

CRIMINAL JUSTICE, MENTAL HEALTH, AND SUBSTANCE ABUSE REINVESTMENT GRANT

Request for Applications

GRANT # RFA06H16GS1

Commodity Codes: 912050, 912110, 912140, 912170, 913180, 913311

Department of Children and Families
Office of Substance Abuse Prevention

The Criminal Justice, Mental Health, and Substance Abuse (CJMHS) Reinvestment Grant Program (Program) was created by the 2007 Florida Legislature 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 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 abuse disorders, or co-occurring mental health and substance abuse disorders, who are in, or at risk of entering, the criminal or juvenile justice systems.

Pursuant to s. 394.656, F.S., a county or consortium of counties, or a not-for-profit community provider or managing entity designated by the county planning council or committee (Applicant), as described s. 394.657 F.S., may apply for a 1-year Planning Grant or a 3-year Implementation or Expansion Grant. The Applicant must comply with all requirements listed in s. 394.658, F.S. An application submitted by a consortium of counties must clearly designate a lead county.

A not-for-profit community provider or managing entity applying for a Planning or an Implementation or Expansion Grant must submit a letter certified by the county planning council or committee designating them to apply for the RFA on behalf of the county.

Pursuant to s. 394.657 F.S., for each Applicant, the Board of County Commissioners 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 Program. 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 Program may best be implemented within a community.

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.

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 _____, Planning Council or Committee Form).

This solicitation will support two types of grants. Applicants may seek only one type of grant in response to this RFA. Applicants may seek funding that is less than the maximum limits set for each type of grant. Applicants must build their application budgets based on the amount of state grant funds requested, as dictated in the grant maximums in this section, plus the percent of matching funds required (see Local Match Requirements, _____).

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

Counties forming a consortium may request \$15,000 for each additional county (i.e. if three counties form a consortium, the grant maximum would be \$130,000, if there are four counties in the consortium, the grant maximum would be \$145,000).

This grant will not be awarded unless the Applicant makes available resources in an amount equal to the total amount of the grant (see Local Match Requirements, _____). Grant funding must be spent within 12 months from date of award letter. Planning grants will not be renewed at the end of the one-year grant period.

The selected category of individuals for which the Applicant intends to develop and focus Program activities, further defined as follows:

Persons age 18 or older 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 justice system.

Persons age 17 or younger 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 juvenile or criminal justice systems.

The Program requires the selection of the Target Population, either Adult, Youth, or both as previously defined. If serving both Target Populations, Applicants must demonstrate the capacity to serve the identified populations simultaneously.

The Program requires the implementation of one of the following types of service models. Projects should focus on diverting members of the Target Population from arrest, prosecution, or incarceration to treatment and support services:

- Evidence-based programs (i.e., Assertive Community Treatment, Supported Employment, Modified Therapeutic Community, Permanent Supportive Housing);

- Evidence-based practices (i.e., Motivational Enhancement Therapy, Cognitive Behavioral Therapy);

- Promising p

The objective is to create and encourage collaboration among key stakeholders in implementing and providing ongoing oversight and quality improvement activities of the Grantee's project

Participate in planning council or committee meets regularly;

Assesses progress of the project based on established timelines and review attainment of goals; and

Makes necessary adjustments to implementation activities, as needed.

To be proposed by the Applicant.

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 level that continues to deliver the intended project benefits of the initiative after the termination of a grant award.

Grantees must provide data that measures the results of their work. Both process and outcome data related to the performance measures are to be collected and reported to the Department and the CJMHSA TAC at the Florida Mental Health Institute. Additional information requested by the CJMHSA TAC must also be provided to enable the CJMHSA TAC to perform the statutory duties established in the authorizing legislation.

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

Completion of the needs assessment and identification of the Target Population within 90 days of execution of the final Grant Agreement.

Establish formal partnerships, as evidenced by legally binding agreements, with a minimum of three (3) agencies (i.e., law enforcement, homeless coalitions, treatment providers, courts, schools, etc.), within 180 days of execution of the final Grant Agreement.

Completion of data sharing, collection and reporting methodologies among partners and the CJMHSA TAC within 270 days of execution of the final Grant Agreement.

Completion of the Strategic Plan within 365 days of execution of the final Grant Agreement.

The final Grant Agreement shall include at least one additional performance measure proposed by the Applicant specific to the Applicant's Strategic Plan.

The following performance measures will be included in the Grant Agreement between the Department and Grantees 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 Program based on a review of the previous year's performance:

Where delivery of reports is required by the Department, mere receipt by the Department shall not be construed to mean or imply acceptance of those reports. It is specifically intended by the parties that acceptance in writing of required report shall constitute a separate act. The Department reserves the right to reject reports as incomplete, inadequate, or unacceptable. The Department, at its option, may allow additional time within which any objections may be remedied.

Subject to the availability of funds, the Department will pay Grantees upon satisfactory completion of services, terms, and conditions of the Grant Agreement. The Department intends to make quarterly payments, in fixed equal amounts, based upon total funding.

