

**CRIMINAL JUSTICE, MENTAL HEALTH, AND  
SUBSTANCE ABUSE REINVESTMENT GRANT**

**Request for Applications**

**GRANT # RFA02L04GN1**

**United Nations Standard Products and Services Codes (UNSPSC)**

**93141502, 93131700, 93141503, 85101504, 85101506**

Department of Children and Families

Office of Substance A

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**SECTION 1 INTRODUCTION**

**1.1 STATEMENT OF NEED AND PURPOSE**

The Criminal Justice, Mental Health, and Substance Abuse (CJMHS) Reinvestment Grant Program was created by s. 394.656, F.S., and is housed within the Department of Children and Families (Department). The purpose of this Request for Applications (RFA) is to provide funding under the Reinvestment Grant Program to counties which they may use to plan, implement, or expand initiatives that increase public safety, avert increased spending on criminal and juvenile justice systems, and improve the accessibility and effectiveness of treatment services for adults and juveniles who have a mental illness, substance use disorder, or co-occurring mental health and substance use disorders, and who are in, or at risk of entering, the criminal or juvenile justice systems.

**1.2 MANDATORY QUALIFICATIONS**

1.2.1 Pursuant to s. 394.657, F.S., the Board of County Commissioners must designate a county Public Safety Coordinating Council established under s. 951.087, F.S., to coordinate the implementation of the program. The council shall be composed of representatives from the law enforcement, mental health, and substance abuse agencies in the county. The council shall meet at least quarterly to review the progress of the program and make recommendations to the Board of County Commissioners. The council shall also be responsible for the development and implementation of a county-wide public safety plan. The council shall submit a report to the Board of County Commissioners at least once a year.

**1.3.1.1 Planning Grants**

Grant Maximum: \$100,000 per county. Project Period: 12 months

A consortium of Counties may request \$15,000 for each additional county. For example, if three counties form a consortium, the grant maximum would be \$130,000. If four counties form a consortium, the grant maximum would be \$145,000.

Grant funding must be spent within 12 months from the execution of a Grant Agreement by the Department. Planning grants will not be renewed at the end of the 12-month grant period.

**1.3.1.2 Implementation and Expansion Grants**

Grant Maximum: \$1,200,000 per county. Project Period: 36 months

1.5.1 Adults age 18 or older who have a mental illness, substance use disorder, or co-occurring disorders and who are in, or at risk of entering, the criminal justice system.

1.5.2 Youth age 17 or younger who have a mental illness, substance use disorder, or co-occurring disorders and who are in, or at risk of entering, the juvenile or criminal justice systems.

## 1.6 DEFINITIONS

The following definitions apply to the terms of this solicitation:

### 1.6.1 At-Risk

1.6.1.1 Adults who are “at-risk” of involvement in the criminal justice system have factors associated with possible criminal behavior, including homelessness and other unstable living situations; history of victimization or abuse; significant transitions such as a recent release from jail, re-entry to the community from prison or release from a forensic facility; or a history of involvement in the criminal justice system.

1.6.1.2 Youth who are “at-risk” of involvement in the juvenile justice system have factors associated with possible delinquent behaviors that can lead to involvement in the juvenile justice system, including individual factors, family factors, peer group factors, school-related factors, or community environmental factors.

### 1.6.2 County Planning Council or Committee

As described in s. 394.657 F.S., the council or committee designated by the county, meeting the composition requirements established in s. 394.657(2)(a), F.S.

### 1.6.3 Crisis Intervention Team (CIT)

A first responder model that provides law enforcement-based crisis intervention training for assisting individuals with mental illness including those with co-occurring substance use disorders.

### 1.6.4 Diversion Program

A program that seeks to divert individuals with mental illness, substance use disorders or co-occurring disorders from the criminal or juvenile justice system and links them to community-based services and supports in order to address root causes of criminal behavior through effective intervention.

### 1.6.5 Evidence-Based Programs and Practices (EBP)

A program or intervention that complies with the terms of Managing Entity Program Guidance 1 – Evidence Based Guidelines, available at:

<https://www.myflfamilies.com/service-programs/samh/managing-entities/2019/IncDocs/Guidance%201%20EBP%20Guidlines.pdf>

### 1.6.6 Fiscally Constrained County

A county that is entirely within a rural area of opportunity as designated by the Governor pursuant to s. 288.0656, F.S., or a county for which the value of a mill will raise no more than \$5 million in revenue, based on the taxable value certified pursuant to s. 1011.62(4)(a)1.a. F.S., from the previous July 1, shall be considered a fiscally constrained county (s. 218.67(1), F.S.).

