

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



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

Justice and Mental Health Collaboration Training and Technical Assistance Program FY 2016 Competitive Grant Announcement

Applications Due: May 17, 2016

Eligibility

Eligible applicants are nonprofit organizations (including tribal nonprofit and for-profit organizations), for-profit (commercial) organizations, faith-based and community organizations, and institutions of higher education (including tribal institutions of higher education). BJA welcomes applicants to partner with other technical assistance providers who have in-depth knowledge in policing. Competitive applications will identify significant law enforcement expertise or be submitted in partnership with a police organization or association that has the capacity to consult and engage communities on issues of improved police and public health responses to people with mental health disorders (MDs) and co-occurring mental health and substance use disorders (CODs). For-profit organizations must agree to forgo any profit or management fee.

BJA welcomes applications that involve two or more entities that will carry out the funded federal award activities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for administering the funding and managing the entire program. Only one application per lead applicant will be considered; however, a subrecipient may be part of multiple proposals.

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

Deadline

Applicants must register with Grants.gov prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on May 17, 2016.

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How to Apply](#) in [Section D: Application and Submission Information](#).

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 email to support@grants.gov. The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must email the BJA contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" in the [How to Apply](#) section.

For assistance with any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email grants@ncjrs.gov; fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this announcement: BJA-2016-9214

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

A. Program Description

Overview

BJA is seeking applications for funding under the Justice and Mental Health Collaboration Training and Technical Assistance (TTA) Program. This program provides cross-system technical assistance to Justice and Mental Health Collaboration Program (JMHCP) grantees. It furthers the Department's mission by increasing the capacity of the criminal justice and juvenile justice systems to address challenges when encountering people with MDs or CODs in the areas of law enforcement, courts, and corrections. Through the TTA program, JMHCP grantees will receive the necessary support to reduce and assist the number of people with mental illnesses who enter and move through the criminal justice system.

This program is authorized 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) and is funded by the Consolidated Appropriations Act, 2016 (Pub. L. 114-113).

Program-Specific Information

The primary purpose of the Justice and Mental Health Collaboration Program (JMHCP) is to increase public safety by facilitating cross-system 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 adults and juveniles with MDs or CODs. Currently, there are 100 active JMHCP grantees, and BJA anticipates making 33 additional awards in 2016.

Due to the flexibility of the JMHCP, BJA's grantees are varied and program areas include: law enforcement, courts, corrections, community supervision as well as social and behavioral health services. In 2015, BJA placed an increased emphasis on the utilization of best practices to improve law enforcement responses to people with MDs and CODs. BJA anticipates varied TTA expertise is needed to serve a multi-system cohort, and enhanced expertise is expected to meet the needs of BJA's law enforcement agencies as this area is a JMHCP priority consideration. Specific TTA expertise with law enforcement-focused responses to incidents involving mentally ill individuals is necessary to assist JMHCP grantees with developing, supporting and/or sustaining specialized police responses, and may require an ongoing partnership with (a) major national law enforcement organization(s) for the delivery of enhanced law enforcement TTA services.

Through this solicitation, the TTA provider will assist grantees within their program scope, goals, and objectives to maximize their ability to provide early intervention and diversion opportunities for multisystem-involved individuals with MDs or CODs within the criminal justice and juvenile justice systems. The TTA provider will help to build program capacity and assist with program

goals and objectives through expert guidance and activities, such as: 1) providing proactive, comprehensive, user-friendly TTA services throughout the life of the grant program; 2) developing uniform protocols for the assessment and delivery of TTA, as well as tracking, evaluation, and follow-up; 3) using TTA strategies that include developing tools and resources for grantees, such as distance learning, onsite technical assistance, and ongoing technical assistance by phone and email; and 4) planning and hosting regularly scheduled grantee meetings and ensuring opportunities for peer-to-peer communication and consultation.

