



The [U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance](#) is pleased to announce that it is seeking applications for funding under the Justice and Mental Health Collaboration State-Based Capacity Building Program. This program furthers the Department's mission by increasing public safety through innovative cross-system collaboration for individuals with mental illness who come into contact with the criminal or juvenile justice systems.

Justice and Mental Health Collaboration State-Based Capacity Building Program FY 2009 Competitive Grant Announcement

Eligibility

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher learning.
(See "Eligibility," page 2)

Deadline

Registration with [Grants.gov](#) is required prior to application submission.
All applications are due by 8:00 p.m. e.t. on March 26, 2009.
(See "Deadline: Applications," page 1)

Contact Information

For assistance with the requirements of this solicitation, contact Rebecca Rose, BJA Policy Advisor, at 202-514-0726 or Rebecca.Rose@usdoj.gov.

This application must be submitted through [Grants.gov](#). For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or send an e-mail to support@grants.gov. The Grants.gov Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. e.t.

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

Overview of the Justice and Mental Health Collaboration State-Based Capacity Building Program

The Bureau of Justice Assistance's (BJA) Justice and Mental Health Collaboration State-Based Capacity Building Program (CBP) supports BJA's Justice and Mental Health Collaboration Program (JMHCP) by seeking a provider(s) to deliver resources and services to unfunded, eligible JMHCP applicants. This program is funded through the Mentally Ill Offender Treatment and Crime Reduction Act of 2004 (MIOTCRA) (Pub. L. 108-414) and the Mentally Ill Offender Treatment and Crime Reduction Reauthorization and Improvement Act of 2008 (Pub. L. 110-416).

Deadline: Registration

Registering with Grants.gov is a one-time process; however, processing delays may occur and it can take up to several weeks for first-time registrants to receive confirmations/user passwords. The Office of Justice Programs (OJP) highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package to our agency by the application deadline specified. The registration process for organizations involves these steps: (1) obtain a Data Universal Numbering System (DUNS) number; (2) register your organization with the Central Contractor Registration (CCR) database; (3) register with Grants.gov's Credential Provider and obtain a username and password; (4) register with Grants.gov to establish yourself as an Authorized Organization Representative (AOR); and (5) the E-Business Point of Contact (POC) assigns the "Authorized Applicant Role" to you. For more information about the registration process, go to www.grants.gov. **Note: Your CCR must be renewed once a year. Failure to renew the CCR may prohibit submission of a grant application through Grants.gov.**

Deadline: Applications

The due date for applying for funding under this announcement is 8:00 p.m. e.t. on March 26, 2009.

Within 24-48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you if the application has been received and validated or if it has been rejected, and why.

Important: You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused the rejection notification.

If you experience unforeseen Grants.gov technical issues beyond your control, you must contact OJP staff **within 24 hours after the due date** and request approval to submit your application. At that time, OJP staff will require you to e-mail the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OJP reviews all

of the information submitted as well as contacts Grants.gov to validate the technical issues reported by the grantee, OJP will contact you to either approve or deny the request.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow Grants.gov instructions on how to register and apply as posted on its web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Eligibility

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher learning with demonstrated expertise in assisting states with developing, implementing, and expanding adult or juvenile collaborative programs. BJA encourages organizations or agencies to apply who have expert knowledge of collaborative programs for individuals with mental illnesses or co-occurring mental health and substance use disorders who come into contact with the criminal justice or juvenile justice system, extensive knowledge of brokering and developing assistance, and a willingness to work with other BJA service providers. For-profit organizations must agree to waive any profit or fees for services. Applicants are strongly encouraged to partner with other organizations to submit joint applications for the required services and deliverables.

Faith-Based and Other Community Organizations: Consistent with Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see the section titled, "Funding to Faith-Based Organizations" on the "Other Requirements for OJP Applications" web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Applicants are also encouraged to review the "Civil Rights Compliance" section on the "Other Requirements for OJP Applications" web page, which can be found at the web address shown above.

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

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

The primary purpose of the JMHCP is to increase public safety by facilitating collaboration among the criminal justice, juvenile justice, and mental health and substance abuse treatment systems to increase access to mental health and other treatment services for adult and juvenile individuals with mental illness or co-occurring mental health and substance use disorders. For details on the JMHCP, see <http://www.ojp.usdoj.gov/BJA/grant/JMHCprogram.html>. The primary goal of the Justice and Mental Health Collaboration State-Based Capacity Building Program (CBP) is to provide comprehensive resources and services to eligible but unfunded JMHCP applicants (“customers”) in FY 2009. The CBP is expected to serve up to 200 communities from 30 states.

