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The [U.S. Department of Justice](#), [Office of Justice Programs \(OJP\)](#), [Bureau of Justice Assistance](#) is pleased to announce that it is seeking applications for funding for the Justice and Mental Health Collaboration 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 justice system.

# Justice and Mental Health Collaboration Program FY 2010 Competitive Grant Announcement

## Eligibility

Applicants are limited to states, units of local government, federally recognized Indian tribes (as determined by the Secretary of the Interior and published in the [Federal Register](#)) and tribal organizations. BJA will only accept applications that demonstrate that the proposed project will be administered jointly by a unit of government with responsibility for criminal or juvenile justice activities and a mental health agency. Only one agency is responsible for the submission of the application in the Grants Management System. This lead agency must be the state, unit of local government, federally recognized Indian tribe, or tribal organization.

Per Pub. L. 108-414, a "*criminal or juvenile justice agency*" is an agency of state or local government or its contracted agency that is responsible for detection, arrest, enforcement, prosecution, defense, adjudication, incarceration, probation, or parole relating to the violation of the criminal laws of that state or local government (sec. 2991(a)(3)). A "*mental health agency*" is an agency of state or local government or its contracted agency that is responsible for mental health services or co-occurring mental health and substance abuse services (sec. 2991(a)(5)). A substance abuse agency is considered an eligible applicant if that agency provides services to individuals suffering from co-occurring mental health and substance abuse disorders.

## Deadline

Registration with OJP's Grants Management System (GMS) is required prior to application submission. (See "How to Apply," page 9)

All applications are due by 8:00 p.m. eastern time on April 8, 2010. (See "Deadlines: Registration and Application," page 1.)

## Contact Information

For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901, option 3, or via e-mail to [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov).

**Note:** The GMS Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to 12:00 midnight eastern time.

For assistance with any other requirement of this solicitation, contact Rebecca Rose, Policy Advisor, at (202) 514-0726 or by e-mail at [Rebecca.Rose@usdoj.gov](mailto:Rebecca.Rose@usdoj.gov).

BJA encourages stakeholder feedback on its solicitations and award processes. Send feedback on this solicitation to [askbjia@usdoj.gov](mailto:askbjia@usdoj.gov)

**Release Date: February 9, 2010**

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# Justice and Mental Health Collaboration Program (CFDA #16.745)

## Overview

The Justice and Mental Health Collaboration Program seeks to increase public safety through innovative cross-system collaboration for individuals with mental illness or co-occurring mental health and substance abuse disorders who come into contact with the justice system. The Bureau of Justice Assistance (BJA) is seeking applications that demonstrate a collaborative project between criminal justice and mental health partners from eligible applicants to plan, implement, or expand a justice and mental health collaboration program. This program is authorized by the Mentally Ill Offender Treatment and Crime Reduction Act of 2004 (MIOTCRA) (Pub. L. 108-414) and the Mentally Ill Offender Treatment and Crime Reduction Reauthorization and Improvement Act of 2008 (Pub. L. 110-416).

## Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is 8:00 p.m. eastern time on April 8, 2010, and the deadline for applying for funding under this announcement is 8:00 p.m. eastern time on April 8, 2010. Please see the “How to Apply” section, page 9, for more details.

## Eligibility

Please refer to the cover page of this solicitation for eligibility under this program.

## Justice and Mental Health Collaboration 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 Justice and Mental Health Collaboration Program will increase public safety by facilitating collaboration among the criminal justice and mental health and substance abuse treatment systems to increase access to mental health and other treatment services for individuals with mental illness or co-occurring mental health and substance abuse disorders. The program encourages early intervention for these system-involved individuals; provides new and existing mental health courts with various treatment options; maximizes diversion opportunities for nonviolent system-involved individuals with mental illness or co-occurring mental health and substance abuse disorders; promotes training for justice and treatment professionals; and facilitates communication, collaboration, and the delivery of support services among justice professionals, treatment and related service providers, and governmental partners. Grant funds may be used to:

- Plan, create, or expand programs that promote public safety and public health by providing appropriate services for system-involved individuals with mental illness or co-occurring mental health and substance abuse disorders.

