



The [U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance](#) is pleased to announce that it is seeking applications for funding under the Justice and Mental Health Collaboration Training and Technical Assistance Program. This program furthers the Department's mission by increasing public safety through innovative cross-system collaboration for individuals with mental illness who come into contact with the criminal or juvenile justice systems.

Justice and Mental Health Collaboration Training and Technical Assistance Program FY 2009 Competitive Grant Announcement

Eligibility

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher learning.
(See "Eligibility," page 1)

Deadline

Registration with OJP's [Grants Management System \(GMS\)](#) is required prior to application submission.

All applications are due by 8:00 p.m. Eastern Time on April 23, 2009.
(See "Deadline: Applications," page 1)

Contact Information

For assistance with the requirements of this solicitation, contact Rebecca Rose, BJA Policy Advisor, at 202-514-0726 or Rebecca.Rose@usdoj.gov.

This application must be submitted through OJP's [Grants Management System \(GMS\)](#). For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901, option 3.

Note: The GMS Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time.

Release date: March 25, 2009

CONTENTS

Overview of the Justice and Mental Health Collaboration Training and Technical Assistance Program	1
Deadline: Registration	1
Deadline: Applications	1
Eligibility	1
Justice and Mental Health Collaboration Training and Technical Assistance Program-Specific Information	2
Performance Measures	3
How To Apply	5
What an Application Must Include	6
Standard Form 424	
Program Narrative	
Budget and Budget Narrative	
Other Attachments	
Selection Criteria	7
Review Process	7
Additional Requirements	8

Justice and Mental Health Collaboration Training and Technical Assistance Program CFDA #16.745

Overview of the Justice and Mental Health Collaboration Training and Technical Assistance Program

The Bureau of Justice Assistance's (BJA) Justice and Mental Health Collaboration Training and Technical Assistance Program supports the Justice and Mental Health Collaboration Program (JMHCP). This program is funded through the Mentally Ill Offender Treatment and Crime Reduction Act of 2004 (MIOTCRA) (Public Law 108-414), which was reauthorized in 2008 (Public Law 110-416). BJA is seeking a training and technical assistance (TTA) provider to deliver TTA to grantees to assist with their efforts to plan, implement, or expand adult or juvenile justice and mental health collaboration programs.

Deadline: Registration

Applicants must register with GMS prior to applying. The deadline to register is 8:00 p.m. Eastern Time on April 23, 2009.

Deadline: Applications

The due date for applying for funding under this announcement is 8:00 p.m. Eastern Time on April 23, 2009.

Eligibility

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher learning with demonstrated expertise in assisting states and units of local government develop, implement, and expand adult or juvenile collaborative, cross-system criminal justice/mental health efforts. BJA encourages applications from organizations or agencies with knowledge and documented expertise in developing and implementing collaborative, cross-system programs for justice-involved individuals with mental illnesses or co-occurring mental health and substance use disorders, extensive knowledge of brokering and developing technical assistance, and willingness to collaborate with other BJA training and technical assistance providers. For-profit organizations must agree to waive any profit or fees for services. Applicants are strongly encouraged to partner with other organizations to submit joint applications for the required services and deliverables.

Faith-Based and Other Community Organizations: Consistent with Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., remove religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see the section titled, "Funding to Faith-Based Organizations" on the "Other Requirements for OJP Applications" web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Applicants are also encouraged to review the "Civil Rights Compliance" section on the "Other Requirements for OJP Applications" web page, which can be found at the web address shown above.

BJA Justice and Mental Health Collaboration Training and Technical Assistance Program-Specific Information

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

The primary purpose of the JMHCP is to increase public safety by facilitating collaboration among the criminal justice, juvenile justice, and mental health and substance abuse treatment systems to increase access to mental health and other treatment services for those individuals with mental illness or co-occurring mental health and substance use disorders. Jurisdictions (states, units of local governments, Indian tribes, and tribal organizations) are eligible to apply for planning, planning and implementation, or implementation and expansion funding through JMHCP. The primary goal of the Justice and Mental Health Collaboration Training and Technical Assistance Program is to provide a comprehensive array of training and technical assistance (TTA) services to assist grantees.

BJA is seeking a TTA provider with extensive expertise in: 1) providing proactive, comprehensive, user-friendly TTA services; 2) developing uniform protocols for the assessment and delivery of TTA, as well as tracking, evaluation, and follow-up; 3) using TTA strategies that include developing tools and resources for grantees, such as distance learning, peer-to-peer consultations, onsite technical assistance, and ongoing technical assistance by phone and e-mail; and 4) planning and hosting grantee meetings.

Requirements and Deliverables

The TTA provider will:

- Serve as the primary TTA provider for JMHCP grantees. Develop uniform TTA request and response protocols. Provide proactive, culturally competent, comprehensive, user-friendly TTA via teleconferencing, peer-to-peer consultations, onsite assistance, web-based assistance, and follow-up TTA as required by phone and e-mail.

