



The [U.S. Department of Justice \(DOJ\)](#), [Office of Justice Programs \(OJP\)](#), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding for the Justice and Mental Health Collaboration Program. This program furthers the Department's mission by increasing public safety through innovative cross-system collaboration for individuals with mental illness who come into contact with the criminal justice system.

Justice and Mental Health Collaboration Program FY 2015 Competitive Grant Announcement

Eligibility

Eligible applicants are limited to states, units of local government, federally recognized Indian tribes (as determined by the Secretary of the Interior), and tribal organizations. BJA will only accept applications that demonstrate that the proposed project will be administered jointly by an agency with responsibility for criminal or juvenile justice activities and a mental health agency. Only one agency is responsible for the submission of the application in Grants.gov. This lead agency must be a state agency, unit of local government, federally recognized Indian tribe, or tribal organization.

Per Pub. L. 108-414, a "criminal or juvenile justice agency" is an agency of state or local government or its contracted agency that is responsible for detection, arrest, enforcement, prosecution, defense, adjudication, incarceration, probation, or parole relating to the violation of the criminal laws of that state or local government (sec. 2991(a)(3)). A "mental health agency" is an agency of state or local government or its contracted agency that is responsible for mental health services or co-occurring mental health and substance abuse services (sec. 2991(a)(5)). A substance abuse agency is considered an eligible applicant if that agency provides services to individuals suffering from co-occurring mental health and substance abuse disorders.

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

For additional eligibility information, see Section [C. Eligibility Information](#).

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 April 14, 2015.

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 e-mail 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 e-mail 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 1-800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email responsecenter@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.

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Justice and Mental Health Collaboration Program (CFDA #16.745)

A. Program Description

Overview

The Justice and Mental Health Collaboration Program (JMHCP) supports innovative cross-system collaboration for individuals with mental illnesses or co-occurring mental health and substance abuse disorders who come into contact with the justice system. BJA is seeking applications that demonstrate a collaborative project between criminal justice and mental health partners from eligible applicants to plan, implement, or expand a justice and mental health collaboration program. This program is authorized by the Mentally Ill Offender Treatment and Crime Reduction Act of 2004 (MIOTCRA) (Pub. L. 108-414) and the Mentally Ill Offender Treatment and Crime Reduction Reauthorization and Improvement Act of 2008 (Pub. L. 110-416).

Program-Specific Information

JMHCP seeks to increase public safety by facilitating collaboration among the criminal justice and mental health and substance abuse treatment systems to increase access to mental health and other treatment services for individuals with mental illnesses or co-occurring mental health and substance abuse disorders. The program encourages early intervention for these multisystem-involved individuals; maximizes diversion opportunities for multisystem-involved individuals with mental illnesses or co-occurring mental and substance abuse disorders; promotes training for justice and treatment professionals; and facilitates communication, collaboration, and the delivery of support services among justice professionals, treatment and related service providers, and governmental partners.

Goals, Objectives, and Deliverables

Allowable Uses for Grant Funds

There are three types of grants supported under the JMHCP grant program:

- **Category 1: Collaborative County¹ Approaches to Reducing the Prevalence of Individuals with Mental Disorders in Jail:** Grantees awarded Category 1 awards will plan and conduct a comprehensive, data-driven analysis of county criminal justice and behavioral health systems in order to identify strategies to safely reduce the prevalence of individuals with mental disorders in local jails.
- **Category 2: Planning and Implementation:** Grantees awarded Category 2 awards will design and implement targeted interventions to address the needs of individuals with mental disorders in the criminal justice system and improve public safety.
- **Category 3: Expansion:** Grantees awarded Category 3 awards will expand upon or improve well-established collaboration strategies.

¹ While the focus of this category is a county-based approach, BJA recognizes there are 41 cities around the country that are not within a county system, which are also eligible to apply.

Category 1: Collaborative County Approaches to Reducing the Prevalence of Individuals with Mental Disorders in Jail

Grantees awarded Category 1 awards will 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. Grantees will work closely with BJA's technical assistance provider for JMHCP, the Council of State Governments (CSG) Justice Center, to complete a Planning and Implementation Guide as well as a planning phase and an implementation phase of the award that will help grantees complete the following activities:

Allowable Uses for Planning Phase:

- Establish a team (or utilize a pre-existing team) of county leaders and decisionmakers from multiple agencies to engage in the planning process.
- Clarify and document how individuals with mental disorders move through the local justice system and identify and gather relevant sources of data for analyses to identify policy options to safely reduce the prevalence of individuals with mental disorders in jail through diversion, alternative sentencing, or other strategies.

Allowable Uses for Implementation Phase:

- Improve the administration of screening and/or assessment tools needed to identify mental disorders, substance use disorders, and criminogenic risk/needs among adults entering jail.
- Use assessment data to measure the prevalence of individuals with mental disorders or co-occurring substance-use disorders in jail.
- Inventory the policies, programs, and services currently in use that may minimize contact or deeper involvement for individuals with mental disorders in the criminal justice system, and identify gaps.
- Develop and implement a plan to change policies and/or realign existing programs and services to minimize contact or deeper involvement of individuals with mental disorders and co-occurring substance use disorders in the criminal justice system.
- Develop data or information systems to facilitate analyses and help track progress and assist in efforts to report on outcomes.

