

**FISCAL YEAR 2007-2008
Criminal Justice, Mental Health and
Substance Abuse Reinvestment Grant**

Request for Applications

ISSUED BY

**FLORIDA SUBSTANCE ABUSE AND MENTAL
HEALTH CORPORATION**

Eligibility

A county or a consortium of counties within Florida may apply for funding under this Request for Applications.

Deadline

All applications are due by 5:00 p.m. on November 1, 2007.

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I. INTRODUCTION

A. Statement of Purpose/Overview

In the 2007 legislative session, CS/CS/HB 1477 [Chapter No. 2007-200, L.O.F.] passed and created within the Department of Children and Family Services the Criminal Justice, Mental Health, and Substance Abuse Reinvestment Grant Program (CJMHSARG). The purpose of the program is to provide funding to counties with which they can plan, implement, or expand initiatives that increase public safety, avert increased spending on criminal and juvenile justice, and improve the accessibility and effectiveness of treatment services for adults and juveniles who have a mental illness, substance abuse disorder, or co-occurring mental health and substance abuse disorders and who are in, or at risk of entering, the criminal or juvenile justice systems. It is expected that these grants will demonstrate that investment in diversion strategies and in treatment efforts related to mental illness, substance abuse disorders, or co-occurring mental health and substance abuse disorders will result in a reduced demand on the resources of the judicial, corrections, juvenile detention, and health and social services systems.

A total of \$3.8 million is available for the Planning (1-year) and Implementation/Expansion (3-years) grants that will be funded through this program. Matching funds are required at the rate of 100% of the proposed budget; for fiscally-constrained counties the match rate is 50% of the proposed budget. Participation in a consortium by both fiscally-constrained counties and non-fiscally-constrained counties will not alter the statutorily required percentages of matching funds for each.

All recipients of grants funded under this initiative are required to submit semi-annual reports on progress and performance until all grant funded activities are completed. Further, grantees will be expected to capture and report project data to the Florida Substance Abuse and Mental Health Corporation and the Criminal Justice, Mental Health, and Substance Abuse Technical Assistance Center located within the Florida Mental Health Institute, University of South Florida.

B. Terminology.

The following terms are used in this solicitation:

- a. Applicant. This refers to counties or a consortium of counties within Florida; counties are the only eligible applicants that can respond to this solicitation.
- b. Application. This refers to the applicant's response to this solicitation.
- c. At-Risk of Involvement in the Criminal/Juvenile Justice System. Applicants addressing at-risk populations are asked to identify factors that put the target population at risk of entering/re-entering the criminal justice and/or juvenile justice systems (See page 14, Application Components). As examples, literature has defined "at-risk" factors at link to criminal behavior for adults, including: homelessness and other unstable living situations, history of victimization/abuse, significant transitions such as a recent release from jail or re-entry to the community from prison, and history of involvement in the juvenile justice system.

For youth, literature has linked factors that influence the likelihood of delinquent behaviors, for example: the characteristics of an individual (e.g. a child's impulsivity, tendency to aggressive behavior, low IQ, learning disabilities); the family (e.g. a parent's harsh discipline or weak supervision); the social group (e.g. a social group that encourages or tolerates the occurrence of crime); the school (poor academic performance); and, the community (e.g. a community that is disorganized and offers few alternatives to crime as a source of money or activity).

- d. Awardee. A county or a consortium of counties that is awarded a Planning or Implementation/Expansion grant.
- e. Budget. The full budget is the amount requested in grant funds plus the amount of the matching funds, i.e. the grant request is \$100,000 and matching funds are \$100,000 (at 100% match), for a total budget of \$200,000 detailed in this application.
- f. Certification of Assurances. This is a written and signed list of performance requirements and business conditions to which the applicant agrees to be bound.
- g. Criminal Justice Reinvestment Grant. The abbreviated version of the full title of the Criminal Justice, Mental Health, and Substance Abuse Reinvestment Grant program.
- h. Corporation. This refers to the Florida Substance Abuse and Mental Health Corporation.
- i. Grant Review Criteria. A list of weighted requirements, established by the Florida Substance Abuse and Mental Health Corporation for determining which applications best meets the purposes of this solicitation.
- j. Grant Review Methodology. The procedures used to assess how well the application submitted by applicants complies with the evaluation criteria contained in this solicitation.
- k. Negotiation. A telephone call or a face-to-face meeting held between the Florida Substance Abuse and Mental Health Corporation and counties, who are awarded a grant, to make minor changes and to clarify any minor uncertainty about such issues as the description of the projects to be provided, matching funds, outcomes, and outcome measurement, etc.
- l. Strategic Plan. A document that is the result of a formal systemic and strategic planning process. It documents participation by stakeholders, and it is data and research driven. It establishes a path to the accomplishment of prioritized goals and objectives that are written statements that describe an intended outcome and measurable targets of achievement.
- m. Supplantation. Refers to the approved use of funds. Funds received shall be used to plan, implement, or expand initiatives that increase public safety, avert increased spending on criminal justice, and improve the accessibility and effectiveness of treatment services for adults and juveniles who have a mental illness, substance abuse disorder, or co-occurring mental health and substance abuse disorders and who are in, or at risk of entering, the criminal or juvenile justice systems. Funds may be used only for the program authorized in CS/CS/HB 1477, and may not be used to pay the

expenses of any other program or service administered in whole or in part by the county. Funds provided under this grant program shall not *supplant* (replace) funds that would otherwise be used for proposed activities during the time period delineated in this application. Funds may not be substituted for moneys appropriated from other sources for proposed programs or services.

- n. Sustainability. Refers to the capacity of the county and its partners to maintain planning or service coverage, as provided by this grant, at a level that continues to deliver the intended benefits of the initiative after the financial and technical assistance from the state is terminated. Sustainability is viewed as a dynamic process requiring the formulation of sustainability goals and objectives, *and* developing and implementing strategies specifically to foster sustainability. Clarifying long-term goals and establishing benchmarks for measuring progress, securing the fiscal resources needed to accomplish long-term goals, developing financing strategies, building broad-based community support, cultivating key champions, and writing a formal sustainability plan are examples of sustainability strategies.

C. Eligibility

A county or a consortium of counties within Florida may apply. In order to be eligible to receive grants under this solicitation, a county applicant must have a county planning council or committee that is in compliance with the membership requirements set forth below.

The board of county commissioners, in each applicant county, must designate the county public safety coordinating council established under s. 951.26, Florida Statutes, or designate another criminal or juvenile justice mental health and substance abuse council or committee, as the planning council or committee for the Criminal Justice Reinvestment Grant. The public safety coordinating council or other designated criminal or juvenile justice mental health and substance abuse council or committee, in coordination with the county offices of planning and budget, must make a formal recommendation to the board of county commissioners regarding how the Criminal Justice Reinvestment Grant Program may best be implemented within a community. The board of county commissioners may assign any entity to prepare the application on behalf of the county administration for submission to the Corporation for review.