- Plan, create, or expand specialized training programs for criminal justice and mental health and substance abuse treatment personnel.
- Plan, create, or expand law enforcement strategies to provide response options that are tailored to the needs of people with mental illnesses.
- Plan, create, or expand mental health courts, other court-based programs, pre-trial, and diversion and alternative prosecution and sentencing programs.
- Promote and provide mental health co-occurring treatment and transitional services for those incarcerated or transitional reentry programs for those released from a correctional institution.

Grant funds must be used to support a target population that includes adults or juveniles who:

- Have been diagnosed as having a mental illness or co-occurring mental health and substance abuse disorder; and
- Have faced, are facing, or could face criminal charges for a misdemeanor or nonviolent offense.

Per MIOTCRA, a nonviolent offense is an offense that does not have as an element the use, attempted use, or threatened use of physical force against the person or property of another or is not a felony that by its nature involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

Applicants may review [Pub. L. 108-414](#), [Pub. L. 110-416](#), and the [Sequential Intercept Model](#) for supporting information related to this solicitation.

### **Amount and Length of Awards**

Justice and Mental Health Collaboration Program grants are available in three categories: Planning, Planning and Implementation, and Expansion. An application should be submitted under the category that best fits the phase of the proposed project. All applications must demonstrate that the proposed project will be administered jointly by a unit of government with responsibility for criminal or juvenile justice activities and a mental health agency.

Priority: Consistent with the Mentally Ill Offender Treatment and Crime Reduction Reauthorization and Improvement Act of 2008 ([Sec. 3 \(c\)\(c\)\(2\)](#)), priority will be given to applications that promote effective strategies for identification and treatment of justice system-involved females with mental illness or co-occurring mental health and substance abuse disorders.

**Note: Applications that are not responsive to one of the identified categories will not be peer reviewed or funded under this solicitation.**

### **CATEGORY 1: PLANNING. Grant amount: Up to \$50,000. Project period: 12 months.**

Category 1 applicants will *design* a strategic, collaborative plan to initiate systemic change for the identification and treatment of system-involved individuals with mental illness or co-occurring mental health and substance abuse disorders. Key to the planning category is the development of an effective collaboration representing support from all levels of government, justice, mental health and substance abuse treatment services, transportation, housing, advocates, consumers, victims, and family members. This collaboration will form the basis for a problem solving model, or strategic plan, to intercept individuals from the system at the earliest point possible while promoting public safety. Category 1 grantees will receive intensive technical assistance from BJA to support their planning efforts.

**CATEGORY 2: PLANNING AND IMPLEMENTATION. Grant amount: Up to \$250,000.**

**Project period: 24 months.**

Category 2 applicants will *complete* an already-initiated collaboration plan for their criminal justice and mental health or co-occurring collaboration, and then *begin* implementation of the plan during the project period. Planning and Implementation grants can support law enforcement response programs; mental health courts and diversion/alternative prosecution and sentencing programs; treatment accountability services; specialized training for justice and treatment professionals; corrections, transitional, and reentry services to create or expand mental illness or co-occurring mental health and substance abuse disorders support services; and non-treatment recovery support services coordination and delivery including housing placement, job training, primary and mental health care, and family supportive services. Up to six months of the total project period can be used to complete plan details, with the remaining months used for implementation of the program. During this planning stage, grantees will receive intensive technical assistance and will be required to complete and submit a *Planning and Implementation Guide* (to be provided by the technical assistance provider). Grantees will receive approval from BJA to begin the implementation phase of their grant once they have submitted a complete guide.

Additional allowable uses for programs focused on law enforcement responses to people with mental illnesses can include:

- Plan for and implement training programs that offer law enforcement personnel specialized and comprehensive training in procedures to identify and respond appropriately to incidents in which the unique needs of individuals with mental illnesses are involved.
- Plan for and implement the development of specialized receiving centers for individuals in custody of law enforcement to assess for suicide risk and mental health and substance abuse treatment needs and refer to or provide appropriate treatment services.
- Plan for and implement computerized information systems to provide timely information to law enforcement personnel and criminal justice system personnel to improve the response to incidents involving people with mental illnesses.
- Plan for and implement programs that offer campus security personnel training in procedures to identify and respond appropriately to incidents involving people with mental illnesses.

