



The [U.S. Department of Justice \(DOJ\)](#), [Office of Justice Programs \(OJP\)](#), [Bureau of Justice Assistance \(BJA\)](#) 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 2011 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 tribal organizations. BJA will only accept applications that demonstrate that the proposed project will be administered jointly by an agency 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 Grants.gov. This lead agency must be a state agency, 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 [Grants.gov](#) is required prior to application submission. (See "How to Apply," page 16.) All applications are due by 11:59 p.m. eastern time on February 3, 2011. (See "Deadlines: Registration and Application," page 4.)

Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or via e-mail to support@grants.gov.

Note: The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657. The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

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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 illnesses 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. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 11:59 p.m. eastern time on February 3, 2011. Please note that while the deadline for submission is 11:59 p.m. eastern time on February 3, 2011, staff assistance through the BJA Justice Information Center is only available until 8:00 p.m. eastern time (see “Contact Information” on the title page for more information about BJA’s Justice Information Center). Please see the “How to Apply” section, page 16 for more details.

Eligibility

Please refer to the title page for eligibility under this program.

Justice and Mental Health Collaboration Program—Specific Information

The Justice and Mental Health Collaboration Program seeks to 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 illnesses or co-occurring mental health and substance abuse disorders. The program encourages early intervention for these multisystem-involved individuals; maximizes diversion opportunities for nonviolent multisystem-involved individuals with mental illnesses 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.

Goals, Objectives, and Deliverables

Grant funds may be used to:

- Plan, create, or expand programs that promote public safety and public health by providing appropriate services for multisystem-involved individuals with mental illnesses 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 services, use of court-appointed mental health advocates and case managers, and mandatory treatment as part of probation/parole, and diversion and alternative prosecution and sentencing programs.
- Plan, create, or expand specialized community corrections initiatives.
- Promote and provide mental health and co-occurring disorders treatment and transitional services for those incarcerated or transitional reentry programs for those released from a correctional institution.

Evidence-Based Programs or Practices

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence (generally obtained through one or more outcome evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

Priority Consideration for Evidence-Based Practices:

BJA intends to fund programs that have a demonstrated evidence base and that are appropriate for the target population. Priority consideration will be given to applicants that consider the following evidence-based practices in the development or enhancement of their program:

1. Screening and Assessment Tools

Applicants are strongly encouraged to use screening and assessment tools that have a demonstrated evidence base and that are appropriate for the target population.

Screening and Assessment Resources:

[Screening and Assessment of Co-Occurring Disorders in the Justice System](#)—Provides an overview of screening and assessment of persons with co-occurring disorders involved in the criminal justice system and includes an extensive list of screening and assessment instruments for different target populations.

[Mental Health Screening within Juvenile Justice: The Next Frontier](#)—Provides an overview of new issues and offers policy clarification on mental health screening in the juvenile justice system.

[Brief Jail Mental Health Screen](#)—Booking tool developed by the University of Maryland School of Medicine and Policy Research Associates to screen incoming detainees in jails and detention centers for the need for further mental health assessment

2. Targeting Criminogenic Needs and Functional Impairment

Applicants are strongly urged to tailor treatment interventions to specific criminogenic risks and functional impairments of people with mental illnesses to improve public safety and public health outcomes. While offenders have a variety of treatment and behavioral needs, which are themselves risk factors for future offending, criminogenic needs are risk factors closely associated with offending behavior and responsive to targeted interventions. Criminogenic risk and needs factors include history of anti-social behavior; anti-social personality pattern; anti-social cognition; anti-social associates; family and/or marital; school and/or work; leisure and/or recreation; and substance abuse.

3. Mental Health Treatment Services

Applicants are strongly encouraged to provide mental health treatment practices that have a demonstrated evidence base and that are appropriate for the target population. The following evidence-based mental health treatment practices have been shown to improve clinical outcomes for people with serious mental illnesses:

- [Assertive Community Treatment \(ACT\)](#)
- [Illness Management and Recovery \(IMR\)](#)
- [Integrated Mental Health and Substance Abuse Services](#)
- [Supported Employment \(SE\)](#)
- Psychopharmacology

Other promising practices:

- [Forensic ACT \(FACT\)](#)
- [Cognitive Behavioral Therapy](#)

Applicants can also find information on evidence-based practices in the Substance Abuse and Mental Health Services Administration's (SAMHSA) *Guide to Evidence-Based Practices* available at www.samhsa.gov/ebpwebguide. The *Guide* provides a short description and a link to dozens of web sites with relevant evidence-based practices information – either specific interventions or comprehensive reviews of research findings. Please note that SAMHSA's *Guide to Evidence-Based Practices* also references the National Registry of Evidence-Based Programs and Practices (NREPP), a searchable database of interventions for the prevention and treatment of mental and substance use disorders. NREPP is intended to serve as a decision support tool, not as an authoritative list of effective interventions. *Being included in NREPP, or in any other resource listed in the Guide, does not mean an intervention is "recommended" or that it has been demonstrated to achieve positive results in all circumstances.* Applicants must document that the selected practice is appropriate for the specific target population and purposes of your project.

