

**CRISIS INTERVENTION TEAM
DCJS/DMHMRSAS
GRANT PROGRAM
GUIDELINES AND APPLICATION INSTRUCTIONS
FOR PROJECTS STARTING JUNE 1, 2009**



**Department of Criminal Justice Services
1100 Bank Street, 11th Floor
Richmond, Virginia 23219**

TABLE OF CONTENTS

I.	Introduction	Page 3
II.	DCJS/DMHMRSAS CIT Grant Programs	Pages 3-6
III.	Application Forms, Instructions for Preparing An Application	Pages 6-10
VII.	Application Checklist	Page 10
VIII.	Grant Funding Timeline	Page 11

CRISIS INTERVENTION TEAM (CIT) GRANT PROGRAM GUIDELINES FOR NEW PROJECTS STARTING JUNE 1, 2009

I. INTRODUCTION

The Departments of Criminal Justice Services and Mental Health, Mental Retardation and Substance Abuse Services announce the availability of grant funds for planning, developing and establishing crisis intervention team projects in Virginia localities consisting of a total amount of \$200,000 for this year, with eligibility for possible continuation funding in FY 2010. Approximately four (4) to six (6) projects may be funded in this round of funding from FY 2009 funds, with no local match required for this round. Law enforcement training associated with start-up projects is available at little or no cost to grantees. (Information available from Heather D'Amore – contact information below).

These grant guidelines are to be utilized by localities that have been invited to submit a full grant application. This invitation does not guarantee that you will receive a grant award as this is a competitive process. Due to the limited funding available, it is essential that you follow the grant guidelines in developing and submitting your proposal. These guidelines are largely based on the successful models of existing CIT programs in the Commonwealth. They are also based on grant guidelines for another grant program, the Edward Byrne – Justice Assistance Grant (Byrne-JAG) program, that has funded six Virginia CIT programs. Grant reviewers may eliminate grant proposals from consideration that do not adhere to the specified guidelines.

Grant funding may not be used to supplant local funding.

Grant applications are DUE to DCJS no later than 5:00 p.m. April 30, 2009. Submissions must include three (3) hard copies (paper). NO ELECTRONIC SUBMISSIONS OR FAXES WILL BE ACCEPTED. Applications received after that time will not be considered. **Please note our new location:**

**DCJS Grants Administration
1100 Bank Street
Richmond, VA 23219**

For **questions and assistance** with developing your proposal, please contact **Heather D'Amore at 804-371-0635 or heather.damore@dcjs.virginia.gov.**

III. CRISIS INTERVENTION TEAM PROGRAMS

The complete CIT grant application must be based on the project proposed in the CIT Concept Paper. It should describe why the project is needed, what your project will accomplish, and the roles of the project partners. Terms of this funding opportunity **require that the local Community Services Board (CSB) provide or serve as the Project Director.**

Grant applications may seek funding for CIT project elements including, but not limited to:

- Hiring a CIT coordinator, or a CIT/jail diversion coordinator.
- Developing, enhancing or sustaining a local mental health/criminal justice/consumer/stakeholder Community Coalition or Task Force.
- Developing a plan to create a DCJS/DMHMRSAS approved CIT model within the community to include community coalition, infrastructure, and training.
- Planning, coordinating and conducting approved 40 hour basic CIT Officer training and/or train-the-trainer programs.
- Other necessary and relevant elements of a local program.

Goal

Increase the effectiveness of law enforcement response to and handling of situations and cases involving persons who are mentally ill or under the influence of intoxicating drugs and have to be taken into custody with Emergency Custody Orders or Temporary Detention Orders, or as a result of criminal activity requiring their arrest. Start with a brief problem statement. State why this project is necessary. If applicable, use objective data to support need.

Purpose

These grants will assist localities to establish crisis intervention team programs to assist law enforcement officers to respond to crisis situations involving persons with mental illness, substance abuse or both. Each crisis intervention team must develop a protocol permitting law enforcement officers to release from custody persons whom they encounter in crisis situations when the crisis intervention team has determined the person is sufficiently stable and release is deemed appropriate. The funding may be used to provide training to law enforcement officers and other members of a local crisis intervention team. State the goals and objectives you will accomplish by the end of the project. You must include objectives for each of the project partners:

- Local Law Enforcement
- Local Community Services Board (CSB)
- Therapeutic mental health evaluation facility
- Other community partners/stakeholders, if any

Provide a brief summary of a collaboration plan for all agencies, organizations and/or groups involved (*if applicable*). Include any information that is relevant to the planning of the project. Questions you might want to answer are: "Who do we need as partners for this project?", "How do we organize all partners to work effectively together?", "By whom and how will this project be managed?" and, "What are the benefits of this project?"