Category 2: Planning and Implementation and Category 3: Expansion

Allowable Uses for Planning Phase (Category 2):

During the planning period, grantees awarded Category 2: Planning and Implementation awards must complete a Planning and Implementation Guide. In addition, the following types of planning may be undertaken during the planning period, but are not required:

- Understanding the flow of individuals into the grant-funded program from various referral sources to ensure the appropriate population is being served target program enrollment numbers are met.
- Building capacity for implementation through activities such as securing operational space for program staff and clients, establishing Memoranda of Understanding or Letters of Agreement that outline how information will be shared between program partners, or training program staff on the use of screening tools, program eligibility, and referral procedures.

Allowable Uses for Implementation Phase and Expansion (Categories 2 and 3):

Grant funds may be used to support a combination of the allowable use categories below, or be concentrated on one specific category. Examples of grants focusing on combined allowable uses include (but are not limited to) a program creating Crisis Intervention Teams for law

enforcement and/or corrections officers; providing intensive case management to clients leaving jail; providing statewide mental health and trauma informed care training for probation and parole officers, developing recommendations for improving information sharing between correction agencies and regional behavioral health organizations, and expanding mental health caseload for women in a particular county. An example of a grant focusing on a single allowable use could be developing and/or training court personnel (including judges) on responding to defendants with mental health needs in the courtroom.

a. Law Enforcement Responses (a Priority Consideration; see page 11):

These responses include implementing or expanding specialized law enforcement strategies that are tailored to the needs of people with mental disorders. This may include, but is not limited to, a combination of the following:

- Developing specialized receiving or diversion centers for individuals in custody of law enforcement to assess for suicide risk and mental health or co-occurring mental health and substance use treatment needs, and refer to or provide appropriate evaluation or treatment services.
- Developing or enhancing computerized information systems to provide timely information to law enforcement and other criminal justice system personnel to improve the response to incidents involving people with mental disorders and co-occurring substance use disorders, and that fosters the systematic analysis of incidents involving people with mental disorders and co-occurring substance use disorders.
- Developing or expanding law enforcement-mental health programs such as co-responder programs or Crisis Intervention Teams for responding to incidents involving people with mental disorders and co-occurring substance use disorders, in which law enforcement and mental health professionals collaborate to make decisions that balance the needs of individuals with mental disorders with public safety.

Any applicant that chooses to incorporate law enforcement responses into their program design is encouraged to begin with a systematic analysis of available data on law enforcement calls for service and dispositions, as well as data about mental health crisis response activities, to ensure that programming decisions are responsive to current service demands and consistent with resources.

b. Training for criminal justice, mental health and substance use treatment personnel:

Training strategies may include, but are not limited to, a combination of the following:

- Training programs that offer specialized and comprehensive training for law enforcement personnel in procedures to identify and respond appropriately to incidents in which the unique needs of individuals with mental disorders are involved, such as Crisis Intervention Team training.
- Training supervising officers to provide highly-specialized and skilled evidence based services targeting mental health and criminogenic needs.
- Cross-system training programs for corrections-based staff, courts personnel, community supervision personnel, and community-based mental health and substance use providers. Training programs should be designed to facilitate collaboration and enhance competency of personnel working with individuals with mental disorders involved in the criminal justice system. Training areas may include behavioral health and criminogenic risk and needs, case management, trauma-informed care, crisis-

responses, integrated treatment and supervision strategies, and improving access to treatment and supportive services.

- Training for judges and attorneys on recognizing indications of mental health need, being familiar with different screening/assessment options and dispositional options that are available to create linkages to community-based care and supervision, and understanding the collateral consequences of justice-involvement for people with mental illnesses (e.g., breaks in care and suspension/loss of benefits).

c. Enhance Access to Community-Based Healthcare Services and Coverage:

Plan and implement strategies for increasing access to healthcare, including behavioral health treatment, for populations that are anticipated to reduce recidivism and costs associated with detention and incarceration. Strategies include:

- Strengthening partnerships among criminal justice, health, and behavioral health partners (e.g., corrections, local Medicaid offices, local healthcare providers, navigators at health insurance Marketplaces, regional Veterans Integrated Service Networks, local Federally Qualified Health Centers (FQHCs) and public health departments) to better identify and enroll people in coverage.
- Developing a process to determine status of coverage, identify individuals who are eligible and not currently enrolled, and institutionalize the enrollment of eligible individuals in some form of healthcare coverage, including improving access to other related benefit programs such as Social Security (OASDI and SSI/SSDI) and VA benefits.
- Developing information systems within and across criminal justice and behavioral health treatment agencies to facilitate sharing of information, make eligibility determinations, and ensure direct connections to healthcare services in the community.
- Incorporating health literacy into pre-release planning.
- Providing guidance on the applicability of the individual mandate for the criminal justice population.
- Identifying options and exclusions under Medicaid and private coverage relating to court-mandated treatment.
- Collaborating with state Medicaid agencies to address policies relating to Medicaid managed care enrollment and suspending and/or terminating Medicaid benefits during incarceration.

d. Community Supervision Strategies:

Focus on probation and other community supervision agencies that are developing and cultivating new relationships with community mental health and substance use providers to develop and implement effective responses to individuals with mental disorders. This may include, but is not limited to, ensuring supervisees are receiving appropriate mental health services in the community and prioritizing caseloads to create a focus on mental health for people on community supervision with more significant mental health needs and higher risk of reoffending.