- Develop and maintain a JMHCP TTA web site to include relevant resources and a mechanism for online technical assistance.
- Plan and implement a grantee orientation (TTA overview, grant management process and related tools, lessons learned, networking opportunity) for up to 75 participants to include two representatives from each grantee jurisdiction.
- Utilize the Planning and Implementation Guide with grantees to address governance, design, data collection and evaluation, and sustainability, and assess progress in achieving the goals of their grant. The TTA provider will assist grantees with this guide and use the data to inform how TTA will be delivered. An example of the guide can be found at: www.ojp.usdoj.gov/BJA/grant/JMHCPprogram.html.
- Report on technical assistance provided, including a summarization of the findings for the grantee and recommended next steps.
- Identify and maintain a list of TTA consultants whose expertise and experience best fit the needs of the grantees such as experts in law enforcement response programs; pre-trial services; mental health courts and diversion/alternative prosecution and sentencing programs; corrections and jails; community-based supervision; transitional and reentry services; and special populations such as system-involved juveniles and females.
- Plan for and host distance learning opportunities such as webinars and subject-specific conference calls for JMHCP grantees on topics such as grant management, strategic planning, collaboration, and sustainability.
- Develop and maintain a listserv of JMHCP grantees to distribute updates and other information and to facilitate ongoing communication.
- Assist grantees in collecting and reporting on JMHCP performance measures and identify trends from the performance measure data submissions.
- Support national and federal partners on related projects and maintain a presence at national or state training events related to criminal justice and mental health programs.

Amount and Length of Award

One cooperative agreement for up to \$300,000 will be awarded for a project period of 12 months.

Limitation on Use of Award Funds for Employee Compensation; Waiver: No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at www.opm.gov.) This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application. The justification should include: the particular qualification and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project undertaken with the grant funds and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with her/his qualifications and expertise, and for the work that is to be done.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Pub. L. 103-62, the applicant who receives funding under this solicitation must provide data that measure the results of their work. In addition, applicants must discuss

their data collection methods in the application. Performance measures for this program are as follows:

Objectives	Performance Measures	Data Grantee Provides
<p>Objective 1 Increase the knowledge of criminal justice practitioners through in-person training.</p>	<p>Percentage of trainees who successfully completed the program.</p> <p>Percentage of trainees who completed the training who rated the training as satisfactory or better.</p> <p>Percentage of trainees who completed the training whose post-test indicated an improved score over their pre-test.</p>	<p>For the current reporting period: Number of individuals who:</p> <ul style="list-style-type: none"> • Attended each training. • Completed the training • Completed an evaluation at the conclusion of the training. • Completed an evaluation and rated the training as satisfactory or better. • Completed a pre- and post-test.
<p>Objective 2 Increase the knowledge of criminal justice practitioners through web-based learning.</p>	<p>Outcome: Percentage of trainees who successfully completed the program.</p> <p>Percentage of trainees who completed the training who rated the training as satisfactory or better.</p> <p>Percentage of trainees who completed the training whose post-test indicated an improved score over their pre-test.</p>	<p>For the current reporting period: Number of individuals who:</p> <ul style="list-style-type: none"> • Started the training. • Completed the training • Completed an evaluation at the conclusion of the training. • Completed an evaluation and rated the training as satisfactory or better. • Completed a pre- and post-test.
<p>Objective 3 Increase a criminal justice agency's ability to solve problems and/or modify policies or practices.</p>	<p>Percentage of requesting agencies who rated services as satisfactory or better in terms of timeliness and quality following completion of an onsite visit.</p> <p>Percentage of requesting agencies that were planning to implement at least some of the report recommendations six months after the onsite visit.</p> <p>Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices.</p> <p>Percentage of peer visitors that were planning to implement at least some policies or practices six months after they were observed at the visited site.</p> <p>Percentage of requesting agencies of other onsite services who rated the services provided as</p>	<p>For the current reporting period: Number of onsite visits completed.</p> <p>Number of reports submitted to requesting agencies after onsite visits.</p> <p>Number of requesting agencies who completed an evaluation of services.</p> <p>Number of follow-ups with requesting agencies completed six months after onsite visit.</p> <p>Number of peer to peer visits completed.</p> <p>Number of reports completed by peer visitors after completion of the visit.</p> <p>Number of follow-ups with the requesting peer visitor completed six months after the peer-to-peer visit.</p> <p>Number of other onsite services provided.</p> <p>Number of reports submitted to</p>

	satisfactory or better.	requesting agencies following other on-site services. Number of requesting agencies who completed an evaluation of other onsite services.
Objective 4 Increase information provided to BJA and the criminal justice community.	Percentage of advisory/focus groups evaluated as satisfactory or better. Percentage of training attendees who rated the training as satisfactory or better. Number of visits to web sites.	For the current reporting period: Number of advisory/focus groups held. Number of documents produced as a result of advisory/focus groups. Number of documents disseminated to the field as a result of advisory/focus groups. Number of times the requesting agency evaluated the product of the advisory/focus group. Number of trainings held Number of training attendees who completed an evaluation at the conclusion of the conference. Completed an evaluation and rated the training as satisfactory or better. Number of web sites developed. Number of web sites maintained. Number of visits to web sites. Number of publications developed. Number of publications disseminated Number of requests for information responded to.

