



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 under the Justice and Mental Health Collaboration State-Based Capacity Building Program. This program furthers the Department's mission by increasing public safety through innovative cross-system collaboration for individuals with mental illness who come into contact with the criminal or juvenile justice systems.

## Justice and Mental Health Collaboration State-Based Capacity Building Program FY 2012 Competitive Grant Announcement

### Eligibility

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher learning (including tribal institutions of higher education). For-profit organizations must agree to forgo any profit or management fee.

### Deadline

Applicants must register with Grants.gov prior to submitting an application (See "How To Apply," page 9). All applications are due by 11:59 p.m. eastern time on March 2, 2012. (See "Deadlines: Registration and Application," page 3.)

### 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](mailto: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 or 606-545-5035, via e-mail to [JIC@telesishq.com](mailto:JIC@telesishq.com), or via live web chat at [www.justiceinformationcenter.us](http://www.justiceinformationcenter.us). 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.

**Grants.Gov number assigned to announcement:** BJA-2012-3157

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# **Justice and Mental Health Collaboration State-Based Capacity Building Program CFDA #16.745**

## **Overview**

The Bureau of Justice Assistance's (BJA) Justice and Mental Health Collaboration State-Based Capacity Building Program (CBP) supports BJA's Justice and Mental Health Collaboration Program (JMHCP) by seeking a provider(s) to deliver resources and services to unfunded, eligible JMHCP applicants. This program is funded through 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).

## **Deadline: Registration and Applications**

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register with Grants.gov several weeks before the application submission deadline. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on March 2, 2012. See the "How To Apply" section on page 9 for more details. Please note that while the deadline for submission is 11:59 p.m. eastern time on March 2, 2012, 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).

## **Eligibility**

Refer to the title page for eligibility under this program.

## **Justice and Mental Health Collaboration State-Based Capacity Building Program—Specific Information**

The primary purpose of the JMHCP is to increase public safety by facilitating collaboration among the criminal justice, juvenile justice, and mental health and substance abuse treatment systems to increase access to mental health and other treatment services for adult and juvenile individuals with mental illness or co-occurring mental health and substance use disorders. For details on the JMHCP, see [www.ojp.usdoj.gov/BJA/grant/JMHCprogram.html](http://www.ojp.usdoj.gov/BJA/grant/JMHCprogram.html). The primary goal of the Justice and Mental Health Collaboration State-Based Capacity Building Program is to provide comprehensive resources and services to eligible but unfunded JMHCP applicants ("customers") in FY 2012. The CBP is expected to serve up to 100 communities from 14 states.

## **Goals, Objectives, and Deliverables**

BJA is seeking a CBP service provider with extensive national-level expertise to: 1) provide proactive, comprehensive, user-friendly services; 2) establish a national resource center to serve as the primary source of information on justice and mental health collaboration programs;

and 3) implement strategies that include developing tools and resources such as distance learning, peer-to-peer consultations, and onsite, phone, and e-mail assistance to customers. The provider(s) will:

- Develop and maintain an online resource center to include relevant publications, articles, and reports or other data from local, state, national, and federal sources. The center will include a database of justice and mental health collaboration programs nationwide, providing customers with the opportunity to learn from these programs.
- Identify model programs to serve as learning sites for customers. The learning sites will represent programs that demonstrative effective and comprehensive criminal justice planning models and/or serve system-involved individuals with mental illnesses at every point along the continuum of the criminal justice system, including law enforcement programs; mental health courts and diversion/alternative prosecution and sentencing programs; treatment accountability services; corrections and jails; and transitional and reentry services.
- Assess learning sites to develop and offer additional resources to customers such as promising practices and sustainability plans. Learning sites should have the capability to host site visits from criminal justice and mental health professionals in the unfunded states. Funding for these site visits should be included in the budget; estimated costs for the learning sites to host visitors should also be considered.
- Plan and host distance learning opportunities such as webinars and subject-specific conference calls on topics such as strategic planning, identifying target populations, effective collaborations, pre-trial services, sustainability, and designing successful grant applications.
- Identify and provide targeted technical assistance to up to four unfunded states to develop collaborative, strategic statewide approaches to justice and mental health programs. Consultants will be used to provide onsite assistance to facilitate strategic planning meetings, conduct juvenile/criminal justice system mapping, develop and deliver trainings, assist with program design, and review data collection and analysis strategies.
- Develop and maintain a listserv of customers to distribute updates and information and to facilitate ongoing communication.
- Support and work with national and federal partners on related projects, including the JMHCP training and technical assistance (TTA) provider, and set aside \$30,000 to support and maintain a presence at justice and mental health national and state training events.
- Provide assistance, including making recommendations, to at least two jurisdictions in nongrant states that seek to improve their response to people with mental illness in the criminal justice system by collaborating with county officials to develop a flowchart that shows how people with mental illness work their way through the criminal justice system (“system mapping”). This process will help jurisdictions determine how these subsets of the population could be better connected to community-based mental health care services.
- Plan for and host, in coordination with BJA and the JMHCP TTA provider, a national training event for JMHCP grantees and nongrantees. The event will focus on the facilitation of communication and collaborative planning between states and counties/municipalities which have adopted criminal and/or juvenile justice strategies that address the public health and public safety needs of offenders with mental health disorders or co-occurring mental health and substance abuse disorders.

