



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

Request for Applications

GRANT # RFA112818HSET1

United Nations Standard Products and Services Codes (UNSPSC)

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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. 951.26, F.S., or the Board must designate another criminal or juvenile justice mental health and substance abuse council or committee as the planning council or committee for the Reinvestment Grant Program. The designated County Planning 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 Reinvestment Grant Program may best be implemented within a community.

1.2.2 Pursuant to s. 394.656, F.S., in conjunction with Executive Order 18-81, the following entities are eligible to apply for a 1-year Planning Grant or a 3-year Implementation or Expansion Grant:

1.2.2.1 A Florida county government;

1.2.2.2 A Consortium of Florida county governments with a clearly designated lead county;

1.2.2.3 A Not-for-Profit Community Provider designated by the County Planning Council or Committee;

1.2.2.4 A Managing Entity (ME) designated by the County Planning Council or Committee; or

1.2.2.5 A Sheriff or Local Law Enforcement Agency designated by the County Planning Council or Committee.

1.2.3 With the application, any entity designated by the County Planning Council or Committee must submit a letter certified by the County Planning Council or Committee designating the entity to apply for the RFA on behalf of the county.

1.2.4 A County Planning Council or Committee may designate only one entity per county to apply for a grant in response to this RFA.

1.2.5 Counties forming a consortium may use a regional Public Safety Coordinating Council or another county-designated regional criminal or juvenile justice mental health and substance abuse planning council or committee for the geographic area represented by the member counties.

1.2.6 If a council or committee other than the Public Safety Coordinating Council is used for this purpose, its membership must include all persons identified in s. 394.657(2)(a), F.S.

See **Appendix K**, Planning Council or Committee Form.

### 1.3 FUNDING AND PROJECT PERIOD

1.3.1 This solicitation offers funding for two types of grants: Planning Grants, and Implementation and Expansion Grants. Applicants may seek only one type of grant in response to this RFA.

**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

The maximum allowable grant award per county is \$400,000.00 per year for a total of \$1,200,000 for the 36-month period. Counties forming a consortium may request \$100,000 for each additional county, per fiscal year. For example, if three counties form a consortium, the grant maximum would be \$600,000 per fiscal year. If four counties form a consortium, the grant maximum would be \$700,000 per fiscal year.

Grant funding must be spent within 36 months from the execution of a Grant Agreement by the

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

**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 services are offered in conjunction with a menu of traditional treatment services.

**1.6.10 Reinvestment Grant Program**

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

**1.6.11 Sequential Intercept Mapping**

A strategic planning process and plan for reviewing a local community's mental health, substance abuse, criminal justice, and related systems and identifying six points of interceptions where interventions may be implemented to prevent an individual with a mental illness or substance use disorder from entering further into the criminal justice system.

**1.6.12 Strategic Plan**

A document that is the result of a formal systemic

## 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 Target Population from arrest, prosecution, or incarceration to treatment and support services. An Applicant must justify proposed adaptations or modifications to a model if such are necessary to meet the unique needs of the Target Population or otherwise increase the likelihood of achieving positive outcomes.

See **Appendix B** for additional guidance for incorporating EBPs.

2.1.3 Applicants are encouraged to use the Sequential Intercept Model, published by the GAINS Center at <http://www.samhsa.gov/gains-center> as a framework for identifying effective intervention strategies and points of interception at which interventions can be implemented.

2.1.4 Applicants must coordinate Planning Grant and Implementation and Expansion Grant services and activities with the Managing Entity responsible for the coordinated system of care in the Applicant's location.

2.1.5 Applicants must demonstrate collaborative efforts between criminal justice and behavioral healthcare systems as well as the involvement of all relevant stakeholders. Applicants are encouraged to adopt interventions designed to s(tia)-4(l).o to s(ti5ht6 Tc.2808pp)-s(tito i5ht6 Tcpeti)-4.5TD.00Tw3ivndn7 an4TD.04.2(1.5(e)-o)1.8(-4.4



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

**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

**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

## 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 who consent to treatment 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.

