Department of Children and Families

Office of Substance Abuse and Mental Health

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

Request for Applications

DCF RFA 2324 011

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SECTION 1: INTRODUCTION

1.1. STATEMENT OF NEED AND PURPOSE

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

1.2. MANDATORY QUALIFICATIONS

1.2.1. Pursuant to §394.657, F.S., the Board of County Commissioners must designate a county Public Safety Coordinating Council established under §951.26, F.S., or the Board must designate another criminal or juvenile justice mental health and substance abuse council or committee as the planning council or committee for the Reinvestment Grant Program. The designated County Planning Council or Committee, in coordination with the county offices of planning and budget, must make a formal recommendation to the Board of County Commissioners regarding how the Reinvestment Grant Program may best be implemented within a community.

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

1.2.2.1. A Florida county government.

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

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

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

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

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

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

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

1.2.6. If a council or committee other than the Public Safety Coordinating Council is used for this purpose, its membership must include all persons identified in §394.657(2)(a), F.S. See **Appendix K**, Planning Council or Committee Form.

1.3. FUNDING AND PROJECT PERIOD

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

1.3.1.1 Planning Grants

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

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

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

1.3.1.2 Implementation and Expansion Grants

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

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

Grant funding must be spent within 36 months from the execution of a Grant Agreement by the Department. Implementation and Expansion Grants will not be renewed at the end of the 36-month grant period.

1.3.2 Applicants shall propose a preferred project start date during state fiscal years 2023-2024 or 2024-2025, based on the Applicant's readiness to implement the proposed project.

1.3.3 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. Applicants may seek funding that is less than the maximum limits set for each type of grant.

1.3.4 Reinvestment Grant Program funding is contingent upon the availability of funds pursuant to appropriation by the Florida legislature.

1.3.5 There shall be no duplication or supplanting of funding for Applicants who are awarded funding for any other programs or services. 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 CJMHSA 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 §394.658(2), F.S., local matching funds are required under the Reinvestment Grant Program and grant funding will not be awarded unless the Applicant can demonstrate available

resources in an amount equal to the total amount of the Grant according to the following stipulations:

1.4.1 An application submitted by a Fiscally Constrained County or a consortium of Fiscally Constrained Counties, as defined in **Section 1.6.7.**, local matching funds must be at least 50% of the total amount requested in the application.

1.4.2 If an application is submitted for 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.

1.4.3 A cash match is **not** required. See **Appendix E** for additional details on matching funds requirements.

1.5. TARGET POPULATION

Applications for funding can focus on either or both following Target Populations**.**

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

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

1.6. DEFINITIONS

The following definitions apply to the terms of this RFA:

1.6.1 At-Risk

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

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

1.6.2 Co-occurring Disorders

As defined by the DSM-5, the presence of at least one mental disorder and at least one substance use disorder (Diagnostic and Statistical Manual of Mental Disorders; APA, 2013).

1.6.3 County Planning Council or Committee

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

1.6.4 Crisis Intervention Team (CIT)

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

1.6.5 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.

1.6.6 Evidence-Based Programs and Practices (EBP)

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

https://www.myflfamilies.com/services/substance-abuse-and-mental-health/samh-providers/managing-entities/managing-entities-fy23

1.6.7 Fiscally-Constrained County

A county that is entirely within a rural area of opportunity as designated by the Governor pursuant to §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 §1011.62(4)(a)1.a. F.S., from the previous July 1, shall be considered a fiscally constrained county (§ 218.67(1), F.S.).

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

1.6.8 Managing Entity

As defined by §394.9082(2)(e), F.S.

1.6.9 Not-for-Profit Community Provider

A not-for-profit direct service agency providing mental health services and substance abuse prevention and treatment services as described in chapters 394 or 397, F.S.

1.6.10 Recovery Oriented Services

Recovery-oriented services include, but are not limited to, peer recovery coaching, employment assistance, childcare, 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.

1.6.11 Reinvestment Grant Program

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

1.6.12 Sequential Intercept Mapping

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

1.6.13 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 for the specific population.

1.6.14 Substance Abuse and Mental Health Data System (SAMH Data System)

The Department's web-based data system for reporting substance abuse and mental health services identified by the Department for the reporting of client service data.

1.6.15 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.

1.6.16 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.

1.7. CRIMINAL JUSTICE, MENTAL HEALTH, AND SUBSTANCE ABUSE TECHNICAL ASSISTANCE CENTER

Pursuant to §394.659, F.S., the CJMHSA Technical Assistance Center (TAC) is established at the Louis de la Parte Florida Mental Health Institute (FMHI) to provide technical assistance and consultation to grant Applicants and awardees. Applicants are encouraged to contact the TAC for assistance in developing their applications at: https://www.usf.edu/cbcs/mhlp/tac/.

SECTION 2: SCOPE OF GRANT ACTIVITIES

2.1. PROGRAM SPECIFICATIONS

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

2.1.2. Applicants must propose to implement a service model with a focus on diverting members of the Target Population from arrest, prosecution, or incarceration to treatment and support services. An Applicant must justify proposed adaptations or modifications to a model if such are necessary to meet the unique needs of the Target Population or otherwise increase the likelihood of achieving positive outcomes. See **Appendix B** for additional guidance for incorporating EBPs.

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

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

2.1.5. Applicants must demonstrate collaborative efforts between criminal justice and behavioral healthcare systems as well as the involvement of all relevant stakeholders. Applicants are encouraged to adopt interventions designed to shift the identification, care and treatment of the Target Population from the criminal or juvenile justice system to the behavioral healthcare system.

2.1.6. 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.

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

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

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

2.1.7. Implementation and Expansion Grants

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

2.1.7.1. Pursuant §397.658, F.S., Implementation and Expansion Grants can support, but are not limited to, the following initiatives.

2.1.7.1.1. Mental health courts.

2.1.7.1.2. Diversion Programs.

2.1.7.1.3. Alternative prosecution and sentencing programs.

2.1.7.1.4. Crisis Intervention Teams (CIT).

2.1.7.1.5. Treatment accountability services.

2.1.7.1.6. Specialized training for criminal justice, juvenile justice and treatment services professionals.

2.1.7.1.7. Service delivery for collateral services such as housing, transitional housing, and supported employment.

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

2.1.7.1.9. Coordinated specialty care programs.

2.1.7.2. When applicable to the project design, Applicants must demonstrate capacity to provide and coordinate services remotely (i.e., telehealth), in accordance with local, state, and federal health guidelines.

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

2.1.7.4. The Applicant shall electronically submit all data to the SAMH Data System quarterly (every three months), as further directed by the terms of their Grant Agreement. The Applicant may delegate this responsibility to a primary behavioral health service provider responsible for treatment services under a sub-award. PAM 155-2 is available at: https://www.myflfamilies.com/services/samh/FASAMS/fasams-155-2-version-14-current

2.1.7.5. Applicants must demonstrate capacity to follow-up with individuals after discharge from the Program, sufficient to collect the data necessary to report the applicable performance measures specified in **Section 2.4**.

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 the following:

2.2.3.1.1. Conducting an initial community-wide needs assessment, including clear delineation of the Target Population (youth, adult of both).

2.2.3.1.2. Identification of the disorders to be addressed (substance use, mental health, or co-occurring).

2.2.3.1.3. 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 the following:

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.

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 the following:

2.2.3.3.1. Workforce development, through additional training, licensure, credentialing, accreditation, etc.

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

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

2.2.3.3.4. Identifying and mitigating existing policy, legal, social, and other barriers within the county.

2.2.3.3.5. Improving performance measurement outcomes and quality assurance initiatives.

2.2.4. Implementation and Expansion Grants

2.2.4.1. Objective 1 – Establish or Expand Diversion Programs

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

2.2.4.1.1. Establishing legally binding agreements with all participating entities to establish programs and diversion initiatives for the Target Population.