**Category 3: EXPANSION. Grant amount: Up to \$200,000. Project period: 24 months.**

Category 3 applicants will *expand* upon or improve their well-established collaboration plan. Category 3 grants can support the expansion of law enforcement response programs; mental health courts and diversion/alternative prosecution and sentencing programs; treatment accountability services; specialized training for justice and treatment services professionals; corrections, transitional, and reentry services to create or expand mental illness or co-occurring mental health and substance abuse disorders support services; and non-treatment recovery support services coordination and delivery including housing placement, job training, primary and mental health care, and family supportive services. Category 3 funding must clearly demonstrate an expansion to the current functioning of an existing program.

Additional allowable uses for programs focused on law enforcement responses to people with mental illnesses may include the expansion of:

- Training programs that offer law enforcement personnel specialized and comprehensive training in procedures to identify and respond appropriately to incidents involving persons with mental illness or mental health needs. Development of specialized receiving centers for

individuals in custody of law enforcement to assess for suicide risk and mental health and substance abuse treatment needs and refer to or provide appropriate treatment services.

- Computerized information systems to provide timely information to law enforcement personnel and criminal justice system personnel to improve the response to incidents involving people with mental illnesses.
- Programs that offer campus security personnel training in procedures to identify and respond appropriately to incidents involving people with mental illnesses.

### ***Budget Information***

**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 total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2009 salary table for SES employees is available at <http://www.opm.gov/oca/09tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

### **Match Requirement (cash or in-kind)**

Federal funds awarded under this program may not cover more than 80% of the total costs of the project being funded. The applicant must identify the source of the 20% non-federal portion of the total project costs and how match funds will be used. (Match is restricted to the same uses of funds as allowed for the federal funds.) Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating the match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required Recipient's Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

**Example:** 80%/20% match requirement: for a federal award amount of \$50,000, match would be calculated as follows:

$$\frac{\$50,000}{80\%} = \$62,500 \quad 20\% \times \$62,500 = \$12,500 \text{ match}$$

**Example:** 80%/20% match requirement: for a federal award amount of \$250,000, match would be calculated as follows:

$$\frac{\$250,000}{80\%} = \$312,500 \quad 20\% \times \$312,500 = \$62,500 \text{ match}$$

**Example:** 80%/20% match requirement: for a federal award amount of \$200,000, match would be calculated as follows:

$$\frac{\$200,000}{80\%} = \$250,000 \quad 20\% \times \$250,000 = \$50,000 \text{ match}$$

## Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to “What An Application Must Include” (below), for additional information on applicant responsibilities for collecting and reporting data.** Performance measures for this solicitation are as follows:

### For Grantees in Planning Stages:

Objectives	Performance Measures	Data Grantee Provides
<p><b>Objective 1:</b> Develop a collaborative structure to guide the strategic, collaborative planning process.</p>	<p><b>Outcome:</b> Participation of relevant government agencies, community service agencies, mental health advocacy organizations, consumers, and family members who participate in the strategic, collaborative planning process.</p>	<p>Number of relevant government agencies, community service agencies, mental health advocacy organizations, consumers, and family members who participate in the strategic, collaborative planning process.</p>
<p><b>Objective 2:</b> Develop formal collaborative agreements to inform the strategic, collaborative planning process.</p>	<p><b>Outcome:</b> Proportion of collaborative members who commit to engage in program planning.</p> <p>Proportion of collaborative members who commit to provide resources for program implementation.</p>	<p>Number of collaborative members who sign a Memorandum of Understanding (MOU) as a commitment to the planning process.</p> <p>Number of collaborative members who sign the MOU that commit resources for program development</p>
<p><b>Objective 3:</b> Increase the use of relevant data to inform the strategic, collaborative planning process.</p>	<p><b>Outcome:</b> Proportion of government agency and community service agency collaborative members who participate in data gathering activities.</p>	<p>Number of government agency and community service agency collaborative members who produce relevant data to inform the planning process.</p>



