



**U.S. Department of Justice**

Office of Justice Programs

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Office of the Assistant Attorney General

*Washington, D.C. 20531*

September 21, 2017

The Honorable Chris Coleman  
City of Saint Paul  
310 City Hall  
15 W. Kellogg Boulevard  
Saint Paul, MN 55102

Dear Mayor Coleman:

On behalf of Attorney General Jefferson Sessions III, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 17 Justice and Mental Health Collaboration Program: Strategic Planning for Police and Mental Health Collaboration in the amount of \$75,000 for City of Saint Paul.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, NiKisha Love, Program Manager at (202) 616-8241; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink, reading "Alan R. Hanson", is positioned above the typed name.

Alan R. Hanson  
Acting Assistant Attorney General

Enclosures



## OFFICE FOR CIVIL RIGHTS

Office of Justice Programs

U.S. Department of Justice

810 7th Street, NW  
Washington, DC 20531

Tel: (202) 307-0690

TTY: (202) 307-2027

E-mail: [askOCR@usdoj.gov](mailto:askOCR@usdoj.gov)

Website: [www.ojp.usdoj.gov/ocr](http://www.ojp.usdoj.gov/ocr)

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September 21, 2017

The Honorable Chris Coleman  
City of Saint Paul  
310 City Hall  
15 W. Kellogg Boulevard  
Saint Paul, MN 55102

Dear Mayor Coleman:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of federal funding to compliance with federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) is responsible for ensuring that recipients of financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) comply with the applicable federal civil rights laws. We at the OCR are available to help you and your organization meet the civil rights requirements that come with DOJ funding.

### **Ensuring Access to Federally Assisted Programs**

Federal laws that apply to recipients of financial assistance from the DOJ prohibit discrimination on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in employment but also in the delivery of services or benefits. A federal law also prohibits recipients from discriminating on the basis of age in the delivery of services or benefits.

In March of 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013. The statute amends the Violence Against Women Act of 1994 (VAWA) by including a nondiscrimination grant condition that prohibits discrimination based on actual or perceived race, color, national origin, religion, sex, disability, sexual orientation, or gender identity. The new nondiscrimination grant condition applies to certain programs funded after October 1, 2013. The OCR and the OVW have developed answers to some frequently asked questions about this provision to assist recipients of VAWA funds to understand their obligations. The Frequently Asked Questions are available at <http://ojp.gov/about/ocr/vawafaqs.htm>.

### **Enforcing Civil Rights Laws**

All recipients of federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to prohibitions against unlawful discrimination. Accordingly, the OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, the OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal opportunity standards.



### **Providing Services to Limited English Proficiency (LEP) Individuals**

In accordance with DOJ guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). See U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 67 Fed. Reg. 41,455 (2002). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website <http://www.lep.gov>.

### **Ensuring Equal Treatment for Faith-Based Organizations**

The DOJ regulation, Equal Treatment for Faith-Based Organizations, 28 C.F.R. pt. 38, requires State Administering Agencies (SAAs) to treat faith-based organizations the same as any other applicant or recipient. The regulation prohibits SAAs from making awards or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the DOJ to fund inherently (or explicitly) religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must hold them separately from the program funded by the DOJ, and recipients cannot compel beneficiaries to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see the OCR's website at [http://www.ojp.usdoj.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.usdoj.gov/about/ocr/equal_fbo.htm).

SAAs and faith-based organizations should also note that the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, 42 U.S.C. § 3789d(c); the Victims of Crime Act of 1984, as amended, 42 U.S.C. § 10604(e); the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 42 U.S.C. § 5672(b); and VAWA, Pub. L. No. 113-4, sec. 3(b)(4), 127 Stat. 54, 61-62 (to be codified at 42 U.S.C. § 13925(b)(13)) contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the DOJ has concluded that it may construe the Religious Freedom Restoration Act (RFRA) on a case-by-case basis to permit some faith-based organizations to receive DOJ funds while taking into account religion when hiring staff, even if the statute that authorizes the funding program generally forbids recipients from considering religion in employment decisions. Please consult with the OCR if you have any questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment.

### **Using Arrest and Conviction Records in Making Employment Decisions**

The OCR issued an advisory document for recipients on the proper use of arrest and conviction records in making hiring decisions. See Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Employment Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 (June 2013), available at [http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction\\_Advisory.pdf](http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction_Advisory.pdf). Recipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the Advisory, recipients should consult local counsel in reviewing their employment practices. If warranted, recipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Employment Opportunity Plans (EEOs) (see below).

### **Complying with the Safe Streets Act**

An organization that is a recipient of financial assistance subject to the nondiscrimination provisions of the Safe Streets Act, must meet two obligations: (1) complying with the federal regulation pertaining to the development of an EEO (see 28 C.F.R. pt. 42, subpt. E) and (2) submitting to the OCR findings of discrimination (see 28 C.F.R. §§ 42.204(c), .205(c)(5)).

### **Meeting the EEOP Requirement**

If your organization has less than fifty employees or receives an award of less than \$25,000 or is a nonprofit organization, a medical institution, an educational institution, or an Indian tribe, then it is exempt from the EEOP requirement. To claim the exemption, your organization must complete and submit Section A of the Certification Form, which is available online at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and receives an award of \$25,000 or more, but less than \$500,000, and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form), but it does not have to submit the report to the OCR for review. Instead, your organization has to maintain the Utilization Report on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and has received an award for \$500,000 or more and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form) and submit it to the OCR for review within sixty days from the date of this letter. For assistance in developing a Utilization Report, please consult the OCR's website at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>. In addition, your organization has to complete Section C of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

To comply with the EEOP requirements, you may request technical assistance from an EEOP specialist at the OCR by telephone at (202) 307-0690, by TTY at (202) 307-2027, or by e-mail at [EEOSubmission@usdoj.gov](mailto:EEOSubmission@usdoj.gov).

### **Meeting the Requirement to Submit Findings of Discrimination**

If in the three years prior to the date of the grant award, your organization has received an adverse finding of discrimination based on race, color, national origin, religion, or sex, after a due-process hearing, from a state or federal court or from a state or federal administrative agency, your organization must send a copy of the finding to the OCR.

### **Ensuring the Compliance of Subrecipients**

SAAs must have standard assurances to notify subrecipients of their civil rights obligations, written procedures to address discrimination complaints filed against subrecipients, methods to monitor subrecipients' compliance with civil rights requirements, and a program to train subrecipients on applicable civil rights laws. In addition, SAAs must submit to the OCR every three years written Methods of Administration (MOA) that summarize the policies and procedures that they have implemented to ensure the civil rights compliance of subrecipients. For more information on the MOA requirement, see [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

If the OCR can assist you in any way in fulfilling your organization's civil rights responsibilities as a recipient of federal financial assistance, please contact us.

Sincerely,



Michael L. Alston  
Director

cc: Grant Manager  
Financial Analyst



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**Grant**

PAGE 1 OF 11

1. RECIPIENT NAME AND ADDRESS (Including Zip Code)

City of Saint Paul  
310 City Hall 15 W. Kellogg Boulevard  
Saint Paul, MN 55102

4. AWARD NUMBER: 2017-MO-BX-0051

5. PROJECT PERIOD: FROM 10/01/2017 TO 09/30/2018  
BUDGET PERIOD: FROM 10/01/2017 TO 09/30/2018

6. AWARD DATE 09/21/2017

7. ACTION

2a. GRANTEE IRS/VENDOR NO.

416005521

8. SUPPLEMENT NUMBER

00

Initial

2b. GRANTEE DUNS NO.

848898433

9. PREVIOUS AWARD AMOUNT

\$ 0

3. PROJECT TITLE

Saint Paul Mental Health Response Team

10. AMOUNT OF THIS AWARD

\$ 75,000

11. TOTAL AWARD

\$ 75,000

12. SPECIAL CONDITIONS

THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).

13. STATUTORY AUTHORITY FOR GRANT

This project is supported under FY17(BJA - JMHCP) 42 USC 3797aa; Pub. L. No. 115-31, 131 Stat 135, 205

14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number)

16.745 - Criminal and Juvenile Justice and Mental Health Collaboration Program

15. METHOD OF PAYMENT

GPRS

AGENCY APPROVAL

GRANTEE ACCEPTANCE

16. TYPED NAME AND TITLE OF APPROVING OFFICIAL

Alan R. Hanson  
Acting Assistant Attorney General

18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL

Chris Coleman  
Mayor

17. SIGNATURE OF APPROVING OFFICIAL

*Alan R. Hanson*

19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

19A. DATE

AGENCY USE ONLY

20. ACCOUNTING CLASSIFICATION CODES

FISCAL YEAR	FUND CODE	BUD. ACT.	OFC.	DIV. REG.	SUB.	POMS	AMOUNT
X	B	MO	80	00	00		75000

21. SMOUGT0354



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 2 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

1. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any certifications or assurances submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period -- may result in the Office of Justice Programs ("OJP") taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. The Department of Justice ("DOJ"), including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 42 U.S.C. 3795a), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2017 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2017 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2017 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

3. Compliance with DOJ Grants Financial Guide

The recipient agrees to comply with the DOJ Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance.



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 3 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

4. Required training for Point of Contact and all Financial Points of Contact

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2015, will satisfy this condition.

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after-- (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2015, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <https://www.ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

5. Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

6. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 4 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

7. Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

8. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

9. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)), and are incorporated by reference here.



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 5 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

10. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

11. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").

12. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

13. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/ojptrainingguidingprinciples.htm>.

14. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

15. Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 6 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

16. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

17. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

18. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter I, Part 38, under e-CFR "current" data.

19. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.





U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 7 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

20. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2017)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2017, are set out at <https://ojp.gov/funding/Explore/FY17AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

21. Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N.W. Room 4706, Washington, DC 20530; (2) e-mail to: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov); and/or (3) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://www.usdoj.gov/oig>.



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 8 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

22. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 9 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

23. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

24. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

25. Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at [OJP.ComplianceReporting@ojp.usdoj.gov](mailto:OJP.ComplianceReporting@ojp.usdoj.gov). For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

26. Award recipients must verify Point of Contact (POC), Financial Point of Contact (FPOC), and Authorized Representative contact information in GMS, including telephone number and e-mail address. If any information is incorrect or has changed, a Grant Adjustment Notice (GAN) must be submitted via the Grants Management System (GMS) to document changes.

27. The recipient agrees to submit to BJA for review and approval any curricula, training materials, proposed publications, reports, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant at least thirty (30) working days prior to the targeted dissemination date. Any written, visual, or audio publications, with the exception of press releases, whether published at the grantee's or government's expense, shall contain the following statements: "This project was supported by Grant No. 2017-MO-BX-0051 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice." The current edition of the DOJ Grants Financial Guide provides guidance on allowable printing and publication activities.



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 10 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

28. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
29. Recipient understands and agrees that it must submit quarterly Federal Financial Reports (SF-425) and semi-annual performance reports through GMS (<https://grants.ojp.usdoj.gov>), and that it must submit quarterly performance metrics reports through BJA's Performance Measurement Tool (PMT) website ([www.bjaperformancetools.org](http://www.bjaperformancetools.org)). For more detailed information on reporting and other requirements, refer to BJA's website. Failure to submit required reports by established deadlines may result in the freezing of grant funds and High Risk designation.
30. Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.
31. Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service:

"This Web site is funded [insert "in part," if applicable] through a grant from the [insert name of OJP component], Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)."

The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.

32. The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

33. Applicants must certify that Limited English Proficiency persons have meaningful access to the services under this program(s). National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov).



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 11 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

34. The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with OJP (including the grant manager for this award and the Office of Chief Financial Officer (OCFO)) on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to OJP all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by OJP for providing the requested documents. Failure to cooperate with OJP's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).
35. Recipient understands and agrees that strategic planning activities funded by this award must include planning on how to address individuals with co-occurring mental health and opioid abuse disorders.
36. The recipient agrees to submit to BJA, by the termination of the award period, an electronic copy of the action plan. The action plan must be submitted to BJA as a "Special Report," via the OJP Grants Management System Progress Reports Module.
37. All procurement (contract) transactions under this award must be conducted in a manner that is consistent with applicable Federal and State law, and with Federal procurement standards specified in regulations governing Federal awards to non-Federal entities. Procurement (contract) transactions should be competitively awarded unless circumstances preclude competition. Noncompetitive (e.g., sole source) procurements by the award recipient in excess of the Simplified Acquisition Threshold (currently \$150,000) set out in the Federal Acquisition Regulation must receive prior approval from the awarding agency, and must otherwise comply with rules governing such procurements found in the current edition of the DOJ Financial Guide.
38. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.
39. Grantee agrees to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
40. Recipient may not obligate, expend or drawdown funds until the Bureau of Justice Assistance, Office of Justice Programs has reviewed and approved the Program Narrative portion of the application and has issued a Grant Adjustment Notice (GAN) informing the recipient of the approval.
41. The recipient is authorized to incur obligations, expend, and draw down funds for travel, lodging, and per diem costs only, in an amount not to exceed \$15,000, for the sole purpose of attending a required OJP conference associated with this grant award. The grantee is not authorized to incur any additional obligations, or make any additional expenditures or draw downs until the awarding agency and the Office of the Chief Financial Officer (OCFO) has reviewed and approved the recipient's budget and budget narrative, and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.
42. Recipient may not obligate, expend or drawdown funds until the Bureau of Justice Assistance, Office of Justice Programs has received and approved the required application attachment(s) and has issued a Grant Adjustment Notice (GAN) releasing this special condition.



**U.S. Department of Justice**

Office of Justice Programs

*Bureau of Justice Assistance*

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*Washington, D.C. 20531*

**Memorandum To:** Official Grant File

**From:** Orbin Terry, NEPA Coordinator

**Subject:** Categorical Exclusion for City of Saint Paul

The primary purpose of Justice and Mental Health Collaboration Program (JMHCPC) is to increase public safety by facilitating collaboration among the criminal justice, juvenile justice, and mental health and substance abuse treatment systems to increase access to mental health and other treatment services for those individuals with mental illness or co-occurring mental health and substance use disorders. Jurisdictions are eligible to apply for collaborative county approaches to reducing the prevalence of individuals with mental disorders in jail, strategic planning for law enforcement and mental health collaboration, and implementation and expansion funding through JMHCPC.

None of the following activities will be conducted whether under the Office of Justice Programs federal action or a related third party action:

- (1) New construction.
- (2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including property (a) listed on or eligible for listing on the National Register of Historic Places, or (b) located within a 100-year flood plain, a wetland, or habitat for an endangered species.
- (3) A renovation which will change the basic prior use of a facility or significantly change its size.
- (4) Research and technology whose anticipated and future application could be expected to have an effect on the environment.
- (5) Implementation of a program involving the use of chemicals.

Additionally, the proposed action is neither a phase nor a segment of a project which when reviewed in its entirety would not meet the criteria for a categorical exclusion. Consequently, the subject federal action meets the Office of Justice Programs' criteria for a categorical exclusion as contained in paragraph 4(b) of Appendix D to Part 61 of Title 28 of the Code of Federal Regulations.



U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**GRANT MANAGER'S MEMORANDUM, PT. I:  
PROJECT SUMMARY**

**Grant**

PROJECT NUMBER

2017-MO-BX-0051

PAGE 1 OF 1

This project is supported under FY17(BJA - JMHCP) 42 USC 3797aa; Pub. L. No. 115-31, 131 Stat 135, 205

**1. STAFF CONTACT (Name & telephone number)**

NiKisha Love  
(202) 616-8241

**2. PROJECT DIRECTOR (Name, address & telephone number)**

Carol Gronfor  
Grant Specialist  
367 Grove Street  
Saint Paul, MN 55101  
(651) 266-5544

**3a. TITLE OF THE PROGRAM**

BJA FY 17 Justice and Mental Health Collaboration Program: Strategic Planning for Police and Mental Health Collaboration

**3b. POMS CODE (SEE INSTRUCTIONS  
ON REVERSE)**

**4. TITLE OF PROJECT**

Saint Paul Mental Health Response Team

**5. NAME & ADDRESS OF GRANTEE**

City of Saint Paul  
310 City Hall 15 W. Kellogg Boulevard  
Saint Paul, MN 55102

**6. NAME & ADDRESS OF SUBGRANTEE**

**7. PROGRAM PERIOD**

FROM: 10/01/2017 TO: 09/30/2018

**8. BUDGET PERIOD**

FROM: 10/01/2017 TO: 09/30/2018

**9. AMOUNT OF AWARD**

\$ 75,000

**10. DATE OF AWARD**

09/21/2017

**11. SECOND YEAR'S BUDGET**

**12. SECOND YEAR'S BUDGET AMOUNT**

**13. THIRD YEAR'S BUDGET PERIOD**

**14. THIRD YEAR'S BUDGET AMOUNT**

**15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)**

The Bureau of Justice Assistance's (BJA) Justice and Mental Health Collaboration Program (JMHCP) is funded through the Mentally Ill Offender Treatment and Crime Reduction Act of 2004 (MIOTCRA) (Public Law 108-414), which was reauthorized in 2008 (Public Law 110-416). The primary purpose of JMHCP is to increase public safety by facilitating collaboration among the criminal justice, juvenile justice, and mental health and substance abuse treatment systems to increase access to mental health and other treatment services for those individuals with mental illness or co-occurring mental health and substance use disorders (including opioid abuse disorders). Jurisdictions eligible to apply for this program were limited to states, units of local government, federally recognized Indian tribes (as determined by the Secretary of the Interior), and tribal organizations. The grant recipient will use the grant funds to demonstrate a commitment on the part of law enforcement, mental health agencies, and local government leaders by conducting a strategic planning process to select a law enforcement mental health collaboration (Crisis Intervention Team-CIT; Co-Responder Model, etc.) that will be expected to improve responses to people with mental illnesses and co-occurring substance use disorders. Teams consisting of police, local government, and mental health organization leadership will receive intensive technical

assistance, including a mandatory in-person strategic planning session, to conduct a comprehensive assessment of current policies, practices, and resources available to respond to this population. Agencies and their partners will select and design the best model approach for growing an agency and community-wide strategy to improve police and community responses to people with mental health and co-occurring disorders. Agencies will be provided practical and actionable written guidance, drawn from the successful experiences of law enforcement, to design their police-mental health collaboration strategy. CA/NCF



This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.gov Applicants tab.

**OPPORTUNITY & PACKAGE DETAILS:**

Opportunity Number:	BJA-2017-11380
Opportunity Title:	BJA FY 17 Justice and Mental Health Collaboration Program
Opportunity Package ID:	PKG00230322
CFDA Number:	16.745
CFDA Description:	Criminal and Juvenile Justice and Mental Health Collaboration Program
Competition ID:	BJA-2017-11382
Competition Title:	BJA FY 17 Justice and Mental Health Collaboration Program: Strategic Planning for Police and Mental Health Collaboration
Opening Date:	01/18/2017
Closing Date:	04/04/2018
Agency:	Bureau of Justice Assistance
Contact Information:	<p>For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via email to support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.</p> <p>An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the contact identified below within 24 hours after the application deadline in order to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under Experiencing Unforeseen Grants.gov Technical Issue▲ in the How to Apply section.</p>

**APPLICANT & WORKSPACE DETAILS:**

Workspace ID:	WS00039305
Application Filing Name:	Saint Paul Police Department
DUNS:	8488984330000
Organization:	SAINT PAUL, CITY OF
Form Name:	Application for Federal Assistance (SF-424)
Form Version:	2.1
Requirement:	Mandatory
Download Date/Time:	Mar 30, 2017 10:08:27 AM EDT
Form State:	No Errors

**FORM ACTIONS:**

### Application for Federal Assistance SF-424

\* 1. Type of Submission:

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

\* 2. Type of Application:

- ☒ New  
☐ Continuation  
☐ Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

#### State Use Only:

6. Date Received by State:

7. State Application Identifier:

#### 8. APPLICANT INFORMATION:

\* a. Legal Name: City of Saint Paul

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

41-6005521

\* c. Organizational DUNS:

8488984330000

#### d. Address:

\* Street1: 367 Grove Street

Street2:

\* City:

Saint Paul

County/Parish:

\* State:

MN: Minnesota

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code:

55101-2416

#### e. Organizational Unit:

Department Name:

Saint Paul Police Department

Division Name:

#### f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Ms.

\* First Name:

Carol

Middle Name:

\* Last Name:

Gronfor

Suffix:

Title: Grant Specialist

Organizational Affiliation:

Saint Paul Police Department

\* Telephone Number: 651-266-5544

Fax Number: 651-266-5906

\* Email: carol.gronfor@ci.stpaul.mn.us

## Application for Federal Assistance SF-424

### \* 9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

### \* 10. Name of Federal Agency:

Bureau of Justice Assistance

### 11. Catalog of Federal Domestic Assistance Number:

16.745

CFDA Title:

Criminal and Juvenile Justice and Mental Health Collaboration Program

### \* 12. Funding Opportunity Number:

BJA-2017-11380

\* Title:

BJA FY 17 Justice and Mental Health Collaboration Program

### 13. Competition Identification Number:

BJA-2017-11382

Title:

BJA FY 17 Justice and Mental Health Collaboration Program: Strategic Planning for Police and Mental Health Collaboration

### 14. Areas Affected by Project (Cities, Counties, States, etc.):

Map of Service Area.pdf

Add Attachment

Delete Attachment

View Attachment

### \* 15. Descriptive Title of Applicant's Project:

Mental Health Response Team (MHRT)

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**\* a. Applicant \* b. Program/Project 

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**\* a. Start Date: \* b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="75,000.00"/>
* b. Applicant	<input type="text" value="104,346.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="179,346.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

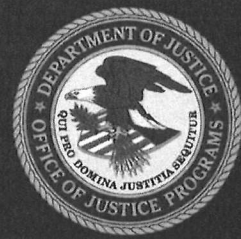
Middle Name:

\* Last Name:

Suffix:

\* Title: \* Telephone Number:  Fax Number: \* Email: \* Signature of Authorized Representative:  \* Date Signed:

# Project Abstract



## Part 1: Please identify the applicant point of contact (POC)

OMB No. 1121-0329  
Approval Expires 07/31/2016

Applicant POC	
Organization Name	City of Saint Paul, Saint Paul Police Department
POC Name	Carol Gronfor; Grant Specialist
Phone Number	651-266-5544
Email Address	carol.gronfor@ci.stpaul.mn.us
Mailing Address	367 Grove Street; Saint Paul, MN 555101

## Part 2: Please identify the application

Application Information	
Solicitation Name	Justice and Mental Health Collaboration Program FY2017: Strategic Planning for Law Enforcement and Mental Health Collaboration
Project Title	Mental Health Response Team (MHRT)
Proposed Start Date	October 1, 2017
Proposed End Date	September 30, 2018
Funding Amount Requested	75,000

## Part 3: Please identify the project location and applicant type

Project Location and Applicant Type	
Project Location (City, State)	Saint Paul, Minnesota
Applicant Type (Tribal Nation, State, County, City, Nonprofit, Other)	City



U.S. Department of Justice  
Office of Justice Programs

Save

Print

#### Part 4: Please provide a project abstract

Enter additional project abstract information. Unless otherwise specified in the solicitation, this information includes:

- Brief description of the problem to be addressed and target area and population
- Project goals and objectives
- Brief statement of project strategy or overall program
- Description of any significant partnerships
- Anticipated outcomes and major deliverables

Text should be single spaced; do not exceed 400 words.