See **Appendix F** for the list of counties that currently meet this designation.

### 1.6.7 Managing Entity

As defined by s. 394.9082(2)(e), F.S.

### 1.6.8 Not-for-Profit Community Provider

A not-for-profit direct service agency providing mental health services and substance abuse prevention and

treatment services as described in Chapter 394, F.S., or Chapter 397, F.S.

**1.6.9 Recovery Oriented Services**

Recovery-oriented services include, but are not limited to, peer recovery coaching, employment assistance, child care, care coordination and housing support. In a recovery-oriented system of care, recovery-oriented

## SECTION 2 SCOPE OF GRANT ACTIVITIES

### 2.1 PROGRAM SPECIFICATIONS

2.1.1 Applicants must propose services designed for either or both Target Populations. If proposing to serve both Target Populations, Applicants must demonstrate the capacity to serve the identified populations simultaneously.

2.1.2 Applicants must propose to implement a service model with a focus on diverting members of the



2.1.7.2.6 Specialized training for criminal justice, juvenile justice and treatment services professionals;

2.1.7.2.7 Service delivery for collateral services such as housing, transitional housing, and supported employment; and

2.1.7.2.8 Reentry services to create or expand mental health and substance abuse services and supports for affected persons.

2.1.7.3 Applicants must demonstrate sufficient information technology capacity for data collection on each individual served through the Reinvestment Grant Program, including intake information and performance outcomes for individuals.

2.1.7.4 The Applicant shall electronically submit all data to the Department as directed by the terms of their Grant Agreement by the 18<sup>th</sup> of each month. The Applicant may delegate this responsibility to a primary behavioral health service provider responsible for treatment services under a sub-award. PAM 155-2 is available at: <http://www.myflfamilies.com/service-programs/substance-abuse/pamphlet-155-2-v12>

2.1.7.5 Applicants must demonstrate capacity for quarterly follow up with individuals for, at minimum, one year after discharge from the Reinvestment Grant Program.

## 2.2 OBJECTIVES, TASKS AND TIMETABLES

2.2.1 Applicants shall propose specific diversion-related objectives, tasks and timetables to be included in the resulting Grant Agreement, subject to the Department's reserved right to change or modify the objectives in the final Grant Agreement.

2.2.2 Applicants must propose objectives, tasks and timetables clearly related to the implementation of specific programs, services, or policies, rather than achievement of outcomes.

### 2.2.3 Planning Grants

#### 2.2.3.1 Objective 1 - Strategic Plan Development

All Planning Grant applications must include an objective to develop and submit a Strategic Plan in accordance with the template provided in **Appendix A**, and must specify the Applicant's approach to:

2.2.3.1.1 Conducting an initial community-wide needs assessment, including clear delineation of the Target Population(s); and

2.2.3.1.2 Conducting quarterly evaluations of the proposed planning activities to determine whether or not milestones are being met.

#### 2.2.3.2 Objective 2 – Stakeholder and Community Collaboration

All Planning Grant applications must include an objective to foster and increase collaboration among key stakeholders in developing a comprehensive Strategic Plan and must specify the Applicant's approach to:

2.2.3.2.1 Involving key agency and community stakeholders, including potential sources of subject matter expertise and funding in planning actions;

2.2.3.2.2 Providing expert consultation and education on specific approaches and their linkage to best known effective mental health and substance abuse treatment practices, diversion strategies, and recovery-oriented services;

2.2.3.2.3 Establishing legally binding agreements to provide and coordinate services; and

2.2.3.2.4 Establishing methodologies for sharing data and information.

### 2.2.3.3 Objective 3 - To be proposed by the Applicant

All Planning Grant applications must propose a minimum of two additional objectives and accompanying services tasks designed to support the primary diversion planning goals of the community. Additional objectives may include:

- 2.2.3.3.1 Workforce development, through additional training, licensure, credentialing, accreditation, etc.;
- 2.2.3.3.2 Increased implementation of evidence-based and best practices in mental health and substance abuse treatment services for the Target Population, stating the specific practices and tools to be used;
- 2.2.3.3.3 Adapting existing service capacity and models to better address unique recovery-oriented needs of the Target Population;
- 2.2.3.3.4 Identifying and mitigating existing policy, legal, social and other barriers within the county; or
- 2.2.3.3.5 Improving performance measurement outcomes and quality assurance initiatives.