- For any applicant that chooses to incorporate community supervision strategies into their program design, a criminogenic risk/need assessment must be completed for all program participants. This risk/need assessment, in conjunction with behavioral health needs assessments, should inform the types of services to provide and the intensity of supervision for this population.

- Also, access to healthcare services and coverage as mentioned above should be prioritized, such as information sharing within and across criminal justice and behavioral health treatment agencies to make eligibility determinations, and ensure direct connections to healthcare services in the community.

e. Diversion and Alternative Sentencing:

Develop collaborative responses to identify individuals with mental disorders or co-occurring mental and substance use disorders as close to the time of initial detention as possible; maximizing diversion opportunities through pre-trial and court-based programs, and developing, expediting, and coordinating linkages to treatment and other services. Responses may include, but are not limited to, a combination of the following:

- Developing mental health courts or other specialized court-based programs.
- Developing systematic screening and assessment and information sharing processes at early court processing stages to identify individuals with mental disorders or co-occurring mental substance use disorders in order to appropriately inform decisionmaking and prioritize limited resources and identify needed capacity.
- Developing or enhancing diversion opportunities, which could include:
 - Pretrial release with specialized supervision and treatment
 - Alternative prosecution and sentencing options (e.g., alternative to detention and incarceration programs)
- If there is a case management and direct service component to the diversion and alternative sentencing program, please follow the expectations outlined below.

f. Case Management and Direct Services:

Focus on mental health and other treatment providers that are working to tailor their evidence-based practices to address the needs of individuals with mental or co-occurring mental and substance use disorders. These treatment providers may be coordinating with a law enforcement, court, or corrections agency as part of a larger initiative that involves the allowable uses listed above. Direct services include mental health treatment, co-occurring mental and substance use disorder treatment, interventions to address criminogenic needs, and other supports including housing, supported employment, and supported education programs that are appropriate for individuals with mental illness. Applicants providing mental health treatment directly or through referral, including Diversion and Alternative Sentencing programs are strongly encouraged to use evidence-based or promising mental health treatment practices shown to improve clinical outcomes for people with serious mental disorders.² For any applicant that chooses to incorporate case management and direct services into their program design, the following expectations must be met:

- The case plan and treatment referrals must be informed by criminogenic risk/need, mental health, and substance use screening and assessment tools. If the lead service provider is not a dedicated mental health agency, the service provider must work in

² OJP's CrimeSolutions.gov web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services; See also 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 CrimeSolutions.gov, 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.

concert with dedicated mental health professionals to ensure case management and treatment plans effectively meet the mental health needs of the target population.

- The lead agency that is serving in a case management role and making referrals to services must put mechanisms in place, (e.g. MOUs/contractual language) to ensure that service provider delivers evidence-based treatment models that are tailored to meet the assessment mental health, substance use, and criminogenic needs of the target population.
 - Community-based treatment providers or other agencies providing or coordinating the delivery of services to the target population must have interagency guidelines (e.g., memorandum of understanding, or MOU) in place with a corrections partner to access criminogenic risk/need assessment information.

Evidence-Based Programs or Practices

OJP places strong emphasis on the use of data and evidence in policy making and programming in criminal justice. OJP is committed to:

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

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's CrimeSolutions.gov web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

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 interventions³. 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.

³ See the Council of State Governments Justice Center’s “Adults with Behavioral Health Needs under Correctional Supervision: A Shared Framework for Reducing Recidivism and Promoting Recovery” available at www.bja.gov/Publications/CSG_Behavioral_Framework.pdf for a thorough discussion of the RNR principle and how it should be applied to the justice-involved population with mental disorders.

Screening and Assessment Resources:

- [Screening and Assessment of Co-Occurring Disorders in the Justice System](#)—Provides an overview of screening and assessment of persons with co-occurring disorders involved in the criminal justice system and includes an extensive list of screening and assessment instruments for different target populations.
- [Mental Health Screening within Juvenile Justice: The Next Frontier](#)—Provides an overview of new issues and offers policy clarification on mental health screening in the juvenile justice system.
- [Brief Jail Mental Health Screen](#)—Booking tool developed by the University of Maryland School of Medicine and Policy Research Associates to screen incoming detainees in jails and detention centers for the need for further mental health assessment.

2. Providing Interventions that Address Criminogenic Need

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.

Priority Considerations

1. Law Enforcement Response Programs

Law enforcement agencies that partner with a behavioral health provider to implement or expand specialized state or local law enforcement strategies that are tailored to the needs of people with mental disorders⁴ will receive priority consideration for funding. See page 6 for additional information relating to law enforcement focused programs.

Law enforcement response programs may include, but are not limited to, a combination of the following:

- Developing specialized receiving or diversion centers for individuals in custody of law enforcement to assess for suicide risk and mental health or co-occurring mental health and substance use treatment needs, and refer to or provide appropriate evaluation or treatment services.
- Developing or enhancing computerized information systems to provide timely information to law enforcement and other criminal justice system personnel to improve the response to incidents involving people with mental disorders and co-occurring substance use disorders, and that fosters the systematic analysis of incidents involving people with mental disorders and co-occurring substance use disorders.
- Developing or expanding law enforcement-mental health programs such as co-responder programs or Crisis Intervention Teams for responding to incidents involving people with mental disorders and co-occurring substance use disorders, in which law enforcement and mental health professionals collaborate to make decisions that balance the needs of individuals with mental disorders with public safety.
- Conducting a local evaluation of an existing specialized response program, such as a Crisis Intervention Team, based on the components below under “2. Program Evaluation.”

