



The [U.S. Department of Justice \(DOJ\)](#), [Office of Justice Programs \(OJP\)](#), [Bureau of Justice Assistance \(BJA\)](#) 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 2013 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.

Note: BJA may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 26.) All applications are due by 11:59 p.m. eastern time on March 25, 2013. (See "Deadlines: Registration and Application," page 4.)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035 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, via e-mail at JIC@telesishq.com, or via live web chat at 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.

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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. 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

Applicants must register with Grants.gov in order to submit an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on March 25, 2013. See the “How To Apply” section on page 26 for more details. Note that while the deadline for submission is 11:59 p.m. eastern time on March 25, 2013, 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 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 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 places strong emphasis on the use of data and evidence in policy making and programming in criminal justice. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates;
- Integrating evidence into program, practice, and policy decisions within OJP and the field; and
- Improving the translation of evidence into practice.

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 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.

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 incorporate 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 needs 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.

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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: 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.

An individual's past criminal history has no effect on present eligibility for JMHCP programs.

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.

CATEGORY 1: PLANNING. Grant amount: Up to \$50,000. Project period: 12 months. Competition ID: BJA-2013-3494.

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 and improve outcomes for 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-2013-3495.

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; treatment; and non-treatment recovery support services coordination and delivery including case management, housing placement and supportive housing, job training and placement, 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 training and 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 planning for and implementing:

- 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.
- 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.

CATEGORY 3: EXPANSION. Grant amount: Up to \$200,000. Project period: 24 months. Competition ID: BJA-2013-3496.

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; and treatment; and non-treatment recovery support services coordination and delivery including housing placement and supportive housing, job training and placement, 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.

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.

- 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, recipients may not use federal funds 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.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 Assistance Attorney General (AAG) for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. 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

OJP encourages applicants to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP web site at www.ojp.gov/funding/confcost.htm. This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to minimize costs, requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

Note on food and beverages: OJP may make exceptions to the general prohibition on using OJP funding for food and beverages, but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event

and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages 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 affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

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 for individuals with limited English proficiency may be allowable. 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 at www.ojp.gov/funding/other_requirements.htm.

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. Applicants must identify the source of the 20 percent non-federal portion of the total project costs and how they will use match funds. If a successful applicant's proposed match exceeds the required match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. (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 the Department in fulfilling its 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 done under this solicitation. BJA will require any award recipient, post award, to provide the relevant data by submitting quarterly performance metrics through BJA's online Performance Measurement Tool (PMT) located at www.bjaperformancetools.org. Performance measures for this solicitation are as follows:

For Grantees in Planning Stages:

Objectives	Performance Measures	Data Grantee Provides
Objective : Establish a collaborative structure to guide the strategic, collaborative planning process for the design of a problem-solving model to intercept and improve outcomes for system-involved individuals with mental illness or co-occurring mental health and substance abuse disorders.	Percent of task force components addressed	Number of <u>task force formation</u> components completed: <ul style="list-style-type: none"> Established planning task force that includes members from multiple constituencies and systems Established a schedule for task force and subcommittee meetings Defined relationships among task force members and their responsibilities through interagency agreements, memoranda of understanding, etc.
	Percent of mission and work plan components addressed	Number of <u>mission and work plan</u> components completed: <ul style="list-style-type: none"> Established long-term and short-term goals Secured personnel and financial resources needed to achieve stated goals Inventoried existing services and identified gaps in service provision
	Percent of program design components addressed	Number of <u>program design</u> components completed: <ul style="list-style-type: none"> Established criteria to determine program eligibility Established a policy for addressing co-occurring substance use disorders Defined the age range of the target population Defined the legal status of the target population (e.g., pre- or post-arrest, pre- or post-trial) Established criteria for determining eligible criminal charges/offenses Established terms of participation, including length of participation and criteria for involuntary termination