BJA is seeking a CBP service provider with extensive national-level expertise to: 1) provide proactive, comprehensive, user-friendly services; 2) establish a national resource center to serve as the primary source of information on justice and mental health collaboration programs; and 3) implement strategies that include developing tools and resources such as distance learning, peer-to-peer consultations, and onsite, phone, and e-mail assistance to customers.

Requirements and Deliverables

The provider(s) will:

- Develop and maintain an online resource center to include relevant publications, articles, and reports or other data from local, state, national, and federal sources. The center will include a database of justice and mental health collaboration programs nationwide, providing customers with the opportunity to learn from these programs.
- Identify model programs to serve as learning sites for customers. The learning sites will represent programs that demonstrative effective and comprehensive criminal justice planning models and/or serve system-involved individuals with mental illnesses at every point along the continuum of the criminal justice system, including law enforcement programs; mental health courts and diversion/alternative prosecution and sentencing programs; treatment accountability services; corrections and jails; and transitional and reentry services.
- Assess learning sites to develop and offer additional resources to customers such as promising practices and sustainability plans. Learning sites should have the capability to host site visits from criminal justice and mental health professionals in the unfunded states. Funding for these site visits should be included in the budget; estimated costs for the learning sites to host visitors should also be considered.
- Plan and host distance learning opportunities such as webinars and subject-specific conference calls on topics such as strategic planning, identifying target populations, effective collaborations, pre-trial services, sustainability, and designing successful grant applications.
- Identify and provide targeted technical assistance to up to four unfunded states to develop collaborative, strategic statewide approaches to justice and mental health programs. Consultants will be used to provide onsite assistance to facilitate strategic planning meetings, conduct juvenile/criminal justice system mapping, develop and deliver trainings, assist with program design, and review data collection and analysis strategies.

- Develop and maintain a listserv of customers to distribute updates and information and to facilitate ongoing communication.
- Set aside \$30,000 to support and work with national and federal partners on related projects, including the JMHCP training and technical assistance provider, and maintain a presence at justice and mental health national and state training events.

Amount and Length of Award

One cooperative agreement for up to \$525,000 will be awarded for a project period of 12 months. Applicants are strongly encouraged to partner with other organizations to provide the required services and deliverables.

Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), Pub. L. 103-62, the applicant who receives funding under this solicitation must provide data that measure the results of their work. In addition, applicants must discuss their data collection methods in the application. Performance measures for this program are as follows:

Objectives	Performance Measures	Data Grantee Provides
<p>Objective 1 Increase the knowledge of criminal justice practitioners through in-person training.</p>	<p>Percentage of trainees who successfully completed the program.</p> <p>Percentage of trainees who completed the training who rated the training as satisfactory or better.</p> <p>Percentage of trainees who completed the training whose post test indicated an improved score over their pre-test.</p>	<p>For the current reporting period, number of individuals who:</p> <ul style="list-style-type: none"> • Attended each training. • Completed the training • Completed an evaluation at the conclusion of the training. • Completed an evaluation and rated the training as satisfactory or better. • Completed a pre- and post-test.
<p>Objective 2 Increase the knowledge of criminal justice practitioners through web-based learning.</p>	<p>Percentage of trainees who successfully completed the program.</p> <p>Percentage of trainees who completed the training who rated the training as satisfactory or better.</p> <p>Percentage of trainees who completed the training whose post-test indicated an improved score over their pre-test.</p>	<p>For the current reporting period, number of individuals who:</p> <ul style="list-style-type: none"> • Started the training. • Completed the training. • Completed an evaluation at the conclusion of the training. • Completed an evaluation and rated the training as satisfactory or better. • Completed a pre- and post-test.