## 2.2.4 Implementation and Expansion Grants

### 2.2.4.1 Objective 1 – Establish or Expand Diversion Programs

All Implementation and Expansion Grant applications must propose objectives, tasks and timetables designed to establish or expand client service programs which are designed to increase public safety, avert increased spending on criminal justice, and improve the accessibility and effectiveness of treatment services for the Target Population within three months of execution of a final Grant Agreement. Applicants must detail their approach to:

- 2.2.4.1.1 Establishing legally binding agreements with all participating entities to establish programs and diversion initiatives for the Target Population;
- 2.2.4.1.2 Providing an information system to track persons served during their involvement with the Reinvestment Grant Program and for at least one year after discharge, including but not limited to, arrests, receipt of benefits, employment, and stable housing; and
- 2.2.4.1.3 Implementing strategies that support the Applicant's strategic plan for diverting the Target Population from the criminal or juvenile justice systems.

### 2.2.4.2 Objective 2 – Collaboration

All Implementation and Expansion Grant Applications must propose objectives, tasks and timetables designed to create and encourage collaboration among stakeholders in implementing the Strategic Plan and providing ongoing oversight and quality improvement activities. Applicants must detail their approach to:

- 2.2.4.2.1 Participating in regular Planning Council or Committee meetings;
- 2.2.4.2.2 Assessing project progress of the project based on established timelines and review attainment of goals;
- 2.2.4.2.3 Data sharing;
- 2.2.4.2.4 Coordination with Managing Entities; and
- 2.2.4.2.5 Making necessary adjustments to implementation activities, as needed.

### **2.2.4.3 Objective 3 - To be proposed by the Applicant**

All Implementation and Expansion Grant applications must propose a minimum of one additional objective and accompanying services tasks designed to support the primary diversion planning goals of the community. Additional objectives may include:

2.2.4.3.1 Workforce development, through additional training, licensure, credentialing, accreditation, etc.;

2.2.4.3.2 Increased implementation of evidence-based and best practices in mental health and substance abuse treatment services for the Target Population, stating the specific practices and tools to be used;

2.2.4.3.3 Adapting existing service capacity and models to better address unique recovery-oriented needs of the Target Population;

2.2.4.3.4 Identifying and mitigating existing policy, legal, social and other barriers within the county; or

2.2.4.3.5 Improving performance measurement outcomes and quality assurance initiatives.

## **2.3 SUSTAINABILITY**

Grant awards resulting from this RFA will not be renewable after the end of the grant funding period. While Applicants are not expressly precluded from responding to any future RFAs, the Department strongly encourages Applicants to propose strategies to promote service sustainability at a le

## 2.4.2 Implementation and Expansion Grants

The following performance measures will be included in the Grant Agreement between the Department and Applicants for Implementation and Expansion Grants. The Department reserves the right to change or modify the performance measures in the final Grant Agreement.

The Department reserves the right to adjust the percentages or target number for subsequent years of the Reinvestment Grant Program based on a review of the previous year's performance.

The final Grant Agreement shall include at least one additional performance measure proposed by the Applicant specific to the Target Population.

The following performance measures apply to all persons served within the scope of the Applicant's Reinvestment Grant Program.

2.4.2.1 Percent who are arrested or rearrested while receiving services.

2.4.2.2 Percent who are arrested or rearrested within one year following their ending date for Program services.

2.4.2.3 Percent who do not reside in a stable housing environment on their start date who reside in a stable housing environment within 90 days of their start date.

2.4.2.4 Percent who reside in a stable housing environment one year following their Program end date.

2.4.2.5 Percent not employed at their Program start date who are employed full or part time within 180 days of their Program start date.

2.4.2.6 Percent employed full or part time one year following their Program end date.

2.4.2.7 Percent assisted by the Applicant in applying for social security or other benefits for which they may be eligible but were not receiving at their Program start date.

2.4.2.8 Percent diverted from a State Mental Health Treatment Facility.

## 2.5 DELIVERABLES

The Department reserves the right to change or modify the deliverables in the final Grant Agreement.

### 2.5.1 Service Units

A unit of service is equal to one quarter of services and activities, to be reported to the Department using the Quarterly Program Status Report outlined in **Section 2.6.1**.