**For Grantees in Implementation and Expansion Stages:**

Objectives	Performance Measures	Data Grantee Provides
<p><b>Objective 1:</b> Reduce recidivism of the mentally ill in the criminal justice system.</p>	<p><b>Outcomes:</b> Percentage of program participants who recidivate within one year after completion of the program.</p> <p>Percentage of program participants who recidivate while engaged in the program.</p> <p>Percentage of program participants who successfully complete the program.</p>	<p>Number of individuals law enforcement responded to through:</p> <ul style="list-style-type: none"> <li>• Arrest.</li> <li>• Diversion from arrest.</li> <li>• Referral to mental health services.</li> <li>• No legal action—cite and let go.</li> </ul> <p>Number of individuals participating in a program supervised by:</p> <ul style="list-style-type: none"> <li>• Courts.</li> <li>• Corrections.</li> <li>• Juvenile.</li> </ul> <p>Number of program participants who successfully completed programs supervised by:</p> <ul style="list-style-type: none"> <li>• Courts.</li> <li>• Corrections.</li> <li>• Juvenile.</li> </ul> <p>Number of program participants who completed a program within the last year who committed a new crime:<sup>1</sup></p> <ul style="list-style-type: none"> <li>• Courts.</li> <li>• Corrections.</li> <li>• Juvenile.</li> </ul> <p>Number of current program participants who:</p> <ul style="list-style-type: none"> <li>• Experienced one or more technical violations of supervision.</li> <li>• Were terminated from the program.</li> <li>• Committed a new crime.</li> </ul> <p>Number of days in jail experienced by program participants due to:</p> <ul style="list-style-type: none"> <li>• A new crime.</li> <li>• Technical violation of probation or parole.</li> <li>• Sanctions for non-compliance with conditions of program.</li> </ul>

<sup>1</sup> A new arrest should only be counted once for each program graduate. If the graduate is arrested for two new offenses, only the first arrest should be counted, regardless of different reporting periods.

		<p>Proportion of program participants who experienced jail days due to:</p> <ul style="list-style-type: none"> <li>• A new crime.</li> <li>• Technical violation of probation or parole.</li> <li>• Sanctions for non-compliance with conditions of program.</li> </ul>
<p><b>Objective 2</b> Increase the number of criminal justice personnel trained in or using law enforcement-based diversion strategies.</p>	<p><b>Output:</b> Number of new law enforcement/mental health partnerships established.</p> <p>Number of law enforcement/mental health providers cross-trained.</p>	<p>Number of new law enforcement/mental health partnership programs established.</p> <p>Number of law enforcement and mental health training sessions conducted.</p> <p>Number of personnel trained:</p> <ul style="list-style-type: none"> <li>• Mental health and substance abuse staff.</li> <li>• Criminal justice staff.</li> </ul>
<p><b>Objective 3</b> Increase the number of court-based diversion programs and alternative jail diversion strategies.</p>	<p><b>Output:</b> Number of new mental health courts and other court-based diversion programs established.</p> <p>Dispositions of individuals screened and served by new mental health courts and other court-based diversion programs.</p>	<p>Number of new mental health courts established:</p> <ul style="list-style-type: none"> <li>• Pre-adjudication.</li> <li>• Post-adjudication.</li> </ul> <p>Number of new non-mental health court court-based diversion programs established:</p> <ul style="list-style-type: none"> <li>• Pre-adjudication.</li> <li>• Post-adjudication.</li> </ul> <p>Number of individuals screened/assessed for mental illness for participation in a mental health court or other court-based diversion program.</p> <p>Number of individuals accepted into the mental health court or other court-based diversion program.</p> <p>Number of individuals who are denied enrollment into the mental health court or other court-based diversion program.</p> <p>Number of individuals who declined to participate in the mental health court or other court-based diversion program.</p> <p>Number of individuals participating in a mental health court or other court-based diversion program:</p> <ul style="list-style-type: none"> <li>• Pre-adjudication.</li> <li>• Post-adjudication.</li> </ul>

