

**STATE OF FLORIDA  
DEPARTMENT OF CHILDREN AND FAMILIES**



**REQUEST FOR APPLICATION**

**DCF RFA 2526 024**

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

## SECTION A. INTRODUCTION

### 1. INTRODUCTION

**1.1** Pursuant to §394.656, Florida Statutes (F.S.), The Florida Department of Children and Families (Department), is responsible for the development and implementation of the Criminal Justice, Mental Health, and Substance Abuse (CJMHS) Reinvestment Grant Program.

### 2. PURPOSE

**2.1** 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].

#### 2.2 Target Population

**2.2.1** Adults ages 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.

**2.2.2** Youth ages 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 criminal justice system.

#### 2.3 Grant Objectives

**2.3.1** Strategic Planning – Develop and submit a comprehensive Strategic Plan that addresses diversion, treatment, and reinvestment priorities in accordance with state requirements.

**2.3.2** Diversion Programs – Design and implement programs that divert individuals with mental health and/or substance use disorders from arrest, prosecution, or incarceration into community-based treatment and recovery supports.

**2.3.3** Collaboration – Establish or strengthen cross-system partnerships among criminal justice agencies, behavioral health providers, community organizations, and other stakeholders.

**2.3.4** Treatment Access – Expand timely access to evidence-based mental health and substance use treatment services for justice-involved individuals.

**2.3.5** Crisis Response – Improve law enforcement and first responder capacity to identify and appropriately respond to individuals experiencing mental health or substance use crises.

**2.3.6** Reentry Support – Provide coordinated treatment, housing, peer support, and recovery services to individuals transitioning from jail or prison back into the community.

**2.3.7** Capacity Building – Strengthen the capacity of local providers and organizations to deliver sustainable services (e.g., through workforce development, training, and infrastructure support).

**2.3.8** Data & Evaluation – Establish systems to collect, analyze, and report outcome data to measure effectiveness, demonstrate cost savings, and support reinvestment strategies.

**2.3.9** Public Education – Increase public awareness and reduce stigma related to mental illness, substance use, and involvement with the justice system.

**2.3.10** Sustainability – Create a framework for sustaining successful diversion and treatment initiatives beyond the grant period through reinvestment of savings or leveraging other funding

sources.

### **3. ELIGIBILITY**

**3.1** Applicants of this RFA must meet the following mandatory qualifications:

**3.1.1** 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.

**3.1.2** 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.

**3.1.2.1** A Florida county government.

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

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

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

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

**3.1.3** 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.

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

**3.1.5** 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.

**3.1.6** 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.

### **4. CONTACT PERSON**

**4.1** All communication regarding this RFA must be submitted in writing and directed exclusively to the following point of contact:

Joshua Burns, Procurement Officer

[Joshua.Burns@myflfamilies.com](mailto:Joshua.Burns@myflfamilies.com) and CC: [hqw.procurement.team.activities@myflfamilies.com](mailto:hqw.procurement.team.activities@myflfamilies.com)

## 5. LIMITATIONS ON CONTACTING THE DEPARTMENT

Applicants shall limit contact regarding this RFA to the contact person listed in this section. With reference to this RFA, 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.

## 6. TIMELINE

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

EVENT	DATE	TIME	LOCATION
RFA Advertised and Released	01/23/2026	N/A	Applicant Information Portal (VIP) Electronic Posting site: <a href="https://Applicant.myfloridamarketplace.com">https://Applicant.myfloridamarketplace.com</a>
Submission of Applicant Questions	02/09/2026	11:00 AM	<b>See Section 7</b>
Anticipated Posting of Department Responses to Inquiries	02/24/2026	N/A	<b>See Section 10</b>
Applications Due	03/19/2026	11:00 AM	<b>See Section 4</b>
<u>Anticipated</u> Posting of Grant Award(s)	05/26/2026	N/A	Applicant Information Portal (VIP) Electronic Posting site: <a href="https://Applicant.myfloridamarketplace.com">https://Applicant.myfloridamarketplace.com</a>

## 7. WRITTEN QUESTIONS

**7.1** All questions must be received by the Procurement Officer, no later than the date and time specified in **Section A.6**.

**7.2** Applicants are strongly encouraged to review the RFA in its entirety prior to asking questions.

**7.3** The Department will not accept questions by telephone, postal mail, hand delivery or fax.

**7.4** All questions should be submitted at once, rather than in multiple communications.

**7.5** The Department reserves the right to respond to questions received after the written question submission deadline. It is the sole discretion of the Department to consider questions received after the written questions submission deadline.

## 8. AVAILABLE FUNDS AND MATCHING

**8.1** A matching contribution is required pursuant to §394.658(2), F.S. 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 except fiscally constrained counties (See **Appendix F** for the list of fiscally constrained counties) that are awarded Reinvestment Grants to establish programs pursuant to this section may not be required to provide local matching funds. See **Appendix E** for detailed matching fund requirements.

**8.2 Types of Grants:** This RFA 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.

### **8.2.1 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.

### **8.2.2 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.

**8.3** Applicants shall propose a preferred project start date during state fiscal years 2025-2026 or 2026-2027, based on the Applicant's readiness to implement the proposed project. The start date for services will be the date of Contract execution or the effective date of the contract, whichever is later.

**8.4** 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.

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

**8.6** 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.

## **9. ALLOWABLE COST**

**9.1** All costs must benefit the program or program component in order to be reimbursable. All costs must be considered by the Department to be allowable, reasonable, and necessary for the provision of covered services and in accordance with the Florida Department of Financial Services, Reference Guide for State Expenditures. In addition, all costs must be allocable to the Contract(s) resulting from this RFA. **Appendix O** is provided for informational purposes to summarize key federal grant compliance requirements that may apply to awards made under this RFA.

## **10. OFFICIAL NOTICES**

**10.1** All notices, decisions, intended decisions, addenda (including Notices of Intent to Award), and other matters relating to this RFA will be posted on My Florida Market Place (MFMP) Applicant Information Portal (VIP) located at: <https://vendor.myfloridamarketplace.com/>

**10.2** It is the responsibility of Applicants to check VIP for addenda, notices of decisions and other information or clarifications to this RFA.

## **11. TERM**

**11.1** The anticipated start date of the resulting Contract will be determined once awarded, based on the Applicants preferred project start date during state fiscal years 2025-2026 or 2026-2027, and the Applicant's readiness to implement the proposed project. The anticipated duration of the Contract is based on the type of the application. Planning Grants are for one (1) year and Expansion Grants are for three (3) years]. Renewal, if any, shall comply with §287.057(14), F.S.

## **12. ORDER OF PRECEDENCE**

In the event of conflict within any two (2) or more documents within the Contract documents listed in 13., the earlier listed document shall control (e.g., 14.2 will control over 14.3).

## **13. THE DEPARTMENT RESERVES THE RIGHT TO:**

**13.1** Modify the Application and budget with the Applicant.

**13.2** Items that may be modified include, but are not limited to goals, costs, and performance and reporting requirements.

**13.3** Allow or disallow budget items.

**13.4** Implement any change or required mandate by state or federal regulation(s).

## **14. COMPOSITION OF THE CONTRACT**

Contracts awarded as a result of this RFA will be composed of:

### **14.1 Departments Standard Contract**

The Department's **Standard Contract Part 1 (Appendix S)** contains general contract terms and conditions required by the Department. In addition, the Department's **Standard Contract Part 2 (Appendix T)** contains additional contract terms and conditions governing the performance of work, the clients to be served, required deliverables, performance standards, and compensation.

### **14.2 Form PUR 1000**

Form PUR 1000 is incorporated by reference into the Department's Standard Contract. In the event of any conflict between Form PUR 1000 and this, the terms of this RFA shall take precedence over Form PUR 1000, unless the conflicting term is required by Florida law, in which case the term contained in Form PUR 1000 shall take precedence. Form PUR 1000 is available at:

[https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/state\\_agency\\_resources/state\\_purchasing\\_pur\\_forms](https://www.dms.myflorida.com/business_operations/state_purchasing/state_agency_resources/state_purchasing_pur_forms)

### **14.3 Other Attachments or Exhibits**

All other attachments and exhibits to the contract referenced in this RFA shall also be part of the resulting contracts, if any; and

### **14.4 Application**

The Application and any additional submittals, if incorporated into or attached to the Contract.

## SECTION B. REQUEST FOR APPLICATION SPECIFICATIONS

### 1. HOW TO APPLY

#### 1.1 Format for Submitting an Application

**1.1.1** Applications not meeting the specifications herein may be deemed nonresponsive, and therefore not eligible for evaluation or Contract award. Applications must be typed and presented with the same topic headings and in the same order as set forth in **Section B.4** below.

**1.1.2** Applications must be formatted single-spaced, for 8-1/2" x 11" paper, presented in a single electronic file. Applications should be typed and single-spaced. All pages should be sequentially numbered. It is recognized that existing financial reports, documents, or brochures, may not comply with the prescribed format. They will be accepted in current form and not reformatted. Figures, charts, and tables should be numbered and referenced by number in the text.