#### 2.5.1.1 Planning Grants

The following service targets will be incorporated into the final Grant Agreement to be achieved over the life of the Grant Agreement and reported as part of the Quarterly Program Status Report:

2.5.1.1.1 Progress towards conducting a current needs assessment.

2.5.1.2.1 A negotiated number of persons served in the Applicant's Program. Depending

### 2.6.5 Reporting Schedule

Reports shall be submitted in accordance with the following schedule:

**Table 1. Reporting Schedule**

Report Name	Due Date	DCF Address to Receive Reports
Program Status Report	15 <sup>th</sup> day of the month following the quarter of services and activities	Department of Children & Families Substance Abuse & Mental Health 1317 Winwoewental Health

SECTION 3 GRANT SOLICITATION AND EVALUATION PROCESSES

### **3.4 MANDATORY NOTICE OF INTENT TO SUBMIT AN APPLICATION**

Anyone interested in submitting an application in response to this RFA is required to complete and submit **Appendix L – Notice of Intent to Submit an Application** to the Procurement Manager specified in **Section 3.1**, by the date and time specified in **Section 3.3**.

Where a county is designating another entity to submit an application on their behalf, either the county or the designated entity may submit the required Notice of Intent to Submit an Application.

### **3.5**





community concern. If the Applicant is a consortium of counties, describe the geographic region to be covered.

**3.8.5.2** The application must provide an analysis of the current population of the jail or juvenile detention center in the county or region, including:

**3.8.5.2.1** A description of the screening and assessment process used to identify the Target Population(s);

**3.8.5.2.2** The percentage of persons admitted to the jail or juvenile detention center that represents people who have a mental illness, substance use disorder, or co-occurring disorders;

**3.8.5.2.3** An analysis of observed contributing factors that affect population trends in the county jail or juvenile detention center; and

**3.8.5.2.4** Data and descriptive narrative delineating the specific factors that put the Target Population at-risk of entering or re-entering the criminal or juvenile justice systems.

**3.8.5.3 Implementation and Expansion Applicants Only**

The application must include a concise analysis of the Target Population, including:

**3.8.5.3.1** A projected number of the broader category of persons served in any capacity; and

**3.8.5.3.2** A projected number of any subset of persons served during their involvement in the Applicant's program, as detailed in **Section 2.5.1.2.1**.

This analysis must demonstrate how the identified needs are consistent with the priorities of the Strategic Plan.

**3.8.6 Tab 6: Project Design and Implementation**

**3.8.6.1** For both Planning Grants and Implementation and Expansion Grants, the application must include a description of the planning council or committee, including:

**3.8.6.1.1** A description of the composition of the planning council or committee, including the role of each member as stakeholder, consumer, etc. demonstrating compliance with s. 394.657(2)(a), F.S. If the Council does not currently meet the statutory requirements, provide a detailed explanation of how and when the Council intends to rectify the deficiency; and

**3.8.6.1.2** An outline of the Planning council's activities, including the frequency of meetings for the previous 12 months and future scheduling of meetings.

**3.8.6.2 Planning Grants Only (Limited to 20 pages)**

The application must include a description and timeline for the proposed planning activities and expected milestones, including:

**3.8.6.2.1** The manner in which a needs assessment will be conducted;

**3.8.6.2.2** The proposed methodology to identify, coordinate, and share funding and related resources, and recommended organizational or structural changes;

**3.8.6.2.3** The proposed strategy for project design and implementation; and

**3.8.6.2.4** The proposed strategy for coordination, communication and data sharing.

3.8.6.3 Implementation and Expansion Grants Only (Limited to 35 pages)  
3.8.6.3.1

3.8.6.3.3.5 Specialized diversion programs;

3.8.6.3.3.6 Intensified transition services that are directed to the designated populations while they are in jail or juvenile detention to facilitate their transition to the community;

3.8.6.3.3.7 Specialized probation processes;

3.8.6.3.3.8 Day-reporting centers;

3.8.6.3.3.9 Linkages to community-based, evidence-based treatment programs for the served Target Population; and

3.8.6.3.3.10 Community services and programs designed to prevent high-risk populations from becoming involved in the criminal or juvenile justice system.

#### **3.8.6.4 Performance Measures**

Applications must include a description of the manner in which grant activities will be monitored to determine achievement of performance measures specified in **Section 2.4**, including:

3.8.6.4.1 A description of the process for collecting performance measurement data, and any other state or local outcome data to measure project effectiveness;

3.8.6.4.2 Proposed targets and methodologies to address the measures specified in **Section 2.4.1**, for Planning Grants, and **Section 2.4.2**, for Implementation and Expansion Grants; and.