2. Program Evaluation

Applicants are encouraged to consider a partnership with a local research organization that can assist with data collection, performance measurement, and local evaluation. One resource that applicants may be interested in using is the e-Consortium for University Centers and Researchers for Partnership with Justice Practitioners. The purpose of this e-

⁴ For more information and examples of both state and local law enforcement strategies to effectively improve responses to the mentally ill, see www.bja.gov/Publications/CSG_LE_Tailoring.pdf; also see www.bja.gov/Publications/CSG_StatewideLEMH.pdf.

Consortium is to provide a resource to local, state, federal, and other groups who seek to connect to nearby (or other) university researchers and centers on partnerships and projects that are mutually beneficial to the criminal justice community. The e-Consortium can be found online at www.gmuconsortium.org.

3. Provision of Services for Justice System-Involved Females

Consistent with the Mentally Ill Offender Treatment and Crime Reduction Reauthorization and Improvement Act of 2008 ([Sec. 3 \(c\)\(c\)\(2\)](#)), priority will be given to applications that promote effective strategies for identification and treatment of justice system-involved females with mental illness or co-occurring mental health and substance abuse disorders.

Service Provision Considerations

Applicants are encouraged to take into consideration additional targeted responses when making decisions about the appropriate service response for justice-involved individuals with mental illnesses:

- **Trauma-Informed Care (TIC)** is the framework for the practice of implementing trauma screening, assessment, and recovery support. Within the TIC framework, services are organized and delivered in a manner that meets the unique needs of consumers who have survived traumatic events, and safety, as identified by the service recipient, is the primary concern. The practice approach emphasizes the consumer empowerment and the consumer as driver of services, adopts universal precautions in asking about trauma, builds organizational capacity and knowledge of TIC through ongoing training, and policy review to ensure do no harm practices. For more information, visit SAMHSA's [National Center for Trauma-Informed Care](#).
- **Co-occurring disorders** are prevalent in many behavioral health settings and program planning should address how to treat the co-occurring disorders. Applicants can find additional information on evidence-based practices for people with mental illnesses or co-occurring disorders on SAMHSA's web site: www.coce.samhsa.gov/ and on the Center for Mental Health Services' National GAINS Center web site: http://gainscenter.samhsa.gov/topical_resources/cooccurring.asp.

Target Population Requirements

Grant funds must be used to support a target population that includes adults and/or juveniles who:

- Have been diagnosed as having a mental illness or co-occurring mental health and substance abuse disorders; and
- Have faced, are facing, or could face criminal charges for a misdemeanor or felony that is a nonviolent offense.

Per MIOTCRA, a nonviolent offense is an offense that does not have as an element the use, attempted use, or threatened use of physical force against the person or property of another or is not a felony that by its nature involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

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

Applicants may review [Pub. L. 108-414](#) and [Pub. L. 110-416](#) for supporting information related to this solicitation.

Please note: While co-occurring mental and substance use disorders are common in this population, applicants should *not* work with a substance use population only. JMHCP funds are intended for use with a population with mental disorders only or co-occurring mental and substance use disorders. Applicants must justify in the proposal the reason(s) for selecting their identified target population and should provide data on the needs of the target population to support this selection. In addition, applicants must specify the total number of individuals the project expects to serve during the grant period and provide evidence demonstrating this figure is achievable.

B. Federal Award Information

Amount and Length of Awards

BJA estimates it will make up to 30 awards for an estimated total of \$7,000,000. Specific award amounts and project periods, which should begin October 1, 2015, are identified below.

Justice and Mental Health Collaboration Program grants are available in three categories: 1. Collaborative County Approaches to Reducing the Prevalence of Individuals with Mental Disorders in Jail, 2. Planning and Implementation, and 3. Expansion. An application should be submitted under the category that best fits the phase of the proposed project. All applications must demonstrate that the proposed project will be administered jointly by an agency with responsibility for criminal or juvenile justice activities and a mental health agency.

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

CATEGORY 1: COLLABORATIVE COUNTY APPROACHES TO REDUCING THE PREVALENCE OF INDIVIDUALS WITH MENTAL DISORDERS IN JAIL. Grant amount: Up to \$150,000. Project period: 24 months. Competition ID: BJA-2015-4082.

Category 1 applicants will engage in a collaborative planning process with county leadership with the goal of reducing the numbers of individuals with mental disorders and co-occurring substance use disorders in local jails who can be safely supervised and/or treated in the community. Category 1 grants will support a targeted analysis of the prevalence of people with mental disorders in the local jail, a review of existing community resources, and identification and initial implementation of policy and practice changes to minimize contact or deeper involvement of individuals with mental disorders and co-occurring substance use disorders in the criminal justice system.

CATEGORY 2: PLANNING AND IMPLEMENTATION. Grant amount: Up to \$250,000. Project period: 36 months. Competition ID: BJA-2015-4083.

