



VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

**Jail Mental Health Pilot Program
Guidelines for Submitting Concept Papers**

CONCEPT PAPERS

Due electronically by 5:00 PM August 12, 2016

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I. INTRODUCTION

Item 398 J.1. of the 2016 Appropriations Act requires the Department of Criminal Justice Services (DCJS) to “solicit proposals from local or regional jails to establish pilot programs to provide services to mentally ill inmates, or to provide pre-incarceration crisis intervention services to prevent mentally ill offenders from entering jails. The Department shall evaluate the proposals in consultation with the Department of Behavioral Health and Developmental Services and the Compensation Board, and shall report a list of up to six recommended pilot sites to the Secretary of Public Safety and Homeland Security and the Chairmen of the House Appropriations and Senate Finance Committees no later than September 15, 2016.”

In response to the Appropriations Act language, DCJS is soliciting concept paper proposals from local and regional jails “to establish pilot programs to provide services to mentally ill inmates, or to provide pre-incarceration services to prevent mentally ill offenders from entering jails.”

In consultation with the Compensation Board and the Department of Behavioral Health and Developmental Services (DBHDS), DCJS has developed the following grant solicitation process to identify pilot sites.

Sites will be selected through a two-phase process: a Concept Paper phase and an Invited Applicant phase. The process is described in detail below.

Eligibility

Virginia local and regional jails may submit concept papers for consideration. Proposals for multi-jail projects will be considered, provided that one jail serves as the applicant and each sheriff or jail superintendent provides written intent to participate.

Grant Period

The grant period for projects awarded under this solicitation will be 18 months, from January 1, 2017 through June 30, 2018, contingent on the 2016 Appropriation Act budgeted amount remaining unchanged during the 2017 General Assembly session. The General Assembly has

appropriated \$1 million for fiscal year 2017, with funding available January 1, 2017, and \$2.5 million for fiscal year 2018.

Two-Phase Solicitation Process

DCJS will use a two-phase process to solicit applications and award Jail Mental Health Pilot Program grants. In the Concept Paper phase (Phase I), those interested in applying for Jail Mental Health Pilot Program funding will submit a concept paper in accordance with the instructions contained in these guidelines.

DCJS, in consultation with the Compensation Board and DBHDS, will review all concept papers submitted in accordance with the specifications and instructions provided. Based on the strength of the concept paper, DCJS will issue invitations for participation in the Invited Applicants phase (Phase II). Invitations to submit grant applications will be issued by September 15, 2016.

Grant applications in Phase II must be for the same projects described in the concept papers. Applicants invited in Phase II will be required to submit a Non-Supplanting Statement certifying that the funds will not supplant other federal, state, or local funds that otherwise would be available for the same purpose. Invited applicants for Phase II will also be required to discuss project sustainability if these funds are no longer available after the grant period.

Contact

For questions contact:

Thomas Fitzpatrick
Virginia Department of Criminal Justice Services
(804) 225-0005
Thomas.Fitzpatrick@dcjs.virginia.gov

II. CONCEPT PAPER REQUIREMENTS

Those interested in applying for the Jail Mental Health Pilot Program funding must submit a concept paper describing the nature of the needs or issues being addressed and an overview of the proposed program. Concept papers are limited to three pages, double-spaced, in 12-point font.

Concept papers must contain the following information and adhere to the following program guidelines.

Brief Program Summary

Provide a complete and concise summary of the program proposal.

Issue & Needs Statement

Describe the specific issues or needs that the pilot program will address. Include objective data to support the need for the program. Provide a description of the current challenges or barriers to addressing these specific issues or needs. The needs statement may also include identified gaps in the continuum of mental health care for individuals with mental illness.

Target Population

Include a detailed description of the target population that will be served by the program.

Program Description and Implementation Plan

Describe the proposed pilot program and how the proposed program will address the demonstrated issues and needs. Describe specific components of the program. Include a basic implementation plan or timeline and a description of the organizational structure supporting the program.

Evidence Based Practices

Consideration will only be given to proposals requesting funds to implement evidence-based practices, defined for this purpose as practices and interventions that are proven effective through research to obtain a desired outcome.

