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U.S. Department of JusticeOffice of Justice Programs *Bureau of Justice Assistance*



Collaborative Mental Health and Anti-Recidivism Initiative FY 2020 Competitive Grant Solicitation

CFDA # 16.745

Grants.gov Solicitation Number: BJA-2020-17972

Solicitation Release Date: March 23, 2020

Application Deadline: 11:59 p.m. eastern time on May 22, 2020

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), <u>Bureau of Justice Assistance</u> (BJA) is seeking applications from state agencies to establish a collaborative antirecidivism initiative to provide comprehensive care before, during, and after incarceration, with a goal of recidivism reduction, for individuals with serious mental illness. This program furthers the Department's mission by providing support to state criminal justice agencies to partner with mental health agencies and other service agencies to reduce crime and recidivism associated with people with mental illness.

This solicitation incorporates the <u>OJP Grant Application Resource Guide</u> by reference. It provides guidance to applicants on how to prepare and submit applications for funding to OJP. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

Eligibility (Who may apply):

The following entities are eligible to apply:

State agencies

For this solicitation, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands. (See 34 U.S.C. 10251.)

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Contact information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800–518–4726 or 606–545–5035, at https://www.grants.gov/web/grants/support.html, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the contact identified below

within 24 hours after the application deadline to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under "Experiencing Unforeseen Grants.gov Technical Issues" in the How To Apply (Grants.gov) section in the OJP Grant Application Resource Guide.

For assistance with any unforeseen Grants.gov technical issues beyond an applicant's control that prevent it from submitting its application by the deadline, or 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.

Deadline Details

Applicants must register with Grants.gov at https://www.grants.gov/web/grants/register.html prior to submitting an application. All applications are due by 11:59 p.m. eastern time on May 22, 2020.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant 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.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this Important Notice: Applying for Grants in Grants.gov.

For additional information, see the How to Apply (Grants.gov) section in the OJP Grant Application Resource Guide.

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COLLABORATIVE MENTAL HEALTH AND ANTI-RECIDIVISM INITIATIVE CFDA #16.745

A. Program Description

Overview

Prison populations across the country have been severely impacted by the increased incarceration of individuals with mental illness. Individuals with mental illness are often associated with higher recidivism rates due to their limited access to mental health and other support services upon release. In many states, a shortage of mental health resources directly correlates to the overcrowding of prison systems.

Under this initiative, BJA will select one application to establish a statewide pilot program that partners with the appropriate agencies within the state, such as the Department of Mental Health/Behavioral Health and Department of Corrections, to establish a collaborative prison anti-recidivism effort to provide comprehensive care before, during, and after incarceration for persons with serious mental illness, with a goal of reducing recidivism.

Statutory Authority: Pub. L. No. 116-93, 133 Stat 2317, 2407.

Program-specific Information

This grant initiative seeks to enhance services for individuals with serious mental illness in prisons by developing a pilot program that will establish a comprehensive service delivery plan focusing on the therapeutic, educational, vocational, cognitive-behavioral, and other mental health treatment needs of prison inmates from intake or arrest through their probationary or parole periods.

Please note that BJA has available funding for mental health collaboration programs through BJA's Justice and Mental Health Collaboration Program (JMHCP). The funding opportunity as described in this solicitation is a different funding opportunity from JMHCP and specifically emphasizes state-led efforts to reduce recidivism.

Objectives and Deliverables

BJA will make one award to pursue the following objectives:

- Ensure that individuals with serious mental illness receive comprehensive care before, during, and after incarceration with a focus on recidivism reduction to include addressing their mental health and wellness needs, including addressing long-term assistance such as mental and health care in the community.
- Assemble a team that has the authority to implement the required elements of the program, including the decisionmaking authority to assess and effectively intervene with the target population.

The required deliverables are:

- A comprehensive project work plan that will inform development of the project that incorporates the pilot program objectives and meets the objectives described under Objectives and Deliverables
- Letters of commitment from external agencies or organizations that are expected to participate in the program, to the extent that letters of support are not already provided with the proposal
- Demonstration of executive support and commitment of agency resources to the program (e.g., the anticipated roles and level of involvement of agency leadership in the project)
- A final analysis as part of the closeout report to BJA prior to the end of the grant based on the process, intervention, outcomes, and lessons learned.