4. Housing, Supported Employment, and Supported Education

Applicants are strongly encouraged to utilize other evidence-based practices based on the needs of the target population. [Supported Employment](#) is an evidence-based practice that is designed to help the individual find and keep competitive work. [Housing programs](#) for persons with mental illness should take into consideration the demands of the criminal justice system and ensure that a range of options are available. Supported Education interventions have also been found to be a promising practice. The Center for Psychiatric Rehabilitation at Boston University has developed the [Higher Education Support Toolkit](#) that can be used as a resource.

Target Population Considerations:

Applicants are encouraged to take into consideration additional targeted responses when making decisions about the appropriate service response for justice-involved individuals with mental illnesses:

- **Provision of Services for Justice System-Involved Females**—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.
- **Trauma-Informed Care (TIC)** is the framework for the practice of implementing trauma screening, assessment, and recovery support. Within the TIC framework, services are organized and delivered in a manner that meets the unique needs of consumers who have survived traumatic events, and safety, as identified by the service recipient, is the primary concern. The practice approach emphasizes the consumer empowerment and the consumer as driver of services, adopts universal precautions in asking about trauma, builds organizational capacity and knowledge of TIC through ongoing training, and policy review to ensure do no harm practices. For more information, visit SAMHSA's [National Center for Trauma-Informed Care](#).
- **Co-occurring disorders** are prevalent in many behavioral health settings and program planning should address how to treat the co-occurring disorders. Applicants can find additional information on evidence-based practices for people with mental illnesses or co-occurring disorders on Substance Abuse and Mental Health Services Administration's web site: www.cocce.samhsa.gov/ and on the Center for Mental Health Services' National GAINS Center web site: <http://gainscenter.samhsa.gov/html/resources/publications.asp>.

Target Population Requirements:

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

- Have been diagnosed as having a mental illness or co-occurring mental health and substance abuse disorders; and
- Have faced, are facing, or could face criminal charges for a misdemeanor or felony that is a 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](#) and [Pub. L. 110-416](#) 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 an agency with responsibility for criminal or juvenile justice activities and a mental health agency.

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

Note: Applications that are not responsive to one of the identified three categories (Planning, Planning & Implementation, or Expansion) will not be peer reviewed or funded under this solicitation.

CATEGORY 1: PLANNING. Grant amount: Up to \$50,000. Project period: 12 months. Competition ID: BJA-2011-2862.

Category 1 applicants will *design* a strategic, collaborative plan to initiate systemic change for the identification and treatment of system-involved individuals with mental illnesses 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 in the system 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. Competition ID: BJA-2011-2863.

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, pretrial services, and diversion/alternative prosecution and sentencing programs; treatment accountability services; specialized training for justice and treatment professionals; corrections/community corrections, transitional, and reentry services to create or expand mental illnesses or co-occurring mental health and substance abuse disorders support services; and non-treatment recovery support services coordination and delivery including case management, housing placement, job training, education, 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*¹ (to be provided by the BJA 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.

¹ A [Planning & Implementation Guide](#) has been developed for grantees that will 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.

- 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. Competition ID: BJA-2011-2864.

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, pretrial services, and diversion/alternative prosecution and sentencing programs; treatment accountability services; specialized training for justice and treatment services professionals; corrections/community corrections, transitional, and reentry services to create or expand mental illnesses 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, education, 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: With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that 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 2010 salary table for SES employees is available at www.opm.gov/oca/10tables/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 OJP. 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 the applicant to adjust and resubmit its 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 percent of the total costs of the project being funded. The applicant must identify the source of the 20 percent 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), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. BJA understands that given a focus on one area of activity or another that applicants may be better able to respond to some

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measures more than others, and will review the responses in this context. Performance measures for this solicitation are as follows:

For Grantees in Planning Stages:

Objectives	Performance Measures	Data Grantee Provides
<p>Objective 1: Develop a collaborative structure to guide the strategic, collaborative planning process.</p>	<p>Outcome: 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>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>Objective 2: Develop formal collaborative agreements to inform the strategic, collaborative planning process.</p>	<p>Outcome: Percent of collaborative members who commit to engage in program planning. Percent 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. Number of collaborative members who sign the MOU that commit resources for program development. Total number of government and community service agencies involved.</p>
<p>Objective 3: Increase the use of relevant data to inform the strategic, collaborative planning process.</p>	<p>Outcome: Percent 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. Total number of government and community service agencies involved.</p>

For Grantees in Implementation and Expansion Stages:

Objectives	Performance Measures	Data Grantee Provides
<p>Objective 1: Reduce recidivism of persons with mental illnesses in the criminal justice system.</p>	<p>Outcomes: Percentage of program participants who recidivate within one year after completion of the program. Percentage of program participants who recidivate while engaged in the program.</p>	<p>Number of current program participants who law enforcement responded to through:</p> <ul style="list-style-type: none"> • Arrest. • Diversion from arrest. • Referral to mental health services. • No legal action—cite and let go. <p>Number of individuals participating in a program supervised by:</p> <ul style="list-style-type: none"> • Courts.

<p>Objective 3 Increase the number of court-based diversion programs and alternative jail diversion strategies.</p>	<p>Output: Number of new mental health courts and other court-based diversion programs established.</p> <p>Percent of individuals screened for new mental health courts and other court-based diversion programs who:</p> <ul style="list-style-type: none"> • Were denied. • Were accepted but declined. • Were accepted and participated. 	<p>Number of new mental health courts established:</p> <ul style="list-style-type: none"> • Pre-adjudication. • Post-adjudication. <p>Number of new non-mental health court court-based diversion programs established:</p> <ul style="list-style-type: none"> • Pre-adjudication. • Post-adjudication. <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"> • Pre-adjudication. • Post-adjudication.
<p>Objective 4 Increase the number of juvenile justice collaborations.</p>	<p>Output: 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 government partnership compacts formed among mental health, municipal, county, and state government elected officials to address juvenile mentally ill offenders.</p>
<p>Objective 5 Increase the number of correctional-based transition programs for offenders with mental illnesses.</p>	<p>Output: Percent increase in correctional based transition programs for mentally ill offenders established.</p> <p>Percent of individuals screened and served by new correctional-based transition programs for offenders with mental illness who:</p> <ul style="list-style-type: none"> • Were denied. • Were accepted but declined. 	<p>Number of new correctional-based transition programs for offenders with mental illnesses established:</p> <ul style="list-style-type: none"> • Pre-release, jail. • Pre-release, prison. • Pre-release, juvenile facility. • Post-release. <p>Number of individuals screened/assessed for mental illness for participation in a correctional-based transition program for offenders with mental illnesses.</p>

	<ul style="list-style-type: none"> • Were accepted and participated. 	<p>Number of individuals accepted into the correctional-based transition program for offenders with mental illnesses.</p> <p>Number of individuals who are denied enrollment into the correctional-based transition program for offenders with mental illnesses.</p> <p>Number of individuals who declined to participate in the correctional-based transition program for offenders with mental illnesses.</p> <p>Number of individuals participating in a correctional-based transition program for offenders with mental illnesses:</p> <ul style="list-style-type: none"> • Pre-release, jail. • Pre-release, prison. • Pre-release, juvenile facility. • Post-release.
<p>Objective 6 Increase the quantity and quality of mental health and other services available to offenders with mental illnesses.</p>	<p>Output: Percent increase in the number and types of service referrals available to mentally ill offenders in the program, by type:</p> <ul style="list-style-type: none"> • Mental health. • Substance abuse. • Co-occurring. • Housing. • Employment. • Education. • Other. <p>Percent increase in service provider partners, by type:</p> <ul style="list-style-type: none"> • Mental health. • Substance abuse. • Co-occurring. • Housing. • Employment. • Education. • Other. <p>Number of individuals who are released to the community with a discharge plan that is:</p> <ul style="list-style-type: none"> • Written. • Presented to the supervising criminal justice agency. • Shared with faith-based and/or community providers. <p>Number of individuals who are discharged:</p> <ul style="list-style-type: none"> • With adequate medication until first appointment with a psychiatrist. 	<p>Number of service referrals to:</p> <ul style="list-style-type: none"> • Mental health. • Substance abuse. • Co-occurring. • Housing. • Employment. • Education. • Other. <p>Number of partners who have agreed to provide services for:</p> <ul style="list-style-type: none"> • Mental health. • Substance abuse. • Co-occurring. • Housing. • Employment. • Education. • Other. <p>Number of individuals who are released to the community with a discharge plan that is:</p> <ul style="list-style-type: none"> • Written. • Presented to the supervising criminal justice agency. • Shared with faith-based and/or community providers. <p>Number of individuals who are discharged:</p> <ul style="list-style-type: none"> • With adequate medication until first appointment with a psychiatrist. • With care coordination/case

