

**FISCAL YEAR 2010-2011  
Criminal Justice,  
Mental Health and Substance Abuse  
Reinvestment Grant  
Expansion Grant**

**Request for Applications to  
Eligible counties: Alachua, Broward, Hillsborough, Lee, Leon, Orange,  
Pinellas, Polk, Miami, Nassau, and St. Lucie**

**ISSUED BY  
FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES**

**August 20, 2010**

## **I. INTRODUCTION**

### **A. Statement of Need and Purpose**

The Criminal Justice, Mental Health, and Substance Abuse Reinvestment Grant Program was created within the Department of Children and Families by the 2007 Legislature (s. 394-658, F.S.). 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. The goal of the grants is to demonstrate that 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.

### **B. Mandatory Applicant Qualifications**

Only a county or a consortium of counties that has received an Implementation/Expansion Grants under the 2007 solicitation of the Reinvestment Grant may apply for an expansion grant. These counties are limited to: Alachua, Broward, Hillsborough, Lee, Leon, Orange, Pinellas, Polk, Miami, Nassau, and St. Lucie.

In order to be eligible to receive grants under this solicitation, an 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, F.S. or it must 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 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 s. 394.65, F.S. If a public safety coordinating council established under s. 951.26, F.S. acts as the planning council, its membership must include all persons identified in s. 394-658, F.S.

## C. Funding Cycle and Funds Availability\*

Grant Maximum: \$750,000

Project Period: 36 months

The maximum allowable grant award is \$750,000 total for the 36 month period (i.e. \$250,000 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. Grant funding must be spent within 36 months from date of award letter. Funding will be allocated annually based on available funds. A maximum of four (4) grants will be awarded.

*\*Appropriation authorized under 2010 Government Appropriation Act Section 3 line 329*

## II. SCOPE OF GRANT ACTIVITIES

### A. Definitions

At-Risk of Involvement in the Criminal/Juvenile Justice System. Literature has defined “at-risk” factors that 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).

Department. An abbreviation for the Florida Department of Children and Family Services.

Grant Review Criteria. A list of weighted requirements, established by the Florida Department of Children and Family Services in collaboration with, the Department of Corrections, the Department of Juvenile Justice, the Department of Elderly Affairs, and the Office of the State Courts Administrator for determining which applications best meets the purposes of this solicitation.

Reinvestment Grant. The abbreviated version of the full title of the Criminal Justice, Mental Health, and Substance Abuse Reinvestment Grant program.

Strategic Plan. A document that is the result of a formal systemic and stakeholder 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.

Supplant or Supplanting. Refers to the displacement of funds that previously would

have been used by an applicant to accomplish the same work as the approved grant funds.

Sustainability. Refers to the capacity of the county and its partners to maintain the service coverage, developed as a result of 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.

## **B. Programmatic Specifications**

Applicants must demonstrate how they will expand their established services funded under the county's Implementation/Expansion grant previously awarded by the State of Florida under the Reinvestment grant program. These services must be identified in the county's 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.

Applicants are urged to use the Sequential Intercept Model (GAINS Center, [http://gainscenter.samhsa.gov/pdfs/integrating/GAINS\\_Sequential\\_Intercept.pdf](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 can be supported under this solicitation, but are not limited to: mental health courts; justice diversion programs (police-based, jail-based, court-based); alternative prosecution and sentencing programs; co-occurring mental health and/or substance abuse treatment services; mobile crisis services, service delivery for collateral services such as housing, transitional housing and supported employment; and re-entry 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. Applicants must also describe the service delivery model to be used and how this service delivery model will contribute to service continuity and sustainability past the time of the grant. 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.

Special consideration should be given by the applicants to coordination with existing community-based treatment providers.

Applicants must document their efforts to leverage the Reinvestment Grant with county dollars, or federal or private foundation grants. Applicants must also demonstrate that every effort is being made to determine the eligibility status for Social Security benefits, Medicaid, Medicare, or Veteran's benefits for individuals participating in the program.

