Subaward Program Guidelines

FY 2022 Connect and Protect: Law Enforcement Behavioral Health Response Program

**CFDA 16.745**

**Eligibility**

Open to New Jersey State, county, and local units of government, including municipal police departments and county prosecutor offices. Applicants must demonstrate, prior to receiving award funds, that (1) their jurisdiction is demographically diverse, including racial and socioeconomic diversity; and (2) the applicant has either an established relationship with a mental health provider(s) or received interest from a mental health provider(s) that could partner in use of the award funds. Multiple jurisdictions are encouraged to apply to use the funds to run a joint program across the jurisdictions. Eligibility is subject to review and approval by the Division of State Police and the Department of Law & Public Safety.

**Deadline**

All applications must be submitted via e-mail not later than **4:00 PM on 1/13/2023**

**Contact Information**

For assistance with the requirements of this solicitation, contact the Division of State Police, Grants Program Management Unit, Laura Maley at 609-882-2000, Ext. 2720,

e-mail [Laura.Maley@njsp.org](mailto:Laura.Maley@njsp.org)

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# **Program Description**

**Grant Program:** Connect and Protect: Law Enforcement Behavioral Health Response Program

**CFDA Number:** 16.745

**Funding Source:** U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA)

**Announcement Type:** FY2022 Connect and Protect: Law Enforcement Behavioral Health Response Program Subaward

**Performance and Budget Period** **Dates:** May 1, 2023 to April 30, 2025

**Application Due Date:** E-mailed no later than4:00 PM, 1/13/2023

**Anticipated Available funding:** $366,500

**Match:** No match requirement

**Overview**

The Connect and Protect: Law Enforcement Behavioral Health Response Program is specifically designated to support law enforcement and behavioral health cross-system collaboration and to improve public health and safety responses and outcomes for individuals with Mental Health Disorders (MHDs) or co-occurring Mental Health and Substance Use Disorders (MHSUDs) who come into contact with the criminal justice system. Funds must be used for programs designed to provide accessible crisis intervention, mental health screening, or other support to individuals experiencing mental health crisis who have contacted or are engaging with law enforcement.

New Jersey State, county, and local units of government, including municipal police departments and county prosecutor offices may apply for competitive funds.

Any awards made under this solicitation would be made under Pub. L. No. 90-351, Title I, Sec. 2991 (codified at 34 U.S.C. 10651); Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103, 136 Stat. 49, 127).

**Eligible Applicants, Funding Availability and Application Deadline**

**Eligible Applicants**

To be eligible to receive FY 2022 Connect and Protect: Law Enforcement Behavioral Health Response Program funding, New Jersey State, county, and local units of government, including municipal police departments and county prosecutor offices must demonstrate, prior to receiving award funds, that (1) their jurisdiction is demographically diverse, including racial and socioeconomic diversity; and (2) the applicant has either an established relationship with a mental health provider(s) or received interest from a mental health provider(s) that could partner in use of the award funds. Multiple jurisdictions are encouraged to apply to use the funds to run a joint program across the jurisdictions. Eligibility is subject to review and approval by the Division of State Police and the Department of Law & Public Safety.

Any State, local, college, or university law enforcement agencies that apply for this funding must be certified by an approved independent credentialing body or have started the certification process before they can receive a subaward. To become certified, law enforcement agencies must meet two mandatory conditions: (1) the agency’s use of force policies adhere to all applicable federal, state, and local laws; and (2) the agency’s use of force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. For detailed information on this certification requirement, see https://cops.usdoj.gov/SafePolicingEO.

Each applicant must satisfy the specific application requirements outlined in this announcement, the general requirements for Bureau of Justice Assistance and Office of Justice Programs grants, and all other applicable laws and regulations.

**Funding Availability**

The total anticipated funding available for subawards is approximately $366,500. Funding will be made available on a reimbursement basis only. No match is required. Applicants may be awarded a different amount than requested or an amount other than the maximum amount.

**Application Deadline**

Eligible applicants must apply for FY 22 Connect and Protect: Law Enforcement Behavioral Health Response Program subaward funding through the Division of State Police, Grants Administration Bureau and the Office of the Attorney General. **Completed applications must be e-mailed to Laura Maley at** [**Laura.Maley@NJSP.org**](mailto:Laura.Maley@NJSP.org) **no later than 4:00 p.m. on 1/13/2023** Applications e-mailed after **1/13/2023** **will not** be considered for funding. All applicants will receive written notification of funding decisions. Division of State Police and the Office of the Attorney General will evaluate and act on applications within 60 days of the application deadline.