The applicant county or consortium of counties must have a county planning council or committee that is in compliance with the membership requirements set forth in CS/CS/HB 1477, [Chapter No. 2007-200, L.O.F.]:

- a. The state attorney, or an assistant state attorney designated by the state attorney.
- b. A public defender, or an assistant public defender designated by the public defender.
- c. A circuit judge designated by the chief judge of the circuit.
- d. A county court judge designated by the chief judge of the circuit.
- e. The chief correctional officer.
- f. The sheriff, if the sheriff is the chief correctional officer, or a person

- designated by the sheriff.
- g. The police chief, or a person designated by the local police chiefs association.
 - h. The state probation circuit administrator, or a person designated by the state probation circuit administrator.
 - i. The local court administrator, or a person designated by the local court administrator.
 - j. The chairperson of the board of county commissioners, or another county commissioner designated by the chairperson, or, if the planning council is a consortium of counties, a county commissioner or designee from each member county.
 - k. The director of any county probation or pretrial intervention program, if the county has such a program.
 - l. The director of a local substance abuse treatment program, or a person designated by the director.
 - m. The director of a community mental health agency, or a person designated by the director.
 - n. A representative of the substance abuse program office and the mental health program office of the Department of Children and Family Services, selected by the substance abuse and mental health program supervisor of the district in which the county is located.
 - o. A primary consumer of mental health services, selected by the substance abuse and mental health program supervisor of the district in which the primary consumer resides. If multiple counties apply together, a primary consumer may be selected to represent each county.
 - p. A primary consumer of substance abuse services, selected by the substance abuse and mental health program supervisor of the district in which the primary consumer resides. If the planning council is a consortium of counties, a primary consumer may be selected to represent each county.
 - q. A family member of a primary consumer of community-based treatment services, selected by the substance abuse and mental health program supervisor of the district in which the family member resides.
 - r. A representative from an area homeless program or a supportive housing program.
 - s. The director of the detention facility of the Department of Juvenile Justice, or a person designated by the director.
 - t. The chief probation officer of the Department of Juvenile Justice, or an employee designated by the chief probation officer.

If a public safety coordinating council established under s. 951.26, Florida Statutes (F.S.), acts as the planning council, its membership must include all persons listed above. A public safety coordinating council that is acting as the planning council must include an assessment of the availability of mental health programs in addition to the assessments required under s. 951.26(2), F.S.

D. Types, Amounts, and Duration of Awards

This solicitation will support two types of grants. Applicants may seek only one type of grant per program announcement and may seek funding that is less than the maximum limits set for each type of grant. Applicants must build their application budgets based on the amount of state grant funds requested, as dictated in the grant maximums in this section, plus the percent of matching funds required (Section I.F. below).

1) Planning Grants

Grant Maximum: \$100,000

Project Period: 12 months

This grant will not be awarded unless the applicant county or consortium of counties make available resources in an amount equal to the total amount of the grant (see Matching Funds Requirements, Section F). Grant funding must be spent **within 12** months from date of award letter. Planning grants will not be renewed. Awardees may apply for Implementation Grants in the next state fiscal year, if the Criminal Justice, Reinvestment Grant program is continued.

2) Implementation/Expansion Grants.

Grant Maximum: \$1,000,000

Project Period: 36 months

The maximum allowable grant award is \$1,000,000 total for the 36 month period (i.e. \$333,333 per year). This grant will not be awarded unless the applicant county or consortium of counties makes available resources in an amount equal to the total amount of the grant (see Matching Fund Requirements, Section I.F.). Grant funding must be spent within 36 months from date of award letter. Funding will be allocated annually based on available funds.

E. Expected/Allowable Activities

1) Planning Grants

Awardees in this grant category will *develop, write, and submit as a final product* a strategic plan to initiate systemic change for the identification and treatment of adults and/or juveniles who have a mental illness, substance abuse disorder, or co-occurring mental health and substance abuse disorders and who are in, or at risk of entering the criminal and/or juvenile justice systems.

The Planning Grant must be used to develop effective collaboration efforts among participants in affected governmental agencies, including the criminal, juvenile, and civil justice systems, mental health and substance abuse treatment service providers, transportation programs, and housing assistance programs. This collaboration must form the basis for a strategic plan to intercept individuals from the system at the earliest point possible while promoting public safety. The strategic plan must also include strategies to divert individuals from judicial commitment to community-based service programs offered by the Department of Children and Family Services in accordance with ss. 916.13

and 916.17, F.S.

The activities that are supported for Planning Grants, include, but are not limited to, the following:

- Conduct a thorough needs assessment, including clear delineation of the target population(s) to be served;
- Involve key stakeholders as dictated in Section I.C. and other potential sources of subject matter expertise and funding in planning actions;
- Provide key stakeholders with expert consultation and education on specific approaches and their linkage to best known/effective mental health and substance abuse treatment practices, diversion strategies, and support services;
- Develop/write a strategic plan for creating a comprehensive service system for criminal justice-diverted persons with mental health and/or substance use disorders;
- Deriving methodologies for sharing data among partners, and collecting and reporting data to the Criminal Justice, Mental Health, and Substance Abuse Technical Assistance Center (FMHI, University of South Florida).
- Conduct a performance assessment of the planning actions.

The strategic plan must follow the template provided in Appendix A which includes vision and mission statements, goals, objectives, activities, timeline and persons responsible for implementing the activities. Examples of the types of strategies the plan could also include are:

- Identifying resources to support and sustain the comprehensive service system during and beyond the state funding period;
- Developing the workforce (e.g., training, licensure, credentialing, accreditation, etc.);
- Identifying progressive actions that move mental health and substance abuse treatment services towards use of evidence-based and/or best practices;
- Modifying/adapting treatment services to meet the unique needs of the target population;
- Assuring that social services including peer support, life skills training, housing placement, vocational training, job placement, and health care will be available;
- Obtaining memoranda of understanding or other documents demonstrating agreement among agencies to provide and coordinate services;
- Identifying and addressing policy, legal, social and other barriers within the county, and
- Measuring performance and assuring quality improvement.

Applicants are urged to use the Sequential Intercept Model (GAINS Center, http://gainscenter.samhsa.gov/pdfs/integrating/GAINS_Sequential_Intercept.pdf) as a conceptual framework for structuring strategies that relate to the identified target populations and points of interception at which interventions can be made to prevent individuals from entering, penetrating deeper into the criminal justice system, or re-entering the criminal justice system after release.

2) Implementation/Expansion Grants.

Awardees in this grant category will implement—and may expand—their established strategic plan that includes public-private partnership models and the application of evidence-based and/or best practices. The strategic plan must be submitted at the time of grant application, and must follow the format set forth in Appendix A.

As noted above, applicants are urged to use the Sequential Intercept Model (GAINS Center, http://gainscenter.samhsa.gov/pdfs/integrating/GAINS_Sequential_Intercept.pdf) as a conceptual framework for proposing strategies that relate to the identified target population and points of interception at which interventions can be made to prevent individuals from entering, penetrating deeper into the criminal justice system, or re-entering the criminal justice system after release.

The types of services that Implementation/Expansion grants can support, but are not limited to:

- mental health courts;
- justice diversion programs (police-based, jail-based, court-based);
- alternative prosecution and sentencing programs;
- crisis intervention teams;
- mental health and/or substance abuse treatment services;
- specialized training for justice and treatment services professionals;
- service delivery for collateral services such as housing, transitional housing and supported employment; and
- Re-entry services to create or expand mental health, substance abuse, and support services

In order for grant initiatives to be successful, the types of services offered and practices used must be effective. Applicants must document in their application that the treatment services and diversion practices they propose to implement incorporate the best objective evidence available regarding effectiveness. In addition, applicants must justify the use of proposed services/practices for the target population along with any adaptations or modifications necessary to meet the unique needs of the target population or otherwise increase the likelihood of achieving positive outcomes. Further guidance on how to access information on the services and practices that fulfill this requirement can be found

in Appendix B.

F. Matching Funds Requirements

Matching funds are required for grants awarded under this program according to the following stipulations:

(1) 1-year Planning Grants must make available resources equal to the total amount of the grant. For fiscally constrained counties, the available resources may be at 50 percent of the total amount of the grant.

(2) 3-year Implementation/Expansion Grants must make available resources equal to the total amount of the grant. For fiscally constrained counties, the available resources may be at 50 percent of the total amount of the grant.