Applicants must have a demonstrated information technology capacity for data collection on each individual served through the program. The data system must be able to report not only intake information but also the performance outcomes for individuals.

Applicants must demonstrate how the grant funding will serve more people and provide different levels of continuum of care than the Implementation/Expansion Grant previously received by the applicant.

### **C. Matching Funds Requirements**

Matching funds are required for grants awarded under this program according to the following stipulations. The matching funds must equal 100 percent (1 for 1) of the amount of the grant of which 10 percent must be "cash" and the rest in-kind.

Additional detail on matching funds requirements can be found in Appendix B.

### **D. Performance Tracking and Measures**

To assist in fulfilling the intent of the Legislature in s. 394.658, 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.

The core set of performance measures for this grant are:

<b>Objective</b>	<b>Outcome Measures</b>
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 re-arrest 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 or educational resources.
Avert increased spending on criminal and/or juvenile justice.	8. Reduce jail 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

Additional performance measures, related to the specific strategies and programs detailed in the county's grant application, are allowable and encouraged.

### **III. GRANT SOLITICATION AND EVALUATION PROCESSES**

#### **A. Contact Person**

This solicitation is issued by the Florida Department of Children and Families. Questions you may have about this solicitation must be submitted in writing to: Ellen Piekalkiewicz at: [Ellen\\_piekalkiewicz@dcf.state.fl.us](mailto:Ellen_piekalkiewicz@dcf.state.fl.us)

#### **B. Limitations on Contacting the Department of Children and Families**

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 oral responses do not bind the Department.

#### **C. Schedule of Events and Deadlines**

Listed below are the activities, dates, times, and locations, which this solicitation will follow. If the Department 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.

<b><u>EVENTS</u></b>	<b><u>DATE</u></b>	<b><u>TIME</u></b>	<b><u>LOCATION</u></b>
1.Solicitation Advertised and Released	August 20,2010	5:00 p.m.	Myfloridamarketplace.com
2. Applications Due	September 20, 2010	5:00 pm	Dept. of Children and Families Office of the Assistant Secretary for Substance Abuse and Mental Health 1317 Winewood Blvd. Bldg. 1, Room 206 Tallahassee, FL 32399
3.Grants Review Committee Meets, and Completes Review of Grant Applications	October 7 - 8, 2010	10 a.m.- 4 p.m.	Dept. of Children and Families 1317 Winewood Blvd. Building 6, Conf Room A Tallahassee, FL 32399
4.Notification of Grant Award	November 5, 2010	N/A	NA

#### **D. Obtaining a Copy of the Criminal Justice Reinvestment Grant Application**

Interested parties may 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 person, or by downloading the application from the following website: [myfloridamarketplace.com](http://myfloridamarketplace.com)

#### **E. Directions for Submitting Criminal Justice Reinvestment Grant Applications**

1. Applications shall be submitted in accordance with the above schedule of events. Applications not received at the specified place by the specified date and time, will be rejected and returned to the prospective applicant. The Department will retain one copy for use in the event of a dispute as to the contents of the original submission.
2. DCF staff will notify the applicant if there are corrections that need to be made in the application within 48 hours of receipt of the application. The applicant has 2 (two) business days of receipt of application to make the necessary corrections.
3. The Department must receive one signed original, which must be clearly labeled "Original", and six (7) hard copies of the application by the deadlines set forth in the schedule of events and deadlines.
4. Applicants may choose, and be responsible for, the method of delivery to the Department, except that facsimiles or electronic transmissions will not be accepted at any time.
5. Clearly mark the envelope - **APPLICATION FOR CRIMINAL JUSTICE, MENTAL HEALTH & SUBSTANCE ABUSE REINVESTMENT GRANT PROGRAM** - and mail to:

Ellen Piekalkiewicz  
Florida Department of Children and Families  
Office of the Assistant Secretary of Mental Health and Substance Abuse  
1317 Winewood Blvd. Bldg. 1, Suite 206 F  
Tallahassee, FL 32399

## **F. 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, including the applicant's contract person phone number and email address
- Signed Assurances
- Project Narrative (not to exceed 8 pages)
  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

## **G. Method of Payment**

Upon a recommendation from the Grant Review Committee and a decision by the Secretary of the Department, the Department will issue a letter of grant award, a memorandum of agreement and quarterly payments to the counties selected for grant awards.