2.2.4.1.2. Providing an information system to track persons served during their involvement with the Reinvestment Grant Program and for at least six months after the person's Program End Date, including but not limited to, arrests, receipt of benefits, employment, and stable housing.

2.2.4.1.3. Implementing strategies that support the Applicant's Strategic Plan for diverting the Target Population from the criminal or juvenile justice systems.

2.2.4.2. Objective 2 – Collaboration

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

2.2.4.2.1. Participating in regular Planning Council or Committee meetings.

2.2.4.2.2. Assessing project progress of the project based on established timelines and review attainment of goals.

2.2.4.2.3. Data sharing.

2.2.4.2.4. Coordination with Managing Entities.

2.2.4.2.5. Making necessary adjustments to implementation activities, as needed.

2.2.4.3. Objective 3 - To be proposed by the Applicant

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

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

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

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

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

2.2.4.3.5. Improving performance measurement outcomes and quality assurance initiatives.

2.3. SUSTAINABILITY

Grant awards resulting from this RFA will not be renewable after the end of the grant funding period. While Applicants are not expressly precluded from responding to any future RFAs, the Department strongly encourages Applicants to propose strategies to promote service sustainability at a level that continues to deliver the intended benefits of the initiative after the termination of a grant award.

2.4. PERFORMANCE MEASURES

Applicants 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. 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 and disorder(s) to be addressed 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 agencies (i.e., law enforcement, homeless coalitions, treatment providers, courts, schools, etc.), within 60 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 90 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 - Universal Performance Measures

The following measures will be included in each Grant Agreement between the Department and Applicants for Implementation or Expansion Grants. These measures shall apply to all persons receiving services under this program.

2.4.2.1. Percent who are arrested or rearrested while receiving services.

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

2.4.2.3. Percent diverted from a State Mental Health Treatment Facility.

2.4.2.4. Percent who successfully complete Program services.

2.4.3. Implementation and Expansion Grants - Supplemental Performance Measures

The following measures may be included in the Grant Agreement between the Department and Applicants for Implementation and Expansion Grants, as applicable to the project design.

2.4.3.1. These measures shall apply to all persons starting services under this program:

2.4.3.1.1. Percent who do not reside in a stable housing environment on their start date who reside in a stable housing environment within 90 days of their Program Start Date.

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

2.4.3.2. These measures shall apply to all persons successfully completing services under this Program:

2.4.3.2.1. Percent who are arrested or rearrested within six months following their Program End Date.

2.4.3.2.2. Percent who reside in a stable housing environment six months following their Program End Date.

2.4.3.2.3. Percent employed full or part time six months following their Program End Date.

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

The Department reserves the right to add, remove or modify the proposed performance measures in each final Grant Agreement, based upon the program design. The Department reserves the right to adjust the percentages or target number for subsequent years of the Reinvestment Grant Program based on a review of the previous year's performance.

See **Section 3.7.6.4**. for further instructions for Application requirements regarding performance measures.

2.5. DELIVERABLES

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

2.5.1. Service Units

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

2.5.1.1. Planning Grants

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

2.5.1.1.1. Progress towards conducting a current needs assessment.

2.5.1.1.2. Progress towards establishing legally binding agreements with key stakeholders.

2.5.1.1.3. Progress toward submission of the final Strategic Plan.

2.5.1.2. Implementation and Expansion Grants

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

2.5.1.2.1. A negotiated number of persons served in the Applicant's Program. Depending on the Program design, this may further distinguish between the broader categories of persons served in any capacity and the subset of persons provided a more intensive clinical level of services.

2.5.1.2.2. If specialized training is included in the Applicant's proposed activities, a negotiated number of persons trained in the specific model proposed.

2.6. DOCUMENTATION AND REPORTING

All tasks and activities under the Reinvestment Grant 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.**

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 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 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 Reinvestment Grant 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 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 Reinvestment Grant 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 Reinvestment Grant Program award and statutory match obligations.

2.6.5. Reporting Schedule

Reports shall be submitted to the Grant Manager in accordance with **Table 1.**:

TABLE 1. REPORTING SCHEDULE	
Report Name	**Due Date**
Program Status Report	15th day of the month following the quarter of services and activities
Financial Report	15th day of the month following the quarter of 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 Applicants upon satisfactory completion of services, subject to the 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 Applicants subject to the 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 the Reinvestment Grant Program, upon demonstration of performance towards meeting the goals and objectives, and upon the availability of funds.

2.8. FINANCIAL CONSEQUENCES

Any Grant Agreement resulting from this RFA will include financial consequences. If the Grantee does not meet a performance measure specified in **Section 2.4.**, the Department will reduce the payment due for that quarter by 1% of the invoice amount for each measure missed, up to a maximum reduction of 5% in any quarter.

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.

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: Alicia.Reifinger@myflfamilies.com

And CC hqw.procurement.team.activities@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	11/07/2023		https://vendor.myfloridamarketplace.com/
Submission of Inquiries	11/28/2023	10:00 AM	
Posting of Department Responses to Inquiries	12/11/2023		https://vendor.myfloridamarketplace.com/
Notice of Intent to Submit an Application	12/18/2023	2:00 PM	
Applications Due	02/26/2024	2:00 PM	
Anticipated Posting of Grant Award(s)	03/19/2024		https://vendor.myfloridamarketplace.com/

3.4. NOTICE OF INTENT TO SUBMIT AN APPLICATION

Anyone interested in submitting an application in response to this RFA is encouraged to complete and submit **Appendix L** to the Procurement Officer specified in **Section 3.1.**, by the date and time specified in **Section 3.3**.

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

3.5. OBTAINING A COPY OF THE REQUEST FOR APPLICATIONS

Interested parties may obtain a copy of the RFA from the following website:

https://vendor.myfloridamarketplace.com/

3.6. DIRECTIONS AND FORMAT FOR SUBMITTING AN APPLICATION

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

3.6.1. Deadline

Applications must be submitted in accordance with **Table 2**. ***Applications not received at the specified manner or by the specified date and time may be rejected.***

3.6.2. Electronic File Format

Applications Applicants shall submit one complete electronic version of the application containing the signature of an official authorized to bind the Applicant to the proposal. The complete application must be readable using Adobe portable document format ("pdf"). Electronic files must be emailed to the contact person in **Section 3.1.,** using software which is free of malware. Any infection resulting to the Department's systems shall be addressed to the Department's satisfaction at the Applicant's expense.

Applications must be formatted single-spaced, for 8-1/2" x 11" paper, presented in a single electronic file, labeled in accordance with **Section 3.8.** Pages must be numbered in a logical, consistent fashion. Figures, charts, and tables should be numbered and referenced by number in the text. The Department's maximum capacity for email attachments is 100MB. In the event an application exceeds the Department's maximum capacity, the Applicant must contact the contact person in **Section 3.1** prior to the deadline for submission stated in **Section 3.3.** for further submittal instructions.

3.7. APPLICATION COMPONENTS

3.7.1. Tab 1: Cover Page & Certified Designation Letter

3.7.1.1. Cover Page

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

3.7.1.2. Certified Designation Letter

If a county has designated another entity to apply on their behalf, the application must include a letter certified by the County Planning Council or Committee designating the Not-for-Profit Community Provider or Managing Entity to apply for the RFA on their behalf.

If a consortium of counties has designated another entity to apply on their behalf, the application must include a letter certified from each County Planning Council or Committee designating the Not-for-Profit Community Provider or Managing Entity to apply for the RFA on their behalf.

If a county is applying on its own behalf, a designation letter is not required.

3.7.2. 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.

3.7.3. Tab 3: Statement of Mandatory Assurances

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

3.7.4. Tab 4: Match Commitment and Summary Forms

The application must include a Match Collection Summary Report, **Appendix I**, summarizing the proportions of cash and in-kind match.

The application must include a signed Commitment of Match Donation Form, **Appendix H**, from each match donor, to verify cash and attach valuation to in-kind contributions.