<p><b>Objective 4</b> Increase the number of juvenile justice collaborations.</p>	<p><b>Output:</b> Number of new government partnership compacts formed among mental health, municipal, county, and state government elected officials to address juvenile mentally ill offenders.</p>	<p>Number of new juvenile justice compacts formed.</p>
<p><b>Objective 5</b> Increase the number of correctional-based transition programs for mentally ill offenders.</p>	<p><b>Output:</b> Number of new correctional based transition programs for mentally ill offenders established.</p> <p>Dispositions of individuals screened and served by new correctional-based transition programs for offenders with mental illness.</p>	<p>Number of new correctional-based transition programs for mentally ill offenders established:</p> <ul style="list-style-type: none"> <li>• Pre-release, jail.</li> <li>• Pre-release, prison.</li> <li>• Pre-release, juvenile facility.</li> <li>• Post-release.</li> </ul> <p>Number of individuals screened/assessed for mental illness for participation in a correctional-based transition program for mentally ill offenders.</p> <p>Number of individuals accepted into the correctional-based transition program for mentally ill offenders.</p> <p>Number of individuals who are denied enrollment into the correctional-based transition program for mentally ill offenders.</p> <p>Number of individuals who declined to participate in the correctional-based transition program for mentally ill offenders.</p> <p>Number of individuals participating in a correctional-based transition program for mentally ill offenders:</p> <ul style="list-style-type: none"> <li>• Pre-release, jail.</li> <li>• Pre-release, prison.</li> <li>• Pre-release, juvenile facility.</li> <li>• Post-release.</li> </ul>
	<p><b>Output:</b> Increase the number and types of services available to mentally ill offenders in the program.</p>	<p>Number of service referrals to:</p> <ul style="list-style-type: none"> <li>• Mental health.</li> <li>• Substance abuse.</li> <li>• Co-occurring.</li> <li>• Housing.</li> <li>• Employment.</li> <li>• Education.</li> <li>• Other.</li> </ul> <p>Number of partners who have agreed to provide services for:</p> <ul style="list-style-type: none"> <li>• Mental health.</li> </ul>

	<p>Improve the quality of available services to offenders with mental illness.</p>	<ul style="list-style-type: none"> <li>• Substance abuse.</li> <li>• Co-occurring.</li> <li>• Housing.</li> <li>• Employment.</li> <li>• Education.</li> <li>• Other.</li> </ul> <p>Number of individuals who are released to the community with a discharge plan that is:</p> <ul style="list-style-type: none"> <li>• Written.</li> <li>• Presented to the supervising criminal justice agency.</li> <li>• Shared with faith-based and/or community providers.</li> </ul> <p>Number of individuals who are discharged:</p> <ul style="list-style-type: none"> <li>• With adequate medication until first appointment with a psychiatrist.</li> <li>• With care coordination/case management.</li> <li>• With referrals to community services.</li> </ul>
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The Office of Justice Programs (OJP) is currently reviewing performance measures for the Justice and Mental Health Collaboration Program. These measures will be completed in the coming months, and grantees will be notified of the revised measures on which they will be required to report. By applying for this solicitation, all applicants agree that they will report on these measures when they are released.

## How to Apply

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a web-based, data-driven computer application that provides cradle to grave support for the application, award and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/). If you experience technical difficulties at any point during this process, please e-mail [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov) or call 1-888-549-9901 (option 3), Monday-Friday from 6:00 a.m. to 12:00 midnight eastern time. The Office of Justice Programs highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. 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, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com). Individuals are exempt from this requirement.

2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/).
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select the Bureau of Justice Assistance and the Justice and Mental Health Collaboration Program.
5. **Select the Correct Solicitation Title.** Some OJP solicitations posted in GMS contain multiple purpose areas, denoted by the solicitation categories identified in the solicitation title. If you are applying to a solicitation with multiple solicitation categories, you must select the appropriate solicitation title for the intended purpose area of your application. **The application will be peer reviewed according to the requirements of the purpose area under which it is submitted.**
6. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.
7. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

**Note: OJP's Grants Management System (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."

#### **Experiencing Unforeseen GMS Technical Issues**

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact BJA staff (see cover page) **within 24 hours after the deadline** and request approval to submit your application. At that time, BJA

staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with GMS are posted on the OJP funding Web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## **What an Application Must Include**

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Abstract," "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all required attachments. Where resumes are required, OJP recommends that all resumes be included in a single file.

### **Standard Form 424**

Please see [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF-424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

### **Program Abstract (Attachment 1)**

Applicants must provide an abstract that clearly identifies the funding category (i.e., Planning, Planning and Implementation, or Expansion); a description of the target population; the proposed number of individuals the applicant plans to serve (for Planning and Implementation and Expansion applicants); the jurisdiction's population; a brief description of how the applicant plans to address the problem; and the amount of federal funding requested. The abstract can be single-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 1 page.

### **Program Narrative (Attachment 2)**

The program narrative must respond to the solicitation and the Selection Criteria (1–3, 5) in the order given. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 15 pages. Please number pages "1 of 15," "2 of 15," etc. Submissions that do not adhere to the format will be deemed ineligible.