A fiscally constrained Florida county is defined as a county designated as a rural area of critical economic concern under s. 288.0656, F.S., for which a value of a mill in the county is no more than \$3 million, based on the property valuations and tax data. See Appendix D for the list of 33 counties that currently meet this designation.

If the applicant is a consortium of counties and is a combination of fiscally-constrained county(ies) and non-fiscally-constrained county(ies), this will not alter the statutorily required percentages of matching funds for each. Additional detail on matching funds requirements can be found in Appendix C.

G. Performance Tracking and Measures

To assist in fulfilling the intent of the legislation in CS/CS/HB 1477, F.S., applicants who receive funding under this solicitation must provide data that measures the results of their work. Both process and outcome data related to the pre-established core set of performance measures, as well as awardees own defined program specific outcomes, are to be collected and reported. Awardees are required to provide data and other information requested by the Criminal Justice, Mental Health, and Substance Abuse Technical Assistance Center at the Florida Mental Health Institute to enable the Center to perform the statutory duties established in the authorizing legislation.

Planning Grants. The core set of performance measures for this grant category is:

Objective	Outcome Measures
Establish on-going communication, collaboration, and partnerships among all relevant county partners.	1. Increase the number of partnerships formed among municipal, county, mental health, substance abuse and other entities to identify, divert, and treat adults and/or juveniles who have a mental illness, substance abuse disorder, or co-occurring disorders, as demonstrated by formal Memoranda of Understanding, including partnerships about the exchange of information and data related to the target population.

Have in place a strategic plan for systemic change in order to identify, divert, and treat adults and/or juveniles who have a mental illness, substance abuse disorder, or co-occurring mental health and substance abuse disorders and who are in, or at risk of entering, the criminal and/or juvenile justice systems.	2. Submit a completed strategic plan.
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Implementation/Expansion Grants. The core set of performance measures for this grant category is:

Objective	Outcome Measures
Establish on-going communication, collaboration, and partnerships among all relevant county partners with respect to people with mental illness, substance use disorders, or co-occurring disorders who are in, or at risk of entering, the criminal and/or juvenile justice systems.	1. Increase the number of partnerships formed as demonstrated by formal Memoranda of Understanding, including partnerships about the exchange of information and data related to the target population.
Protect public safety.	2. Reduce recidivism among program participants in the adult criminal justice and/or juvenile justice systems (as applicable to target population). 3. Increase access to mental health and/or substance abuse treatment services for program participants (as applicable to the services offered).
Effectively divert and treat people with mental illness, substance use disorders, or co-occurring disorders who are in, or at risk of entering, the criminal and/or juvenile justice systems.	4. Prevent program participants from entering into the criminal and/or juvenile justice systems (as applicable to target population). 5. Increase number of trained law enforcement officers for responding to mental health related crisis calls 6. Increase the effectiveness of mental health and/or substance abuse treatment services for program participants (as applicable to the services offered). 7. Increase connections to housing, employment and/or educational resources.
Avert increased spending on criminal and/or juvenile justice.	8. Reduce jail and/or detention bed day utilization among the target population.
Avert increased spending on F.S 916 Forensic Beds.	9. Reduce admissions to forensic institutions among the target population. 10. Increase use of community competency restoration programs

If an applicant believes that one or more of these core measures do not apply to the strategies proposed, the applicant must justify why the measures are not applicable and must propose alternative measures. Additional performance measures, related to the specific strategies and programs detailed in the county's grant application, are allowable and encouraged.

II. GENERAL INFORMATION

A. Contact Person

This solicitation is issued by the Florida Substance Abuse and Mental Health Corporation. For questions you may have about this solicitation, the applicant should contact in writing:

Linda Rayner
 Florida Substance Abuse and Mental Health Corporation
 1317 Winewood Blvd., Building 1, Suite 206
 Tallahassee, FL 32399
 Linda@samhcorp.org

B. Limitations on Contacting the Corporation

Applicants are advised to limit their contact regarding this solicitation to the contact person listed above. With reference to this solicitation, no representations, other than those distributed by the contact persons, in writing, are binding and applicants are cautioned that verbal responses do not bind the point of contact organization.

C. Schedule of Events and Deadlines

Listed below are the activities, dates, times, and locations, which this process will follow. If the Corporation finds it necessary to change any of these activities, dates, times or locations, it will be accomplished by addenda. All times refer to Eastern Standard Time.

EVENTS	DATE	TIME	LOCATION
1. Solicitation Advertised and Released	August 21,2007	5:00 p.m.	Florida Substance Abuse and Mental Health Corporation website: www.samhcorp.org
2. Last Date for Inquiries	September 14, 2007	5:00 pm	Linda@samhcorp.org
3. Response to Inquiries	September 26, 2007	5:00 pm	Florida Substance Abuse and Mental Health Corporation website: www.samhcorp.org
4. Webinar for Questions and Answers to Inquiries about this RFA	October 5, 2007	TBD	Exact URL and time to be announced by September 14, 2007

EVENTS	DATE	TIME	LOCATION
5. Applications Due	November 1, 2007	5:00 pm	Florida Substance Abuse and Mental Health Corp. c/o Florida Certification Board, 1715 South Gadsden St., Tallahassee, FL 32301
6. Completed Review of Grant Applications	December 31, 2007	5:00 pm	Not Applicable (N/A)
7. Notification of Grant Award	January 18, 2008	N/A	Not Applicable

D. Written Inquiries

Inquiries must be made in writing to the contact person listed above, or at the website listed below, no later than September 14, 2007. Responses to all questions will be posted to the following website: <http://www.samhcorp.org>. With reference to this solicitation, no representations, other than those distributed in writing or posted to the website are binding.

E. Obtaining a Copy of the Criminal Justice Reinvestment Grant Application

Interested parties can obtain a copy of the application either by sending a letter to the contact person requesting a copy, by e-mailing a request to the contact persons, or by downloading the application from the following website: <http://www.samhcorp.org>

F. Directions for Submitting Criminal Justice Reinvestment Grant Applications

1. Applications not received at either the specified place or by the specified date and time, will be rejected and returned to the prospective applicant. The Corporation will retain one copy for use in the event of a dispute as to the contents of the original submission.
2. No changes, modifications, or additions to the applications submitted (after the submission deadline for the application opening has passed) will be accepted.
3. The Corporation must receive one signed original, which must be clearly labeled "Original", and ten (10) hard copies of the application by the deadlines set forth in the schedule of events and deadlines. Applicants may choose, and be responsible for, the method of delivery to the Corporation, except that facsimiles or electronic transmissions will not be accepted at any time.
4. Clearly mark the envelope - **APPLICATION FOR CRIMINAL JUSTICE, MENTAL HEALTH & SUBSTANCE ABUSE REINVESTMENT GRANT PROGRAM** - and mail to:

Florida Substance Abuse and Mental Health Corporation
c/o Florida Certification Board
1715 South Gadsden Street
Tallahassee, FL 32301

G. Application Formatting Instructions

The application must be submitted in the order shown below with sections labeled as stated below. Pages should be typed and single-spaced in black ink with one column per page. Pages should not have printing on both sides.

Typing must be no smaller than 12-point font. All applications should be stapled in upper left-hand corner of document and not placed in any binder, folder or other covering. The pages of the application must be numbered on the bottom, beginning with the cover sheet. **A completed application consists of the following:**

- Cover Page
- Signed Assurances
- Project Narrative
 1. Statement of Problem
 2. Project Design and Implementation
 3. Capability and Experience
 4. Evaluation and Sustainability
- Budget/Budget Narrative/Match Commitment Forms and Summary
- Project Timeline
- Letters of Commitment
- Strategic Plan (for Implementation/Expansion grants only)

H. Method of Payment

Upon notification from the Grant Review Committee, the Florida Department of Children and Family Services will issue a letter of grant award and quarterly payments to the counties selected for grant awards.

