



CRIMINAL JUSTICE, MENTAL HEALTH, AND SUBSTANCE ABUSE REINVESTMENT GRANT

Request for Applications

GRANT # RFA03H17GN2

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

Department of Children and Families
Office of Substance Abuse and Mental Health

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SECTION 1 INTRODUCTION

1.1 STATEMENT OF NEED AND PURPOSE

The Criminal Justice, Mental Health, and Substance Abuse (CJMHTSA) 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 use disorders, or co-occurring disorders, who are in, or at risk of entering, the criminal or juvenile justice systems.

1.2 MANDATORY QUALIFICATIONS

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 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 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 this Program. The designated 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 **Appendix K**, Planning Council or Committee Form).

1.3 FUNDING

This solicitation offers funding for two types of grants. Applicants may seek only one type of grant in response to this RFA. Applicants must build their application budgets based on the amount of state grant funds requested, subject to the grant maximums in this section, plus the statutory required matching funds (see Local Match Requirements, **Section 1.4**). Applicants may seek funding that is less than the maximum limits set for each type of grant.

1.3.1 Planning Grants

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

Counties forming a consortium 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 one-year grant period.

1.3.2 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 total 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 Department. Implementation and Expansion Grants will not be renewed at the end of the three-year grant period.

1.3.3 Program funding is contingent upon the availability of funds pursuant to an appropriation by the legislature.

1.3.4 There shall be no duplication or supplanting of funding for those applicants who are awarded funding for any other Department-funded services or activities. Services included in the Application may not be simultaneously funded by another SAMH contract, ME subcontract or DCF-funded grant award. All services and proposed costs included in a CJMHSR Reinvestment Grant application must meet the criteria specified in this RFA and must be clearly directly associated with the proposed project.

1.4 LOCAL MATCH REQUIREMENTS

Pursuant to s. 394.658(2), local matching funds are required under this Program and grant funding will not be awarded unless the Applicant makes available resources in an amount equal to the total amount of the Grant according to the following stipulations:

1.4.1 For Applicants considered to be a Fiscally Constrained County, or a consortium of Fiscally Constrained Counties, as defined in Section 1.6, local matching funds must be at least 50 percent of the total amount requested in the application. For Fiscally Constrained Counties, no cash match is required.

1.4.2 For Implementation and Expansion Grants only, a cash match of five percent in the first program year, ten percent in the second program year and 15 percent in the third program year is required and the balance of the match may be in-kind. A cash match is not required for Planning Grants.

1.4.3 If an Applicant is any combination of Fiscally Constrained Counties and non-fiscally-constrained counties, local matching funds must be equal to the total amount requested in the Application.

Additional details on matching funds requirements can be found in **Appendix E**.

1.5 TARGET POPULATION

For this funding cycle, the Department has identified two potential Target Populations, defined in **Section 1.6**. Applications for funding can focus on either or both population(s) and must demonstrate collaborative efforts between criminal justice and behavioral healthcare systems as well as the involvement of all relevant stakeholders. Funding must be used for interventions designed to shift the identification, care and treatment of the Target Population from the criminal or juvenile justice system to the behavioral healthcare system.

1.6 DEFINITIONS

The following definitions apply to the terms of this solicitation:

1.6.1 Applicant

A county or consortium of counties, or a not-for-profit community provider or managing entity designated by the county planning council or committee, as described s. 394.657, F.S., submitting an application in response to this RFA.

1.6.2 At-Risk

1.6.2.1 Adults who are "at-risk" of involvement in the criminal or juvenile justice systems 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.

1.6.2.2 Youth who are “at-risk” of involvement in the criminal or juvenile justice systems 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.

1.6.3 Crisis Intervention Team (CIT)

A first responder model that provides law enforcement-based crisis intervention training for assisting individuals with a mental illness experiencing a behavioral healthcare crisis.

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:

<http://www.myflfamilies.com/service-programs/substance-abuse/managing-entities/2016-contract-docs>

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 29 counties that currently meet this designation.