Subject to the availability of funds, the Department will pay Grantees upon satisfactory completion of services, terms, and conditions of the Grant Agreement. The Department intends to make quarterly payments, in fixed equal amounts, based upon each year's total funding. Funding in Years 2 and 3 are contingent upon compliance with the requirements of this Program and demonstration of performance towards meeting Program goals and objectives and the availability of funds.

Any Grant Agreement resulting from this RFA will include financial consequences, to be negotiated with each Grantee.

Any unused or unmatched grant funds, as detailed in the Final Financial Report, must be returned to the Department no later than 60 days following the end of the Grant Agreement.

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

Applicants shall limit their contact regarding this RFA to the contact person listed above in . With reference to this solicitation, no representations, other than those distributed by the contact person, in writing, are binding and Applicants are cautioned that oral responses do not bind the Department.

Any changes to these activities, dates, times or locations, will be accomplished by addenda. All times refer to Eastern Standard Time.

Request for Applications Advertised and Released	June 14, 2016	5:00 pm	http://vbs.dms.state.fl.us/vbs/main_menu

Applications must be formatted in accordance with the following:

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

A complete application consists of the following components:

screening tool(s) and validity specific to the Target Population. If specific tool(s)

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

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

Availability of resources for the proposed project;

Anticipated role of advocates, family members, and responsible partners; and

Proposed staff, including Project Director, key personnel, and subcontractors who will participate in the project, showing the role of each and their level of effort and qualifications. Briefly discuss the responsibilities of each participating organization and how the Applicant proposes to fill staff positions and select subcontractors.

For both Planning and Implementation and Expansion Grants, 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 and supports for the Target Population(s).

Estimate the effect of the proposed project on the Target Population related to the budget of the jail and juvenile detention center. The information must include:

An estimate of how the Program will reduce the expenditures associated with the incarceration of the Target Population;

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

An estimate of how the program will estimate

For both Planning and Implementation and Expansion Grants 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.

All responsive applications will be scored by the Grant Review Committee, based on the written application, according to the criteria described in . The scores from each of the Grant Review Committee members 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 any Applicant is a member of an association or organization represented on the Grant Review Committee as described in , the scores of the association or organization's representative will not be included in the total average score for any application.

Applications received at the location and by the date and time specified in the schedule of events outlined in will be reviewed to determine whether the applications are substantially complete and meets the mandatory criteria specified in . If the Procurement Manager detects an easily discernible or obvious error that may be readily corrected, the Department may afford the Applicant two business days to adjust the application accordingly. 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.

Applicants have the sole responsibility for submitting corrected or omitted items. If an Applicant elects to submit corrected or omitted items, the Applicant bears sole responsibility for the delivery of the items to the Department. The Department may 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,

The Department provides a process for appeals related to grant solicitations, as outlined below. If an Applicant believes the Department's decision is in error, the Applicant may submit a written petition for an administrative hearing to contest the decision. Failure to request an administrative hearing within 21 calendar days shall constitute a waiver of the right to a hearing. A written petition for an administrative hearing must be received by the Department within 21 calendar days of the posting of the Notice of Award.

Written r

(broad statement of the intended outcome)

	<i>(supports the goal and how the goal will be accomplished)</i>			

- 1.1 *clearly identify the task(s) associated with the accomplishment of each objective, there may be several tasks associated with an objective*

The TA Center faculty and staff have particular experience with co-occurring disorders (mental health and substance abuse); best practices in supportive housing, supported employment, and recovery oriented services; therapeutic courts; jail and prison re-entry; and assessment and restoration

The budget section of the application consists of a line-item

_____ List expenses for printing, as well as any other charges () that cannot be identified within the other budget categories. Include sufficient descriptive detail to facilitate review and approval.

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:

Supplanting of staff costs;

Administrative costs not related to the implementation of the proposed project;

Indirect costs (i.e., cost not related to the project being funded by this grant);

Office supplies not related to the project being funded by this grant;

Cash payments to intended recipients of services;

For the purpose of purchasing or improving land;

To purchase, construct or permanently improve (other than minor remodeling) any building or other facility; and,

Food and entertainment costs.

Provide a detailed budget that is complete, allowable, and tied to the proposed activities. Provide the detailed budget as

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 _____.

<u>Description</u>	<u>Value</u>
(1) _____	\$ _____
(2) _____	\$ _____

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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.

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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.) = \$ _____

FMV at time of donation

-
1. Staff of another agency or organization:

Annual Salary	Number of hours	2080	mm[()] TJETBT[JETp900576	TJETBT1 0 0 1 310.61 579.94 Tm[()] Tjt9(ex)-3[()]
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- _____

- _____

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- _____

 - _____

 \$ _____

Cash	\$ _____
In-Kind	\$ _____
Total	\$ _____

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STATE ATTORNEY OR DESIGNEE

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