2.5.1.1.2 Progress towards establishing legally binding agreements with key stakeholders.

2.5.1.1.3 Progress toward submission of the final Strategic Plan.

#### 2.5.1.2 Implementation and Expansion Grants

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

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

2.6.5

## SECTION 3 GRANT SOLICITATION AND EVALUATION PROCESSES

### 3.1 CONTACT PERSON

This RFA is issued by the Florida Department of Children and Families. Questions about this RFA must be submitted in writing to: [Michele.staffieri@myflfamilies.com](mailto:Michele.staffieri@myflfamilies.com)

### 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 OBTAINING A COPY OF THE REQUEST FOR APPLICATIONS

Interested parties may obtain a copy of the RFA from the following website: [http://vbs.dms.state.fl.us/vbs/main\\_menu](http://vbs.dms.state.fl.us/vbs/main_menu)

### 3.6 DIRECTIONS FOR SUBMITTING AN APPLICATION

Applications not meeting the specifications below will be deemed nonresponsive and will not be eligible for evaluation or grant award.

**3.6.1** Applications must be submitted in accordance with **Table 2: Schedule of Events and Deadlines**. *Applications not received at the specified place or by the specified date and time will be rejected and returned to the Applicant.*

**3.6.2** Applications must contain all of the items listed in **Section 3.7**, as determined during the first stage of evaluation detailed in **Section 4.2**. *Applications not containing the items listed will be deemed nonresponsive and will not be eligible for the second stage of evaluation.*

#### 3.6.3 Number of Copies Required and Format for Submittal

Applications must contain all of the copies listed below:

**3.6.3.1** One original hard copy application in response to this RFA, which must contain an original signature of an official authorized to bind the Applicant to the response; and

**3.6.3.2** One electronic copy of the application in PDF format on non-rewritable CD-ROM or flash drive. The software used to produce the electronic file must be Adobe portable document format (“pdf”), version 6.0 or higher. The Department must be able to be open and view the reply utilizing Adobe Acrobat, version 9.0. The electronic copy must be identical to the original application submitted, including the format, sequence and section headings identified in this RFA. The electronic media must be clearly labeled in the same manner as the original application. The original application shall take precedence over the electronic version of the application in the event of any discrepancy. If a discrepancy is found between the hard copy application and the electronic version, the Department reserves the right, at its sole discretion, to reject the entire application.

**3.6.4** Applicants may choose, and shall be responsible for, the method of delivery to the Department, except that facsimiles or electronic transmissions will not be accepted at any time.

**3.6.5** Clearly mark all packages – **“APPLICATION FOR CRIMINAL JUSTICE, MENTAL HEALTH & SUBSTANCE ABUSE REINVESTMENT GRANT PROGRAM RFA112818HSET1** and mail to:

Florida Department of Children and Families  
Office of Substance Abuse and Mental Health  
Attn: Michele Staffieri, Procurement Manager



### 3.7 APPLICATION FORMATTING INSTRUCTIONS

Applications must be formatted in accordance with the following:

- 3.7.1 Typed, single-spaced, in black ink, Arial font size 12;
- 3.7.2 8-1/2" x 11" paper, one column per page, single sided, with one inch margins on all sides;
- 3.7.3 Pages numbered on the bottom right hand corner, beginning with the cover page;
- 3.7.4 Secured in a three-ring binder, clearly labeled on the front and spine identifying the name of the proposal and the name of the Applicant;
- 3.7.5 Table of contents clearly showing the order of the material and associated page numbers; and
- 3.7.6 Tabs identifying each of the required sections.

### 3.8 APPLICATION COMPONENTS

#### 3.8.1 Tab 1: Cover Page & Certified Designation Letter

##### 3.8.1.1 Cover Page

The application must include a completed Cover Page, **Appendix C**, detailing the total amount of the requested grant by state fiscal year and total, indication of the type of grant sought, the point of contact, and the signature of a duly authorized county official.