## **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. OJP's [CrimeSolutions.gov](http://CrimeSolutions.gov) web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

## **Amount and Length of Award**

BJA anticipates that it will award one cooperative agreement of up to \$525,000 for a 12-month project period. Applicants are strongly encouraged to partner with other organizations to provide the required services and deliverables.

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

## **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 2012 salary table for SES employees is available at [www.opm.gov/oca/12tables/indexSES.as](http://www.opm.gov/oca/12tables/indexSES.as).) 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 requesting a waiver should 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.

### **Minimization of Conference Costs**

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such

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sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be attained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP website at [www.ojp.usdoj.gov/funding/funding.htm](http://www.ojp.usdoj.gov/funding/funding.htm).

**Costs Associated with Language Assistance (if applicable)**

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" [web page](http://www.ojp.usdoj.gov/funding/other_requirements.htm) ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)).

**Match Requirement**

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

**Performance Measures**

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work under this solicitation. 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. Performance measures for this solicitation are as follows:

Objectives	Performance Measures(s)	Data Grantee Provides
To enhance and support collaboration among the criminal justice, juvenile justice, and mental health and substance abuse treatment systems through training and technical assistance.	Number of participants who attend the training.  Percentage of participants who rated the training as satisfactory or better.  Percentage of participants trained and subsequently demonstrated performance improvement	<b>For the current reporting period:</b> <u>Web-Based Training</u> Number of individuals who: <ul style="list-style-type: none"> <li>• Started the training.</li> <li>• Completed the training</li> <li>• Completed an evaluation at the conclusion of the training.</li> <li>• Completed an evaluation and rated the training as satisfactory or better.</li> <li>• Completed a pre- and post-test.</li> <li>• Whose post-test indicated an improved score over their pre-test.</li> </ul>

	<p>Number of participants receiving technical assistance</p> <p>Percentage of participants who rated the technical assistance as satisfactory or better</p> <p>Percentage of agencies that rated services as satisfactory or better visit.</p> <p>Percentage of agencies that implemented one or more recommendations.</p> <p>Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices.</p> <p>Percentage of peer visitors who implemented one or more policies or practices six months after they were observed at the visited site.</p>	<p><u>National Conference</u> Number of conference attendees.</p> <p>Number of attendees who:</p> <ul style="list-style-type: none"> <li>• Attended each training session.</li> <li>• Completed the training session</li> <li>• Completed an evaluation at the conclusion of the training session.</li> <li>• Completed an evaluation and rated the training session as satisfactory or better.</li> </ul> <p>Number of participants receiving technical assistance</p> <p>Number of participants who rated the technical assistance as satisfactory or better</p> <p>Number of onsite visits completed.</p> <p>Number of requesting agencies who completed an evaluation of services.</p> <p>Number of requesting agencies who rated services as satisfactory or better in terms of timeliness and quality following completion of an onsite visit.</p> <p>Number of reports submitted to requesting agencies after onsite visits.</p> <p>Number of follow-ups with requesting agencies completed six months after onsite visit.</p> <p>Number of requesting agencies that were planning to implement at least some of the report recommendations six months after the onsite visit.</p> <p>Number of peer to peer visits completed.</p> <p>Number of reports completed by peer visitors after completion of the visit.</p> <p>Number of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices.</p> <p>Number of follow-ups with the requesting peer visitor completed six months after the peer-to-peer visit.</p> <p>Number of peer visitors that implemented one or more recommended policies or practices six months after they were observed at the visited site.</p>
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	Quality of other onsite services provided.	Number of other onsite services provided.
		Number of reports submitted to requesting agencies following other onsite services.
		Number of requesting agencies who completed an evaluation of other onsite services.
		Number of requesting agencies that rated the services as satisfactory or better.
	Percentage of deliverables that meet expectations.	Number of deliverables (e.g., survey/needs assessment, publications, web sites)
		Number of deliverables that meet expectation.
	Number of new policy or procedure templates, guidelines, or publications developed and disseminated	Number of new policy or procedure templates, guidelines, or publications developed and disseminated
	Percent of web sites developed and maintained	Number of web sites developed
		Number of web sites maintained
	Number of requests for information responded to.	Number of requests for information responded to.

