

**Utah Commission on Criminal and
Juvenile Justice Requests for Proposals**
Criminal Justice Mental Health Projects

Funding Available: \$600,000



**UTAH COMMISSION ON
CRIMINAL & JUVENILE JUSTICE**

ELIGIBILITY AND FUNDING SOURCES

Maximum award \$200,000 -BYRNE JUSTICE ASSISTANCE GRANT (JAG):

Qualified applicants can apply for up to \$50,000. Multiple awards may be granted with this funding. Funds will be awarded on a competitive award process. Qualified applicants will be required to apply for funding each fiscal year.

Criminal Justice Mental Health Projects – January 1, 2022 – December 31, 2022.

The Department of Justice and CCJJ are committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

Applicants may be state government agencies, local government agencies (cities and/or counties), Indian Tribal government agencies, and not-for-profit agencies. JAG grant awards are limited to criminal justice agencies and criminal justice service providers.

APPLICATION AND SUBMISSION REQUIREMENTS

A completed grant application, with original signatures and required attachments, including properly executed signatory approval, are due by 5:00pm on Monday, November 15, 2021. Completed applications should either be emailed to the Program Manager, Morgan Williams at mwilliams@utah.gov, or delivered to the office of the Commission on Criminal and Juvenile Justice at the address below. If applications are mailed, they must be received by close of business on November 15, 2021. No copies of the application are required, only the original application with original signatures and attachments. No preference will be taken in the delivery of the application.

**Commission on Criminal and Juvenile Justice
Attn: Morgan Williams
Utah State Capitol Complex
Senate Office Building, Suite 330
P.O. Box 142330
Salt Lake City, Utah 84114-2330**

Application Due Date: Monday, November 15, 2021 at 5:00 PM

Late Submissions will not be considered.

The program contact for the JAG program is Morgan Williams.

Email: mwilliams@utah.gov. Phone: (801) 538-1088.

**Criminal Justice Mental Health Projects
BYRNE JUSTICE ASSISTANCE GRANT (BYRNE JAG)
FISCAL YEAR 2022
(Maximum Award \$200,000)**

This Request for Proposals ("RFP"), having been determined to be the appropriate procurement method to provide the best value to the Conducting Procurement Unit, is designed to provide interested Offerors with sufficient basic information to submit proposals. This Request for Proposals ("RFP") is issued in accordance with the Utah Procurement Code and applicable administrative rules of the Utah Administrative Code. If any provision of this RFP conflicts with the Utah Procurement Code or Utah Administrative Code, then the Utah Procurement Code or Utah Administrative Code will take precedence. It is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability.

PROJECT OVERVIEW

The Commission on Criminal and Juvenile Justice supports innovative cross-system collaboration for individuals with mental illnesses or co-occurring mental health and substance abuse disorders who come into contact with the justice system. CCJJ seeks to support individuals in crisis through crisis walk-in services, mobile crisis outreach teams, or other crisis response systems that are accessible in a timely manner. Crisis response systems would have the capability of providing screening and assessments, crisis stabilization (including possible medication), brief treatment and linkage to resources to appropriate specific needs. Staffing would be consisting of psychiatrist, nurse practitioner, therapists, per support, security, and administrative support to address all aspects of a personal crisis.

The Justice Assistance Grant Program may be used for mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams.

Note that the statute defines "criminal justice" as "activities pertaining to crime prevention, control, or reduction, or the enforcement of the criminal law, including, but not limited to, police efforts to prevent, control, or reduce crime or to apprehend criminals, including juveniles, activities of courts having criminal jurisdiction, and related agencies (including but not limited to prosecutorial and defender services, juvenile delinquency agencies and pretrial service or release Page 5 of 20 O-BJA-2021-135005 agencies), activities of corrections, probation, or parole authorities and related agencies assisting in the rehabilitation, supervision, and care of criminal offenders, and programs relating to the prevention, control, or reduction of narcotic addiction and juvenile delinquency.

PROJECT DESCRIPTION

CCJJ administers JAG grant funds allocated by the U.S. Department of Justice, Office of Justice Programs, and Bureau of Justice Assistance. The Utah JAG formula grant program is administered by CCJJ and allocated to units of state and local government along with private non-profit and faith-based organizations throughout the state. JAG grant awards are limited to criminal justice agencies and criminal justice service providers.

BUDGET:

The maximum state award under this program area will be \$200,000. All costs must be reasonable and justified.

MATCH REQUIREMENT:

There is no match requirement for this program area.

BUDGET DEVIATION ALLOWANCES:

All budget and programmatic changes will require a formal amendment.