3.8.6.4.3 At least one additional proposed performance measure unique to the tasks outlined in the application, including proposed targets and methodologies.

#### **3.8.6.5 Capability and Experience**

For both Planning and Implementation and Expansion Grants, the application must include a description of the Applicant's capability and experience in providing similar services, including:

3.8.6.5.1 Capability and experience of the Applicant and other participating organizations, including law enforcement agencies, to meet the objectives detailed in this RFA;

3.8.6.5.2 Availability of resources for the proposed project;

3.8.6.5.3 Anticipated role of advocates, peer specialists, family members, and responsible partners; and

3.8.6.5.4 Proposed staff, including Project Director, key personnel, and subcontractors

recidivism and access to services and supports for the Target Population(s). If using an external evaluator, identify the individual or entity conducting the evaluation.

**3.8.6.6.2 Additional Evaluation Requirements - Implementation and Expansion Grants Only**

The application must include an estimation of the effect of the proposed project on the Target Population related to the budget of the jail and juvenile detention center, including:

**3.8.6.6.2.1** An estimate of how the proposed initiative will reduce the expenditures associated with the incarceration of the Target Population;

**3.8.6.6.2.2**

## **SECTION 4 APPLICATION REVIEW CRITERIA AND METHODOLOGY**

### **4.1 REVIEW METHODOLOGY**

All responsive applications will be reviewed and scored based on the written application, according to the criteria described in **Section 4.3**. The Grant Review Committee will review and score each application. For each responsive application, the scores from each of the reviewers will be totaled and averaged to determine the rank in order of overall average score from highest to lowest for each type of grant. Recommendations for awards will be made in order of rank.

In the event an Applicant is a member of an association or organization represented on the Grant Review Committee as described in **Section 4.4**, the scores of the association or organization's representative will not be included in the total average score for any application.

### **4.2 MANDATORY CRITERIA AND CORRECTION**

Applications received at the location and by the date and time specified in the schedule of events specified in **Section 3.3** will be reviewed to determine whether the applications are substantially complete and meets the mandatory criteria specified in **Appendix J**.

**In the event more than one application is received on behalf of a county, only the application containing the letter certified by the County Planning Council or Committee specified in Section 1.2.3 will be eligible for review.**

**Any application submitted on behalf of a county NOT containing the letter certified by the County Planning Council or Committee specified in Section 1.2.3 will NOT be eligible for review.**

The minimum programmatic score to be eligible for an Implementation or Expansion Grant award recommendation is 298 points.

The minimum programmatic score to be eligible for a Planning Grant award recommendation is 147 points.

#### **4.4 GRANT REVIEW COMMITTEE**

Applications will be evaluated by eligible participating representatives of the Grant Review Committee established in s. 394.656(2), F.S.

#### **4.5 SELECTION OF APPLICANTS FOR AWARD**

The Procurement Manager will provide to the Secretary, or designee, a ranking of applications, as scored by the Grant Review Committee. Ranking shall be in the order of highest score to the lowest score based on the allowable points set forth in **Section 4.3**.

The Department will award grants based on the final selection by the Secretary, or designee. No scoring by the Secretary, or designee, will be required to make the selection and award decision. The scoring and ranking by the Grant Review Committee shall serve as a recommendation only. The Department reserves the right to increase the grant award amount if funding is available or if the Secretary, or designee, does not deem a sufficient number of Applicants eligible for award.

#### **4.6 DEPARTMENT'S RESERVED RIGHTS**

The Department reserves the right to:

- 4.6.1 Reject any or all applications received with respect to this RFA;
- 4.6.2 Withdraw the RFA;
- 4.6.3 Waive or modify minor irregularities in applications received after prior notification and concurrence of the Applicant;
- 4.6.4 Request additional information from an Applicant as deemed necessary to more fully evaluate its proposal;
- 4.6.5 Revise the budget or scope of services after award;
- 4.6.6 Reject the scoring of any Grant Review Committee member for violation of the guidelines provided for the review of applications;
- 4.6.7 Make all final decisions with respect to the amount of funding awarded to an applicant; and
- 4.6.8 Make all final decisions with respect to deliverables.

#### **4.7 NOTICE OF GRANT AWARD**

The Department will issue notice of the final decision of the Secretary or his designee by posting the Notice of Award on the Vendor Bid System.