I. Statement of Mandatory Assurances

Applicants must initial and sign the Statement of Mandatory Assurances given in Appendix G.

J. Submission of Data and Reports

Awardees are required to provide data and other information requested by the Criminal Justice, Mental Health, and Substance Abuse Technical Assistance Center at the Florida Mental Health Institute as noted in Section I.G. Awardees are also required to send to the Corporation documentation about the use of grant funds in the form of semi-annual progress reports and annual fiscal reports that are to be signed by the County Administrator.

III. APPLICATION COMPONENTS

The applicant must complete a Project Narrative (Sections 1 – 4), Budget and Project Timeline using the sections delineated below. The total number of pages for the Project Narrative may not exceed **10 pages** for Planning Grants, and may not exceed **15 pages** for

Implementation/Expansion Grants, not counting the Budget/Budget Narrative, Project Timeline, and allowable attachments.

A. Cover Page

The applicant shall complete the Cover Page (found as the last page of this solicitation) describing the total amount of the requested grant, indication of the type of grant sought, and the point of contact at the county to serve a grant manager. A point of contact shall be identified who can be notified in the event of a grant completeness issue. A phone and fax number shall be provided for the contact person for completeness issues. A duly authorized official of the county shall sign this form.

B. Project Narrative

1. Statement of the Problem

For both Planning, Implementation/Expansion Applicants, describe the problem the project will address. Document the extent of the problem with local/state data and include trend analysis. Describe the project's geographic environment, target population, socioeconomic factors, and priority as a community concern.

Each application must specifically include an analysis of the current population of the jail and/or juvenile detention center in the county or region, which includes:

- a. The screening and assessment process that the county uses to identify an adult and/or juvenile who has a mental illness, substance abuse disorder, or co-occurring mental health and substance abuse disorders;
- b. The percentage of each category of persons admitted to the jail and/or juvenile detention center that represents people who have a mental illness, substance abuse disorder, or co-occurring mental health and substance abuse disorders; and
- c. An analysis of observed contributing factors that affect population trends in the county jail and/or juvenile detention center.
- d. Data or other descriptive narrative that delineates the specific factors that put the target population at-risk of entering or re-entering the criminal and/or juvenile justice systems (if the applicant plans to serve an at-risk population).

Implementation Applicants Only

Provide a concise analysis of the target population, including the projected number of individuals to be served. Applicants must show that the identified needs are consistent with the priorities of the county strategic plan.

2. Project Design and Implementation

Planning Applicants

Describe the proposed planning council, activities, and expected outcomes. Planning activities should include a needs and resource assessment and also can include: a model to effectively identify, coordinate, and share funding and related resources; organizational or structural changes; a strategy for interagency coordination and communication; the

expansion of professional, consumer, and family support systems; a design for policy development and implementation for system improvements and sustainability; professional development for staff; and public awareness and educational initiatives.

Implementation/Expansion Applicants

Describe the proposed approach and the project's purpose, goals, and objectives. Describe how the goals will address the overall program purpose and identified needs in the Statement of the Problem, and provide a conceptual model that links key project components with goals, objectives and strategies. Specifically describe the evidence-based and/or best practices the county intends to use to serve one or more clearly defined subsets of the population of the jail and/or juvenile detention center who have a mental health and/or substance use disorders, or to serve those at risk of arrest and incarceration. In addition, justify the use of proposed services/practices for the target population along with any adaptations or modifications necessary to meet the unique needs of the target population or otherwise increase the likelihood of achieving positive outcomes (see Appendix B).

Other specific items required for this section are:

- Describe the plan to screen potential participants and to conduct tailored, validated needs-based assessments.
- For law enforcement programs, describe the strategies to identify and respond to incidents involving mentally ill offenders, including the number of individuals to be screened and enrolled.
- Discuss how mental health and co-occurring substance abuse treatment services will be made available to participants.
- Outline how ancillary social services, such as housing placement and vocational training, will be coordinated and accessed.

3. Capability and Experience

For both Planning and Implementation/Expansion Applicants, discuss the capability and experience of the county and other participating organizations to meet the goals and objectives detailed in this application. Describe the project's collaboration structure and how it will ensure successful project planning and/or implementation. Describe the anticipated role of consumers, advocates, and family members in the project. Indicate key activities, milestones, and responsible partners, as well as the resources available for the proposed project (e.g., facilities, equipment, etc.).

Provide a list of staff and subcontractors who will participate in the project, showing the role of each and their level of effort and qualifications. Include the Project Director and other key personnel, such as treatment/prevention personnel. Briefly discuss the responsibilities of each participating organization.

4. Evaluation, and Sustainability

Both Planning and Implementation/Expansion Applicants are required to describe how the project's effectiveness will be demonstrated, including assessments of planning or implementation outcomes. Discuss how variables like stakeholder support and service coordination will be defined and measured. Describe the process for collecting performance measurement data, and any other state or local outcome data to measure project effectiveness in promoting public safety, reduction of recidivism and access to services for the target population(s).

Both Planning and Implementation/Expansion grants are also required to address sustainability in the application. Describe the proposed strategies that the county intends to use to preserve and enhance its community mental health and substance abuse systems. Describe how sustainability methods will be used and evaluated: i.e. how collaborative partnerships and funding will be leveraged to build long-term support and resources to sustain the project when the state grant ends. Examples of sustainability outcomes for planning grants could be: the continuation of the planning council or committee and/or formal measures of sustained collaboration such as Memorandums of Understanding among key constituencies, agencies, units of government or law enforcement, etc. Examples of sustainability outcomes for implementation/expansion grants could be: a fully-articulated Sustainability Plan, securing the needed continuation funding, and garnering multi-level, formal collaboration.

Implementation Grants Only

Project the effect the proposed initiatives will have on the population and the budget of the jail and juvenile detention center. The information must include:

- a. The county's estimate of how the initiative will reduce the expenditures associated with the incarceration of adults and the detention of juveniles who have a mental illness;
- b. The methodology that the county intends to use to measure the defined outcomes and the corresponding savings or averted costs;
- c. The county's estimate of how the cost savings or averted costs will sustain or expand the mental health and substance abuse treatment services and supports needed in the community; and
- d. How the county's proposed initiative will reduce the number of individuals judicially committed to a state mental health treatment facility.

C. Budget and Budget Narrative

Provide a detailed budget and budget narrative that is complete, allowable, and tied to the proposed activities. The budget must show line item costs broken down by the proposed funding (grant and match), plus the total amounts. Implementation/Expansion grant applications require a budget breakdown for each of the three years. See Appendix E for full instructions on completing this section.

Applicants are required to use the **Commitment to Match/Donation Forms** found in Appendix F to verify cash and attach valuation to in-kind contributions. A signed form from each match donor must accompany this application as an attachment to the Budget Section. A Match Summary Sheet is to be used to show the proportions of cash and in-kind match.

D. Project Timeline

Provide a realistic time line for the entire project period, indicating goals/objectives, key activities, milestones, and responsible partners.

E. Letters of Commitment

Provide Letters of Commitment (not general support) from any individuals or organizations that will be involved in the implementation of the project; the letters must reflect the specific role of the partner.

IV. APPLICATION REVIEW CRITERIA AND METHODOLOGY

A. Review Methodology

All eligible proposals will be graded according to the stated criteria, and ranked in order of overall score from highest to lowest. Awards will be made in order of rank, beginning with the top ranked proposals and continuing until available funds are exhausted, or until all worthwhile projects are funded, whichever occurs first.

Each application will be evaluated in two stages. In the **first stage**, the application will be screened to insure compliance with the mandatory criteria given in Appendix H.