<p>Objective 3 Increase a criminal justice agency's ability to solve problems and/or modify policies or practices.</p>	<p>Percentage of requesting agencies who rated services as satisfactory or better in terms of timeliness and quality following completion of an onsite visit.</p> <p>Percentage of requesting agencies that were planning to implement at least some of the report recommendations six months after the onsite visit.</p> <p>Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices.</p> <p>Percentage of peer visitors that were planning to implement at least some policies or practices six months after they were observed at the visited site.</p> <p>Percentage of requesting agencies of other onsite services who rated the services provided as satisfactory or better.</p>	<p>For the current reporting period:</p> <p>Number of onsite visits completed.</p> <p>Number of reports submitted to requesting agencies after onsite visits.</p> <p>Number of requesting agencies who completed an evaluation of services.</p> <p>Number of follow-ups with requesting agencies completed six months after onsite visit.</p> <p>Number of peer to peer visits completed.</p> <p>Number of reports completed by peer visitors after completion of the visit.</p> <p>Number of follow-ups with the requesting peer visitor completed six months after the peer to peer visit.</p> <p>Number of other onsite services provided.</p> <p>Number of reports submitted to requesting agencies following other onsite services.</p> <p>Number of requesting agencies who completed an evaluation of other onsite services.</p> <p>Number of requesting agencies who completed an evaluation of services and rated the services as satisfactory or better.</p>
<p>Objective 4 Increase information provided to BJA and the criminal justice community.</p>	<p>Percentage of advisory/focus groups evaluated as satisfactory or better.</p> <p>Percentage of training attendees who rated the training as satisfactory or better.</p>	<p>For the current reporting period:</p> <p>Number of advisory/focus groups held.</p> <p>Number of documents produced as a result of advisory/focus groups.</p> <p>Number of documents disseminated to the field as a result of advisory/focus groups.</p> <p>Number of times a requesting agency evaluated the product of the advisory/focus group.</p> <p>Number of advisory/focus group attendees who completed an evaluation and rated the advisory/focus group product as satisfactory or better.</p> <p>Number of trainings held.</p> <p>Number of training attendees who completed an evaluation at the conclusion of the training.</p>

	Percent increase in number of visits to web sites.	Number of training attendees who completed an evaluation and rated the training as satisfactory or better. Number of web sites developed. Number of web sites maintained. Number of visits to web sites. Number of publications developed. Number of publications disseminated. Number of requests for information responded to.
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How To Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President’s Management Agenda. Part of this initiative—Grants.gov—is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.gov Instructions: Complete instructions can be found at www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, Monday-Friday from 7:00 a.m. to 9:00 p.m. e.t.

Note: OJP’s Grants Management System (GMS) does not support Microsoft Vista or Microsoft 2007. Therefore, OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. GMS downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. Applications submitted via GMS must be in the following formats: Microsoft Word (*.doc), WordPerfect (*.wpd), PDF files (*.pdf), or Text Documents (*.txt) and may include Excel files (*.xls). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extensions of “.docx.” Please ensure the documents you are submitting in Grants.gov are saved using “Word 97-2003 Document (*.doc)” format. In addition, 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.”

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.745, titled “Criminal and Juvenile Justice and Mental Health Collaboration Program,” and the funding opportunity number is BJA-2009-2036.

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at www.dnb.com/us/. Individuals are exempt from this requirement.

Central Contractor Registration (CCR) is required: In addition to the DUNS number requirement, OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

What an Application Must Include

Standard Form 424

Program Narrative (Attachment 1)

Applicants must submit a program narrative that describes the proposed activities for the grant period and responds to the Selection Criteria. The narrative must be double-spaced, using a standard 12-point font (Times New Roman preferred) with 1-inch margins, and must not exceed 20 pages. Please number pages “1 of 20,” “2 of 20,” etc. Submissions that do not adhere to the format will be deemed ineligible.

Budget and Budget Narrative (Attachment 2)

Applicants must provide a budget that is complete and allowable. Applicants must submit a budget worksheet and budget narrative in one file. A budget detail worksheet form is available on OJP’s web site at www.ojp.usdoj.gov/funding/forms/budget_detail.pdf.

Project Timeline, Resumes, and Letters of Support (Attachment 3)

Attach a project timeline with each task, expected completion date, and responsible person or organization; resumes for key positions; and letters of support that outline the partners’ responsibilities (if applicable).

Selection Criteria

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

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

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

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

3. Capabilities/Competencies (30 percent of 100)

Describe the management structure, staffing, and in-house or contracted capacity to complete each of the proposed tasks or projects. Illustrate the ability to manage complex

activities (both type and expertise) effectively. Outline the organization's ability to conduct the individual activities through the organization's and staff's experience, and recruit and partner with individuals and/or organizations with the expertise to enhance the organization's and staff's experience in developing and providing resources and services to states or units of local governments.

4. Budget (10 percent of 100)

Provide a proposed budget and budget narrative that are complete, allowable, and cost effective (Attachment 2). Include funding for site visits for teams of at least two persons from unfunded JMHCP states in the budget. Estimated costs for the learning sites to host visitors should also be considered.

5. Impact/Outcomes, Evaluation, and Performance Measure Data Collection Plan (10 percent of 100)

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

Review Process

OJP is committed to ensuring a standardized process for awarding grants. The Bureau of Justice Assistance (BJA) reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation as well. BJA may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements (such as timeliness, proper format, and responsiveness to the scope of the solicitation) will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with BJA, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General, who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006