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

3.7.5.1. For both Planning and Implementation or 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.

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

3.7.5.3. A description of the screening and assessment process used to identify the Target Population.

3.7.5.4. 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.

3.7.5.5. An analysis of observed contributing factors that affect population trends in the county jail or juvenile detention center.

3.7.5.6. 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.

3.7.5.7. Implementation and Expansion Applicants Only

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

3.7.5.7.1. A projected number of the broader category of persons served in any capacity.

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

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

3.7.6. Tab 6: Project Design and Implementation

3.7.6.1. For both Planning Grants and Implementation or Expansion Grants, the application must include a description of the planning council or committee, including the following.

3.7.6.1.1. A description of the composition of the planning council or committee, including the role of each member as stakeholder, consumer, etc. demonstrating compliance with § 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.

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

3.7.6.2. Planning Grants Only (Limited to 20 pages)

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

3.7.6.2.1. The manner in which a needs assessment will be conducted.

3.7.6.2.2. The proposed methodology to identify, coordinate, and share funding and related resources, and recommended organizational or structural changes.

3.7.6.2.3. The proposed strategy for project design and implementation.

3.7.6.2.4. The proposed strategy for coordination, communication and data sharing.

3.7.6.3. Implementation and Expansion Grants Only (Limited to 35 pages)

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

3.7.6.3.2. The application must include a description of the project design and implementation, including the following.

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

3.7.6.3.2.2. Organization and key stakeholder responsible for each task or key activity necessary to accomplish the objectives.

3.7.6.3.2.3. How the planning council or committee will participate and remain involved in implementation or expansion on an ongoing basis.

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

3.7.6.3.2.5. The plan to screen potential participants and conduct tailored, validated needs-based assessments. Include the criteria to be used, specific screening tool(s) and validity specific to the Target Population. If specific tools

have been selected, include a copy of the tool as in **Tab 9.** as supporting documentation. If specific tool(s) have not yet been selected, describe the process by which tool(s) will be selected, including a timeline with estimated completion dates, responsible party(ies) and date for final approval and implementation.

3.7.6.3.2.6. How the proposed design will facilitate care coordination to increase access to behavioral health treatment and support services and ancillary social services (i.e., housing, primary care; benefits, etc.). Existing or draft agreements with behavioral health service providers should be included in **Tab 9** as supporting documentation.

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

3.7.6.3.2.8. How the proposed design will incorporate recovery support specialists and peer support.

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

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

3.7.6.3.3.1. Specialized responses by law enforcement agencies.

3.7.6.3.3.2. Centralized receiving facilities or systems for individuals evidencing behavioral difficulties.

3.7.6.3.3.3. Post-booking alternatives to incarceration.

3.7.6.3.3.4. New court programs, including pretrial services and specialized dockets.

3.7.6.3.3.5. Specialized Diversion Programs.

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

3.7.6.3.3.7. Specialized probation processes.

3.7.6.3.3.8. Day-reporting centers.

3.7.6.3.3.9. Linkages to community-based, evidence-based treatment programs for the served Target Population.

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

3.7.6.4. Performance Measures

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

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

3.7.6.4.2. Proposed targets and methodologies to address the measures specified in **Section 2.4.1.**, for Planning Grants, the Universal Measures specified in **Section 2.4.2.**, and the Supplemental Measures specified in **Section 2.4.3.,** for Implementation and Expansion Grants.

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

3.7.6.5. 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 the following.

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

3.7.6.5.2. Availability of resources for the proposed project.

3.7.6.5.3. Anticipated role of advocates, peer specialists, family members, and responsible partners.

3.7.6.5.4. 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.

3.7.6.6. Evaluation and Sustainability

3.7.6.6.1. 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). If using an external evaluator, identify the individual or entity conducting the evaluation.

3.7.6.6.2. 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 the following.

3.7.6.6.2.1. An estimate of how the proposed initiative will reduce the expenditures associated with the incarceration of the Target Population.

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

3.7.6.6.2.3. 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.

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

3.7.6.6.3. 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.

3.7.7. Tab 7: Project Timeline

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

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

The timeline must include a specific preferred project start date between 4/1/24 and 6/30/25. The projected start date should reasonably reflect the Applicant's actual readiness to implement the proposed project.

3.7.8. Tab 8: 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.

3.7.9. Tab 9: Supporting Documentation

The application may include attachments, exhibits or any other supporting documentation referenced in the reply, labeled and tabbed accordingly.

3.7.10. Tab 10: 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, available at:

https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_2

SECTION 4: APPLICATION REVIEW CRITERIA AND METHODOLOGY

4.1. REVIEW METHODOLOGY

All responsive applications will be reviewed and scored based on the written application,

according to the criteria described in **Section 4.3.** The Grant Review Committee, **as defined in 394.656 F.S.**, will review and score each application. For each responsive application, the scores from each of the reviewers will be totaled and averaged to determine the rank in order of overall average score from highest to lowest for each type of grant. Recommendations for awards will be made in order of rank.

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

4.2. MANDATORY CRITERIA AND CORRECTION

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

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

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

If the Procurement Officer 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

The Grant Review Committee will be classified into two groups, each of which will be assigned a specific type of grant to review: Planning or Implementation and Expansion.

Within each group, each member will independently evaluate the appropriate documentation submitted by each Applicant, according to the criteria in the manuals in **Appendix M, Appendix N, and Appendix O**.

4.4. SELECTION OF APPLICANTS FOR AWARD

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 Procurement Officer 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.** To the extent funding is available, awards will be recommended to Applicants that meet or exceed the minimum programmatic score.

If funding remains after Applicants that meet or exceed the minimum programmatic score are awarded, Applicants that score below the minimum programmatic score may be recommended for a Conditional Award, in the order of their ranking. The Department will require conditional awardees to consult with the CJMHSA TAC and submit an addendum to their application addressing all low-scoring criteria identified by the Department, including either or both programmatic and financial elements. Once the addendum addresses all low-scoring criteria to the Department's satisfaction, the Procurement Officer may provide the Secretary, or designee, a recommendation for additional awards.

4.5. DEPARTMENT'S RESERVED RIGHTS

The Department reserves the right to:

4.5.1. Reject any or all applications received with respect to this RFA.

4.5.2. Withdraw the RFA.

4.5.3. Waive or modify minor irregularities in applications received after prior notification and concurrence of the Applicant.

4.5.4. Request additional information from an Applicant as deemed necessary to more fully evaluate its application.

4.5.5. Revise the budget or scope of services after award.

4.5.6. Reject the scoring of any Grant Review Committee member for violation of the guidelines provided for the review of applications.

4.5.7. Make all final decisions with respect to the amount of funding awarded to an applicant.

4.5.8. Increase the grant award amount if funding is available.

4.5.9. Make all final decisions with respect to deliverables.

4.6. 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 Vendor Information Portal.

APPENDIX A - STRATEGIC PLAN FORMAT

Planning Grants

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

Implementation and Expansion Grants

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

Strategic Plan Format

Cover Page

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

- **Statement of the Problem or Critical Issues** - careful analyses of the scope of the problem using current data, implications of the data, critical issues for the various constituents, such as law enforcement, courts, treatment providers, etc.
- **Regional Partnership Strategic Planning Process and Participants** - how planning occurred, strategic alliances, plans for leveraging funds and other resources, etc.
- **Vision** - a picture of the future you seek to create, described in the present tense
- **Mission Statement** - concise statement of what are you here to do together
- **Values** - collective, fundamental beliefs that drive the initiative

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

Goals, Objectives & Tasks

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

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

Objective #1:	*(supports the goal and how the goal will be accomplished)*			
	Task	**Performance Measure**	**Lead Person or Organization**	**Projected Completion Date**
1.1	*clearly identify the task(s) associated with the accomplishment of each objective, there may be several tasks associated with an objective*	*describe how performance of each task will be measured*	*person or organization responsible for each task*	*target completion date for each task*
1.2				
1.3				

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

- **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.

