization shall submit with its application the name, address, and telephone number of the person(s) with authority to bind the agency or organization and answer questions or provide clarification concerning the application.

14. Subcontracting
Agencies and organizations may propose to subcontract portions of work provided that their applications clearly indicate the scope of the work to be subcontracted, and to whom. All information required about the prime grantee is also required for each proposed subcontractor.

15. Proprietary Information
Trade secrets or similar proprietary data which the agency or organization does not wish disclosed to other than personnel involved in the evaluation will be kept confidential to the extent permitted by NCAC TO1: 05B.1501 and G.S. 132-1.3 if identified as follows: Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL." Any section of the application that is to remain confidential shall also be so marked in boldface on the title page of that section.

16. Participation Encouraged
Pursuant to Article 3 and 3C, Chapter 143 of the North Carolina General Statutes and Executive Order No. 77, the funding agency invites and encourages participation in this RFA by businesses owned by minorities, women and the disabled including utilization as subcontractor(s) to perform functions under this Request for Applications.

17. Contract
The Division will issue a contract to the recipient of the grant that will include their application. Expenditures can begin immediately up receipt of a completely signed contract.

18. The submitted application should respond to all of the items listed on the attached scoring tool.

Please be advised that successful applicants may be required to have an audit in accordance with G. S. 143-6.2 as applicable to the agency or organization's status. Also, the contract may include assurances the successful applicant would be required to execute when signing the contract. Agencies or organizations receiving Federal funds would be required to execute a Consolidated Federal Certification form (as applicable). Private not for profit agency contracts would also include a conflict of interest policy statement.

Assemble the Application in the following order. Use a binder clip at top left corner on each copy of the application. Number each page consecutively beginning with the Application Face Sheet.

Application Face Sheet

* * * * Verification of IRS status, if applicable to the status of the agency/organization. Budget narrative/summary Attachments
* * * Indirect Cost Approval Letter if charge is included in Indirect Cost section (L) of Budget

* Application should include an abstract of the application, and address the following: your agency's background and experience with the population served, proposed plan for the evaluation, including staffing for the project, a detailed budget, evidence of ability to administer the funds awarded under the contract, evidence of community collaboration relevant to carrying out this evaluation, experience with evaluating federally funded grant programs, experience with the specific data collection and reporting systems, software, and databases to be used to carry out this evaluation.

APPLICATION FACE SHEET

Name of Agency:
Address:

Telephone Number:
Fax Number:
Email Address:

Agency Status: ( ) Public ( ) Private, Non-Profit ( ) Private, For Profit

Agency Federal Tax ID Number:

Agency's Financial Reporting Year _____ through _____

Name and Title of Contract Administrator:

Name of Program (s):

SERVICE DELIVERY SITE(S):

AREA TO BE SERVED:

(Vice) President Date

_____

APPLICATION FACE SHEET

Legal Name of Agency: _____

Note: Agencies or organizations that are a Private not for profit agency, must submit a copy of their IRS letter that assigns their federal identification number and status as a 501(c)(3) along with their application

Address:_____

_____

_____

(Include physical address if different from mailing address)

Telephone Number:_____

Fax Number: _____

Email Address:_____Agency Web-address:_____

Agency Status: ( ) Non-Profit ( ) For Profit

Agency Federal Tax ID Number:_____

Agency's Financial Reporting Year (IRS Audit Cycle) _____ through _____

Name and Title of Person Authorized to sign Contracts:_____

Name of Program (s):_____

SERVICE DELIVERY SITE(S):

_____

_____

AREA TO BE SERVED:_____

_____ _____

(Vice) President **Date**

Attachment A
General Terms and Conditions

Relationships of the Parties

Independent Contractor: The Contractor is and shall be deemed to be an independent contractor in the performance of this contract and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Contractor represents that it has, or shall secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of, or have any individual contractual relationship with, the Division.

Subcontracting: The Contractor shall not subcontract any of the work contemplated under this contract without prior written approval from the Division. Any approved subcontract shall be subject to all conditions of this contract. Only the subcontractors specified in the contract documents are to be considered approved upon award of the contract. The Division shall not be obligated to pay for any work performed by any unapproved subcontractor. The Contractor shall be responsible for the performance of all of its subcontractors.