**1.1.3** Pages must be numbered in a logical, consistent fashion. Figures, charts, and tables should be numbered and referenced by number in the text.

**1.1.4** Electronic file(s) of the Application must be submitted and clearly marked with the title of the Application, the RFA number, the Applicant's organization name, and identification of enclosed documents. Applications containing Trade Secrets or confidential information shall be clearly marked in accordance with **Section B.2**.

**1.1.5** Documents such as financial audits, reports, and resumes, will not count against the page number limit if one is stated.

#### 1.2 Deadline

Applications must be submitted in accordance with **Section A.6**. Applications not received at the specified place or by the specified date and time may be rejected.

#### 1.3 Electronic File and Process to Submit an Application

**1.3.1** Applicants shall submit one complete electronic version of the Application containing the signature of an official authorized to bind the organization to the Application. The complete Application must be readable using Adobe portable document format ("pdf"). Electronic files must be emailed to email addresses stated in **Section A.4**, 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. The Department's maximum capacity for email attachments is 100MB. In the event an Application exceeds the Department's maximum capacity, the Applicant must separate into multiple numbered email submissions.

#### 1.4 Notice of Intent to Submit an Application (Optional)

The Notice of Intent to Submit an Application (**Appendix L**) is provided for informational and planning purposes only to assist the Department in estimating the number of anticipated Applications and planning. Submission of the Notice of Intent is not required to submit an Application in response to this RFA. Failure to submit a Notice of Intent will not affect an Applicant's eligibility, the evaluation of an Application, or award decisions. Submission of a Notice of Intent does not obligate an organization to submit an Application.

### 2. Trade Secrets and Respondent Claims

#### 2.1 How to Claim Trade Secret Protection

**2.2** Article 1, section 24, Florida Constitution, guarantees every person access to all public records, and §119.011, F.S., provides a broad definition of “public record.” As such, the entirety of the Response is public record and is subject to disclosure unless exempt from disclosure by law. The Department defines “confidential information” as information that is trade secret as defined in §688.002, F.S., or otherwise confidential or exempt from disclosure under Florida or federal law.

**2.3** If the Vendor considers any portion of the Response to be confidential information, the Vendor shall then submit two copies of the Response. In both copies, any portion of the Response considered confidential information shall be clearly labeled within the text of the Response as “CONFIDENTIAL”. For each portion of the Response that is labeled “CONFIDENTIAL”, the Vendor shall provide a written statement of the basis for exemption applicable to each provision identified by the Vendor as “confidential”, including citation to a protection created by statute, and state with particularity the reasons the provision is confidential.

**2.4** The original copy shall be unredacted and labeled on the cover of the Response as “Confidential Copy”. The redacted copy shall redact all the confidential information and be labeled on the cover of the Response as “Redacted Copy”.

### **3. Department not Obligated to Defend Vendor Claims**

By submitting a Response, the Vendor agrees to protect, defend, and indemnify the Department for all claims arising from or relating to the Vendor’s determination that the redacted portions of its Response are confidential information. If a Vendor fails to submit a Redacted Copy in accordance with this Solicitation, the Department is authorized to produce the entire material submitted to the Department in response to a demand for discovery or disclosure of these records or a public records request.

## **4. APPLICATION COMPONENTS**

This section prescribes the format in which Applications must be submitted. Additional information deemed appropriate by the Applicant may be included but should be placed within the relevant section.

In its response to the RFA, the Applicant demonstrate a clear understanding and knowledge of the scope of this RFA.

### **4.1 Tab 1: Cover Page & Table of Contents**

**4.1.1** Applicants must use the Cover Page form provided in **Appendix C**.

**4.1.2** The Application shall include a Table of Contents.

### **4.2 Tab 2: Required Documents**

**4.2.1 Signature Authority.** Include a signed certificate (**Appendix M**), completing either Section A (or providing a corporate resolution or other duly executed certification issued in Applicant’s normal course of business) or Section B, demonstrating the person signing the Application, and its statements and certifications, is authorized to make such representations and to bind the Applicant.

**4.2.2 Applicant Certifications.** Include the Applicant Certifications Form (**Appendix N**) signed by the person named in the Certificate of Signature Authority as the Authorized Representative of the Applicant to mark the appropriate boxes next to each of the Certifications a. through f.

**4.2.2.1** 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.

**4.2.2.2** 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.

**4.2.2.3** 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.

#### **4.2.3 Statement of Mandatory Assurances**

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

#### **4.2.4 Match Commitment and Summary Forms**

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

### **4.3 Tab 3: Statement of the Problem (Limited to 10 pages)**

#### **4.3.1 Both Planning and Implementation or Expansion Grants**

**4.3.1.1** 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.

**4.3.1.2** The application must provide an analysis of the current population of the jail or juvenile detention center in the county, which includes:

**4.3.1.2.1** The screening and assessment process that the county uses to identify an adult or juvenile who has a mental illness, substance use disorder, or co-occurring mental health and substance use disorders.

**4.3.1.2.2** The percentage of each category 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.

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

**4.3.1.2.4** Data and descriptive narrative delineating the specific factors that put the Target Population at-risk of entering or re-entering the criminal or juvenile justice systems.

#### **4.3.2 Implementation and Expansion Applicants Only**

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

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

**4.3.2.2** A projected number of any subset of persons served during their involvement in the Applicant's program.

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

#### **4.4 Tab 4: Project Design and Implementation**

##### **4.4.1 Both Planning Grants and Implementation or Expansion Grants:**

The application must include a description of the planning council or committee, including the following:

**4.4.1.1** 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.

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

##### **4.4.2 Planning Grants Only (Limited to 20 pages)**

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

**4.4.2.1** The manner in which a needs assessment will be conducted.

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

**4.4.2.3** The proposed strategy for Project Design and Implementation.

**4.4.2.4** The proposed strategy for coordination, communication and data sharing.

##### **4.4.3 Implementation and Expansion Grants Only – Strategic Plan, Project Design, and Service Strategies (Limited to 35 pages)**

**4.4.3.1 Strategic Plan:** The application must include a copy of the existing Strategic Plan (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 Sequential Intercept Mapping (SIM), when the Plan or SIM was last reviewed or updated for the Target Population, and any challenges or barriers toward implementation. The Strategic Plan and associated Project Design narrative in **Tab 4** will be the primary basis for evaluation under Criteria 2B (96 points). Applicants must ensure all required Strategic Plan elements are clearly labeled and cross-referenced.

**4.4.3.2** The application must include a Project Design and Implementation, including the following.

**4.4.3.2.1** Project goals, strategies, milestones, and key activities toward meeting the objectives specified in **Standard Contract Part 2 Section C.1**. Applicants must include at least one objective in addition to those specified in **Standard Contract Part 2 Section C.1**. and may propose tasks in addition to those specified in the RFA.

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

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

**4.4.3.2.4** 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.

**4.4.3.2.5** 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 7**. 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.

**4.4.3.2.6** 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 7** as supporting documentation.

**4.4.3.2.7** 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.).

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

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

**4.4.3.3** Draft agreements with behavioral health service providers should be included in **Tab 7** as supporting documentation.

**4.4.3.4 Service Strategies:** This section will be evaluated under Criteria 2C, and should clearly describe the interventions, services, and supervision methods proposed to divert the Target Population from arrest, prosecution, or incarceration to treatment and support services. A description of the strategies the county intends to use to serve one or more clearly defined subsets of the population of the jail and juvenile detention center who have a mental illness or to serve those at risk of arrest and incarceration. The proposed strategies may include identifying the population designated to receive the new interventions, a description of the services and supervision methods to be applied to that population, and the goals and measurable objectives of the new interventions. The interventions a county may use with the target population may include, but are not limited to:

**4.4.3.4.1** Specialized responses by emergency medical response teams, crisis intervention teams, mobile crisis response services, and law enforcement agencies.

**4.4.3.4.2** Centralized receiving facilities or systems for individuals evidencing behavioral difficulties.

**4.4.3.4.3** Post-booking alternatives to incarceration.

**4.4.3.4.4** New court programs, including pretrial services and specialized dockets.

**4.4.3.4.5** Specialized Diversion Programs.

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

- 4.4.3.4.7 Specialized probation processes.
- 4.4.3.4.8 Day-reporting centers.
- 4.4.3.4.9 Linkages to community-based, evidence-based treatment programs for the served Target Population.
- 4.4.3.4.10 Community services and programs designed to prevent high-risk populations from becoming involved in the criminal or juvenile justice system.

**4.4.4 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 E.1.3.**, including the following.

- 4.4.4.1 A description of the process for collecting performance measurement data, and any other state or local outcome data to measure project effectiveness.
- 4.4.4.2 Proposed targets and methodologies to address the measures specified in **Standard Contract Part 2 Exhibit E** for Planning Grants, the Universal Measures, and the Supplemental Measures for Implementation and Expansion Grants.
- 4.4.4.3 At least one additional proposed performance measure unique to the tasks outlined in the application, including proposed targets and methodologies.