##### Project Abstract

The Saint Paul Police Department (SPPD) and Ramsey County Urgent Care for Adult Mental Health Crisis Program (Crisis Team) requests \$75,000 to create a Mental Health Response Team (MHRT) serving the City of Saint Paul, Minnesota. The funding category for the request is 2: Strategic Planning for Law Enforcement and Mental Health Collaboration. MHRT addresses the over representation of individuals experiencing mental illness within the Minnesota justice system by creating a diversion strategy that reduces the cycle of incarceration that begins with point of arrest.

As SPPD is the second largest law enforcement agency in the state, a coordinated partnership with mental health providers can have a significant impact on reducing incarceration rates. A 2016 legislative audit documented 18% of individuals in Minnesota receiving public services for mental illness had an arrest. Saint Paul is located in Ramsey County, Minnesota's most densely populated county. The county has 3,000 clients diagnosed with serious and persistent mental illness on their caseloads; the majority live in Saint Paul. SPPD experienced nearly 27,000 mental health calls over the last three years.

The MHRT will utilize the planning year to design a co-responder model based on the BJA Learning Site, Madison Wisconsin. Grant resources will cover costs of travel for strategic planning, and an external evaluator and project coordinator to lead policy development, and define data collection systems. The resulting plan will addresses all ten essentials elements defined by BJA, Improving Responses to People with Mental Illness:

- Crisis Intervention Teams (CIT): 100% of SPPD patrol officers will receive CIT training to respond to dispatch calls involving mental illness.
- Mental Health Liaisons: Fifteen officers will receive advanced training to coordinate medical transports.
- Co-responder teams: Designated officers will partner with mental health professionals to conduct home visits for individuals with frequent incident calls to encourage treatment and services.

The MHRT addresses two priority considerations. Researchers from the University of Madison will lead project evaluation and help define data collection systems that allow for information sharing. The MHRT recently attended training at a BJA learning site. SPPD has begun officer training, with CIT training completed for 24% of officers. Further, the project will integrate with several initiatives already underway to reduce incarceration rates within Ramsey County correctional facilities. These early investments enable an immediate trial of the model, allowing researchers to test assumptions and define data systems. This will ensure success when the MHRT model launches for system-wide change.



## Part 5: Please indicate whether OJP has permission to share the project abstract

If the applicant is willing for the Office of Justice Programs (OJP), in its discretion, to make the information in the project abstract above publicly available, please complete the consent section below. Please note, the applicant's decision whether to grant OJP permission to publicly release this information will not affect OJP's funding decisions. Also, if the application is not funded, granting permission will not guarantee that information will be shared, nor will it guarantee funding from any other source.

☒ **Permission not granted**

☐ **Permission granted (Fill in authorized official consent below.)**

On behalf of the applicant named above, I consent to the information in the project abstract above (including contact information) being made public, at the discretion of OJP consistent with applicable policies. I understand that this consent is only necessary to the extent that my application is unfunded; information submitted in an application that is funded (including this abstract) is always releasable to the public consistent with FOIA rules. I certify that I have the authority to provide this consent.

Authorized Official (AO) Consent	
Signature	Date
AO Name	Kathleen A. Wuorinen
Title	Assistant Chief of Police
Organization Name	Saint Paul Police Department
Phone Number	651.266.5571
Email Address	kathy.wuorinen@ci.stpaul.mn.us

**Note:** This document is to be submitted as a separate attachment with a file name that contains the words "**Project Abstract.**"





### 3. PROGRAM NARRATIVE

The Saint Paul Police Department (SPPD) is applying to administer a BJA grant to plan a Mental Health Response Team (MHRT) serving the City of Saint Paul, Minnesota. The MHRT will include multiple collaborators including Ramsey County Urgent Care for Adult Mental Health Crisis Program (Crisis Team). The MHRT will address an over representation of individuals experiencing mental illness within the Minnesota justice system with a diversion strategy that reduces the cycle of incarceration that begins with the point of arrest. SPPD responded to 27,000 mental health calls in the last three years.

SPPD requests a category 2: Strategic Planning for Law Enforcement and Mental Health Collaboration grant to design a co-responder model based on the BJA Law Enforcement-Mental Health Learning Site, Madison Wisconsin. Researchers from the University of Madison have committed to supporting the project, contributing to BJA priority considerations evaluation and data collection systems that allow for information sharing. SPPD and the Crisis Team recently attended training at the Madison learning site. Further, SPPD has provided Crisis Intervention Team training for 24% of officers, with an aim to train 100%. These early investments will allow the collaborative to conduct an immediate MHRT trial during the planning year, allowing researchers to test assumptions and data protocols before a system wide launch.

#### A. STATEMENT OF THE PROBLEM

***Costs associated with over representation in the jails:*** A coordinated diversion strategy that includes SPPD can have a significant impact on reducing the states incarceration rates of people with serious and persistent mental illness. A 2016 legislative audit documented of all individuals in MN receiving public services for mental illness 18% had an arrest and 10% had a conviction. Further, one-third of all MN inmates may be on medications for a mental illness. Minnesota sheriffs believe that inmates are not receiving adequate access to the psychiatric, counseling, and case management services necessary to treat their illness, causing undue suffering. Limited health service is caused in part by the incarceration itself as MN's Medicaid program generally does not pay for health care costs for incarcerated individuals. <sup>i</sup>



Saint Paul is one of two core cities that comprise the seven-county metropolitan area of the Twin Cities. The Twin Cities has 3.5 million residents<sup>ii</sup>, represents 64% of MN's entire population, and is served by SPPD (the second largest law enforcement agency in MN). Saint Paul is the state capital, and is home to state agencies, the county detox center, the regional emergency medical center, and county courts and jails. Ramsey County Human Services currently has 3,000 clients diagnosed with serious and persistent mental illness on their caseloads, the vast majority living in Saint Paul. Additionally, a significant number of individuals suffer from undiagnosed mental illness, and are disengaged from the system and utilizing city homeless shelters. SPPD experienced nearly 9,000 mental health calls for service in each of the last three years, representing 13% of all 2016 calls for service and a 100% increase over the last 10 years. <sup>iii</sup>

***Current system response and limitations:*** The MHRT project will integrate with several initiatives to reduce incarceration rates within Ramsey County. The county operates the region's mental health services, jails and prisons, as well as the dispatch center. The county recently committed to BJA's Stepping Up Initiative. Intentional efforts starting in 2014 have increased county psychiatric care, enhanced mental health screening and expanded health care enrollment at county correctional facilities.<sup>iv</sup> These efforts align to the SAMSHA Sequential Intercept Model, addressing stages 2, 3 and 4. The MHRT addresses a recognized gap in the response system Intercept 1, law enforcement and mental health partnerships. MHRT policies and protocols will align to these larger system efforts (letters of commitment attached):

- *East Metro Roundtable:* includes counties, hospitals, health plans, consumers, and advocates. The council was developed to meet the needs of adults who experience behavioral health crises. The group aims to prevent avoidable emergency hospitalization by providing adult mental health crisis stabilization services in homes, community settings, or licensed residential programs.
- *Ramsey County Criminal Justice Coordinating Council (CJCC):* Formed by the Ramsey County Attorney's office and includes membership across courts, jails, police, and county human services. The group works to enhance collaboration, equity, and system effectiveness.

***Communication between law enforcement and mental health agencies:*** SPPD and Crisis Team are at a level of cooperation and coordination as defined by the GAINS Center SIM mapping readiness assessment. Small teams from both agencies have been meeting bi-weekly for the last year to plan the project, and have agreed to the BJA Law Enforcement-Mental Health Learning Site, Madison WI as the co-responder model that will be referenced for the development of MHRT program policies. SPPD and the Crisis team recently visited Madison to review their policies, data processes, and staffing models.

***Current capacity to measure and track key data measures:*** The proposed project will be ideally situated to collect and report the required performance measures. The Ramsey County Emergency Communication Center (RCECC) is responsible for tracking data related to all dispatch calls for service. SPPD's record management system (RMS) automatically pulls data from RCECC, and can sort by mental health calls, and rate of arrests. While disposition data must currently be tracked manually, SPPD has invested in an updated RMS that will come online in 2017. The new RMS allows for customizable fields which will allow us to collect data elements for our proposed interventions and field assessments including use of force, diversion from jail and referrals. County Corrections and the Sheriff's office use the same RMS vendor allowing data sharing as individuals move through the system.

***Current efforts to track and use data and performance outcomes:*** Over the past few months, SPPD officers have initiated referrals to the Crisis Team to collaboratively make visits to residents who may benefit from community mental health services. The workgroup is analyzing data from calls for service as a way to identify individuals for referrals. The test pilot is in infancy and therefore unable to formally define measures of success, but referrals of individuals to the Crisis team has increased.

## **B. PROJECT DESIGN AND IMPLEMENTATION**

The planning year will be utilized to design the MHRT law enforcement and mental health partnership based on the co-responder model utilized by Madison. The aim is to reduce arrests among individuals diagnosed with mental illness, connect them to behavioral health services, and reduce repeat calls and

subsequent arrest by providing follow up services. Collaborative planning will be conducted to ensure that the MHRT has the systems in place to addresses all 10 essentials elements defined by BJA, Improving Responses to People with Mental Illness. Our proposed model will include:

*Crisis Intervention Teams (CIT):* dispatch protocols will be updated, and 100% of patrol officers will receive CIT training ensuring every officer can effectively respond to mental health calls.

*Mental Health Liaisons:* Fifteen officers will receive advanced training to coordinate medical transports diverting to immediate psychiatric intervention when appropriate.

*Co-responder teams:* Three mental health officers will partner with mental health professionals to enhance follow-up coordination. Home visits will be conducted for individuals with frequent incident calls to encourage them to accept a referral for services, and adhere to treatment.

**Inventory of policies, programs, and services:** The attached work plan emphasizes the creation of an action plan that includes formalized MOUs with key partners, the revision or creation of necessary agency policies, a training schedule, and a performance based evaluation/data plan. This process will begin with goal setting through BJA Strategic Planning and continue with our evaluator leading the group through logic model or flow chart creation that maps each point along Intercept 1. The team will then conduct an assessment of current policy and practice to identify gaps to be addressed. The project coordinator will compile a summary of existing agreements and policies, assessment tools, and data system elements of SPPD, Crisis team, dispatch, regional hospital, and state legislation.

***The process to change policies or realign budget allocations:*** Utilizing the gap analysis, topic-based working groups will be formed to analyze current practices and develop/adapt policies. New or revised processes/policies will undergo review and approval through the agency chain of command before implementation. It is estimated it will take 4-6 planning meetings for each topic. Key topics will include:

- *Budget Allocations and Staffing Models:* The core team will develop a staffing model for the co-responder model identifying staff resources from SPPD and the Crisis Team. Financial analysis will be conducted, with 3 year budget projections presented to the Chief of Police and County Commissioner for review. This staffing plan will serve as the basis for the sustainability plan.
- *Dispatch Protocols* will be updated to align to newly defined MHRT policies and processes.
- *Target Population Definition:* Data will be used to identify the types of mental illness prevalent within the community and to define intake criteria for the co-responder model.
- *A resource list of existing community mental health services* will be created with the capacity of the potential partner assessed. This list will augment connections to Ramsey County Community Based Mental Health Services, which includes over 300 mental health case managers, an ACT Team (Assertive Community Treatment), employment services, and chemical dependency services.
- *A field risk assessment for officers* will be revised to include co-responder and community referral procedures, a review of State Statutes to create a tiered system of response basing interventions on defined behaviors, crisis intervention questions for officers, and request forms for co-responder referral.
- *An intake and assessment criteria for co-responder model* will be developed. The process will address immediate threat/bodily harm, criminogenic assessment, mental health assessment, and substance abuse screening. Assessments will align to Crisis Team validated assessment tools and instruments.

***Stakeholder engagement in the planning process:*** The project coordinator will be responsible for outlining an engagement strategy that addresses two audiences: individuals experiencing mental illness and key leadership within local government agencies that will be impacted by MHRT services. MHRT will host facilitated group discussion with justice-involved individuals who have a mental illness and/or chemical dependency issues to obtain feedback on their experiences and provide recommendations for change. Mental health professionals from local hospitals, homeless services, and community based mental health

providers will be asked to review draft policies. Minnesota NAMI is a key partner in this effort (commitment letter attached). MHRT will engage system leaders through existing working groups redesigning the mental health services. The MHRT core team will present recommended changes to policies to agency directors for review and feedback, and ensure MHRT policies align to existing system policies (see page 2).

***Personnel costs related to a police- mental health coordinator position:*** SPPD will dedicate a full time sergeant or senior officer during the planning year to serve as the project coordinator. The grant will pay for 0.5FTE of the salary and SPPD will cover the balance of salary and benefits. The program coordinator will schedule planning meetings, facilitate formalized MOUs, disseminate data developed by the evaluator, and serve as the lead law enforcement expert for protocols and procedures development.

***Local evaluation:*** Local evaluation support will be provided by the University of WI Population Health Institute (UWPHI), a member of the e-Consortium for University Centers and Researchers for Partnerships with Justice Practitioners (resume of project lead attached). UWPHI will build upon and supplement BJA's guidance by facilitating discussions with the Project Team as they develop the logic model, goals, objectives, and local performance measures (PM) based on BJA's TA resources. This series of collaborative local team meetings will be a forum for translating the logic model into both the required Strategic Action Plan for submission to BJA at the end of Year 1 and into a comprehensive Policies and Procedures Manual for the implementation effort. The PMHC Toolkit will be used as a guide.

***Consultants for data and performance measurement:*** UWPHI will help define and establish a local data collection plan and evaluation. 33% of grant funds have been set aside for this partnership. UWPHI will provide training on data collection plans to SPPD crime analyst and project coordinators, identify key terms and definitions for data collection, review SPPD and Ramsey County current record management systems to identify fields for data collection and information sharing along several points of service, define procedures for information sharing across agencies to address NIBRS, CJIS, and HIPPA regulations and human subjects, and provide technical support in the development of the Strategic Action Plan.

**Law Enforcement consultation services:** The project coordinator will serve as the primary law enforcement expert on this grant, and will be selected based both on senior-level experience and mental health training. The project coordinator will be supported by several internal and external experts:

*Agency training curricula:* In 2016, SPPD contracted with Pro Crisis, LLC (<http://www.procrisis.com/>) to provide CIT train the trainer and certify 15 Sergeants. Pro Crisis assisted SPPD in the development of a training curriculum, and trained 150 patrol officers. SPPD will continue three levels of trainings:

- CIT Training: 40 hours of training for patrol officers including Mental Health Basics, defining specific disorders, de-escalation, trauma, Role Playing and Community Partner/Individual presentations.
- Mental Health Liaison Training: Mental health liaison officers will receive the CIT coaches training. Ramsey County will provide additional training addressing engagement, and types of interventions.
- Mental Health Officers Training: These officers will receive advance training on documenting a clinical picture through call responses to provide skills necessary for agency wide mentoring.

*Assessment and review of data related calls for service:* SPPD employs 3 full-time crime analysts who are responsible for pulling related calls for service data for review by the Core team and our local evaluator.

*Assessment of written policies and procedures:* SPPD and the Crisis team will operating a small test pilot one day per week to aid in the development of policies and data collections systems before the model is implemented broadly. This working group will meet monthly to review pilot progress, data on crisis calls for individuals that are engaging the system frequently, and revise procedures as needed. Policies will be reviewed by City and County attorney's offices to ensure legal counsel (commitment letters attached).

**Planning meeting expenses/mandatory multi-day strategic planning session:** Attendance at the mandatory BJA strategic planning session will include representatives of law enforcement, mental health and local government. Our MHRT will use BJA's strategic planning process to conduct needs assessment and develop project goals that the local evaluator will use to lead logic model creation. Travel expenses to

attend the BJA planning session are requested for members from the MHRT and the evaluator. The project coordinator time is dedicated to work group coordination. Meeting space is provided in-kind.

### **C. CAPABILITIES AND COMPETENCIES**

Leadership for the planning process is being provided by the following individuals:

- *Alyssa Conducy, Ramsey County, Chemical and Adult Mental Health Manager:* Alyssa has twenty years of experience in the field including serving as a policy planner, formally supervising the ACT team at Ramsey County. In her current role she oversees system of care as required by the MN Comprehensive Adult Mental Health Act and Chemical Health Statutes.
- *Mary Nash, Deputy Chief:* DC Nash was appointed as the department's mental health point person in 2015. In this role, DC Nash led the of training of patrol officers on mental health response. SC Nash has been a police officer for 27 years and a Crisis negotiator for 20 years.
- *Brian Theine, Ramsey County, Supervisor, Crisis Team:* Brian provides oversight of the county mobile crisis team. Brian has more than 20 years of experience working with individuals who have serious and persistent mental illness. Before his current position, Brian's work included hospital inpatient mental health, DBT individual and group therapy, and helping implement the ACT program at the county.
- *Kit R. Van Stelle, Evaluator (UWPHI).* Kit has 25+ years of experience collaborating with tribal nations, state, and county agencies to lead program evaluations on federally-funded projects focusing on criminal justice populations, court diversion programs, prison reentry, and dually diagnosed offenders. Examples projects include serving as the statewide evaluator for the Wisconsin Treatment Alternatives and Diversion (TAD) Program from 2007-2014, and currently assisting with Public Defender's Office data infrastructure through BJA's "Smart Defense" initiative.

**Collaboration Structure:** will be led by SPPD, and will have a core team and several subcommittees.

A brief description of each subcommittee responsibilities follows:

- *Core team:* Will include leadership from key agencies. Responsibilities include defining goals for the group, the approval of the Strategic Action Plan, the approval of an evaluation and data plan.
- *Topic Specific Work Groups:* This group oversees the writing and drafting of protocols. The group will meet bi-weekly and membership will vary based on needed topical expertise.
- *High End Users Case Team:* This group will meet monthly and focus on refining policies and procedures through case specific issues. Data processes recommended by BJA and our local evaluator will be tested to allow the group to identify challenges and tighten processes for home visits.
- *Systems Leadership Committee:* Leaders from several local policy groups and stakeholders working on similar issues will review protocols while they are in development (members defined further on page 2).

**Stakeholders:** Letters of commitment are attached for key project partners on the core team.

- *Saint Paul Police Department:* Lead law enforcement agency and project coordinator.
- *Ramsey County Social Services Division:* Provides publically funded community based mental health services. Will serve as a core team member planning for integration of co-responder model.
- *Ramsey County Emergency Communication Center (ECC):* 911 Dispatch serving Saint Paul.
- *County Attorney's Office:* operates a Civil Commitment division and handles all indeterminate commitments working to protect people with mental illness. Will provide legal review of policies.
- *Regions Hospital:* operates the Emergency Mental Health Crisis Unit. As the primary provider of emergency inpatient services with a triage center, and will help develop officer response policies.

**Potential Barriers to success:** Identified challenges include conflicting data privacy practices and HIPAA regulations limit information sharing. Further SPPD officers often lack training on how to assess for erratic or violent behavior, and currently there is no clearly defined field assessments identifying the Crisis team as a resource. This has resulted in low police referrals for the Crisis Team. Our proposed plan addresses challenges through dedicated to data systems expertise, CIT training, and policy development.



#### **D. PLAN DATA COLLECTION REQUIRED FOR PERFORMANCE MEASURES**

UWPHI will build upon and supplement BJA's guidance in strategic planning by facilitating discussions with the Project Team as they develop the logic model, goals, objectives, and local performance measures (PM) based on BJA's TA resources. As defined earlier, UWPHI will serve as a resource to assist the team in identifying and defining local data elements necessary for PM reporting and assessment of progress toward goals. UWPHI will review local data systems, assess alignment with PM reporting, and provide support with data collection, quality, and interpretation as part of Strategic Action Plan development.

We will closely monitor all of the required BJA Category 2 performance measures (PM) and report them quarterly to BJA, with an emphasis during project start-up on developing procedures for being able to report PMs related to services. This includes tracking planning group activity including MOUs developed, officers and mental health professional who receive training, and policies developed. The Evaluator will review and utilize the information in the quarterly PM reports to document collaborative activities and monitor progress toward grant goals, and the Project Team will discuss progress results with stakeholders.

#### **E. Plan for Measuring Program Success to Inform Plan for Sustainment**

UWPHI and the Project Team will collaborate to prepare an application for continued funding via Category 3 Implementation Grant during Spring 2018. BJA grant funds will allow implementation of the strategic plan to document the effectiveness of the project. Evaluation and financial data will be presented to key agency leadership with a request to incorporate the model into existing operational costs. As both agencies works to absorb costs, the SPPD grant specialist will assist in researching additional project grants from agencies like SAMSHA and other DOJ. MHRT will use data to approach the state legislature for additional funding or for realignment of state resources away from corrections and towards diversion.

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<sup>i</sup> Office of the Legislative Auditor Minnesota, Mental Health Services in County Jail, March 2016

<sup>ii</sup> US Census Bureau. Quick Facts, Minneapolis-St.Paul-Bloomington, MN Metropolitan Statistical Area, 2015.