REPORTING REQUIREMENTS AND DATA COLLECTION

REPORTING REQUIREMENTS:

If this application is selected for a Byrne JAG award, the requirements below must be followed. Failure to do so may cause your award to be suspended or revoked.

PERFORMANCE/PROGRESS/PERFORMANCE MEASUREMENT TOOL (PMT) REPORTS:

Progress reporting will take place no later than 20 days after the end of each quarter through the federal PMT system located at: <http://www.bjaperformancetools.org>. If applicable, another report (also due no later than 20 days after the end of each quarter) must be submitted and will include performance on implementation, activity, goals and objectives as well as metrics specific to the program area.

Quarterly due dates are outlined below:

- April 20, 2022
- July 20, 2022
- October 20, 2022
- December 20, 2022

All Performance/Progress/PMT Reports must be completed by the 20th day after the end of each quarter. It is the grantees responsibility to familiarize themselves with the requirements of the Performance/Progress/PMT Reports, which are contained within an awarded contract.

QUARTERLY REPORTING REQUIREMENTS:

Applicants who are awarded grant funding will be required to submit quarterly Progress Reports and Financial Status Reports to the Commission through its online financial reporting database (<https://fsr.utah.gov>). The quarterly Progress Reports must provide information and data related to the goals of the project.

APPLICATION NARRATIVE & LETTERS OF SUPPORT

Please write your application narrative to respond to each of the items listed below using statistics and other data when possible (Maximum 15-page limit including Coversheet (1 page). Letters of Support (1 page per letter).

- A. Description of the Issue OR Statement of the problem.
 - a. Identify the strategy/funding priorities for the FY 2020 JAG funds, any progress or challenges, and a description of the programs to be funded over the grant period.
 - b. Using statistics and other data when possible, clearly identify the need for the criminal justice project in your community.
- B. Project Design and Implementation.
 - a. A description of the project and how it will include and affect the local community or the State of Utah, and the challenges faced in coordination.
 - b. The applicant should identify the stakeholders involved, and the gaps in the needed resources for criminal justice mental health purposes, plans to improve the administration of the criminal justice system, and how JAG funds will be used to benefit the local community and/or State of Utah.
 - c. Explain how the applicant will develop a collaborative infrastructure aimed at diverting individuals with behavioral health and substance use needs away from jails and emergency rooms and to appropriate community-based treatment.
 - d. Clearly identify how this funding will be used to address integration of the criminal justice mental health project into an effective and strategic community-based crisis response system built to serve individuals in crisis and subsequently reduce costs related to incarcerations, prosecution, and emergency department overuse.
 - e. Clearly identify how the applicant will facilitate connections and leverage partnerships amongst community behavioral health social service agencies to facilitate continued engagement in treatment and jail diversion post criminal justice mental health project discharge.
 - f. Identify the geographical area(s) that will be served by the criminal justice project.
 - g. Provide a time-line of project milestones for the period of your grant.
- C. Capabilities and Competencies
 - a. Describe any additional strategic planning/coordination efforts in which the applicant participates with other criminal justice or behavioral health agencies in the state. Please provide an overview of any evidence-informed programs that have been implemented successfully and how those programs might affect the local community and/or State of Utah.

Two (2) letters of support that may include the following that will be involved in the criminal justice mental health project in your community:

1. Local Substance Use Authority.
2. Law enforcement agencies.
3. City/County Councils.
4. Prosecuting agencies.
5. Mental health partnerships.

6. Treatment providers.
7. Any other criminal justice partnerships.

MISCELLANEOUS INFORMATION

ALLOWABLE EXPENSES AND ACTIVITIES:

CCJJ offers grants to help entities prepare comprehensive plans to implement collaboration programs that target qualified offenders and promote public safety and public health. Specifically, per the authorizing statute, grants awarded under this program shall be used to create or expand:

- Law enforcement programs.
- Prosecution and court programs.
- Prevention and education programs.
- Corrections and community corrections programs.
- Drug treatment and enforcement programs.
- Planning, evaluation, and technology improvement programs.
- Crime victim and witness programs (other than compensation).
- **Mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams.**

UNALLOWABLE EXPENSES AND ACTIVITIES:

- Costs in applying for this grant (e.g., consultants, grant writers, etc.).
- Any expenses incurred prior to the date of the contract.
- Any administrative costs not directly related to the administration of this grant award.
- Personnel, including law enforcement officers, not connected to the project for which you are applying.
- Lobbying or advocacy for particular legislative or administrative reform.
- Fund raising and any salaries or expenses associated with it.
- Legal fees.
- All travel including first class or out-of-state travel (except preauthorized under certain program areas).
- Promotional items (except preauthorized under certain program areas).
- One-time events, prizes, entertainment (e.g., tours, excursions, amusement parks, sporting events) (except preauthorized under certain program areas).
- Contributions and donations.
- Management or administrative training, conferences (only pre-approved project related training).
- Management studies or research and development (costs related to evaluation are permitted).
- Fines and penalties.
- Losses from uncollectible bad debts.
- Purchase of land.
- Memberships and agency dues, unless a specific requirement of the project (prior approval required).
- Compensation to federal employees for travel or consulting fees.
- Military type equipment such as armored vehicles, explosive devices, and other items typically associated with the military arsenal.