**4.5 Tab 5: Approach and Capability**

The Applicant must provide a complete and detailed description of the project/program being proposed. Applicants should ensure consistency between the Service Strategies described in **Section 4.4.3.4** and the organizational capacity and staffing described in this section.

Include details of the below:

**4.5.1 Target Population** Applications for funding can focus on the Target Populations stated in **Standard Contract Part 2, Section B.4.**

**4.5.2 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 to meet the objectives detailed in this RFA, including the following.

**4.5.2.1** A description of previous participation in and/or awarded CJMHTSA Grants including:

- 4.5.2.1.1 Type of Grant and award amount.
- 4.5.2.1.2 Target Population and number of individuals served.
- 4.5.2.1.3 Program outcomes.
- 4.5.2.1.4 Sustainability efforts.

**4.5.2.2** Availability of resources for the proposed project.

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

**4.5.2.4** 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.

### **4.5.3 Proposed Activities**

**4.5.3.1** 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.

**4.5.3.2** 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.

**4.5.3.3** 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.

**4.5.3.4** 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.

**4.5.3.5** 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.

### **4.5.4 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.

**4.5.4.1** 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.

**4.5.4.2** 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.

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

### **4.5.5 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.

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

**4.5.5.1.1** Mental health courts.

- 4.5.5.1.2 Diversion Programs.
- 4.5.5.1.3 Alternative prosecution and sentencing programs.
- 4.5.5.1.4 Crisis Intervention Teams.
- 4.5.5.1.5 Treatment accountability services.
- 4.5.5.1.6 Specialized training for criminal justice, juvenile justice and treatment services professionals.
- 4.5.5.1.7 Specialized training for 911 public safety telecommunicators as defined in § 401.465 and emergency medical technicians as defined in § 112.1911 to assist in determining which response team is most appropriate under the circumstances. A response team may include, but is not limited to, a law enforcement agency, an emergency medical response team, a crisis intervention team, or a mobile crisis response service as defined in § 394.455. Each affected agency must consider what resources are available in the community
- 4.5.5.1.8 Service delivery for collateral services such as housing, transitional housing, and supported employment.
- 4.5.5.1.9 Reentry services to create or expand mental health and substance abuse services and supports for affected persons.
- 4.5.5.1.10 Coordinated specialty care programs.
- 4.5.5.1.11 Veterans treatment court programs.

4.5.5.2 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.

4.5.5.3 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.

4.5.5.4 The Applicant shall electronically submit all data to the Department 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. FASAMS 155-2 is available at: <https://www.myffamilies.com/services/samh/FASAMS/fasams-155-2-version-14-current>

4.5.5.5 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 **Standard Contract Exhibit E**.

#### 4.5.6 Partnerships

The Application must include relevant organizations that are currently working with the proposed populations and how the Applicant will work with those groups to reach the target population(s).

#### 4.5.7 Evaluation and Sustainability

##### 4.5.7.1 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. This section will be the primary basis for evaluation under Criteria 5A (Evaluation). Applicants should integrate performance measures described in **Section 4.4.4** rather than restating them.

#### **4.5.7.2 Additional Evaluation Requirements - Implementation and Expansion Grants Only**

The application must include an estimation of the effect of the proposed initiative on the Target Population and the budget of the jail and juvenile detention center, including the following.

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

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

**4.5.7.2.3** 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.

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

#### **4.5.7.3 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.

#### **4.6 Tab 6: 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.

#### **4.7 Tab 7: Supporting Documentation**

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

#### **4.8 Tab 8: Line-Item Budget and Budget Narrative**

The application must include a detailed budget and budget narrative for each year of the grant. All proposed expenses must be tied to the proposed activities. The budget must show line-item costs broken down by the proposed funding (grant and match), plus the total amounts.

##### **4.8.1 Budget**

**4.8.1.1** 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 if applicable, match), plus the total amounts.

**4.8.1.2** See **Appendix G**, Budget Instructions for full instructions on completing this section.

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

**4.8.1.4** The budget shall include:

- 4.8.1.4.1** Budget Detail
- 4.8.1.4.2** Budget Narrative/Justification
- 4.8.1.4.3** Line-item Budget

**4.8.2 Additional Financial Information**

**4.8.2.1 Financial Management**

The Applicant shall describe its current financial management and accounting systems, and capability to manage a cost reimbursement contract of the size proposed. Applicant should display ability to comply with the fiscal record keeping and reporting requirements of the Guidance, including but not limited to 2 CFR 200, Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), 7 CFR 277, and §215.97, F.S.

Applicants display the administrative capacity and financial stability to administer the funds if awarded as evidenced by their most recent financial statement/audit.

**4.8.2.2 Proposed Service Efficiencies and Re-investment**

The Applicant shall provide information on how it plans to develop efficiencies in the services being provided. From this plan, the Applicant shall show how the cost reduction or value-added services that are realized from these efficiencies will be re-invested into the required services.

**4.8.2.3 Ongoing Approach to Reduce Administrative Costs and Expand Services**

The Applicant shall provide its ongoing approach to reduce administrative cost, without affecting the quality of the services.

**5. AWARD**

**5.1 Application Scoring**

**5.2** Evaluators shall assign scores to each of the Applications received by the Department based on the considerations detailed for each criterion:

**5.3** The assignment of an individual score is based upon the following description of the point scores, unless otherwise noted for a specific criterion:

<b>THE APPLICATION DEMONSTRATES OR DESCRIBES...</b>	<b>CATEGORY</b>	<b>ASSIGN POINTS</b>
...extensive competency, proven capabilities, an outstanding approach to the subject area, innovative, practical and effective solutions, a clear and complete understanding of inter-relationships, 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, 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, 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, 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 incompleteness.	Insufficient	0

#### 5.4 REVIEW METHODOLOGY

All responsive applications will be reviewed and scored based on the written application, according to the criteria described in **Section B.5.6**. 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, the scores of the association or organization's representative will not be included in the total average score for any application.

#### 5.5 MANDATORY CRITERIA AND CORRECTION

Applications received as specified in the schedule of events specified in **Section A.6** 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 A.3.1.3. 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 A.3.1.3. 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 are responsible for submitting complete and accurate applications, including any corrected or omitted items. If the Department elects to provide an opportunity to correct an error or omission, the Applicant is responsible for timely delivery of the requested materials and for

the content, quality, and sufficiency of all submissions. The Department may, but is not obligated to, allow Applicants to correct clearly identifiable errors or omissions. Any such correction opportunity is limited to addressing the specific completeness issues identified by the Department and may not be used to supplement, revise, or enhance an application for the purpose of improving competitiveness or adding new information.

## **5.6 Criteria and Financial Criteria**

Within each group, each member will independently evaluate the appropriate documentation submitted by each Applicant, according to the criteria in the manuals in **Appendix P and Appendix Q**. The Department's Evaluator(s) will independently evaluate each Financial Application according to the criteria manual in **Appendix R**.

## **5.7 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 B.5.6**. 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.

## **5.8 DEPARTMENT'S RESERVED RIGHTS**

The Department reserves the right to:

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

**5.8.2** Withdraw the RFA.

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

**5.8.4** Revise the budget or scope of services after award.

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

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

**5.8.7** Increase the grant award amount if funding is available.

**5.8.8** Make all final decisions with respect to deliverables.

## **5.9 NOTICE OF GRANT AWARD**

The Department will issue notice of the final decision of the Secretary or their designee by posting the Notice of Award on Vendor Information Portal.

## **APPENDIX A – STRATEGIC PLAN FORMAT**

### **Planning Grants**

Applicants must adhere to the Strategic Plan format provided in Appendix A to document accomplishment of Objective 1 within 12 months of execution of the Grant Agreement. In addition to the required objectives, Planning Grant Applicants must propose at least two additional objectives with associated service tasks that support the community's primary diversion planning goals.

### **Implementation and Expansion Grants**

Applicants must submit a Strategic Plan for the Target Population, or a Sequential Intercept Mapping (SIM) document adopted by the County Planning Council or Committee, as part of the Application. In addition to the required objectives, Implementation and Expansion Grant Applicants must propose at least one additional objective with associated service tasks that support the community's primary diversion planning goals.

### **Additional Objectives (Applicable to All Grant Types)**

#### **May include:**

- Workforce development, including training, licensure, credentialing, or accreditation;
- Increased implementation of evidence-based and best practices in mental health and substance use disorder treatment services for the Target Population, including identification of specific practices and tools;
- Adaptation of existing service capacity or models to better address recovery-oriented needs of the Target Population;
- Identification and mitigation of policy, legal, social, or other systemic barriers within the county; and
- Improvement of performance measurement outcomes and quality assurance initiatives.