<sup>iii</sup> Data provided by the SPPD Research and Evaluation Department

<sup>iv</sup> [www.ramseycounty.us/sites/default/files/Departments/Policy%20and%20Planning/2017%20Ramsey%20County%20Strategic%20Plan.pdf](http://www.ramseycounty.us/sites/default/files/Departments/Policy%20and%20Planning/2017%20Ramsey%20County%20Strategic%20Plan.pdf)

**Saint Paul Police Department/Ramsey County  
B.J.A. FY2017 Justice and Mental Health Collaboration Program**

**Budget Summary**

Budget Category	Federal Request	Non-Federal	Total
A. Personnel	\$ 43,337	\$ 43,337	\$ 86,674
B. Fringe Benefits	\$ -	\$ 33,508	\$ 33,508
C. Travel	\$ 6,663	\$ 1	\$ 6,664
D. Equipment	\$ -	\$ -	\$ -
E. Supplies	\$ -	\$ -	\$ -
F. Construction	\$ -	\$ -	\$ -
G. Consultants/Contracts	\$ 25,000	\$ 27,500	\$ 52,500
H. Other	\$ -	\$ -	\$ -
Total Direct Costs	\$ 75,000	\$ 104,346	\$ 179,346
I. Indirect Costs	\$ -	\$ -	\$ -
Total Project Costs	\$ 75,000	\$ 104,346	\$ 179,346

Federal Request	\$ 75,000
Non-Federal Request	\$ 104,346
Total Project Costs	\$ 179,346

\$ -



## OFFICE FOR CIVIL RIGHTS

Office of Justice Programs  
U.S. Department of Justice  
810 7th Street, NW  
Washington, DC 20531

Tel: (202) 307-0690  
TTY: (202) 307-2027  
E-mail: [askOCR@usdoj.gov](mailto:askOCR@usdoj.gov)  
Website: [www.ojp.usdoj.gov/ocr](http://www.ojp.usdoj.gov/ocr)

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September 21, 2017

The Honorable Chris Coleman  
City of Saint Paul  
310 City Hall  
15 W. Kellogg Boulevard  
Saint Paul, MN 55102

Dear Mayor Coleman:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of federal funding to compliance with federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) is responsible for ensuring that recipients of financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) comply with the applicable federal civil rights laws. We at the OCR are available to help you and your organization meet the civil rights requirements that come with DOJ funding.

### **Ensuring Access to Federally Assisted Programs**

Federal laws that apply to recipients of financial assistance from the DOJ prohibit discrimination on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in employment but also in the delivery of services or benefits. A federal law also prohibits recipients from discriminating on the basis of age in the delivery of services or benefits.

In March of 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013. The statute amends the Violence Against Women Act of 1994 (VAWA) by including a nondiscrimination grant condition that prohibits discrimination based on actual or perceived race, color, national origin, religion, sex, disability, sexual orientation, or gender identity. The new nondiscrimination grant condition applies to certain programs funded after October 1, 2013. The OCR and the OVW have developed answers to some frequently asked questions about this provision to assist recipients of VAWA funds to understand their obligations. The Frequently Asked Questions are available at <http://ojp.gov/about/ocr/vawafaqs.htm>.

### **Enforcing Civil Rights Laws**

All recipients of federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to prohibitions against unlawful discrimination. Accordingly, the OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, the OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal opportunity standards.

### **Providing Services to Limited English Proficiency (LEP) Individuals**

In accordance with DOJ guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). See U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 67 Fed. Reg. 41,455 (2002). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website <http://www.lep.gov>.

### **Ensuring Equal Treatment for Faith-Based Organizations**

The DOJ regulation, Equal Treatment for Faith-Based Organizations, 28 C.F.R. pt. 38, requires State Administering Agencies (SAAs) to treat faith-based organizations the same as any other applicant or recipient. The regulation prohibits SAAs from making awards or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the DOJ to fund inherently (or explicitly) religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must hold them separately from the program funded by the DOJ, and recipients cannot compel beneficiaries to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see the OCR's website at [http://www.ojp.usdoj.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.usdoj.gov/about/ocr/equal_fbo.htm).

SAAs and faith-based organizations should also note that the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, 42 U.S.C. § 3789d(c); the Victims of Crime Act of 1984, as amended, 42 U.S.C. § 10604(e); the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 42 U.S.C. § 5672(b); and VAWA, Pub. L. No. 113-4, sec. 3(b)(4), 127 Stat. 54, 61-62 (to be codified at 42 U.S.C. § 13925(b)(13)) contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the DOJ has concluded that it may construe the Religious Freedom Restoration Act (RFRA) on a case-by-case basis to permit some faith-based organizations to receive DOJ funds while taking into account religion when hiring staff, even if the statute that authorizes the funding program generally forbids recipients from considering religion in employment decisions. Please consult with the OCR if you have any questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment.

### **Using Arrest and Conviction Records in Making Employment Decisions**

The OCR issued an advisory document for recipients on the proper use of arrest and conviction records in making hiring decisions. See Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Employment Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 (June 2013), available at [http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction\\_Advisory.pdf](http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction_Advisory.pdf). Recipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the Advisory, recipients should consult local counsel in reviewing their employment practices. If warranted, recipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Employment Opportunity Plans (EEOs) (see below).

### **Complying with the Safe Streets Act**

An organization that is a recipient of financial assistance subject to the nondiscrimination provisions of the Safe Streets Act, must meet two obligations: (1) complying with the federal regulation pertaining to the development of an EEO (see 28 C.F.R. pt. 42, subpt. E) and (2) submitting to the OCR findings of discrimination (see 28 C.F.R. §§ 42.204(c), .205(c)(5)).

### **Meeting the EEOP Requirement**

If your organization has less than fifty employees or receives an award of less than \$25,000 or is a nonprofit organization, a medical institution, an educational institution, or an Indian tribe, then it is exempt from the EEOP requirement. To claim the exemption, your organization must complete and submit Section A of the Certification Form, which is available online at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and receives an award of \$25,000 or more, but less than \$500,000, and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form), but it does not have to submit the report to the OCR for review. Instead, your organization has to maintain the Utilization Report on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and has received an award for \$500,000 or more and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form) and submit it to the OCR for review within sixty days from the date of this letter. For assistance in developing a Utilization Report, please consult the OCR's website at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>. In addition, your organization has to complete Section C of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

To comply with the EEOP requirements, you may request technical assistance from an EEOP specialist at the OCR by telephone at (202) 307-0690, by TTY at (202) 307-2027, or by e-mail at [EEOSubmission@usdoj.gov](mailto:EEOSubmission@usdoj.gov).

### **Meeting the Requirement to Submit Findings of Discrimination**

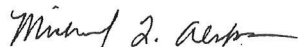
If in the three years prior to the date of the grant award, your organization has received an adverse finding of discrimination based on race, color, national origin, religion, or sex, after a due-process hearing, from a state or federal court or from a state or federal administrative agency, your organization must send a copy of the finding to the OCR.

### **Ensuring the Compliance of Subrecipients**

SAAAs must have standard assurances to notify subrecipients of their civil rights obligations, written procedures to address discrimination complaints filed against subrecipients, methods to monitor subrecipients' compliance with civil rights requirements, and a program to train subrecipients on applicable civil rights laws. In addition, SAAAs must submit to the OCR every three years written Methods of Administration (MOA) that summarize the policies and procedures that they have implemented to ensure the civil rights compliance of subrecipients. For more information on the MOA requirement, see [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

If the OCR can assist you in any way in fulfilling your organization's civil rights responsibilities as a recipient of federal financial assistance, please contact us.

Sincerely,



Michael L. Alston  
Director

cc: Grant Manager  
Financial Analyst



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**Grant**

PAGE 1 OF 11

**1. RECIPIENT NAME AND ADDRESS (Including Zip Code)**

City of Saint Paul  
310 City Hall 15 W. Kellogg Boulevard  
Saint Paul, MN 55102

**4. AWARD NUMBER:** 2017-MO-BX-0051

**5. PROJECT PERIOD:** FROM 10/01/2017 TO 09/30/2018  
**BUDGET PERIOD:** FROM 10/01/2017 TO 09/30/2018

**6. AWARD DATE** 09/21/2017

**7. ACTION**

**2a. GRANTEE IRS/VENDOR NO.**

416005521

**8. SUPPLEMENT NUMBER**

00

Initial

**2b. GRANTEE DUNS NO.**

848898433

**9. PREVIOUS AWARD AMOUNT**

\$ 0

**3. PROJECT TITLE**

Saint Paul Mental Health Response Team

**10. AMOUNT OF THIS AWARD**

\$ 75,000

**11. TOTAL AWARD**

\$ 75,000

**12. SPECIAL CONDITIONS**

THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).

**13. STATUTORY AUTHORITY FOR GRANT**

This project is supported under FY17(BJA - JMHCP) 42 USC 3797aa; Pub. L. No. 115-31, 131 Stat 135, 205

**14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number)**

16.745 - Criminal and Juvenile Justice and Mental Health Collaboration Program

**15. METHOD OF PAYMENT**

GPRS

**AGENCY APPROVAL**

**GRANTEE ACCEPTANCE**

**16. TYPED NAME AND TITLE OF APPROVING OFFICIAL**

Alan R. Hanson  
Acting Assistant Attorney General

**18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL**

Chris Coleman  
Mayor

**17. SIGNATURE OF APPROVING OFFICIAL**

*Alan R. Hanson*

**19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL**

**19A. DATE**

**AGENCY USE ONLY**

**20. ACCOUNTING CLASSIFICATION CODES**

FISCAL YEAR	FUND CODE	BUD. ACT.	OFC.	DIV. REG.	SUB.	POMS	AMOUNT
X	B	MO	80	00	00		75000

**21. SMOUGT0354**



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET**  
**Grant**

PAGE 2 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

1. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any certifications or assurances submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period -- may result in the Office of Justice Programs ("OJP") taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. The Department of Justice ("DOJ"), including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 42 U.S.C. 3795a), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2017 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2017 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2017 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

3. Compliance with DOJ Grants Financial Guide

The recipient agrees to comply with the DOJ Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance.



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 3 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

4. Required training for Point of Contact and all Financial Points of Contact

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2015, will satisfy this condition.

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after-- (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2015, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <https://www.ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

5. Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

6. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.





U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 4 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

7. Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

8. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

9. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)), and are incorporated by reference here.



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 5 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

10. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

11. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").

12. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

13. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/ojptrainingguidingprinciples.htm>.

14. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

15. Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 6 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

16. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

17. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

18. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter I, Part 38, under e-CFR "current" data.

19. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 7 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

20. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2017)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2017, are set out at <https://ojp.gov/funding/Explore/FY17AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

21. Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N.W. Room 4706, Washington, DC 20530; (2) e-mail to: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov); and/or (3) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://www.usdoj.gov/oig>.



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 8 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

22. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 9 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

23. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

24. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

25. Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at [OJP.ComplianceReporting@ojp.usdoj.gov](mailto:OJP.ComplianceReporting@ojp.usdoj.gov). For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

26. Award recipients must verify Point of Contact(POC), Financial Point of Contact (FPOC), and Authorized Representative contact information in GMS, including telephone number and e-mail address. If any information is incorrect or has changed, a Grant Adjustment Notice (GAN) must be submitted via the Grants Management System (GMS) to document changes.

27. The recipient agrees to submit to BJA for review and approval any curricula, training materials, proposed publications, reports, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant at least thirty (30) working days prior to the targeted dissemination date. Any written, visual, or audio publications, with the exception of press releases, whether published at the grantee's or government's expense, shall contain the following statements: "This project was supported by Grant No. 2017-MO-BX-0051 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice." The current edition of the DOJ Grants Financial Guide provides guidance on allowable printing and publication activities.



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 10 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

28. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
29. Recipient understands and agrees that it must submit quarterly Federal Financial Reports (SF-425) and semi-annual performance reports through GMS (<https://grants.ojp.usdoj.gov>), and that it must submit quarterly performance metrics reports through BJA's Performance Measurement Tool (PMT) website ([www.bjaperformancetools.org](http://www.bjaperformancetools.org)). For more detailed information on reporting and other requirements, refer to BJA's website. Failure to submit required reports by established deadlines may result in the freezing of grant funds and High Risk designation.
30. Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.
31. Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service:

"This Web site is funded [insert "in part," if applicable] through a grant from the [insert name of OJP component], Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)."

The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.

32. The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

33. Applicants must certify that Limited English Proficiency persons have meaningful access to the services under this program(s). National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov).





U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 11 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

34. The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with OJP (including the grant manager for this award and the Office of Chief Financial Officer (OCFO)) on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to OJP all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by OJP for providing the requested documents. Failure to cooperate with OJP's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).
35. Recipient understands and agrees that strategic planning activities funded by this award must include planning on how to address individuals with co-occurring mental health and opioid abuse disorders.
36. The recipient agrees to submit to BJA, by the termination of the award period, an electronic copy of the action plan. The action plan must be submitted to BJA as a "Special Report," via the OJP Grants Management System Progress Reports Module.
37. All procurement (contract) transactions under this award must be conducted in a manner that is consistent with applicable Federal and State law, and with Federal procurement standards specified in regulations governing Federal awards to non-Federal entities. Procurement (contract) transactions should be competitively awarded unless circumstances preclude competition. Noncompetitive (e.g., sole source) procurements by the award recipient in excess of the Simplified Acquisition Threshold (currently \$150,000) set out in the Federal Acquisition Regulation must receive prior approval from the awarding agency, and must otherwise comply with rules governing such procurements found in the current edition of the DOJ Financial Guide.
38. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.
39. Grantee agrees to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
40. Recipient may not obligate, expend or drawdown funds until the Bureau of Justice Assistance, Office of Justice Programs has reviewed and approved the Program Narrative portion of the application and has issued a Grant Adjustment Notice (GAN) informing the recipient of the approval.
41. The recipient is authorized to incur obligations, expend, and draw down funds for travel, lodging, and per diem costs only, in an amount not to exceed \$15,000, for the sole purpose of attending a required OJP conference associated with this grant award. The grantee is not authorized to incur any additional obligations, or make any additional expenditures or draw downs until the awarding agency and the Office of the Chief Financial Officer (OCFO) has reviewed and approved the recipient's budget and budget narrative, and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.
42. Recipient may not obligate, expend or drawdown funds until the Bureau of Justice Assistance, Office of Justice Programs has received and approved the required application attachment(s) and has issued a Grant Adjustment Notice (GAN) releasing this special condition.





**U.S. Department of Justice**  
**Office of Justice Programs**  
*Bureau of Justice Assistance*

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*Washington, D.C. 20531*

**Memorandum To:** Official Grant File

**From:** Orbin Terry, NEPA Coordinator

**Subject:** Categorical Exclusion for City of Saint Paul

The primary purpose of Justice and Mental Health Collaboration Program (JMHCPC) is to increase public safety by facilitating collaboration among the criminal justice, juvenile justice, and mental health and substance abuse treatment systems to increase access to mental health and other treatment services for those individuals with mental illness or co-occurring mental health and substance use disorders. Jurisdictions are eligible to apply for collaborative county approaches to reducing the prevalence of individuals with mental disorders in jail, strategic planning for law enforcement and mental health collaboration, and implementation and expansion funding through JMHCPC.

None of the following activities will be conducted whether under the Office of Justice Programs federal action or a related third party action:

- (1) New construction.
- (2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including property (a) listed on or eligible for listing on the National Register of Historic Places, or (b) located within a 100-year flood plain, a wetland, or habitat for an endangered species.
- (3) A renovation which will change the basic prior use of a facility or significantly change its size.
- (4) Research and technology whose anticipated and future application could be expected to have an effect on the environment.
- (5) Implementation of a program involving the use of chemicals.

Additionally, the proposed action is neither a phase nor a segment of a project which when reviewed in its entirety would not meet the criteria for a categorical exclusion. Consequently, the subject federal action meets the Office of Justice Programs' criteria for a categorical exclusion as contained in paragraph 4(b) of Appendix D to Part 61 of Title 28 of the Code of Federal Regulations.



U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**GRANT MANAGER'S MEMORANDUM, PT. I:  
PROJECT SUMMARY**

**Grant**

PROJECT NUMBER

2017-MO-BX-0051

PAGE 1 OF 1

This project is supported under FY17(BJA - JMHCP) 42 USC 3797aa; Pub. L. No. 115-31, 131 Stat 135, 205

**1. STAFF CONTACT (Name & telephone number)**

NiKisha Love  
(202) 616-8241

**2. PROJECT DIRECTOR (Name, address & telephone number)**

Carol Gronfor  
Grant Specialist  
367 Grove Street  
Saint Paul, MN 55101  
(651) 266-5544

**3a. TITLE OF THE PROGRAM**

BJA FY 17 Justice and Mental Health Collaboration Program: Strategic Planning for Police and Mental Health Collaboration

**3b. POMS CODE (SEE INSTRUCTIONS  
ON REVERSE)**

**4. TITLE OF PROJECT**

Saint Paul Mental Health Response Team

**5. NAME & ADDRESS OF GRANTEE**

City of Saint Paul  
310 City Hall 15 W. Kellogg Boulevard  
Saint Paul, MN 55102

**6. NAME & ADDRESS OF SUBGRANTEE**

**7. PROGRAM PERIOD**

FROM: 10/01/2017 TO: 09/30/2018

**8. BUDGET PERIOD**

FROM: 10/01/2017 TO: 09/30/2018

**9. AMOUNT OF AWARD**

\$ 75,000

**10. DATE OF AWARD**

09/21/2017

**11. SECOND YEAR'S BUDGET**

**12. SECOND YEAR'S BUDGET AMOUNT**

**13. THIRD YEAR'S BUDGET PERIOD**

**14. THIRD YEAR'S BUDGET AMOUNT**

**15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)**

The Bureau of Justice Assistance's (BJA) Justice and Mental Health Collaboration Program (JMHP) is funded through the Mentally Ill Offender Treatment and Crime Reduction Act of 2004 (MIOTCRA) (Public Law 108-414), which was reauthorized in 2008 (Public Law 110-416). The primary purpose of JMHP is to increase public safety by facilitating collaboration among the criminal justice, juvenile justice, and mental health and substance abuse treatment systems to increase access to mental health and other treatment services for those individuals with mental illness or co-occurring mental health and substance use disorders (including opioid abuse disorders). Jurisdictions eligible to apply for this program were limited to states, units of local government, federally recognized Indian tribes (as determined by the Secretary of the Interior), and tribal organizations. The grant recipient will use the grant funds to demonstrate a commitment on the part of law enforcement, mental health agencies, and local government leaders by conducting a strategic planning process to select a law enforcement mental health collaboration (Crisis Intervention Team-CIT; Co-Responder Model, etc.) that will be expected to improve responses to people with mental illnesses and co-occurring substance use disorders. Teams consisting of police, local government, and mental health organization leadership will receive intensive technical

assistance, including a mandatory in-person strategic planning session, to conduct a comprehensive assessment of current policies, practices, and resources available to respond to this population. Agencies and their partners will select and design the best model approach for growing an agency and community-wide strategy to improve police and community responses to people with mental health and co-occurring disorders. Agencies will be provided practical and actionable written guidance, drawn from the successful experiences of law enforcement, to design their police-mental health collaboration strategy. CA/NCF

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.gov Applicants tab.