	Percent of eligibility and assessment components addressed	<p>Number of <u>eligibility and assessment</u> components completed:</p> <ul style="list-style-type: none"> • Established a process to screen potential participants for eligibility • Established requirements for the development or selection of screening instruments • Established procedure to be used for screening, including location used and staff involved • Established a plan to use assessment results to inform treatment plan
	Percent of service provision components addressed	<p>Number of <u>service provision</u> components completed:</p> <ul style="list-style-type: none"> • Identified interventions, including range, intensity, and duration of services and supports provided • Established terms for the supervision of participants by criminal or juvenile justice agencies • Established plan for interaction between the supervising agency and the service provider
	Percent of data collection and analysis components addressed	<p>Number of <u>data collection and analysis</u> components completed:</p> <ul style="list-style-type: none"> • Identified process and outcome data to be collected • Established data collection plan • Identified resources needed for data collection, including staff, funding, technology, and academic partnerships • Evaluation and monitoring plan established to monitor the impact of the initiative on the target population
	Percent of program outcome components addressed	<p>Number of <u>program outcome</u> components completed:</p> <ul style="list-style-type: none"> • Identified how the initiative will reduce recidivism of persons with mental illnesses in the criminal justice system • Identified how the initiative will increase the number of criminal justice personnel trained in or using law enforcement based diversion strategies • Identified how the initiative will increase the number of court based diversion programs and alternative jail diversion strategies • Identified how the initiative will increase the number of juvenile justice

		<p>collaborations with other systems, agencies, and programs</p> <ul style="list-style-type: none"> • Identified how the initiative will increase the number of corrections based transition programs for offenders with mental illnesses • Identified how the initiative will increase the mental health and/or substance abuse support services in your community
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For Grantees in Implementation and Expansion Stages:

Objectives	Performance Measures	Data Grantee Provides
<p>Improve mental health and substance abuse treatment outcomes by promoting and providing courts with appropriate mental health and substance abuse treatment options.</p>	<p>Percent increase in the number of police service calls involving persons with mental illness that were responded to by specially trained officers</p> <p>Number of people receiving field screenings for mental illness</p> <p>Average amount of time participants are confined to a jail, prison, or hospital due to mental health crisis</p>	<p>A. Number of calls for police services received during the reporting period</p> <p>B. Number of calls for police services received involving persons with mental illness events?</p> <p>C. Of these, how many were responded to by someone trained to provide a specialized police-based response to people with mental illness</p> <p>Number of people receiving a field assessment or screening administered by someone trained to provide a specialized police-based response to people with mental illness</p> <p>Number of days program participants spent in jail, prison or a hospital during the reporting period as a result of administrative violations of their condition of supervision, new offenses, or a mental health crisis</p>
<p>Increase capacity to assist offenders with mental illness by promoting communication, collaboration, training, and intergovernmental partnerships with respect to mentally ill offenders.</p>	<p>Number of criminal justice system staff available to respond to incidents involving persons with mental illness</p> <p>Number of different types of agencies participating in mental health and criminal justice issues training</p>	<p>Number of criminal justice system staff and partners trained to respond to mental illness and criminal justice incidents</p> <p>Number of agencies represented in training sessions conducted during the reporting period (Judges, law enforcement, community corrections officers, attorneys, probation and parole officers, program evaluators, other</p>

<p>Reduce recidivism and unnecessary confinement of nonviolent offenders with mental illness by maximizing the use of diversion from prosecution and alternative sentencing through community supervision and graduated sanctions.</p>	<p>Percent of participants successfully completing alternative sentencing or diversion from prosecution programs</p>	<p>For each type of diversion program offered (court-based, in-facility corrections-based, community corrections programs, or Reentry programs):</p> <ul style="list-style-type: none"> A. The number of participants who successfully completed the program <i>during the reporting period</i> B. The number of participants who did not complete the program due to court or criminal involvement, lack of engagement, absconding, relocation or case transfer, or death or serious illness
	<p>The rate of recidivism for participants in alternative sentencing or diversion from prosecution programs</p>	<p>For each type of diversion program offered (court-based, in-facility corrections-based, community corrections programs, or Reentry programs):</p> <p>Number of current participants arrested or sent to jail or prison during the reporting period for administrative violations of their condition of supervision or new offenses</p> <p>Number of days participants spent in jail or prison during the reporting period for administrative violations of their condition of supervision or new offenses</p>
	<p>Recidivism rate of participants who have completed alternative sentencing or diversion programs</p>	<ul style="list-style-type: none"> A. Total number of participants who successfully completed the program <i>within the past 12 months</i> B. Of those, the number arrested during the reporting period for the first time since program completion for administrative violations of their condition of supervision or a new offense charge
	<p>Number of people treated for mental illness, substance abuse, or co-occurring disorders</p>	<p>For each type of treatment (mental illness, substance abuse, or co-occurring disorders) offered during the reporting period, the number of individuals:</p> <ul style="list-style-type: none"> A. Assessed for mental illness, substance abuse, or co-occurring disorders B. Treated for mental illness, substance abuse, or co-occurring disorders C. Referred to an outside agency for mental health treatment, substance abuse, or co-occurring disorders.
	<p>Number of people receiving employment, education, or housing services</p>	<p>For each type of service (employment, education, or housing) offered during the reporting period, the number of individuals:</p> <ul style="list-style-type: none"> A. Assessed for services B. Received services C. Referred to an outside agency
	<p>Percent of people obtaining and maintaining employment after receiving services</p> <p>Percent of people obtaining and maintaining housing after</p>	<p>For each type of service (employment or housing) offered during the reporting period, the number of individuals who received services and subsequently:</p> <ul style="list-style-type: none"> A. Obtained employment B. Obtained housing C. Maintained employment for 3 or more months

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.