### **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.

### Goals and Objectives Format

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

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

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

## **APPENDIX B- GUIDANCE FOR INCORPORATING EVIDENCE-BASED OR BEST PRACTICES**

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

- **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. <https://nicic.gov/resources/sources/national-center-mental-health-and-juvenile-justice-ncmhjj-delmar-ny>
- **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 TAC 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**

<b>PROPOSAL INFORMATION</b>		
Type of Grant:	<input type="checkbox"/> Planning Grant	<input type="checkbox"/> Implementation or Expansion Grant
Project Title:		
County(ies):		
Preferred Project Start Date:		
<b>APPLICANT INFORMATION</b>		
Type of Applicant:	<input type="checkbox"/> County Government; <input type="checkbox"/> Consortium of Counties; <input type="checkbox"/> Managing Entity; <input type="checkbox"/> NFP Community Provider; <input type="checkbox"/> Law Enforcement Agency	
Applicant Organization Name:		
FEID#:		UEI#:
Contact Name & Title:		
Street Address:		
City, State and Zip Code:		
Email:		
Phone:		
<b>ADDITIONAL CONTACT</b>		
Participating Organization Name:		
Contact Name & Title:		
Street Address:		
City, State and Zip Code:		
Email:		
Phone:		
<b>FUNDING REQUEST AND MATCHING FUNDS</b>		
	Total Grant Funds Requested	Total Matching Funds
Program Year 1:		
Program Year 2:		
Program Year 3:		
<b>Total Project Cost:</b>		
<b>CERTIFYING OFFICIAL</b>		
Certifying Official's Signature:		
Certifying Official's Name (printed):		
Title:		
Date:		

**APPENDIX D - STATEMENT OF MANDATORY ASSURANCES**

	<u>Initial</u>
<p><b>A.</b> <b><u>Infrastructure:</u></b> The Applicant shall possess equipment and Internet access necessary to participate fully in this solicitation.</p>	
<p><b>B.</b> <b><u>Site Visits:</u></b> The Applicant will cooperate fully with the Department in coordinating site visits, if desired by the Department.</p>	
<p><b>C.</b> <b><u>Non-discrimination:</u></b> The Applicant agrees that no person will, on the basis of race, color, national origin, creed or religion be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination pursuant to the Act governing these funds or any project, program, activity or sub-grant supported by the requirements of, (a) Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended which prohibits discrimination the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended which prohibits discrimination in employment or any program or activity that receives or benefits from federal financial assistance on the basis of handicaps; (d) Age Discrimination Act 1975, as amended which prohibits discrimination on the basis of age, (e) Equal Employment Opportunity Program (EEO) must meets the requirements of 28 CFR 42.301.</p>	
<p><b>D.</b> <b><u>Lobbying:</u></b> The Applicant is prohibited by Title 31, USC, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," from using Federal funds for lobbying the Executive or Legislative Branches of the federal government in connection with a specific grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal funds if grants and/or cooperative agreements exceed \$100,000 in total costs (45 CFR Part 93).</p>	
<p><b>E.</b> <b><u>Drug-Free Workplace Requirements:</u></b> The Applicant agrees that it will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76.</p>	
<p><b>F.</b> <b><u>Smoke-Free Workplace Requirements:</u></b> Public Law 103-227, Part C-Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library projects to children under the age of 18, if the projects are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's projects provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for Inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity.</p>	
<p><b>G.</b> <b><u>Compliance and Performance:</u></b> The Applicant understands that grant funds in Years 2 and 3 are contingent upon compliance with the requirements of this grant program and demonstration of performance towards completing the grant key activities and meeting the grant objectives, as well as availability of funds.</p>	
<p><b>H.</b> <b><u>Certification of Non-supplanting:</u></b> The Applicant certifies that funds awarded under this solicitation will not be used for programs currently being paid for by other funds or programs where the funding has been committed.</p>	

I.	<b>Submission of Data:</b> The Applicant agrees to provide data and other information requested by the Criminal Justice, Mental Health, and Substance Abuse Technical Assistance Center at the Florida Mental Health Institute to enable the Center to perform the statutory duties established in the authorizing legislation.	
J.	<b>Submission of Reports:</b> The Applicant agrees to submit quarterly progress reports and quarterly fiscal reports, signed by the County Administrator, to the Department.	

## **APPENDIX E - MATCHING FUNDS**

Applicant match is the portion of project property and 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: <https://floridarevenue.com/property/Documents/fcc-map.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.

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

<u>Description</u>	<u>Value</u>
(1) _____	\$ _____
(2) _____	\$ _____
(3) _____	\$ _____
(4) _____	\$ _____
	TOTAL VALUE \$ _____

The above donation is not currently included as a cost (either direct or matching) of any state or federal contract or grant, nor has it been previously purchased from or used as match for any state or federal contract.

\_\_\_\_\_  
 (Donor Signature)                      (Date)                      (County Designee Signature) (Date)

**Appendix H (cont.)  
BASIS OF VALUATION**

**Building/Space**

1. Donor retains title:
  - a. Fair commercial rental value - Substantiated in provider's records by written confirmation(s) of fair commercial rental value by qualified individuals, e.g., Realtors, property managers, etc.
  - b. (1) Established monthly rental of space \$ \_\_\_\_\_  
 (2) Number of months donated during the contract \_\_\_\_\_  
 Value to the project [b.(1) X b.(2)] \$ \_\_\_\_\_

2. Title passes to the County:

**Depreciation**

- a. Cost of Fair Market Value (FMV) at acquisition (excluding land) \$ \_\_\_\_\_
- b. Estimated useful life at date of acquisition \_\_\_\_\_ yrs.
- c. Annual depreciation (a./b.) \$ \_\_\_\_\_
- d. Total square footage \_\_\_\_\_ sq. ft.
- e. Number of square feet to be used on the grant program \_\_\_\_\_ sq. ft.
- f. Percentage of time during contract period the project will occupy the building or space \_\_\_\_\_ %  
 Value to project (e./d. X f. X c.) \$ \_\_\_\_\_

**Use Allowance**

- a. To be used in the absence of depreciation schedule (i.e., when the item is not normally depreciated in the County's accounting records).
- b. May include an allowance for space as well as the normal cost of upkeep, such as repairs and maintenance, insurance, etc.

**Equipment**

1. Donor retains title: Fair Rental Value
2. Title passes to County:
  - a. FMV at time of donation \$ \_\_\_\_\_  
or
  - b. Annual value to project (not to exceed 6 2/3% X a.) = \$ \_\_\_\_\_

**Goods or Supplies**

FMV at time of donation

**Personnel Services**

1. Staff of another agency or organization:  
 Annual Salary    Number of hours 2080    X    to be provided    =    \$ \_\_\_\_\_
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 2526 024- CJMHTA Reinvestment Grant Program**

<b>Print Applicant's Name:</b>	<b>County(ies):</b>
<b>Print Name of Department Reviewer (Procurement Officer):</b>	
<b>Signature of Department Reviewer:</b>	<b>Date:</b>
<b>Print Name of Department Witness:</b>	
<b>Signature of Department Witness:</b>	<b>Date:</b>

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

<b>Does the Application include the following?</b>		<b>Yes Pass</b>	<b>No Fail</b>
<b>1.</b>	<b>Tab 1: Cover Page</b> Completed form, including requested funding and match funds, signed/dated	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.</b>	<b>Tab 2: County Designation Letter, if applicable</b> For Applicant's submitting on behalf of a county	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.</b>	<b>Tab 2: Statement of Mandatory Assurances</b>		
	a. Infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
	b. Site Visits	<input type="checkbox"/>	<input type="checkbox"/>
	c. Non-discrimination	<input type="checkbox"/>	<input type="checkbox"/>
	d. Lobbying	<input type="checkbox"/>	<input type="checkbox"/>
	e. Drug-Free Workplace Requirements	<input type="checkbox"/>	<input type="checkbox"/>
	f. Smoke-Free Workplace Requirements	<input type="checkbox"/>	<input type="checkbox"/>
	g. Compliance and Performance	<input type="checkbox"/>	<input type="checkbox"/>
	h. Certifications of Non-supplanting	<input type="checkbox"/>	<input type="checkbox"/>
	i. Submission of Data	<input type="checkbox"/>	<input type="checkbox"/>
	j. Submission of Reports	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.</b>	<b>Tab 2: Commitment of Match Donation Form and Match Commitment Summary Report</b> Completed forms for each match donation committed to the project, indicating sufficient matching commitment, signed and dated.	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.</b>	<b>Tab 3 &amp; 4: Statement of Problem and Project Design Implementation</b> Description of the services to be provided.	<input type="checkbox"/>	<input type="checkbox"/>
<b>6.</b>	<b>Tab 5: Approach and Capability</b> Include the proposed project, target population, and organizational capacity, including relevant experience, staffing, resources, and partnerships.	<input type="checkbox"/>	<input type="checkbox"/>