**OPPORTUNITY & PACKAGE DETAILS:**

Opportunity Number:	BJA-2017-11380
Opportunity Title:	BJA FY 17 Justice and Mental Health Collaboration Program
Opportunity Package ID:	PKG00230322
CFDA Number:	16.745
CFDA Description:	Criminal and Juvenile Justice and Mental Health Collaboration Program
Competition ID:	BJA-2017-11382
Competition Title:	BJA FY 17 Justice and Mental Health Collaboration Program: Strategic Planning for Police and Mental Health Collaboration
Opening Date:	01/18/2017
Closing Date:	04/04/2018
Agency:	Bureau of Justice Assistance
Contact Information:	<p>For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via email to support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.</p> <p>An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the contact identified below within 24 hours after the application deadline in order to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under Experiencing Unforeseen Grants.gov Technical Issue▲ in the How to Apply section.</p>

**APPLICANT & WORKSPACE DETAILS:**

Workspace ID:	WS00039305
Application Filing Name:	Saint Paul Police Department
DUNS:	8488984330000
Organization:	SAINT PAUL, CITY OF
Form Name:	Application for Federal Assistance (SF-424)
Form Version:	2.1
Requirement:	Mandatory
Download Date/Time:	Mar 30, 2017 10:08:27 AM EDT
Form State:	No Errors

**FORM ACTIONS:**

Application for Federal Assistance SF-424			
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	
		<b>* If Revision, select appropriate letter(s):</b> <input type="text"/> <b>* Other (Specify):</b> <input type="text"/>	
<b>* 3. Date Received:</b> Completed by Grants.gov upon submission.		<b>4. Applicant Identifier:</b> <input type="text"/>	
<b>5a. Federal Entity Identifier:</b> <input type="text"/>		<b>5b. Federal Award Identifier:</b> <input type="text"/>	
<b>State Use Only:</b>			
<b>6. Date Received by State:</b> <input type="text"/>		<b>7. State Application Identifier:</b> <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>			
<b>* a. Legal Name:</b> <input type="text" value="City of Saint Paul"/>			
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> <input type="text" value="41-6005521"/>		<b>* c. Organizational DUNS:</b> <input type="text" value="8488984330000"/>	
<b>d. Address:</b>			
<b>* Street1:</b> <input type="text" value="367 Grove Street"/>			
<b>Street2:</b> <input type="text"/>			
<b>* City:</b> <input type="text" value="Saint Paul"/>			
<b>County/Parish:</b> <input type="text"/>			
<b>* State:</b> <input type="text" value="MN: Minnesota"/>			
<b>Province:</b> <input type="text"/>			
<b>* Country:</b> <input type="text" value="USA: UNITED STATES"/>			
<b>* Zip / Postal Code:</b> <input type="text" value="55101-2416"/>			
<b>e. Organizational Unit:</b>			
<b>Department Name:</b> <input type="text" value="Saint Paul Police Department"/>		<b>Division Name:</b> <input type="text"/>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>			
<b>Prefix:</b> <input type="text" value="Ms."/>		<b>* First Name:</b> <input type="text" value="Carol"/>	
<b>Middle Name:</b> <input type="text"/>			
<b>* Last Name:</b> <input type="text" value="Gronfor"/>			
<b>Suffix:</b> <input type="text"/>			
<b>Title:</b> <input type="text" value="Grant Specialist"/>			
<b>Organizational Affiliation:</b> <input type="text" value="Saint Paul Police Department"/>			
<b>* Telephone Number:</b> <input type="text" value="651-266-5544"/>		<b>Fax Number:</b> <input type="text" value="651-266-5906"/>	
<b>* Email:</b> <input type="text" value="carol.gronfor@ci.stpaul.mn.us"/>			

## Application for Federal Assistance SF-424

### \* 9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

### \* 10. Name of Federal Agency:

Bureau of Justice Assistance

### 11. Catalog of Federal Domestic Assistance Number:

16.745

CFDA Title:

Criminal and Juvenile Justice and Mental Health Collaboration Program

### \* 12. Funding Opportunity Number:

BJA-2017-11380

\* Title:

BJA FY 17 Justice and Mental Health Collaboration Program

### 13. Competition Identification Number:

BJA-2017-11382

Title:

BJA FY 17 Justice and Mental Health Collaboration Program: Strategic Planning for Police and Mental Health Collaboration

### 14. Areas Affected by Project (Cities, Counties, States, etc.):

Map of Service Area.pdf

Add Attachment

Delete Attachment

View Attachment

### \* 15. Descriptive Title of Applicant's Project:

Mental Health Response Team (MHRT)

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**\* a. Applicant \* b. Program/Project 

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**\* a. Start Date: \* b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="75,000.00"/>
* b. Applicant	<input type="text" value="104,346.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="179,346.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes☒ No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**Prefix: \* First Name: Middle Name: \* Last Name: Suffix: \* Title: \* Telephone Number: Fax Number: \* Email: \* Signature of Authorized Representative: \* Date Signed:

# Project Abstract



## Part 1: Please identify the applicant point of contact (POC)

OMB No. 1121-0329  
Approval Expires 07/31/2016

Applicant POC	
Organization Name	City of Saint Paul, Saint Paul Police Department
POC Name	Carol Gronfor; Grant Specialist
Phone Number	651-266-5544
Email Address	carol.gronfor@ci.stpaul.mn.us
Mailing Address	367 Grove Street; Saint Paul, MN 555101

## Part 2: Please identify the application

Application Information	
Solicitation Name	Justice and Mental Health Collaboration Program FY2017: Strategic Planning for Law Enforcement and Mental Health Collaboration
Project Title	Mental Health Response Team (MHRT)
Proposed Start Date	October 1, 2017
Proposed End Date	September 30, 2018
Funding Amount Requested	75,000

## Part 3: Please identify the project location and applicant type

Project Location and Applicant Type	
Project Location (City, State)	Saint Paul, Minnesota
Applicant Type (Tribal Nation, State, County, City, Nonprofit, Other)	City



U.S. Department of Justice  
Office of Justice Programs

Save

Print



#### Part 4: Please provide a project abstract

Enter additional project abstract information. Unless otherwise specified in the solicitation, this information includes:

- Brief description of the problem to be addressed and target area and population
- Project goals and objectives
- Brief statement of project strategy or overall program
- Description of any significant partnerships
- Anticipated outcomes and major deliverables

Text should be single spaced; do not exceed 400 words.

##### **Project Abstract**

The Saint Paul Police Department (SPPD) and Ramsey County Urgent Care for Adult Mental Health Crisis Program (Crisis Team) requests \$75,000 to create a Mental Health Response Team (MHRT) serving the City of Saint Paul, Minnesota. The funding category for the request is 2: Strategic Planning for Law Enforcement and Mental Health Collaboration. MHRT addresses the over representation of individuals experiencing mental illness within the Minnesota justice system by creating a diversion strategy that reduces the cycle of incarceration that begins with point of arrest.

As SPPD is the second largest law enforcement agency in the state, a coordinated partnership with mental health providers can have a significant impact on reducing incarceration rates. A 2016 legislative audit documented 18% of individuals in Minnesota receiving public services for mental illness had an arrest. Saint Paul is located in Ramsey County, Minnesota's most densely populated county. The county has 3,000 clients diagnosed with serious and persistent mental illness on their caseloads; the majority live in Saint Paul. SPPD experienced nearly 27,000 mental health calls over the last three years.

The MHRT will utilize the planning year to design a co-responder model based on the BJA Learning Site, Madison Wisconsin. Grant resources will cover costs of travel for strategic planning, and an external evaluator and project coordinator to lead policy development, and define data collection systems. The resulting plan will address all ten essential elements defined by BJA, Improving Responses to People with Mental Illness:

- Crisis Intervention Teams (CIT): 100% of SPPD patrol officers will receive CIT training to respond to dispatch calls involving mental illness.
- Mental Health Liaisons: Fifteen officers will receive advanced training to coordinate medical transports.
- Co-responder teams: Designated officers will partner with mental health professionals to conduct home visits for individuals with frequent incident calls to encourage treatment and services.

The MHRT addresses two priority considerations. Researchers from the University of Madison will lead project evaluation and help define data collection systems that allow for information sharing. The MHRT recently attended training at a BJA learning site. SPPD has begun officer training, with CIT training completed for 24% of officers. Further, the project will integrate with several initiatives already underway to reduce incarceration rates within Ramsey County correctional facilities. These early investments enable an immediate trial of the model, allowing researchers to test assumptions and define data systems. This will ensure success when the MHRT model launches for system-wide change.



## Part 5: Please indicate whether OJP has permission to share the project abstract

If the applicant is willing for the Office of Justice Programs (OJP), in its discretion, to make the information in the project abstract above publicly available, please complete the consent section below. Please note, the applicant's decision whether to grant OJP permission to publicly release this information will not affect OJP's funding decisions. Also, if the application is not funded, granting permission will not guarantee that information will be shared, nor will it guarantee funding from any other source.

☒ **Permission not granted**

☐ **Permission granted (Fill in authorized official consent below.)**

On behalf of the applicant named above, I consent to the information in the project abstract above (including contact information) being made public, at the discretion of OJP consistent with applicable policies. I understand that this consent is only necessary to the extent that my application is unfunded; information submitted in an application that is funded (including this abstract) is always releasable to the public consistent with FOIA rules. I certify that I have the authority to provide this consent.

Authorized Official (AO) Consent	
Signature	Date
AO Name	Kathleen A. Wuorinen
Title	Assistant Chief of Police
Organization Name	Saint Paul Police Department
Phone Number	651.266.5571
Email Address	kathy.wuorinen@ci.stpaul.mn.us

**Note:** This document is to be submitted as a separate attachment with a file name that contains the words **"Project Abstract."**



### 3. PROGRAM NARRATIVE

The Saint Paul Police Department (SPPD) is applying to administer a BJA grant to plan a Mental Health Response Team (MHRT) serving the City of Saint Paul, Minnesota. The MHRT will include multiple collaborators including Ramsey County Urgent Care for Adult Mental Health Crisis Program (Crisis Team). The MHRT will address an over representation of individuals experiencing mental illness within the Minnesota justice system with a diversion strategy that reduces the cycle of incarceration that begins with the point of arrest. SPPD responded to 27,000 mental health calls in the last three years.

SPPD requests a category 2: Strategic Planning for Law Enforcement and Mental Health Collaboration grant to design a co-responder model based on the BJA Law Enforcement-Mental Health Learning Site, Madison Wisconsin. Researchers from the University of Madison have committed to supporting the project, contributing to BJA priority considerations evaluation and data collection systems that allow for information sharing. SPPD and the Crisis Team recently attended training at the Madison learning site. Further, SPPD has provided Crisis Intervention Team training for 24% of officers, with an aim to train 100%. These early investments will allow the collaborative to conduct an immediate MHRT trial during the planning year, allowing researchers to test assumptions and data protocols before a system wide launch.

#### A. STATEMENT OF THE PROBLEM

***Costs associated with over representation in the jails:*** A coordinated diversion strategy that includes SPPD can have a significant impact on reducing the states incarceration rates of people with serious and persistent mental illness. A 2016 legislative audit documented of all individuals in MN receiving public services for mental illness 18% had an arrest and 10% had a conviction. Further, one-third of all MN inmates may be on medications for a mental illness. Minnesota sheriffs believe that inmates are not receiving adequate access to the psychiatric, counseling, and case management services necessary to treat their illness, causing undue suffering. Limited health service is caused in part by the incarceration itself as MN's Medicaid program generally does not pay for health care costs for incarcerated individuals. <sup>i</sup>

Saint Paul is one of two core cities that comprise the seven-county metropolitan area of the Twin Cities. The Twin Cities has 3.5 million residents<sup>ii</sup>, represents 64% of MN's entire population, and is served by SPPD (the second largest law enforcement agency in MN). Saint Paul is the state capital, and is home to state agencies, the county detox center, the regional emergency medical center, and county courts and jails. Ramsey County Human Services currently has 3,000 clients diagnosed with serious and persistent mental illness on their caseloads, the vast majority living in Saint Paul. Additionally, a significant number of individuals suffer from undiagnosed mental illness, and are disengaged from the system and utilizing city homeless shelters. SPPD experienced nearly 9,000 mental health calls for service in each of the last three years, representing 13% of all 2016 calls for service and a 100% increase over the last 10 years. <sup>iii</sup>

***Current system response and limitations:*** The MHRT project will integrate with several initiatives to reduce incarceration rates within Ramsey County. The county operates the region's mental health services, jails and prisons, as well as the dispatch center. The county recently committed to BJA's Stepping Up Initiative. Intentional efforts starting in 2014 have increased county psychiatric care, enhanced mental health screening and expanded health care enrollment at county correctional facilities.<sup>iv</sup> These efforts align to the SAMSHA Sequential Intercept Model, addressing stages 2, 3 and 4. The MHRT addresses a recognized gap in the response system Intercept 1, law enforcement and mental health partnerships. MHRT policies and protocols will align to these larger system efforts (letters of commitment attached):

- *East Metro Roundtable:* includes counties, hospitals, health plans, consumers, and advocates. The council was developed to meet the needs of adults who experience behavioral health crises. The group aims to prevent avoidable emergency hospitalization by providing adult mental health crisis stabilization services in homes, community settings, or licensed residential programs.
- *Ramsey County Criminal Justice Coordinating Council (CJCC):* Formed by the Ramsey County Attorney's office and includes membership across courts, jails, police, and county human services. The group works to enhance collaboration, equity, and system effectiveness.

***Communication between law enforcement and mental health agencies:*** SPPD and Crisis Team are at a level of cooperation and coordination as defined by the GAINS Center SIM mapping readiness assessment. Small teams from both agencies have been meeting bi-weekly for the last year to plan the project, and have agreed to the BJA Law Enforcement-Mental Health Learning Site, Madison WI as the co-responder model that will be referenced for the development of MHRT program policies. SPPD and the Crisis team recently visited Madison to review their policies, data processes, and staffing models.

***Current capacity to measure and track key data measures:*** The proposed project will be ideally situated to collect and report the required performance measures. The Ramsey County Emergency Communication Center (RCECC) is responsible for tracking data related to all dispatch calls for service. SPPD's record management system (RMS) automatically pulls data from RCECC, and can sort by mental health calls, and rate of arrests. While disposition data must currently be tracked manually, SPPD has invested in an updated RMS that will come online in 2017. The new RMS allows for customizable fields which will allow us to collect data elements for our proposed interventions and field assessments including use of force, diversion from jail and referrals. County Corrections and the Sheriff's office use the same RMS vendor allowing data sharing as individuals move through the system.

***Current efforts to track and use data and performance outcomes:*** Over the past few months, SPPD officers have initiated referrals to the Crisis Team to collaboratively make visits to residents who may benefit from community mental health services. The workgroup is analyzing data from calls for service as a way to identify individuals for referrals. The test pilot is in infancy and therefore unable to formally define measures of success, but referrals of individuals to the Crisis team has increased.

## **B. PROJECT DESIGN AND IMPLEMENTATION**

The planning year will be utilized to design the MHRT law enforcement and mental health partnership based on the co-responder model utilized by Madison. The aim is to reduce arrests among individuals diagnosed with mental illness, connect them to behavioral health services, and reduce repeat calls and

subsequent arrest by providing follow up services. Collaborative planning will be conducted to ensure that the MHRT has the systems in place to addresses all 10 essentials elements defined by BJA, Improving Responses to People with Mental Illness. Our proposed model will include:

*Crisis Intervention Teams (CIT):* dispatch protocols will be updated, and 100% of patrol officers will receive CIT training ensuring every officer can effectively respond to mental health calls.

*Mental Health Liaisons:* Fifteen officers will receive advanced training to coordinate medical transports diverting to immediate psychiatric intervention when appropriate.

*Co-responder teams:* Three mental health officers will partner with mental health professionals to enhance follow-up coordination. Home visits will be conducted for individuals with frequent incident calls to encourage them to accept a referral for services, and adhere to treatment.

**Inventory of policies, programs, and services:** The attached work plan emphasizes the creation of an action plan that includes formalized MOUs with key partners, the revision or creation of necessary agency policies, a training schedule, and a performance based evaluation/data plan. This process will begin with goal setting through BJA Strategic Planning and continue with our evaluator leading the group through logic model or flow chart creation that maps each point along Intercept 1. The team will then conduct an assessment of current policy and practice to identify gaps to be addressed. The project coordinator will compile a summary of existing agreements and policies, assessment tools, and data system elements of SPPD, Crisis team, dispatch, regional hospital, and state legislation.

***The process to change policies or realign budget allocations:*** Utilizing the gap analysis, topic-based working groups will be formed to analyze current practices and develop/adapt policies. New or revised processes/policies will undergo review and approval through the agency chain of command before implementation. It is estimated it will take 4-6 planning meetings for each topic. Key topics will include:

- *Budget Allocations and Staffing Models:* The core team will develop a staffing model for the co-responder model identifying staff resources from SPPD and the Crisis Team. Financial analysis will be conducted, with 3 year budget projections presented to the Chief of Police and County Commissioner for review. This staffing plan will serve as the basis for the sustainability plan.
- *Dispatch Protocols* will be updated to align to newly defined MHRT policies and processes.
- *Target Population Definition:* Data will be used to identify the types of mental illness prevalent within the community and to define intake criteria for the co-responder model.
- *A resource list of existing community mental health services* will be created with the capacity of the potential partner assessed. This list will augment connections to Ramsey County Community Based Mental Health Services, which includes over 300 mental health case managers, an ACT Team (Assertive Community Treatment), employment services, and chemical dependency services.
- *A field risk assessment for officers* will be revised to include co-responder and community referral procedures, a review of State Statutes to create a tiered system of response basing interventions on defined behaviors, crisis intervention questions for officers, and request forms for co-responder referral.
- *An intake and assessment criteria for co-responder model* will be developed. The process will address immediate threat/bodily harm, criminogenic assessment, mental health assessment, and substance abuse screening. Assessments will align to Crisis Team validated assessment tools and instruments.

***Stakeholder engagement in the planning process:*** The project coordinator will be responsible for outlining an engagement strategy that addresses two audiences: individuals experiencing mental illness and key leadership within local government agencies that will be impacted by MHRT services. MHRT will host facilitated group discussion with justice-involved individuals who have a mental illness and/or chemical dependency issues to obtain feedback on their experiences and provide recommendations for change. Mental health professionals from local hospitals, homeless services, and community based mental health



providers will be asked to review draft policies. Minnesota NAMI is a key partner in this effort (commitment letter attached). MHRT will engage system leaders through existing working groups redesigning the mental health services. The MHRT core team will present recommended changes to policies to agency directors for review and feedback, and ensure MHRT policies align to existing system policies (see page 2).

***Personnel costs related to a police- mental health coordinator position:*** SPPD will dedicate a full time sergeant or senior officer during the planning year to serve as the project coordinator. The grant will pay for 0.5FTE of the salary and SPPD will cover the balance of salary and benefits. The program coordinator will schedule planning meetings, facilitate formalized MOUs, disseminate data developed by the evaluator, and serve as the lead law enforcement expert for protocols and procedures development.

***Local evaluation:*** Local evaluation support will be provided by the University of WI Population Health Institute (UWPHI), a member of the e-Consortium for University Centers and Researchers for Partnerships with Justice Practitioners (resume of project lead attached). UWPHI will build upon and supplement BJA's guidance by facilitating discussions with the Project Team as they develop the logic model, goals, objectives, and local performance measures (PM) based on BJA's TA resources. This series of collaborative local team meetings will be a forum for translating the logic model into both the required Strategic Action Plan for submission to BJA at the end of Year 1 and into a comprehensive Policies and Procedures Manual for the implementation effort. The PMHC Toolkit will be used as a guide.

***Consultants for data and performance measurement:*** UWPHI will help define and establish a local data collection plan and evaluation. 33% of grant funds have been set aside for this partnership. UWPHI will provide training on data collection plans to SPPD crime analyst and project coordinators, identify key terms and definitions for data collection, review SPPD and Ramsey County current record management systems to identify fields for data collection and information sharing along several points of service, define procedures for information sharing across agencies to address NIBRS, CJIS, and HIPPA regulations and human subjects, and provide technical support in the development of the Strategic Action Plan.



***Law Enforcement consultation services:*** The project coordinator will serve as the primary law enforcement expert on this grant, and will be selected based both on senior-level experience and mental health training. The project coordinator will be supported by several internal and external experts:

***Agency training curricula:*** In 2016, SPPD contracted with Pro Crisis, LLC (<http://www.procrisis.com/>) to provide CIT train the trainer and certify 15 Sergeants. Pro Crisis assisted SPPD in the development of a training curriculum, and trained 150 patrol officers. SPPD will continue three levels of trainings:

- CIT Training: 40 hours of training for patrol officers including Mental Health Basics, defining specific disorders, de-escalation, trauma, Role Playing and Community Partner/Individual presentations.
- Mental Health Liaison Training: Mental health liaison officers will receive the CIT coaches training. Ramsey County will provide additional training addressing engagement, and types of interventions.
- Mental Health Officers Training: These officers will receive advance training on documenting a clinical picture through call responses to provide skills necessary for agency wide mentoring.

***Assessment and review of data related calls for service:*** SPPD employs 3 full-time crime analysts who are responsible for pulling related calls for service data for review by the Core team and our local evaluator.

***Assessment of written policies and procedures:*** SPPD and the Crisis team will operating a small test pilot one day per week to aid in the development of policies and data collections systems before the model is implemented broadly. This working group will meet monthly to review pilot progress, data on crisis calls for individuals that are engaging the system frequently, and revise procedures as needed. Policies will be reviewed by City and County attorney's offices to ensure legal counsel (commitment letters attached).

***Planning meeting expenses/mandatory multi-day strategic planning session:*** Attendance at the mandatory BJA strategic planning session will include representatives of law enforcement, mental health and local government. Our MHRT will use BJA's strategic planning process to conduct needs assessment and develop project goals that the local evaluator will use to lead logic model creation. Travel expenses to

attend the BJA planning session are requested for members from the MHRT and the evaluator. The project coordinator time is dedicated to work group coordination. Meeting space is provided in-kind.

### C. CAPABILITIES AND COMPETENCIES

Leadership for the planning process is being provided by the following individuals:

- *Alyssa Conducy, Ramsey County, Chemical and Adult Mental Health Manager:* Alyssa has twenty years of experience in the field including serving as a policy planner, formally supervising the ACT team at Ramsey County. In her current role she oversees system of care as required by the MN Comprehensive Adult Mental Health Act and Chemical Health Statutes.
- *Mary Nash, Deputy Chief:* DC Nash was appointed as the department's mental health point person in 2015. In this role, DC Nash led the of training of patrol officers on mental health response. SC Nash has been a police officer for 27 years and a Crisis negotiator for 20 years.
- *Brian Theine, Ramsey County, Supervisor, Crisis Team:* Brian provides oversight of the county mobile crisis team. Brian has more than 20 years of experience working with individuals who have serious and persistent mental illness. Before his current position, Brian's work included hospital inpatient mental health, DBT individual and group therapy, and helping implement the ACT program at the county.
- *Kit R. Van Stelle, Evaluator (UWPHI).* Kit has 25+ years of experience collaborating with tribal nations, state, and county agencies to lead program evaluations on federally-funded projects focusing on criminal justice populations, court diversion programs, prison reentry, and dually diagnosed offenders. Examples projects include serving as the statewide evaluator for the Wisconsin Treatment Alternatives and Diversion (TAD) Program from 2007-2014, and currently assisting with Public Defender's Office data infrastructure through BJA's "Smart Defense" initiative.

**Collaboration Structure:** will be led by SPPD, and will have a core team and several subcommittees.

A brief description of each subcommittee responsibilities follows:

- *Core team:* Will include leadership from key agencies. Responsibilities include defining goals for the group, the approval of the Strategic Action Plan, the approval of an evaluation and data plan.
- *Topic Specific Work Groups:* This group oversees the writing and drafting of protocols. The group will meet bi-weekly and membership will vary based on needed topical expertise.
- *High End Users Case Team:* This group will meet monthly and focus on refining policies and procedures through case specific issues. Data processes recommended by BJA and our local evaluator will be tested to allow the group to identify challenges and tighten processes for home visits.
- *Systems Leadership Committee:* Leaders from several local policy groups and stakeholders working on similar issues will review protocols while they are in development (members defined further on page 2).

**Stakeholders:** Letters of commitment are attached for key project partners on the core team.

- *Saint Paul Police Department:* Lead law enforcement agency and project coordinator.
- *Ramsey County Social Services Division:* Provides publically funded community based mental health services. Will serve as a core team member planning for integration of co-responder model.
- *Ramsey County Emergency Communication Center (ECC):* 911 Dispatch serving Saint Paul.
- *County Attorney's Office:* operates a Civil Commitment division and handles all indeterminate commitments working to protect people with mental illness. Will provide legal review of policies.
- *Regions Hospital:* operates the Emergency Mental Health Crisis Unit. As the primary provider of emergency inpatient services with a triage center, and will help develop officer response policies.

**Potential Barriers to success:** Identified challenges include conflicting data privacy practices and HIPAA regulations limit information sharing. Further SPPD officers often lack training on how to assess for erratic or violent behavior, and currently there is no clearly defined field assessments identifying the Crisis team as a resource. This has resulted in low police referrals for the Crisis Team. Our proposed plan addresses challenges through dedicated to data systems expertise, CIT training, and policy development.