The following reports and resources may provide some guidance for evidence-based practices.

Justice Center, The Council of State Governments - *Guidelines for the Successful Transition of People with Behavioral Health Disorders from Jail and Prison*
<https://csgjusticecenter.org/mental-health/publications/guidelines-for-successful-transition/>

Justice Center, The Council of State Governments - *Adults with Behavioral Health Needs under Correctional Supervision: A Shared Framework for Reducing Recidivism and Promoting Recovery*.
https://csgjusticecenter.org/wp-content/uploads/2013/05/9-24-12_Behavioral-Health-Framework-final.pdf

Substance Abuse and Mental Health Services Administration (SAMSHA) - *Substance Abuse Treatment for Adults in the Criminal Justice System*
<http://store.samhsa.gov/shin/content/QGCT44/QGCT44.pdf>

SAMHSA publications and resources on criminal justice
<http://www.samhsa.gov/criminal-juvenile-justice/samhsas-efforts>

National Institute of Corrections – *Mentally Ill Persons in Corrections*
<http://nicic.gov/mentalillness>

Collaborative Partners

Jail Mental Health Pilot Programs must demonstrate a collaborative partnership among local agencies and officials, including community service boards, local community corrections and pre-trial services agencies, local law enforcement agencies, attorneys for the Commonwealth, public defenders, courts, non-profit organizations, and other stakeholders.

Provide a list of collaborative partners and a description of the role each partner will play in the pilot program.

Performance Measures / Outputs and Outcomes

Provide a description of the basic performance measures anticipated for this program. Applicants should include both program outputs and program outcomes.

Outputs are the measures that result from project activities, such as number of staff trained or number of screenings performed. The program outcomes are the benefits that a program is intended to accomplish and should include objective and measurable means of demonstrating the program's impact. For example, a program's outcome may be shortening the time between initial screen and a psychiatric evaluation, shortening the time between a determination of need for a mental health bed and transfer, or reducing the number of individuals reentering jail in a given time period.

Applicants invited to submit full grant proposals in Phase II will be required to submit a performance measurement plan that includes measurable goals, objectives and performance outcomes.

Budget Narrative

Include a brief budget narrative describing the funding needs for the pilot program, other resources supporting the program, and an estimate of the total funding needed for FY 17 and FY18.

Mental Health Screen and Assessment

Pilot sites will be required to use the Brief Jail Mental Health Screen (BJMHS) for male populations and the Correctional Mental Health Screen for Women (CMHS-W). DCJS and

DBHDS will provide guidance to grant recipients for a standardized assessment process, standardized qualifications for assessors, and data collection.

Prohibited Expenditures

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

Criteria

The review committee, consisting of representatives of DCJS, DBHDS, and the Compensation Board, will select up to six pilot sites to submit full grant applications based on the following criteria:

- The comprehensiveness of the pilot program;
- Clear identification of issue and needs that the program will address;
- Clear identification of target population for services;
- Appropriateness of selected program outcomes;
- Description of the proposed project and implementation plan;
- Ability to leverage existing community resources and services that contribute to the continuum of mental health care, create new sources of support, and sustain the activities after the conclusion of grant funding;
- Commitment of community partners, readiness for collaboration, and demonstrated relationship with community partners;
- Coordination and transition plan with community based programs for aftercare; and
- Readiness to implement program and achieve program outcomes.

Application Deadline

Concept papers submissions must be emailed as a PDF attachment to grantsmgmt@dcjs.virginia.gov with the subject line "Jail Mental Health Pilot Program" by 5:00pm Friday, August 12, 2016.

III. PHASE TWO: INVITED APPLICANTS

Selected applicants will be notified and asked to submit full grant applications. Application forms and instructions will be provided when invitations are issued.