7.	<b>Tab 6: Letters of Commitment</b> Summary list of all organizations and letter of commitment from each organization.	<input type="checkbox"/>	<input type="checkbox"/>
8.	<b>Tab 7: Supporting Documentation</b> Attachments, exhibits, or any other supporting documentation referenced in the reply.	<input type="checkbox"/>	<input type="checkbox"/>
9.	<b>Tab 8: Budget and Budget Narrative</b> Completed budget summary form, including budget narrative	<input type="checkbox"/>	<input type="checkbox"/>

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**APPENDIX K - CJMHS A REINVESTMENT GRANT PLANNING COUNCIL OR COMMITTEE**

**PLEASE PRINT**

\_\_\_\_\_  
STATE ATTORNEY OR DESIGNEE

\_\_\_\_\_  
PUBLIC DEFENDER OR DESIGNEE

\_\_\_\_\_  
COUNTY COURT JUDGE

\_\_\_\_\_  
CIRCUIT COURT JUDGE

\_\_\_\_\_  
LOCAL COURT ADMINISTRATOR OR  
DESIGNEE

\_\_\_\_\_  
STATE PROBATION CIRCUIT  
ADMINISTRATOR OR DESIGNEE

\_\_\_\_\_  
COUNTY COMMISSION CHAIR

\_\_\_\_\_  
COUNTY DIRECTOR OF PROBATION

\_\_\_\_\_  
SHERIFF OR DESIGNEE

\_\_\_\_\_  
POLICE CHIEF OR DESIGNEE

\_\_\_\_\_  
AREA HOMELESS OR SUPPORTIVE  
HOUSING PROGRAM  
REPRESENTATIVE

\_\_\_\_\_  
CHIEF CORRECTIONAL OFFICER

\_\_\_\_\_  
DJJ - DIRECTOR OF DETENTION  
FACILITY OR DESIGNEE

\_\_\_\_\_  
DJJ – CHIEF OF PROBATION OFFICER OR  
DESIGNEE

\_\_\_\_\_  
DCF - SUBSTANCE ABUSE AND  
MENTAL HEALTH PROGRAM OFFICE  
REPRESENTATIVE

\_\_\_\_\_  
PRIMARY CONSUMER OF MENTAL  
HEALTH SERVICES

\_\_\_\_\_  
COMMUNITY MENTAL HEALTH  
AGENCY DIRECTOR OR DESIGNEE

\_\_\_\_\_  
LOCAL SUBSTANCE ABUSE TREATMENT  
DIRECTOR OR DESIGNEE

\_\_\_\_\_  
PRIMARY CONSUMER OF  
COMMUNITY-BASED TREATMENT  
FAMILY MEMBER

\_\_\_\_\_  
PRIMARY CONSUMER OF SUBSTANCE  
ABUSE SERVICES

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

\_\_\_\_\_ (Applicant Name) wishes to inform the Florida Department of Children and Families of its intent to respond to the solicitation entitled "Criminal Justice Mental Health and Substance Abuse Reinvestment Grant," DCF RFA 2526 024

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: CERTIFICATE OF SIGNATURE AUTHORITY**

<b>Check below and complete Section A or Section B</b>	
	Respondent is not a sole proprietorship (Complete Section A)
	Respondent is a sole proprietorship (Complete Section B)
<b>Section A</b>	
<p>I, _____ (name), hold the office or position of _____ (title) with _____ (legal name of Respondent) and have authority to make official representations by said Respondent regarding its official records and hereby state that my examination of the Respondent's records show that _____ (name) currently holds the office or position of _____ (title) with the Respondent and currently has authority to make binding representations to the Department and sign all documents submitted on behalf of the above-named Respondent in response to Solicitation # _____, and, in so doing, to bind the named Respondent to the statements made therein.</p>	
Dated:	
Signature:	
Printed Name:	
Title:	
<p><b>NOTE: In lieu of the above, the Respondent may submit a corporate resolution or other duly executed certification issued in the Respondent's normal course of business to prove signature authority of the named Authorized Representative.</b></p>	
<b>Section B</b>	
<p>I, _____ (name) am a sole proprietor, personally doing business in the name of _____ (name of Respondent), and will be personally bound by the Response submitted in response to Solicitation # _____.</p>	
Dated:	
Signature:	
Printed Name:	

**APPENDIX N: RESPONDENT'S CERTIFICATIONS**

<b>CERTIFICATIONS</b>		
<b>MASTER CERTIFICATION</b>		
<p>As the person named in the Certificate of Signature Authority as the Authorized Representative of the Respondent, _____ (legal name of Respondent), I confirm that I have fully informed myself of all terms and conditions of Solicitation # _____ (the Solicitation), the facts regarding the Response submitted by the Respondent in response to the Solicitation and the truth of each statement contained in Certifications (a) through (f) and certify, by checking the applicable "true" or "false" box below and affixing my signature hereto, that each statement in each checked certification is "true" or "false" as indicated.</p>		
<b>Check the applicable box next to the title to each certification:</b>		
<b>True</b>	<b>False</b>	
		<b>a. Certification of Binding Response and Acceptance of Terms of the Solicitation and Contract Document</b>
		<b>b. Statement of No Prohibited Involvement</b>
		<b>c. Statement Non-Collusion</b>
		<b>d. Certification Regarding Subcontractors</b>
		<b>e. Certification Regarding Prior Contractual Obligations</b>
		<b>f. Certification of Representations per Sections 287.133, and 287.134, F.S.</b>
<p>The content of each certification named above, set forth below, is incorporated into this Master Certification as if fully recited herein and, for each certification marked "true" above, the below signature is deemed to be affixed to each such certification. I agree that any certification not marked above will be deemed "false."</p>		
Signature of Authorized Representative:		Date:
<b>a. Certification of Binding Response and Acceptance of Terms of the Solicitation and Contract Document</b>		
<p>By checking the "True" box in the Master Certification and signing the same, I hereby certify that the Respondent's Response submitted in response to the Department of Children and Families Request for Responses (the Solicitation) is binding on the Respondent in accordance with the terms of the Solicitation. If awarded any Contract as a result of the Solicitation, the Respondent will comply with the specifications, terms, and conditions stated in the Solicitation and the Contract document.</p>		
<b>b. Statement of No Prohibited Involvement</b>		
<p>By checking the "True" box in the Master Certification and signing the same, I hereby certify that no member of this firm or any person having interest in this firm has: Been awarded a Contract as described in §287.057(19)(c), Florida Statutes, to perform a feasibility study of the potential implementation of a subsequent Contract to support this project, participated in drafting of a solicitation for this specific project, or developed a program for future implementation of this project.</p>		

<b>c. Statement of Non-Collusion</b>
By checking the "True" box in the Master Certification and signing the same, I hereby certify that all persons, companies, or parties interested in the Solicitation as principals are named therein, that the Respondent's Response is made without collusion with any other Respondent.
<b>d. Certification Regarding Subcontractors</b>
By checking the "True" box in the Master Certification and signing the same, I hereby certify the Respondent's agreement that by submitting a Response to this Solicitation, the Respondent waives any exclusivity provision in its subcontractor agreements.
<b>e. Certification Regarding Prior Contractual Obligations</b>
By checking the "True" box in the Master Certification and signing the same, I hereby certify the Respondent <u>has not</u> : <ul style="list-style-type: none"> <li>(1) Failed to correct any unsatisfactory performance in a previous Contract to the satisfaction of any Agency or eligible user;</li> <li>(2) Had a Contract terminated by any Agency or eligible user for cause; or</li> <li>(3) Failed to sign a Contract awarded by any Agency.</li> </ul>
<b>f. Certification of Representations Per Sections §287.135, 287.133 and 287.134, Florida Statutes</b>
By checking the "True" box in the Master Certification and signing the same, I hereby certify the Respondent is not listed on the Suspended Vendors List maintained pursuant to Rule 60A-1.006, F.A.C., Convicted Vendors List created and maintained pursuant to §287.133, F.S., or on the Discriminatory Vendors List created and maintained pursuant to §287.134, F.S, and, if federal funds are used, the Respondent is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency, as listed in the System for Award Management (SAM), in accordance with 2 CFR Part 180 and Part 200.

<b>TIE BREAKING CERTIFICATIONS</b>
<u>Statutory Preferences When Awarding Contracts</u>
Various provisions of §287 and §295, F.S., provide qualifying Respondents the advantage of "tie breakers" whenever two or more bids, Responses, or replies received by an agency are equal with respect to price, quality, and service. In order to take advantage of the below "tie breakers," a Respondent who meets the statutory qualifications for one or more of these "tie breakers" must certify that it qualifies for the cited preference. Completion of the certification is optional for qualifying Respondents; <u>however, a Respondent waives all rights to consideration of a "tie breaker" if it fails to submit the certification on or before the deadline to submit its bid, Response or reply.</u>
<b>MASTER CERTIFICATION – TIE-BREAKING CERTIFICATIONS</b>
<b>As the Authorized Representative of the Respondent,</b> _____ (legal name of Respondent), I confirm that I have fully informed myself of all terms and conditions of the Solicitation _____ (the Solicitation), the facts regarding the Response submitted by the Respondent in response to the Solicitation and the truth of each statement contained in Certifications (g) through (k) and certify, by checking one or more of the boxes below and affixing my signature hereto, that each statement in each checked certification is true.