##### 3.8.1.2 Certified Designation Letter

If a county has designated another entity to apply on their behalf, the application must include a letter certified by the county planning council or committee designating the not-for-profit community provider or managing entity to apply for the RFA on their behalf.

If a consortium of counties has designated another entity to apply on their behalf, the application must include a letter certified from each county planning council or committee designating the not-for-profit community prov6( o)-.0008 Tc.om toa.7( th)-3.8(JTJ18.4nt)-8(ity ti1.7(e)-y9(p)-p.7( thp1(n)-3.8(he )-R)-4.9(F)-FA)-1

#### 3.8.1

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

**3.8.5.2**

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

**3.8.6.3.1** The application must include a copy of the existing Strategic Plan, which must include at minimum, all the elements specified in **Appendix A** and a description of the Strategic Plan, including progress toward implementing the plan or SIM, when the plan or Sequential Intercept Mapping was last reviewed or updated for the Target Population, and any challenges or barriers toward implementation.

**3.8.6.3.2** The application must include a description of the project design and implementation, including:

**3.8.6.3.2.1** Project goals, strategies, milestones, and key activities toward meeting the objectives specified in **Section 2.2**. Applicants must include at least one objective in addition to those specified in **Section 2.2** and may propose tasks in addition to those specified in the RFA;

**3.8.6.3.2.2** Organization and key stakeholder responsible for each task or key activity necessary to accomplish the objectives;

**3.8.6.3.2.3** How the planning council or committee will participate and remain involved in implementation or expansion on an ongoing basis; and

**3.8.6.3.2.4** How the agencies and organizations involved will communicate throughout the lifetime of the project, detailing the frequency of planned meetings, and the decision-making process to ensure successful implementation.

**3.8.6.3.2.5** The plan to screen potential participants and conduct tailored, validated needs-based assessments. Include the criteria to be used, specific screening tool(s) and validity specific to the Target Population. If specific tool(s) have not yet been selected, describe the process by which tool(s) will be selected;

**3.8.6.3.2.6** How the proposed design will facilitate care coordination to increase access to behavioral health treatment and support services and ancillary social services (i.e., housing, primary care; benefits, etc.);

**3.8.6.3.2.7** How law enforcement will assess their current process at intercept points, capacity, and how they intend to implement or expand diversion initiatives (e.g., processes, training, etc.); and

**3.8.6.3.2.8** If the Applicant is a consortium of counties, describe the collaboration and the relationship between the partner counties.

**3.8.6.3.3** The application must include a description of the strategies an Applicant intends to use to serve the Target Population, including a description of the services and supervision methods to be applied and the goals and measurable objectives of the new interventions. Interventions may include, but are not limited to:

**3.8.6.3.3.1** Specialized responses by law enforcement agencies;

**3.8.6.3.3.2** Centralized receiving facilities or systems for individuals evidencing behavioral difficulties;

**3.8.6.3.3.3** Post-booking alternatives to incarceration;

**3.8.6.3.3.4** New court programs, including pretrial services and specialized dockets;

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**

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** The proposed methodology to measure the defined outcomes and the corresponding savings or averted costs

An estimate of how the cost savings or averted costs will sustain or expand the mental health, substance abuse, co-occurring disorder treatment services and supports needed in the community; and

**3.8.6.6.2.3** How the proposed initiative will reduce the number of individuals judicially committed to a state mental health treatment facility.

#### **3.8.6.6.3 Sustainability**

For both Planning and Implementation and Expansion Grants, the application must address sustainability of the project. Describe the proposed strategies to preserve and enhance the community mental health and substance abuse systems. Describe how sustainability methods will be used and evaluated, including how collaborative partnerships and funding will be leveraged to build long-term support and resources to sustain the project when the state grant ends.

#### **3.8.7 Tab 7: Project Timeline**

The application must include a realistic and detailed timeline for each funding year proposed, indicating goals, objectives, key activities, milestones, and responsible partners.