#### **4.8 CHALLENGING A DEPARTMENT DECISION**

This is a Department decision. Per s. 120.569, F.S., and s. 120.57, F.S., an Applicant may challenge the decision by written petition for administrative hearing. The petition must be received by the Department by 5:00 PM, not later than 21 calendar days after the posting of the decision at the following address, or all rights to a hearing are waived:

Department of Children and Families  
Attn: Agency Clerk  
1317 W finh.e itse t

## APPENDIX A – STRATEGIC PLAN FORMAT

### Planning Grants

Applicants must adhere closely to the following Strategic Plan format to document the accomplishment of Objective 1 within 12 months of execution of the Grant Agreement.

### Implementation and Expansion Grants

Applicants must submit a Strategic Plan for the Target Population or the document produced as a result of Sequential Intercept Mapping adopted by the County Planning Council or Committee as an attachment to the grant application.

### Strategic Plan Format

#### Cover Page

The Cover Page must provide all the information detailed below, providing basic information regarding the development and rationalization for the Strategic Plan:

**Statement of the Problem or Critical Issues** - 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.

**Regional Partnership Strategic Planning Process and Participants** - how planning occurred, strategic alliances, plans for leveraging funds and other resources, etc.

**Vision** - a picture of the future you seek to create, described in the present tense

**Mission Statement** - concise statement of what are you here to do together

**Values** - collective, fundamental beliefs that drive the initiative

**Service Model(s)** – outline the model(s) to be utilized in addressing the Target Population

#### Goals, Objectives & Tasks

The Strategic Plan must provide all the information in the tables on the following page, providing specific details related to the goals, objectives, and specific tasks to be completed. Tables and rows should be added as appropriate.



APPENDIX A continued

Goal #1: *(broad statement of the intended outcome)*

Objective #1:	<i>(supports the goal and how the goal will be accomplished)</i>			
	Task	Performance Measure	Lead Person or Organization	Projected Completion Date

## 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:

**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 and 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. <https://csgjusticecenter.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 findings, and using the best available knowledge to guide practice and policy. <http://www.ncmhji.com/>

**GAINS Center** - The GAINS Center is funded by SAMHSA and focuses on expanding access to services for people with mental or substance use disorders who come into contact with the justice system. This Center provides many free publications on 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://www.samhsa.gov/gains-center>

**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 (FMHI). 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 works closely with the GAINS Center, the Council of State Governments' Criminal Justice Mental Health Consensus Project, and other subject



## APPENDIX C – COVER PAGE FOR GRANT APPLICATION

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

PROPOSAL INFORMATION	
Type of Grant:	Planning Grant <input type="checkbox"/> Implementation and Expansion Grant <input type="checkbox"/>
Project Title:	
County(ies):	
Preferred Project Start Date:	
APPLICANT INFORMATION	
Type of Applicant	County Government <input type="checkbox"/> Consortium of County Governments <input type="checkbox"/> Managing Entity <input type="checkbox"/> NFP Community Provider <input type="checkbox"/> Law Enforcement Agency <input type="checkbox"/>
Applicant Organization Name:	
Contact Name & Title:	
Street Address	
City, State and Zip Code:	
Email:	
Phone:	
ADDITIONAL CONTACT	
Participating Organization Name:	
Contact Name & Title:	
Street Address	
City, State and Zip Code:	
Email:	
Phone:	
FUNDING REQUEST AND MATCHING FUNDS	

Total Amount of Grant Funds Reque

## APPENDIX D – STATEMENT OF MANDATORY ASSURANCES

		<u>Initial</u>
A.	<b><u>Infrastructure:</u></b> The Applicant shall possess equipment and Internet access necessary to participate fully in this solicitation.	
B.	<b><u>Site Visits:</u></b> The Applicant will cooperate fully with the Department in coordinating site visits, if desired by the Department.	
C.	<b><u>Non-discrimination:</u></b> 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 on 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 (EEO) must meet the requirements of 28 CFR 42.301.	
D.	<b><u>Lobbying:</u></b> 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).	

## APPENDIX E – MATCHING FUNDS

Applicant match is the 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 requested grant amount. The match may be derived from the county or private sources. Both “cash” contributions (provided directly by the Applicant) and “in-kind” contributions (from the Applicant or a third party) may be utilized to satisfy the match requirement. A cash match is not required.