There are three categories of JMHCP grantees for which BJA is seeking a TTA provider. Applicants should plan to provide TTA for the life of each grantee's award:

Category 1: Collaborative County Approaches to Reducing the Prevalence of Individuals with Mental Disorders in Jail (Competition ID: BJA-2016-9386)

Category 1 grantees are expected to develop and implement a systemwide coordinated approach to safely reduce the prevalence of individuals with mental disorders in local jails. In FY 2015, BJA added Category 1 to help local jurisdictions coordinate a data-informed, service-oriented, grass-roots approach to local justice-mental health collaboration. The TTA provider will provide targeted assistance to counties by assisting grantees:

- work toward a coordinated response to maximize diversion for mentally ill individuals.
- develop and submit a [Planning and Implementation guide](#) to be approved by BJA
- establish processes and protocols for mental health screening and risk and needs assessment of all people with potential MDs booked into the jail for criminogenic risk and needs
- record this information in an electronic record to ensure this information is shared appropriately during pretrial decisionmaking, is defined in terms that align with state definitions, provides for mental health needs, and is eligible for publicly funded mental health services.

BJA expects intense TTA provided to category 1 grantees during the initial planning and implementation stages. Intense TTA is critical to long-term, positive outcomes of category 1 programs. It encourages increased oversight, monitoring and feedback for program development and implementation of a collaborative county approach. A growing body of research shows that successful program implementation is effectively supported through training and technical assistance.¹

Category 2: Planning and Implementation (Competition ID: BJA-2016-9387) & Category 3: Expansion (Competition ID: BJA-2016-9388)

Category 2 grantees design and implement targeted interventions to address the needs of individuals with MDs and CODs in the criminal or juvenile justice system and improve public safety. Category 2 grantees in law enforcement must complete a [Planning and Implementation guide](#) with their TTA provider, to be approved by BJA. Category 3 grantees expand upon or improve well-established collaboration strategies.

Grantees under both Category 2 and 3 must complete a [Planning and Implementation guide](#) in coordination with the TTA provider, to be approved by BJA. TTA for Category 2 and 3 grantees must be available in the following areas that track with the JMHCP allowable uses of funds:

¹ Evidenced-Based Policy Making, a guide for effective government, Pew-MacArther Results First Initiative Nov.2014, page 11.

- ✓ Cross-training for criminal justice, mental health and substance use treatment personnel
- ✓ Enhance Access to Community-Based Healthcare Services and Coverage
- ✓ Law Enforcement Responses
- ✓ Diversion and Alternative Sentencing
- ✓ Correctional Facility Grants
- ✓ Community Supervision Strategies
- ✓ Case Management and Direct Services
- ✓ Program Evaluation

Note that when making awards BJA gives priority consideration under the following areas:

- ✓ Law Enforcement Responses
- ✓ Services for Justice System-Involved Females
- ✓ Program Evaluation

Goals, Objectives and Deliverables:

Goal:

The primary goal of the Justice and Mental Health Collaboration Training and Technical Assistance Program is to provide a comprehensive array of TTA services to JMHCP grant recipients to assist them in meeting their program goals and objectives to increase criminal and juvenile justice system capacity to divert, treat, and reduce the number of people with MDs and CODs that come into contact with those systems.

Objectives/ Deliverables:

1. **Serve as the primary TTA provider** for JMHCP grantees throughout the life of each grantee's award.
 - Provide proactive, culturally competent, comprehensive, user-friendly TTA via teleconferencing, peer-to-peer consultations, onsite assistance, web-based assistance, and follow-up TTA as required by phone and email.
 - Provide TTA services that are aligned and delivered with research that demonstrates positive results and is considered by the research field as best practices to divert, treat, and reduce recidivism for justice-involved people with MDs and CODs (see pages 9-10).
2. **Develop a uniform TTA request and response plan/protocol** to identify grantee needs for technical assistance in program implementation.
 - Propose a process to identify and deliver tailored TTA for existing and future grantee sites, including the proposed method of TTA delivery, timeline for delivery, and audience, including how the TTA program will assist individual sites in sustaining and expanding the use of successful strategies and practices tested during the grant period.
 - Once the TTA plan is approved by BJA, implement the TTA plan, providing timely and high quality services consistent with the plan.
3. **Provide Category 1 grantees intense ongoing specialized assistance to:**
 - Engage in a county system analysis to identify strategies to reduce the prevalence of individuals with mental disorders and co-occurring substance use disorders in local jails, especially high utilizers