<b>Check the box next to the title to each certification that is true:</b>	
<input type="checkbox"/>	<b>g. Certification of a Certified Minority Business Enterprise</b>
<input type="checkbox"/>	<b>h. Certification of a Certified Veteran Business Enterprise</b>
<input type="checkbox"/>	<b>i. Certification of a Florida Business</b>
<input type="checkbox"/>	<b>j. Certification of a Foreign Manufacturer with a Factory in Florida</b>
<input type="checkbox"/>	<b>k. Certification of a Drug Free Workplace</b>
<p>The content of each certification named above, set forth below, is incorporated into this Master Certification as if fully recited herein and, for each certification marked “true,” above, the below signature is deemed to be affixed to each such certification. I agree that any certification not marked above will be deemed “false.”</p>	
Signature of Authorized Representative:	Date:
<p><b>g. Certification of a Certified Minority Business Enterprise</b></p> <p>By checking the “True” box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my organization is a Certified Minority Business Enterprise in accordance with §287.0943, Florida Statutes.</p>	
<p><b>h. Certification of a Florida Certified Veteran Business Enterprise</b></p> <p>By checking the “True” box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my organization is a Certified Veteran Business Enterprise in accordance with §295.187, Florida Statutes.</p>	
<p><b>i. Certification of a Florida Business</b></p> <p>By checking the “True” box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my organization’s principal place of business is located within Florida in accordance with §287.084, Florida Statutes.</p>	
<p><b>j. Certification of a Foreign Manufacturer with a Factory in Florida</b></p> <p>By checking the “True” box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my manufacturing organization has a factory in Florida that employs over 200 employees working in Florida in accordance with §287.092, Florida Statutes.</p>	
<p><b>k. Certification of a Drug Free Workplace</b></p> <p>By checking the “True” box in the Master Certification and signing the same, I hereby certify the Respondent currently maintains a drug-free workplace environment in accordance with §287.087, Florida Statutes, and will continue to promote this policy through implementation of that section.</p>	

**APPENDIX O  
FINANCIAL GRANT COMPLIANCE INTRODUCTION**

**Subrecipients of federal grants are required to follow the terms of the grants themselves as well as either Title 2 Part 200 of the United States Code of Federal Regulations Chapter (CFR) or Title 45 Part 75. The following introduces some of those requirements. This is merely an introduction and must not be relied upon; the applicable CFR Part and applicable federal grant contain the full statement of the actual requirements.**

**Subpart B — General Provisions**

<b>1. Integrity Rules (2 CFR 200.112-113; 45 CFR 75.112-113)</b>
1.1 Disclosure of any potential conflicts of interest to the Florida Department of Children and Families (DCF) in accordance with the applicable federal awarding agency policy.
1.2 Disclosure of all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (Note: Failure to do so can result in suspension and/or debarment.)

**Subpart C — Pre-federal Award Requirements and Contents of Federal Awards**

<b>2. Fixed Award Amounts (2 CFR 200.201; 45 CFR 75.201)</b>
2.1 If awarded a fixed-award, payments will be based on meeting specific requirements of the federal award. Accountability will be based on performance and results.

**Subpart D — Post-federal Award Requirements**

<b>3. Standards for Financial and Program Management (2 CFR 200.300-309; 45 CFR 75.300-309)</b>
3.1 Adherence to performance measurements that relate financial data to performance accomplishments. When applicable, the reports will provide cost information to demonstrate cost effective practices. Some grants may require reports to include indicators and milestones accomplished on performance goals.
3.2 Maintenance of a financial management system, which includes records documenting compliance, that allows for the preparation of reports required by general and program-specific terms/conditions. The financial management system must also allow for the tracing of funds to a level of expenditures to show that they have been used according to the terms/conditions/regulations.
3.3 The financial management system must provide the following: <ul style="list-style-type: none"> <li>3.3.1 Identification, in its accounts, of all federal awards received and expended and the federal programs under which they were received. Federal program and federal award identification must include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal awarding agency, and name of the pass-through entity, if any.</li> <li>3.3.2 Accurate, current, and complete disclosure of the financial results of each federal award or program.</li> <li>3.3.3 Records that identify adequately the source and Application of funds for federally-funded activities. These records must contain information pertaining to federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest and be supported by source documentation.</li> <li>3.3.4 Effective control over, and accountability for, all funds, property, and other assets. The non-federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes.</li> <li>3.3.5 Comparison of expenditures with budget amounts for each federal award.</li> <li>3.3.6 Written procedures to implement the payment requirements found in §200.305 or §75.305 as applicable.</li> <li>3.3.7 Written procedures for determining the allowability of costs in accordance with the Cost Principles of federal grant guidance and the terms and conditions of the federal award.</li> </ul>
3.4 Internal Controls <ul style="list-style-type: none"> <li>3.4.1 Establish and maintain effective internal controls over federal awards to ensure compliance with regulations and the terms/conditions of awards. Consider the Internal Control Framework</li> </ul>

<p>issued by the Committee on Sponsoring Organizations (COSO) and the Standards for Internal Control in the Federal Government (Green Book) issued by the Comptroller General as best practice examples.</p> <p>3.4.2 Have internal controls and procedures in place to take prompt action when noncompliance issues are identified, including noncompliance related to audit findings.</p> <p>3.4.3 Take reasonable measures to safeguard protected, personally identifiable information (PII) and other sensitive information.</p>
<p>3.5 Payments</p> <p>3.5.1 Minimized the time between the transfer of funds from DCF and the disbursement. (already required by State statutes and DCF's Standard Contract)</p> <p>3.5.2 Use funds from Program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned prior to requesting cash advance payments, if allowed.</p> <p>3.5.3 Established banking procedures so that subrecipients can account for the receipt, obligation, and expenditure of funds for specific federal awards.</p> <p>3.5.4 Preparation for any advance payments to be deposited in insured accounts when possible and in interest-bearing account unless certain criteria apply.</p>
<p>3.6 Cost Sharing or Matching Requirements (if required, does not apply to most DCF contracts)</p> <p>3.6.1 All required criteria are met if your organization has grants that contain cost sharing or matching requirements.</p> <p>3.6.2 Applying unrecovered indirect costs as cost sharing/matching requires prior approval from the federal awarding agency.</p> <p>3.6.3 If authorized by the federal awarding agency to allow for the donation of buildings or land for long-term use, has the value been calculated as the lesser of the two: value of remaining life or current market value at the time of donation.</p> <p>3.6.4 Volunteer services from a third party to meet cost/matching requirements must be integral and necessary part of the project/program and documented.</p>
<p>3.7 Use of Program Income</p> <p>3.7.1 Program Income must be deducted from the total allowable costs to determine the net allowable costs. Program income must be used for current costs unless the federal awarding agency authorizes otherwise. Unanticipated Program income must be used to reduce the federal award.</p> <p>3.7.2 For IHEs and nonprofit research institutions, Program income may be added to the federal award with prior federal approval.</p> <p>3.7.3 Program income may be used to meet cost sharing/matching requirements if applicable, with prior federal approval.</p>
<p><b>4. Property Standards (2 CFR 200.310-316; 45 CFR 75.316-323)</b></p>
<p>4.1 Insurance coverage: Maintain equivalent insurance coverage for real property and equipment acquired or improved with federal funds (but not federally owned) as provided to property owned by your organization.</p>
<p>4.2 Real Property: Maintain procedures that meet federal guidance regarding real property to meet the requirements for title, use, and disposition.</p>
<p>4.3 Federally-owned and exempt property</p> <p>4.3.1 An annual inventory listing of federally owned property in its custody must be annually submitted to the federal awarding agency.</p> <p>4.3.2 After an award has been completed or federal property is no longer needed, the organization must report the property as excess to the federal awarding agency.</p>
<p>4.4 Equipment</p> <p>4.4.1 Maintain proper equipment procedures in place to meet the requirements for title, use, and disposition under federal grant guidance.</p> <p>4.4.2 Equipment management procedures must be in place for equipment acquired in whole or in part under the federal award, which include detailed identification makers, percentage of</p>