- **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, and other subject matter experts. 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. **https://www.usf.edu/cbcs/mhlp/tac/**

- **Blueprints for Healthy Youth Development -** Each Blueprints program has been reviewed and determined to meet a clear set of scientific standards. It is recommended that at a minimum the programs identified as promising be selected. **http://www.blueprintsprograms.com/**

- **Office of Juvenile Justice and Delinquency Prevention Model Programs Guide -** The descriptions of the research include a rating system with study classifications across four dimensions for each program. It is recommended that a minimum the programs need to be identified as promising to be selected. **http://www.ojjdp.gov/mpg/**
- **National Institute of Justice -** The descriptions of the research include a rating system with study classifications across four dimensions for each program. It is recommended that a minimum the programs need to be identified as promising to be selected. **https://www.crimesolutions.gov/default.aspx**

Showing that Your Services or Practices are Effective

If proposing services or practices that are not included in the above-referenced sources, include a narrative justification summarizing the evidence for effectiveness of the proposed services or practice.

Preferred evidence of effectiveness may include findings from clinical trials, or efficacy and effectiveness studies published in peer-reviewed literature. In areas where little or no research has been published in peer-reviewed literature, evidence may involve unpublished studies describing formal consensus among multiple recognized 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, evidence must be presented that is the best objective information available.

Using Services and Practices that are Appropriate for Your Target Population

Proposed services and practices must demonstrate they are appropriate for the selected Target Population(s). Applications should include research studies showing the services and practices are effective for the selected Target Population. However, if this type of information is not available, provide information from other sources, such as unpublished studies or documents describing formal consensus among recognized experts. Describe the experience either with the Target Population or in managing similar programs.

Describing Necessary Changes to the Services and Practices

It is expected that the Applicant will implement services and practices in a way that is as close as possible to the original services and practices. Minor changes to the services and practices may be necessary to meet the needs of the selected Target Population or to allow resources to be used more efficiently. Describe any changes to the proposed services and practices that are necessary for these purposes. Describe experience either with the selected Target Population or in managing similar programs. The application must demonstrate that the changes proposed are justified.

APPENDIX C - COVER PAGE FOR GRANT APPLICATION

Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant

PROPOSAL INFORMATION	
Type of Grant:	Planning Grant ☐ Implementation or Expansion Grant ☐
Project Title:	
County(ies):	
Preferred Project Start Date:	
APPLICANT INFORMATION	
Type of Applicant	County Government ☐ Consortium of Counties ☐ Managing Entity ☐ NFP Community Provider ☐ Law Enforcement Agency ☐
Applicant Organization Name:	
Contact Name & Title:	
Street Address	
City, State and Zip Code:	
Email:	
Phone:	
ADDITIONAL CONTACT	
Participating Organization Name:	
Contact Name & Title:	
Street Address	
City, State and Zip Code:	
Email:	
Phone:	

FUNDING REQUEST AND MATCHING FUNDS		
	Total Amount of Grant Funds Requested	Total Matching Funds
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

		Initial
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 (EEOP) 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

Applicant match is the portion of project property and services (staff time, fringe benefits, supplies, equipment, travel, rent, etc.) coming from other than State funds. The matching share must constitute a 100% of the requested grant amount. The match may be derived from the county or private sources. Both "cash" contributions (provided directly by the Applicant) and "in-kind" contributions (from the Applicant or a third party) may be utilized to satisfy the match requirement. A cash match is not required.

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

"In-kind" means contributions of property or services that benefit this grant-supported project or program and that are contributed by the county or third parties without charge to the Applicant. Neither the actual cost nor the value of third-party in-kind contributions may count towards satisfying a matching requirement of the CJMHSA Grant if it has been, or will be, counted towards satisfying a cost-sharing or matching requirement of another grant, a State procurement contract, or any other award of State funds.

If an applicant chooses to include in-kind contributions in its matching share, specific dollar values must be assigned. Applicants are required to use the **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. **Appendix I** is to be used to show the proportions of cash and in-kind match.

Examples of in-kind contributions and methods for determining values are as follows:

Volunteer Services - Unpaid services provided to a grantee by individuals shall be valued at rates consistent with those ordinarily paid for similar work in the grantee's organization. If the grantee does not have employees performing similar work, the rates shall be consistent with those ordinarily paid by other employers for similar work in the same labor market. In either case, a reasonable amount of fringe benefits may be included in the valuation.

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

Loaned/Donated Equipment or Space - If a county or a third party donates the use of equipment or space in a building but retains title, the contribution shall be valued at the fair rental rate of the equipment or space. If the county or a third party donates equipment and the title passes to the grant recipient, the market value of that equipment at the time of the donation that is applicable to the period which the matching requirement applies, 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 amount 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 non-federal grants incurred by the county during the effective period of the contract;
    - Funds from partnering organizations or units of government;
    - The value of third-party funds and in-kind contributions applicable to the matching requirement period.
    - The value of volunteer services up to and including 10% of the total budget.
    - Costs supported by fees and program income.
2) **Unallowable for Matching.**
    - Costs paid for by another state or federal contract or grant except as provided by State or Federal statute.
    - Costs or third-party funds and in-kind contributions that are used to satisfy a matching requirement of another State contract or Federal grant.
    - Income from sale of printed material, food, and books purchased with State funds.

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 § 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 § 1011.62(4)(a)1.a., F.S. from the previous July 1, shall be considered a Fiscally-Constrained County, per § 218.67(1), F.S.

This list is taken from: http://floridarevenue.com/property/Documents/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 application must include both a **Line-Item Budget** and a **Budget Narrative**. Implementation and Expansion grants must include a proposed budget for each project year.

Line-Item Budget

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

Budget Narrative

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

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

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

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

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

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

Building Occupancy: Provide the proposed costs associated with rent, utilities, etc. required to support grant activities. Specify the monthly cost and number of months. If expenses are to be shared, provide a brief explanation.

Consultant Services: Provide the hourly or daily rates and number of hours or days for each consultant and their role in supporting grant activities.

Consultant Travel: Provide all consultant travel expenses for the purpose of supporting grant activities, in accordance with the description above.

Consultant Supplies: Provide all consultant supplies cost for the purpose of supporting grant activities, in accordance with the description above.

Subcontracted Services: Provide the total cost of all subcontracted services. Provide a list of each subcontracted service provider, the associated cost and their role in supporting grant activities. The proposed cost for each subcontracted service provider must be supported by a separate line-item budget (**Table B**). Agency employees or persons who would normally provide consultant services without charge may not be included in the budget.

Administrative Costs: Costs may not exceed 10% of the total grant award. This cap applies to the sum of all administrative costs, including those of the applicant and any intended subgrantees or subcontractors. Administrative costs may 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 may not be included in this line item.