Original copies of the application must be maintained by the applicant for future review in the event of a site visit, audit, or other request.

**CONNECT AND PROTECT PROGRAM GUIDANCE**

**Specific Information**

The Connect and Protect: Law Enforcement Behavioral Health Response Program is specifically designated to support law enforcement and behavioral health cross-system collaboration and to improve public health and safety responses and outcomes for individuals with MHDs or co-occurring MHSUDs who come into contact with the criminal justice system.

**Goals, Objectives, Deliverables, and Timeline**

**Goals**

To plan, create, or expand comprehensive collaboration response programs that target individuals with MHDs or MHSUDs and promote public health and safety.[[1]](#footnote-1)

**Objectives**

Design and implement a best practice program in crisis response based on present information to assist law enforcement officers during encounters with people who have MHDs or co-occurring MHSUDs. These could include any of the following:

a. Crisis Intervention Teams (CIT)

b. Co-Responder Teams

c. Law Enforcement-based Case Management Services

d. Law Enforcement Assisted Diversion (LEAD)

e. Mobile Crisis Teams

f. Crisis Resolution and Home Treatment Teams

g. EMS and Ambulance-based Responses

The specific objectives of this program are:

1. Plan and deliver a law enforcement agency response program, in coordination with a mental health agency, that includes services to improve or enhance the response.
2. Pay salaries, as well as expenses such as training (overtime) and coordination activities, to design and implement a police-mental health collaboration program (PMHC).
3. Engage citizens through officer outreach and education to improve public safety.
4. Build positive community relations and trust through public communication strategies.
5. Enhance officer knowledge and skills in responding to community members with MHDs or co-occurring MHSUDs.
6. Increase public safety agency capacity to develop and sustain the program by collecting data to inform practices, create stakeholder groups, develop policy, and encourage ongoing professional development.
7. Seek guidance, then incorporate and build upon successful strategies for PMHCs.

**Deliverables**

The Connect and Protect: Law Enforcement Behavioral Health Response Program requires subrecipients to conduct various activities, including:

* Document the approach to implementing or enhancing law enforcement-behavioral health responses for individuals with MHDs or co-occurring MHSUDs who come in contact with the criminal justice system.
* Collect data on program use, effectiveness, and outcomes and analyze across different demographics.
* Conduct an evaluation of the PMHC and community satisfaction. Working with a researcher to collect program data is an allowable expense.
* Outline a plan for obtaining the necessary support to sustain and continue the proposed collaboration program following the conclusion of federal support.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work’s results, as discussed under the “Application and Submission Information” section.

**Connect and Protect Priorities**

* Promote effective strategies by law enforcement to identify and reduce the risk of harm to individuals with MHDs or co-occurring MHSUDs who encounter law enforcement and improve public safety.
* Propose interventions that have been shown by empirical evidence to reduce recidivism. When appropriate, use validated assessment tools to target people who have been incarcerated with a moderate or high risk of recidivism and a need for treatment services.

**Note:** Addressing these priority areas is one of many factors that NJSP and the Department of Law & Public Safety considers in making funding decisions.

**Allowable and Unallowable Costs Guidance**

***Allowable Costs***

All costs must be reasonable, necessary, and adequately supported pursuant to Federal cost principles at 2 CFR Part 200, Subpart F (2 CFR 200.400 et seq.).

1. **Salary and benefits of Mental Health Professional.** Funds may be used for the salary and benefits of the mental health professional involved in the program. Funds may also be used for the salary and benefits resulting from oversight of the mental health professional.
2. **Equipment.** Funds may be used, among other things, for a laptop to assist the mental health professional during a mental health related call.
3. **Supplies.** Funds may be used, among other things, to purchase acell phone for a mental health professional.
4. **Indirect Costs.** Funds may be eligible to be used for indirect costs if the applicant has a current, federally approved indirect cost rate or the applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f). Please see the “Indirect Cost Rate Fact Sheet” for additional information.

***Unallowable Costs***

1. Expenses other than those listed above (including expenses for general law enforcement functions)
2. Recipient administrative expenses (direct or indirect) that exceed 10 percent of the total grant amount.