<p>federal participation in costs, location, use and condition and any disposition data, date of disposal and sale price of the property.</p> <p>4.4.3 A physical inventory of property must be taken at least once every two years with results reconciled with property records.</p> <p>4.4.4 A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property.</p> <p>4.4.5 Adequate maintenance procedures must be developed to keep the property in good condition.</p> <p>4.4.6 If authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.</p>
<p>4.5 Supplies exceeding \$5,000: The federal government must be compensated for its share of residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of a project or program unless supplies are not needed for any other federal award.</p>
<p>4.6 Intangible property: Maintain proper procedures to meet federal grant guidance involving intangible property.</p>
<p><b>5. Procurement Standards (2 CFR 200.317-326; 45 CFR 75.326-335)</b></p>
<p>5.1 Maintain written standards of conduct covering conflict of interest and governing employees engaged in the selection, award, and administration of contracts. If the subrecipient organization has a parent, affiliate, or subsidiary organization that is not a state or local government or Indian tribe, your Conflict of Interest Policy must also include organizational conflicts of interest.</p>
<p>5.2 Procurement procedures and policies must be in place to meet the following requirements:</p> <p>5.2.1 Are written.</p> <p>5.2.2 Ensure that the acquisition of duplicate or unnecessary items is avoided.</p> <p>5.2.3 Ensure that state and local government intergovernmental agreements are considered where appropriate.</p> <p>5.2.4 Ensure contracts are awarded only to responsible contractors with the ability to perform contract terms successfully.</p> <p>5.2.5 Ensure all procurement transactions are conducted in a manner providing full and open competition.</p> <p>5.2.6 Do not include state or local geographical preferences (except where federal statutes mandate or encourage geographic preference).</p> <p>5.2.7 Ensure all RFAs incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured.</p> <p>5.2.8 Require cost or price analysis, including independent estimates, for all purchases over \$150,000.</p> <p>5.2.9 Include affirmative steps to assure that minority business, women's business enterprises, and labor surplus area firms are used when possible.</p>
<p>5.3 Procurement policies must include guidelines for the following purchase thresholds, which must meet federal grant guidance requirements:</p> <p>5.3.1 Micro-purchase (&lt;\$10,000, no quotations, equitable distributions).</p> <p>5.3.2 Small purchase (\$10,000-\$250,000, rate quotations, no cost or price analysis)</p> <p>5.3.3 Sealed bids (\$250,000, formal advertising, price is a major factor).</p> <p>5.3.4 Competitive Application (&gt; \$250,000, fixed price or cost reimbursement, request for Application (RFA) with evaluation methods).</p> <p>5.3.5 Noncompetitive Application (Solicitation of an Application from only one source, unique product/service).</p>
<p>5.4 Time and material type contracts are used only after a determination that no other contract is suitable, and the contract must include a ceiling price that the contractor exceeds at its own risk.</p>
<p>5.5 All prequalified lists of persons, Applicants, or products must include enough qualified sources to ensure maximum free and open competition, and there must be a process to ensure this list is kept up to date.</p>

5.6 Procurement processes include keeping records that detail history of ALL procurements and at the minimum include the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract.
5.7 Procurement policies for construction or facility improvement contracts, or subcontracts exceeding \$250,000, include a bid guarantee equivalent to 5% of the bid price from each bidder (such as bid bond or certified check), a performance bond on the part of the contractor for 100 percent of the contract price, and a payment bond on the part of the contractor for 100 percent of the contract price.
<b>6. Performance and Financial Monitoring and Reporting (2 CFR 300.327-329; 45 CFR 75.341-343)</b>
6.1 Performance and Financial reports will likely be required so that DCF can meet its obligations as a recipient of federal awards, which should be no more often than quarterly except in unusual circumstances.
6.2 Annually submit a report on the status of real property if the federal government retains an interest. (Note: If federal interest is for 15 years or longer, reporting may be required at various multi-year frequencies as well.)
<b>7. Subrecipient Monitoring and Management (2 CFR 200.330-332; 45 CFR 75.351-353) {Pass-through entity requirements}</b>
7.1 A formal process must be developed to analyze awards for determining subrecipient versus a contractor relationship.
7.2 Subawards made to subrecipients must include the following pieces of information: 7.2.1 Federal Award Identification (There are 13 required data elements in this item). 7.2.2 All requirements imposed by the subrecipient organization on the subrecipient so that the federal award is used in accordance with federal statutes, regulations and the terms and conditions of the federal award. 7.2.3 Any additional requirements that the subrecipient organization imposes on the subrecipient in order for the subrecipient organization to meet its own responsibility to the federal awarding agency or the Department, including identification of any required financial and performance reports. 7.2.4 An approved federally recognized indirect cost rate negotiated between the subrecipient and the federal government or, if no such rate exists, either a rate negotiated between the subrecipient organization and the subrecipient (in compliance with federal guidance), or a de minimis (10 percent) indirect cost rate. 7.2.5 A requirement that the subrecipient permit your organization and auditors to have access to the subrecipient's records and financial statements as necessary. 7.2.6 Appropriate terms and conditions concerning closeout of the subaward.
7.3 Evaluate the subrecipient for risk of noncompliance with federal regulations and terms of subaward to determine appropriate monitoring for each subrecipient.
7.4 Monitor the activities of the subrecipient as necessary to ensure the subaward is used for authorized purposes and in accordance with statutes, regulations and terms and conditions. Monitoring must include: 7.4.1 Reviewing financial and programmatic reports 7.4.2 Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies detected through audits, on-site reviews, and other means. 7.4.3 Issuing a management decision for audit findings pertaining to the federal award
7.5 Verify that every subrecipient is audited as required under federal grant guidance.
7.6 Review results of subrecipient's audits, on-site reviews, or other monitoring to detect conditions that necessitate adjustments to your organization's own records.
7.7 Take enforcement action against noncompliant subrecipients when appropriate.
7.8 In order to issue subawards based on fixed amounts up to the Simplified Acquisition Threshold (currently at \$250,000), prior written approval from the federal awarding agency must be obtained.

<b>8. Record Retention and Access (2 CFR 200.333-337; 45 CFR 75.361-365)</b>
8.1 Maintain a policy to verify that financial records, supporting documents, statistical records, etc., are retained for at least three years from the date of submission of the final expenditure report, or for ongoing grants, the date of submission of the quarterly or annual financial report. (Note: If any litigation/claim/audit is started before the three-year time frame, records must be retained until completed or resolved.)
<b>9. Closeout (2 CFR 200.343; 45 CFR 75.381)</b>
9.1 Develop procedures to meet the following requirements for closing out grants at the end of the period of performance:
9.1.1 Must submit no later than 90 calendar days after the end of period of performance all financial, performance, and other reports required by terms and conditions.
9.1.2 Must liquidate all obligations incurred no later than 90 calendar days per terms/conditions.
9.1.3 Must promptly refund any balances of unobligated cash that the federal agency or pass-through entity paid in advance or paid that isn't authorized to be retained for use in other projects.
9.2 Must account for any real and personal property acquired with federal funds or received from the federal government.

### **Subpart E - Cost Principles**

<b>10. Required Certifications (2 CFR 200.415; 45 CFR 75.415)</b>
10.1 A certification must be included that is signed by an official who can legally bind the subrecipient organization for annual and final fiscal reports or vouchers requesting payment under an agreement. The certification must read: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."
<b>11. Time and Effort Reporting (2 CFR 200.430; 45 CFR 75.430)</b>
11.1 The organization must meet one of the following:
11.1.1 Maintain a time and effort reporting processes that include records that accurately reflect the work performed and the necessary requirements under federal grant guidance, or
11.1.2 Use budget estimates for interim accounting purposes following federal grant guidance requirements.
11.1.3 Use a substitute process or system for salaries and wages to federal awards if the system is approved by the cognizant agency for indirect cost. Should a substitute sampling system be used, it must meet acceptable statistical sampling standards.
11.2 Salaries and wages of employees used in meeting the cost sharing or matching requirement on federal awards must be supported in the same manner as salaries and wages claimed for reimbursement from federal awards.

**Appendix P - Planning Grant Evaluation Manual**

**State of Florida Department of Children and Families**



**DCF RFA 2526 024  
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: [Joshua.Burns@myflfamilies.com](mailto:Joshua.Burns@myflfamilies.com), CC [hqw.procurement.team.activities@myflfamilies.com](mailto: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 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:**

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

Applicant: \_\_\_\_\_ Evaluator: \_\_\_\_\_

<b><u>Criteria 1: Statement of the Problem</u></b>			
<b>Tab 3 - RFA References: Section B.4.3</b>			<b>Max Score: 48</b>
<b>How well does the Applicant’s approach appear to resolve the problem(s) to be addressed by the proposed project?</b>			
<b>Consideration</b>	<b>Max Score</b>	<b>Assigned Score</b>	<b>Notes/Comments</b>
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		
<b>Total Assigned Score (out of 24) x 2 = (max score 48)</b>			

Applicant: \_\_\_\_\_ Evaluator: \_\_\_\_\_

<b><u>Criteria 2: Project Design and Implementation</u></b>			
Sub Criteria 2A: Planning Council or Committee			
<b>Tab 4; RFA References:</b> <i>Section A.3, Section B.4.4, Standard Contract Part 2: A.1.1.3, Appendix K - CJMHSA Reinvestment Grant Planning Council Or Committee</i>			<b>Max Score: 24</b>
<b>How well does the application describe the planning council or committee?</b>			
Consideration	Max Score	Assigned Score	Notes/Comments
1. The application demonstrates compliance with § 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		
<b>Total Assigned Score (out of 8) x 3 = (max score 24)</b>			