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

Table B: Line-Item Budget Subcontracted Services*			
	Grant Funds Requested	**Matching Funds and Other In-Kind Contributions**	
		Funding	**Source of Funds**
Salaries:			
Fringe Benefits:			
Equipment			
Staff Travel:			
Supplies:			
Building Occupancy:			
Consultant Services:			
Consultant Supplies:			
Administrative Cost:			
Total:			
Total Project Cost:		= Grants Funds Requested + Matching Share	
Match Percentage:		= Match / Total Project Cost	

***Provide a separate line-item budget for EACH proposed subcontracted service provider.**

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)

Description	Value
(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 = $_____
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	$ _____

Comments:

_____

_____

_____

_____

Prepared By _____

Approved By _____

Appendix J - CHECKLIST OF APPLICATION CRITERIA

Criteria Checklist for: DCF RFA 2324 011- CJMHSA Reinvestment Grant Program

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

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

Does the Application include the following?			**Yes Pass**	**No Fail**
1.	**Tab 1: Cover Page** Completed form, including requested funding and match funds, signed/dated		☐	☐
2.	**Tab 1: County Designation Letter, if applicable** For Applicant's submitting on behalf of a county		☐	☐
3.	**Tab 3: Statement of Mandatory Assurances**			
	a.	Infrastructure	☐	☐
	b.	Site Visits	☐	☐
	c.	Non-discrimination	☐	☐
	d.	Lobbying	☐	☐
	e.	Drug-Free Workplace Requirements	☐	☐
	f.	Smoke-Free Workplace Requirements	☐	☐
	g.	Compliance and Performance	☐	☐
	h.	Certifications of Non-supplanting	☐	☐
	i.	Submission of Data	☐	☐
	j.	Submission of Reports	☐	☐
4.	**Tab 4: Commitment of Match Donation Form and Match Commitment Summary Report** Completed forms for each match donation committed to the project, indicating sufficient matching commitment, signed and dated		☐	☐
5.	**Tab 5 & 6: Statement of Problem and Project Design Implementation** Description of the services to be provided		☐	☐
6.	**Tab 7: Detailed Project Timeline** Project timeline for each funding year proposed		☐	☐
7.	**Tab 8: Letters of Commitment** Summary list of all organizations and letter of commitment from each organization		☐	☐
8.	**Tab 9: Budget and Budget Narrative** Completed budget summary form, including budget narrative		☐	☐

APPENDIX K - CJMHSA 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 REPRENSTATIVE	CHIEF CORRECTIONAL OFFICER
DJJ - DIRECTOR OF DENTENTION FACILITY OR DESIGNEE	DJJ – CHIEF OF PROBATION OFFICER OR DESIGNEE
DCF - SUBSTANCE ABUSE AND MENTAL HEALTH PROGRAM OFFICE REPRESENATIVE	PRIMARY CONSUMER OF MENTAL HEALTH SERVICES
COMMUNITY MENTAL HEALTH AGENCY DIRECTOR OR DESIGNEE	LOCAL SUBSTANCE ABUSE TREATMENT DIRECTOR OR DESIGNEE
PRIMARY CONSUMER OF COMMUNITY-BASED TREATMENT FAMILY MEMBER	PRIMARY CONSUMER OF SUBSTANCE ABUSE SERVICES

APPENDIX L - NOTICE OF INTENT TO SUBMIT AN APPLICATION

_____ (Applicant Name) wishes to inform the Florida Department of Children and Families of its intent to respond to the solicitation entitled "Criminal Justice Mental Health and Substance Abuse Reinvestment Grant," DCF RFA 2324 011

PLEASE PRINT OR TYPE REQUESTED INFORMATION

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

Type of Grant Applying for: _____ Planning

_____ Implementation or Expansion Grant

Appendix M - Planning Grant Evaluation Manual

State of Florida Department of Children and Families

DCF RFA 2324 011

Criminal Justice, Mental Health, and Substance Abuse Reinvestment Grant

Applicant:_____ Evaluator:_____

1 GENERAL INSTRUCTIONS

1.1 Each evaluator has been provided a copy of the RFA, including its appendices, any RFA addenda, and applicant written inquiries and the written responses provided by the Department. Each evaluator will also be provided with a copy of each application submitted to the Department. which should be evaluated and scored according to the instructions provided in the solicitation and the evaluation manual.

1.2 Each evaluator will evaluate Criteria 1-5 for all applications that pass the mandatory criteria. Each criterion must be scored.

1.3 Each evaluator shall assign a score based upon their assessment of the application. Scoring must reflect the evaluator's independent evaluation of the application to each criterion. Fractional values or missing scores will not be accepted. If an evaluator's score sheet is not complete, it will be returned for completion.

1.4 When completing score sheets, evaluators should record references to the sections of Request for Applications (RFA) and the written application materials which most directly pertain to the criterion and upon which their scores were based. More than one section may be recorded. Evaluators should not attempt an exhaustive documentation of every bit of information considered but only key information. In general, the reference statements should be brief. If the application does not address an evaluation criterion, evaluators should indicate "not addressed" and score it accordingly.

1.5 Applications shall be independently scored by each member of the evaluation team. No collaboration is permitted during the scoring process. The same scoring principles must be applied to every application received, independent of other evaluators. Evaluators should work carefully to be as thorough as possible in order to ensure a fair and open competitive procurement. No attempt by Department personnel or others, including other evaluators, to influence an evaluator's scoring shall be tolerated.

1.6 If any attempt is made to influence an evaluator, the evaluator must immediately report the incident to the Procurement Officer. If such an attempt is made by the Procurement Officer, the evaluator must immediately report the incident to the Inspector General.

1.7 Only the score sheets provided should be used. No additional notes or marks should appear elsewhere in the evaluation manual.

1.8 Evaluators may request assistance in understanding evaluation criteria and applications only from the Procurement Officer.

1.9 Questions related to the solicitation and the evaluations of the application should be directed only to:

Alicia Reifinger, Procurement Officer

E-Mail Address: Alicia.Reifinger@myflfamilies.com, CC hqw.procurement.team.activities@myflfamilies.com

1.10 After the evaluator has completed scoring each application, submit scores to the Procurement Officer. The Procurement Officer will average the total point scores by each evaluator to calculate the points awarded for each criterion when preparing the total scores.

2 QUALITATIVE CRITERIA

2.1 Evaluators shall assign scores to each of the applications received by the Department based on the considerations detailed for each criterion.

2.2 The assignment of an individual score must be based upon the following description of the point scores, unless otherwise noted for a specific criterion:

The application demonstrates or describes	Category	Assign points
…extensive competency, proven capabilities, an outstanding approach to the subject area, innovative, practical and effective solutions, a clear and complete understanding of inter-relationships, full responsiveness, a clear and comprehensive understanding of the requirements and planning for the unforeseen.	Superior	4
…clear competency, consistent capability, a reasoned approach to the subject area, feasible solutions, a generally clear and complete description of inter-relationships, extensive but incomplete responsiveness and a sound understanding of the requirements.	Good	3
…fundamental competency, adequate capability, a basic approach to the subject area, apparently feasible but somewhat unclear solutions, a weak description of inter- relationships in some areas, partial responsiveness, a fair understanding of the requirements and a lack of staff experience and skills in some areas.	Adequate	2
…little competency, minimal capability, an inadequate approach to the subject area, infeasible or ineffective solutions, somewhat unclear, incomplete or non-responsive, a lack of understanding of the requirements and a lack of demonstrated experience and skills.	Poor	1
…a significant or complete lack of understanding, an incomprehensible approach, a significant or complete lack of skill and experience and extensive non-responsiveness.	Insufficient	0

3 CRITERIA 1-5 POINT VALUES

- The maximum score for Criteria 1-5 is 184 points.
- The minimum score to be eligible for award recommendation is 147 points.

SCORING SUMMARY SHEET:

Programmatic Criteria: Planning	Maximum Points	Points Assigned
Criteria 1: Statement of the Problem	**48**	
Criteria 2: Project Design and Implementation		
2 Description of the Planning Council or Committee	**24**	
2 Timeline and Expected Milestones	**60**	
Criteria 3: Performance Measures	**12**	
Criteria 4: Capability and Experience	**16**	
Criteria 5: Sustainability	**24**	
Total	**184**	

Applicant:_____ Evaluator:_____

Criteria 1: Statement of the Problem			
Tab 5 - RFA References: Section 3.7.5			**Max Score: 48**
How well does the Applicant's approach appear to resolve the problem(s) to be addressed by the proposed project?			
Consideration	**Max Score**	**Assigned Score**	**Notes/Comments**
1. The Applicant's approach of the problem the project will address, including local and state data and appropriate trend analysis.	4		
2. The application demonstrates the project's geographic environment socioeconomic factors and community concerns, sufficient to support selection of the Target Population.	4		
3. The application demonstrates an analysis of the current population of the jail or juvenile detention center, including the screening and assessment process used to identify the Target Population.	4		
4. The application demonstrates an analysis of the current population of the jail or juvenile detention center, including the percentage of persons admitted with a mental illness, substance use disorder, or co-occurring disorders that supports the selection of the Target Population.	4		
5. The application demonstrates an analysis of the current population of the jail or juvenile detention center, including identification of describe contributing factors that affect population trends in the county jail or juvenile detention center.	4		
6. The application demonstrates an analysis of the current population of the jail or juvenile detention center, including data and a descriptive narrative that delineates the specific factors that put the Target Population at-risk of entering or re-entering the criminal or juvenile justice systems.	4		
Total Assigned Score (out of 24) x 2 = (max score 48)			