Discussion

The Governor's Public Safety Summit of 2005 identified the handling of the mentally ill and

substance abusers as one of the most difficult situations with which law enforcement officers must frequently deal. It is often dangerous and nearly always time-consuming, reducing the availability of law enforcement service to the jurisdiction during the many hours that an officer must transport and stay with such persons while they are evaluated and then committed for mental health treatment.

Officers report that they are neither well-trained nor well-equipped to handle such persons in a proper manner. Mental health treatment resources and facilities are scarce in many of Virginia's localities and transport to distant locations is an added complication of the handling of such cases. When criminal activity is involved, persons needing mental health treatment may be committed to local or regional jails in lieu of receiving that treatment. Often no such treatment is available to them on a timely basis while incarcerated, or they may not be identified as needing such treatment.

In recent years, new models for establishing *crisis intervention teams* have been developed that offer evidence of improved, more efficient ways to handle these situations. This program offers localities the opportunity to explore improved procedures and methodology. Agencies applying for this funding are strongly encouraged to look at the current model for this program at the New River Valley Mental Health Association, based in Blacksburg, Virginia and the Memphis Police Crisis Intervention Team program, based at the Memphis (Tennessee) Police Department.

Objectives

The application **may** include the following objectives:

- Specialized training in the handling of the mentally ill and substance abusing persons exhibiting signs of mental disorder will be provided during the first year of this grant to 25% of the patrol force.
- Formation of a local crisis intervention team task force, with representatives from law enforcement agencies, mental health service providers, local and regional jails, local and state community corrections programs, to design and implement a written protocol that governs the agencies' interactions with each other in the handling of cases of mentally ill and mentally disordered persons.

Applicants may include additional objectives, provided they are measurable, intended to meet the goal of this program category, and directly related to the needs and problems in the "Problem Statement" portion of the Project Description (see the instructions for completing the grant application).

Implementation

The Implementation section of the grant application must provide specific information about how training will be designed and carried out. The formation of the task force (advisory committee) should be described with appropriate milestones for their activity in this section. The applicant must include in the Implementation section of the grant application a timetable for the project.

Performance Measures

Grant recipients will be required to report on their progress toward achieving the objectives stated above, as well as any additional objectives they include in their proposals. This

information will be used to evaluate the project's performance. Applicants may include additional measures they will use to evaluate the effectiveness of their projects. The measures must be directly related to the required objectives and any additional ones stated in the application.

III. APPLICATION FORMS & INSTRUCTIONS

A. Instructions for the first application page:

(**Note:** Use the grant application and itemized budget forms linked in this document.)

Download the form:

- PDF - <http://www.dcjs.virginia.gov/forms/grants/grantApp.pdf>
- RTF - <http://www.dcjs.virginia.gov/forms/grants/grantApp.rtf>

Grant Program: "Crisis Intervention Team Grant Program"

Applicant: Use this space to provide the name of the locality or state agency applying.

Applicant FIN – Use this space to provide the applicant's Federal Identification number.

Jurisdiction(s) Served: List all local units of government participating in the project. If statewide, enter "statewide." If a state college or university, enter "campus."

Program Title: "Crisis Intervention Team Projects"

Type of Application - NEW

Project Director, Program Administrator, and Finance Officer:

Director: The person who will have day-to-day responsibility for managing the project.

The person DCJS will contact if further information is needed. This funding requires a representative from the Community Services Board serve as the Project Director.

Program Administrator. The person who has authority to formally commit the locality, state agency or state college/university to complying with the terms of the grant application including provision of the required cash match. This must be the chief executive officer or chief elected official of a local unit of government or Director of a state agency (e.g. County Administrator, Mayor, City Manager, College/University President; NOT Sheriff or Chief of Police). If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, then please provide a copy of the letter, memorandum or other document by which the signing authority was delegated.

Program Finance Officer. The individual responsible for fiscal management of the funds associated with this grant.

It is extremely important that you provide fax numbers, and e-mail addresses, as well as telephone numbers for each person.

Brief Project Description - A short description of the project your agency is proposing.

Project Budget Summary - Appropriate figures from the "Itemized Budget" categories.