Applicant: \_\_\_\_\_ Evaluator: \_\_\_\_\_

**Criteria 2: Project Design and Implementation**

Sub Criteria 2B: Timeline and Expected Milestones

**Tab 4; RFA References:** *Section B.4.4.2, B.4.5.4*  
*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 resources 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		
<b>Total Assigned Score (out of 20) x 3 = (max score 60)</b>			

Applicant: \_\_\_\_\_ Evaluator: \_\_\_\_\_

**Criteria 3: Performance Measures**

**Tab 4; RFA References:** *Section B.4.4.4*

**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 <b>Section B.4.4.4</b> .	4		
2. The application demonstrates targets and methodologies that address the measures specified in <b>Section B.4.4.4</b> .	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		
<b>Total Assigned Score (out of 12) x 1 = (max score 12)</b>			

Applicant: \_\_\_\_\_ Evaluator: \_\_\_\_\_

<b><u>Criteria 4: Capability and Experience</u></b>			
<b>Tabs 3 &amp; 5; RFA References: Section B.4.5.2</b>			<b>Max Score: 16</b>
<b>How well does the application describe the Applicant's capability and experience in providing similar services?</b>			
<b>Consideration</b>	<b>Max Score</b>	<b>Assigned Score</b>	<b>Notes/Comments</b>
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		
<b>Total Assigned Score (out of 16) x 1 = (max score 16)</b>			

Applicant: \_\_\_\_\_

Evaluator: \_\_\_\_\_

<b>Criteria 5: Sustainability</b>			
<b>Tab 5; RFA References:</b> <i>Section B.4.5.7.3</i>			<b>Max Score: 24</b>
<b>How well does the application address sustainability of the project?</b>			
<b>Consideration</b>	<b>Max Score</b>	<b>Assigned Score</b>	<b>Notes/Comments</b>
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		
<b>Total Assigned Score (out of 8) x 3 = (max score 24)</b>			

**Appendix Q - Implementation or Expansion Grant**

**Evaluation Manual**

**State of Florida**

**Department of Children and Families**



**DCF RFA 2526 024**

**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:

Joshua Burns, *Procurement Officer*

*E-Mail Address:* [Joshua.Burns@myflfamilies.com](mailto:Joshua.Burns@myflfamilies.com) and [CC.hqw.procurement.team.activities@myflfamilies.com](mailto: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:

<b>The application demonstrates or describes</b>	<b>Category</b>	<b>Assign points</b>
...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 316 points.
- The minimum score to be eligible for award recommendation is 253 points.

### SCORING SUMMARY SHEET

Programmatic Criteria: Implementation or Expansion		Maximum Points	Points Assigned
<b>Criteria 1: Statement of the Problem</b>			
1	Statement of the Problem	64	
<b>Criteria 2: Project Design and Implementation</b>			
2A	Planning Council or Committee	24	
2B	Strategic Plan	96	
2C	Service Strategies	16	
<b>Criteria 3: Performance Measures</b>			
3	Performance Measures	12	
<b>Criteria 4: Capability and Experience</b>			
4	Capability and Experience	20	
<b>Criteria 5: Evaluation and Sustainability</b>			
5A	Evaluation	60	
5B	Sustainability	24	
<b>Total</b>		<b>316</b>	

**Criteria 1: Statement of the Problem**

**Tab 3 - RFA References:** Section B.4.3

**Max Score: 64**

**How well does the application describe the problem to be addressed by the proposed project?**

<b>Consideration</b>	<b>Max Score</b>	<b>Assigned Score</b>	<b>Notes/Comments</b>
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		
<b>Total Assigned Score (out of 32) x 2 = (max score 64)</b>			

**Criteria 2: Project Design and Implementation**  
 Sub Criteria 2A: Planning Council or Committee

**Tab 4; RFA References:** *Section A.3 and B.4.4,*  
**Standard Contract Part 2:** *A.1.1.3, C.1.2.2*  
*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 § 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		
<b>Total Assigned Score (out of 8) x 3 = (max score 24)</b>			

**Criteria 2: Project Design and Implementation**

Sub Criteria 2B: Strategic Plan

**Tab 4; RFA References:** *Section, B.4.5.5.1, B.4.4.3, and Appendix A– Strategic Plan Format*

**Max Score: 96**

**How well does the application describe the Strategic Plan?**

<b>Consideration</b>	<b>Max Score</b>	<b>Assigned Score</b>	<b>Notes/Comments</b>
1. The application demonstrates a current Strategic Plan identifying project goals, strategies, milestones and key activities and at least one objective specified in <b>Section A-2.3.</b>	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		
<b>Total Assigned Score (out of 32) x 3 = (max score 96)</b>			

**Criteria 2: Project Design and Implementation**

Sub Criteria 2C: Service Strategies

**Tab 4; RFA References:** *Section B.4.4.3.7, 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		
<b>Total Assigned Score (out of 8) x 2 = (max score 16)</b>			

**Criteria 3: Performance Measures**

**Tab 4; RFA References:** *Section B.4.4.4*

**Max Score: 12**

**How well does the application describe how performance under the grant will be measured?**

<b>Consideration</b>	<b>Max Score</b>	<b>Assigned Score</b>	<b>Notes/Comments</b>
1. The application demonstrates monitoring of grant activities to determine achievement of performance measures specified in <b>Section B.4.4.4</b> , 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 <b>Section B.4.4.4</b> .	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		
<b>Total Assigned Score (out of 12) x 1 = (max score 12)</b>			

**Criteria 4: Capability and Experience**

**Tabs 3 & 5; RFA References: *Section B.4.5.2***

**Max Score: 20**

**How well does the application describe the Applicant's capability and experience in providing similar services?**

<b>Consideration</b>	<b>Max Score</b>	<b>Assigned Score</b>	<b>Notes/Comments</b>
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		
<b>Total Assigned Score (out of 20) x 1 = (max score 20)</b>			

**Criteria 5: Evaluation and Sustainability**

Sub Criteria 5A: Evaluation

**Tab 5; RFA References:** *Section B.4.5.7.1*

**Max Score: 60**

**How well does the application describe the Evaluation process?**

<b>Consideration</b>	<b>Max Score</b>	<b>Assigned Score</b>	<b>Notes/Comments</b>
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		
<b>Total Assigned Score (out of 20) x 3 = (max score 60)</b>			

**Criteria 5: Evaluation and Sustainability**

Sub Criteria 5B: Sustainability

**Tab 5; RFA References:** *Section B.4.5.7.3,*

**Max Score: 24**

**How well does the application address sustainability of the project?**

<b>Consideration</b>	<b>Max Score</b>	<b>Assigned Score</b>	<b>Notes/Comments</b>
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. Applicants should clearly describe how partnerships, funding mechanisms, and reinvestment strategies will be used to sustain services or systems after the grant period; aspirational statements without an implementation pathway may receive lower scores.	4		
<b>Total Assigned Score (out of 8) x 3 = (max score 24)</b>			

**Appendix R - Financial Evaluation Manual**

**State of Florida  
Department of Children and Families**



**DCF RFA 2526 024  
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.
- 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:  

E-Mail Address: [Joshua.Burns@myflfamilies.com](mailto:Joshua.Burns@myflfamilies.com) , CC  
[hqw.procurement.team.activities@myflfamilies.com](mailto: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 CRITERION 6 POINT VALUES

The maximum score for Criterion 6 is 64 points.

**SCORING SUMMARY SHEET**

<b>Criterion 6</b>		<b>Maximum Points</b>	<b>Points Assigned</b>
1	Budget Summary and Narrative	32	
2	Line-Item Budget	32	
<b>Total</b>		<b>64</b>	

**Criteria 1: Budget Summary and Narrative**

**Tab 9; RFA References:** *Section B.4.8 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
<p>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).</p> <p>For implementation grants, the application explains and justifies any changes in cost from one fiscal year to the next.</p>	4		
<p>4. The budget demonstrates <b>reasonable</b> proposed costs associated with the provision of services for each state fiscal year.</p>	4		
<p>5. The budget demonstrates <b>allowable</b> proposed costs associated with the provision of services that are for each state fiscal year.</p>	4		
<p>6. The budget demonstrates <b>necessary</b> proposed costs associated with the provision of services are for each state fiscal year.</p>	4		
<p><b>Total Assigned Score (out of 16) x 2 = (max score 32)</b></p>			

**Criteria 2: Line-Item Budget**

**Tab 9; RFA References:** *Section B.4.8 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 <b>salaries</b> .	4		
2. The budget demonstrates a reasonable percentage of the total cost for <b>fringe benefits</b> .	4		
3. The budget demonstrates a reasonable percentage of the total cost for <b>all other direct service costs</b> .	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		
<b>Total Assigned Score (out of 16) x 2 = (max score 32)</b>			

**APPENDIX S  
STANDARD CONTRACT PART 1**

**See attached documents.**

**APPENDIX T  
STANDARD CONTRACT PART 2**

**See attached documents.**