- Demonstrate how a large urban county screens and assesses all people booked into the jail for risk and need using an appropriate validated risk assessment tool (see page 9 for a discussion of screening and assessment tools); or
 - Demonstrate how a rural county can partner with neighboring counties or the state to ensure that all people booked into jail for risk and need and uses that information to inform pretrial decisionmaking.
4. **Identify and maintain a staff and cadre of subject matter experts equipped to facilitate, deliver, and instruct TTA that best fits grantee needs such as experts in**
 - law enforcement response programs and training for justice and mental health personnel
 - pre-trial services; mental health courts and diversion/alternative prosecution; and sentencing programs;
 - corrections and jails; community-based supervision; case management and direct services; correctional facility services, transitional and reentry services; and,
 - special populations such as system-involved juveniles, veterans and females.
 5. **Report on technical assistance provided**, assign TTA consultants to assist grantees when appropriate and monitor TTA assistance provided.
 - Seek approval of TTA assignments from BJA, report TTA provided, provide summary of the findings to the grantee, recommendations to improve program performance as well as follow up information regarding the grantee's implementation of the recommendations provided, to the grantee and BJA.
 6. **Develop and maintain a JMHCP TTA website** to include relevant resources and a mechanism for online technical assistance.
 7. **Plan and implement a grantee orientation webinar** (TTA overview, grant management processes, lessons learned, networking opportunity) for up to 100 participants to include two representatives from each grantee jurisdiction.
 8. **Utilize the JMHCP Planning and Implementation Guides** with grantees to address governance, program design, data collection and evaluation, sustainability, and assess progress in achieving the grant goals and objectives. The TTA provider will assist grantees with this guide and use the data to inform how TTA will be delivered.
 9. **Incorporate into TTA strategy and delivery models the concepts included in the publication [Adults with Behavioral Health Needs under Correctional Supervision: A Shared Framework for Reducing Recidivism and Promoting Recovery](#).** This framework is for officials at the systems level to determine where to direct limited resources that would more effectively serve the needs of adult inmates with behavioral health needs.
 10. **Plan for and host distance learning opportunities** such as webinars and subject-specific conference calls for JMHCP grantees on topics such as Universal Criminogenic Risk and Needs Screening and Assessment, Effective Collaboration Between Criminal Justice and Mental Health Authorities, Best Practices for Law Enforcement Data Collection and Tracking, and Ensuring Program Sustainability.

- 11. Plan for and host a 2-day training conference in the D.C area.** Create and execute a 2-day agenda, in coordination with BJA, that promotes among JMHCP grantees evidence-based practice, skill development, and improved program management. Provide content on cutting edge and foundational topics engaging experts in the respective fields related to justice and mental health.
- 12. Develop and maintain a listserv of JMHCP grantees** to distribute updates and other information to facilitate ongoing communication.
- 13. Assist grantees in collecting and reporting on JMHCP performance measures**
 - Identify and explain trends from the performance measure data submissions.
 - Prepare JMHCP-specific data collection practices, if needed, to assist grantees with the submission of PMT reports. Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through BJA's online Performance Measurement Tool (PMT) located at www.bjaperformancetools.org/help/JMHCPMeasuresPlanningandImplementation.pdf
 - Assess grantee capacity for reporting during site visits and phone calls and make recommendations for improvement.
 - Assist with the review of aggregated grantee data reports in collaboration with BJA and its contracted entity.
- 14. Support national and federal partners** on related projects and maintain a presence at national or state training events related to criminal justice and mental health programs and workgroups developed through BJA.
- 15. Participate in GrantStat with BJA staff for JMHCP grantees.** All TTA providers may be required to participate in BJA's GrantStat. Through GrantStat, BJA management and staff examine the performance of the grant programs funded by BJA by tracking grantee or program performance along several key indicators. GrantStat calls for the collection and analysis of performance data and other relevant grant-level information that enables BJA as well as our TTA partners to be held accountable for the grantee's and program's performance as measured against the program's goals and objectives. In addition, the TTA provider will be required to assist grantees in the collection of performance measure data, working in collaboration with the local research partners.
- 16. Specialized TTA for priority grantee areas:**
 - a) Specialized law enforcement response programs**
 - Engage the BJA [Law Enforcement/Mental Health Learning Sites](#) to share information and experience with BJA's law enforcement grantees, including a training event to cover topics such as data collection, officer safety, mental health collaboration, and documenting outcomes.
 - Document the activities and accomplishments of these grantees for BJA and the field.
 - b) Programs collaborating with a research institute**
 - Assist programs that are conducting evaluations, including contributing to the development of common metrics for the research partners/evaluators and providing peer learning opportunities for evaluators, collect evaluations, and disseminate findings/outcomes for BJA and the field.