- Purchase vehicles, vessels or aircraft.
- Construction costs and/or renovation (including remodeling).
- Service contracts and training beyond the expiration of the grant award.
- Informant fees, rewards or buy money.
- Food, refreshments, snacks.

*Note: No funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (e.g., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be attained. Such an exception would require prior approval from the Department and the U.S. Department of Justice. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization’s travel policy.

INITIATION OF PROJECT:

All projects must be initiated within 60 days of the date the grant is awarded.

JAG Competitive Grant Scoring Process and Score Sheet:

All applications will be reviewed by a three to five member review committee and awards will be based purely on score. Below is an example of the scoring sheet that will be used by review committee members to evaluate your application proposal. **There is no guarantee of funding for any applicant.**

Applicant: Example		Application Number: _____								
Reviewer: Example										
FY 2022 Justice Assistance Grant Review Criteria and Scoring Sheet										
Application Cover Page (10%)	0	1	2	3	4	5	X	Total	Comments	
a. All fields within the cover page are complete. b. The budget matrix on the cover page accurately reflects the budget narrative pages in the application. c. All fields within the cover page are complete.							2			
Continuation Project (0 to 15 points)	Yes to a. 0-10	Yes to b. 0-15	No to a/b 0	X	Total	Comments				
CCJJ has traditionally allowed projects to receive 1 to 3 years of funding. Projects previously vetted, showing positive progress and in good standing will be considered eligible for a second or third year of of continuation funding as a priority over new projects. a. Year 2 continuation project - add 0 to 10 points. b. Year 3 continuation project - add 0 to 15 points. c. Applicant provided prior year(s) progress update and has				1						

demonstrated positive performance.

Application Narrative (40%)

0	1	2	3	4	5	X	Total	Comments
						8		

- A. **Description of the Issue or Statement of the Problem:**
 - a. Did the applicant identify the strategy/funding priorities for the FY 2022 JAG funds, any progress or challenges, and a description of the programs to be funded over the grant period?
 - b. Did the applicant use statistics and other data when possible and clearly identify the need for the criminal justice project in your community?

- B. **Project Design and Implementation:**
 - a. Did the applicant provide a clear description of the project and how it will include and affect the local community or the State of Utah, and the challenges faced in coordination?
 - b. Did the applicant identify the stakeholders involved, and the gaps in the needed resources for criminal justice purposes, plans to improve the administration of the criminal justice system, and how JAG funds will be used to benefit the local community and/or State of Utah?
 - c. Did the applicant develop a collaborative infrastructure aimed at diverting individuals with behavioral health and substance use needs away from jails and emergency rooms and to appropriate community-based treatment?
 - d. Did the applicant explain how this funding will be used to address integration of the criminal justice mental health project into an effective and strategic community-based crisis response system built to serve individuals in crisis and subsequently reduce costs related to incarcerations, prosecution, and emergency department overuse?
 - e. Did the applicant clearly identify how they will facilitate connections and leverage partnerships amongst community behavioral health social service agencies to facilitate continued engagement in treatment and jail diversion post criminal justice mental health project discharge?
 - f. Did the applicant identify the geographical area(s) that will be served by the criminal justice project?
 - g. Did the applicant provide a time-line of project milestones for the period of your grant?

- C. **Capabilities and Competencies:**
 - a. Did the applicant adequately describe any additional strategic planning/coordination efforts in which the applicant participates with other criminal justice agencies in the state?
 - b. Did the applicant provide an overview of any evidence-informed programs that have been implemented successfully and how those programs might affect the local community and/or State of Utah?

Application Budget Tables & Narrative (35%)

0	1	2	3	4	5	X	Total	Comments
						7		

- a. Costs are reasonable for the project as outlined.
- b. Budget provides narrative justification of budget expenditures.
- c. Budget includes computation that clearly identifies the cost of each item and the quantity.
- d. All costs are allowable under the JAG grant.

Final Score	0
--------------------	----------

Scoring is based on a scale of zero to five, with 5 being the highest possible and 0 the lowest.
 The highest score possible for any applicant is 100.