B. Review Criteria

The **second stage** of grant application review involves the evaluation of all applications that are in compliance with the mandatory criteria. The second stage evaluation will be based and weighted as follows:

Application Review Criteria	Maximum Score
<p><u>Statement of the Problem</u></p> <p>The applicant:</p> <ul style="list-style-type: none"> • Used specific data where available to: <ul style="list-style-type: none"> ✓ Describe the environment (organization, community, city, or State) where the project will be implemented. ✓ Describe the target population and the geographic area to be served, and justify the selection of both. ✓ Describe the nature of the problem and extent of the need • Included an analysis of the current population of the jail and/or juvenile detention center in the county. 	<p>Planning = 25</p> <hr style="width: 50%; margin: 0 auto;"/> <p>Imp./Exp.= 20</p>

Application Review Criteria	Maximum Score
<p><u>Project Design and Implementation</u></p> <p>For Planning Grants:</p> <p>The applicant:</p> <ul style="list-style-type: none"> • Described the readiness of the county and its partners to undertake a planning process. • Described proposed planning activities. • Identified a county planning council or committee that is in compliance with the membership requirements. • Provided a realistic time line for the entire project period, indicating goals/objectives, key activities, milestones, and responsible partners. <p>For Implementation/Expansion Grants:</p> <p>The applicant:</p> <ul style="list-style-type: none"> • Showed that the necessary groundwork (attachment of strategic plan, consensus development, development of memoranda of agreement, identification of potential facilities) has been completed or is near completion so services can be readily implemented. • Described the intercept points (pre/post booking, mental health court, etc.) and why it is the best choice for the County and target population. • Provided a complete description of its approach design and proposed implementation. • Provided adequate detail about the schedule and location of project activities, and the kind and number of participants to determine that project expectations are realistic. • Provided a realistic implementation plan for the entire project period, indicating goals/objectives, key activities, milestones, and responsible partners • Described the specific evidence-based or best practices the applicant intends to use to serve one or more clearly defined subsets of the population. • Provided the required descriptions of: <ul style="list-style-type: none"> ✓ the plan to screen potential participants and to conduct tailored, validated needs-based assessments. ✓ the strategies to be used by law enforcement programs to identify and respond to incidents involving mentally ill offenders, including the number of individuals to be screened and enrolled. ✓ how mental health and co-occurring substance abuse treatment services will be made available to participants. ✓ how ancillary social services, such as housing placement and vocational training, will be coordinated and accessed. 	<p>Planning = 25</p> <hr/> <p>Imp./Exp.= 30</p>

Application Review Criteria	Maximum Score
<p><u>Capability and Experience</u></p> <p>The applicant:</p> <ul style="list-style-type: none"> • Discussed the capability and experience of the applicant county to under take a planning process or implementation actions. • Provided a list of staff who will participate in the project, showing the role of each and their level of effort and qualifications. Included the Project Director and other key personnel. • Described the resources available for the proposed project (e.g., facilities, equipment). • Described the project’s collaboration structure and how it will ensure successful project planning and/or implementation; identified the key stakeholders who will be participating in the strategic planning or implementation process. • Included Letters of Commitment or Memoranda of Agreement that describe how they are going to support this program. 	<p>Planning = 20</p> <hr/> <p>Imp./Exp.= 20</p>
<p><u>Evaluation and Sustainability</u></p> <p>The applicant:</p> <ul style="list-style-type: none"> • Sufficiently explained how the project’s effectiveness will be demonstrated. • Adequately documented their ability to collect and transmit data. • Detailed how project data will be assessed in the measurement of the impact of proposed efforts to: increase public safety, avert of increased spending on criminal justice, and improve the accessibility and effectiveness of treatment services for the target population. • Provided a feasible description of the proposed sustainability actions that the county will use to preserve and enhance the initiatives that are funded under this grant program. 	<p>Planning = 20</p> <hr/> <p>Imp./Exp.= 20</p>
<p><u>Budget</u></p> <p>The applicant:</p> <ul style="list-style-type: none"> • Provided a detailed line-item Budget and Budget Narrative, with all costs in the budget allowable. • Included the correct percentage of allowable Matching Funds in the budget detail, with accompanying documentation of the sources of match. • Included the signed Match Commitment Forms. 	<p>Planning = 10</p> <hr/> <p>Imp./Exp.= 10</p>
Total Points	100

C. Grant Review Committee

The Grant Review Committee will consist of ten (10) individuals consisting of:

- (a) Five current members or appointees of the Corporation;
 - 1. Judge Melanie May, Corporation member, Fort Lauderdale
 - 2. Lisa DeVitto, Corporation member, Tampa
 - 3. Michele Saunders, Florida Partners in Crisis
 - 4. Patrick Hendry, Executive Director, Florida Peer Network
 - 5. Amanda Ghaffari, Florida Association of Counties
- (b) One representative of the Department of Children and Family Services;
- (c) One representative of the Department of Corrections;
- (d) One representative of the Department of Juvenile Justice;
- (e) One representative of the Department of Elderly Affairs; and
- (f) One representative of the Office of the State Courts Administrator.

D. Selection of Awardees

The Corporation will award Planning and Implementation/Expansion Grants to applicants whose applications: are in compliance with the mandatory criteria; are deemed most advantageous to the goals of the Criminal Justice Reinvestment Grant program; conform to the requirements of this solicitation; and are acceptable in regards to the evaluation criteria. Grants will be ranked in the order of highest score to the lowest score based on the 100 allowable points set forth in the review criteria.

The Corporation reserves the right to:

- reject any or all proposals received with respect to this RFA;
- waive or modify minor irregularities in proposals received after prior notification and concurrence of the applicant;
- request from an applicant additional information as deemed necessary to more fully evaluate its proposal; and
- make all final decisions with respect to the amount of State funding and the timing of payments to be provided to an applicant.

APPENDICES

Appendix A

STRATEGIC PLAN FORMAT

Applicants for Planning Grants need to follow this Strategic Plan format in the accomplishment of their prime objective during the year of funding. Applicants for Implementation Grants are required to submit a Strategic Plan as an attachment to the initial grant application. This Strategic Plan must include the following plan components.

- A. Statement of the Problem/Critical Issues facing the County (careful analyses of the scope of the problem using current data, implications of the data, critical issues for the various constituents, such as law enforcement, courts, treatment providers, etc.)
- B. Regional Partnership Strategic Planning Process and Its Participants (how planning occurred, strategic alliances, plans for leveraging funds and other resources)
- C. Vision (a picture of the future you seek to create, described in the present tense) and Mission Statements (concise statement of what are you here to do together)
- D. Values (the collective, fundamental beliefs that drive your initiative)
- E. Conceptual Model for Addressing Criminal Justice Reinvestment for Persons with Mental Health, Substance Abuse or Co-Occurring Disorders
- F. Strategic Goals with accompanying Objectives/Strategies (setting priorities within the conceptual framework, setting clear and achievable goals and objectives, assigning responsibility for actions, data sharing and collecting, measuring success)

Goal (broad statements of what you wish to accomplish, addressing specific to key areas)
Objectives (support the goals and state how the goals will be accomplished)

Strategies	How Performance will be Measured	Lead Person or Organization	Projected Date of Completion

If an applicant who is considering applying for an Implementation Grant and is not able to fulfill the requirements of the Strategic Plan Format they may want to consider applying for a Planning Grant in order to strengthen their strategic plan. Or the applicant can indicate in the Implementation Grant application that part of their strategy will be to strengthen the plan and then implement the project.