c) Programs providing specialized services to justice system-involved females

- Partner with The National Center for Justice Involved Women and BJA to provide targeted training that involves best and evidence-based practices for gender responsive protocols and services that take into account the unique characteristics of justice-involved females.

Evidence-Based Programs or Practices for TTA Delivery

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. 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
- 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. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Risk-Need Responsivity Principle

Current research supports the “Risk-Need-Responsivity” (RNR) model for how criminal justice authorities should be identifying and prioritizing individuals to receive appropriate interventions². BJA intends to fund programs that have a demonstrated evidence base and that are appropriate for the target population. Applicants should incorporate the following evidence-based practices in the development or enhancement of their client-based programs:

1. Screening and Assessment Tools

Use validated 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.

² See The Council of State Governments Justice Center, “Adults with Behavioral Health Needs under Correctional Supervision: A Shared Framework for Reducing Recidivism and Promoting Recovery” available at www.csqjusticecenter.org/mental-health-projects/behavioral-health-framework/ for a thorough discussion of the RNR principle and how it should be applied to the justice-involved population with mental disorders.

- [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. TTA on Interventions that Address Criminogenic Need

Provide TTA to assist grantees to tailor treatment interventions to individuals' specific criminogenic and behavioral health needs to improve public safety and public health outcomes. Criminogenic needs are risk factors closely associated with offending behavior and to which targeted interventions are responsive. Criminogenic risk and needs factors include history of anti-social behavior, anti-social personality pattern, anti-social cognition, anti-social associates, unsupportive relationships with family and/or spouse, especially in regard to refraining from criminal activity, underperforming and lacking motivation in school and/or work, lacking in non-criminal leisure and/or recreation activities, and substance use.

3. Mental Health Treatment Services

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

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

Other promising practices:

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

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

4. Housing, Supported Employment, and Supported Education

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.

B. Federal Award Information

BJA estimates that it will make up to 1 award of up to \$1,375,000 for an estimated 18-month project period, beginning on October 1, 2016.

BJA anticipates providing supplemental funding in future years to the award made under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award. It is anticipated that supplemental funding will be provided to cover TA costs of future JMHCP grantee cohorts.

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

Type of Award³

BJA expects that it will make any award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if BJA expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for details regarding the federal involvement anticipated under an award from this solicitation.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity⁴) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the recipient (and any subrecipient) is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

³ See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements [a type of grant]).

⁴ For purposes of this solicitation (or program announcement), “pass-through entity” includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation (or program announcement) that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.

- (b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- (c) Evaluate and monitor the recipient's (and any subrecipient's) compliance with statutes, regulations, and the terms and conditions of federal awards.
- (d) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the recipient (or any subrecipient) considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

Cost Sharing or Matching Requirement

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

Pre-Agreement Cost (also known as Pre-award Cost) Approvals

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award.

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more 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 cash 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.⁵ The 2016 salary table for SES employees is available at the Office of Personnel Management [website](#). Note: A

⁵ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed at Appendix VIII to 2 C.F.R. Part 200.

recipient may compensate an employee at a greater 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.) For employees who charge only a portion of their time to an award, the allowable amount to be charged is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General 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 the 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 the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, 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 to be done.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on conference approval, planning, and reporting available at www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and training costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

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 under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

For additional eligibility information, see title page.

For additional information on cost sharing or matching requirements, see [Section B. Federal Award Information](#).

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

D. Application and Submission Information

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 application 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 as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative, and résumés/curriculum vitae of key personnel and position to be held. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the “Note on File Names and File Types” under [How to Apply](#) to be sure applications are submitted in permitted formats.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet and Budget Narrative,” “Timelines,” “Memoranda of Understanding,” “Résumés”) for all attachments. Also, OJP recommends that applicants include résumés in a single file.