	<ul style="list-style-type: none"> • With care coordination/case management. • With referrals to community services. 	<ul style="list-style-type: none"> • management. • With referrals to community services.
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Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Please refer to the section “What an Application Should Include” (below) for additional information. 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 who receive grant funds agree to report on these measures when they are released.

Note on project evaluations: Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research.” However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Research is subject to applicable DOJ human subjects protections. Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP Web site (www.ojp.usdoj.gov/funding/other_requirements.htm).

Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding.

It is expected that reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at <https://www.frs.gov>. Additional guidance on reporting will be provided in the near future by OJP and/or the Office of Management and Budget (OMB).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.Grants.gov. If the applicant experiences technical difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **800-518-4726**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** A DUNS number is required for Grants.gov registration. In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS (Data Universal Numbering System) number in their applications 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 Dun and Bradstreet at 866-705-5711 or by applying online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. 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 annually** to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS Number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the

applicant organization's AOR. Please note that there can be more than one AOR for the organization.

5. **Search for the funding opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. 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-2011-2861.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.
7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. The 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 Grants.gov Technical Issues

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must contact BJA staff **within 24 hours after the deadline** and request approval to submit its application. At that time, BJA staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the 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 Grants.gov 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 Grants.gov, if any, are posted at the top of the OJP funding web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Should Include

This section describes what an application should include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications unresponsive to the scope of the solicitation, or that do not include a program narrative, budget detail worksheet including a budget narrative, and tribal resolution (if applicable), will neither proceed to peer review nor receive further consideration.

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

For examples of successful FY 2010 applications, go to:
www.ojp.usdoj.gov/BJA/funding/Example_Applications_2010.html.

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable).

2. Program Abstract

Applicants must provide an abstract that clearly identifies the funding category (i.e., Planning, Planning and Implementation, or Expansion); the names of the lead applicant and the collaborating agency; 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.

3. Program Narrative

The program narrative must respond to the solicitation and the Selection Criteria (1–5) 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.

If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The following sections should be included as part of the program narrative:

- a. Statement of the Problem

- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures and Other Outcomes
Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to BJA as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.
- e. Plan for Measuring Program Success to Inform Plan for Sustainment

Further information is available under the Selection Criteria section, page 21.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year for Categories 2 and 3.

Additional budget 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 10).
- For Category 2 and 3 applicants, additional travel costs should be included to attend a BJA-sponsored national meeting. Plan for at least two staff to attend a three-day meeting in Washington, DC.
- Category 2 and 3 applicants must set aside at least 5 percent of the federal funds requested in order to implement a data collection plan. The plan should be described in the program narrative under Selection Criteria 4.

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm.

6. Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) 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 membership 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. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in order to satisfy this requirement.

7. Additional Attachments: Project Timeline and Memoranda of Understanding/Letters of Support

Attach a *Project Timeline* (with an estimated start date of October 1, 2011) 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 (signed copies should be scanned and submitted with the electronic submission of the application). Do not include materials not requested in this attachment; additional material will not be reviewed.

8. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Please note in particular the following forms.

- a. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required to be submitted in GMS prior to the receipt of any award funds).
- b. [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded).
- c. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any

award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded).

- d. [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds).

Selection Criteria

The following six selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, "Statement of the Problem," is worth 20 percent of the entire score in the application review process.

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 illnesses 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 illnesses 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 decision-making process involved in selecting the proposed intervention point. Discuss the assessment of existing resources and how gaps in services were identified. Applicants can refer to the [Sequential Intercept Model](#) to describe which intervention point the project will focus on.
- Discuss the related agency programs and services already in place in the community and note any components of the program that may already exist.
- 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 analyses or evaluations of the program that support 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 (40 percent of 100)

Planning Applicants (Category 1)

- Describe proposed planning activities and expected outcomes.