Appendix B

GUIDANCE FOR INCORPORATING EVIDENCE-BASED OR BEST PRACTICES

Many federal agencies have published resource lists of services and practices that have already determined to be effective and can be found in the following sources:

- SAMHSA's **National Registry of Evidence-based Programs and Practices (NREPP)** is a searchable online registry of mental health and substance abuse interventions that have been reviewed and rated by independent reviewers. The purpose of this registry is to assist the public in identifying approaches to preventing and treating mental and/or substance use disorders that have been scientifically tested and that can be readily disseminated to the field. **www.nrepp.samhsa.gov**

NREPP is a new registry and currently has several dozen reviewed interventions. New intervention summaries are continually being added as reviews are completed. The registry is expected to grow to a large number of interventions over the coming months and years. Please check back regularly to access the latest updates. To access SAMHSA's Model Programs Web site (the old NREPP) go to **<http://modelprograms.samhsa.gov>**.

- **Center for Mental Health Services (CMHS) Evidence-based Practice Toolkits** - SAMHSA's Center for Mental Health Services and the Robert Wood Johnson Foundation initiated the Evidence-Based Practices Project to: 1) help more consumers and families access services that are effective; 2) help providers of mental health services develop effective services; and 3) help administrators support and maintain these services. A website (**<http://www.mentalhealth.samhsa.gov/cmhs/communitysupport/toolkits/>**) is available that contains the first cluster of evidence-based practices, and the design of implementation resource kits to help people understand and use these practices successfully.

Basic information about the first five evidence-based practices is available on the website. The five practices are:

1. Illness Management and Recovery
2. Family Psychoeducation
3. Assertive Community Treatment
4. Supported Employment
5. Integrated Dual Disorders Treatment

Each of the resource kits contains information and materials written by and for the following groups: Consumers, Families and Other Supporters, Practitioners and Clinical Supervisors, Mental Health Program Leaders, and Public Mental Health Authorities. Material on the Web site can be printed or downloaded with Acrobat Reader, and references are provided where additional information can be obtained. The full kits will be available from National Mental Health Information Center at **www.mentalhealth.org** or 1-800-789-CMHS (2647).

- **The Criminal Justice/Mental Health Consensus Project** – This Project, coordinated by the Council of State Governments Justice Center, is a national effort to help local, state, and federal policymakers and criminal justice and mental health professionals improve the response to people with mental illnesses who come into contact with the criminal justice system. It supports the implementation of practical, flexible criminal justice/mental health strategies through on-site technical assistance; the dissemination of information about programs, research, and policy developments in the field; continued development of policy recommendations; and educational presentations. Their website contains many resources by special focus areas – law enforcement, courts, corrections, victims, jail diversion, etc. – as well as other resources for research information and practice guidelines.
<http://consensusproject.org/>
- **Criminal Justice/Mental Health Information Network** - The Council of State Governments Justice Center collaborates with the Criminal Justice/Mental Health Information Network to offer an exhaustive, easy-to-use resource that serves as both an inventory of programs as well as a tool for peer-to-peer networking. The InfoNet looks at programs in the broad context of criminal justice/mental health activity. It catalogs media articles which may describe and bring greater profile to a program; research studies, which may examine program outcomes and processes; legislation, which may provide critical funding; state-level efforts, which are designed to support and guide programs within the state; and advocacy initiatives, which support and enhance program activities. The website has established links between the various content items that refer to one another, and offers a search and navigation tool that serves as a framework for discussing the issues that arise and represents the sequence of events that may occur for individuals with mental illnesses who come into contact with the criminal justice system. <http://cjmh-infonet.org/>
- **National Center for Mental Health and Juvenile Justice** – This Center assists the field in developing improved policies and programs for youth with mental health disorders in contact with the juvenile justice system, based on the best available research and practice. The Center, which is operated by Policy Research, Inc. in Delmar, NY in partnership with the Council of Juvenile Correctional Administrators (CJCA), aims at providing a centralized national focal point that pulls together and links the various activities and research that are currently underway, maximizing the awareness and usefulness of new products and learnings, and using the best available knowledge to guide practice and policy.
<http://www.ncmhjj.com/>
- **GAINS Center** - The GAINS Center is funded by SAMHSA to focus on expanding access to community based services for adults diagnosed with co-occurring mental illness and substance use disorders at all points of contact with the justice system. This Center provides many free publications in a variety of related areas, and they also provide consultation and technical assistance to help communities achieve integrated systems of mental health and substance abuse services for individuals in contact with the justice system.
<http://gainscenter.samhsa.gov/html/>

- **Criminal Justice, Mental Health, and Substance Abuse Technical Assistance Center.** The Technical Assistance Center is located at the Louis de la Parte Florida Mental Health Institute. The Center was created by CS/CS/HB 1477 to provide technical assistance and consultation to grant applicants and awardees. The Center draws on the expertise of faculty at FMHI and also works closely with the GAINS Center, the Council of State Governments' Criminal Justice/Mental Health Consensus Project, Florida Partners in Crisis, and others. The TA Center faculty and staff have particular experience with co-occurring disorders (mental health and substance abuse); best practices in supportive housing, supported employment, and recovery; therapeutic courts; jail and prison re-entry; and assessment and restoration of criminal competency. A web site is being developed for the TA Center, and in the interim requests for information may be made to John Petrilá (Petrila@fmhi.usf.edu) and Mark Engelhardt (mengelhardt@fmhi.usf.edu).

Showing that Your Services/Practices are Effective

If you are proposing services/practices that are not included in the above-referenced sources, you must provide a narrative justification that summarizes the evidence for effectiveness of the proposed services/practice. The preferred evidence of effectiveness will include the findings from clinical trials, efficacy, and/or effectiveness studies published in the peer-reviewed literature.

In areas where little or no research has been published in the peer-reviewed scientific literature, you may present evidence involving studies that have not been published in the peer-reviewed research literature and/or documents describing formal consensus among recognized experts. If consensus documents are presented, they must describe consensus among multiple experts whose work is recognized and respected by others in the field. Local recognition of an individual as a respected or influential person at the community level is not considered a "recognized expert" for this purpose. In presenting evidence in support of the proposed services/practice, you must show that the evidence presented is the best objective information available.

Using Services/Practices that are Appropriate for Your Target Population

You must also show that these services/practices are appropriate for your target population(s). It is preferred that you provide information from research studies that shows the services/practices are effective for your target population. However, if this type of information is not available, you may provide information from other sources, such as unpublished studies or documents describing formal consensus among recognized experts. You may describe your own experience either with the target population or in managing similar programs. However, you will need to convince the people reviewing your application that the services/practices you propose are appropriate for your target population.

Describing Necessary Changes to the Services/Practices

It is expected that you will implement your services/practices in a way that is as close as possible to the original services/practices. However, it is understood that you may need to make minor changes to the services/practices to meet the needs of your target population or your program, or to allow you to use resources more efficiently. You must describe any changes to your proposed

services/practices that you believe are necessary for these purposes. You may describe your own experience either with the target population or in managing similar programs. However, you will need to convince the people reviewing your application that the changes you propose are justified.

Appendix C

MATCHING FUNDS

Grantee match is that portion of project property and services—staff time, fringe benefits, supplies, equipment, travel, rent, etc.—coming from other than State funds. The matching share must constitute a 100% of the grant amount. A minimum match of 50% is allowable for fiscally constrained counties (Appendix D). The match may be derived from the county or private sources. Both “cash” contributions (provided directly by the grantee) and “in-kind” contributions (from a third party) may be utilized to satisfy the match requirement.

“In-kind” means third-party contributions of property or services that benefit this grant-supported project or program and that are contributed by the county or third parties without charge to the grantee. Neither the actual cost nor the value of third-party in-kind contributions may count towards satisfying a matching requirement of the Criminal Justice Reinvestment Grant if it has been, or will be, counted towards satisfying a cost-sharing or matching requirement of another grant, a State procurement contract, or any other award of State funds.