### **Budget and Budget Narrative (Attachment 3)**

Applicants must provide a budget and budget narrative in response to the Selection Criteria 4. Applicants must provide a budget that is complete and allowable. Applicants must submit a budget worksheet and budget narrative in one file. A sample budget worksheet can be found at

[www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

Additional requirements:

- For all applicants, include funding to support attendance to a grantee orientation meeting. Plan for up to four staff to attend the meeting and participants should include a representative from the criminal justice partner, a representative from the mental health partner, and staff responsible for the management of the grant. For cost estimates, plan for this to be a two-day meeting in Washington, DC.
- For all applicants, include the amount and source of match funding (see page 4).
- For Category 2 and 3 applicants, additional travel costs should be included to attend a BJA-sponsored national meeting. Plan for up to four staff to attend a three-day meeting in Washington, DC.
- Category 2 and 3 applicants must set aside at least 5 percent of the budget in order to implement a data collection plan. The plan should be described in the program narrative under Selection Criteria 5.

Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at [www.ojp.gov/financialguide/index.htm](http://www.ojp.gov/financialguide/index.htm).

#### **Tribal Authorizing Resolution (Attachment 4, if applicable)**

If an application is being submitted by either (1) a tribe or tribal organization, or (2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents must be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application must include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at a minimum, the applicant must submit an unsigned, draft tribal resolution as part of its application. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution as part of its application, then it will be eliminated from funding consideration. If selected for funding, any applicant that has submitted an unsigned tribal resolution must submit the signed copy of the tribal resolution to OJP within 30 days of acceptance of the award. In all such cases, use of and access to funds will be contingent on receipt of the signed tribal resolution.

#### **Project Timeline and Memoranda of Understanding/Letters of Support (Attachment 5)**

Attach a *Project Timeline* (with an estimated start date of October 1, 2010) with each project goal, related objective, activity, expected completion date, and responsible person or organization; and *Memoranda of Understanding* or *Letters of Support* from co-applicants and collaborative partners. Do not include materials not requested in this attachment; additional material will not be reviewed.

## Selection Criteria

### 1. Statement of the Problem (20 percent of 100)

All applicants must describe the nature and scope of the problem in the jurisdiction, and provide any local/state data and a trend analysis to support the discussion.

#### Planning Applicants (Category 1)

Discuss the efforts that have been made to date in planning for a program that responds to individuals with mental illness or co-occurring mental health and substance abuse disorders who come into contact with the justice system.

#### Planning and Implementation Applicants (Category 2)

Detail the need for the program by describing the problems with the current response to individuals with mental illness or co-occurring mental health and substance abuse disorders who come into contact with the justice system and explain how the current response is insufficient to meet the needs of this population. Discuss the related agency programs and services already in place in the community and note any components of the program that may already exist. Identify gaps in resources, describe what components will be needed to fully implement the program, and why federal funding is required for the proposed program.

#### Expansion Applicants (Category 3)

Discuss the current status of the program to include the number of people served and/or trained and detail the need for the expansion of the program to include the weaknesses of the program. Describe any completed program analysis or evaluation of the program that supports the need for expansion. Identify gaps in resources, describe what components will be needed to fully expand the program, and why federal funding is required for the expansion of the program.

### 2. Project Design and Implementation (35 percent of 100)

#### Planning Applicants (Category 1)

Describe proposed planning activities and expected outcomes. Planning activities should include establishing a collaborative structure, with agreements in place that address the organization and composition of the planning/oversight body; developing a statement of the program's goals, objectives, and work plan agreed upon by collaborative partners; identifying a list of services and resources in the jurisdiction that can support the proposed project; defining the target population; and developing a data-driven strategy, including operational guidelines and assessment and referral tools, for identifying and enrolling eligible program participants.

#### Planning and Implementation Applicants (Category 2)

Discuss the efforts that have been made to date in planning for the program. Describe the proposed approach and the project's purpose, goals, and objectives. Provide an analysis of the target population, including the projected number of individuals to be served and operational guidelines for identifying eligible program participants. Discuss the responsibilities of each collaborating agency and how resources will support the delivery of needed services to system-involved individuals with mental illness or co-occurring mental health and substance abuse disorders. Describe the plan to screen potential participants and conduct needs-based assessments, and how adequate community-based mental health and treatment services will be made available to participants, including those with co-



occurring disorders, at the time of their release. Describe how the collaboration relates to existing state and local justice and mental health plans and programs, outlining how any existing ancillary social services in the community will be coordinated, including services for participants with developmental and learning disabilities. For law enforcement programs, describe the strategies (e.g., training programs, receiving centers, information sharing, or campus security training) to identify and respond to incidents involving individuals with mental illness.