1.6.7 Procurement Manager

A Department employee designated by the Director of the Office of Substance Abuse and Mental Health to manage the process of awarding the CJMHSA Reinvestment Grant according to the criteria outlined in this RFA.

1.6.8 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.

1.6.9 Reinvestment Grant Program

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

1.6.10 Sequential Intercept Mapping

A process for reviewing a local community’s mental health, substance abuse, criminal justice, and related systems and identifying 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.

1.6.11 Strategic Plan

A document that is the result of a formal systemic and stakeholder planning process that documents participation by stakeholders; is data and research driven; establishes a path to the accomplishment of

prioritized goals and objectives; and describes an intended outcome and measurable targets of achievement. If the Applicant participated in Sequential Intercept Mapping, the document produced as a result of that mapping can serve as the Strategic Plan.

1.6.12 Supplant or Supplanting

The use of grant funds to displace available funds which, prior to this award, an Applicant used to accomplish the same work as the approved grant funds.

1.6.13 Sustainability

The capacity of an Applicant and its partners to maintain the service coverage, developed as a result of this grant, at a level that continues to deliver the intended benefits of the initiative after the financial and technical assistance from the Department is terminated.

1.6.14 Target Population

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

1.6.14.1 Adults

Persons 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.

1.6.14.2 Youth

Persons 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.

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SECTION 2 SCOPE OF GRANT ACTIVITIES

2.1 PROGRAM SPECIFICATIONS

2.1.1 Applicants must propose services designed for either or both Target Populations, as defined in **Section 1.6.14**. 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 one or more of the following types of service models 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. **Appendix B** contains additional guidance related to these service models.

2.1.2.1 Evidence-based programs, such as Assertive Community Treatment, Supported Employment, Modified Therapeutic Community, or Permanent Supportive Housing;

2.1.2.2 Evidence-based practices, such as Motivational Enhancement Therapy or Cognitive Behavioral Therapy;

2.1.2.3 Promising programs, such as Forensic ACT, Forensic Intensive Case Management, 12-Step programs or Peer-Based Recovery Support; or

2.1.2.4 Promising practices, such as Cognitive Behavioral Treatment targeting criminogenic risks, Forensic Peer Specialists, Wraparound, or Contingency Management.

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 to prevent the Target Population from entering or further involvement into the criminal or juvenile justice system, or re-entering the criminal or juvenile justice system after release.

2.1.4 Grantees 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 Grantee's location.

2.1.5 Planning Grants

Planning Grants must be used to develop and submit a Strategic Plan to initiate systemic change for the identification, intervention, and treatment of the Target Population.

2.1.5.1 Planning Grants must be used to develop effective collaboration efforts among stakeholders in affected criminal, juvenile, and civil justice systems; mental health and substance abuse service providers; and transportation, housing assistance, and intervention programs serving the Target Population.

2.1.5.2 The resulting Strategic Plan must identify opportunities to intercept the Target Population from the criminal justice system at the earliest point possible while promoting public safety.

2.1.5.3 The Strategic Plan must identify specific strategies to divert individuals from judicial commitment to community-based service programs.

2.1.6 Implementation and Expansion Grants

2.1.6.1 Implementation and Expansion Grants must be used to implement or expand an established Strategic Plan that includes public-private partnerships and the application of evidence-based programs and practices.

2.1.6.2 Implementation and Expansion Grants can support, but are not limited to, the following initiatives:

- 2.1.6.2.1 Mental health courts;
- 2.1.6.2.2 Diversion Programs;
- 2.1.6.2.3 Alternative prosecution and sentencing programs;
- 2.1.6.2.4 Crisis intervention teams;
- 2.1.6.2.5 Mental health and substance abuse treatment services;
- 2.1.6.2.6 Specialized training for justice and treatment services professionals;
- 2.1.6.2.7 Service delivery for collateral services such as housing and supported employment; and
- 2.1.6.2.8 Reentry services to create or expand mental health and substance abuse services and supports for affected persons.

2.1.6.3 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.

2.1.6.4 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 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;

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 objective, tasks and timetables designed to establish or expand client service programs 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, examples of which are provided in Section 2.1.4.4;

2.2.4.1.2. Providing an information system to track individuals during their involvement with the Program and for at least one year after discharge, including but not limited to, arrests, receipt of benefits, employment, and stable housing.