B. Instructions for Itemized Budget pages:

Download the form:

- PDF - <http://www.dcjs.virginia.gov/forms/grants/grantbudg.pdf>
- RTF - <http://www.dcjs.virginia.gov/forms/grants/grantbudg.rtf>

o XLS - <http://www.dcjs.virginia.gov/forms/grants/grantbudg.xls>

Use the "Itemized Budget" form to detail all proposed expenditures to be made with grant funds. Provide line item expenditures, explained in the Budget Narrative.

Unallowable Costs

Grant funds may not be used for: firearms, ammunition and related equipment; construction or renovation; land acquisition; lobbying and political contributions; honoraria; bonuses; personal entertainment such as tickets to sporting events; personal calls; alcohol; food and beverages; and luxury vehicles.

1. Personnel/Employees

a. For Salaries: list each position by title (and name of employee, if available). Show the annual salary rate for the employee and the number of hours to be devoted to the project by the employee. The amount requested should take into account time needed to establish and fill new positions and the changing demands for personnel during the course of the project. Job descriptions and qualifications of staff should be on file at the implementing agency. The budget narrative (see C., below) should justify the necessity for creating new positions. Could present staff be reallocated? Could volunteers be utilized? Do all positions need to be full time? Are salary scales consistent with similar state or local wage scales? The workload must justify creating full-time positions. Employees who are paid in whole or part with grant funds (including match) must perform work for the grant-funded project in proportion to the amount of their pay provided by the grant.

b. For employee benefits: Indicate each type of benefit included and the total cost allowable to employees assigned to the project.

2. Consultants

List costs for consultant services in this section. Each item must specify the time (hours or days) required to provide these services.

a. Individual Consultants.

For individuals to be reimbursed for personal services on a fee basis: List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee, and the amount of time to be devoted to such services. **An individual consultant's rate may not exceed the approved federal rate of \$450.00 per day.**

a. Organizations and Associations.

For organizations, including professional associations and educational institutions, performing professional services: Indicate the type of services being performed and estimated contract price. (The approved federal rate will be applied.)

b. Consultants' Subsistence and Travel.

Estimate actual costs, adhering to the grant applicant's established travel policy. All travel must be for reasonable expenses. State travel and per diem rates will be applied. *Requests for funds for consultants are carefully evaluated and approved only when it is clearly demonstrated their use will significantly, and permanently, enhance the project's effectiveness. The budget narrative must clearly explain the need for consultant services.*

3. Travel and Subsistence for Project Personnel

Itemize total travel expenses of project personnel by local mileage, non-local, and subsistence. Applicants may follow their own established travel rates if they have an established travel policy; otherwise, the applicant must adhere to state travel policy. The State allows reimbursement for actual reasonable expenses. Transportation costs, such as

air and rail fares, are at coach rates. Justify travel by explaining its relevance to job duties. *Travel expenses must be fully justified in the budget narrative section.*

4. Equipment

Each major item to be purchased must be separately listed with its unit cost. Each item to be leased or rented must be separately listed with the cost associated with the lease or rental. Only equipment directly related to the project proposed in the grant application and necessary for the project's implementation may be included in the grant budget. The *budget narrative* must thoroughly explain the relevance and importance of each item to the project. Equipment expenses not thoroughly explained and justified will be deleted from the budget.

5. Supplies and Other Expenses

Itemize all costs within this category by major type (e.g., office supplies, training materials, research forms, telephone, and postage) and show the basis for the cost computation ("x" dollars per month for office supplies; "y" dollars per person for training materials; telephone long distance at "z" dollars per month, etc.). Office rental costs must be reasonable and consistent with rents charged in the area.

6. Indirect Costs

Indirect costs **may** be approved if the applicant can demonstrate they are necessary to the operation of the organization and the performance of the project. The grant applicant must include a copy of an approval for its indirect cost rate from a federal agency (e.g. Dept. of Justice, Dept. of Health and Human Services or Dept. of Education). Indirect costs do not allow an applicant to exceed the grant limits as specified in the program guide. Applicants are encouraged to report available local resources to support the CIT initiative.

7. Cash Funds (Supporting this project from sources other than the grant program.)

This item is optional and is included to permit those applicants wishing to do so to show any additional support they may be providing to the proposed project, beyond the funds actually applied for in the grant application. The terms, conditions and assurances which apply to the grant award do not govern funds shown in this item. List the source and amount of all cash funds that will help support this project.

C. Project Budget Narrative:

In addition to completing the Itemized Budget forms, you must also provide a Project Budget Narrative that explains the reason for each requested budget item and provides the basis for its cost. All items requested in the Itemized Budget must be thoroughly justified and clearly related to the proposed project or they will be deleted from the budget. No local match is required for this grant. Applicants are encouraged to report available local resources to support the CIT initiative.