#### **D. PLAN DATA COLLECTION REQUIRED FOR PERFORMANCE MEASURES**

UWPHI will build upon and supplement BJA's guidance in strategic planning by facilitating discussions with the Project Team as they develop the logic model, goals, objectives, and local performance measures (PM) based on BJA's TA resources. As defined earlier, UWPHI will serve as a resource to assist the team in identifying and defining local data elements necessary for PM reporting and assessment of progress toward goals. UWPHI will review local data systems, assess alignment with PM reporting, and provide support with data collection, quality, and interpretation as part of Strategic Action Plan development.

We will closely monitor all of the required BJA Category 2 performance measures (PM) and report them quarterly to BJA, with an emphasis during project start-up on developing procedures for being able to report PMs related to services. This includes tracking planning group activity including MOUs developed, officers and mental health professional who receive training, and policies developed. The Evaluator will review and utilize the information in the quarterly PM reports to document collaborative activities and monitor progress toward grant goals, and the Project Team will discuss progress results with stakeholders.

#### **E. Plan for Measuring Program Success to Inform Plan for Sustainment**

UWPHI and the Project Team will collaborate to prepare an application for continued funding via Category 3 Implementation Grant during Spring 2018. BJA grant funds will allow implementation of the strategic plan to document the effectiveness of the project. Evaluation and financial data will be presented to key agency leadership with a request to incorporate the model into existing operational costs. As both agencies works to absorb costs, the SPPD grant specialist will assist in researching additional project grants from agencies like SAMSHA and other DOJ. MHRT will use data to approach the state legislature for additional funding or for realignment of state resources away from corrections and towards diversion.

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<sup>i</sup> Office of the Legislative Auditor Minnesota, Mental Health Services in County Jail, March 2016

<sup>ii</sup> US Census Bureau. Quick Facts, Minneapolis-St.Paul-Bloomington, MN Metropolitan Statistical Area, 2015.

<sup>iii</sup> Data provided by the SPPD Research and Evaluation Department

<sup>iv</sup> [www.ramseycounty.us/sites/default/files/Departments/Policy%20and%20Planning/2017%20Ramsey%20County%20Strategic%20Plan.pdf](http://www.ramseycounty.us/sites/default/files/Departments/Policy%20and%20Planning/2017%20Ramsey%20County%20Strategic%20Plan.pdf)

**Saint Paul Police Department/Ramsey County  
B.J.A. FY2017 Justice and Mental Health Collaboration Program**

**Budget Summary**

Budget Category	Federal Request	Non-Federal	Total
A. Personnel	\$ 43,337	\$ 43,337	\$ 86,674
B. Fringe Benefits	\$ -	\$ 33,508	\$ 33,508
C. Travel	\$ 6,663	\$ 1	\$ 6,664
D. Equipment	\$ -	\$ -	\$ -
E. Supplies	\$ -	\$ -	\$ -
F. Construction	\$ -	\$ -	\$ -
G. Consultants/Contracts	\$ 25,000	\$ 27,500	\$ 52,500
H. Other	\$ -	\$ -	\$ -
<b>Total Direct Costs</b>	<b>\$ 75,000</b>	<b>\$ 104,346</b>	<b>\$ 179,346</b>
I. Indirect Costs	\$ -	\$ -	\$ -
<b>Total Project Costs</b>	<b>\$ 75,000</b>	<b>\$ 104,346</b>	<b>\$ 179,346</b>

Federal Request	\$ 75,000
Non-Federal Request	\$ 104,346
<b>Total Project Costs</b>	<b>\$ 179,346</b>

\$ -



**U.S. Department of Justice**  
Office of Justice Programs

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Office of the Assistant Attorney General

*Washington, D.C. 20531*

September 21, 2017

The Honorable Chris Coleman  
City of Saint Paul  
310 City Hall  
15 W. Kellogg Boulevard  
Saint Paul, MN 55102

Dear Mayor Coleman:

On behalf of Attorney General Jefferson Sessions III, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 17 Justice and Mental Health Collaboration Program: Strategic Planning for Police and Mental Health Collaboration in the amount of \$75,000 for City of Saint Paul.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, NiKisha Love, Program Manager at (202) 616-8241; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink, reading "Alan R. Hanson", is positioned above the typed name.

Alan R. Hanson  
Acting Assistant Attorney General

Enclosures



## OFFICE FOR CIVIL RIGHTS

Office of Justice Programs

U.S. Department of Justice

810 7th Street, NW  
Washington, DC 20531

Tel: (202) 307-0690

TTY: (202) 307-2027

E-mail: [askOCR@usdoj.gov](mailto:askOCR@usdoj.gov)

Website: [www.ojp.usdoj.gov/ocr](http://www.ojp.usdoj.gov/ocr)

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September 21, 2017

The Honorable Chris Coleman  
City of Saint Paul  
310 City Hall  
15 W. Kellogg Boulevard  
Saint Paul, MN 55102

Dear Mayor Coleman:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of federal funding to compliance with federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) is responsible for ensuring that recipients of financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) comply with the applicable federal civil rights laws. We at the OCR are available to help you and your organization meet the civil rights requirements that come with DOJ funding.

### **Ensuring Access to Federally Assisted Programs**

Federal laws that apply to recipients of financial assistance from the DOJ prohibit discrimination on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in employment but also in the delivery of services or benefits. A federal law also prohibits recipients from discriminating on the basis of age in the delivery of services or benefits.

In March of 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013. The statute amends the Violence Against Women Act of 1994 (VAWA) by including a nondiscrimination grant condition that prohibits discrimination based on actual or perceived race, color, national origin, religion, sex, disability, sexual orientation, or gender identity. The new nondiscrimination grant condition applies to certain programs funded after October 1, 2013. The OCR and the OVW have developed answers to some frequently asked questions about this provision to assist recipients of VAWA funds to understand their obligations. The Frequently Asked Questions are available at <http://ojp.gov/about/ocr/vawafaqs.htm>.

### **Enforcing Civil Rights Laws**

All recipients of federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to prohibitions against unlawful discrimination. Accordingly, the OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, the OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal opportunity standards.

### **Providing Services to Limited English Proficiency (LEP) Individuals**

In accordance with DOJ guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). See U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 67 Fed. Reg. 41,455 (2002). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website <http://www.lep.gov>.

### **Ensuring Equal Treatment for Faith-Based Organizations**

The DOJ regulation, Equal Treatment for Faith-Based Organizations, 28 C.F.R. pt. 38, requires State Administering Agencies (SAAs) to treat faith-based organizations the same as any other applicant or recipient. The regulation prohibits SAAs from making awards or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the DOJ to fund inherently (or explicitly) religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must hold them separately from the program funded by the DOJ, and recipients cannot compel beneficiaries to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see the OCR's website at [http://www.ojp.usdoj.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.usdoj.gov/about/ocr/equal_fbo.htm).

SAAs and faith-based organizations should also note that the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, 42 U.S.C. § 3789d(c); the Victims of Crime Act of 1984, as amended, 42 U.S.C. § 10604(e); the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 42 U.S.C. § 5672(b); and VAWA, Pub. L. No. 113-4, sec. 3(b)(4), 127 Stat. 54, 61-62 (to be codified at 42 U.S.C. § 13925(b)(13)) contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the DOJ has concluded that it may construe the Religious Freedom Restoration Act (RFRA) on a case-by-case basis to permit some faith-based organizations to receive DOJ funds while taking into account religion when hiring staff, even if the statute that authorizes the funding program generally forbids recipients from considering religion in employment decisions. Please consult with the OCR if you have any questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment.

### **Using Arrest and Conviction Records in Making Employment Decisions**

The OCR issued an advisory document for recipients on the proper use of arrest and conviction records in making hiring decisions. See Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Employment Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 (June 2013), available at [http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction\\_Advisory.pdf](http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction_Advisory.pdf). Recipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the Advisory, recipients should consult local counsel in reviewing their employment practices. If warranted, recipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Employment Opportunity Plans (EEOs) (see below).

### **Complying with the Safe Streets Act**

An organization that is a recipient of financial assistance subject to the nondiscrimination provisions of the Safe Streets Act, must meet two obligations: (1) complying with the federal regulation pertaining to the development of an EEO (see 28 C.F.R. pt. 42, subpt. E) and (2) submitting to the OCR findings of discrimination (see 28 C.F.R. §§ 42.204(c), .205(c)(5)).



### **Meeting the EEOP Requirement**

If your organization has less than fifty employees or receives an award of less than \$25,000 or is a nonprofit organization, a medical institution, an educational institution, or an Indian tribe, then it is exempt from the EEOP requirement. To claim the exemption, your organization must complete and submit Section A of the Certification Form, which is available online at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and receives an award of \$25,000 or more, but less than \$500,000, and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form), but it does not have to submit the report to the OCR for review. Instead, your organization has to maintain the Utilization Report on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and has received an award for \$500,000 or more and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form) and submit it to the OCR for review within sixty days from the date of this letter. For assistance in developing a Utilization Report, please consult the OCR's website at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>. In addition, your organization has to complete Section C of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

To comply with the EEOP requirements, you may request technical assistance from an EEOP specialist at the OCR by telephone at (202) 307-0690, by TTY at (202) 307-2027, or by e-mail at [EEOsubmission@usdoj.gov](mailto:EEOsubmission@usdoj.gov).

### **Meeting the Requirement to Submit Findings of Discrimination**

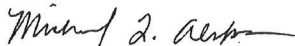
If in the three years prior to the date of the grant award, your organization has received an adverse finding of discrimination based on race, color, national origin, religion, or sex, after a due-process hearing, from a state or federal court or from a state or federal administrative agency, your organization must send a copy of the finding to the OCR.

### **Ensuring the Compliance of Subrecipients**

SAs must have standard assurances to notify subrecipients of their civil rights obligations, written procedures to address discrimination complaints filed against subrecipients, methods to monitor subrecipients' compliance with civil rights requirements, and a program to train subrecipients on applicable civil rights laws. In addition, SAs must submit to the OCR every three years written Methods of Administration (MOA) that summarize the policies and procedures that they have implemented to ensure the civil rights compliance of subrecipients. For more information on the MOA requirement, see [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

If the OCR can assist you in any way in fulfilling your organization's civil rights responsibilities as a recipient of federal financial assistance, please contact us.

Sincerely,



Michael L. Alston  
Director

cc: Grant Manager  
Financial Analyst



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**Grant**

PAGE 1 OF 11

1. RECIPIENT NAME AND ADDRESS (Including Zip Code)

City of Saint Paul  
310 City Hall 15 W. Kellogg Boulevard  
Saint Paul, MN 55102

4. AWARD NUMBER: 2017-MO-BX-0051

5. PROJECT PERIOD: FROM 10/01/2017 TO 09/30/2018

BUDGET PERIOD: FROM 10/01/2017 TO 09/30/2018

6. AWARD DATE 09/21/2017

7. ACTION

2a. GRANTEE IRS/VENDOR NO.

416005521

8. SUPPLEMENT NUMBER

00

Initial

2b. GRANTEE DUNS NO.

848898433

9. PREVIOUS AWARD AMOUNT

\$ 0

3. PROJECT TITLE

Saint Paul Mental Health Response Team

10. AMOUNT OF THIS AWARD

\$ 75,000

11. TOTAL AWARD

\$ 75,000

12. SPECIAL CONDITIONS

THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).

13. STATUTORY AUTHORITY FOR GRANT

This project is supported under FY17(BJA - JMHCP) 42 USC 3797aa; Pub. L. No. 115-31, 131 Stat 135, 205

14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number)

16.745 - Criminal and Juvenile Justice and Mental Health Collaboration Program

15. METHOD OF PAYMENT

GPRS

AGENCY APPROVAL

GRANTEE ACCEPTANCE

16. TYPED NAME AND TITLE OF APPROVING OFFICIAL

Alan R. Hanson  
Acting Assistant Attorney General

18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL

Chris Coleman  
Mayor

17. SIGNATURE OF APPROVING OFFICIAL

*Alan R. Hanson*

19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

19A. DATE

AGENCY USE ONLY

20. ACCOUNTING CLASSIFICATION CODES

FISCAL YEAR	FUND CODE	BUD. ACT.	OFC.	DIV. REG.	SUB.	POMS	AMOUNT
X	B	MO	80	00	00		75000

21. SMOUGT0354



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 2 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

1. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any certifications or assurances submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period -- may result in the Office of Justice Programs ("OJP") taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. The Department of Justice ("DOJ"), including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 42 U.S.C. 3795a), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2017 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2017 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2017 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

3. Compliance with DOJ Grants Financial Guide

The recipient agrees to comply with the DOJ Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance.



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET**  
**Grant**

PAGE 3 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

4. Required training for Point of Contact and all Financial Points of Contact

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2015, will satisfy this condition.

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after-- (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2015, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <https://www.ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

5. Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

6. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET**  
**Grant**

PAGE 4 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

7. Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

8. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

9. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)), and are incorporated by reference here.



PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

10. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

11. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").

12. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

13. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/ojptrainingguidingprinciples.htm>.

14. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

15. Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 6 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

16. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

17. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

18. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter I, Part 38, under e-CFR "current" data.

19. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 7 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

20. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2017)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2017, are set out at <https://ojp.gov/funding/Explore/FY17AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

21. Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N.W. Room 4706, Washington, DC 20530; (2) e-mail to: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov); and/or (3) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://www.usdoj.gov/oig>.





U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 8 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

22. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 9 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

23. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

24. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

25. Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at [OJP.ComplianceReporting@ojp.usdoj.gov](mailto:OJP.ComplianceReporting@ojp.usdoj.gov). For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

26. Award recipients must verify Point of Contact (POC), Financial Point of Contact (FPOC), and Authorized Representative contact information in GMS, including telephone number and e-mail address. If any information is incorrect or has changed, a Grant Adjustment Notice (GAN) must be submitted via the Grants Management System (GMS) to document changes.

27. The recipient agrees to submit to BJA for review and approval any curricula, training materials, proposed publications, reports, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant at least thirty (30) working days prior to the targeted dissemination date. Any written, visual, or audio publications, with the exception of press releases, whether published at the grantee's or government's expense, shall contain the following statements: "This project was supported by Grant No. 2017-MO-BX-0051 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice." The current edition of the DOJ Grants Financial Guide provides guidance on allowable printing and publication activities.



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 10 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

28. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
29. Recipient understands and agrees that it must submit quarterly Federal Financial Reports (SF-425) and semi-annual performance reports through GMS (<https://grants.ojp.usdoj.gov>), and that it must submit quarterly performance metrics reports through BJA's Performance Measurement Tool (PMT) website ([www.bjaperformancetools.org](http://www.bjaperformancetools.org)). For more detailed information on reporting and other requirements, refer to BJA's website. Failure to submit required reports by established deadlines may result in the freezing of grant funds and High Risk designation.
30. Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.
31. Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service:

"This Web site is funded [insert "in part," if applicable] through a grant from the [insert name of OJP component], Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)."

The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.

32. The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

33. Applicants must certify that Limited English Proficiency persons have meaningful access to the services under this program(s). National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov).



U.S. Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

PAGE 11 OF 11

PROJECT NUMBER 2017-MO-BX-0051

AWARD DATE 09/21/2017

*SPECIAL CONDITIONS*

34. The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with OJP (including the grant manager for this award and the Office of Chief Financial Officer (OCFO)) on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to OJP all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by OJP for providing the requested documents. Failure to cooperate with OJP's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).
35. Recipient understands and agrees that strategic planning activities funded by this award must include planning on how to address individuals with co-occurring mental health and opioid abuse disorders.
36. The recipient agrees to submit to BJA, by the termination of the award period, an electronic copy of the action plan. The action plan must be submitted to BJA as a "Special Report," via the OJP Grants Management System Progress Reports Module.
37. All procurement (contract) transactions under this award must be conducted in a manner that is consistent with applicable Federal and State law, and with Federal procurement standards specified in regulations governing Federal awards to non-Federal entities. Procurement (contract) transactions should be competitively awarded unless circumstances preclude competition. Noncompetitive (e.g., sole source) procurements by the award recipient in excess of the Simplified Acquisition Threshold (currently \$150,000) set out in the Federal Acquisition Regulation must receive prior approval from the awarding agency, and must otherwise comply with rules governing such procurements found in the current edition of the DOJ Financial Guide.
38. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.
39. Grantee agrees to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
40. Recipient may not obligate, expend or drawdown funds until the Bureau of Justice Assistance, Office of Justice Programs has reviewed and approved the Program Narrative portion of the application and has issued a Grant Adjustment Notice (GAN) informing the recipient of the approval.
41. The recipient is authorized to incur obligations, expend, and draw down funds for travel, lodging, and per diem costs only, in an amount not to exceed \$15,000, for the sole purpose of attending a required OJP conference associated with this grant award. The grantee is not authorized to incur any additional obligations, or make any additional expenditures or draw downs until the awarding agency and the Office of the Chief Financial Officer (OCFO) has reviewed and approved the recipient's budget and budget narrative, and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.
42. Recipient may not obligate, expend or drawdown funds until the Bureau of Justice Assistance, Office of Justice Programs has received and approved the required application attachment(s) and has issued a Grant Adjustment Notice (GAN) releasing this special condition.



**U.S. Department of Justice**

Office of Justice Programs

*Bureau of Justice Assistance*

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*Washington, D.C. 20531*

**Memorandum To:** Official Grant File

**From:** Orbin Terry, NEPA Coordinator

**Subject:** Categorical Exclusion for City of Saint Paul

The primary purpose of Justice and Mental Health Collaboration Program (JMHP) is to increase public safety by facilitating collaboration among the criminal justice, juvenile justice, and mental health and substance abuse treatment systems to increase access to mental health and other treatment services for those individuals with mental illness or co-occurring mental health and substance use disorders. Jurisdictions are eligible to apply for collaborative county approaches to reducing the prevalence of individuals with mental disorders in jail, strategic planning for law enforcement and mental health collaboration, and implementation and expansion funding through JMHP.

None of the following activities will be conducted whether under the Office of Justice Programs federal action or a related third party action:

- (1) New construction.
- (2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including property (a) listed on or eligible for listing on the National Register of Historic Places, or (b) located within a 100-year flood plain, a wetland, or habitat for an endangered species.
- (3) A renovation which will change the basic prior use of a facility or significantly change its size.
- (4) Research and technology whose anticipated and future application could be expected to have an effect on the environment.
- (5) Implementation of a program involving the use of chemicals.

Additionally, the proposed action is neither a phase nor a segment of a project which when reviewed in its entirety would not meet the criteria for a categorical exclusion. Consequently, the subject federal action meets the Office of Justice Programs' criteria for a categorical exclusion as contained in paragraph 4(b) of Appendix D to Part 61 of Title 28 of the Code of Federal Regulations.



U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**GRANT MANAGER'S MEMORANDUM, PT. I:  
PROJECT SUMMARY**

**Grant**

PROJECT NUMBER

2017-MO-BX-0051

PAGE 1 OF 1

This project is supported under FY17(BJA - JMHCP) 42 USC 3797aa; Pub. L. No. 115-31, 131 Stat 135, 205

**1. STAFF CONTACT (Name & telephone number)**

NiKisha Love  
(202) 616-8241

**2. PROJECT DIRECTOR (Name, address & telephone number)**

Carol Gronfor  
Grant Specialist  
367 Grove Street  
Saint Paul, MN 55101  
(651) 266-5544

**3a. TITLE OF THE PROGRAM**

BJA FY 17 Justice and Mental Health Collaboration Program: Strategic Planning for Police and Mental Health Collaboration

**3b. POMS CODE (SEE INSTRUCTIONS  
ON REVERSE)**

**4. TITLE OF PROJECT**

Saint Paul Mental Health Response Team

**5. NAME & ADDRESS OF GRANTEE**

City of Saint Paul  
310 City Hall 15 W. Kellogg Boulevard  
Saint Paul, MN 55102

**6. NAME & ADDRESS OF SUBGRANTEE**

**7. PROGRAM PERIOD**

FROM: 10/01/2017 TO: 09/30/2018

**8. BUDGET PERIOD**

FROM: 10/01/2017 TO: 09/30/2018

**9. AMOUNT OF AWARD**

\$ 75,000

**10. DATE OF AWARD**

09/21/2017

**11. SECOND YEAR'S BUDGET**

**12. SECOND YEAR'S BUDGET AMOUNT**

**13. THIRD YEAR'S BUDGET PERIOD**

**14. THIRD YEAR'S BUDGET AMOUNT**

**15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)**

The Bureau of Justice Assistance's (BJA) Justice and Mental Health Collaboration Program (JMHCP) is funded through the Mentally Ill Offender Treatment and Crime Reduction Act of 2004 (MIOTCRA) (Public Law 108-414), which was reauthorized in 2008 (Public Law 110-416). The primary purpose of JMHCP is to increase public safety by facilitating collaboration among the criminal justice, juvenile justice, and mental health and substance abuse treatment systems to increase access to mental health and other treatment services for those individuals with mental illness or co-occurring mental health and substance use disorders (including opioid abuse disorders). Jurisdictions eligible to apply for this program were limited to states, units of local government, federally recognized Indian tribes (as determined by the Secretary of the Interior), and tribal organizations. The grant recipient will use the grant funds to demonstrate a commitment on the part of law enforcement, mental health agencies, and local government leaders by conducting a strategic planning process to select a law enforcement mental health collaboration (Crisis Intervention Team-CIT; Co-Responder Model, etc.) that will be expected to improve responses to people with mental illnesses and co-occurring substance use disorders. Teams consisting of police, local government, and mental health organization leadership will receive intensive technical

assistance, including a mandatory in-person strategic planning session, to conduct a comprehensive assessment of current policies, practices, and resources available to respond to this population. Agencies and their partners will select and design the best model approach for growing an agency and community-wide strategy to improve police and community responses to people with mental health and co-occurring disorders. Agencies will be provided practical and actionable written guidance, drawn from the successful experiences of law enforcement, to design their police-mental health collaboration strategy. CA/NCF

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.gov Applicants tab.