Category 2 applicants will *complete* an already-initiated collaboration plan for their criminal justice and mental health or co-occurring collaboration, and then *begin* implementation of the plan during the project period. Planning and Implementation grants can support law enforcement response programs; court-based initiatives such as mental health courts, pretrial services, and diversion/alternative prosecution and sentencing programs; treatment accountability services; specialized training for justice and treatment professionals; corrections/community corrections initiatives; transitional and reentry services; treatment; and

non-treatment recovery support services coordination and delivery including case management, housing placement and supportive housing, job training and placement, education, primary and mental health care, and family supportive services. Up to 12 months of the total project period can be used to complete plan details, with the remaining months used for implementation of the program. During this planning stage, grantees will receive intensive technical assistance and will be required to complete and submit a *Planning and Implementation Guide*⁵ (to be provided by the BJA training and technical assistance provider). Grantees will receive approval from BJA to begin the implementation phase of their grant once they have submitted a complete guide.

CATEGORY 3: EXPANSION. Grant amount: Up to \$200,000. Project period: 24 months. Competition ID: BJA-2015-4084.

Category 3 applicants will *expand* upon or improve their well-established collaboration plan. Category 3 grants can support the expansion of law enforcement response programs; court-based initiatives such as mental health courts, pretrial services, and diversion/alternative prosecution and sentencing programs; treatment accountability services; specialized training for justice and treatment services professionals; corrections/community corrections initiatives; transitional and reentry services; and treatment and non-treatment recovery support services coordination and delivery including housing placement and supportive housing, job training and placement, education, primary and mental health care, and family supportive services. Category 3 funding must clearly demonstrate an expansion to the current functioning of an existing program.

Type of Award⁶

BJA expects that it will make any award from this announcement in the form of a grant.

Financial Management and System of Internal Controls

If selected for funding, the award recipient must:

(a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity 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).

(b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.

(c) Evaluate and monitor the non-federal entity's compliance with statute, 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.

⁵ A [Planning & Implementation Guide](#) has been developed for grantees that will direct and assist with training and technical assistance. We encourage all applicants to use the guide as a resource when crafting the project design and implementation section of the application.

⁶ 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)).

(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 non-federal entity considers sensitive consistent with applicable federal, state and local laws regarding privacy and obligations of confidentiality.

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

Budget Information

Unallowable Uses for Award Funds

In addition to the unallowable costs identified in the Financial Guide, award funds may not be used for:

- Prizes/rewards/entertainment/trinkets (or any type of monetary incentive)
- Client stipends
- Gift cards
- Vehicles
- Food and beverage

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

Cost Sharing or Match Requirement (cash or in-kind)

Federal funds awarded under this program may not cover more than 80 percent of the total costs of the project being funded. Applicants must identify the source of the 20 percent non-federal portion of the total project costs and how they will use match funds. If a successful applicant's proposed match exceeds the required match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. (Match is restricted to the same uses of funds as allowed for the federal funds.) Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating the match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required Recipient's Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

Example: 80%/20% match requirement: for a federal award amount of \$50,000, match would be calculated as follows:

$$\frac{\$50,000}{80\%} = \$62,500 \quad 20\% \times \$62,500 = \$12,500 \text{ match}$$

Example: 80%/20% match requirement: for a federal award amount of \$250,000, match would be calculated as follows:

$$\frac{\$250,000}{80\%} = \$312,500 \quad 20\% \times \$312,500 = \$62,500 \text{ match}$$

Example: 80%/20% match requirement: for a federal award amount of \$200,000, match would be calculated as follows:

$$\frac{\$200,000}{80\%} = \$250,000 \quad 20\% \times \$250,000 = \$50,000 \text{ match}$$

Pre-Agreement Cost Approvals

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.⁷ The 2015 salary table for SES employees is available on the Office of Personnel Management [web site](#). Note: A 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.)

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. Note: A waiver request will not be accepted if it was not submitted with the application.

The Compensation Waiver request must be submitted as a separate attachment and entitled "Waiver: Employee Compensation."

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.

⁷ This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

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/PostawardRequirements/chapter15page1.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 such costs for cooperative agreement recipients and of some such 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.

Cost Sharing or Match Requirement

For additional information on cost sharing and match requirement, 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 applications elements that BJA has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA has designated the following application elements to be critical: Program Abstract, Program Narrative, Budget Detail Worksheet, and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in

one document. However, if an applicant only submits one document, it must contain **both** narrative and detail information. 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,” “Resumes”) for all attachments. Also, OJP recommends that applicants include resumes in a single file.

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

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant’s profile to populate the fields on this form. When selecting “type of applicant,” if the applicant is a for-profit entity, please select “For-Profit Organization” or “Small Business” (as applicable).

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.”)

2. Program Abstract

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

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

The abstract must clearly identify the funding category (i.e., 1. Collaborative County Approaches to Reducing the Prevalence of Individuals with Mental Disorders in Jail, 2. Planning and Implementation, or 3. Expansion); the names of the lead applicant and the collaborating agency; the target population (for Planning and Implementation and Expansion applicants); the proposed number of individuals the applicant plans to serve (for Planning and Implementation and Expansion applicants); the jurisdiction’s population; a brief description of how the applicant plans to address the problem; and the amount of federal funding requested.

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

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

All project abstracts should follow the detailed template available at 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 promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a web page available to the public. The intent

of this public posting would be to allow other possible funders to become aware of such proposals.