The grantee may request technical assistance through BJA's Justice and Mental Health Collaboration Program. More information will be provided once the award is made.

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under What an Application Should Include.

Evidence-based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the OJP Grant Application Resource Guide.

Information Regarding Potential Evaluation of Programs and Activities

Applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the OJP Grant Application Resource Guide section titled Information Regarding Potential Evaluation of Programs and Activities.

B. Federal Award Information

Maximum number of awards BJA expects to make 1

Estimated maximum dollar amount for each award \$1,000,000

Total amount anticipated to be awarded under this solicitation \$1,000,000

Period of performance start date October 1, 2020

Period of performance duration 36 months

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and progress of award-funded work, when making continuation award decisions.

Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application.

BJA may elect to fund applications submitted under this FY 2020 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

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 Award

BJA expects to make awards under this solicitation as grants. See the Administrative, National Policy, and Other Legal Requirements section of the OJP Grant Application Resource Guide for additional information.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements¹ as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the OJP Grant Application Resource Guide for additional information.

Budget Information

The total budget must not exceed \$1,000,000 for a 36-month project period. All expenses must be reasonable, allowable, and necessary to the project.

Cost Sharing or Match Requirement

This solicitation does not require a match.

Please see the OJP Grant Application Resource Guide for information on the following:

Pre-agreement Costs (also known as Pre-award Costs)

Limitation on Use of Award Funds for Employee Compensation; Waiver

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

Costs Associated with Language Assistance (if applicable)

C. Eligibility Information

For eligibility information, see title page.

For information on cost sharing or match requirements, see <u>Section B. Federal Award Information.</u>

¹ The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

D. Application and Submission Information

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the "Disclosure of Process Related to Executive Compensation" provisions in the "Application Attachments" section of the OJP Grant Application Resource Guide.

What an Application Should Include

The following application elements MUST be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding: Program Narrative, Budget Detail Worksheet and Budget Narrative, and letters of support from members of the applicant's pilot program team.

See the Application Elements and Formatting Instructions section of the <u>OJP Grant Application</u> Resource <u>Guide</u> for information on what happens to an application that does not contain all of the specified elements or that is nonresponsive to the scope of the solicitation.

1. Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 is a required standard form used as a cover sheet for submission of preapplications, applications, and related information. See the OJP Grant Application Resource Guide for additional information on completing the SF-424.

Intergovernmental Review: This solicitation ("funding opportunity") **is not** subject to <u>Executive Order 12372</u>. (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the "Program is not covered by E.O. 12372.")

2. Project Abstract

Include an abstract that summarizes the proposed program in 400 words or fewer. 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 Times New Roman font with 1-inch margins.
- Clearly labeled, including the following information:
 - Legal name of the applicant and the title of the program
 - Program's objectives and deliverables
 - The projected number of participants to be serviced through the program and target population characteristics

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

3. Program Narrative

The program narrative should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 15 pages. Pages should be numbered.

If the program narrative fails to comply with these length restrictions, BJA may negatively consider such noncompliance in peer review and in final award decisions.

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

- a. Description of the Issue
- b. Program Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting Data Required for this Solicitation's Performance Measures

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the objectives and deliverables identified under "Objectives and Deliverables" in <u>Section A. Program Description</u>.

Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Examples of the types of performance and accountability data that will be required can be found in <u>Appendix B: Performance Measures Table</u>. BJA is currently developing the performance measures for this program and will be shared with grantees upon acceptance of their awards.

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

Award recipients will be required to provide the relevant data by submitting bi-annual performance metrics as part of their progress reports in GMS.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the OJP Grant Application Resource Guide.

Please see the OJP Grant Application Resource Guide for information on the following:

- **4.** Budget Information and Associated Documentation in the "Budget Preparation and Submission Information" section.
- 5. Indirect Cost Rate Agreement
- 6. Tribal Authorizing Resolution (if applicable)
- 7. <u>Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)</u>

- 8. Disclosure of Lobbying Activities
- 9. Applicant Disclosure of Pending Applications
- 10. Applicant Disclosure and Justification DOJ High Risk Grantees² (if applicable)
- 11. Research and Evaluation Independence and Integrity
- 12. Additional Attachments:
 - **a. Project Timeline** outlining key tasks, benchmarks, and persons or entities responsible. The timeline should reflect a 36-month project period.
 - b. Letters of Support from All Other Key Partners on official letterhead that demonstrate the partners' commitment to the proposed program if they are members of the applicant's pilot program team.
 - c. Position Descriptions for the key roles and résumés for personnel in those roles. Position descriptions should relate to the roles on the proposed program, not a person's role within the applicant state agency, and describe their critical competencies and expectations regarding program responsibilities.