**OPPORTUNITY & PACKAGE DETAILS:**

Opportunity Number:	BJA-2017-11380
Opportunity Title:	BJA FY 17 Justice and Mental Health Collaboration Program
Opportunity Package ID:	PKG00230322
CFDA Number:	16.745
CFDA Description:	Criminal and Juvenile Justice and Mental Health Collaboration Program
Competition ID:	BJA-2017-11382
Competition Title:	BJA FY 17 Justice and Mental Health Collaboration Program: Strategic Planning for Police and Mental Health Collaboration
Opening Date:	01/18/2017
Closing Date:	04/04/2018
Agency:	Bureau of Justice Assistance
Contact Information:	<p>For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via email to support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.</p> <p>An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the contact identified below within 24 hours after the application deadline in order to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under Experiencing Unforeseen Grants.gov Technical Issue▲ in the How to Apply section.</p>

**APPLICANT & WORKSPACE DETAILS:**

Workspace ID:	WS00039305
Application Filing Name:	Saint Paul Police Department
DUNS:	8488984330000
Organization:	SAINT PAUL, CITY OF
Form Name:	Application for Federal Assistance (SF-424)
Form Version:	2.1
Requirement:	Mandatory
Download Date/Time:	Mar 30, 2017 10:08:27 AM EDT
Form State:	No Errors

**FORM ACTIONS:**



**Application for Federal Assistance SF-424**

**\* 1. Type of Submission:**

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

**\* 2. Type of Application:**

- ☒ New  
☐ Continuation  
☐ Revision

**\* If Revision, select appropriate letter(s):**

**\* Other (Specify):**

**\* 3. Date Received:**

Completed by Grants.gov upon submission.

**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier:**

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:**

City of Saint Paul

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

41-6005521

**\* c. Organizational DUNS:**

8488984330000

**d. Address:**

**\* Street1:**

367 Grove Street

**Street2:**

**\* City:**

Saint Paul

**County/Parish:**

**\* State:**

MN: Minnesota

**Province:**

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

55101-2416

**e. Organizational Unit:**

**Department Name:**

Saint Paul Police Department

**Division Name:**

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

Ms.

**\* First Name:**

Carol

**Middle Name:**

**\* Last Name:**

Gronfor

**Suffix:**

**Title:**

Grant Specialist

**Organizational Affiliation:**

Saint Paul Police Department

**\* Telephone Number:**

651-266-5544

**Fax Number:**

651-266-5906

**\* Email:**

carol.gronfor@ci.stpaul.mn.us

## Application for Federal Assistance SF-424

### \* 9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

### \* 10. Name of Federal Agency:

Bureau of Justice Assistance

### 11. Catalog of Federal Domestic Assistance Number:

16.745

CFDA Title:

Criminal and Juvenile Justice and Mental Health Collaboration Program

### \* 12. Funding Opportunity Number:

BJA-2017-11380

\* Title:

BJA FY 17 Justice and Mental Health Collaboration Program

### 13. Competition Identification Number:

BJA-2017-11382

Title:

BJA FY 17 Justice and Mental Health Collaboration Program: Strategic Planning for Police and Mental Health Collaboration

### 14. Areas Affected by Project (Cities, Counties, States, etc.):

Map of Service Area.pdf

Add Attachment

Delete Attachment

View Attachment

### \* 15. Descriptive Title of Applicant's Project:

Mental Health Response Team (MHRT)

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**\* a. Applicant \* b. Program/Project 

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**\* a. Start Date: \* b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="75,000.00"/>
* b. Applicant	<input type="text" value="104,346.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="179,346.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title: \* Telephone Number:  Fax Number: \* Email: \* Signature of Authorized Representative:  \* Date Signed:

# Project Abstract



## Part 1: Please identify the applicant point of contact (POC)

OMB No. 1121-0329  
Approval Expires 07/31/2016

Applicant POC	
Organization Name	City of Saint Paul, Saint Paul Police Department
POC Name	Carol Gronfor; Grant Specialist
Phone Number	651-266-5544
Email Address	carol.gronfor@ci.stpaul.mn.us
Mailing Address	367 Grove Street; Saint Paul, MN 555101

## Part 2: Please identify the application

Application Information	
Solicitation Name	Justice and Mental Health Collaboration Program FY2017: Strategic Planning for Law Enforcement and Mental Health Collaboration
Project Title	Mental Health Response Team (MHRT)
Proposed Start Date	October 1, 2017
Proposed End Date	September 30, 2018
Funding Amount Requested	75,000

## Part 3: Please identify the project location and applicant type

Project Location and Applicant Type	
Project Location (City, State)	Saint Paul, Minnesota
Applicant Type (Tribal Nation, State, County, City, Nonprofit, Other)	City



U.S. Department of Justice  
Office of Justice Programs

Save

Print

#### Part 4: Please provide a project abstract

Enter additional project abstract information. Unless otherwise specified in the solicitation, this information includes:

- Brief description of the problem to be addressed and target area and population
- Project goals and objectives
- Brief statement of project strategy or overall program
- Description of any significant partnerships
- Anticipated outcomes and major deliverables

Text should be single spaced; do not exceed 400 words.

##### **Project Abstract**

The Saint Paul Police Department (SPPD) and Ramsey County Urgent Care for Adult Mental Health Crisis Program (Crisis Team) requests \$75,000 to create a Mental Health Response Team (MHRT) serving the City of Saint Paul, Minnesota. The funding category for the request is 2: Strategic Planning for Law Enforcement and Mental Health Collaboration. MHRT addresses the over representation of individuals experiencing mental illness within the Minnesota justice system by creating a diversion strategy that reduces the cycle of incarceration that begins with point of arrest.

As SPPD is the second largest law enforcement agency in the state, a coordinated partnership with mental health providers can have a significant impact on reducing incarceration rates. A 2016 legislative audit documented 18% of individuals in Minnesota receiving public services for mental illness had an arrest. Saint Paul is located in Ramsey County, Minnesota's most densely populated county. The county has 3,000 clients diagnosed with serious and persistent mental illness on their caseloads; the majority live in Saint Paul. SPPD experienced nearly 27,000 mental health calls over the last three years.

The MHRT will utilize the planning year to design a co-responder model based on the BJA Learning Site, Madison Wisconsin. Grant resources will cover costs of travel for strategic planning, and an external evaluator and project coordinator to lead policy development, and define data collection systems. The resulting plan will address all ten essential elements defined by BJA, Improving Responses to People with Mental Illness:

- Crisis Intervention Teams (CIT): 100% of SPPD patrol officers will receive CIT training to respond to dispatch calls involving mental illness.
- Mental Health Liaisons: Fifteen officers will receive advanced training to coordinate medical transports.
- Co-responder teams: Designated officers will partner with mental health professionals to conduct home visits for individuals with frequent incident calls to encourage treatment and services.

The MHRT addresses two priority considerations. Researchers from the University of Madison will lead project evaluation and help define data collection systems that allow for information sharing. The MHRT recently attended training at a BJA learning site. SPPD has begun officer training, with CIT training completed for 24% of officers. Further, the project will integrate with several initiatives already underway to reduce incarceration rates within Ramsey County correctional facilities. These early investments enable an immediate trial of the model, allowing researchers to test assumptions and define data systems. This will ensure success when the MHRT model launches for system-wide change.



**Part 5: Please indicate whether OJP has permission to share the project abstract**

If the applicant is willing for the Office of Justice Programs (OJP), in its discretion, to make the information in the project abstract above publicly available, please complete the consent section below. Please note, the applicant's decision whether to grant OJP permission to publicly release this information will not affect OJP's funding decisions. Also, if the application is not funded, granting permission will not guarantee that information will be shared, nor will it guarantee funding from any other source.

☒ **Permission not granted**

☐ **Permission granted (Fill in authorized official consent below.)**

On behalf of the applicant named above, I consent to the information in the project abstract above (including contact information) being made public, at the discretion of OJP consistent with applicable policies. I understand that this consent is only necessary to the extent that my application is unfunded; information submitted in an application that is funded (including this abstract) is always releasable to the public consistent with FOIA rules. I certify that have the authority to provide this consent.

Authorized Official (AO) Consent	
Signature	Date
AO Name	Kathleen A. Wuorinen
Title	Assistant Chief of Police
Organization Name	Saint Paul Police Department
Phone Number	651.266.5571
Email Address	kathy.wuorinen@ci.stpaul.mn.us

**Note:** This document is to be submitted as a separate attachment with a file name that contains the words **"Project Abstract."**



### 3. PROGRAM NARRATIVE

The Saint Paul Police Department (SPPD) is applying to administer a BJA grant to plan a Mental Health Response Team (MHRT) serving the City of Saint Paul, Minnesota. The MHRT will include multiple collaborators including Ramsey County Urgent Care for Adult Mental Health Crisis Program (Crisis Team). The MHRT will address an over representation of individuals experiencing mental illness within the Minnesota justice system with a diversion strategy that reduces the cycle of incarceration that begins with the point of arrest. SPPD responded to 27,000 mental health calls in the last three years.

SPPD requests a category 2: Strategic Planning for Law Enforcement and Mental Health Collaboration grant to design a co-responder model based on the BJA Law Enforcement-Mental Health Learning Site, Madison Wisconsin. Researchers from the University of Madison have committed to supporting the project, contributing to BJA priority considerations evaluation and data collection systems that allow for information sharing. SPPD and the Crisis Team recently attended training at the Madison learning site. Further, SPPD has provided Crisis Intervention Team training for 24% of officers, with an aim to train 100%. These early investments will allow the collaborative to conduct an immediate MHRT trial during the planning year, allowing researchers to test assumptions and data protocols before a system wide launch.

#### A. STATEMENT OF THE PROBLEM

***Costs associated with over representation in the jails:*** A coordinated diversion strategy that includes SPPD can have a significant impact on reducing the states incarceration rates of people with serious and persistent mental illness. A 2016 legislative audit documented of all individuals in MN receiving public services for mental illness 18% had an arrest and 10% had a conviction. Further, one-third of all MN inmates may be on medications for a mental illness. Minnesota sheriffs believe that inmates are not receiving adequate access to the psychiatric, counseling, and case management services necessary to treat their illness, causing undue suffering. Limited health service is caused in part by the incarceration itself as MN's Medicaid program generally does not pay for health care costs for incarcerated individuals. <sup>i</sup>



Saint Paul is one of two core cities that comprise the seven-county metropolitan area of the Twin Cities. The Twin Cities has 3.5 million residents<sup>ii</sup>, represents 64% of MN's entire population, and is served by SPPD (the second largest law enforcement agency in MN). Saint Paul is the state capital, and is home to state agencies, the county detox center, the regional emergency medical center, and county courts and jails. Ramsey County Human Services currently has 3,000 clients diagnosed with serious and persistent mental illness on their caseloads, the vast majority living in Saint Paul. Additionally, a significant number of individuals suffer from undiagnosed mental illness, and are disengaged from the system and utilizing city homeless shelters. SPPD experienced nearly 9,000 mental health calls for service in each of the last three years, representing 13% of all 2016 calls for service and a 100% increase over the last 10 years. <sup>iii</sup>

***Current system response and limitations:*** The MHRT project will integrate with several initiatives to reduce incarceration rates within Ramsey County. The county operates the region's mental health services, jails and prisons, as well as the dispatch center. The county recently committed to BJA's Stepping Up Initiative. Intentional efforts starting in 2014 have increased county psychiatric care, enhanced mental health screening and expanded health care enrollment at county correctional facilities.<sup>iv</sup> These efforts align to the SAMSHA Sequential Intercept Model, addressing stages 2, 3 and 4. The MHRT addresses a recognized gap in the response system Intercept 1, law enforcement and mental health partnerships. MHRT policies and protocols will align to these larger system efforts (letters of commitment attached):

- *East Metro Roundtable*: includes counties, hospitals, health plans, consumers, and advocates. The council was developed to meet the needs of adults who experience behavioral health crises. The group aims to prevent avoidable emergency hospitalization by providing adult mental health crisis stabilization services in homes, community settings, or licensed residential programs.
- *Ramsey County Criminal Justice Coordinating Council (CJCC)*: Formed by the Ramsey County Attorney's office and includes membership across courts, jails, police, and county human services. The group works to enhance collaboration, equity, and system effectiveness.



***Communication between law enforcement and mental health agencies:*** SPPD and Crisis Team are at a level of cooperation and coordination as defined by the GAINS Center SIM mapping readiness assessment. Small teams from both agencies have been meeting bi-weekly for the last year to plan the project, and have agreed to the BJA Law Enforcement-Mental Health Learning Site, Madison WI as the co-responder model that will be referenced for the development of MHRT program policies. SPPD and the Crisis team recently visited Madison to review their policies, data processes, and staffing models.

***Current capacity to measure and track key data measures:*** The proposed project will be ideally situated to collect and report the required performance measures. The Ramsey County Emergency Communication Center (RCECC) is responsible for tracking data related to all dispatch calls for service. SPPD's record management system (RMS) automatically pulls data from RCECC, and can sort by mental health calls, and rate of arrests. While disposition data must currently be tracked manually, SPPD has invested in an updated RMS that will come online in 2017. The new RMS allows for customizable fields which will allow us to collect data elements for our proposed interventions and field assessments including use of force, diversion from jail and referrals. County Corrections and the Sheriff's office use the same RMS vendor allowing data sharing as individuals move through the system.

***Current efforts to track and use data and performance outcomes:*** Over the past few months, SPPD officers have initiated referrals to the Crisis Team to collaboratively make visits to residents who may benefit from community mental health services. The workgroup is analyzing data from calls for service as a way to identify individuals for referrals. The test pilot is in infancy and therefore unable to formally define measures of success, but referrals of individuals to the Crisis team has increased.

## **B. PROJECT DESIGN AND IMPLEMENTATION**

The planning year will be utilized to design the MHRT law enforcement and mental health partnership based on the co-responder model utilized by Madison. The aim is to reduce arrests among individuals diagnosed with mental illness, connect them to behavioral health services, and reduce repeat calls and

subsequent arrest by providing follow up services. Collaborative planning will be conducted to ensure that the MHRT has the systems in place to addresses all 10 essentials elements defined by BJA, Improving Responses to People with Mental Illness. Our proposed model will include:

*Crisis Intervention Teams (CIT):* dispatch protocols will be updated, and 100% of patrol officers will receive CIT training ensuring every officer can effectively respond to mental health calls.

*Mental Health Liaisons:* Fifteen officers will receive advanced training to coordinate medical transports diverting to immediate psychiatric intervention when appropriate.

*Co-responder teams:* Three mental health officers will partner with mental health professionals to enhance follow-up coordination. Home visits will be conducted for individuals with frequent incident calls to encourage them to accept a referral for services, and adhere to treatment.

**Inventory of policies, programs, and services:** The attached work plan emphasizes the creation of an action plan that includes formalized MOUs with key partners, the revision or creation of necessary agency policies, a training schedule, and a performance based evaluation/data plan. This process will begin with goal setting through BJA Strategic Planning and continue with our evaluator leading the group through logic model or flow chart creation that maps each point along Intercept 1. The team will then conduct an assessment of current policy and practice to identify gaps to be addressed. The project coordinator will compile a summary of existing agreements and policies, assessment tools, and data system elements of SPPD, Crisis team, dispatch, regional hospital, and state legislation.

***The process to change policies or realign budget allocations:*** Utilizing the gap analysis, topic-based working groups will be formed to analyze current practices and develop/adapt policies. New or revised processes/policies will undergo review and approval through the agency chain of command before implementation. It is estimated it will take 4-6 planning meetings for each topic. Key topics will include:

- *Budget Allocations and Staffing Models:* The core team will develop a staffing model for the co-responder model identifying staff resources from SPPD and the Crisis Team. Financial analysis will be conducted, with 3 year budget projections presented to the Chief of Police and County Commissioner for review. This staffing plan will serve as the basis for the sustainability plan.
- *Dispatch Protocols* will be updated to align to newly defined MHRT policies and processes.
- *Target Population Definition:* Data will be used to identify the types of mental illness prevalent within the community and to define intake criteria for the co-responder model.
- *A resource list of existing community mental health services* will be created with the capacity of the potential partner assessed. This list will augment connections to Ramsey County Community Based Mental Health Services, which includes over 300 mental health case managers, an ACT Team (Assertive Community Treatment), employment services, and chemical dependency services.
- *A field risk assessment for officers* will be revised to include co-responder and community referral procedures, a review of State Statutes to create a tiered system of response basing interventions on defined behaviors, crisis intervention questions for officers, and request forms for co-responder referral.
- *An intake and assessment criteria for co-responder model* will be developed. The process will address immediate threat/bodily harm, criminogenic assessment, mental health assessment, and substance abuse screening. Assessments will align to Crisis Team validated assessment tools and instruments.

***Stakeholder engagement in the planning process:*** The project coordinator will be responsible for outlining an engagement strategy that addresses two audiences: individuals experiencing mental illness and key leadership within local government agencies that will be impacted by MHRT services. MHRT will host facilitated group discussion with justice-involved individuals who have a mental illness and/or chemical dependency issues to obtain feedback on their experiences and provide recommendations for change. Mental health professionals from local hospitals, homeless services, and community based mental health

providers will be asked to review draft policies. Minnesota NAMI is a key partner in this effort (commitment letter attached). MHRT will engage system leaders through existing working groups redesigning the mental health services. The MHRT core team will present recommended changes to policies to agency directors for review and feedback, and ensure MHRT policies align to existing system policies (see page 2).

***Personnel costs related to a police- mental health coordinator position:*** SPPD will dedicate a full time sergeant or senior officer during the planning year to serve as the project coordinator. The grant will pay for 0.5FTE of the salary and SPPD will cover the balance of salary and benefits. The program coordinator will schedule planning meetings, facilitate formalized MOUs, disseminate data developed by the evaluator, and serve as the lead law enforcement expert for protocols and procedures development.

***Local evaluation:*** Local evaluation support will be provided by the University of WI Population Health Institute (UWPHI), a member of the e-Consortium for University Centers and Researchers for Partnerships with Justice Practitioners (resume of project lead attached). UWPHI will build upon and supplement BJA's guidance by facilitating discussions with the Project Team as they develop the logic model, goals, objectives, and local performance measures (PM) based on BJA's TA resources. This series of collaborative local team meetings will be a forum for translating the logic model into both the required Strategic Action Plan for submission to BJA at the end of Year 1 and into a comprehensive Policies and Procedures Manual for the implementation effort. The PMHC Toolkit will be used as a guide.

***Consultants for data and performance measurement:*** UWPHI will help define and establish a local data collection plan and evaluation. 33% of grant funds have been set aside for this partnership. UWPHI will provide training on data collection plans to SPPD crime analyst and project coordinators, identify key terms and definitions for data collection, review SPPD and Ramsey County current record management systems to identify fields for data collection and information sharing along several points of service, define procedures for information sharing across agencies to address NIBRS, CJIS, and HIPPA regulations and human subjects, and provide technical support in the development of the Strategic Action Plan.

***Law Enforcement consultation services:*** The project coordinator will serve as the primary law enforcement expert on this grant, and will be selected based both on senior-level experience and mental health training. The project coordinator will be supported by several internal and external experts:

***Agency training curricula:*** In 2016, SPPD contracted with Pro Crisis, LLC (<http://www.procrisis.com/>) to provide CIT train the trainer and certify 15 Sergeants. Pro Crisis assisted SPPD in the development of a training curriculum, and trained 150 patrol officers. SPPD will continue three levels of trainings:

- CIT Training: 40 hours of training for patrol officers including Mental Health Basics, defining specific disorders, de-escalation, trauma, Role Playing and Community Partner/Individual presentations.
- Mental Health Liaison Training: Mental health liaison officers will receive the CIT coaches training. Ramsey County will provide additional training addressing engagement, and types of interventions.
- Mental Health Officers Training: These officers will receive advance training on documenting a clinical picture through call responses to provide skills necessary for agency wide mentoring.

***Assessment and review of data related calls for service:*** SPPD employs 3 full-time crime analysts who are responsible for pulling related calls for service data for review by the Core team and our local evaluator.

***Assessment of written policies and procedures:*** SPPD and the Crisis team will operating a small test pilot one day per week to aid in the development of policies and data collections systems before the model is implemented broadly. This working group will meet monthly to review pilot progress, data on crisis calls for individuals that are engaging the system frequently, and revise procedures as needed. Policies will be reviewed by City and County attorney's offices to ensure legal counsel (commitment letters attached).

***Planning meeting expenses/mandatory multi-day strategic planning session:*** Attendance at the mandatory BJA strategic planning session will include representatives of law enforcement, mental health and local government. Our MHRT will use BJA's strategic planning process to conduct needs assessment and develop project goals that the local evaluator will use to lead logic model creation. Travel expenses to

attend the BJA planning session are requested for members from the MHRT and the evaluator. The project coordinator time is dedicated to work group coordination. Meeting space is provided in-kind.

### **C. CAPABILITIES AND COMPETENCIES**

Leadership for the planning process is being provided by the following individuals:

- *Alyssa Conducy, Ramsey County, Chemical and Adult Mental Health Manager:* Alyssa has twenty years of experience in the field including serving as a policy planner, formally supervising the ACT team at Ramsey County. In her current role she oversees system of care as required by the MN Comprehensive Adult Mental Health Act and Chemical Health Statutes.
- *Mary Nash, Deputy Chief:* DC Nash was appointed as the department's mental health point person in 2015. In this role, DC Nash led the of training of patrol officers on mental health response. SC Nash has been a police officer for 27 years and a Crisis negotiator for 20 years.
- *Brian Theine, Ramsey County, Supervisor, Crisis Team:* Brian provides oversight of the county mobile crisis team. Brian has more than 20 years of experience working with individuals who have serious and persistent mental illness. Before his current position, Brian's work included hospital inpatient mental health, DBT individual and group therapy, and helping implement the ACT program at the county.
- *Kit R. Van Stelle, Evaluator (UWPHI).* Kit has 25+ years of experience collaborating with tribal nations, state, and county agencies to lead program evaluations on federally-funded projects focusing on criminal justice populations, court diversion programs, prison reentry, and dually diagnosed offenders. Examples projects include serving as the statewide evaluator for the Wisconsin Treatment Alternatives and Diversion (TAD) Program from 2007-2014, and currently assisting with Public Defender's Office data infrastructure through BJA's "Smart Defense" initiative.