Applicant:_____ Evaluator:_____

Criteria 2: Project Design and Implementation Sub Criteria 2A: Planning Council or Committee			
Tab 6; RFA References: *Section 1.2 and 1.6.3, 2.2.4.2, Section 3.7.6.1, and Appendix K - APPENDIX K - CJMHSA Reinvestment Grant Planning Council Or Committee* **Max Score: 24**			
How well does the application describe the planning council or committee?			
Consideration	**Max Score**	**Assigned Score**	**Notes/Comments**
1. The application demonstrates compliance with s. 394.657(2)(a), F.S. and clearly identifies the role of each member as stakeholder, consumer, etc.	4		
2. The application demonstrates capability to perform the activity of the Planning council, including the frequency of meetings for the previous 12 months and future scheduling of meetings.	4		
Total Assigned Score (out of 8) x 3 = (max score 24)			

Applicant:_____ Evaluator:_____

Criteria 2: Project Design and Implementation Sub Criteria 2B: Timeline and Expected Milestones			
Tab 6; RFA References: *Section 1.6.13, 2.1.7.1, 2.2, 3.7.6.3, and Appendix A – Strategic Plan Format* **Max Score: 60**			
How well does the application describe the timeline for the proposed planning activities and expected milestones?			
Consideration	**Max Score**	**Assigned Score**	**Notes/Comments**
1. The application demonstrates the process for using needs assessment appropriate to the Target Population during planning.	4		
2. The application demonstrates an anticipated successful process to be used for project design and implementation.	4		
3. The application demonstrates the Applicants ability to create opportunities to coordinate funding, related resourced and recommended organizational or structural changes.	4		
4. The application demonstrates the Applicants strong and well thought out strategies for coordination, communication and data sharing supporting Strategic Planning goals.	4		
5. The application demonstrates acceptable anticipated start and completion dates for each milestone, benchmark, and goal.	4		
Total Assigned Score (out of 20) x 3 = (max score 60)			

Applicant:_____ Evaluator:_____

Criteria 3: Performance Measures			
Tab 5; RFA References: *Section 2.4.1, 3.7.6.4*			**Max Score: 12**
How well does the application describe how performance under the grant will be measured?			
Consideration	**Max Score**	**Assigned Score**	**Notes/Comments**
1. The application demonstrates the manner in which the proposed timeline ensures compliance with the performance measures specified in Section 2.4.1.	4		
2. The application demonstrates targets and methodologies that address the measures specified in Section 2.4.1.	4		
3. The application includes at least one additional performance measure that is unique to the tasks outlined in the application, including proposed targets and methodologies.	4		
Total Assigned Score (out of 16) x 1 = (max score 12)			

Applicant:_____ Evaluator:_____

Criteria 4: Capability and Experience			
Tab 5; RFA References: *Section 3.7.6.5*			**Max Score: 16**
How well does the application describe the Applicant's capability and experience in providing similar services?			
Consideration	**Max Score**	**Assigned Score**	**Notes/Comments**
1. The application demonstrates the capabilities and experience of the Applicant and other participating organizations, including law enforcement agencies, sufficient to meet the objectives detailed in this RFA.	4		
2. The application demonstrates the organization's capacity to implement the proposed project.	4		
3. The application demonstrates the role of advocates, family members, responsible partners, and other community stakeholders represented on the Planning Council and how they will support the project's objectives.	4		
4. The application demonstrates the organization's expertise and qualifications necessary to carry out the Strategic Planning project	4		
Total Assigned Score (out of 16) x 1 = (max score 16)			

Applicant:_____ Evaluator:_____

Criteria 5: Sustainability			
Tab 5; RFA References: *Section 2.3 and 3.7.6.6*			**Max Score: 24**
How well does the application address sustainability of the project?			
Consideration	**Max Score**	**Assigned Score**	**Notes/Comments**
1. The application demonstrates how the Strategic Planning will support effective collaboration among stakeholders, including government agencies, law enforcement, the criminal, juvenile, and civil justice systems, mental health and substance use service providers, transportation programs, housing assistance programs, and intervention programs.	4		
2. The application demonstrates how collaborative partnerships and funding will be leveraged to build long-term support and resources to implement the Strategic Plan following grant completion.	4		
Total Assigned Score (out of 8) x 3 = (max score 24)			

Appendix N - Implementation or Expansion Grant Evaluation Manual

State of Florida

Department of Children and Families

DCF RFA 2324 011

Criminal Justice, Mental Health, and Substance Abuse Reinvestment Grant

Applicant: _____

Evaluator: _____

Signature: _____

Date: _____

1 General Instructions

1.1 Each evaluator has been provided a copy of the RFA, including its appendices, any RFA addenda, and applicant written inquiries and the written responses provided by the Department. Each evaluator will also be provided with a copy of each application submitted to the Department. which should be evaluated and scored according to the instructions provided in the solicitation and the evaluation manual.

1.2 Each evaluator will evaluate Criteria 1-5 for all applications that pass the mandatory criteria. Each criterion must be scored.

1.3 Each evaluator shall assign a score based upon his or her assessment of the application. Scoring must reflect the evaluator's independent evaluation of the application to each criterion. Fractional values or missing scores will not be accepted. If an evaluator's score sheet is not complete, it will be returned for completion.

1.4 When completing score sheets, evaluators should record references to the sections of Request for Applications (RFA) and the written application materials which most directly pertain to the criterion and upon which their scores were based. More than one section may be recorded. Evaluators should not attempt an exhaustive documentation of every bit of information considered but only key information. In general, the reference statements should be brief. If the application does not address an evaluation criterion, evaluators should indicate "not addressed" and score it accordingly.

1.5 Applications shall be independently scored by each member of the evaluation team. No collaboration is permitted during the scoring process. The same scoring principles must be applied to every application received, independent of other evaluators. Evaluators should work carefully to be as thorough as possible in order to ensure a fair and open competitive procurement. No attempt by Department personnel or others, including other evaluators, to influence an evaluator's scoring shall be tolerated.

1.6 If any attempt is made to influence an evaluator, the evaluator must immediately report the incident to the Procurement Officer. If such an attempt is made by the Procurement Officer, the evaluator must immediately report the incident to the Inspector General.

1.7 Only the score sheets provided should be used. No additional notes or marks should appear elsewhere in the evaluation manual.

1.8 Evaluators may request assistance in understanding evaluation criteria and applications only from the Procurement Officer.

1.9 Questions related to the solicitation and the evaluations of the application should be directed only to:

Alicia Reifinger*, Procurement Officer*

E-Mail Address: Alicia.Reifinger@myflfamilies.com and CC hqw.procurement.team.activities@myflfamilies.com

1.10 After the evaluator has completed scoring each application, submit scores to the Procurement Officer. The Procurement Officer will average the total point scores by each evaluator to calculate the points awarded for each criterion.

2 Qualitative Criteria

2.1 Evaluators shall assign scores to each of the applications received by the Department based on the considerations detailed for each criterion.