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

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and the OJP Grants Management System (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, select “For-Profit Organization” or “Small Business” (as applicable).

Intergovernmental Review: This funding opportunity (program) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the “Program is not covered by E.O. 12372.”) This solicitation is limited to TTA.

2. Project 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 applicant’s capacity to provide high quality TTA to grantees throughout the criminal and juvenile justice system and mental health authorities. Please discuss the subject matter expertise that will be available for category 1, 2, and 3

grantees, how personnel and technology will be used to assist grantees nationally, and discuss agency experience and history working with justice and mental health programs. Discuss specific capacity to provide TTA to law enforcement agencies. Provide information about any partner organizations (co-applicants) and the amount of funding requested.

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 ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

Permission to Share Project Abstract with the Public: It is unlikely that BJA will be able to fund all applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding 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 template, 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 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, BJA may consider such noncompliance 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

To demonstrate program progress and success, as well as to assist the Department with 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. OJP will require any award recipient, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Post award, recipients will be required to submit performance metric data semi-annually through BJA’s online Training and Technical Assistance Reporting Portal. More information on reporting requirements can be found at: <https://www.bjatraining.org/working-with-nttac/providers>.

For direct questions and guidance on account set up and data entry, email the BJA NTTAC Concierge Team at nttac@bjatraining.org.

Below are the performance measures for this solicitation:

Objectives	Catalog ID	Performance Measure	Data Grantee Provides
Objective 1 Increase the knowledge of criminal justice practitioners through in-person training, distance learning, phone and user friendly web-based training, throughout the life of the grant.	458	Number of trainings conducted	For the current reporting period:
	228	Number of participants who attend the training	Number of trainings (by type):
	239	Percentage of participants who successfully completed the training	<ul style="list-style-type: none"> • In-person • Web-based • CD/DVD • Peer-to-peer • Workshop
	235	Percentage of participants who rated the training as satisfactory or better	Number of individuals who:
	215	Percentage of participants trained and subsequently demonstrated performance improvement	<ul style="list-style-type: none"> • Attended the training (in-person) or started the training (web-based) • Completed the training • Completed an evaluation at the conclusion of the training • Completed an evaluation and rated the training as satisfactory or better • Completed the post-test with an improved score over their pre-test
	237	Percentage of scholarship recipients surveyed who reported that the training provided information that could be utilized in their job.	For the current reporting period, number of individuals who: <ul style="list-style-type: none"> • Received a scholarship • Completed the training • Completed a survey at the conclusion of the training • Reported the training provided information that could be utilized in their job

	144	Number of curricula developed	Number of training curricula: <ul style="list-style-type: none"> • Developed • Pilot tested • Revised after being pilot tested
	520	Number of curricula that were pilot tested	
	521	Percentage of curricula that were revised after pilot testing	
Objective 2 Increase a criminal justice agency's ability to solve problems and/or modify policies or practices through assessment, tracking, evaluation and follow up.	12	Percentage of requesting agencies who rated services as satisfactory or better	For the current reporting period: <ul style="list-style-type: none"> • Number of onsite visits completed • Number of reports submitted to requesting agencies after onsite visits • Number of requesting agencies who completed an evaluation of services • Number of agencies who rated the services a satisfactory or better <ul style="list-style-type: none"> ○ a) in terms of timeliness ○ b) quality • Number of follow-ups with requesting agencies completed 6 months after onsite visit • Number of agencies that were planning to implement at least one or more recommendations 6 months after the onsite visit
	11	Percentage of requesting agencies that were planning to implement one or more recommendations	
Objective 3 Increase peer to peer communication and consultation as practitioners in the field.	247	Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices	<ul style="list-style-type: none"> • Number of peer-to-peer visits completed • Number of peer visitors who completed an evaluation • Number of peer visitors who reported that the visit was useful in providing information on policies or practices • Number of follow-ups with the requesting peer visitor completed 6 months after the peer-to-peer visit • Number of peer visitors who were planning to implement at least one or more recommendations 6 months after the onsite visit • Number of other onsite services provided
	246	Percentage of peer visitors that were planning to implement one or more policies or practices 6 months after they were observed at the visited site	
	526	Percentage of requesting agencies of other onsite services who rated the services provided as satisfactory or better	