2.2.4.1.3. Implementing strategies that support the Applicants strategic plan for diverting the Target Population from the criminal or juvenile justice systems. Grantee's project, examples of which are provided in **Section 3.8.5.3.4**.

2.2.4.2 Objective 2 – Collaboration

All Implementation and Expansion Grant Applications must propose objective, tasks and timetables designed 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; and

2.2.4.2.3 Making necessary adjustments to implementation activities, as needed.

2.2.4.3 Objective 3 - To be proposed by the Applicant.

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

2.4 PERFORMANCE MEASURES

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.

2.4.1 Planning Grants

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.

- 2.4.1.1 Completion of the needs assessment and identification of the Target Population within 90 days of execution of the final Grant Agreement.
- 2.4.1.2 Establishment of 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.
- 2.4.1.3 Completion of data sharing, collection and reporting methodologies among partners and the CJMHSA TAC within 270 days of execution of the final Grant Agreement.
- 2.4.1.4 Completion of the Strategic Plan within 365 days of execution of the final Grant Agreement.
- 2.4.1.5 The final Grant Agreement shall include at least one additional performance measure proposed by the Applicant specific to the Applicant's Strategic Plan.

2.4.2 Implementation and Expansion Grants

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:

- 2.4.2.1 Percent of arrests or re-arrests among Program participants while enrolled in the Program.
- 2.4.2.2 Percent of arrests or re-arrests among Program participants within one year following Program discharge.
- 2.4.2.3 Percent of Program participants not residing in a stable housing environment at Program admission who reside in a stable housing environment within 90 days of Program admission.
- 2.4.2.4 Percent of Program participants who reside in a stable housing environment one year following Program discharge.
- 2.4.2.5 Percent of Program participants not employed at Program admission who are employed full or part time within 180 days of Program admission.
- 2.4.2.6 Percent of Program participants employed full or part time one year following Program discharge.

2.4.2.7 Percent of Program participants the Grantee assists in obtaining social security or other benefits for which they may be eligible but were not receiving at Program admission.

2.4.2.8 Percent of Program participants diverted from a State Mental Health Treatment Facility.

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

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 Program services and activities, to be reported to the Department using the Quarterly Program Status Report outlined in **Section 2.5.2.2**.

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 individuals enrolled in the Program.

2.5.1.2.2 If CIT training is included in the Grantee's proposed activities, a negotiated number of law enforcement officers trained in the CIT model.

2.6 DOCUMENTATION AND REPORTING

All tasks and activities under this Program shall be documented and reported. All confidential records and confidentiality of individuals served shall be protected from unauthorized disclosure. The Department may negotiate additional required reporting in any Grant Agreement resulting from this RFA. At a minimum, the following reports shall be completed and submitted in accordance with the due dates specified in **Table 1: Reporting Schedule Program Status Report**.

2.6.1 Quarterly Program Status Report

A detailed quarterly report of the services and activities performed in the previous three months and the progress of the Program in meeting the performance measures, goals, objectives, and tasks described in the application. The Department will provide the template needed to file this report.

2.6.2 Quarterly Financial Report

A detailed cumulative report of Program expenses, submitted every quarter of service provision. The Financial Report is used to track all expenses associated with the grant and reconcile these expenditures with the payments made by the Department. The Financial Report tracks both grant award-funded and county match-funded expenses and encourages program expenditure planning and projection.

The Quarterly Financial Report must be signed and certified by an authorized representative that the Financial Report represents a complete and accurate account of all expenses supported by the Program award and statutory match obligations. The Department will provide the template needed to file this report.

2.6.3 Final Program Status Report

A detailed report of the services and activities performed for the entire award period and the status of the Program in meeting the performance measures, goals, objectives, and tasks described in the application. The Board of County Commissioners shall be responsible for approving the final report before submission to the Department.

2.6.4 Final Financial Report

A detailed report of Program expenses for the entire award period documenting expenditure of grant funds and compliance with the statutory match requirement. The Final Financial Report must be signed and certified by an authorized representative that the Financial Report represents a complete and accurate account of all expenses supported by the Program award and statutory match obligations.