2.2 The assignment of an individual score must be based upon the following description of the point scores, unless otherwise noted for a specific criterion:

The application demonstrates or describes	Category	Assign points
…extensive competency, proven capabilities, an outstanding approach to the subject area, innovative, practical and effective solutions, a clear and complete understanding of inter-relationships, full responsiveness, a clear and comprehensive understanding of the requirements and planning for the unforeseen.	Superior	4
…clear competency, consistent capability, a reasoned approach to the subject area, feasible solutions, a generally clear and complete description of inter-relationships, extensive but incomplete responsiveness and a sound understanding of the requirements.	Good	3
…fundamental competency, adequate capability, a basic approach to the subject area, apparently feasible but somewhat unclear solutions, a weak description of inter-relationships in some areas, partial responsiveness, a fair understanding of the requirements and a lack of staff experience and skills in some areas.	Adequate	2
…little competency, minimal capability, an inadequate approach to the subject area, infeasible or ineffective solutions, somewhat unclear, incomplete or non-responsive, a lack of understanding of the requirements and a lack of demonstrated experience and skills.	Poor	1
…a significant or complete lack of understanding, an incomprehensible approach, a significant or complete lack of skill and experience and extensive non-responsiveness.	Insufficient	0

3 Application Programmatic Point Values

- The maximum score for the Programmatic portion of the Application is 340 points.
- The minimum score to be eligible for award recommendation is 272 points.

SCORING SUMMARY SHEET

Programmatic Criteria: Implementation or Expansion		Maximum Points	Points Assigned
Criteria 1: Statement of the Problem			
1	Statement of the Problem	64	
Criteria 2: Project Design and Implementation			
2A	Planning Council or Committee	24	
2B	Strategic Plan	96	
2C	Service Strategies	16	
Criteria 3: Performance Measures			
3	Performance Measures	12	
Criteria 4: Capability and Experience			
4	Capability and Experience	20	
Criteria 5: Evaluation and Sustainability			
5A	Evaluation	60	
5B	Sustainability	24	
5C	Complete Project Timeline	24	
	Total	**340**	

Criteria 1: Statement of the Problem			
Tab 5 - RFA References: Section 3.7.5			**Max Score: 64**
How well does the application describe the problem to be addressed by the proposed project?			
Consideration	**Max Score**	**Assigned Score**	**Notes/Comments**
1. The Applicant's approach of the problem the project will address, including local and state data and appropriate trend analysis.	4		
2. The application demonstrates the project's geographic environment socioeconomic factors and community concerns, sufficient to support selection of the Target Population.	4		
3. The application demonstrates an analysis of the current population of the jail or juvenile detention center, including the screening and assessment process used to identify the Target Population.	4		
4. The application demonstrates an analysis of the current population of the jail or juvenile detention center, including the percentage of persons admitted with a mental illness, substance use disorder, or co-occurring disorders that supports the selection of the Target Population.	4		
5. The application demonstrates an analysis of the current population of the jail or juvenile detention center, including identification of describe contributing factors that affect population trends in the county jail or juvenile detention center.	4		
6. The application demonstrates an analysis of the current population of the jail or juvenile detention center, including data and a descriptive narrative that delineates the specific factors that put the Target Population at-risk of entering or re-entering the criminal or juvenile justice systems.	4		
7. The application demonstrates a reasonable projected number of individuals to be served.	4		
8. The application demonstrates how the needs identified are consistent with the priorities of the Strategic Plan.	4		
Total Assigned Score (out of 32) x 2 = (max score 64)			

Criteria 2: Project Design and Implementation Sub Criteria 2A: Planning Council or Committee			
Tab 6; RFA References: *Section 1.2 and 1.6.3, 2.2.4.2, Section 3.7.6.1, and Appendix K - APPENDIX K - CJMHSA Reinvestment Grant Planning Council Or Committee* **Max Score: 24**			
How well does the application describe the planning council or committee?			
Consideration	**Max Score**	**Assigned Score**	**Notes/Comments**
1. The application demonstrates compliance with s. 394.657(2)(a), F.S., and clearly identifies the role of each member as stakeholder, consumer, etc.	4		
2. The application demonstrates capability to perform the activity of the Planning council, including the frequency of meetings for the previous 12 months and future scheduling of meetings.	4		
Total Assigned Score (out of 8) x 3 = (max score 24)			

Criteria 2: Project Design and Implementation Sub Criteria 2B: Strategic Plan			
Tab 6; RFA References: *Section 1.6.13, 2.1.7.1, 2.2, 3.7.6.3, and Appendix A – Strategic Plan Format* **Max Score: 96**			
How well does the application describe the Strategic Plan?			
Consideration	**Max Score**	**Assigned Score**	**Notes/Comments**
1. The application demonstrates a current Strategic Plan identifying project goals, strategies, milestones and key activities and at least one objective specified in 2.2.	4		
2. The application demonstrates a current Strategic Plan identifying an organization or key stakeholder responsible for each task or key activity and a proposed completion date for each.	4		
3. The application demonstrates a current Strategic Plan addressing participation of the planning council or committee.	4		
4. The application demonstrates a current Strategic Plan addressing communication amongst agencies and organizations involved throughout the lifetime of the project, detailing the frequency of planned meetings, and the decision-making process to ensure successful implementation.	4		
5. The application demonstrates a current Strategic Plan addressing screening of potential participants and tailored, validated needs-based assessments, including criteria to be used and specific screening tool(s) specific to the Target Population or the process by which tool(s) will be selected.	4		
6. The application demonstrates a current Strategic Plan addressing care coordination to increase access to behavioral health treatment and support services and ancillary social services (i.e., housing, primary care; benefits, etc.);	4		

7. The application demonstrates a current Strategic Plan addressing law enforcement assessment of their current process at intercept points, capacity, and how the proposed project will implement or expand diversion initiatives.	4		
8. The application demonstrates the status of the Strategic Plan, including implementation, Sequential Intercept Mapping, date of last review or update for the proposed Target Population, and identifying challenges or barriers to implementation.	4		
Total Assigned Score (out of 32) x 3 = (max score 96)			

Criteria 2: Project Design and Implementation Sub Criteria 2C: Service Strategies			
Tab 6; RFA References: *Section 2.2, 3.7.6.3, and Appendix A– Strategic Plan Format* **Max Score: 16**			
How well are the strategies the Applicant intends to use to serve the Target Population described?			
Consideration	**Max Score**	**Assigned Score**	**Notes/Comments**
1. The application demonstrates services and supervision methods to be applied in addressing diversion of the Target Population from arrest, prosecution, or incarceration to treatment and support services.	4		
2. The application demonstrates interventions addressing the proposed Project objectives for the Target Population and the goals of the Strategic Plan.	4		
Total Assigned Score (out of 8) x 2 = (max score 16)			

Criteria 3: Performance Measures			
Tab 5; RFA References: *Section 2.4.2 and 3.7.6.4*			**Max Score: 12**
How well does the application describe how performance under the grant will be measured?			
Consideration	**Max Score**	**Assigned Score**	**Notes/Comments**
1. The application demonstrates monitoring of grant activities to determine achievement of performance measures specified in Section 2.4.2, including the process and standards for data collection, analysis, distribution and quality assurance.	4		
2. The application demonstrates targets and methodologies addressing the performance measures specified in Section 2.4.2.	4		
3. The application demonstrates at least one additional performance measure unique to the tasks outlined in the application, including proposed targets and methodologies.	4		
Total Assigned Score (out of 12) x 1 = (max score 12)			

Criteria 4: Capability and Experience			
Tab 5; RFA References: *Section 3.7.6.5*			**Max Score: 20**
How well does the application describe the Applicant's capability and experience in providing similar services?			
Consideration	**Max Score**	**Assigned Score**	**Notes/Comments**
1. The application demonstrates the capabilities and experience of the Applicant and other participating organizations, including law enforcement agencies, sufficient to meet the objectives detailed in this RFA.	4		
2. The application demonstrates the organization's capacity to implement the proposed project.	4		
3. The application demonstrates the role of advocates, family members, responsible partners, and other community stakeholders represented on the Planning Council and how they will support the project's objectives.	4		
4. The application outlines proposed staffing, including the Project Director, key personnel, and subcontractors who will participate in the project, including the role of each and their level of effort and qualifications.	4		
5. The application explains the responsibilities of each participating organization and how the Applicant proposes to fill staff positions and select subcontractors.	4		
Total Assigned Score (out of 20) x 1 = (max score 20)			