			<ul style="list-style-type: none"> • Number of requesting agencies who completed an evaluation of other onsite services • Number of agencies who rated the services a satisfactory or better
Objective 4 Increase information provided to BJA and the criminal justice community through the development of tools and resources, as program products and lessons learned from the field.	147	Number of conferences or advisory/focus groups held	For the current reporting period: <ul style="list-style-type: none"> • Number of conferences or advisory/focus groups held • Number of conference or advisory/focus group attendees who completed an evaluation • Number of conference or advisory/focus group attendees who rated the advisory/focus group as satisfactory or better • Number of publications/resources developed • Number of publications/resources disseminated <ul style="list-style-type: none"> ○ Number of websites developed. ○ Number of websites maintained. • Number of visits to websites during the current reporting period • Number of visits to websites during the previous reporting period <ul style="list-style-type: none"> • Number of information requests • Number of information requests responded to
	493	Percentage of advisory/focus groups evaluated as satisfactory or better.	
	144	Number of publications developed	
	145	Number of publications disseminated	
	492	Percent of websites developed and maintained.	
	486	Percent increase in the number of visits to websites	
354	Percentage of information requests responded to		

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, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

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 Funding Resource Center](http://ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm) web page (<http://ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm>). Applicants whose proposals may involve a research or statistical component also should review the "Data Privacy and Confidentiality Requirements" section on that web page.

- e. Plan for Measuring Program Success to Inform Plan for Sustainment

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at <http://ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf>. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at <http://ojp.gov/financialguide/DOJ/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 generally describe 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.

Additional budget requirements:

- Include funding to support TTA staff attendance to host a grantee orientation/training/peer to peer meeting. Plan for speakers to attend the meeting. Speakers should include two representatives from each active JMHCP grantee and BJA program management staff. For cost estimates, plan for this to be a 2-day meeting in Washington, D.C.
- Additional travel costs should be included to host/attend a BJA-sponsored national meeting. Plan for TTA staff to attend a 2-day meeting in Washington, DC.

c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

d. Pre-Agreement Cost Approvals

For information on pre-agreement costs, see [Section B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only under the following circumstances:

- (a) The applicant has a current, federally approved indirect cost rate; or
- (b) The applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f).

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. For the definition of Cognizant Federal Agency, see the “Glossary of Terms” in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <http://ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

In order to use the “de minimis” indirect rate, attach written documentation to the application that advises OJP of both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the “de minimis” method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as you choose to negotiate a federally approved indirect cost rate.⁶

6. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal

⁶ See 2 C.F.R. § 200.414(f).

agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high risk status

OJP seeks this information to ensure appropriate federal oversight of any grant award. Disclosing this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

7. Additional Attachments

- a. Attach staff résumés and/or position descriptions and qualifications relative to their job role. Identify which staff are considered key project staff.
- b. Attach a *Project Timeline* (with an estimated start date of October 1, 2016) with each project goal, related objective, activity, expected completion date, and responsible person or organization.
- c. If applicable, attach *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).

d. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) 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 Budget Detail 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 subaward 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/Email 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 a separate attachment to their application. The file should be named “Disclosure of Pending Applications.”

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 on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) 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 Budget Detail Worksheet in the application under this solicitation.”).

e. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal’s other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant’s other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

- i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:
 - a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and subrecipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by BJA grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or subrecipients responsible for the research and evaluation or on the part of the applicant organization.

OR

- b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal

(related to specific staff, consultants, and/or subrecipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

- ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
 - a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants **MUST** also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but are not limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in

carrying out the research, development, or evaluation activity; and the adequacy of the applicant’s existing or proposed remedies to control any such factors.

8. Financial Management and System of Internal Controls Questionnaire

In accordance with the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.205, federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

9. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

How to Apply

Applicants must register in and submit applications through Grants.gov, a primary source 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 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 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.

BJA strongly 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 updates will be automatically notified.