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 th day of the month following the quarter of program services and activities	Department of Children & Families Substance Abuse & Mental Health 1317 Winewood Blvd Tallahassee, FL 32399
Financial Report	15 th day of the month following the quarter of program services and activities	
Final Program Status Report	No later than 60 days following the ending date of the Grant Agreement	
Final Financial Report	No later than 60 days following the ending date of the Grant Agreement.	

2.6.6 Additional Reporting Requirements

Additional reporting pertaining to the services and activities rendered shall be provided, should the Department determine this to be necessary.

2.6.7 Acceptance of Reports

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.

2.7 METHOD OF PAYMENT

2.7.1 Planning Grants

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.

2.7.2 Implementation and Expansion Grants

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.

2.8 FINANCIAL CONSEQUENCES

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

2.9 RETURN OF FUNDS

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.

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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

3.2 LIMITATIONS ON CONTACTING THE DEPARTMENT

Applicants shall limit their contact regarding this RFA to the contact person listed above in **Section 3.1**. 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.

3.3 SCHEDULE OF EVENTS AND DEADLINES

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

Table 2: Schedule of Events and Deadlines

Event	Date	Time	Location
Request for Applications Advertised and Released	March 8, 2017	5:00 pm	http://vbs.dms.state.fl.us/vbs/main_menu
Conference Call with the Department to Discuss RFA Requirements	March 29, 2017	10:00 am	Conference call # 1-888-670-3525 Pin 2868250655
Mandatory Notice of Intent to Submit an Application	April 3, 2017	5:00pm	Michele Staffieri, Procurement Manager Department of Children and Families 1317 Winewood Blvd., Bldg. 6, Room 231 Tallahassee, FL 32399-0700
Submission of Inquiries	April 5, 2017	3:00 pm	Michele.staffieri@myflfamilies.com
Posting of Department Responses to Inquiries	April 12, 2017	5:00 pm	http://vbs.dms.state.fl.us/vbs/main_menu
Applications Due	May 31, 2017	11:00 am	Michele Staffieri, Procurement Manager Department of Children and Families 1317 Winewood Blvd., Bldg. 6, Room 231 Tallahassee, FL 32399-0700
Grants Review Committee Meeting to Complete Review of Grant Applications	June 20, 2017	9:00 am - 4:00 pm	Conference call # 1-888-670-3525 Pin 2868250655
Anticipated Posting of Grant Award(s)	July 19, 2017	N/A	http://vbs.dms.state.fl.us/vbs/main_menu

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, is it acceptable for either the county or the other entity to submit the required Notice of Intent to Submit an Application. Pursuant to **Section 3.7.7**, letter certified by the county planning council or designated committee designating the not-for-profit community provider or managing entity to apply for the RFA on behalf of the county must be submitted with the 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

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 to the Department 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 RFA03H17GN2**” and mail to:

Florida Department of Children and Families
Office of Substance Abuse and Mental Health
Attn: Michele Staffieri, Procurement Manager
1317 Winewood Blvd. Bldg. 6, Room 231
Tallahassee, FL 32399

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 three-ring binders, 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

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.

3.8.2 Tab 2: Table of Contents

The application must include a table of contents outlining the content of each section of the application and the associated page number(s). Supporting documentation must be indexed and labeled accordingly.

3.8.3 Tab 3: Statement of Mandatory Assurances

The application must include a completed Statement of Mandatory Assurances, **Appendix D**, initialed by a duly authorized official.

3.8.4 Tab 4: Match Commitment and Summary Forms

The application must include a completed Commitment of Match Donation Forms, **Appendix H**, from each organization that will be providing matching funds and a completed Match Summary Report, **Appendix I**.

3.8.5 Tab 5: Statement of the Problem (Limited to 10 pages)

3.8.5.1 For both Planning and Implementation and Expansion Grants, the application must include a detailed description of the problem the project will address. The application should document the extent of the problem using local or state data and include trend analysis. Describe the project's geographic environment, Target Population, socioeconomic factors, and priority as a community concern. If the Applicant is a consortium of counties, describe the geographic region to be covered.