Criteria 5: Evaluation and Sustainability Sub Criteria 5A: Evaluation			
Tab 5; RFA References: *Section 2.3 and Section 3.7.6.6*			**Max Score: 60**
How well does the application describe the Evaluation process?			
Consideration	**Max Score**	**Assigned Score**	**Notes/Comments**
1. The application demonstrates how the project's effectiveness will be validated, including assessments of planning or implementation outcomes.	4		
2. The application demonstrates the process for defining and measuring variables like stakeholder support and service coordination outlined.	4		
3. The application demonstrates the process for measuring project effectiveness in promoting public safety, reduction of recidivism and access to services and supports.	4		
4. The application demonstrates the process for measuring project effectiveness in reducing expenditures associated with the incarceration of the Target Population, including a methodology to measure the service outcomes and corresponding savings or averted costs.	4		
5. The application demonstrates how the proposed initiative will reduce the number of individuals judicially committed to a state mental health treatment facility.	4		
Total Assigned Score (out of 20) x 3 = (max score 60)			

Criteria 5: Evaluation and Sustainability Sub Criteria 5B: Sustainability			
Tab 5; RFA References: *Section 2.3, and Section 3.7.6.6*			**Max Score: 24**
How well does the application address sustainability of the project?			
Consideration	**Max Score**	**Assigned Score**	**Notes/Comments**
1. The application demonstrates strategies to preserve and enhance the project services, systems and collaborations after the end of the requested grant award.	4		
2. The application demonstrates collaborative partnerships and funding that will be leveraged to build long-term support and resources to sustain the project when the state grant ends.	4		
Total Assigned Score (out of 8) x 3 = (max score 24)			

Criteria 5: Evaluation and Sustainability Sub Criteria 5C: Complete Project Timeline			
Tab 5; RFA References: *Section 2.2, and Section 3.7.7*			**Max Score: 24**
How well does the application provide a realistic and detailed timeline for each funding year proposed?			
Consideration	**Max Score**	**Assigned Score**	**Notes/Comments**
1. The application demonstrates goals, objectives, key activities, milestones, start dates, completion dates and responsible partners for each proposed funding year.	4		
2. The application demonstrates a timeline supporting the Strategic Plan and project goals for the Target Population.	4		
Total Assigned Score (out of 8) x 3 = (max score 24)			

Appendix O - Financial Evaluation Manual

State of Florida

Department of Children and Families

DCF RFA 2324 011

Criminal Justice, Mental Health, and Substance Abuse Reinvestment Grant

Applicant: _____

Evaluator: _____

Signature: _____

Date: _____

1 GENERAL INSTRUCTIONS

1.1 Each evaluator has been provided a copy of the RFA, including its appendices, any RFA addenda, and applicant written inquiries and the written responses provided by the Department. Each evaluator will also be provided with a copy of each application submitted to the Department. which should be evaluated and scored according to the instructions provided in the solicitation and the evaluation manual.

1.2 Each financial evaluator will evaluate only Criteria 6 for all applications that pass the mandatory criteria. Each criterion must be scored.

1.3 Each evaluator shall assign a score based upon his or her assessment of the application. Scoring must reflect the evaluator's independent evaluation of the application to each criterion. Fractional values or missing scores will not be accepted. If an evaluator's score sheet is not complete, it will be returned for completion.

1.4 When completing score sheets, evaluators should record references to the sections of Request for Applications (RFA) and the written application materials which most directly pertain to the criterion and upon which their scores were based. More than one section may be recorded. Evaluators should not attempt an exhaustive documentation of every bit of information considered but only key information. In general, the reference statements should be brief. If the application does not address an evaluation criterion, evaluators should indicate "not addressed" and score it accordingly.

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1.6 If any attempt is made to influence an evaluator, the evaluator must immediately report the incident to the Procurement Officer. If such an attempt is made by the Procurement Officer, the evaluator must immediately report the incident to the Inspector General.

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1.9 Questions related to the solicitation and the evaluations of the application should be directed only to:

E-Mail Address: Alicia.Reifinger@myflfamilies.com, CC hqw.procurement.team.activities@myflfamilies.com

1.10 After the evaluator has completed scoring each application, submit scores to the Procurement Officer. The Procurement Officer will average the total point scores by each evaluator to calculate the points awarded for each criterion.

2 QUALITATIVE CRITERIA

2.1 Evaluators shall assign scores to each of the applications received by the Department

based on the considerations detailed for each criterion.

2.2 The assignment of an individual score must be based upon the following description of the point scores, unless otherwise noted for a specific criterion:

The application demonstrates or describes	Category	Assign points
…extensive competency, proven capabilities, an outstanding approach to the subject area, innovative, practical and effective solutions, a clear and complete understanding of inter-relationships, full responsiveness, a clear and comprehensive understanding of the requirements and planning for the unforeseen.	Superior	4
…clear competency, consistent capability, a reasoned approach to the subject area, feasible solutions, a generally clear and complete description of inter-relationships, extensive but incomplete responsiveness and a sound understanding of the requirements.	Good	4
…fundamental competency, adequate capability, a basic approach to the subject area, apparently feasible but somewhat unclear solutions, a weak description of inter-relationships in some areas, partial responsiveness, a fair understanding of the requirements and a lack of staff experience and skills in some areas.	Adequate	4
…little competency, minimal capability, an inadequate approach to the subject area, infeasible or ineffective solutions, somewhat unclear, incomplete or non-responsive, a lack of understanding of the requirements and a lack of demonstrated experience and skills.	Poor	4
…a significant or complete lack of understanding, an incomprehensible approach, a significant or complete lack of skill and experience and extensive non-responsiveness.	Insufficient	4

3 CRITERION 6 POINT VALUES

The maximum score for Criterion 6 is 64 points.

SCORING SUMMARY SHEET

Criterion 6		Maximum Points	Points Assigned
1	Budget Summary and Narrative	32	
2	Line-Item Budget	32	
	Total	**64**	

Criteria 1: Budget Summary and Narrative			
Tab 7; RFA References: *Section 3.7.9 and Appendix G – Budget Instructions* **Max Score: 32**			
Does the proposed budget demonstrate the applicant's ability to provide services within the allocated funding for each state fiscal year and are costs reasonable, allowable and necessary?			
Consideration	**Max Score**	**Assigned Score**	**Notes/Comments**
3. The budget demonstrates a summary of the costs associated with the provision of services for the state fiscal year(s) of the potential contract (one state fiscal year for planning, three state fiscal years for implementation). For implementation grants, the application explains and justifies any changes in cost from one fiscal year to the next.	4		
4. The budget demonstrates **reasonable** proposed costs associated with the provision of services for each state fiscal year.	4		
5. The budget demonstrates **allowable** proposed costs associated with the provision of services that are for each state fiscal year.	4		
6. The budget demonstrates **necessary** proposed costs associated with the provision of services are for each state fiscal year.	4		
Total Assigned Score (out of 16) x 2 = (max score 32)			

Criteria 2: Line-Item Budget			
Tab 7; RFA References: *Section 3.7.9 and Appendix G – Budget Instructions* **Max Score: 32**			
Do the proposed budget line items demonstrate a reasonable approach to funding the provision of services outlined in the RFA?			
Consideration	**Max Score**	**Assigned Score**	**Notes/Comments**
1. The budget demonstrates a reasonable percentage of the total cost for **salaries**.	4		
2. The budget demonstrates a reasonable percentage of the total cost for **fringe benefits**.	4		
3. The budget demonstrates a reasonable percentage of the total cost for **all other direct service costs.**	4		
4. The budget includes a line-item budget for each proposed subcontracted service that includes reasonable costs for the services to be subcontracted.	4		
Total Assigned Score (out of 16) x 2 = (max score 32)			