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” on page 11 for additional information.

**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” for purposes of applicable DOJ human subjects protection regulations. 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.” 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 human subjects protections for 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 “Other Requirements for OJP Applications” web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that web page.

## Notice of New Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require 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), 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. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at [www.fsrs.gov](http://www.fsrs.gov).

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](http://www.Grants.gov). If the applicant experiences technical difficulties at any point during this process, call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 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 Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS 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](http://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](http://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](http://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-2012-3157.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
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."

**Note: Duplicate Applications**

If an applicant submits multiple versions of an application, BJA will review the most recent version submitted.

## 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 e-mail the BJA Justice Information Center (see page 1 for contact information) **within 24 hours after the deadline** and request approval to submit its application. The applicant must include in the 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. **Note: Requests are not automatically approved by BJA.** After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, BJA 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.

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, including firewalls.

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](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## What an Application Should Include

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 applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by BJA to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative. The Budget Detail Worksheet and Budget Narrative may be combined in one document. However, if only one document is submitted, it must contain **both** narrative and detail information.

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.

### 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 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 14.

## 3. 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](http://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](http://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. Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for project activities. 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.

## 4. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost

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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/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

#### **5. 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 should 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 should include a resolution (or comparable legal documentation, as may be applicable) 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 lieu of tribal resolutions (or comparable legal documentation).

#### **6. Additional Attachments: Project Timeline and Memoranda of Understanding/Letters of Support**

Attach a *Project Timeline* (with an estimated start date of October 1, 2012) 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.

#### **7. 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](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- a. [Standard Assurances](#)  
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)  
Applicants must read, certify and submit in GMS prior to the receipt of any award funds.
- 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 submitted).

# 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 15 percent of the entire score in the application review process.

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

Provide a thorough understanding of the need for innovative cross-system collaborative programs for individuals who have mental illnesses or co-occurring mental health and substance use disorders and come into contact with the criminal or juvenile justice systems. Describe the challenges communities face in planning, implementing, or expanding a collaborative justice and mental health initiative and the need for resources for communities that apply for, but do not receive funding under JMHCP.

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

Demonstrate a well thought-out plan for transferring knowledge and best practices. Describe goals, objectives, and deliverables for providing services to customers. Identify strategies for designing and implementing the deliverables (see pages 3-4); provide a timeline for completing the tasks (as an attachment); and identify the percentage of time that will be dedicated by the individuals responsible for the tasks.

## **3. Capabilities/Competencies (30 percent of 100)**

Describe the management structure, staffing, and in-house or contracted capacity to complete each of the proposed tasks or projects. Illustrate the ability to manage complex activities (both type and expertise) effectively. Outline the organization's ability to conduct the individual activities through the organization's and staff's experience, and recruit and partner with individuals and/or organizations with the expertise to enhance the organization's and staff's experience in developing and providing resources and services to states or units of local governments.

## **4. Plan for Collecting the Data Required for this Solicitation's Performance Measures and Other Outcomes (10 percent of 100)**

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

## **5. Plan for Measuring Program Success to Inform Plan 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 and budget narrative that are complete, reasonable and allowable, cost effective, and necessary for project activities. Include funding for site visits for teams of at least two persons from unfunded JMHCP states in the budget. Estimated

costs for the learning sites to host visitors should also be considered. Include funding to travel to a national training event for JMHCP grantees and nongrantees.

## **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. Applications that meet basic minimum requirements 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](http://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

## **Provide Feedback to OJP on This Solicitation**

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).



# Application Checklist

## FY 2012 Justice and Mental Health Collaboration State-Based Capacity Building Program

This application checklist has been created to assist in developing an application.

### Eligibility Requirement:

- Applicant is a for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher learning.
- The federal amount requested is within the allowable limit(s) of \$525,000.

### What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 11)
- Program Narrative\* (see page 12)
- Budget Detail Worksheet\* (see page 12)
- Budget Narrative\* (see page 12)
- Indirect Cost Rate Agreement (if applicable) (see page 12)
- Tribal Authorizing Resolution (if applicable) (see page 13)
- Project Timeline (see page 13)
- Memorandum/Letters of Support (see page 13)
- Other Standard Forms as applicable (see page 13), including:
  - 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.