**SUBAWARD PROGRAM and APPLICATION REQUIREMENTS**

Below are selected application requirements that each applicant should be familiar with prior to submitting a subaward application. Please consult the subaward conditions and other certification documents for additional information on the FY 22 Connect and Protect: Law Enforcement Behavioral Health Response Program subaward requirements.All forms must be completed and signed where indicated. Incomplete applications will not be considered and may result in the denial of your application.

**Period of Performance**

The period of performance for the FY 2022 Connect and Protect: Law Enforcement Behavioral Health Response Program is from **5/1/2023** through **4/30/2025**.

**Cost Share Requirements**

There is no local match required.

**Application Process**

Instructions for completing application forms are included as part of the application package. Applicants may request paper applications by calling the Grants Program Management Unit.

**Your completed application package must be received via email to** [**Laura.Maley@NJSP.org**](mailto:Laura.Maley@NJSP.org) **by 1/13/2023 at 4:00 PM EST.**

The following forms or information must be submitted with the application. Please read these documents carefully as signatures on these documents are treated as a material representation of fact upon which reliance will be placed.

1. Application Authorization;
2. Subaward Program Application Overview;
3. Applicant Information;
4. Project Narrative;
5. Project Work Plan;
6. Budget Detail Worksheet;
7. Budget Narrative;
8. Federally Approved Indirect Cost Rate (only if the applicant is taking indirect costs and has an approved rate);
9. Certification Regarding Lobbying; Debarment, Suspensions and Other Responsibility Matters; and Drug-Free Workplace Requirements;
10. Federal Single Audit Certification with proof of compliance (proof of compliance only required if applicant is subject audit requirements);
11. New Jersey Single Audit Requirements and Certification;
12. Department of Law and Public Safety Debarment and Suspension Certification with proof of eligibility for federal funds;
13. Certified Standard Assurances
14. Certification by a credentialing body

**Resolution**

A governing body must adopt a resolution requiring approval of the Director of the Division of Local Government Services for the insertion of any special item of revenue from any public or private source which was unknown at the time of adoption of the annual budget. The resolution must include the statutory reference, title and amount of the revenue and appropriation, and the date of adoption. Applicants should refer to Chapter 159 Procedures (NJSA 40A:4-87) for specific resolution requirements. Additionally, each resolution should contain the period of performance dates, the award amount, and a list of officials authorized to execute the subaward materials. **A signed resolution must be submitted with the subaward** (not with this application). A resolution checklist will be provided to successful applicants in the subaward packet, and the information provided in the checklist must be contained in your resolution. Please also note that this checklist may not be sufficient for local units of government to satisfy their reporting requirements to the Local Finance Boards.

**Certification by a Credentialing Body**

Any State, local, college, or university law enforcement agencies that apply for this funding must be certified by an approved independent credentialing body or have started the certification process before they can receive a subaward. To become certified, law enforcement agencies must meet two mandatory conditions: (1) the agency’s use of force policies adhere to all applicable federal, state, and local laws; and (2) the agency’s use of force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. For detailed information on this certification requirement, see <https://cops.usdoj.gov/SafePolicingEO>.

**Federal Financial Accountability and Transparency Act**

Subrecipients receiving $30,000 or more in federal grant funds must comply with the Federal Financial Accountability and Transparency Act (FFATA) which provides for a single website at which the public may access and search data on federal financial assistance awards including subrecipients. **If required, a completed FFATA form must be submitted with the subaward** (not with this application).

**Employment Eligibility Form**

Organizations funded under this federal grant program must agree to complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility form (I-9). This form is to be used by the recipient of Federal Funds to verify that persons employed by the recipient are eligible to work in the United States.

**Unique Entity Identifier (UEI) Number**

The Federal Government requires that all applicants for federal grants and cooperative agreements with the exception of individuals, other than sole proprietors, have a UEI number. The federal government will use the UEI number to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems.

The UEI number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a UEI number. Organizations should try to keep UEI numbers to a minimum. In many instances, a central UEI number with a UEI number for each major division/department/agency that applies for a grant may be sufficient. The requestor may obtain an on-the-spot UEI number assignment by telephone at **866.705.5711**.

Obtaining a UEI number is absolutely free for all entities doing business with the Federal Government. This includes grant and cooperative agreement applicants or prospective applicants and federal contractors. Be certain that you identify yourself as a federal grant applicant or prospective applicant.