How To Apply

Grants Management System Instructions. Applications must be submitted through OJP’s online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the section entitled “External Overview: Locating & Applying for Funding Opportunities.” For additional assistance, call the GMS Help Desk at 1–888–549–9901 from 7:00 a.m. to 9:00 p.m. Eastern Time Monday to Friday.

Note: OJP will not review any application with attachments in Microsoft Vista or Microsoft 2007 format. Applications submitted via GMS must be in the following formats: Microsoft Word (*.doc), Word Perfect (*.wpd), Microsoft Excel (*.xls), PDF files (*.pdf), or Text Documents (*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension “.docx.” Please ensure the documents you are submitting are saved using "Word 97-2003 Document (*.doc)" format.

Additionally, GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.745, titled "Criminal and Juvenile Justice and Mental Health Collaboration Program," and the funding opportunity number is BJA-2009-2026.

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at www.dnb.com/us/. Individuals are exempt from this requirement.

What an Application Must Include

Standard Form 424

Program Narrative (Attachment 1)

Applicants must submit a program narrative that describes the proposed activities for the grant period and responds to the Selection Criteria. The narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred) with 1-inch margins, and must not exceed 20 pages. Please number pages "1 of 20," "2 of 20," etc. Submissions that do not adhere to the format will be deemed ineligible.

Budget and Budget Narrative (Attachment 2)

Applicants must provide a budget that is allowable and reasonable (Selection Criteria 4). Allowable costs include, but are not limited to, personnel, overtime, equipment, and fuel. Applicants must submit a budget detail worksheet and budget narrative. A budget detail worksheet form is available on OJP's web site at www.ojp.usdoj.gov/funding/forms/budget_detail.pdf. When using this form, you must also include a budget narrative, in MS Word or PDF format, as a separate attachment. Both the budget detail worksheet and narrative explanation of costs can be provided in a single document using this acceptable MS Word Budget template, available at www.ojp.usdoj.gov/BJA/funding/Budget_Worskheet_Narrative_Template.doc. Applicants may submit the budget and budget narrative in a different format (i.e., Excel spreadsheet), but it must contain all categories listed within the budget detail worksheet. Applicants must budget funding to travel to up to two Department of Justice-sponsored grant meetings. Applicants should estimate the costs of travel and accommodations for two staff to attend two meetings, with one trip to Washington D.C. and one within their region.

Project Timeline, Resumes, and Letters of Support (Attachment 3)

Attach a project timeline with each task, expected completion date, and responsible person or organization; resumes for key positions; and letters of support that outline the partners' responsibilities (if applicable).

Selection Criteria

1. Statement of the Problem (15 percent of 100)

Provide a thorough understanding of the need for innovative cross-system collaborative programs for individuals with mental illnesses or co-occurring mental health and substance use disorders who come into contact with the criminal or juvenile justice systems. Describe the challenges communities face in planning, implementing, or expanding a collaborative criminal justice mental health initiative and the need for TTA.

2. Program Design and Implementation (35 percent of 100)

Demonstrate a well thought-out plan for transferring knowledge and best practices. Describe the goals, objectives, and deliverables for providing TTA to JMHCP grantees. Identify strategies for designing and implementing the deliverables (see pages 3-4); provide a timeline for completing the tasks (Attachment 3); and identify the percentage of time to be dedicated by the individuals responsible for the tasks. Describe strategies for arranging the grantee orientation.

3. Capabilities/Competencies (30 percent of 100)

Describe the organization's ability to provide proactive, comprehensive, user-friendly TTA by developing protocols for the assessment and delivery of technical assistance, as well as tracking, evaluation, and follow-up. Provide examples of the organization's experience in using TTA strategies that include developing grantee tools and resources, using distance learning, peer-to-peer consultations, and onsite and offsite technical assistance. List the consultants with whom the organization plans to work with to deliver TTA services. Describe the management structure and outline the organization's ability to conduct the individual activities through the organization's and staff's experience, and recruit and partner with individuals and other organizations with the expertise to enhance the organization's and staff's experience in developing and providing TTA.

4. Budget (10 percent of 100)

Provide a proposed budget and budget narrative that are complete, allowable, and cost effective (Attachment 2).

5. Impact/Outcomes and Evaluation/Description of the Applicant's Plan for the Collection of the Data Required for Performance Measures (10 percent of 100)

Describe the process for measuring project performance, including meeting timelines and deliverables, and obtaining input and feedback from customers and stakeholders. Identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide the program.

Review Process

OJP is committed to ensuring a standardized process for awarding grants. The Bureau of Justice Assistance (BJA) reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation as well. BJA may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is an expert in the field of the subject matter of a given

solicitation who is a current U.S. Department of Justice employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements (such as timeliness, proper format, and responsiveness to the scope of the solicitation) will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with BJA, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General, who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding

- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006