If an applicant chooses to include in-kind contributions in its matching share, specific dollar values must be assigned. Applicants are required to use the **Commitment to Match/Donation Forms found in Appendix F** to verify cash and attach valuation to in-kind contributions. A signed form from each match donor must accompany this application as an attachment to the Budget Section. A Match Summary Sheet is to be used to show the proportions of cash and in-kind match.

Examples of in-kind contributions and methods for determining values are as follows:

Volunteer Services - Unpaid services provided to a grant awardee by individuals shall be valued at rates consistent with those ordinarily paid for similar work in the grant recipient's organization. If the awardee does not have employees performing similar work, the rates shall be consistent with those ordinarily paid by other employers for similar work in the same labor market. In either case, a reasonable amount of fringe benefits may be included in the valuation.

Supplies - If the county or a third party donates supplies, the contribution shall be valued at the market value of the supplies at the time of donation.

Loaned/Donated Equipment or Space - If a county or a third party donates the use of equipment or space in a building but retains title, the contribution shall be valued at the fair rental rate of the equipment or space. If the county or a third party donates equipment and the title passes to the grant recipient, the market value of that equipment at the time of the donation that is applicable to the period which the matching requirement applies, may be counted toward matching in-kind funds. See Appendix F for worksheets to set the value.

Matching funds and/or grant funds used in the Administrative Costs of the budget need to adhere to the legislative cap of 10% of the requested state grant funds. For example, if an applicant applies

for \$100,000 for a Planning Grant, \$10,000 is the total allowable portion of the entire budget for Administrative costs. This \$10,000 can be proposed in several ways:

- as grant funded entirely (with no matching funds in that line)
- as matching funds (with no requested grant funds in that line)
- or as a combination of match and grant funds to comprise the \$10,000.

Criteria for Allowable and Unallowable Match

(1) Allowable for Matching. Matching requirements may be satisfied by any or all of the following:

- (a) Allowable costs supported by the county and/or non-state or federal grants incurred by the county during the effective period of the contract;
- (b) Funds from partnering organizations or units of government;
- (c) The value of third-party funds and in-kind contributions applicable to the matching requirement period.
- (d) The value of volunteer services up to and including 10 percent of the total budget.
- (e) Costs supported by fees and program income.

(2) Unallowable for Matching.

- (a) Costs paid for by another state or federal contract or grant except as provided by State or Federal statute.
- (b) Costs or third-party funds and in-kind contributions that are used to satisfy a matching requirement of another State contract or Federal grant.
- (c) Income from sale of printed material, food, and books purchased with State funds.
- (d) Income derived from Federal Medicaid funds.

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Appendix D

LIST OF FISCALLY-CONSTRAINED FLORIDA COUNTIES

A county designated as a rural area of critical economic concern under s. 288.0656, F.S., for which a value of a mill in the county is no more than \$3 million, based on the property valuations and tax data. This list is taken from:

<http://www.florida-arts.org/grants/RuralEconomicDevelopmentInitiative.htm>

- Baker
- Bradford
- Calhoun
- Columbia
- DeSoto
- Dixie
- Flagler
- Franklin
- Gadsden
- Gilchrist
- Glades
- Gulf
- Hamilton
- Hardee
- Hendry
- Highlands
- Holmes
- Jackson
- Jefferson
- Lafayette
- Levy
- Liberty
- Madison
- Nassau
- Okeechobee
- Putnam
- Sumter
- Suwannee
- Taylor
- Union
- Wakulla
- Walton
- Washington

NOTE: Participation in a consortium by both fiscally-constrained counties and non-fiscally-constrained counties will not alter the statutorily required percentages of matching funds for each.

Appendix E

BUDGET INSTRUCTIONS

The budget section of the application consists of a line-item **Budget** and a **Budget Narrative**. The line-item budget must show the total project costs and proposed allocation of the requested grant funds. The budget must also indicate the sources and amounts of matching funds. For Implementation/Expansion grants, a 3-year budget must be provided.

Applicants are required to use the **Commitment to Match/Donation Forms** found in Appendix F to verify cash and attach valuation to in-kind contributions. A signed form from each match donor must accompany this application as an attachment to the Budget Section. A Match Summary Sheet is to be used to show the proportions of cash and in-kind match.

Following is a brief line-by-line explanation of the categories to be used in developing the grant budget.

Personnel - List each position by title whose salary (or portion of total salary) is to be charged to the grant's budget. Indicate the salary rate for each position and if the position is to be full-time or part-time. If part-time, please identify the level of effort (percent of total). For Implementation grants, you may show personnel expenditures for the 3-year period at a cost of living increase commensurate with County practices.

Fringe Benefits - Indicate the fringe benefit rate (fixed percentage of total personnel). If the fringe benefit rate varies by position, list each staff position covered and show the rate for each position. Possible partial coverage could be any combination of social security, health insurance, retirement, or worker's compensation.

Administrative Costs - The administrative costs for each applicant may not exceed 10% of the total funding received by the state for each grant. Administrative costs typically include: grant management activities; fiscal, personnel, and procurement management; related office services and record keeping; costs of necessary insurance, auditing, etc. Evaluation activities are considered a direct program cost and are not included in this section.

Staff Travel - This item is for travel expenses for project staff. Any travel listed in this category must be for the purpose of supporting grant activities as described in this application. Identify the approximate total mileage to be traveled during the proposed grant period. Mileage reimbursement and other travel rates cannot exceed the maximum rates established by the Department of Children and Families.

Consultants & Contracted Services - Show a calculation of charges giving hourly or daily rates for each consultant. List all sub-contracted services, including vendor, purpose and amount. A copy of all subcontracts must be made available to the Corporation upon request. Agency employees or persons who would normally provide consultant services without charge may **not** be included in the budget.

Equipment - An item of equipment is an article of property procured that is of a durable nature, and has an expected service life of more than one year. Purchase of equipment is dependent upon program intent and requires appropriate justification. List each item of equipment to be purchased and the specific dollar amount for each item, including installation, insurance, freight and accessories.

Supplies - Supplies are consumable or expendable items that are used routinely or that have an expected life of one year or less.

Rent/Utilities - For each rental required to support grant programs, present monthly cost and number of months rented. If rental expense is to be shared, display grant portion only and explain in the budget justification the other dimensions of the shared costs. Specify the total rental expense and also indicate the monthly rate. If utilities are not included in the rent, list those expenses separately and also provide an estimated monthly utility charge.

Other - List expenses for printing, as well as any other charges (**except capital expenses**) that can not be identified within the other budget categories. Include sufficient descriptive detail (as needed) to facilitate Corporation review and approval.

Unallowable Costs - When completing the budget, please note that the following are types of costs that cannot be included. Below is an inclusive list of unallowable costs:

1. Supplanting of staff costs;
2. Administrative costs not related to the implementation of the proposed project;
3. Indirect costs (i.e., cost not related to the project being funded by this grant);
4. Office supplies not related to the project being funded by this grant;
5. Cash payments to intended recipients of services;
6. For the purpose of purchasing or improving land;
7. To purchase, construct or permanently improve (other than minor remodeling) any building or other facility; and,
8. Food and entertainment costs.

Line-Item Budget

Provide a detailed budget that is complete, allowable, and tied to the proposed activities. Provide the detailed budget as indicated in the sample format shown here or in a similar Excel format. You are not required to use this table; the budget categories and details are what are important.