**All applicants must provide proof of their active UEI number status from the System for Award Management (SAM). This proof can be found at** [**http://www.sam.gov**](http://www.sam.gov) **and submitted with the application package.**

**System for Award Management (SAM)**

SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. The Federal Government requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Applicants must update or renew their SAM registration annually to maintain an active status. Information about SAM registration procedures can be accessed at www.sam.gov.

**NOTE:** Please check with your central governmental office to determine whether or not there is a UEI Number and SAM registration that currently covers your agency.

**Civil Rights**

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. All Subrecipients should consult the State and Federal conditions to understand the applicable legal and administrative requirements connected with the FY21 Paul Coverdell grant. The Subrecipient must agree to and comply with the Civil Rights attachments also contained within the application materials. Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.

Successful applicants will be required to have an authorized official, project director, or designee complete the Department of Law and Public Safety’s Subrecipient Civil Rights Compliance Training, available via the Internet at http://www.nj.gov/lps/grants/lps-subrecipient-civil-rights-compliance.pdf, and included an original copy of the Training’s Certificate of Completion as part of their subaward package.

**Disclosure of Lobbying Activities**

This disclosure form shall be completed by the reporting entity, whether subrecipient or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to Title 31 U.S.C. Section 1352. Subrecipients must comply with 28 CFR Part 69. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Refer to the implementing guidance published by the Office of Management and Budget for additional information. If this applies to your agency, you are required to submit the Disclosure of Lobbying Activities (SFLLL) as an attachment to your application. Complete all items that apply for both the initial filing and material change report.

**Nonsupplanting Requirement**

Grant funds may not be used to replace state or local funds that would, in the absence of federal aid, be made available. Instead, grant funds must be used to increase the total amount of funds that would otherwise be made available for law enforcement purposes. A grant recipient may not use federal grant funds to pay for any item or costs associated with this request that the recipient is already obligated to pay. All funding awarded cannot be obligated until after the grant award start date. This means that funds cannot be applied to any agency cost prior to the award start date. In addition, all awardees will be expected to take active and timely steps pursuant to their standard purchasing procedures to fully fund costs already budgeted. The possibility of supplanting will be the subject of careful application review, possible pre-award review, and post-award monitoring and audit. Any supplanting of nonfederal funds by grant funds may be grounds for potential suspension or termination of grant funding, recovery of misused funds, and applicable legal sanctions.

**Procurement**

Non-state entities must conduct procurements pursuant to 2 C.F.R. § 200.318 *et seq*.

**Certification of a Drug-Free Workplace**

The Subrecipient must complete the Certification Regarding a Drug-Free Workplace as required by the Drug-Free Workplace Act of 1988, and implemented at, 28 CFR Part 83.

**Single Audit Requirements**

Applicants must comply with the audit requirements found at 2 C.F.R. Part 200, Subpart F, Audit Requirements (2 C.F.R. § 200.500, et seq.), the Government Accountability Office's Government Auditing Standards (Yellow Book), and the State Circular, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid, 15-08-OMB. Applicants must complete and submit the Federal Single Audit Requirement Certification and, if subject to the federal single or program-specific audit requirements, submit proof of compliance from the Federal Audit Clearinghouse (“FAC”) website.

**Debarment and Suspension**

Applicants must complete and submit a certification that it is not excluded or disqualified from participation in federal contracts or grants.

**Certified Standard Assurances**

Applicant must complete and submit a certification regarding important statutes, regulations, and award conditions that may apply to OJP grants.

**Performance Measures**

Subrecipients of FY 22 Connect and Protect program funding will be required to report the following data:

* The number of individuals served;
* Decreases in use-of-force interactions with individuals suffering from behavioral health issues;
* Increased efficiency in law enforcement and mental health provider resource use in responding to mental health crises; and
* Decreases in number of individuals calling 911 on a repeat basis for issues related to mental and behavioral health.

**SELECTION CRITERIA**

This is a competitive subaward solicitation and funding is limited. All requested forms must be included and filled out completely to be evaluated.

The review of applications will include an initial review to ensure the proposal meets minimum standards, and, as applicable, a substantive review of the application proposal, including an evaluation of the program. Depending on project scope, not all criteria may apply to each proposal.