How To Apply (Grants.gov)

Applicants must register in and submit applications through <u>Grants.gov</u>, a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation under "How to Apply (Grants.gov)" in the <u>OJP Grant Application</u> Resource Guide.

Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

- 1. CFDA # 16.745, Criminal and Juvenile Justice and Mental Health Collaboration Program
- 2. Funding opportunity number: BJA-2020-17972

For information on each registration and submission step, see the <u>OJP Grant Application</u> <u>Resource Guide</u>.

E. Application Review Information

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

- 1. Description of the Issue (30 percent)
 - Describe and demonstrate understanding of the nature and scope of the problem to be addressed, using data and research as support.

² A "DOJ High Risk Grantee" is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

- Describe successful efforts to date to address the identified needs.
- Describe the need for assistance and resources to address the problem.
- Briefly introduce how the applicant proposes to address the problem.

2. Program Design and Implementation (30 percent)

- Address in detail how the applicant proposes to undertake and accomplish each of the objectives and deliverables (see pages 4–6). Applicants may propose other activities or deliverables in addition to the ones listed in this grant announcement, and should provide detailed information about them.
- Demonstrate an understanding of the pilot program objectives as described on pages 4–6.
- Demonstrate an agencywide commitment to align policies and practices with recidivism reduction, public safety goals, and continuous quality improvement through the use of data and collaborative problem solving.

3. Capabilities and Competencies (25 percent)

- Provide a detailed description of the capacity of the state agency and key personnel to deliver the required services and complete the objectives described on pages 4–6.
- Describe how the proposed management structure and staffing of the program will facilitate the delivery of the required services. The management and organizational structure described should match the staffing needs necessary to accomplish the tasks outlined in the project timeline.

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

- Describe the manner in which the data required for this solicitation's performance measures will be collected, including the system(s) used and the person(s) responsible.
- Describe whether and how other relevant performance measures will be documented, monitored, and evaluated.

5. Budget (10 percent)

- Submit a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for program activities).
- Budget narratives should demonstrate generally how applicants will maximize cost
 effectiveness of grant expenditures. Budget narratives should demonstrate cost
 effectiveness in relation to potential alternatives and the objectives of the program.³

³ 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

BJA reviews an application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation requirements. See the OJP Grant Application Resource Guide for information on the application.

If OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the nonpublic segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

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 take into account not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

F. Federal Award Administration Information

Please see the OJP Grant Application Resource Guide for information on the following:

Federal Award Notices

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the "Administrative, National Policy, and Other Legal Requirements" section in the OJP Grant Application Resource Guide.

Information Technology (IT) Security Clauses

General Information About Post-federal Award Reporting Requirements

In addition to the deliverables described in <u>Section A. Program Description</u>, any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically 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 or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the <u>OJP Grant Application Resource Guide</u> for additional information on specific post-award reporting requirements, including performance measures data.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 1.

H. Other Information

Please see the OJP Grant Application Resource Guide for information on the following:

<u>Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)</u>

<u>Provide Feedback to OJP</u>

Appendix A: Application Checklist
Collaborative Mental Health and Anti-Recidivism Initiative

This application checklist has been created as an aid in developing an application.

What an Applicant Should Do:

_	or to Registering in Grants.gov: Acquire a DUNS Number	(coo O IP Cro	nt Application Resource Guide)		
	•	•	nt Application Resource Guide)		
Ц	Acquire or renew registration with SAM	(see OJP Gra	nt Application Resource Guide)		
<i>To</i> □	Register with Grants.gov: Acquire AOR and Grants.gov username Resource Guide)	/password	(see OJP Grant Application		
	Acquire AOR confirmation from the E-Bi Resource Guide)	z POC	(see OJP Grant Application		
To	Find Funding Opportunity: Search for the Funding Opportunity on C Resource Guide)	Grants.gov	(see OJP Grant Application		
	Access Funding Opportunity and Applica Resource Guide)	ation Package	(see OJP Grant Application		
	Sign up for Grants.gov email <u>notification</u> <u>Resource Guide</u>)	<u>s</u> (optional)	(see OJP Grant Application		
	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 OJP Grant Application Resource Guide)				
		(See OUT GIA	TIL Application Resource Guide)		
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 OJP Grant Application Resource Guide)					
<i>If №</i>	If No Grants.gov Receipt, and Validation or Error Notifications Are Received: □ Contact NCJRS Response Center regarding experiencing technical difficulties (see page 2)				
Ov	erview of Post-Award Legal Requirem	ents:			
	Review the "Overview of Legal Requirer Cooperative Agreements - FY 2020 Awa				
Sc	Scope Requirement:				
	The federal amount requested is within the allowable limit of \$1,000,000.				