## **H. Statement of Mandatory Assurances**

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

## **I. Submission of Data and Reports**

Grant recipients 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. Grant recipients are also required to send to the Department 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.

#### **IV. 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 8 pages for 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, 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 number and email address 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**

Describe the problem the project will address and how this grant will expand upon the applicant's current Implementation/Expansion Grant received through the previous solicitation of the CJMHSA Grant. 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).

###### **2. Project Design and Implementation**

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 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.

Other specific items required for this section are:

- a. Describe the plan to screen potential participants and to conduct tailored, validated needs-based assessments.
- b. 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.
- c. Discuss how mental health and co-occurring substance abuse treatment services will be made available to participants.
- d. Outline how ancillary social services, such as housing placement and vocational training, will be coordinated and accessed.

### **3. Capability and Experience**

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**

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).

Applicants 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 the grants could be: a fully-articulated Sustainability Plan, securing the needed continuation funding, and garnering multi-level, formal collaboration.

Applicants must 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.

## **B. Budget and Budget Narrative**

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

## **C. 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.

# **V. APPLICATION REVIEW CRITERIA AND METHODOLOGY**

## **A. Grant Review Committee**

The Grant Review Committee will consist of five (5) individuals one from each of the following agencies: Department of Children and Family Services; Department of Corrections; Department of Juvenile Justice; Department of Elderly Affairs; and the Office of the State Courts Administrator.

## **B. Review Methodology**

All eligible proposals will be scored based on the written application and oral interview, according to the stated criteria, and ranked in order of overall score from highest to lowest. Recommendations by the Review Committee for 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.

## **C. Completeness Criteria and Correction**

Each application will be evaluated in two stages. In the first stage, the application will be screened in accordance with the mandatory criteria given in Appendix H. The Department shall initially review applications received to determine whether the applications are substantially complete. This will address whether required forms are present and properly signed, that the proposal appears to have addressed the application contents required, and that there is not an easily discernable or obvious error that may be readily corrected. Should the Department detect such an error, the applicant will be afforded 2 business days during which corrective action to adjust the application may be taken.

The Department is under no obligation to detect or offer the opportunity for such correction. The Department's election to afford this opportunity should not, and does not give rise to an expectation of application correction.

The applicant has the sole responsibility for determining whether to submit corrected or omitted items. If the applicant elects to submit corrected or omitted items, the applicant bears sole responsibility for the delivery of the items to the Department the corrected or omitted items. If the applicant elects to submit corrected or omitted items, the applicant bears sole responsibility for the delivery of the items to the Department and for the content of the items submitted, if any. The Department has elected to afford an opportunity for applicants to correct errors or omissions, but the applicant is solely responsible for any response to the Department's notice. The applicant is also solely responsible for the content, quality, and sufficiency of any material submitted to the Department. During the correction period the applicant is permitted only to take action to correct completeness errors cited by the Department, and not to supplement their application for the purpose of improving competitiveness, or to add material for any other purpose.