For fiscally constrained counties, and a consortium of fiscally constrained counties, the available match resources must be at least 50% of the total amount of the grant all of which may be in-kind. See **Appendix F** for a list of fiscally constrained counties.

“In-kind” means 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 Applicant. Neither the actual cost nor the value of third-party in-kind contributions may count towards satisfying a matching requirement of the CJMHSA 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 (Appendix H)** 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 (Appendix I)** 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 grantee by individuals shall be valued at rates consistent with those ordinarily paid for similar work in the grantee’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,

**Criteria for Allowable and Unallowable Match**

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

Allowable costs supported by the county and non-state or non-federal grants incurred by the county during the effective period of the contract;

Funds from partnering organizations or units of government;

The value of third-party funds and in-kind contributions applicable to the matching requirement period.

The value of volunteer services up to and including 10% of the total budget.

Costs supported by fees and program income.

**2) Unallowable for Matching.**

Costs paid for by another state or federal contract or grant except as provided by State or Federal statute.

Costs or third-party funds and in-kind contributions that are used to satisfy a matching requirement of another State contract or Federal grant.

Income from sale of printed material, food, and books purchased with State funds.

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**APPENDIX F – LIST OF FISCALLY-CONSTRAINED FLORIDA COUNTIES**

Each county that is entirely within a rural area of critical economic concern as designated by the Governor pursuant to s. 288.0656, F.S., or each county for which the value of a mill will raise no more than \$5 million in revenue, based on the taxable value certified pursuant to s. 1011.62(4)(a)1.a., F.S. from the previous July 1, shall be considered a



## APPENDIX G – BUDGET INSTRUCTIONS

The application must include both a **Line-Item Budget** and a **Budget Narrative**. Implementation and Expansion grants must include a proposed budget for each project year.

### **Line-Item Budget**

The line-item budget must show a summary of the total proposed project costs (**Table A**) and the proposed cost for each subcontracted service provider (**Table B**). Applicants may copy the tables into an Excel format. Each table should be provided on a separate tab. Applicants may attach additional workpapers providing additional details.

### **Budget Narrative**

The budget narrative must provide details regarding each proposed cost, sufficient to determine the allowability, reasonableness and necessity of each proposed cost.

**Personnel:** Provide the title, salary and level of effort (percent of FTE) for each position. Implementation grants may reflect a cost of living increase commensurate with County practices over the 3-year grant period.

**Fringe Benefits:** Provide the fringe benefit rate (fixed percentage of total personnel) which may include any combination of social security, health insurance, retirement, or worker's compensation. If the fringe benefit rate varies by position, list each position and the associated rate.

**Equipment:** Purchase of equipment is dependent upon program design and requires appropriate justification. Equipment must be of a durable nature with an expected service life of more than one year. Provide a list of each item of equipment to be purchased and the specific dollar amount for each item, including installation, insurance, freight and accessories.

**Staff Travel:** Provide the proposed expenses for project staff for the purpose of supporting grant activities, as described in the application. Specify the unit (mileage, etc.) and the total number of units anticipated for each project year. The maximum rate for mileage is \$.445/mile. Rates may not exceed the maximum rates established by the Department of Children and Families or those established in section 112.061, F.S.

**Supplies:** Provide a list of items and associated cost of all consumable or expendable items that are used routinely or that have an expected life of one year or less.

**Building Occupancy:**

Table A: Line Item Budget Applicant			
	Grant Funds Requested	Matching Funds and Other In-Kind Contributions	
		Funding	Source of Funds
Salaries:			
Fringe Benefits:			
Equipment			
Staff Travel:			
Supplies:			
Building Occupancy:			
Consultant Services:			
Consultant Travel:			
Consultant Supplies:			
Subcontracted Services: (Total ALL subcontract services)			
Other (specify):			
Administrative Cost:			

**Total:**

**APPENDIX H – COMMITMENT OF MATCH DONATION FORMS  
(FOR THE ENTIRE GRANT PERIOD)**

TO: (name of county) \_\_\_\_\_

FROM: (donor name) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

The following \_\_\_ space, \_\_\_ equipment, \_\_\_ goods or supplies, and \_\_\_ services, are donated to the County \_\_\_\_\_ permanently (title passes to the County) \_\_\_\_\_ temporarily (title is retained by the donor), for the period \_\_\_\_\_ to \_\_\_\_\_.