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

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

3.8.5.1.1.2 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;

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

3.8.5.1.1.4 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.

3.8.5.1.2 Implementation and Expansion Applicants Only

The application must include a concise analysis of the Target Population, including the projected number of individuals to be served and 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 The application must include copy of the existing Strategic Plan, which must include at minimum, all of the elements in **Appendix A**.

3.8.6.3.2 The application must include a description of the Strategic Plan, including progress toward implementing the plan, when the plan was last reviewed or updated, and any challenges or barriers toward implementation.

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

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

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

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

3.8.6.3.3.4 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.

3.8.6.3.3.5 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;

3.8.6.3.3.6 How the Program will coordinate care to increase access to mental health, substance abuse and co-occurring treatment and support services and ancillary social services (i.e., housing, primary care; benefits, etc.);

3.8.6.3.3.7 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

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

3.8.6.3.4 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:

3.8.6.3.4.1 Specialized responses by law enforcement agencies;

3.8.6.3.4.2 Centralized receiving facilities or systems for individuals evidencing behavioral difficulties;

3.8.6.3.4.3 Post-booking alternatives to incarceration;

3.8.6.3.4.4 New court programs, including pretrial services and specialized dockets;

3.8.6.3.4.5 Specialized diversion programs;

3.8.6.3.4.6 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;

3.8.6.3.4.7 Specialized probation processes;

3.8.6.3.4.8 Day-reporting centers;

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

3.8.6.3.4.10 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 the grant will be monitored to determine achievement of performance measures outlined 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, family members, and responsible partners; and

3.8.6.5.4 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.

3.8.6.6 Evaluation and Sustainability

3.8.6.6.1 Evaluation

For both Planning and Implementation and Expansion Grants, the application must include a description of 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).

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 Program 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;

3.8.6.6.2.3 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

3.8.6.6.2.4 How the county's 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.

3.8.6.6.4 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.

3.7.4 Tab 7: Letters of Commitment

The application must include a summary list of all organizations that will be involved in the implementation of the proposed project and a letter of commitment from each organization reflecting the specific role of the individual or organization, signed by the Chief Executive Officer or equivalent for each organization.

3.7.5 Tab 8: Line Item Budget and Budget Narrative

The application must include a detailed budget and budget narrative for each year of the grant. All proposed expenses must be tied to the proposed activities. The budget must show line item costs broken down by the proposed funding (grant and match), plus the total amounts. See **Appendix G** for full instructions on completing this section.

All proposed costs must be in accordance with the Department of Financial Services Reference Guide for State Expenditures, which may be located at: http://www.myfloridacfo.com/aadir/reference_guide/

Applicants are required to use the Commitment to Match Donation Forms found in **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 is to be used to show the proportions of cash and in-kind match.

3.7.6 Tab 9: Certified Designation Letter

3.7.6.5 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.

3.7.6.6 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 provider or managing entity to apply for the RFA on their behalf.

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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 Team will review and score Tabs 1-6 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 any 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 outlined in **Section 3.3** will be reviewed to determine whether the applications are substantially complete and meets the mandatory criteria specified in **Appendix J**. 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, quality, and sufficiency of any material submitted to the Department. During the correction period, the Applicant is permitted only to take action to correct completeness errors cited by the Department, and not to supplement their application for the purpose of improving competitiveness, or to add material for any other purpose.

4.3 REVIEW CRITERIA

Applications in compliance with the mandatory criteria will be independently evaluated and scored by the Grant Review Committee. The following criteria shall apply to this RFA:

Criteria
• Statement of the Problem
• Project Design and Implementation
• Capability and Experience
• Performance Measures
• Evaluation and Sustainability
• Project Timeline
• Letters of Commitment
• Budget and Budget Narrative
• Certified Designation Letter

4.4 GRANT REVIEW COMMITTEE

The Grant Review Committee will be developed pursuant to 2016-66 Laws of Florida, to include one representative from each of the following:

- 4.4.1 Department of Children and Families (DCF);
- 4.4.2 Department of Corrections (DOC);
- 4.4.3 Department of Juvenile Justice (DJJ);

- 4.4.4 Department of Elderly Affairs (DOEA);
- 4.4.5 Office of State Courts Administrator;
- 4.4.6 Department of Veterans' Affairs;
- 4.4.7 Florida Sheriff's Association;
- 4.4.8 Florida Police Chiefs Association;
- 4.4.9 Florida Association of Counties;
- 4.4.10 Florida Alcohol and Drug Abuse Association (FADAA);
- 4.4.11 Florida Association of Managing Entities (FAME);
- 4.4.12 Florida Council for Community Mental Health (FCCMH);
- 4.4.13 National Alliance of Mental Illness (NAMI);
- 4.4.14 Florida Prosecuting Attorneys Association; and
- 4.4.15 Administrator of an assisted living facility that holds a limited mental health license.

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 FORMAL APPEALS

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 request for an administrative hearing must be submitted to the Department at the following address:

Department of Children and Families
Attn: Agency Clerk
1317 Winewood Boulevard Building 2, Room 204-X
Tallahassee, FL 32399-0700

Please note that a request for an administrative hearing must comply with s. 120.569(2)(c), F.S., and Rule 28-106.201(2), F.A.C. Those provisions, when read together, require a petition for administrative hearing to include:

- 4.8.1 The name and address of the agency (Department) affected, and the agency's file or identification number, if known;
- 4.8.2 Name, address, and telephone number of the petitioner;
- 4.8.3 The name, address, and telephone number of the petitioner's representative, if any, which shall be the address for service purposes during the course of the proceeding;
- 4.8.4 An explanation of how the petitioner's substantial interests will be affected by the agency determination;
- 4.8.5 A statement of when and how the petitioner received notice of the agency decision;
- 4.8.6 A statement of all disputed issues of material fact. If there are none, the petition must so indicate;
- 4.8.7 A concise statement of the ultimate facts alleged, including the specific facts the petitioner contends warrant reversal or modification of the agency's proposed action;
- 4.8.8 A statement of the specific rules or statutes the petitioner contends require reversal or modification of the agency's proposed action, including an explanation of how the alleged facts relate to the specific rules or statutes; and
- 4.8.9 A statement of the relief sought by the petitioner, stating precisely the action you wish the agency to take with respect to the agency's proposed action.

Section 120.569, F.S. and Rule 28-106.201(4), F.A.C., require that a petition be dismissed if it is not in substantial compliance with the requirements above.

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APPENDIX A – STRATEGIC PLAN FORMAT

Planning Grants

Grantees must adhere closely to the following Strategic Plan format in the accomplishment of their prime objective during the year of funding.

Implementation and Expansion Grants

Applicants must submit a Strategic Plan as an attachment to the initial grant application.

Strategic Plan Format

Cover Page

The Cover Page must provide all of 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 of 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
1.1	<i>clearly identify the task(s) associated with the accomplishment of each objective, there may be several tasks associated with an objective</i>	<i>describe how performance of each task will be measured</i>	<i>identify the person or organization responsible for each task</i>	<i>identify a target completion date for each task</i>
1.2				
1.3				

Objective #2:		<i>(supports the goal and how the goal will be accomplished)</i>		
	Task	Performance Measure	Lead Person or Organization	Projected Completion Date
2.1	<i>clearly identify the task(s) associated with the accomplishment of each objective, there may be several tasks associated with an objective</i>	<i>describe how performance of each task will be measured</i>	<i>identify the person or organization responsible for each task</i>	<i>identify a target completion date for each task</i>
2.2				
2.3				

APPENDIX B – GUIDANCE FOR INCORPORATING EVIDENCE-BASED OR BEST PRACTICES

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

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

Check back regularly to access the latest updates. To access SAMHSA's Model Programs Web site (the old NREPP) go to <http://www.samhsa.gov/programs-campaigns>.