Assignment: No assignment of the Contractor's obligations or the Contractor's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority, the State may:

(a) Forward the Contractor's payment check(s) directly to any person or entity designated by the Contractor, or
(b) Include any person or entity designated by Contractor as a joint payee on the Contractor's payment check(s).

In no event shall such approval and action obligate the State to anyone other than the Contractor and the Contractor shall remain responsible for fulfillment of all contract obligations.

Beneficiaries: Except as herein specifically provided otherwise, this contract shall inure to the benefit of and be binding upon the parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this contract, and all rights of action relating to such enforcement, shall be strictly reserved to the Division and the named Contractor. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the Division and Contractor that any such person or entity, other than the Division or the Contractor, receiving services or benefits under this contract shall be deemed an incidental beneficiary only.

Indemnity and Insurance

Indemnification: The Contractor agrees to indemnify and hold harmless the Division, the State of North Carolina, and any of their officers, agents and employees, from any claims of third parties arising out of any act or omission of the Contractor in connection with the performance of this contract.

(a) **Insurance:** During the term of the contract, the Contractor shall provide, at its sole cost and expense, commercial insurance of such types and with such terms and limits as may be reasonably associated with the contract. At a minimum, the Contractor shall provide and maintain the following coverage and limits:
   (1) **Worker's Compensation Insurance**: The Contractor shall provide and maintain worker's compensation insurance, as required by the laws of the states in which its employees work, covering all of the Contractor's employees who are engaged in any work under the contract.
   (2) **Employer's Liability Insurance:** The Contractor shall provide employer's liability insurance, with minimum limits of $500,000.00, covering all of the Contractor's employees who are engaged in any work under the contract.
   (3) **Commercial General Liability Insurance**: The Contractor shall provide commercial general liability insurance on a comprehensive broad form on an occurrence basis with a minimum combined single limit of $1,000,000.00 for each occurrence.
   (4) **Automobile Liability Insurance**: The Contractor shall provide automobile liability insurance with a combined single limit of $500,000.00 for bodily injury and property damage; a limit of $500,000.00 for uninsured/under insured motorist coverage; and a limit of $2,000.00 for medical payment coverage. The Contractor shall provide this insurance for all automobiles that are:
      (A) owned by the Contractor and used in the performance of this contract;
      (B) hired by the Contractor and used in the performance of this contract; and
      (C) owned by Contractor's employees and used in performance of this contract ("non-owned vehicle insurance"). Non-owned vehicle insurance protects employers when employees use their personal vehicles for work purposes. Non-owned vehicle insurance

supplements, but does not replace, the car-owner's liability insurance.

The Contractor is not required to provide and maintain automobile liability insurance on any vehicle – owned, hired, or non-owned -- unless the vehicle is used in the performance of this contract.

(b) The insurance coverage minimums specified in subparagraph (a) are exclusive of defense costs.
(c) The Contractor understands and agrees that the insurance coverage minimums specified in subparagraph (a) are not limits, or caps, on the Contractor's liability or obligations under this contract.
(d) The Contractor may obtain a waiver of any one or more of the requirements in subparagraph (a) by demonstrating that it has insurance that provides protection that is equal to or greater than the coverage and limits specified in subparagraph (a). The Division shall be the sole judge of whether such a waiver should be granted.
(e) The Contractor may obtain a waiver of any one or more of the requirements in paragraph (a) by demonstrating that it is self-insured and that its self-insurance provides protection that is equal to or greater than the coverage and limits specified in subparagraph (a). The Division shall be the sole judge of whether such a waiver should be granted.
(f) Providing and maintaining the types and amounts of insurance or self-insurance specified in this paragraph is a material obligation of the Contractor and is of the essence of this contract.
(g) The Contractor shall only obtain insurance from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in the State of North Carolina. All such insurance shall meet all laws of the State of North Carolina.
(h) The Contractor shall comply at all times with all lawful terms and conditions of its insurance policies and all lawful requirements of its insurer.
(i) The Contractor shall require its subcontractors to comply with the requirements of this paragraph.
(j) The Contractor shall demonstrate its compliance with the requirements of this paragraph by submitting certificates of insurance to the Division before the Contractor begins work under this contract.