Five:	Excellent	Responsive and well-executed
Four:	Above average	Exceeds minimum in some areas
Three:	Acceptable	Meets the minimum requirements of the RFP
Two:	Fair	Partially unresponsive in some areas
One:	Inadequate	Fails to meet perceived needs
Zero:	Non-responsive	Not addressed in the proposal

Application Scoring and Expected Timeline

After all applications have been submitted, please expect 4-6 weeks for CCJJ to process, evaluate, score and receive approval for the anticipated awards.

Scoring will be based on the application, project proposal, and directions followed. Past award performance will be considered if the applicant is a prior subgrantee from the JAG award.

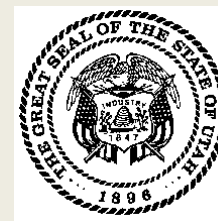
If you have questions or concerns regarding your applications please contact the JAG Program Manager, Morgan Williams at mwilliams@utah.gov, (801) 538-1088.

State of Utah



UTAH COMMISSION ON CRIMINAL & JUVENILE JUSTICE

Utah State Capitol Complex
 East Office Building, Suite E330
 Salt Lake City, Utah 84114-2330
 Ph: (801) 538-1031
 Fax: (801) 538-1024



COVER PAGE

Justice Assistance Grant (JAG)

CCJJ Grant #

1. Your Agency Name and Address:

2. Agency Contact (Grant Project Director):

3. Phone Number:

4. E-mail Address:

5. Grant Start Date and End Date:

6. Federal Tax Identification Number (87-____):

7. Unique Entity Identifier

8. INDIRECT COSTS – New federal regulations allow you to request indirect costs. If you choose to request indirect costs it will come directly from funds you are applying for in this grant. CCJJ will not increase your grant award to cover indirect costs. If you are only requesting equipment, supplies and operating costs in this application then you will need to select option 1 - Waive indirect costs.

More information on indirect costs can be found page 13 (condition # 28) of this application.

Please CHECK only ONE:

- 1) ___ NO, We waive indirect costs
- 2) ___ YES, up to 10% or federally approved indirect cost rate (___%)
- 3) ___ YES, Request 10% minimum

9. Application Budget Summary:

Personnel:

Fringe Benefits:

Contract Services

Equipment:

Supplies and Operating :

Travel & Training:

Indirect Costs

Total Grant Funds:

Signatures constitute acceptance of all grant conditions and certified assurances.

10. *Print Name and Title of Official Authorized to Sign

11. *Signature of Official Authorized to Sign

For CCJJ use ONLY

**Tom Ross,
 Executive Director of CCJJ**

* Official authorized to sign includes: City/County Mayor, Manager or Commissioner, Agency Director or President

APPLICATION NARRATIVE & LETTERS OF SUPPORT

Please write your application narrative to respond to each of the items listed below using statistics and other data when possible (Maximum 15-page limit including Coversheet (1 page), Letters of Support (1 page per letter)).

- A. Description of the Issue OR Statement of the problem.
 - a. Identify the strategy/funding priorities for the FY 2020 JAG funds, any progress or challenges, and a description of the programs to be funded over the grant period.
 - b. Using statistics and other data when possible, clearly identify the need for the criminal justice project in your community.
- B. Project Design and Implementation.
 - a. A description of the project and how it will include and affect the local community or the State of Utah, and the challenges faced in coordination.
 - b. The applicant should identify the stakeholders involved, and the gaps in the needed resources for criminal justice mental health purposes, plans to improve the administration of the criminal justice system, and how JAG funds will be used to benefit the local community and/or State of Utah.
 - c. Explain how the applicant will develop a collaborative infrastructure aimed at diverting individuals with behavioral health and substance use needs away from jails and emergency rooms and to appropriate community-based treatment.
 - d. Clearly identify how this funding will be used to address integration of the criminal justice mental health project into an effective and strategic community-based crisis response system built to serve individuals in crisis and subsequently reduce costs related to incarcerations, prosecution, and emergency department overuse.
 - e. Clearly identify how the applicant will facilitate connections and leverage partnerships amongst community behavioral health social service agencies to facilitate continued engagement in treatment and jail diversion post criminal justice mental health project discharge.
 - f. Identify the geographical area(s) that will be served by the criminal justice project.
 - g. Provide a time-line of project milestones for the period of your grant.
- C. Capabilities and Competencies
 - a. Describe any additional strategic planning/coordination efforts in which the applicant participates with other criminal justice or behavioral health agencies in the state. Please provide an overview of any evidence-informed programs that have been implemented successfully and how those programs might affect the local community and/or State of Utah.