Budget Considerations

* Total cost of project relative to the perceived benefit to a behavioral health response.
* Use of existing resources to conserve cost.
* Cost effectiveness of proposed activities.
* Cost effectiveness of education and training as related to quality and/or timeliness of improving law enforcement behavioral health responses.

Applications will be reviewed by a committee.

* Applications will be scored independently; scores totaled and averaged.
* Projects will be evaluated and preliminary scores and resulting ranking through consensus.
* These recommended rankings will then be submitted to the Office of the Attorney General for review and approval.
* Once approved by the Office of the Attorney General, subawards will be awarded to the applicants in the order of ranking until all funds have been offered or eligible applications funded.

Narrative Requirements:

***1. Problem Statement/Needs Assessment – 15 points maximum***

Clearly state the problem/need that will be addressed with grant funds and show how it meets the need/solves the identified problem. If applicable, clearly link the project to a priority issue area contained in the Notice of Availability of Funding (NOAF).

***2.. Goals, Objectives, Action Strategy – 40 points maximum***

State the goal(s) of the program. List clear and measurable objectives to achieve each

goal, describing specific approaches that will be taken to resolve the problem and expected outcomes, including a plan for community engagement. Fully describe long and short -term benefits of the project along with availability of resources to continue the project; identify the personnel whose needs will be directly benefitted by the project.

***3. Planning, Management Structure and Background – 25 points maximum***

Provide information regarding the implementation process for your project. Outline the management structure; identify the Project Director and other key individuals who will be directly involved in the operation of the project.

***4. Performance Measures/Evaluation – 10 points maximum***

Describe the methods that will be used to measure the progress and assess the impact of the project. Describe why this particular method to solve the problem was chosen over other alternatives.

***5. Program Budget – 10 points***

Using the Budget Detail Worksheet, list funds requested for program implementation. Provide a detailed narrative for use of federal funds requested in each budget category and/or line item to describe why it is necessary and appropriate to the project scope.

**AWARD and REPORTING REQUIREMENTS**

**Grant Award**

Upon approval of the application, the subaward will be executed and a copy returned to the Subrecipient.

**Monitoring, Reporting, and Evaluation Requirements**

Federal regulations require that any financial assistance from the Federal Government be monitored to ensure that those funds are spent properly. A final financial status report and performance report are required at the end of the performance period. In addition, the Office of the Attorney General (OAG) is interested in tracking the progress of its programs. Therefore, OAG staff may take a number of monitoring approaches, such as site visits, office-based grant reviews, and periodic surveys to gather information.

Required reports. Award recipients typically must submit quarterly financial reports, performance reports, final financial and performance reports, programmatic certifications and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

Detailed Cost Statement (DCS)

Each agency that receives funding under the Connect and Protect program must submit quarterly financial status reports for the subaward period. Obligations and expenditures must be reported on a quarterly basis through the DCS, which is due within 10 days of the end of each calendar quarter (e.g., for the quarter ending March 31, DCS is due on April 10). A report must be submitted for every quarter the award is active, including partial calendar quarters, as well as for periods where no grant activity occurs.

***Required submission: Detailed Cost Statement (DCS) (due quarterly).***

Quarterly Performance Report (QPR)

Each agency that receives funding under the Connect and Protect program must submit quarterly progress reports for the life of the award. The QPR is due within 10 days after the end of the reporting period (August 10th with a reporting period of May through July, November 10th with a reporting period of August through October, etc). Updated obligation and expenditure information must be provided with the QPR to show progress made toward meeting goals and objectives.

***Required submission: QPR (due quarterly).***

Semi-Annual Narrative Report (SNR) Due in January and July each year

Each agency that receives funding under the Connect and Protect program must also submit a semi-annual narrative report (SNR). The SNR is due within 10 days after the end of the reporting period (January 10th with a reporting period of July through December and July 10th with a reporting period of January through June). This information is also required at the end of the grant period.

***Required submission: SNR (due semi-annually and at closeout)***

Future awards and fund drawdowns may be withheld if any or all reports are delinquent.

1. Individuals must be “preliminarily qualified offenders” which is outlined in the 21st Century Cures Act and codified at 34 U.S.C. 10651(9)(A). See text at: Text - H.R.34 - 114th Congress (2015-2016): 21st Century Cures Act | Congress.gov | Library of Congress. [↑](#footnote-ref-1)