Note on Attachments. Grants.gov has two categories of files for attachments: mandatory and optional. OJP receives all files attached in both categories. Please ensure all required documents are attached in the mandatory category.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (‘)
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&amp;” format.		

Grants.gov is designed to forward successfully submitted applications to the OJP 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.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant organization until the applicant organization has complied with all applicable DUNS and SAM requirements. Individual applicants must comply with all Grants.gov requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Individual applicants should search Grants.gov for a funding opportunity for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. Complete the registration form at <https://apply07.grants.gov/apply/IndCPRregister> to create a username and password. Individual applicants should complete all steps except 1, 2, and 4.

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget (OMB) 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 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 is 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. Applicants must **update or renew their SAM registration annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take up to 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

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 for organizations, go to www.grants.gov/web/grants/register.html. Individuals registering with Grants.gov should go to <http://www.grants.gov/web/grants/applicants/individual-registration.html>.
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. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. 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 number for this solicitation is 16.745, titled "Justice and Mental Health Collaboration Training and Technical Assistance Program," and the funding opportunity number is BJA-2016-9214.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.
7. **Submit a valid 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 two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** 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. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on May 17, 2016.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How to Apply](#).

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 contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical

issue and receive a tracking number. The applicant must email the BJA contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The email must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time. (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
- Failure to follow each instruction in the OJP solicitation.
- 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 <http://ojp.gov/funding/index.htm>.

E. Application Review Information

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

Selection Criteria

1. Statement of the Problem (20%):

Provide a thorough understanding of the need for innovative cross-system, collaborative programs for individuals with mental illnesses or co-occurring mental health and substance use disorders who come into contact with the criminal or juvenile justice systems. Describe the challenges communities face in planning, implementing, or expanding a collaborative criminal justice mental health initiative and the need for TTA. Include the challenge of assisting counties, with TTA, in developing a systems level approach to divert and treat people with MDs and CODs; how to address TTA needs at the county system flow level, such as assistance with convening stakeholders and sharing information across systems. Describe the challenges jurisdictions face in implementing universal risk and needs screening and assessment protocols, and using the information from assessments to inform decisionmaking. Discuss the unique needs of law enforcement agencies in responding to people with MDs and CODs as well as the challenges of veteran populations in the criminal justice system.

2. Project Design and Implementation (40%):

Demonstrate a well thought-out plan for transferring knowledge and best practices. Describe the goals, objectives, and deliverables for providing TTA to JMHCP grantees. Identify orientation and approach to tailoring TTA to each unique JMHCP category as described on pages 5-6. Identify strategies and capacity for designing and implementing each objective/deliverable as described on pages 6-9; provide a timeline for completing the tasks (as an attachment); and identify the percentage of time to be dedicated by the individuals responsible for the tasks. Describe strategies for arranging the grantee orientation. Demonstrate how personnel and technology will be used to assist grantees nationally; discuss agency experience and history working with justice and mental health programs. Discuss how TTA will be provided to law enforcement agencies; describe common program barriers and ways to promote program success.

3. Capabilities and Competencies (25%):

Describe the organization's ability to provide proactive, comprehensive, user-friendly TTA by developing protocols for the assessment and delivery of technical assistance, as well as tracking, evaluation, and follow-up. Provide examples of the organization's experience in using TTA strategies that include developing grantee tools and resources, using distance learning, peer-to-peer consultations, and onsite and offsite technical assistance. Describe the management structure and outline the organization's ability to conduct the individual activities through the organization's and staff's experience, and recruit and partner with individuals and other organizations with the expertise to enhance the organization's and staff's experience in developing and providing TTA. Due to the flexible nature of the JMHCP, BJA's grantees are varied and include mental health authorities, law enforcement agencies, courts, and corrections (both institutional and community). Discuss how the proposed staffing and consultant roster meet the diverse needs and subject matter expertise which is necessary to meet the needs of these diverse grantees. In particular, discuss the organization's competency with regard to building capacity of treatment providers to serve the justice-involved population and with regard to law enforcement. Describe the organization's and any partner organization's capacity/experience in providing direct support to law enforcement agencies in designing and implementing specialized police responses to improving outcomes for people with MDs and CODs.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%):

Discuss the strategy to organize TTA activities to report in NTTAC and other federal reports, as required, according to the special conditions of the award.