Center for Mental Health Services (CMHS) - SAMHSA's Center for Mental Health Services and the Robert Wood Johnson Foundation initiated the Evidence-Based Practices Project to: 1) help more consumers and families access services that are effective; 2) help providers of mental health services develop effective services; and 3) help administrators support and maintain these services. Each of the resource kits contains information and materials written by and for the following groups: individuals receiving services, families and other supporters, practitioners and clinical supervisors, mental health program leaders, and public mental health authorities. Information about the toolkits can be found at:

<http://store.samhsa.gov/list/series?name=Evidence-Based-Practices-KITs>

- **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://csqjusticecenter.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.ncmhjj.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, Florida Partners in Crisis, and others.

The TA Center faculty and staff have particular experience with co-occurring disorders (mental health and substance abuse; best practices in supportive housing, supported employment, and recovery oriented services; therapeutic courts; jail and prison re-entry; and assessment and restoration of criminal competency. <http://www.floridatac.com/>

Showing that Your Services or Practices are Effective

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

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

Using Services and Practices that are Appropriate for Your Target Population

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

Describing Necessary Changes to the Services and Practices

It is expected that you will implement your services and practices in a way that is as close as possible to the original services/practices. However, it is understood that you may need to make minor changes to the services and practices to meet the needs of your Target Population or your program, or to allow you to use resources more efficiently. You must describe any changes to your proposed services and practices that you believe are necessary for these purposes. You may describe your own experience either with the Target Population or in managing similar programs. However, you will need to convince the people reviewing your application that the changes you propose are justified.

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APPENDIX C – COVER PAGE FOR GRANT APPLICATION

Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant

PROPOSAL INFORMATION					
Project Title:					
County(ies):					
Project Start Date:					
Type of Grant:	Planning Grant <input type="checkbox"/>	Implementation and Expansion Grant <input type="checkbox"/>			
GRANT POINT OF CONTACT					
Contact Name & Title:					
Applicant:					
Address Line 1:					
Address Line 2:					
City:		State:		Zip:	
Email:					
Phone:		Fax:			
ADDITIONAL CONTACTS					
Contact Name:					
Co-Applicant:					
Address Line 1:					
Address Line 2:					
City:		State:		Zip:	
Email:					
Phone:		Fax:			
FUNDING REQUEST AND MATCHING FUNDS					
	Total Amount of Grant Funds Requested	Total Matching Funds (Provided by Applicant and partners):			
Program Year 1					
Program Year 2					
Program Year 3					
Total Project Cost					
CERTIFYING OFFICIAL					
Certifying Official's Signature:					
Certifying Official's Name (printed):					
Title:					
Date:					

APPENDIX D – STATEMENT OF MANDATORY ASSURANCES

		<u>Initial</u>
A.	Infrastructure: The Applicant shall possess equipment and Internet access necessary to participate fully in this solicitation.	
B.	Site Visits: The Applicant will cooperate fully with the Department in coordinating site visits, if desired by the Department.	
C.	Non-discrimination: The Applicant agrees that no person will, on the basis of race, color, national origin, creed or religion be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination pursuant to the Act governing these funds or any project, program, activity or sub-grant supported by the requirements of, (a) Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended which prohibits discrimination the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended which prohibits discrimination in employment or any program or activity that receives or benefits from federal financial assistance on the basis of handicaps; (d) Age Discrimination Act 1975, as amended which prohibits discrimination on the basis of age, (e) Equal Employment Opportunity Program (EEO) must meets the requirements of 28 CFR 42.301.	
D.	Lobbying: 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.	Drug-Free Workplace Requirements: The Applicant agrees that it will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76.	
F.	Smoke-Free Workplace Requirements: 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.	Compliance and Performance: 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.	Certification of Non-supplanting: 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.	Submission of Data: 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.	Submission of Reports: The Applicant agrees to submit quarterly progress reports and quarterly fiscal reports, signed by the County Administrator, to the Department.	