The timeline must include anticipated start and completion dates for each milestone, benchmark, and goal.

The timeline must include a specific preferred project start date between 7/1/19 and 6/30/21, to assist with anticipated award allocations during state fiscal years 2019-2020 or 2020-2021. The projected start date should reasonably reflect the Applicant's actual readiness to implement the proposed project.

#### **3.8.8 Tab 8: Letters of Commitment**

The application must include a summary list of all organizations

## **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 Tabs 1-7 and a separate team of reviewers will review and score Tab 8. 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

#### 4.4 GRANT REVIEW COMMITTEE

## 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>
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## 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

*Showing that Your Services or Practices are Effective*

**APPENDIX C – COVER PAGE FOR GRANT APPLICATION**

Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant

**PROPOSAL INFORMATION**

## APPENDIX D – STATEMENT OF MANDATORY ASSURANCES

		<u>Initial</u>
A.	<b>Infrastructure:</b> The Applicant shall possess equipment and Internet access necessary to participate fully in this solicitation.	
B.	<b>Site Visits:</b> The Applicant will cooperate fully with the Department in coordinating site visits, if desired by the Department.	
C.	<b>Non-discrimination:</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>Lobbying:</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).	
E.	<b>Drug-Free Workplace Requirements:</b> The Applicant agrees that it will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76.	
F.	<b>Smoke-Free Workplace Requirements:</b> 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.	
G.	<b>Compliance and Performance:</b> The Applicant understands that grant funds in Years 2 and 3 are contingent upon compliance with the requirements of this grant program and demonstration of performance towards completing the grant key activities and meeting the grant objectives, as well as availability of funds.	
H.	<b>Certification of Non-supplanting:</b> 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.	
I.	<b>Submission of Data:</b> 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.	
J.	<b>Submission of Reports:</b> The Applicant agrees to submit quarterly progress reports and quarterly fiscal reports, signed by the County Administrator, to the Department.	

**APPENDIX E – MATCHING FUNDS**

Applicant match is the portion of project property and serv

**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;

**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 fiscally constrained county, per s. 218.67(1), F.S.

This list is taken from: <http://floridarevenue.com/property/Documents/fcco081210.pdf>

Baker  
Bradford  
Calhoun  
Columbia  
DeSoto



## 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

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 currently included as a cost (either direct or matching) of any state or federal contract or grant, nor has it been previously purchased from or used as match for any state or federal contract.

_____	_____	_____	_____
(Donor Signature)	(Date)	(County Designee Signature)	(Date)

**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 \_\_\_\_\_  
 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 or space \_\_\_\_\_ %  
 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 or Supplies**

FMV at time of donation

**Personnel Services**

1. Staff of another agency or organization:
 

Annual Salary	Number of hours 2080	X	to be provided	=	\$ _____
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2. Volunteer -- Comparable annual salary \$ \_\_\_\_\_
 

Annual Salary	Number of hours 2080	X	to be provided	=	\$ _____
---------------	----------------------	---	----------------	---	----------

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

Date

## Appendix J - CHECKLIST OF MANDATORY APPLICATION CRITERIA

Mandatory Criteria Checklist for: RFA112818HSET1– CJMHSR 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

Did the County or their designee submit a Notice of Intent to Submit an Application by the date and time specified in the RFA?  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		

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

## APPENDIX L - NOTICE OF INTENT TO SUBMIT AN APPLICATION

\_\_\_\_\_ (Applicant Name) wishes to inform the Florida Department of Children and Families of its intent to respond to the solicitation entitled "Criminal Justice Mental Health and Substance Abuse Reinvestment Grant," RFA112818HSET1.

PLEASE PRINT OR TYPE REQUESTED INFORMATION

Name of Authorized Official:	
Title of Authorized Official:	
Signature of Authorized Official:	
Date:	
Address:	
City, State, Zip:	
Telephone No:	
Website:	
E-mail Address:	

Type of Grant Applying for:       Planning  
     Implementation and Expansion Grant