**Collaboration Structure:** will be led by SPPD, and will have a core team and several subcommittees.

A brief description of each subcommittee responsibilities follows:

- *Core team:* Will include leadership from key agencies. Responsibilities include defining goals for the group, the approval of the Strategic Action Plan, the approval of an evaluation and data plan.
- *Topic Specific Work Groups:* This group oversees the writing and drafting of protocols. The group will meet bi-weekly and membership will vary based on needed topical expertise.
- *High End Users Case Team:* This group will meet monthly and focus on refining policies and procedures through case specific issues. Data processes recommended by BJA and our local evaluator will be tested to allow the group to identify challenges and tighten processes for home visits.
- *Systems Leadership Committee:* Leaders from several local policy groups and stakeholders working on similar issues will review protocols while they are in development (members defined further on page 2).

**Stakeholders:** Letters of commitment are attached for key project partners on the core team.

- *Saint Paul Police Department:* Lead law enforcement agency and project coordinator.
- *Ramsey County Social Services Division:* Provides publically funded community based mental health services. Will serve as a core team member planning for integration of co-responder model.
- *Ramsey County Emergency Communication Center (ECC):* 911 Dispatch serving Saint Paul.
- *County Attorney's Office:* operates a Civil Commitment division and handles all indeterminate commitments working to protect people with mental illness. Will provide legal review of policies.
- *Regions Hospital:* operates the Emergency Mental Health Crisis Unit. As the primary provider of emergency inpatient services with a triage center, and will help develop officer response policies.

**Potential Barriers to success:** Identified challenges include conflicting data privacy practices and HIPAA regulations limit information sharing. Further SPPD officers often lack training on how to assess for erratic or violent behavior, and currently there is no clearly defined field assessments identifying the Crisis team as a resource. This has resulted in low police referrals for the Crisis Team. Our proposed plan addresses challenges through dedicated to data systems expertise, CIT training, and policy development.

#### **D. PLAN DATA COLLECTION REQUIRED FOR PERFORMANCE MEASURES**

UWPHI will build upon and supplement BJA's guidance in strategic planning by facilitating discussions with the Project Team as they develop the logic model, goals, objectives, and local performance measures (PM) based on BJA's TA resources. As defined earlier, UWPHI will serve as a resource to assist the team in identifying and defining local data elements necessary for PM reporting and assessment of progress toward goals. UWPHI will review local data systems, assess alignment with PM reporting, and provide support with data collection, quality, and interpretation as part of Strategic Action Plan development.

We will closely monitor all of the required BJA Category 2 performance measures (PM) and report them quarterly to BJA, with an emphasis during project start-up on developing procedures for being able to report PMs related to services. This includes tracking planning group activity including MOUs developed, officers and mental health professional who receive training, and policies developed. The Evaluator will review and utilize the information in the quarterly PM reports to document collaborative activities and monitor progress toward grant goals, and the Project Team will discuss progress results with stakeholders.

#### **E. Plan for Measuring Program Success to Inform Plan for Sustainment**

UWPHI and the Project Team will collaborate to prepare an application for continued funding via Category 3 Implementation Grant during Spring 2018. BJA grant funds will allow implementation of the strategic plan to document the effectiveness of the project. Evaluation and financial data will be presented to key agency leadership with a request to incorporate the model into existing operational costs. As both agencies works to absorb costs, the SPPD grant specialist will assist in researching additional project grants from agencies like SAMSHA and other DOJ. MHRT will use data to approach the state legislature for additional funding or for realignment of state resources away from corrections and towards diversion.

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<sup>i</sup> Office of the Legislative Auditor Minnesota, Mental Health Services in County Jail, March 2016

<sup>ii</sup> US Census Bureau. Quick Facts, Minneapolis-St.Paul-Bloomington, MN Metropolitan Statistical Area, 2015.

<sup>iii</sup> Data provided by the SPPD Research and Evaluation Department

<sup>iv</sup> [www.ramseycounty.us/sites/default/files/Departments/Policy%20and%20Planning/2017%20Ramsey%20County%20Strategic%20Plan.pdf](http://www.ramseycounty.us/sites/default/files/Departments/Policy%20and%20Planning/2017%20Ramsey%20County%20Strategic%20Plan.pdf)



**Saint Paul Police Department/Ramsey County  
B.J.A. FY2017 Justice and Mental Health Collaboration Program**

**Budget Summary**

Budget Category	Federal Request	Non-Federal	Total
A. Personnel	\$ 43,337	\$ 43,337	\$ 86,674
B. Fringe Benefits	\$ -	\$ 33,508	\$ 33,508
C. Travel	\$ 6,663	\$ 1	\$ 6,664
D. Equipment	\$ -	\$ -	\$ -
E. Supplies	\$ -	\$ -	\$ -
F. Construction	\$ -	\$ -	\$ -
G. Consultants/Contracts	\$ 25,000	\$ 27,500	\$ 52,500
H. Other	\$ -	\$ -	\$ -
Total Direct Costs	\$ 75,000	\$ 104,346	\$ 179,346
I. Indirect Costs	\$ -	\$ -	\$ -
Total Project Costs	\$ 75,000	\$ 104,346	\$ 179,346

Federal Request	\$ 75,000
Non-Federal Request	\$ 104,346
Total Project Costs	\$ 179,346

\$ -

**Saint Paul Police Department/Ramsey County  
B.J.A. FY2017 Justice and Mental Health Collaboration Program**

**A. Personnel**

Name	Position	Salary	Basis	Length of		Federal	Non-Federal	Total Cost
				FTE	Time			
open	Project Manager (Sergeant)	\$ 86,674	year	1	1	\$ 43,337	\$ 43,337	\$ 86,674
<b>Subtotal Personnel</b>						<b>\$ 43,337</b>	<b>\$ 43,337</b>	<b>\$ 86,674</b>

**Personnel Narrative:**

The Project will be coordinated by a Sergeant or Senior Officer at SPPD. This person will be identified upon receipt of award, with a union defined job description attached. This position will coordinate the development team meetings and subcommittee, and working groups. The position will also lead the writing and development of protocols and procedures and provide law enforcement expertise for planning meetings with partners and trainers. Further, the position will serve as the lead law enforcement expert for test piloting the co-responder model. Salary anticipated at \$86,674 x 1 FTE x 1 year = \$86,674.

SPPD request 50% of the cost of salaries through the grant. SPPD will pick up 50% of the salary through general funds generated by local tax base.

Leadership and volunteer Mental Health Officers for test pilot will be contributed in kind to this project through SPPD and are not reflected in the match. Leadership and Mental Health Professionals from Crisis Team will be contributed in kind to the project by Ramsey County and are not reflected in the match.

**Saint Paul Police Department/Ramsey County**  
**B.J.A. FY2017 Justice and Mental Health Collaboration Program**

<b>B. Fringe</b>				
	<b>Base</b>	<b>%</b>	<b>Federal</b>	<b>Non-Federal Total</b>
Project Manager Fringe	\$ 86,674	38.66%	\$ -	\$ 33,508
<b>Subtotal Fringe</b>			<b>\$ -</b>	<b>\$ 33,508</b>

**Fringe Narrative**

SPPD will pick up the entire costs of fringe through general funds generated by local tax base. SPPD fringe is determined by Labor Union contracts.

	<b>Sworn</b>
PERA	16.20%
Medicare	1.45%
FICA	
Post Retirement	5.04%
Health Insurance	15.97%
	<u>38.66%</u>

## C. Travel

## Travel Narrative

**BJA Strategic Planning:** Includes a request for federal funding to cover the costs for SPSPD project coordinator, and SPSPD Grant Specialist, one Crisis team staff to attend the BJA grant orientation meeting for 2 days, in Washington DC. Lodging, Flights, and meals rates calculated using the U.S. General Services Administration.

**Saint Paul Police Department/Ramsey County**  
**B.J.A. FY2017 Justice and Mental Health Collaboration Program**

<b>D. Equipment</b>							
	costs	units		<b>Federal</b>	<b>Non-Federal</b>	<b>Total</b>	
<i>Not applicable</i>						\$ -	-
Subtotal Equipment	\$ -			\$ -	\$ -	\$ -	-
<b>E. Supplies</b>							
	Cost	Quantity		<b>Federal</b>	<b>Non-Federal</b>	<b>Total</b>	
<i>Not applicable</i>						\$ -	-
Subtotal Supplies	\$ -			\$ -	\$ -	\$ -	-
<b>F. Construction</b>							
				<b>Federal</b>	<b>Non-Federal</b>	<b>Total</b>	
<i>Not applicable</i>						\$ -	-
Subtotal Construction				\$ -	\$ -	\$ -	-

**Saint Paul Police Department/Ramsey County  
B.J.A. FY2017 Justice and Mental Health Collaboration Program**

G. Consultants/Contracts						
	cost	basis	time Frame	Federal	Non-Federal	Total
Evaluation- Independent Consultant	\$ 25,000		1	\$ 25,000	\$ -	\$ 25,000
CIT-Crisis Training	\$ 5,500		5	\$ -	\$ 27,500	\$ 27,500
Subtotal Consultant				\$ 25,000	\$ 27,500	\$ 52,500

**Consultant Narrative:**

Request for federal funding includes the costs of a professional evaluator and data specialist. University of Wisconsin, Madison will be paid \$25,000 annually x 1 years to develop an evaluation and data collection plan for the collaborative. This will include the development of a logic model and performance measures to be used for outcome based performance evaluation of the project. This represents 33% of total request. Costs include 300 hours @ \$73.33 dollars an hour, \$2,000 for travel, \$1,001 for supplies= Total Project Costs \$25,000

Training will be provided by SPPD's Professional Development Institute from Officers certified at CIT trainers. These expenses will be documented for the required cash match. To ensure cost effectiveness, SPPD certified 15 CIT trainers from sworn officers. The training costs reflect speakers fees for various community experts to augment the training from SPPD personnel. Psychologist \$1500 + Theatre/Actors \$2300 + NAMI \$200 + Veterans Affairs \$300 + Chemical Dependency \$300 + Autism Society \$300 + Ramsey County Mental Health Courts \$300 + Homelessness Expert \$300 = \$5500. SPPD will conduct 5 trainings in the next year \$5500 x 5 trainings = \$27,500.

Training cash match will be secured through general funds or through state appropriated professional development training grants

H. Other					
Not applicable		\$	-	\$	-
Total Direct Costs		\$	75,000	\$	179,346
I. Indirect					
Not applicable					
Total Project Costs		\$	75,000	\$	179,346

H. Other					
Not applicable		\$ -	\$ -	\$ -	
Total Direct Costs		\$ 75,000	\$ 104,346	\$ 179,346	
I. Indirect					
Not applicable					
Total Project Costs		\$ 75,000	\$ 104,346	\$ 179,346	

H. Other					
Not applicable		\$ -	\$ -	\$ -	
Total Direct Costs		\$ 75,000	\$ 104,346	\$ 179,346	
I. Indirect					
Not applicable					
Total Project Costs		\$ 75,000	\$ 104,346	\$ 179,346	

H. Other					
Not applicable		\$ -	\$ -	\$ -	
Total Direct Costs		\$ 75,000	\$ 104,346	\$ 179,346	
I. Indirect					
Not applicable					
Total Project Costs		\$ 75,000	\$ 104,346	\$ 179,346	

H. Other					
Not applicable		\$ -	\$ -	\$ -	
Total Direct Costs		\$ 75,000	\$ 104,346	\$ 179,346	
I. Indirect					
Not applicable					
Total Project Costs		\$ 75,000	\$ 104,346	\$ 179,346	

H. Other					
Not applicable		\$ -	\$ -	\$ -	
Total Direct Costs		\$ 75,000	\$ 104,346	\$ 179,346	
I. Indirect					
Not applicable					
Total Project Costs		\$ 75,000	\$ 104,346	\$ 179,346	

H. Other					
Not applicable		\$ -	\$ -	\$ -	
Total Direct Costs		\$ 75,000	\$ 104,346	\$ 179,346	
I. Indirect					
Not applicable					
Total Project Costs		\$ 75,000	\$ 104,346	\$ 179,346	

#### **4. c. Information on Proposed Sub awards or Procurement Contracts**

##### **1. Information on proposed sub award.**

**1.1 Identify:** SPPD has defined a sub award recipient in the proposal, University of WI Population Health Institute (UWPHI). If SPPD receives an award, a formalized contract with UWPHI will be developed and it will be structured as a procurement contract. The contract will include a scope of work that aligns to the activities SPPD has defined and committed to as part of this proposal. Modifications to the proposed activities with UWPHI will not be made unless SPPD seeks and receives permission for these changes with OJP.

**1.2. Describe in detail what the sub recipient will do to carry out the federal award.** The UWPHI will serve as the evaluator and data expert on the project. The proposed costs for the sub award are as follows:

- 300 hours @ \$73.33 dollars an hour = \$21,999
- \$2,000 for travel
- \$1,001 for supplies

Total Project Costs \$25,000

The UWPHI experts will help develop a process/outcome based evaluation plan and action plan mapping a collaborative co-responder model. The plan will utilize data from three systems (dispatch, law enforcement, mobile mental health crisis team). The evaluation plan will be developed during a planning year, with a small pilot being implemented (one day a week) for testing and trouble shooting. The evaluators work will be supported by a larger group effort to write or adapt existing policies and procedures and implement new records management systems for patrol officers and mental health professionals.



*Logic Model Development.*

The evaluator will lead a group through the following process:

- Goal setting
- Identification of performance measures
- Mapping and diagraming the programs core components

*Data tools/systems*

- In partnership with Grants Specialist review of federal Performance Measurement Tool data base to align projected project measures with the minimum federally required reporting.
- Identify key terms and definitions that will be used for data collection.
- Review SPPD and Ramsey County current record management systems to identify fields that will be used for data collection and information sharing along several points of service (response to calls for service vs. follow up visits with individuals receiving additional support).
- When necessary data is not currently being tracked, recommend and define fields that need to be developed in the system.
- Define procedures for dealing with NIBRS, CJIS, and HIPPA regulations and human subjects during the project.
- Contribute to the design of field assessment for officers and mental health professionals (or review identified tool) so that appropriate data sets are being captured.
- Identify any additional evaluation techniques that might help document the challenges and success of the project (ex. Surveys, focus groups, assessment of policies, etc.).

*Evaluation Schedule:*

- Work with project contacts to define comprehensive 3 year schedule for data collection and analysis including assigned responsibilities.

**1.3 Provide Justification for Sub awards, including special qualifications:** UWPHI was

selected for their extensive experience and expertise in designing evaluation and data systems for criminal justice and mental health partnerships. They are a member of the e-Consortium for University Centers and Researchers for Partnerships with Justice Practitioners, and have served as the lead researcher or evaluator on numerous DOJ and BJA funded projects.

UWPHI is uniquely located within the University of Wisconsin School of Medicine and Public Health which allows access to university faculty and staff expertise, library systems, and secure data transfer systems. UWPHI projects are funded through a wide variety of private, county, state, and federal sources. Of most relevance to the proposed project, are the established long-term relationships with the WI Department of Justice, WI Department of Corrections, WI Department of Health Services, and the WI Statewide Criminal Justice Coordinating Council and its subcommittees. Over the past two decades UWPHI has collaborated with numerous counties and tribal nations on treatment court, justice system diversion, and substance abuse prevention and treatment projects. UWPHI has expertise in collaboratively developing recommendations for system and program improvement, communicating policy and practice recommendations, data collection and management for performance indicators, and data analysis.

**1.2 Information on proposed procurement contracts**

The contract with UWPHI will fall below the \$150,000 federal procurement contract threshold for open competition. SPPD adhere to the city's documented procurement procedures which conform to applicable federal law.

## **5. INDIRECT COST RATE AGREEMENT**

**This section is not applicable.**

## **6. TRIBAL AUTHORIZING RESOLUTION**

**Not applicable. The proposed activities for this grant do not provide direct services or assistance to residents of tribal lands.**



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

OMB Number: 1121-0329  
Expiration Date: 12/31/2018

FINANCIAL MANAGEMENT AND SYSTEM OF INTERNAL CONTROLS QUESTIONNAIRE

The financial management system of each non-Federal entity must provide for the following

- Retention requirements for records
- Requests for transfer of records
- Methods for collection, transmission and storage of information
- Access to records
- Restrictions on public access to records

- (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 agency, and name of the pass-through entity, if any.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (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.
- (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.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.
- (7) Written procedures for determining the allowability of costs.

APPLICANT ORGANIZATIONAL INFORMATION

1. Name of Organization and Address:

Organization Name: City of Saint Paul- Saint Paul Police Department  
Street1: 367 Grove Street  
Street2:  
City: Saint Paul  
State: MN: Minnesota  
Zip Code: 55101-2416

2. Authorized Representative's Name and Title:

Prefix: First Name: Middle Name:  
Ms. Kathleen A.  
Last Name: Suffix:  
Wuorinen  
Title:  
Assistant Chief of Police

3. Phone: 651-266-5571 4. Fax: 651-266-5850

5. Email: kathy.wuorinen@ci.stpaul.mn.us

6. Year Established: 1854 7. Employer Identification Number (EIN): 41-6005521 8. DUNS Number: 8488984330000

9. Type of Organization:

- ☐ State ☒ Municipality ☐ Non-Profit ☐ Higher Education ☐ Tribal ☐ For-Profit  
☐ Other:



**U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329  
Expiration Date: 12/31/2018

**AUDIT INFORMATION**

An audit is conducted using generally accepted auditing standards (GAAS) or Generally Accepted Governmental Auditing Standards (GAGAS) and results in an audit report with an opinion.

10. The organization has undergone the following types of audit(s) (Please check all that apply):

- ☒ OMB A-133 Single Audit  
☒ Financial Statement Audit  
☐ Defense Contract Agency Audit (DCAA)  
☐ None  
☐ Programmatic Audit & Agency:

☐ Other Audit & Agency:

11. Most Recent Audit: ☐ Within the past 12 months ☐ Within the past two years ☒ More than two years

Name of Audit Agency/Firm: Minnesota Office of the State Auditor

**AUDITOR'S OPINION:**

12. On the most recent audit, what was the auditor's opinion?

☒ Unqualified Opinion ☐ Qualified Opinion ☐ Disclaimer, Going Concern or Adverse Opinions

Please enter the number of findings:

Please enter the amount of questioned costs:

Were material weaknesses noted in either the Financial Statement or Single Audit? ☒ Yes ☐ No

**ACCOUNTING SYSTEM**

13. Which of the following best describes your accounting system:

☐ Manual ☐ Automated ☒ Combination

14. Does the accounting system identify the receipt and expenditure of program funds separately for each grant?

☒ Yes ☐ No ☐ Not Sure

15. Does the accounting system provide for the recording of expenditures for each grant/contract by budget cost categories shown in the approved budget?

☒ Yes ☐ No ☐ Not Sure

16. Does your accounting system have the capability to document the recording of cost sharing or match for each grant? Can you determine if documentation is available to support recorded match or cost share?

☒ Yes ☐ No ☐ Not Sure

17. Are time distribution records maintained for each employee that specifically identify effort charged to a particular grant or cost objective?

☒ Yes ☐ No ☐ Not Sure

18. Does the accounting/financial system include budgetary controls to preclude incurring obligations or costs in excess of total funds available or by budget cost category (e.g. Personnel, Travel, etc.)?

☒ Yes ☐ No ☐ Not Sure

19. Is the organization familiar with the existing Federal regulation and guidelines containing the Cost Principles and procedures for the determination and allowance of costs in connection with Federal grants?

☒ Yes ☐ No ☐ Not Sure



**U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329  
Expiration Date: 12/31/2018

**PROPERTY STANDARDS, PROCUREMENT STANDARDS, AND TRAVEL POLICIES**

**PROPERTY STANDARDS**

20. Does your property management system(s) provide for maintaining:  
(1) a description of the equipment; (2) an identification number; (3) source  
of the property, including the award number; (4) where title vests; (5)  
acquisition date; (6) federal share of property cost; (7) location and  
condition of the property; (8) acquisition cost; &  
(9) ultimate disposition information?

☒ Yes ☐ No ☐ Not Sure

**PROCUREMENT STANDARDS**

21. Does your organization maintain written procurement procedures which  
(1) avoid unnecessary purchases; (2) provide an analysis of lease and  
purchase alternatives; and (3) provide a process for soliciting goods and  
services?

☒ Yes ☐ No ☐ Not Sure

22. Does your procurement system provide for the conduct to determine  
selection on a competitive basis and documentation of cost or price  
analysis for each procurement action?

☒ Yes ☐ No ☐ Not Sure

23. Does your procurement system include provisions for checking the  
"Excluded Parties List" system for suspended or debarred sub-grantees  
and contractors, prior to award? <https://www.sam.gov/>

☒ Yes ☐ No ☐ Not Sure

**TRAVEL POLICY**

24. Does your organization:

(a) maintain a standard travel policy?

☒ Yes

☐ No

(b) adhere to the Federal Travel Regulation? (FTR)

☒ Yes

☐ No

**SUBRECIPIENT MANAGEMENT AND MONITORING**

25. (For Pass-through entities only). Does your organization have controls  
in place to monitor activities of subrecipients, as necessary, to determine  
that Federal awards are used for authorized purposes in compliance with  
laws, regulations, and the provisions of the award and that performance  
goals are achieved (2 CFR200)?

☒ Yes ☐ No ☐ Not Sure

☐ N/A (Your organization does not  
make subawards.)

**STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS AND APPLICANT CERTIFICATION**

I certify that the above information is complete and correct to the best of my knowledge. This document must be certified by  
the organization's Authorized Representative, Executive Director, Chief Financial Officer, Chairman of the Board of Directors,  
or similar position.