Default and Termination

Termination Without Cause: The Division may terminate this contract without cause by giving 30 days written notice to the Contractor.

Termination for Cause: If, through any cause, the Contractor shall fail to fulfill its obligations under this contract in a timely and proper manner, the Division shall have the right to terminate this contract by giving written notice to the Contractor and specifying the effective date thereof. In that event, all finished or unfinished deliverable items prepared by the Contractor under this contract shall, at the option of the Division, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made. Notwithstanding the foregoing provision, the Contractor shall not be relieved of liability to the Division for damages sustained by the Division by virtue of the Contractor's breach of this agreement, and the Division may withhold any payment due the Contractor for the purpose of setoff until such time as the exact amount of damages due the Division from such breach can be determined. In case of default by the Contractor, without limiting any other remedies for breach available to it, the Division may procure the contract services from other sources and hold the Contractor responsible for any excess cost occasioned thereby. The filing of a petition for bankruptcy by the Contractor shall be an act of default under this contract.

Waiver of Default: Waiver by the Division of any default or breach in compliance with the terms of this contract by the Contractor shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification of the terms of this contract unless stated to be such in writing, signed by an authorized representative of the Department and the Contractor and attached to the contract.

Availability of Funds: The parties to this contract agree and understand that the payment of the sums specified in this contract is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the Division.

Force Majeure: Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

Survival of Promises: All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.

Intellectual Property Rights

Copyrights and Ownership of Deliverables: All deliverable items produced pursuant to this contract are the exclusive property of the Division. The Contractor shall not assert a claim of copyright or other property interest in such deliverables.

Federal Intellectual Property Bankruptcy Protection Act: The Parties agree that the Division shall be entitled to all rights and benefits of the Federal Intellectual Property Bankruptcy Protection Act, Public Law 100-506, codified at 11 U.S.C. 365 (n) and any amendments thereto.

Compliance with Applicable Laws

Compliance with Laws: The Contractor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.

Equal Employment Opportunity: The Contractor shall comply with all federal and State laws relating to equal employment opportunity.

Health Insurance Portability and Accountability Act (HIPAA): The Contractor agrees that, if the Division determines that some or all of the activities within the scope of this contract are subject to the Health Insurance Portability and Accountability Act of 1996, P.L. 104-91, as amended ("HIPAA"), or its implementing regulations, it will comply with the HIPAA requirements and will execute such agreements and practices as the Division may require to ensure compliance.

Executive Order # 24: "By Executive Order 24, issued by Governor Perdue, and N.C. G.S.§ 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor). This prohibition covers those vendors and contractors who have a contract with a governmental agency; or have performed under such a contract within the past year; or anticipate bidding on such a contract in the future.

For additional information regarding the specific requirements and exemptions, vendors and contractors are encouraged to review Executive Order 24 and G.S. Sec. 133-32.

Executive Order 24 also encouraged and invited other State Agencies to implement the requirements and prohibitions of the Executive Order to their agencies. Vendors and contractors should contact other State Agencies to determine if those agencies have adopted Executive Order 24."

Confidentiality

Confidentiality: Any information, data, instruments, documents, studies or reports given to or prepared or assembled by the Contractor under this agreement shall be kept as confidential and not divulged or made available to any individual or organization without the prior written approval of the Division. The Contractor acknowledges that in receiving, storing, processing or otherwise dealing with any confidential information it will safeguard and not further disclose the information except as otherwise provided in this contract.

Oversight

Access to Persons and Records: The State Auditor shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with General Statute 147-64.7. Additionally, as the State funding authority, the Department of Health and Human Services shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions.

Record Retention: Records shall not be destroyed, purged or disposed of without the express written consent of the Division. State basic records retention policy requires all grant records to be retained for a minimum of five years or until all audit exceptions have been resolved, whichever is longer. If the contract is subject to federal policy and regulations, record retention may be longer than five years since records must be retained for a period of three years following submission of the final Federal Financial Status Report, if applicable, or three years following the submission of a revised final Federal Financial Status Report. Also, if any litigation, claim, negotiation, audit, disallowance action, or other action involving this Contract has been started before expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period described above, whichever is later.