- Planning activities should include establishing a collaborative structure, with agreements between collaborative partners 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 including operational guidelines and assessment and referral tools, for identifying and enrolling eligible program participants; and developing a data-driven strategy to inform programmatic strategies and monitor the impact of proposed programs.

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

Discuss the efforts that have been made to date in planning for the program. Describe the proposed program implementation or expansion and the project's purpose, goals, and objectives. Applicants should address priority considerations and requirements discussed/listed on pages 5-7 throughout their response to this section.

For programs offering direct services to individuals with mental illnesses or co-occurring mental health and substance abuse disorders:

- Provide an analysis of the target population, including the projected number of individuals to be served and operational guidelines for identifying eligible program participants which should include a plan to screen potential participants, conduct needs and strengths-based assessments, and the process for how individuals will be referred to the program.
- Discuss the responsibilities of each collaborating agency and how resources will support the delivery of needed services to the target population. Describe how the collaboration relates to existing state and local justice and mental health plans and programs, outlining how any existing ancillary recovery support services in the community will be coordinated.
- Describe the plan for staffing to include how the workforce will be selected, trained, supported, and developed on an ongoing basis to deliver the services.
- Describe the role consumers will play in designing, providing, monitoring, and evaluating the services.
- Describe the process for how individuals will be linked to treatment and other recovery support services. Applicants should identify the evidence-based treatment and support practices being used or proposed and identify and discuss the evidence that shows that the practice(s) is/are effective. Describe any modifications/adaptations you will need to make to this practice to meet the goals of your project and why the changes will improve the outcomes.³
- Describe the mechanisms that will be put in place to ensure the accountability of the service delivery system on an ongoing basis.

³ BJA recognizes that some evidence-based practices may not exist for all populations and/or service settings. Applicants proposing to serve a population with an intervention that has not been formally evaluated with that population are required to provide other forms of evidence that the practice(s) they propose is appropriate for the target population such as unpublished studies, preliminary evaluation results, clinical guidelines, findings from focus groups with community members, etc.

For programs that will offer training to criminal justice professionals (e.g., law enforcement response 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 illnesses.
- Discuss the responsibilities of each collaborating agency and how resources will support the delivery of training and meet the needs of individuals with mental illnesses or co-occurring mental health and substance abuse disorders who come into contact with the justice system. 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.
- Discuss what response protocols will be utilized for incidents involving persons with mental illnesses or mental health needs.
- Describe how systems will be put in place to provide timely information to criminal justice system personnel to improve the response to incidents involving people with mental illnesses.
- Describe the mechanisms that will be put in place to ensure the accountability of the service delivery system on an ongoing basis.

3. Capabilities and Competencies (20 percent of 100)

- Discuss the capacity of the proposed or current staffing.
- Describe the project collaboration structure and how it will ensure successful project planning, implementation, and/or expansion. Identify stakeholders and their respective roles. The application should also include letters of support from collaborating partners.
- 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. Plan for Collecting the Data Required for this Solicitation's Performance Measures and Other Outcome Measures (10 percent of 100)

Planning Applicants (Category 1)

- Identify a plan for responding to BJA performance measures and who will be responsible for data collection.

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.

5. Plan for Measuring Program Success to Inform Plans for Sustainment (5 percent of 100)

- 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.
- Describe the policies, statutes, and regulations that will need to be put in place to support and sustain service delivery.

6. Budget (5 percent of 100)

Provide a proposed budget for the entire project period that is complete, allowable, cost effective, and tied to the proposed activities. See the additional budget and budget narrative requirements on page 19.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. BJA 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, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with BJA conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet 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 award decisions will be made by the Assistant Attorney General (AAG), who also may 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. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional

information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting 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
- Active CCR Registration

Application Checklist

FY 2011 Justice and Mental Health Collaboration Program

This application checklist has been created to assist in developing an 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.
- The federal amount requested is within the allowable limit(s) of: Category 1: \$50,000; Category 2: \$250,000; or Category 3: \$200,000.

What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 18)
- Program Abstract (see page 18)
- Program Narrative* (see page 18)
- Budget Detail Worksheet* (see page 19)
- Budget Narrative* (see page 19)
- Indirect Cost Rate Agreement (if applicable) (see page 20)
- Tribal Authorizing Resolution* (if applicable) (see page 20)
- Project Timeline (see page 20)
- Memorandum/Letters of Support (see page 20)
- Other Standard Forms as applicable (see page 20), including:
 - Disclosure of Lobbying Activities (if applicable)
 - Accounting System and Financial Capability Questionnaire (if applicable)

*These elements are the basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.