See title page.

What an Application Should Include:

R a th	he following items are critical application elements requi equirements review. An application that OJP determines pplication elements that must be included in the applicat he application to meet the basic minimum requirements versions are further consideration.	s does not include the ion submission in order for			
	Program Narrative	(see page 7)			
	Budget Detail Worksheet and Budget Narrative <u>Application Resource Guide</u>)	(see OJP Grant			
	Letters of Support from members of the applicant's pil	ot program team (see pages 5 and 9)			
	Application for Federal Assistance (SF-424) Resource Guide)	(see OJP Grant Application			
	Project Abstract	(see page 7)			
	Indirect Cost Rate Agreement (if applicable) Resource Guide)	(see OJP Grant Application			
	Tribal Authorizing Resolution (if applicable) Resource Guide)	(see OJP Grant Application			
	Financial Management and System of Internal Controls				
	Resource Guide)	(see OJP Grant Application			
	Disclosure of Lobbying Activities (SF-LLL) Resource Guide)	(see OJP Grant Application			
	Applicant Disclosure of Pending Applications Resource Guide)	(see OJP Grant Application			
	Applicant Disclosure and Justification – DOJ High Risk	Grantees (if applicable) (see OJP Grant Application			
	Resource Guide)				
	Research and Evaluation Independence and Integrity Resource Guide)	(see OJP Grant Application			
Ad	Additional Attachments:				
	Project Timeline	(see page 9)			
	Position Descriptions for key roles and résumés for per	sonnel in those roles (see page 9)			

□ Request and Justification for Employee Compensation; Waiver (if applicable) (see page 6)

Appendix B: Performance Measures Table

Objectives	Performance Measure	Data Grantee Provides
Objective 1: Promote intergovernmental partnerships among	Number of trainings conducted	Number of grant-funded trainings conducted during the reporting period.
state entities and mental health service providers by supporting adequate training for criminal	Number and types of participants who attended the training	Number of people by professional category represented in the training sessions conducted during the reporting period, e.g.—
justice system personnel with respect to mentally ill offenders.		 A. Judges/court professionals B. Law enforcement C. Corrections officers D. Probation/parole officers E. Behavioral health providers F. Other (explain)
	Number of partners actively engaged in the program	Name and contribution of each partner actively contributing to the program (e.g., attending meetings, providing financial or inkind support, providing services, etc.)
Objective 2: Protect public safety by developing a collaborative antirecidivism plan for individuals with mental health needs through early intervention	Percentage of individuals identified to participate in the program that were screened	Describe screening process at intake. Were any changes made to the screening process as a result of the grant funding during the reporting period?
beginning at intake and maintaining support throughout their probationary or parole		Total number of program participants during the reporting period.
periods.		Of those, number of people screened at intake.
	Percentage of individuals identified with co-occurring substance use and mental health disorder	Total number of individuals screened.
		Number of people identified with:
		 A. Substance use disorder B. Mental health disorder C. Co-occurring substance use and mental health disorder

Objectives	Performance	Data Grantee Provides
	Measure	
	Percentage of individuals that received services	Number of people assessed as needing specialized services following release.
		Of those assessed, number of people referred to the following services:
		 A. Substance use treatment services B. Medical/psychiatric services C. Therapy/counseling D. Recovery support (e.g., employment, housing, peer support, etc.) E. Other (explain)
	Percentage of participants that remained engaged in services for 30 days or more	Since the start of the grant program: Number of people receiving services (and continue to receive services) who have remained engaged for: A. Fewer than 30 days
		B. 30 days or more Number of people who stopped receiving services after receiving services for:
		A. Fewer than 30 days B. 30 days or more