Warranties and Certifications

Date and Time Warranty: The Contractor warrants that the product(s) and service(s) furnished pursuant to this contract ("product" includes, without limitation, any piece of equipment, hardware, firmware, middleware, custom or commercial software, or internal components, subroutines, and interfaces therein) that perform any date and/or time data recognition function, calculation, or sequencing will support a four digit year format and will provide accurate date/time data and leap year

calculations. This warranty shall survive the termination or expiration of this contract.

Certification Regarding Collection of Taxes: G.S. 143-59.1 bars the Secretary of Administration from entering into contracts with vendors that meet one of the conditions of G.S. 105-164.8(b) and yet refuse to collect use taxes on sales of tangible personal property to purchasers in North Carolina. The conditions include: (a) maintenance of a retail establishment or office; (b) presence of representatives in the State that solicit sales or transact business on behalf of the vendor; and (c) systematic exploitation of the market by media-assisted, media-facilitated, or media-solicited means. The Contractor certifies that it and all of its affiliates (if any) collect all required taxes.

Miscellaneous

Choice of Law: The validity of this contract and any of its terms or provisions, as well as the rights and duties of the parties to this contract, are governed by the laws of North Carolina. The Contractor, by signing this contract, agrees and submits, solely for matters concerning this Contract, to the exclusive jurisdiction of the courts of North Carolina and agrees, solely for such purpose, that the exclusive venue for any legal proceedings shall be Wake County, North Carolina. The place of this contract and all transactions and agreements relating to it, and their situs and forum, shall be Wake County, North Carolina, where all matters, whether sounding in contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

Amendment: This contract may not be amended orally or by performance. Any amendment must be made in written form and executed by duly authorized representatives of the Division and the Contractor. The Purchase and Contract Divisions of the NC Department of Administration and the NC Department of Health and Human Services shall give prior approval to any amendment to a contract awarded through those offices.

Severability: In the event that a court of competent jurisdiction holds that a provision or requirement of this contract violates any applicable law, each such provision or requirement shall continue to be enforced to the extent it is not in violation of law or is not otherwise unenforceable and all other provisions and requirements of this contract shall remain in full force and effect.

Headings: The Section and Paragraph headings in these General Terms and Conditions are not material parts of the agreement and should not be used to construe the meaning thereof.

Time of the Essence: Time is of the essence in the performance of this contract.

Key Personnel: The Contractor shall not replace any of the key personnel assigned to the performance of this contract without the prior written approval of the Division. The term "key personnel" includes any and all persons identified by as such in the contract documents and any other persons subsequently identified as key personnel by the written agreement of the parties.

Care of Property: The Contractor agrees that it shall be responsible for the proper custody and care of any property furnished to it for use in connection with the performance of this contract and will reimburse the Division for loss of, or damage to, such property. At the termination of this contract, the Contractor shall contact the Division for instructions as to the disposition of such property and shall comply with these instructions.

Travel Expenses: Reimbursement to the Contractor for travel mileage, meals, lodging and other travel expenses incurred in the performance of this contract shall not exceed the rates published in the applicable State rules. International travel shall not be reimbursed under this contract.

Sales/Use Tax Refunds: If eligible, the Contractor and all subcontractors shall: (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this contract, pursuant to G.S. 105-164.14; and (b) exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their reimbursement reports.

Advertising: The Contractor shall not use the award of this contract as a part of any news release or commercial advertising.

Evaluation of the Jail Diversion and Trauma Recovery Grant – Priority to Veterans: A Scoring Tool

Thank you for your time and effort in this project review. The review committee will convene on _____, _____, **2011 from ___ AM- ___ PM** for discussions and recommendations. We will meet at _____. When you come, please bring your individual completed scoring tool and the copies of the grants reviewed. You will have time during the session to discuss your scores. You will compute and bring an average score to the committee, along with your combined comments of strengths and weaknesses and recommendations for funding. All materials will be collected at the end of the review.

Instructions:

- Please write legibly. If you do not have enough room, please continue your comments on the back of the page.

In scoring, please keep the following in mind:

- Not all applicants have access to professional grant writers. Try not to penalize sites for grammatical or spelling errors. Please look for the idea presented.
- Each section has a score of 1-10. Enter the raw score on the last page and multiply it against the weighted score.
- Only score a section with a zero (0) if the section is not addressed.
- If there are weaknesses written, the section cannot receive a perfect score.
- Likewise, if there are only strengths written, the section should receive a perfect score.
- Avoid inflammatory comments. The comments will be available for the site to review.
- The RFA includes background information regarding this grant.