## **D. 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 of the evaluation will be based on the criteria described below and weighted as follows:

<b>Application Review Criteria</b>	<b>Maximum Score</b>
<p><b><u>Statement of the Problem</u></b></p> <p>The applicant:</p> <ol style="list-style-type: none"> <li>1. Used specific data to: <ul style="list-style-type: none"> <li>✓ Describe the environment (organization, community, city, or State) where the project will be implemented.</li> <li>✓ Describe the target population and the geographic area to be served, and justify the selection of both and demonstrate how this population represents an expansion from the population served under the current CJMHTSA Implementation/Expansion Grant.</li> <li>✓ Describe the nature of the problem and extent of the need</li> </ul> </li> <li>2. Included an analysis of the current population of the jail or juvenile detention center in the county that is not being served under the current CJMHTSA Implementation/Expansion Grant.</li> </ol>	15
<p><b><u>Project Design and Implementation</u></b></p> <p>The applicant:</p> <ol style="list-style-type: none"> <li>1. Demonstrated that the current CJMHTSA Implementation/Expansion Grant has achieved successful outcomes and is being sustained by the county applicant.</li> <li>2. 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.</li> <li>3. Described the intercept points (pre/post booking, mental health court, etc.) and why it is the best choice for the County and target population.</li> <li>4. Provided a complete description of its approach design and proposed implementation.</li> <li>5. 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.</li> <li>6. Provided a realistic implementation plan for the entire project period, indicating goals/objectives, key activities, milestones, and responsible partners including how the services will be sustained once the grant period is completed.</li> <li>7. Described the specific evidence-based or best practices the applicant intends to use to serve one or more clearly defined subsets of the population and what service delivery model will be used to ensure sustainability.</li> <li>8. Provided the required descriptions of: <ul style="list-style-type: none"> <li>✓ The plan to screen potential participants and to conduct tailored, validated needs-based assessments.</li> </ul> </li> </ol>	35

<ul style="list-style-type: none"> <li>✓ 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.</li> <li>✓ How mental health and co-occurring substance abuse treatment services will be made available to participants.</li> <li>✓ How ancillary social services, such as housing placement and vocational training, will be coordinated and accessed.</li> </ul>	
<p><b><u>Capability and Experience</u></b></p> <p>The applicant:</p> <ol style="list-style-type: none"> <li>1. Discussed the capability and experience of the applicant county to undertake the Expansion Grant activities.</li> <li>2. 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.</li> <li>3. Described the resources available for the proposed project (e.g., facilities, equipment).</li> <li>4. Described the project’s collaboration structure and identified the key stakeholders who will be participating in the strategic planning or implementation process.</li> <li>5. Included Letters of Commitment or Memoranda of Agreement that describe how they are going to support this program.</li> </ol>	10
<p><b><u>Evaluation and Sustainability</u></b></p> <p>The applicant:</p> <ol style="list-style-type: none"> <li>1. Sufficiently explained how the project’s effectiveness will be demonstrated.</li> <li>2. Adequately documented their ability to collect and transmit client specific data.</li> <li>3. Detailed how project data will be assessed in the measurement of the impact of proposed efforts to: increase public safety, avert increased spending on criminal justice, and improve the accessibility and effectiveness of treatment services for the target population.</li> <li>4. 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, including actions taken by the county to sustain current efforts.</li> </ol>	30
<p><b><u>Budget</u></b></p> <p>The applicant:</p> <ol style="list-style-type: none"> <li>1. Provided a detailed line-item Budget and Budget Narrative. All costs in the budget are allowable.</li> <li>2. Included the correct percentage of allowable Matching Funds in the budget detail, with accompanying documentation of the sources of match.</li> <li>3. Included the signed Match Commitment Forms.</li> </ol>	10
<b>Total Points</b>	<b>100</b>

## **E. Grant Review Committee Process**

The Grant Review Committee will consist of five (5) individuals one from each of the following agencies: Department of Children and Family Services; Department of Corrections; Department of Juvenile Justice; Department of Elderly Affairs; and the Office of the State Courts Administrator. The Review Committee will meet October 7 and 8 to review and discuss the Expansion Grant applications. The Review Committee will conduct oral interviews at that time if the number of applications does not exceed seven (7). If oral interviews are conducted, the applicants will be limited to one presenter and if needed, an additional two individuals from the applicant county to answer questions. The Review Committee will also take public testimony from non-applicant members of the public at the October 7 and 8. Scores will be assigned on October 7 and 8 after the oral interviews by the Review Committee have been conducted and the Review Committee has participated in a panel discussion about the applications.