APPENDIX E – MATCHING FUNDS

Grantee match is that portion of project property and services (staff time, fringe benefits, supplies, equipment, travel, rent, etc.) coming from other than State funds. The matching share must constitute a 100% of the grant amount. For Implementation/Expansion Grant Applicants, a cash match of 5 percent in the first Program year, 10 percent in the second Program year, and 15 percent in the third Program year is required; and the remaining balance for each Program year may be in-kind. The match may be derived from the county or private sources. Both “cash” contributions (provided directly by the grantee) and “in-kind” contributions (from a third party) may be utilized to satisfy the match requirement.

A cash match is not required for Planning Grant Applicants.

For fiscally constrained counties, and a consortium of fiscally constrained counties, the available match resources must be at least 50 percent 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 grantee. Neither the actual cost nor the value of third-party in-kind contributions may count towards satisfying a matching requirement of the CJMHS 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 grant awardee by individuals shall be valued at rates consistent with those ordinarily paid for similar work in the grant recipient's organization. If the awardee does not have employees performing similar work, the rates shall be consistent with those ordinarily paid by other employers for similar work in the same labor market. In either case, a reasonable amount of fringe benefits may be included in the valuation.

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

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

Matching funds and grant funds used in the Administrative Costs of the budget need to adhere to the legislative cap of 10% of the requested state grant funds. For example, if an applicant applies for \$100,000 for a Planning Grant, \$10,000 is the total allowable portion of the entire budget for Administrative costs. This \$10,000 can be proposed in several ways:

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

Criteria for Allowable and Unallowable Match

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

- Allowable costs supported by the county and non-state or 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 percent 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., from the previous July 1, shall be considered a fiscally constrained county, per 218.67(1), F.S.

This list is taken from: <http://dor.myflorida.com/dor/property/cofficials/fiscalc/pdf/fcco081210.pdf>

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

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

APPENDIX G – BUDGET INSTRUCTIONS

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

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

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

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

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

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

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

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

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

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

Rent and Utilities - For each rental required to support grant programs, present monthly cost and number of months rented. If rental expense is to be shared, display grant portion only and explain in the budget justification the other dimensions of the shared costs.

Specify the total rental expense and also indicate the monthly rate. If utilities are not included in the rent, list those expenses separately and also provide an estimated monthly utility charge.

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

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

- 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.

Line-Item Budget

Provide a detailed budget that is complete, allowable, and tied to the proposed activities. Provide the detailed budget as indicated in the sample format shown here or in a similar Excel format.

You are not required to use this table; the budget categories and details are what are important.

Line Item Budget Table			
	Grant Funds Requested	Matching Funds and Other In-Kind Contributions	
		Funding	Source of Funds
Salaries:			
Fringe Benefits:			
Administrative Costs:			
Staff Travel:			
Consultants & Contracted Services			
Equipment:			
Supplies:			
Rent/Utilities:			
Other Expenses:			
Totals:			
Total Project Cost:		= Grants Funds Requested + Matching Share	
Match Percentage:		= Match / Total Project Cost	

**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 - _____

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: RFA03H17GN2- CJMHS A Reinvestment Grant Program

Print Applicant's Name:	
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

Comments:

Does the Application include the following?

1.	Cover Page Completed form, including requested funding and match funds, signed/dated	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
2.	Statement of Mandatory Assurances	
	a. Infrastructure	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
	b. Site Visits	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
	c. Non-discrimination	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
	d. Lobbying	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
	e. Drug-Free Workplace Requirements	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
	f. Smoke-Free Workplace Requirements	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
	g. Compliance and Performance	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
	h. Certifications of Non-supplanting	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
	i. Submission of Data	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
	j. Submission of Reports	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
3.	Project Narrative Description of the services to be provided	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
4.	Notice of Intent to Submit an Application Notice of intent received by the time and detailed in Section 3.4.	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
5.	Budget and Budget Narrative Completed form, including budget narrative	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
6.	Detailed Project Timeline Project timeline for each funding year proposed	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
7.	Commitment of Match Donation Form Completed forms for each match donation committed to the project, each signed and dated	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
8.	Match Commitment Summary Report Completed form indicating sufficient matching commitment and signed and dated	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
9.	Letters of Commitment Summary list of all organizations and letter of commitment from each organization	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail

Comments:

APPENDIX K - CJMHSR 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 " _____," RFA03H17GN2.

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:	