Thank you for your assistance and thoughtful consideration of the applications. If you have any questions, please contact me at 919-715-2771 by phone or by e-mail at Bob.Kurtz@dhhs.nc.gov.

Sincerely,

Robert Kurtz, Ph.D.
Program Manager

Application Review Tool
Evaluation of the Jail Diversion and Trauma Recovery Grant

Applicant Agency: _____Address:_____

Please list the major strengths of this application that support your score:

1.

2.

3.

4.

5.

Please list the major weaknesses of this application that support your score:

1.

2.

3.

4.

5.

Total Weighted Score (transfer from page 9) _____

Reviewer's Name (please print): _____

Reviewer's Signature: _____ Date: _____

Application total page limit is fifteen (15) pages, including abstract, but not including the budget or attachments.

Section 1: Abstract (5% of Application Score):

Reviewer Comments:

Score:

0	1	2	3	4	5	6	7	8	9	10
Abstract not addressed.	Poor responses or not enough info provided.			Average responses or some critical info not provided.			Good responses and requested info provided.			Exemplary summary - Complete and concise.

Application total page limit is fifteen (15) pages, including abstract, but not including the budget or attachments.

Section 2: Agency Background and Experience with Population served by grant (20% of Application Score)

Please consider the quality and thoroughness of the applicant's responses to the following:

2-1. Summarize your agency's mission, background, services, and structure.

a. Briefly provide an overview of your agency or organization.

b. State the mission of the organization and how it relates to evaluation of programs for persons with mental health and criminal justice involvement, and veterans.

c. Include the organizational chart of your agency. Indicate the positions that will be involved in this granted funded project. If new positions will be created with this grant award, explain where these positions will fit into the chart.

2-2. State your agency's experience with and knowledge of North Carolina's MH/DD/SAS system.

2-3. State your agency's experience with and knowledge of North Carolina's criminal justice system.

2-4. State your agency's experience with and knowledge of veterans and the Veterans Administration service system.

Reviewer Comments:

Score:

0	1	2	3	4	5	6	7	8	9	10
Section not addressed.	Poor responses or not enough info provided for most items.			Average responses or some requested info not provided.			Good responses and requested info provided.			Exemplary responses and all items answered completely.

Application total page limit is fifteen (15) pages, including abstract, but not including the budget or attachments.

Section 3: Agency's Proposed Plan and Staffing for the Project (20% of Application Score)

Please consider the quality and thoroughness of the applicant's responses to the following:

3-1. Describe how you would intend to carry out the evaluation of the Jail Diversion and Trauma Recovery grant.

Please explain proposed activities as clearly as possible. Please keep the following points in mind:

a. Describe specific activities you will undertake to fulfill the objectives as stated in the RFA.

b. Explain why these activities will be effective in addressing the projects goals.

c. Describe specifically who will undertake the activities and describe the time period in which the activities will be carried out. If activity is continuous, indicate that it is ongoing.

3-2. Describe the roles, responsibilities and qualifications of staff positions that will implement the project.

a. List each staff position that will be necessary to implement the proposed project and specify how much of each person's time will be spent on the project (e.g., 50%, 75%, 100%).

b. Describe the roles and key responsibilities of each staff position in implementing the proposed project.

c. List the qualifications required for each position including the minimum academic degrees and/or number of years of experience working with the proposed population.

d. Indicate the salary range for each position and justify that these salaries are competitive with other similar professional positions in the county.

Reviewer Comments:

Score:

0	1	2	3	4	5	6	7	8	9	10
Section not addressed.	Poor responses or not enough info provided for most items.			Average responses or some requested info not provided.			Good responses and requested info provided.			Exemplary responses and all items answered completely.

Application total page limit is fifteen (15) pages, including abstract, but not including the budget or attachments.

Section 4: Budget (10% of Application Score)

Please consider the quality and thoroughness of the applicant's responses to the following:

4-1. Describe your agency's capacity to administer the grant funds if awarded.

4-2. Insert one Budget and justification for each year of the three-year grant period.