Concept paper applicants should be mindful of the full application requirements which must be met if they are invited to participate in Phase II. Invited applicants will be required to complete and provide the following by November 4, 2016:

- Itemized budget;
- Budget narrative explaining and justifying the need for all funds requested and stating the basis/calculations for the amounts requested;
- A narrative which educates the reviewer about the applicant's community and organization; provides statistics that support the existence and extent of the issues and needs addressed by the program; clearly justifies the need for the program; and describes existing resources and services currently available to address the issue and needs, including any other funding, and an explanation as to why the resources are inadequate;
- Detailed description of the proposed program; the evidence that supports its effectiveness in addressing the stated issues and needs; and the planned implementation activities and their relevance to the stated goals and objectives;
- Specific program measures;
- Performance measures for each objective; and
- A plan for continuation of the program if these funds are no longer available.

Note: Funding for the Jail Mental Health Pilot Program is limited. This is a competitive grant process. Neither the invitation to submit an application for funds nor the provision of technical assistance to applicants by DCJS implies that an applicant will receive a grant award.

IV. TIMELINE

July 2016	Announcement of Availability of Funds & Solicitation of Concept Papers
August 12, 2016	Concept Papers Due To DCJS
September 15, 2016	Announcement of Concept Papers Notification/Invitation to Submit Full Grant
November 4, 2016	Full Grant Submission Due to DCJS
December 8, 2016	Criminal Justice Services Board Decisions Review and Approval of Grant Determination
January 1, 2017	Program Funding Begins

V. 2016 APPROPRIATIONS ACT BUDGET LANGUAGE

Item 398

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J. 1. The Department of Criminal Justice Services shall solicit proposals from local or regional jails to establish pilot programs to provide services to mentally ill inmates, or to provide pre-incarceration crisis intervention services to prevent mentally ill offenders from entering jails. The Department of Criminal Justice Services shall evaluate the proposals in consultation with the Department of Behavioral Health and Developmental Services and the Compensation Board, and shall report a list of up to six recommended pilot sites to the Secretary of Public Safety and Homeland Security and the Chairmen of the House Appropriations and Senate Finance Committees no later than September 15, 2016.

2. In its solicitation for proposals, the Department of Criminal Justice Services shall require submissions to include proposed actions to address the following minimum conditions and criteria:

a. Use of mental health screening and assessment instruments designated by the Department of Behavioral Health and Developmental Services;

b. Provision of services to all mentally ill inmates in the designated pilot program, whether state or local responsible;

c. Use of a collaborative partnership among local agencies and officials, including community services boards, local community corrections and pre-trial services agencies, local law enforcement agencies, attorneys for the Commonwealth, public defenders, courts, non-profit organizations, and other stakeholders;

d. Establishment of a crisis intervention team or plans to establish such a team;

e. Training for jail staff in dealing with mentally ill inmates;

f. Provision of a continuum of services;

g. Use of evidence-based programs and services; and,

h. Funding necessary to provide services including, but not limited to: mental health treatment services, behavioral health services, case managers to provide discharge planning for individuals, re-entry services, and transportation services.

3. The funding for each pilot program shall supplement, not supplant, existing local spending on these services.

4. In evaluating proposals and recommending pilot sites, the Department of Criminal Justice Services, in consultation with the Department of Behavioral Health and Developmental Services and the Compensation Board, shall at minimum give consideration to the following factors:

- a. The readiness of the local or regional jail to undertake the proposed pilot program;
- b. The proposed shares of cost to be funded by the Commonwealth, localities, or other sources, respectively;
- c. The need for such a program demonstrated by the local or regional jail;
- d. The demonstrated collaborative relationship between the jail and community mental health treatment providers and other stakeholders; and,
- e. To the extent feasible, ensuring the recommendation of pilot sites representing both rural and urban settings.

5. Included in the appropriation for this Item is \$1,000,000 the first year and \$2,500,000 the second year from the general fund to be awarded to local or regional jails to support the proposals recommended pursuant to the report required by Paragraph J.1. of this Item. The funding for each pilot program shall be effective for pilot programs starting as of January 1, 2017.

6. The Department of Criminal Justice Services, in consultation with the Department of Behavioral Health and Developmental Services, shall evaluate the implementation and effectiveness of the pilot programs and report to the Governor; the Secretaries of Health and Human Resources and Public Safety and Homeland Security, and the Chairmen of the House Appropriations Committee and the Senate Finance Committee by October 15, 2017, for grants awarded in the first year, and by October 15, 2018, for all grants.