5. Budget (10%):

Provide a complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget Narratives should generally 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.⁷ Describe all items in the budget and how they will be integral to the program deliverable. Please state the amount of funding requested.

⁷ Generally speaking, a reasonable cost is a cost that, 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.

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. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant.
- Applications must request funding within programmatic funding constraints (if applicable).
- Applications must be responsive to the scope of the solicitation.
- Applications must include all items designated as “critical elements.”
- Applicants will be checked against the System for Award Management (SAM).

For a list of critical elements, see [What an Application Should Include](#) under [Section D. Application and Submission Information](#).

BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. An external peer reviewer is an expert in 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, although their views are considered carefully. 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 under prior BJA and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those 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, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior BJA and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date (by September 30, 2016). Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements⁸ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and

⁸ See generally 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 [FFATA]).

program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via the [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, BJA anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with BJA.

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports; semi-annual progress reports; final financial and progress reports; and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements. Post award, recipients will be required to submit performance metric data semi-annually through BJA’s online Training and Technical Assistance Reporting Portal. More information on reporting requirements can be found at: <https://www.bjatrainig.org/working-with-nttac/providers>. For direct questions and guidance on account set up and data entry, email the BJA NTTAC Concierge Team at nttac@bjatrainig.org. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative, or administrative obligations of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For Federal Awarding Agency Contact(s), see title page.

For contact information for Grants.gov, see title page.

H. Other Information

Provide Feedback to OJP

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. Provide feedback 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 résumé to ojpeerreview@lmsolas.com. The OJP Solicitation Feedback email account will not forward your résumé. **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

Justice and Mental Health Collaboration Training and Technical Assistance Program FY 2016 Competitive Grant Announcement

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

_____ Acquire a DUNS Number (see page 25)

_____ Acquire or renew registration with SAM (see page 25)

To Register with Grants.gov:

_____ Acquire AOR and Grants.gov username/password (see page 26)

_____ Acquire AOR confirmation from the E-Biz POC (see page 26)

To Find Funding Opportunity:

_____ Search for the Funding Opportunity on Grants.gov (see page 26)

_____ Download Funding Opportunity and Application Package (see page 26)

_____ Select the correct Competition ID (see page 26)

_____ Sign up for Grants.gov email [notifications](#) (optional) (see page 24)

_____ Read [Important Notice: Applying for Grants in Grants.gov](#)

_____ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see page 13)

After Application Submission, Receive Grants.gov Email Notifications That:

_____ (1) application has been received,

_____ (2) application has either been successfully validated or rejected with errors (see page 26)

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

_____ contact BJA regarding experiencing technical difficulties (see page 26)

General Requirements:

_____ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s) of \$1,375,000.00

Eligibility Requirement:

Eligible applicants are for-profit (commercial) organizations, nonprofit organizations (including tribal nonprofit and for-profit organizations), faith-based and community organizations, and institutions of higher education (including tribal institutions of higher education). Competitive applicants will include partnership with a police organization or association that has the capacity to consult and engage communities on issues of improved justice system and public health responses to people with mental health disorders (MDs) or co-occurring substance use disorders (COD). For-profit organizations must agree to forgo any profit or management fee.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 14)
- _____ Project Abstract (see page 14)
- _____ Program Narrative (see page 15)
- _____ Budget Detail Worksheet (see page 19)
- _____ Budget Narrative (see page 19)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 20)
- _____ Applicant Disclosure of High Risk Status (see page 20)
- _____ Additional Attachments
 - _____ Staff résumés and/or position descriptions and qualifications
 - _____ *Project Timeline* with each project goal, related objective, activity, expected completion date, and responsible person or organization.
 - _____ *Memoranda of Understanding* or *Letters of Support* from co-applicants and collaborative partners (if applicable)
 - _____ Applicant Disclosure of Pending Applications (see page 21)
 - _____ Research and Evaluation Independence and Integrity (see page 22)
- _____ Financial Management and System of Internal Controls Questionnaire (see page 24)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 24)
- _____ Employee Compensation Waiver request and justification (if applicable) (see page 12)