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the applications elements that BJA has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA has designated the following application elements to be critical: Program Narrative and Budget Detail Worksheet and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant only submits one document, it must contain **both** narrative and detail information.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. Also, OJP recommends that applicants include resumes 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 Abstract

Applications should include a high-quality "Project Abstract" that summarizes the proposed project in 400 words or less. Project abstracts should be—

- Written for a general public audience.
- Submitted as a separate attachment with <Project Abstract> as part of its file name.
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

The abstract must clearly identify 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.

For all categories, please also indicate in the Program Abstract whether the applicant is a previous recipient of JMHCP grant funds and include the award number.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

Permission to Share Project Abstract with the Public: It is unlikely that BJA will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

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
BJA does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJA will require successful applicants to submit specific data 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. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, 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 to reflect the entire grant period for Categories 2 and 3; however, the budget summary page totals should reflect the entire grant period.

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, D.C.
- For all applicants, include the amount and source of match funding (see page 11).
- 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.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their 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.gov/financialguide/part3/part3chap17.htm.

6. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, then the application should include appropriate legal documentation, as described above, from all tribes that would receive services/assistance 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 an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

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

Attach a *Project Timeline* (with an estimated start date of October 1, 2013) 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. Additional Attachments: Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for Federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will be subawarding federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the federal or state funding agency
- the solicitation name/project name
- the point of contact information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page. (e.g. “[Applicant Name] does not have pending applications within the last 12 months for Federally funded assistance that include requests for funding or support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”)

9. 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.

- [Standard Assurances*](#)
Applicants must read, certify and submit this form in GMS prior to the receipt of any award funds.
- [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.
- [Accounting System and Financial Capability Questionnaire](#)
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, must download, complete, and submit this form.

*These OJP Standard Assurances and Certifications are forms which applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

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

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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 improved responses 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 5-8 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 through this grant program with federal and matching funds, 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. Address the target population considerations (if applicable) and the target population requirements on pages 7-8.
- 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 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.²
- Describe the mechanisms that will be put in place to ensure the accountability of the service delivery system on an ongoing basis.

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

² 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.

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 that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.³ 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. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. 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, who may consider 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 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

³ Generally speaking, a reasonable cost is a cost that if, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

- Civil Rights Compliance Specific to State Administering Agencies
- 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 of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Policy and Guidance for Conference Approval, Planning, and Reporting
- OJP Training Guiding Principles for Grantees and Subgrantees

How To Apply

Applicants must submit applications through Grants.gov. Applicants must first register with Grants.gov in order to submit an application through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical

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difficulties during this process should 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 several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Note: BJA encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for email updates will be notified.

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 a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used to 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. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
2. **Acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database** as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a pre-requisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- Create a SAM account;
- Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records have already been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at www.sam.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. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** 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-2013-3493.
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. **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). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
8. **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 message will state whether OJP has received and validated the application, or rejected it, with an explanation. **Important:** OJP urges applicants to submit applications **at least 72 hours prior to** the application due date to allow time to receive the validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Note: Grants.gov only permits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period. Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

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

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline 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 their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA does not automatically approved requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, BJA will inform the applicant whether the request to submit a late application has been approved or denied. If the technical issues reported cannot be validated, BJA will reject the applications as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to register 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 with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at www.ojp.usdoj.gov/funding/solicitations.htm.

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, the application submission process, and/or the application review/peer review process. Feedback may be provided to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback email account cannot forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

FY 2013 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 17)
- _____ Program Abstract (see page 17)
- _____ Program Narrative* (see page 18)
- _____ Budget Detail Worksheet* (see page 19)
- _____ Budget Narrative* (see page 19)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 28)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 20)
- _____ Tribal Authorizing Resolution (if applicable) (see page 20)
- _____ Project Timeline (see page 20)
- _____ Applicant Disclosure of Pending Applications (see page 20)
- _____ Memorandum/Letters of Support (see page 20)
- _____ Other Standard Forms as applicable (see page 20), 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.