Two (2) letters of support that may include the following that will be involved in the criminal justice mental health project in your community:

- 8. Local Substance Use Authority.
- 9. Law enforcement agencies.
- 10. City/County Councils.
- 11. Prosecuting agencies.
- 12. Mental health partnerships.

- 13. Treatment providers.
- 14. Any other criminal justice partnerships.

Application Budget

Complete the Budget Tables page by including cost and quantity of items to be purchased. Within each budget category, you must provide a brief narrative description of the items and explain how they will benefit your grant project.

PERSONNEL

Do not request grant funding for an employee who is already on the payroll unless the original position held by that person will be filled by a new employee. Salaries may not exceed those normally paid for comparable positions in the unit of government associated with the project. The hourly rate for personnel salaries can be determined on the basis of 8 hours per day, 40 hours per week, 173.33 hours per month, or 2,088 hours per year. Paid vacation and sick leave are allowable expenditures, but *must not exceed the time that is normally allowed by the unit of government* associated with the project. All leave earned must be used or paid during the period of the grant.

– Attach additional pages for personnel information if needed:

Name	Title	FTE/PTE	# Hours	Hourly Rate	Total Salary
Salary Subtotal					

EMPLOYER’S SHARE OF FRINGE BENEFITS

Fringe benefits are to be based on the employer’s share only. Enter the percentage of monthly rate for each fringe benefit, the total wage amount, the number of months, if applicable, and the total amount of the employer’s share of benefits. Fringe benefit base wage amounts for part-time employees must be prorated according to the percentage of total time spent with each employer. “FICA,” “Pension,” “Health Insurance,” “Workers Compensation,” and “Unemployment Compensation” are matters that should be reviewed by the applicant’s fiscal or personnel officer before completing this part of the application.

Fringe Benefits	% or Monthly Rate	Eligible Wage Amount or Number of Months	Total Fringe Benefits
FICA			
Pension/Medicare			
Health Insurance			
Worker’s Comp			
Unemployment Comp			
401K			

Fringe Subtotal	
------------------------	--

Personnel Narrative: Not applicable.

PERSONNEL SALARIES AND FRINGE BENEFITS

Total Personnel Costs	
------------------------------	--

CONTRACT SERVICES

Persons with specialized skills who are not on the payroll are considered consultants. **When a consultant is known, a resume listing the consultant’s qualifications and contract must accompany the application.** However, if the position is vacant and the project receives funding, this information must be forwarded to the Commission when a contract with the consultant is signed. All procurement transactions, whether negotiated or competitively bid without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. Describe the procedure to be used in acquiring the consultant (i.e., small purchase procedures, competitively sealed bids, non-competitive negotiation, etc.). **Fee justification must be provided in the budget narrative.**

Contractor Name	Services to be Provided	# of Hours	Hourly Rate	Total Cost

Contract Narrative:

CONTRACT SERVICES

Total Contract Costs	\$0
-----------------------------	------------

EQUIPMENT

Equipment is tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. A recipient may use its own definition of equipment provided that such definition would at least include all equipment defined above. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide a maximum open and free competition. A competitive sealed bid process must be conducted. Sole source contracts must be approved by the Commission prior to being awarded.

Equipment Narrative: N/A

EQUIPMENT

Total Equipment Costs	\$0.00
------------------------------	---------------

SUPPLIES AND OPERATION

Supplies include general office supplies, cleaning, maintenance costs, training materials, books and subscriptions, research forms, postage stamps, operating expenses, and other expendable materials for the life of the project. All supply purchases covered by this grant must be necessary for the project to achieve its goals and objectives. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide a maximum open and free competition. Aggregate purchases between \$1,000 and \$5,000: Quotes should be obtained (by phone, fax or letter) from at least two vendors. Awards must be made to vendor submitting the lowest quote meeting the minimum specifications and required delivery date. Purchases exceeding \$5,000: A competitive sealed bid process must be conducted. Sole source contracts must be approved by the Commission prior to being awarded.

Supplies and Operation Narrative:
--

SUPPLIES AND OPERATION	
Total Supplies and Operation Costs	\$0

TRAVEL AND TRAINING

Briefly describe the Travel/Training costs you will pay for with JAG funds. Include your travel destination, travel purpose, cost of lodging, per diem, ground transport, airfare, etc. Travel costs (including per diem) must follow state of Utah rates unless your agency travel rates are more restrictive. See Utah State Travel Rates at: <https://fleet.utah.gov/state-travel-a/in-state-per-diem-rates-1/>

Travel and Training Narrative:

TRAVEL AND TRAINING	
Total Travel and Training Costs	\$0

TOTAL GRANT BUDGET	
---------------------------	--