Funding Category	Grant Funds Requested	Matching Funds and Other In-Kind Contributions	
		Funding	Source of Funds
Salaries:			
Fringe Benefits:			
Administration:			
Equipment:			
Travel:			
Contractual:			
Supplies:			
Rent/Utilities:			
Other Expenses:			
Totals:			
Total Project Cost:		= Grants Funds Requested + Matching Share	
Match Percentage:		= Match / Total Project Cost	

Budget Justification Narrative

Include a narrative description, according to the line item budget categories, with detail as indicated in the previous page. The budget justification states why and how funds in each budget category are to be used. Justifications need not be elaborate, but they must present a clear rationale for the use of the requested funds. Each statement should describe each of the following:

- A general description of the line item, including justification for the need
- How the item relates to the project activities
- How the amount shown in the budget table was arithmetically determined.

Appendix F

COMMITMENT OF MATCH/DONATION FORMS

TO:(name of County) _____
FROM: Donor Name _____
ADDRESS: _____

The following ___ space, ___ equipment, ___ goods/supplies, and/or ___ services, is/are donated to the County

_____ permanently (title passes to the County)

_____ temporarily, for the period _____ to _____ (title is retained by the donor)

Description and Basis for Valuation (See next page)

	<u>Value</u>	<u>Corporation USE</u>
(1) _____ _____ _____	\$ _____	_____
(2) _____ _____ _____	\$ _____	_____
(3) _____ _____ _____	\$ _____	_____
(4) _____ _____ _____	\$ _____	_____
TOTAL VALUE		\$ _____

The above donation(s) is not currently included as a cost (either direct or matching) of any state or federal contract or grant, nor has it/they been previously purchased from or used as match for any state or federal contract.	
_____ (Donor Signature) (Date)	_____ (County Designee Signature) (Date)

The grant Review Committee will review the valuation of the donated item(s) and has, in the space provided, indicated the valuation amount acceptable to the department for use in meeting a match requirement for the Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant program. Donated items are subject to disallowance should they be found to be a current or previous cost or matching item of a state or federal grant or contract.
--

BASIS OF VALUATION

Building/Space

1. Donor retains title:
 - a. Fair rental value - Substantiated in provider's records by _____ written confirmation(s) of fair rental value by qualified individuals, e.g., Realtors, property managers, etc.
 - b. (1) Established monthly rental of space \$ _____
- (2) Number of months donated during the contract _____
Value to the project [b.(1) X b.(2)] \$ _____
2. Title passes to the County:
Depreciation
 - a. Cost of Fair Market Value (FMV) at acquisition (excluding land) \$ _____
 - b. Estimated useful life at date of acquisition _____ yrs.
 - c. Annual depreciation (a./b.) \$ _____
 - d. Total square footage _____ sq. ft.
 - e. Number of square feet to be used on the grant program. _____ sq. ft.
 - f. Percentage of time during contract period the project will occupy the building/space _____ %
 - g. Value to project (e./d. X f. X c.) \$ _____
Use Allowance
 - a. To be used in the absence of depreciation schedule (i.e., _____ when the item is not normally depreciated in the County's _____ accounting records)
 - b. May include an allowance for space as well as the normal cost of upkeep, such as repairs and maintenance, insurance, etc.

Equipment

1. Donor retains title: Fair Rental Value
2. Title passes to County:
 - a. FMV at time of donation \$ _____, or
 - b. Annual value to project (not to exceed 6 2/3% X a.) = \$ _____

Goods/Supplies

FMV at time of donation

Personnel Services

1. Staff of another agency/organization:
Annual Salary Number of hours
2080 X to be provided = \$ _____
2. Volunteer
Comparable annual salary \$ _____
Annual salary Number of hours
2080 X to be provided = \$ _____

MATCH COLLECTION SUMMARY REPORT

DATE - _____

County - _____

Type of Grant - _____

Match Requirement Percentage - _____

Total Match Required for the Grant \$ _____

Match Reported this Period:

Cash \$ _____

In-Kind \$ _____

Total \$

Comments:

Prepared By _____

Approved By _____

Appendix G

STATEMENT OF MANDATORY ASSURANCES

1. <u>Infrastructure</u> : The applicant shall possess equipment and Internet access necessary to participate fully in this solicitation.	_____ Initial
2. <u>Site Visits</u> : The applicant will cooperate fully with the Corporation in coordinating site visits, if desired by the Corporation.	_____ Initial
3. <u>Non-discrimination</u> : The applicant agrees that no person will, on the basis of race, color, national origin, creed or religion be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination pursuant to the Act governing these funds or any project, program, activity or sub-grant supported by the requirements of, (a) Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended which prohibits discrimination the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended which prohibits discrimination in employment or any program or activity that receives or benefits from federal financial assistance on the basis of handicaps; (d) Age Discrimination Act 1975, as amended which prohibits discrimination on the basis of age, (e) Equal Employment Opportunity Program (EEOP) must meets the requirements of 28 CFR 42.301.	_____ Initial
4. <u>Lobbying</u> : The applicant is prohibited by Title 31, USC, Section 1352, entitled “Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions,” from using Federal funds for lobbying the Executive or Legislative Branches of the federal government in connection with a specific grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal funds if grants and/or cooperative agreements exceed \$100,000 in total costs (45 CFR Part 93).	_____ Initial
5. <u>Drug-Free Workplace Requirements</u> : The applicant agrees that it will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76.	_____ Initial
6. <u>Smoke-Free Workplace Requirements</u> : Public Law 103-227, Part C-Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library projects to children under the age of 18, if the projects are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children’s projects provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity.	_____ Initial

7. <u>Compliance and Performance:</u> The applicant understands that grant funds in Years 2 and 3 for Implementation/Expansion Grants are contingent upon compliance with the requirements of this grant program and demonstration of performance towards meeting the grant goals and objectives, as well as availability of funds.	_____ Initial
8. <u>Certification of Non-supplanting:</u> The applicant certifies that funds awarded under this solicitation will not be used for programs currently being paid for by other funds or programs where the funding has been committed.	_____ Initial
9. <u>Submission of Data:</u> The applicant agrees to provide data and other information requested by the Criminal Justice, Mental Health, and Substance Abuse Technical Assistance Center at the Florida Mental Health Institute to enable the Center to perform the statutory duties established in the authorizing legislation.	_____ Initial
10. <u>Submission of Reports:</u> The applicant agrees to submit semi-annual progress reports and an annual fiscal report, signed by the County Administrator, to the Florida Substance Abuse and Mental Health Corporation.	_____ Initial

By signing and submitting this agreement, the Applicant certifies that it will comply with all the above requirements.

Applicant Signature

Date

Appendix H

CHECKLIST OF MANDATORY APPLICATION CRITERIA

Criteria	Check, if in Compliance
1. Fully Completed and Signed Cover Page	
2. Fully Completed and Signed Statement of Mandatory Assurances	
3. Fully Completed Project Narrative	
4. Line Item Budget, Budget Justification, and Match Commitment and Summary Forms	
5. Detailed Project Timeline	
6. Letters of Commitment	
7. County Strategic Plan (for Implementation/Expansion Grants only)	

Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant Cover Page

PROPOSAL INFORMATION					
Project Type:	<input type="checkbox"/> Planning Grant <input type="checkbox"/> Implementation/Expansion Grant				
County or Counties:					
GRANT POINT OF CONTACT					
Contact Name:					
Department:					
Address Line 1:					
Address Line 2:					
City:		State:		Zip:	
Email:					
Phone:		Fax:			
ADDITIONAL CONTACTS					
Contact Name (if any):					
Organization:					
Address Line 1:					
Address Line 2:					
City:		State:		Zip:	
Email:					
Phone:		Fax:			
FUNDING REQUEST AND MATCHING FUNDS					
1. Total Amount of Grant Funds Requested:					
2. Total Matching Funds (Provided by applicant and project partners):					
3. Total Project Cost (Add amounts in 1 and 2):					
CERTIFYING OFFICIAL					
Certifying Official's Signature					
Certifying Official's Name (printed):					
Title:					
Date:					