4-3. Provide a budget justification for each item listed on the Budget and Justification Detail Form.

4-4. Described activities should be consistent with budgetary information. In other words, describe how you will assure that the resources available will be sufficient for the work involved.

Points for reviewers to consider in this section:

- A three (3) year budget plan is required (10/01/11—09/30/12, year one; 10/01/12—09/31/13, year two; 10/01/13—09/31/14, year three).
- Does the proposed budget consider the activities and staff proposed?

Reviewer Comments:

Score:

0	1	2	3	4	5	6	7	8	9	10
Section not addressed.	Poor responses or not enough info provided for most items.			Average responses or some requested info not provided.			Good responses and requested info provided.			Exemplary responses and all items answered completely.

Application total page limit is fifteen (15) pages, including abstract, but not including the budget or attachments.

Section 5: Community Collaboration (5% of Application Score)

Please consider the quality and thoroughness of the applicant's responses to the following:

Applicants must provide evidence of support from organizations critical to the project's success, such as the Mecklenburg PSO and North Carolina Administrative Office of the Courts.

5-1. Describe the roles of agencies that will be collaborating with you to implement the project.

a. Delineate specific roles and responsibilities for your agency, vis-à-vis the Mecklenburg program staff and project director, and the NC Administrative Office of the Courts.

5-2. Describe other general support from the community for the project.

b. Include in Appendix A letters of general support or any other documentation to show that there is support from your collaborations for the application.

Section 5: Community Collaboration (5% of Application Score) continued

Reviewer Comments:

Score:

0	1	2	3	4	5	6	7	8	9	10
Section not addressed.	Poor responses or not enough info provided for most items.			Average responses or some requested info not provided.			Good responses and requested info provided.			Exemplary responses and all items answered completely.

Application total page limit is fifteen (15) pages, including abstract, but not including the budget or attachments.

Section 6: Data Collection and Evaluation (40% of Application Score)

Please consider the quality and thoroughness of the applicant's responses to the following:

Evaluation will be a joint venture between local projects and the state. Note the following data collection activities and describe your plan to carry them out. Describe the staff that will be responsible for task, the time when the data collection will be done, and how the information will be collected and analyzed.

6-1. Describe how you would collect and use qualitative data for your proposed program to ensure that your program meets the current needs of the state advisory committee, project director, and administrators of the program site. Examples may include methods such as focus groups, interviews, etc.

6-2. Describe your experience working with federally funded grant projects.

6-3. Document your experience with QDS software modules, and ability to collect and report on the required performance measures (such as NOMS data collection and reporting system), and the Transformation and Accountability (TRAC) web system to be used in this evaluation.

6-4. Describe how data will be used to manage the project and assure continuous quality improvement.

6-5. Describe your expertise in, and plan for, managing these data, analyzing them, and reporting results.

6-6. Describe your experience using the North Carolina Automated Criminal Infractions System database to extract data and produce reports.

Section 6: Evaluation (40% of Application Score) continued:

Reviewer Comments:

Score:

0	1	2	3	4	5	6	7	8	9	10
Section not addressed.	Poor responses or not enough info provided for most items.			Average responses or some requested info not provided.			Good responses and requested info provided.			Exemplary responses and all items answered completely.

Application total page limit is fifteen (15) pages, including abstract, but not including the budget or attachments.

Scoring Summary

Instructions: Please enter the score from each section (ranging from 0 – 10 points) on the appropriate line below. Then multiply the raw score by the weight to calculate the weighted score. Finally, add the weighted scores for sections 1-5 to determine the subtotal. Maximum points to be awarded = 10

		Raw Score	Weight	Weighted Score
Abstract	Y / N			
1. Abstract			x 0.05	=
2. Agency background & experience with the population served			x 0.20	=
3. Proposed Plan and Staffing			x 0.20	=
4. Budget			x 0.10	=
5. Community Collaboration			x 0.05	=
6. Data Collection and Evaluation			x 0.40	=
			Total	

Applicant Agency: _____

Applicant Address:_____ **Applicant Phone #:**_____

Reviewer's Name (please print): _____

Reviewer's Signature: _____**Date:** _____

Application total page limit is fifteen (15) pages, including abstract, but not including the budget or attachments.