**Description and Basis for Valuation (See next page)**

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

The above donation is not current-6.(t).0 -1.62.64 3110.98 t

**Appendix H (cont.)**  
**BASIS OF VALUATION**

**Building/Space**

1. Donor retains title:
  - a. Fair commercial rental value - Substantiated in provider's records by written confirmation(s) of fair commercial 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 \_\_\_\_\_

**Appendix I - MATCH SUMMARY**  
**(for the entire grant period)**

Date - \_\_\_\_\_

County - \_\_\_\_\_

Type of Grant - \_\_\_\_\_

Match Requirement Percentage - \_\_\_\_\_

Total Match Required for the Grant \$ \_\_\_\_\_

**Match Committed:**

Cash	\$ _____
In-Kind	\$ _____
Total	\$ <u>_____</u>

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared By \_\_\_\_\_

Approved By \_\_\_\_\_

### Appendix J - CHECKLIST OF MANDATORY APPLICATION CRITERIA

Mandatory Criteria Checklist for: RFA02L04GN1 - CJMHSA Reinvestment Grant Program

Print Applicant's Name:	County(ies):
Print Name of Department Reviewer (Procurement Manager):	
Signature of Department Reviewer:	Date:
Print Name of Department Witness:	
Signature of Department Witness:	Date:

Was the application received by the date and time specified in the RFA and at the specified address?  YES/Pass  NO/Fail

Does the Application include the following?		Yes Pass	No Fail
1.	<b>Tab 1: Cover Page</b> Completed form, including requested funding and match funds, signed/dated	<input type="checkbox"/>	<input type="checkbox"/>
2.	<b>Tab 1: County Designation Letter, if applicable</b> For Applicant's submitting on behalf of a county	<input type="checkbox"/>	<input type="checkbox"/>
3.	<b>Tab 3: Statement of Mandatory Assurances</b>		
	a. Infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
	b. Site Visits	<input type="checkbox"/>	<input type="checkbox"/>
	c. Non-discrimination	<input type="checkbox"/>	<input type="checkbox"/>
	d. Lobbying	<input type="checkbox"/>	<input type="checkbox"/>
	e. Drug-Free Workplace Requirements	<input type="checkbox"/>	<input type="checkbox"/>
	f. Smoke-Free Workplace Requirements	<input type="checkbox"/>	<input type="checkbox"/>
	g. Compliance and Performance	<input type="checkbox"/>	<input type="checkbox"/>
	h. Certifications of Non-supplanting	<input type="checkbox"/>	<input type="checkbox"/>
	i. Submission of Data	<input type="checkbox"/>	<input type="checkbox"/>
	j. Submission of Reports	<input type="checkbox"/>	<input type="checkbox"/>

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4.

APPENDIX K - CJMHTSA REINVESTMENT GRANT PLANNING COUNCIL OR COMMITTEE

PLEASE PRINT

---

STATE ATTORNEY OR DESIGNEE

---

PUBLIC DEFENDER OR DESIGNEE

---

COUNTY COURT JUDGE

---

CIRCUIT COURT JUDGE

---

LOCAL COURT ADMINISTRATOR OR  
DESIGNEE

---

STATE PROBATION CIRCUIT  
ADMINISTRATOR OR DESIGNEE

---

COUNTY COMMISSION CHAIR

---

COUNTY DIRECTOR OF PROBATION

---

SHERIFF OR DESIGNEE

---

POLICE CHIEF OR DESIGNEE

---

AREA HOMELESS OR SUPPORTIVE  
HOUSING PROGRAM REPRESENTATIVE

---

CHIEF CORRECTIONAL OFFICER

---

DJJ - DIRECTOR OF DETENTION  
FACILITY OR DESIGNEE

---

DJJ – CHIEF OF PROBATION OFFICER OR  
DESIGNEE

---

DCF - SUBSTANCE ABUSE AND  
MENTAL HEALTH PROGRAM OFFICE  
REPRESENTATIVE

---

PRIMARY CONSUMER OF MENTAL  
HEALTH SERVICES

---

COMMUNITY MENTAL HEALTH  
AGENCY DIRECTOR OR DESIGNEE

---

LOCAL SUBSTANCE ABUSE TREATMENT  
DIRECTOR OR DESIGNEE

---

PRIMARY CONSUMER OF  
COMMUNITY-BASED TREATMENT  
FAMILY MEMBER

---

PRIMARY CONSUMER OF SUBSTANCE  
ABUSE SERVICES