## **F. Selection of Awardees**

The Grant Manager will compile the results of the review committee members' scores, and provide the Secretary, or his designee, with the recommended ranking from the evaluators, along with other considerations noted by the Grant Manager on eligibility and budget issues. 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 Department will award 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.

The Department will award grants based on the final selection by the Secretary, or his designee, who will consider the evaluation criteria set forth in this solicitation. No scoring by the Secretary, or his designee, will be required to make the selection and award decision. The scoring and ranking by the Review Committee shall serve as a recommendation only.

The Department 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.

### **G. Notice of Grant Awards**

The Department will issue notice of the final decision of the Secretary or his designee by posting the award notice on the Vendor Bid System. The award notice shall also be provided in writing by US Mail, or email to each applicant.

### **F. Formal Appeals**

The Department will provide for a process for appeals of grant awards resulting from this grant solicitation. Appeals of grant awards resulting from this grant solicitation shall be subject to the procedures described in ss. 120.569 and 120.57(1) or (2), Florida Statutes.

# APPENDICES

## Appendix A

### STRATEGIC PLAN FORMAT

Applicants for Expansion Grants are required to submit an updated 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, how many often the planning group meets, 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

## Appendix B

### 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, of which 10% must be a cash contribution and the balance may be “in kind”. The match may be derived from the county or private sources.

“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 grantee by individuals shall be valued at rates consistent with those ordinarily paid for similar work in the grant recipient's organization. If the grantee 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.

+

## Appendix C

### 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 for the entire 3-year grant period. The budget must also indicate the sources and amounts of matching funds.

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.

<b>Funding Category</b>	<b>Grant Funds Requested</b>	<b>Matching Funds and Other In-Kind Contributions</b>	
		<b>Funding</b>	<b>Source of Funds</b>
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 D**

**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) _____ _____ _____	\$ _____	_____
	<b>TOTAL VALUE</b>	
	\$ _____	

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 E

### STATEMENT OF MANDATORY ASSURANCES

<p><u>Infrastructure</u>: The applicant shall possess equipment and Internet access necessary to participate fully in this solicitation.</p>	<hr/> Initial
<p><u>Site Visits</u>: The applicant will cooperate fully with the Department in coordinating site visits, if desired by the Department.</p>	<hr/> Initial
<p><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.</p>	<hr/> Initial
<p><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).</p>	<hr/> Initial
<p><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.</p>	<hr/> Initial

<p><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.</p>	<p>_____</p> <p>Initial</p>
<p><u>Compliance and Performance:</u> The applicant understands that grant funds in Years 2 and 3 for 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.</p>	<p>_____</p> <p>Initial</p>
<p><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.</p>	<p>_____</p> <p>Initial</p>
<p><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.</p>	<p>_____</p> <p>Initial</p>
<p><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 Department.</p>	<p>_____</p> <p>Initial</p>

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

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date

## Appendix F

### CHECKLIST OF MANDATORY APPLICATION CRITERIA

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

**Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant**

**Cover Page For Expansion Grant**

<b>PROPOSAL INFORMATION</b>					
Project Title:					
County or Counties:					
<b>GRANT POINT OF CONTACT</b>					
Contact Name:					
Department:					
Address Line 1:					
Address Line 2:					
City:		State:		Zip:	
Email:					
Phone:		Fax:			
<b>ADDITIONAL CONTACTS</b>					
Contact Name (if any):					
Organization:					
Address Line 1:					
Address Line 2:					
City:		State:		Zip:	
Email:					
Phone:		Fax:			
<b>FUNDING REQUEST AND MATCHING FUNDS</b>					
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):					
<b>CERTIFYING OFFICIAL</b>					
Certifying Official's Signature					
Certifying Official's Name (printed):					
Title:					
Date:					