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

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

3. Program Narrative

The program narrative must respond to the solicitation and the Selection Criteria (1–5) in the order given. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 15 pages. Please number pages “1 of 15,” “2 of 15,” etc.

If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

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

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures
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. Post award, recipients will be required to submit quarterly performance metrics through BJA's online Performance Measurement Tool (PMT), located at www.bjaperformancetools.org. Applicants should review the complete list of Justice and Mental Health Collaboration Program performance measures at: www.bjaperformancetools.org/help/JMHCPMeasuresPlanningandImplementation.pdf (for Categories 1 and 2) and www.bjaperformancetools.org/help/JMHCPMeasuresExpansion.pdf (for Category 3).

BJA does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss their proposed methods for collecting data for performance measures in their application. Refer to the section “What an Application Should Include” on page 15 for additional information.

Note on Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic

investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the [OJP Funding Resource Center](http://www.ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm) web page (www.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>. If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

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

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail

Worksheet, the Budget Narrative should be broken down by year to reflect the entire grant period; however, the budget summary page totals should reflect the entire grant period.

Additional budget requirements:

- For all applicants, include funding to support attendance to a grantee orientation meeting. Plan for up to four staff to attend the meeting and participants should include a representative from the criminal justice partner, a representative from the mental health partner, and staff responsible for the management of the grant. For cost estimates, plan for this to be a 2-day meeting in Washington, D.C.
- For all applicants, include the amount and source of match funding (see page 15).
- For all applicants, additional travel costs should be included to attend a BJA-sponsored national meeting. Plan for at least two staff to attend a 3-day meeting in Washington, DC.
- All applicants must set aside at least 5 percent of the federal funds requested in order to implement a data collection plan. The plan should be described in the program narrative under Selection Criteria 4.

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 if the applicant has a current federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. 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 1-800-458-0786 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 www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf.

6. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, then the application should include appropriate legal

documentation, as described above, from all tribes that would receive services/assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants unable to submit an application that includes a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, BJA will make use of and access to funds contingent on receipt of the fully-executed legal documentation.

7. 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 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. Unlike the Excluded Parties List, 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.

8. Additional Attachments

- Project Timeline** with each project goal, related objective, activity, expected completion date, responsible person, or organization.
- Position Descriptions** for key positions.
- Letters of Support/Memoranda of Understanding** from all key partners, detailing the commitment to work with the applicant to promote the mission of the project.
- Mandatory Certification Requirements and Mandatory Coordination Requirement Form** (also see the Appendix): Applicants must certify that any treatment program proposed in the application is clinically appropriate, will provide comprehensive treatment, and has been developed in coordination with the SSA for Substance Abuse Services.

Applicants should also provide official documentation that all collaborating service provider organizations are in compliance with all requirements for licensing,

accreditation, and certification, including state, local (city, county), and tribal requirements, as appropriate.

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

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name 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 worksheet in the application under this solicitation.”).

f. 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 sub-recipients) 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 sub-recipients 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 sub-recipients) 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 sub-recipients 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 sub-recipients 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 be 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.

9. Financial Management and System of Internal Controls Questionnaire

In accordance with [2 CFR 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](#).

10. 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 "one-stop storefront" to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical 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 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 OJP’s Grants Management System (GMS).

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” 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 until the applicant has complied with all applicable DUNS and SAM 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.

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used 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.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. **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, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.745, titled "Criminal and Juvenile Justice and Mental Health Collaboration Program," and the funding opportunity number is BJA-2015-4081.
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.

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](#) to report the technical issue and receive a tracking number. Then applicant must e-mail 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 e-mail 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
- Failure to follow Grants.gov instructions on how to register and apply as posted on its web site
- 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 www.ojp.gov/funding/Explore/CurrentFundingOpportunities.htm.

E. Application Review Information

Selection Criteria

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

1. Statement of the Problem (20 percent)

All applicants must describe the nature and scope of the problem in the jurisdiction, and provide any local/state data and a trend analysis to support the discussion.

Collaborative County Approaches to Reducing the Prevalence of Individuals with Mental Disorders Applicants (Category 1)

- Identify leaders from the county, criminal justice, and behavioral health systems, as well as state partners, who have indicated commitment to this effort.
- Detail the need to conduct an analysis of the local justice and mental health systems in order to measure the prevalence of individuals with mental disorders and co-occurring substance use disorders in jail in the county. Please include any current policies or practices in place that screen/assess for mental disorders for those involved with the criminal justice system, as well as existing systems and capacities for data analysis.
- Discuss other initiatives that are underway in the county that demonstrate support for addressing this issue and would be advanced further by conducting this type of analysis.

Planning and Implementation Applicants (Category 2)

- Detail the need for the program by describing the problems with the current response to individuals with mental illnesses or co-occurring mental health and substance abuse

disorders who come into contact with the justice system and explain how the current response is insufficient to meet the needs of this population.

- Discuss the decisionmaking process involved in selecting the proposed intervention point. Discuss the assessment of existing resources and how gaps in services were identified. Applicants can refer to the [Sequential Intercept Model](#) to describe which intervention point the project will focus on.
- Discuss the related agency programs and services already in place in the community and note any components of the program that may already exist.
- Describe what components will be needed to fully implement the program and why federal funding is required for the proposed program.