D. Project Description:

Provide a narrative that describes in detail the need for the project, its goals and objectives, what the project consists of, what will be accomplished, plans to carry out or implement the project, and methods for measuring the degree to which the project goals and objectives are met. In preparing this part of the application, please use the following format:

Program Title:

“Crisis Intervention Team(CIT) Initiative”

Need Justification:

Describe in specific terms the nature and extent of the deficiency or problem the project is

intended to address. State directly and completely why there is a need for a grant. Describe existing resources and services that are currently available to meet that need, including any other federal or state grants, and state why those resources and services are inadequate.

Objectives:

An objective is a statement that sets forth a particular result that the project strives to attain. Objective statements contain four parts: *what, how much, to whom, and when*.

Objective statements:

1. Begin with an action verb.
2. Specify a single key result; *what* will be accomplished toward the goal. (Example: *Train local law enforcement personnel in crisis intervention techniques and procedures.*)
3. Quantify and state the objective in terms that can be measured. Verify *how much* will be accomplished. (Example: *Train 25% of local law enforcement personnel in crisis intervention techniques and procedures.*)
4. Indicate the intended targets, *to whom*, of the objective. (Example: *Establish crime prevention partnerships with two immigrant communities.*)
5. State *when*, within the grant period, the objective will be accomplished. (Example: *Over the next twelve months, hire two officers with skills in the predominant language of the local immigrant community.*)
6. Relate directly to the data provided in the need justification.
7. Are challenging, but realistically attainable with the resources that are requested.

Be sure to include any required objectives specified in the guidelines

Implementation:

Describe, in narrative form, *what you will do* to accomplish the program's goal and objectives. Be specific and thorough. Activities should be directly related to the goals.

DCJS gives priority to programs designed to be incorporated into the on-going operations of the applicant. Use this section to describe how your agency intends to institutionalize and continue this program after grant funds are no longer available.

Workplan:

Describe the steps or actions necessary to accomplish the goal and objectives of the project.

Provide *anticipated* begin and end dates for each step. Use the downloadable form or include the workplan in the Project Description narrative, as desired.

(Workplan examples: Assemble advisory committee, June 1 - June 15; identify existing policies/practices, July 15 - August 15; research alternatives, October 1 - November 30; draft new policies, January 1- February 15; circulate for review & comment, March 1- April 30; implement, July 1.)

Your Workplan provides the basis for future quarterly reports.

Performance:

Describe how you intend to measure the performance of the program -- whether or not objectives were accomplished. List each objective and identify the statistical data or other relevant information (documentation) that will be collected to determine the degree to which the objective was achieved. Describe how the information will be analyzed.

APPLICATION CHECKLIST

Applicants must submit **one (1) original and three (3) copies** of each of the following:

- ❑ **Grant Application Form** – signed and dated by the Project Administrator (Director of Community Services Board)
- ❑ **Itemized Budget Form**
 - Figures are rounded to the nearest dollar
- ❑ **Budget Narrative** – explains each line item expenditure referenced in the Itemized Budget Form
- ❑ **Project Narrative** - does not exceed 3-page limit and includes specified headings
- ❑ **Project Goals and Objectives Form** – **You must utilize the Project Goals and Objectives Form in your grant application.** You may include as many pages as needed to describe project objectives, implementation plan and performance measures.
- ❑ **Current Memorandum of Understanding** - signed and dated by executives of the local law enforcement agency and the Community Services Board

Submit **one (1) original and three (3) copies** of your complete grant application to:

**Department of Criminal Justice Services
Grants Administration
1100 Bank Street
Richmond, VA 23219**

Applications must be received by DCJS no later than **5:00 p.m. on Friday, April 30, 2009.**

Applications received after that time will **not** be considered. DCJS **will not accept** applications that are faxed or e-mailed.

4/30/09

- **Grant applications will be DUE to DCJS no later than 5:00 p.m. April 30, 2009. Submissions must include three (3) hard copies (paper), NO ELECTRONIC SUBMISSIONS, NO FAXES ACCEPTED.** Applications received after that time will **not** be considered.

5/1/09 – 5/7/09

- **Grant application review May 1 – May 7, 2009.**

5/15/09

- **May 15, 2009 Notice of CIT Initiative Funding Grant Awards sent to applicants.**

6/5/09

- **Signed Statement of Grant Awards DUE to DCJS no later than 5:00 p.m. June 5, 2009.**

6/26/09

- **Grantee recipients must draw down the full grant award amount between June 15, 2009 and June 26, 2009.**