#### Expansion Applicants (Category 3)

Demonstrate how the proposed expansion will improve the current functioning of an existing program. Describe the program expansion and its specific goals and objectives. Describe how the proposed program expansion will be accomplished and identify the target population and the projected number of individuals to be served as a result of this expansion. Discuss the responsibilities of each collaborating agency and how resources will support the delivery of needed services to system-involved individuals with mental illness or co-occurring mental health and substance abuse disorders. Describe how the expanded collaborative effort relates to existing state and local justice and mental health plans and programs, outlining how any ancillary social services in the community will be coordinated.

Please note: A [Planning & Implementation Guide](#) has been developed for grantees to direct and assist with training and technical assistance. We encourage all applicants to use the guide as a resource when crafting the project design and implementation section of the application.

### **3. Capabilities/Competencies (20 percent of 100)**

Describe the project collaboration structure and how it will ensure successful project planning, implementation, and/or expansion. Identify stakeholders and their respective roles. Describe the anticipated role of consumers, advocates, and family members in the project. Indicate each project goal, related objective, activity, expected completion date, and responsible person or organization in the attached Project Timeline. Describe any potential barriers to implementing the project and strategies to overcome them.

### **4. Budget (10 percent of 100)**

Provide a proposed budget that is complete, allowable, cost effective, and tied to the proposed activities.

See the additional budget and budget narrative requirements on page 12.

### **5. Impact/Outcomes, Evaluation, Sustainment, and Plan for Collecting Data for Performance Measures (15 percent of 100)**

#### Planning Applicants (Category 1)

Identify a plan for responding to BJA performance measures and who will be responsible for data collection. Describe the plan for how process and outcome measures will be established to demonstrate program effectiveness. Discuss how variables like stakeholder support and service coordination will be defined and measured. Describe how evaluation and collaborative partnerships will be leveraged to build long-term support and resources to sustain the project when the federal grant ends.

### Planning and Implementation Applicants (Category 2) and Expansion Applicants (Category 3)

Describe the plan for collecting data and any other state or local outcomes to measure project effectiveness. Category 2 and 3 applicants must set aside at least 5 percent of the budget in order to implement a data collection plan. The plan should include the process for data collection and reporting for the BJA performance measures, a list of the outcome measures that will be used by the program, a description of how these measures will be used to show program effectiveness and inform program implementation or expansion, and who is responsible for data collection and analysis. Discuss how variables like stakeholder support and service coordination will be defined and measured. Specify how federal support will be used to supplement, not supplant, funding that would otherwise be available, including third-party resources for services covered under programs such as Medicaid and Medicare. Describe how evaluation and collaborative partnerships will be leveraged to build long-term support and resources to sustain the project when the federal grant ends.

## **Review Process**

OJP is committed to ensuring a fair and open process for awarding grants. The Bureau of Justice Assistance reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with basic minimum program or legislative requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation).

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. The Bureau of Justice Assistance may use either internal peer reviewers, external peer reviewers, or a combination 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 a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications 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 for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with the Bureau of Justice Assistance, conducts a financial review of applications for 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.

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 (AAG), who may also give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information 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](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – federal taxes certification requirement

## **Application Checklist**

### **FY 2010 Justice and Mental Health Collaboration Program**

The application check list has been created to aid you in developing your application.

#### **Eligibility Requirement:**

- Applicant is a state, unit of local government, Indian tribe, or tribal organization
- Proposal demonstrates that project is a collaboration between a criminal justice agency and a mental health agency
- Application submitted under the correct category

#### **The Application Components:**

- Abstract
- Program Narrative that includes the following:
  - Statement of the Problem/Program
  - Project Design and Implementation
  - Capabilities/Competencies
  - Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures
- Budget Narrative and Budget Detail Worksheet
- Project Time and Task Plan
- Memoranda of Understanding or Letters of Support

#### **Abstract Format**

- 12-point standard font
- 1" standard margins
- One page or less

#### **Program Narrative:**

- Double-spaced
- 12-point standard font
- 1" standard margins
- Narrative is 15 pages or less

#### **Required Forms, Certifications and Other Components:**

- Standard 424 Form
- DUNS Number
- Central Contractor Registration (CCR)