Expansion Applicants (Category 3)

- Discuss the current status of the program to include the number of people served and/or trained and detail the need for the expansion of the program to include the weaknesses of the program.
- Describe any completed program analyses or evaluations of the program that support the need for expansion. Identify gaps in resources, describe what components will be needed to fully expand the program, and why federal funding is required for the expansion of the program.

2. Project Design and Implementation (40 percent)

Collaborative County Approaches to Reducing the Prevalence of Individuals with Mental Disorders in Jail Applicants (Category 1)

Applicants should provide a description of how they will complete the required activities listed on pages 4 and 5 of this solicitation, including:

- The stakeholders that will be engaged in the planning process and their relationship to existing local and state policy efforts (e.g., membership of local criminal justice coordinating council).
- The data that are available and needed to conduct an analysis of the prevalence of individuals with mental disorders and co-occurring substance use disorders in the local jail. This should include a list of who collects and owns this information and their organizational commitment to finding a way to safely and appropriately share the information for the purposes of this planning process.
- A proposal for how the grant will be used to build capacity needed to identify and track prevalence rates if that information is not currently available.
- A description of how the planning team will inventory the policies, programs, and services currently in use that may minimize contact or deeper involvement for these individuals in the criminal justice system, and identify gaps.
- A description of the planning team's willingness to use the findings of the planning process to change policies and/or realign existing programs and services to reduce the rate of people incarcerated in jail with mental illness.

In general, applicants should focus on describing the process of conducting a data-driven analysis to develop policy recommendations, adopt these recommendations, and monitor progress, rather than describing a new program or intervention (such proposals are supported under Category 2).

Planning and Implementation Applicants (Category 2) and Expansion Applicants (Category 3)

Discuss the efforts that have been made to date in planning for the program. Describe the proposed program implementation or expansion and the project's purpose, goals, and objectives. Applicants should address priority considerations and requirements discussed/listed on pages 5-8 throughout their response to this section.

For programs offering direct services to individuals with mental illnesses or co-occurring mental health and substance abuse disorders:

- Provide an analysis of the target population, including the projected number of individuals to be served through this grant program with federal and matching funds, and operational guidelines for identifying eligible program participants which should include a plan to screen potential participants, conduct needs and strengths-based assessments, and the process for how individuals will be referred to the program. Address the target population considerations (if applicable) and the target population requirements on pages 12-13.
- Discuss the responsibilities of each collaborating agency and how resources will support the delivery of needed services to the target population. Describe how the collaboration relates to existing state and local justice and mental health plans and programs, outlining how any existing recovery support services in the community will be coordinated.
- Describe the plan for staffing to include how the workforce will be selected, trained, supported, and developed on an ongoing basis to deliver the services.
- Describe the role consumers will play in designing, providing, monitoring, and evaluating the services.
- Describe the process for how individuals will be linked to treatment and other recovery support services. Applicants should identify the evidence-based treatment and support practices being used or proposed and identify and discuss the evidence that shows that the practice(s) is/are effective. Describe any modifications/adaptations you will need to make this practice meet the goals of your project and why the changes will improve the outcomes.⁸
- Describe the mechanisms that will be put in place to ensure the accountability of the service delivery system on an ongoing basis.

For programs that will offer training to criminal justice professionals (e.g., law enforcement response programs):

- Describe the strategies (e.g., training programs, receiving centers, information sharing, or campus security training) to identify and respond to incidents involving individuals with mental illnesses.
- Discuss the responsibilities of each collaborating agency and how resources will support the delivery of training and meet the needs of individuals with mental illnesses or co-occurring mental health and substance abuse disorders who come into contact with the justice system. Describe how the collaboration relates to existing state and local justice and mental health plans and programs, outlining how any existing ancillary social services in the community will be coordinated.
- Discuss what response protocols will be utilized for incidents involving persons with mental illnesses or mental health needs.

⁸ BJA recognizes that some evidence-based practices may not exist for all populations and/or service settings. Applicants proposing to serve a population with an intervention that has not been formally evaluated with that population are required to provide other forms of evidence that the practice(s) they propose is appropriate for the target population such as unpublished studies, preliminary evaluation results, clinical guidelines, findings from focus groups with community members, etc.

- Describe how systems will be put in place to provide timely information to criminal justice system personnel to improve the response to incidents involving people with mental illnesses.
- Describe the mechanisms that will be put in place to ensure the accountability of the service delivery system on an ongoing basis.

3. Capabilities and Competencies (20 percent)

- Discuss the capacity of the proposed or current staffing, including a description of the staff who will be dedicated to lead this effort,
- Describe the project collaboration structure and how it will ensure successful project planning, implementation, and/or expansion. Identify stakeholders and their respective roles. The application should also include letters of support from collaborating partners.
- For Category 1 applicants, letters of support indicating a commitment to actively participate in the planning process over the full course of the grant must be submitted by the following county stakeholders:
 - a. County leadership (e.g., county manager, county commissioner/supervisor/council member)
 - b. Sheriff and/or jail administrator
 - c. District Attorney
 - d. Administrator for local mental health services
 - e. Leadership or membership of local criminal justice coordinating council or other similar body, if one exists
- Indicate each project goal, related objective, activity, expected completion date, and responsible person or organization in the attached Project Timeline.
- Describe any potential barriers to implementing the project and strategies to overcome them.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10 percent)

- Describe the plan for collecting data and any other state or local outcomes to measure project effectiveness.
- All applicants must set aside at least 5 percent of the budget in order to implement a data collection plan. The plan should include the process for data collection and reporting for the BJA performance measures, a list of the outcome measures that will be used by the program, a description of how these measures will be used to show program effectiveness and inform program implementation or expansion, and who is responsible for data collection and analysis.

5. Plan for Measuring Program Success to Inform Plans for Sustainment (5 percent)

- Discuss how variables like stakeholder support and service coordination will be defined and measured.
- Describe how evaluation and collaborative partnerships will be leveraged to build long-term support and resources to sustain the project when the federal grant ends.
- Describe the policies, statutes, and regulations that will need to be put in place to support and sustain service delivery.

6. Budget (5 percent)

Provide a proposed budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate how

applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.⁹ See the additional budget and budget narrative requirements on page 20.

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 General Services Administration’s Excluded Parties List

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

BJA may use either 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 field of the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers’ ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance 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

⁹ Generally speaking, a reasonable cost is a cost that if, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-federal entities
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, 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 award notification will be sent from GMS. 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 requirements¹⁰ with which recipients of federal funding must comply; uniform administrative requirements, cost principles,

¹⁰ 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)).

and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and 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 [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

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 2 CFR Part 200. 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 additional Federal Awarding Agency Contact(s), see the Title page.

For additional contact information for Grants.gov, see the 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 e-mail 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 e-mail 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 e-mail your resume to ojpeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

FY 2015 Justice and Mental Health Collaboration Program

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 26)
- _____ Acquire or renew registration with SAM (see page 26)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 27)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 27)

To Find Funding Opportunity:

- _____ Search for the funding opportunity on Grants.gov (see page 27)
- _____ Select the correct Competition ID (see page 27)
- _____ Download Funding Opportunity and Application Package
- _____ Sign up for Grants.gov email notifications (optional) (see page 25)
- _____ Read [Important Notice: Applying for Grants in Grants.gov](#)

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 27)

If no Grants.gov receipt, and validation or error notifications are received:

- _____ contact the NCJRS Response Center regarding experiencing technical difficulties (see page 27)

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 \$150,000 for Category 1, \$250,000 for Category 2, or \$200,000 for Category 3.

Eligibility Requirement:

- _____ Applicant agency meets eligibility requirements (see title page)
- _____ Federally-recognized Indian tribe (if applicable)

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) Form (see page 18)
- _____ *Project Abstract—Including information on **both pre- and post-release services for every program participant** (see page 18)
- _____ *Program Narrative—Including information on **both pre- and post-release services for every program participant** (see page 19)

- _____ *Budget Detail Worksheet and *Budget Narrative (see page 20)
- _____ Employee Compensation Waiver request and justification (if applicable) (see page 16)
- _____ Read OJP policy and guidance on “conference” approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm (see page 17)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 25)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 21)
- _____ Tribal Authorizing Resolution (if applicable) (see page 21)
- _____ Applicant Disclosure of High Risk Status (see page 22)
- _____ Additional Attachments (see page 22)
 - _____ Project Timeline
 - _____ Position Descriptions
 - _____ Letters of Support/Memoranda of Understanding
 - _____ Mandatory Certification Requirements and Coordination Requirement Form
 - _____ Applicant Disclosure of Pending Applications
 - _____ Research and Evaluation Independence and Integrity
- _____ Financial Management and System of Internal Controls Questionnaire (if applicable) (see page 25)

*** Note:** These elements are the basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.

Appendix

Mandatory Certification and Coordination Requirement Form (Submit with the Application as an Attachment)

As the Authorized Representative of [insert name of applicant organization]
_____, I assure BJA the following:

Mandatory Certification Requirement: Service Provider Licensing/ Accreditation/ Certification Documentation: In addition, as the Authorized Representative I also assure BJA that all collaborating service provider organizations listed in this application meet applicable licensing, accreditation, and certification requirements.

As the authorized representative, I also understand that the following information is required to receive funding, and these materials have been included within the application materials:

- A letter of commitment that specifies the nature of the participation and what service(s) will be provided from every service provider organization listed in the application that has agreed to participate in the project.
- Official documentation that all service provider organizations collaborating in the project have been providing relevant services for a minimum of 2 years prior to the date of the application in the area(s) in which services are to be provided. Official documents must definitively establish that the organization has provided relevant services for the last 2 years.
- Official documentation that all collaborating service provider organizations are in compliance with all local (city, county) and state/tribal requirements for licensing, accreditation, and certification or official documentation from the appropriate agency of the applicable state/tribal, county, or other governmental unit that licensing, accreditation, and certification requirements do not exist.

Note: Official documentation is a copy of each service provider organization's license, accreditation, and certification.

- Documentation of accreditation will not be accepted in lieu of an organization's license. A statement by, or letter from, the applicant organization or from a provider organization attesting to compliance with licensing, accreditation and certification or that no licensing, accreditation, certification requirements exist, does not constitute adequate documentation.

Mandatory Coordination Requirement: I assure BJA that if my organization is not the Single State Agency (SSA) for Substance Abuse Services, and I assure and have demonstrated that the proposal has been developed in coordination with SAA support, except in the case of federally-recognized tribal government applicants.

Signature of Authorized Representative

Date