Name: Wendy Tresbesch

Date: 03/30/2017

Title: ☐ Executive Director

☐ Chief Financial Officer

☐ Chairman

☒ Other Accountant

Phone: 651-266-5568

**Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352**

4040-0013

<b>1. * Type of Federal Action:</b> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. * Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. * Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
--	--	--

**4. Name and Address of Reporting Entity:**  
☒ Prime    ☐ SubAwardee  
 \* Name   
 \* Street 1     Street 2   
 \* City     State     Zip   
 Congressional District, if known:

**5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:**

<b>6. * Federal Department/Agency:</b> <input style="width: 400px;" type="text" value="BJA"/>	<b>7. * Federal Program Name/Description:</b> <input style="width: 400px;" type="text" value="Criminal and Juvenile Justice and Mental Health Collaboration Program"/> CFDA Number, if applicable: <input style="width: 100px;" type="text" value="16.745"/>
<b>8. Federal Action Number, if known:</b> <input style="width: 400px;" type="text"/>	<b>9. Award Amount, if known:</b> \$ <input style="width: 150px;" type="text"/>

**10. a. Name and Address of Lobbying Registrant:**  
 Prefix     \* First Name     Middle Name   
 \* Last Name     Suffix   
 \* Street 1     Street 2   
 \* City     State     Zip

**b. Individual Performing Services** (including address if different from No. 10a)  
 Prefix     \* First Name     Middle Name   
 \* Last Name     Suffix   
 \* Street 1     Street 2   
 \* City     State     Zip

**11.** Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* Signature:	<input style="width: 300px;" type="text" value="Completed on submission to Grants.gov"/>		
* Name:	Prefix <input style="width: 50px;" type="text"/>	* First Name <input style="width: 150px;" type="text" value="Kathleen"/>	Middle Name <input style="width: 150px;" type="text"/>
	* Last Name <input style="width: 150px;" type="text" value="Wuorinen"/>	Suffix <input style="width: 50px;" type="text"/>	
Title:	<input style="width: 200px;" type="text" value="Assistant Chief of Police"/>		Telephone No.: <input style="width: 100px;" type="text" value="651-266-5571"/>
	Date:	<input style="width: 200px;" type="text" value="Completed on submission to Grants.gov"/>	



St. Paul Police Department/MHRT Milestone		Who is responsible	Numerically listed deliverables	Time Frame			
Strategic Planning/Goal Setting				1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
<b>BJA Technical Assistance</b> Core team attendance in strategic planning session and participation in technical assistance		Law enforcement, mental health, and local government, BJA technical assistance providers/trainers Contracted evaluator	5 people trained, tracked through attendance logs  Indicate and track the # of BJA technical assistance training sessions and calls	X	X		
<b>Core Team Finalized</b> MOU's formalized with partners with the aim to include: <ul style="list-style-type: none"><li>SPPD</li><li>Crisis Team</li><li>MN-NAMI</li><li>Regions/United/Saint Joseph's Hospital</li><li>Ramsey County Attorney Office</li><li>Dispatch Center</li></ul>		Project Coordinator (SPPD sergeant or senior officer)	5-7 MOUs	X			
<b>Goal Identification</b> <ul style="list-style-type: none"><li>Logic Model/Flow Chart Development</li></ul>		Core Team Contracted evaluator	2-4 goal setting meetings hosted		X		
<b>Identify Target Population/needs Assessment:</b> <ul style="list-style-type: none"><li>Identification of types and severity of mental health disorders and substance abuse within the community</li><li>Eligibility criteria defined</li><li>Prioritization for services defined</li></ul>		Core Team	Target population defined, indicating data sources used for analysis		X		
<b>Facilitated Group Discussion</b> <ul style="list-style-type: none"><li>Individuals experiencing mental illness who are engaged with justice system provide feedback and recommendations about project goals and protocols</li></ul>		MN-NAMI Project coordinator	Recommendations identified from consumers		X	X	

St. Paul Police Department/MHRT Milestone			Who is responsible	Numerically listed deliverables	Time Frame			
Planning					1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
<b>Inventory of Services and Programming/Resource Guide</b> <ul style="list-style-type: none"><li>• Compiling existing policies and procedures, assessment tools</li><li>• List of community-based service providers</li></ul>			Project Coordinator	24-36 planning sessions 1 Action Plan Defined				
<b>How to Code Mental Health Calls:</b> Office response model defined with definitions and response instructions for: <ul style="list-style-type: none"><li>• Coding of calls and incident reports</li><li>• Youth mental health</li><li>• Connecting people to services</li><li>• Coding and completing incident reports</li></ul>			Project Coordinator SPPD Team Crisis Team Evaluator SPPD's Research Department	4-6 planning meetings  1 protocol		X	X	
<b>Field Assessments Defined</b> Risk assessment officer protocol will be revised to include co-responder and community referral methods <ul style="list-style-type: none"><li>• Review of State Statute – define behaviors for varied level of interventions creating a tiered system of response</li><li>• Crisis intervention questions defined for officers</li><li>• Types of information to be gathered is defined</li><li>• Vulnerable adult victim response defined</li><li>• Request form for co-responder follow up</li></ul>			City attorney Crisis Team SPPD Dispatch Project Coordinator	4-6 planning meetings  1 field assessment defined		X	X	
<b>Dispatch Protocols</b> Existing policies will be updated with the option of co-responder model referral <ul style="list-style-type: none"><li>• Develop a call screening process identifying calls that require immediate response</li><li>• Referral process delayed response defined for how to respond to call</li></ul>			City Attorney SPPD Team Crisis Team Dispatch Project Coordinator	4-6 planning meetings  1 protocol		X	X	

St. Paul Police Department/MHRT Milestone		Who is responsible	Numerically listed deliverables	Time Frame			
				1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
<b>Develop a Co-responder Model</b> <ul style="list-style-type: none"><li>• Methods used for recruitment/enrollment, and identification of individuals who will receive follow-up visits</li><li>• Define information sharing processes between agencies</li><li>• Define the core components of a plan, including roles and responsibilities for each partner</li><li>• Define when a co-response is needed versus a direct referral for services</li><li>• Define a police safety plan with critical client information<ul style="list-style-type: none"><li>○ Define core components</li><li>○ Review of HIPPA regulations that may limit data sharing</li><li>○ Identify where the plans will be housed and accessed by individual officers</li></ul></li></ul>		Crisis Team SPPD Team Project Coordinator	1 protocol		X	X	
<b>Define Screening and Assessment Process for Follow Up Care</b> <ul style="list-style-type: none"><li>• Immediate threat/bodily harm</li><li>• Criminogenic assessment</li><li>• Mental health assessment</li><li>• Substance abuse screening</li></ul>		Crisis Team Evaluator	1 protocol		X	X	
<b>Budget and Staffing Reallocation Plan Created</b> <ul style="list-style-type: none"><li>• Creation of a staffing study for review and approval by leadership that provides costs analysis for dedicated Mental Health Unit at SPPD and corresponding mental health experts through Crisis Team</li><li>• Creation of a resource development plan that considers grants, state legislative appropriations, and reallocation of existing operating costs</li></ul>		Project Coordinator SPPD Grants Specialists	1 staffing reallocation plan				X

St. Paul Police Department/MHRT Milestone			Who is responsible		Numerically listed deliverables	Timeline			
Specialized Training:						1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>r</sup> Qtr	4 <sup>th</sup> Qtr
<b>Activity: Patrol Officer Training</b> Crisis Intervention Team Training- 40 hours of training x 30 officers x 5 trainings. Example of topics addressed: <ul style="list-style-type: none"><li>• Mental health basics</li><li>• De-escalation and communication</li><li>• Specific Disorders: ex. Co-occurring, Alzheimers,</li><li>• Trauma: combat vets, sexual assault,</li><li>• Role playing</li><li>• Community partner/individual presentations</li></ul>			Pro-Crisis (contractor)	150 patrol officers trained. This will bring the number of patrol officers trained to 100% (augmenting 150 officers trained in 2016)	X	X	X	X	
<b>Activity: Mental Health Liaison Officer Training</b> CIT Coaches training- 16 hours of training x 15 officers <ul style="list-style-type: none"><li>• Review of the CIT model</li><li>• Coach/student relationship</li></ul> Ramsey County mental health professionals providing 8 hours of additional training: <ul style="list-style-type: none"><li>• Engagement techniques, motivating a response to an intervention</li><li>• Types of interventions and treatments</li></ul>			Pro Crisis Ramsey County Crisis Team	15 Mental Health Liaison Officers trained (augmenting 15 officers certified as trainers in 2016)	X	X			
<b>Activity: Mental Health Officer Training</b> 15-30 hours of small group instruction and individual mentoring provided by Ramsey County mental health professionals and Unit Sergeant. <ul style="list-style-type: none"><li>• District assignments and responsibilities</li><li>• Protocol training</li><li>• Building a clinical picture</li><li>• One-on-one coaching and ride alongs</li></ul>			Ramsey County Crisis Team SPPD- Unit Sergeant	3 Mental Health Officers trained	X				

St. Paul Police Department/MHRT Milestone		Who is responsible	Numerically listed deliverables	Timeline			
Evaluation Plan				1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
<b>Data Collection Plan</b>		Contracted evaluator Core team SPPD research and evaluation team	Evaluation schedule and list of tools defined		X		
<ul style="list-style-type: none"> <li>Formalized definitions of key terms</li> <li>Assessment of current data collection process and tools                             <ul style="list-style-type: none"> <li>Tracking periods defined</li> <li>Schedules set for data collection/analysis</li> </ul> </li> </ul>							
<b>Establishment of Performance targets</b>		Contracted evaluator	Measurable goals defined		X	X	
<ul style="list-style-type: none"> <li>Cross referencing of PMT data sets and required performance measures for quarterly reporting to BJA</li> <li>Translation of project goals into measurable data elements</li> </ul>							
<b>Records Management System Updated</b>		SPPD research and evaluation team			X	X	
Creation of required data fields for evaluation plan							
<b>Test Pilot</b>		SPPD research and evaluation team End User Case Team	Analysis reports created indicating data sources used for analysis	X	X	X	X
<p>A small sample of Chronic consumers will be provided home visits one day per week to help define and to improve the model</p> <ul style="list-style-type: none"> <li>Confirm assumptions by developing and testing a data tracking model before use across the entire agency.</li> <li>Assess the impact of the model on Regions Hospital, police department calls, and crisis team response.</li> </ul>							
<b>Dissemination Plan</b>		Contracted evaluator SPPD and project Coordinator Mental Health leadership groups	10 presentations made to affiliated government agencies				X
<ul style="list-style-type: none"> <li>Evaluator creates a report of findings and recommendations</li> <li>MHRT team presents to key agency leadership to build community support for project (contributing to sustainability)</li> </ul>							

**9. Additional Attachments:**

**Letters of Support/Memoranda of Understanding**

March 30, 2017

Maria Fryer  
Justice Systems/Corrections Policy Advisor  
810 Seventh Street NW  
Washington, D.C. 20531

Re: Request for funding through the 2017 Justice and Mental Health Collaboration Program

This letter is intended to express Ramsey County Social Services Department (RCSSD) commitment to working with the Saint Paul Police Department (SPPD) to improve law enforcement responses to individuals experiencing psychiatry crises. RCSSD operates a mobile and site based community crisis services through our Urgent Care for Adult Mental Health, as well as directly providing or contracting for ongoing mental health and substance use disorder services in the St. Paul area.

We are in support of the SPPD's application to the Bureau of Justice Assistance for grant funds. RCSSD will serve as members of the Core Team that will plan and direct the activities as St. Paul works to develop a Mental Health Response Team (MHRT) to serve the City of Saint Paul.

In addition to serving on the MHRT development team, we will continue to partner with the SPPD to provide training on mental health response models for SPPD Police Officers, and respond with SPPD to crisis calls as the need arises.

Sincerely,



Womazetta Jones  
Ramsey County Social Services  
Department Director  
Womazetta.Jones@Co.Ramsey.MN.US  
651-266-4417



March 17, 2017

To Whom It May Concern:

The University of Wisconsin Population Health Institute (UWPHI) is pleased to support the St. Paul Minnesota Police Department's application for Bureau of Justice Assistance "Justice and Mental Health Collaboration Program" funding for the critically-needed strategic planning for enhancement of their law enforcement and mental health collaboration.

If the current application is funded, UWPHI agrees to serve as the local evaluation partner to provide technical assistance. Kit R. Van Stelle will serve as Principal Investigator in providing technical assistance for the project. Over more than two decades, Ms. Van Stelle has collaborated with federal, state, and county agencies and tribal nations to examine a variety of substance abuse prevention, substance abuse treatment, mental health treatment, and behavioral health programs for criminal justice populations. In addition to serving as part of the Wisconsin Treatment Alternatives and Diversion evaluation team for many years, she is currently collaborating on diversion efforts with the Dane County District Attorney's Office, data infrastructure enhancement with the State Public Defender's Office through the "Smart Defense" initiative, serves as part of the Madison Addiction & Recovery Initiative ("Smart Policing"), and provides evaluation support to several WI treatment courts.

The UWPHI regularly collaborates with tribal nations, the WI Department of Health Services, the WI Department of Corrections, the WI Department of Justice, local Wisconsin county agencies, and other national and federal partners to evaluate behavioral health programs, policies, and practices. UWPHI's location within the UW School of Medicine and Public Health allows access to university faculty and staff, libraries, and secure internet and web systems. UWPHI also has a thorough understanding of procedures for the transfer, management, and use of confidential and sensitive data related to addiction, mental health, and legal issues. UWPHI has expertise in collaboratively developing recommendations for system and program improvement, communicating policy and practice recommendations for substance abuse prevention and treatment programs, data collection and management, and data analysis. We look forward to working with the St. Paul Police Department should the proposed project be funded.

Sincerely,

Kit R. Van Stelle  
Distinguished Researcher/Principal Investigator  
UW Population Health Institute  
[Kit.Vanstelle@wisc.edu](mailto:Kit.Vanstelle@wisc.edu)  
608-262-5948







CITY OF SAINT PAUL  
Mayor Christopher B. Coleman

400 City Hall  
15 Kellogg Blvd W  
Saint Paul, MN 55102

Phone: (651) 266-8710  
Fax: (651) 298-5619

March 23, 2017

Maria Fryer  
Justice Systems/Corrections Policy Advisor  
810 7th St NW  
Washington, DC 20531

Dear Ms. Fryer,

I write this letter to express my office's strong support for the Saint Paul Police Department (SPPD) and the Ramsey County Crisis Team's application to the Bureau of Justice Assistance 2016 Justice and Mental Health Collaboration Program.

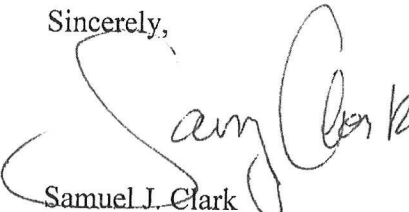
The Saint Paul city attorney's office is the second-largest municipal law office in Minnesota. We provide legal counsel and civil-litigation services to multiple entities including the mayor, city council, and city departments. In addition, we prosecute the criminal violation of city ordinances, state misdemeanor statutes, and state gross-misdemeanor statutes.

Our office works closely with SPPD on multiple issues surrounding arrests and court proceedings involving people with serious and persistent mental-health issues. Likewise, we intend to work closely with the planning team from SPPD and Ramsey County as it develops policies and procedures for a co-responder model.

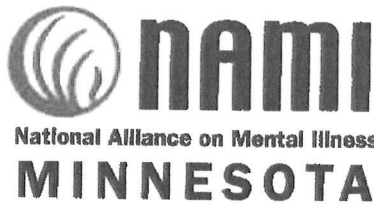
SPPD and the Saint Paul city attorney's office have a history of success working together to develop procedural manuals. For example, we worked together to develop procedures for the nationally recognized Blueprint for Safety, which established system-wide best practices for dealing with domestic abuse. Our aim is to replicate that success through by creating a similar manual that establishes best practices for dealing with mental-health issues.

In sum, I ask you to support our important work of planning and implementing an intercept model within Saint Paul and Ramsey County. Thank you very much for your consideration.

Sincerely,



Samuel J. Clark  
City Attorney



March 26, 2017

Maria Fryer  
Justice Systems/Corrections Policy Advisor  
810 Seventh Street NW  
Washington, D.C. 20531

Dear Ms. Fryer:

On behalf of NAMI Minnesota (National Alliance on Mental Illness), I am writing to support the application from the Saint Paul Police Department and the Ramsey County Crisis Team to the Bureau of Justice Assistance. Their request for funding through the 2016 Justice and Mental Health Collaboration Program is vital to planning a fully defined intercept model in Ramsey County, Minnesota.

NAMI Minnesota is a statewide grassroots organization dedicated to improving the lives of children and adults with mental illnesses and their families through providing education, support and advocacy. NAMI Minnesota vigorously promotes the development of community mental health programs and services, improved access to services, increased opportunity for recovery, reduced discrimination, and increased public understanding of mental illnesses.

Police are often the first to engage with individuals facing a mental health crisis. NAMI believes that in order to decriminalize mental health within the criminal justice system we need to educate law enforcement, increase the use of mobile mental health crisis teams, and increase collaboration between law enforcement and mental health crisis teams. The policies and procedures to be defined by SPPD and Ramsey County Crisis Team will impact the lives of thousands of individuals. Our organization can ensure that people with mental illnesses and their families are provided a voice in the planning process. We have worked closely with both agencies to improve crisis response in Saint Paul and commit to attending planning meetings and participating in review of procedures defined by the working groups of Saint Paul Police Department and the Ramsey County Crisis Team.

Again, I ask that you support the important work of planning and implementing an intercept model within Ramsey County. NAMI believes the application will ensure that people living with a mental illness receive a crisis response that protects their dignity and personal liberties and that aids in their recovery. Thank you for your consideration of this important request.

Sincerely,

A handwritten signature in black ink, appearing to read "Sue Abderholden".

Sue Abderholden, MPH  
Executive Director



800 Transfer Road, Suite 31, St. Paul, MN 55114  
651-645-2948 | 1-888-NAMI-HELPS | [www.namihelps.org](http://www.namihelps.org)





OFFICE OF THE RAMSEY COUNTY ATTORNEY

John J. Choi

March 23, 2017

Maria Fryer  
Justice Systems/Corrections Policy Advisor  
810 Seventh Street NW  
Washington, D.C. 20531

Dear Ms. Fryer:

I am writing in support of the Saint Paul Police Department (SPPD) and the Ramsey County Crisis Team application to the Bureau of Justice Assistance. Our office has been active in local efforts to create a stronger response to individuals with serious and persistent mental illness presenting in the courts and justice system. The SPPD and Ramsey County request for funding to plan and implement a co-responder model is a key component to furthering our regional efforts to create a five step intercept model.

Our office includes a Civil Commitment Unit that works with people experiencing serious and persistent mental illness, the majority of whom reside in Saint Paul. We work to protect people struggling with mental illness, developmental disabilities or chemical dependency from harming themselves or others, while ensuring they receive the treatment they need. We also handle all indeterminate commitments including those who are found to be "Mentally Ill and Dangerous" and "Sexually Dangerous Persons". As a result, we are well aware of the issues the Ramsey County Crisis Team and SPPD patrol officers face as they respond to calls in the community involving mental health issues.

In Ramsey County, we formed a Criminal Justice Coordinating Council (CJCC) to facilitate a collaborative approach to improving our criminal justice system. The CJCC includes membership across courts, jails, police, and county human services. We work collectively to address multiple goals, including enhancing collaboration and communication among justice partners and promoting fairness, equity, and system effectiveness.

As we have collaborated in the past to successfully develop a coordinated, regional response to domestic violence, we are looking forward to participating on the planning team and assisting in reviewing and revising procedures defined by the working groups to ensure a coordinated response.

I strongly urge you to fully fund this request to help us develop an effective intercept model within Saint Paul and Ramsey County. Thank you for your consideration.

Sincerely,

John J. Choi  
Ramsey County Attorney

345 Wabasha Street North, Suite 120 • Saint Paul, Minnesota 55102-1432

TELEPHONE: 651-266-3079 • FAX: 651-266-3015

March 27, 2017

Maria Fryer  
Justice Systems/Corrections Policy Advisor  
810 Seventh Street NW  
Washington, D.C. 20531

Dear Ms. Fryer,

This letter is written to express Ramsey County Emergency Communications Center (RCECC) support for the Saint Paul Police Department (SPPD) and the Ramsey County Crisis Team application to the Bureau of Justice Assistance. RCECC employees work closely with SPPD Patrol Officers and Ramsey County Crisis Team, and I believe their request for funding through the 2016 Justice and Mental Health Collaboration Program will strengthen a coordinated response in our community.

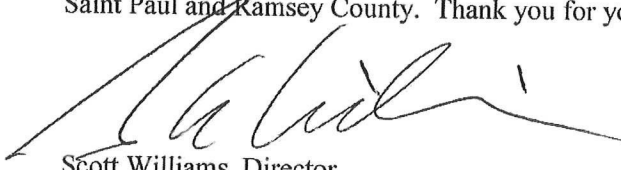
RCECC is the largest dispatch center in Minnesota, processing about one million phone calls each year. RCECC manages and oversees the countywide communications systems, including CAD (computer aided dispatch) and the interoperable 800 MHz radio system.

In late 2015, RCECC worked in close partnership with SPPD and Ramsey County Crisis Team to establish dispatch protocols when taking calls from an individual experiencing a non-life threatening mental health crisis.

The proposal from SPPD and the Ramsey County Crisis Team will only strength this partnership by developing a protocol when we are assisting citizens experiencing a mental health crisis that may also include a threat to life safety. This work will enhance information sharing for calls requiring a law-enforcement response.

RCECC is committed to being a partner in planning meetings, participate in developing procedures to ensure a coordinated response and to ensure outcomes are being evaluated effectively.

Again, I ask that you support the important work of planning and implementing an intercept model within Saint Paul and Ramsey County. Thank you for your consideration of this important request.



Scott Williams, Director  
Ramsey County Emergency Communications

**Scott Williams, Director**  
388 13th Street  
Saint Paul, MN 55101  
Phone: (651) 266-7700  
Fax: (651) 266-7711  
[www.co.ramsey.mn.us](http://www.co.ramsey.mn.us)

March 21, 2017

Maria Fryer  
Justice Systems/Corrections Policy Advisor  
810 Seventh Street NW  
Washington, D.C. 20531

Dear Ms. Fryer,

This letter is written to express Regions Hospital Mental Health Services' support for the Saint Paul Police Department (SPPD) and the Ramsey County Crisis Team application to the Bureau of Justice Assistance. Regions Hospital engages frequently with SPPD Patrol Officers and Ramsey County Crisis Team. I believe their request for funding through the 2016 Justice and Mental Health Collaboration Program will strengthen a coordinated response in our community.

The Emergency Mental Health Crisis Unit is operated by Regions Hospital, and is the primary provider of emergency mental health inpatient services for individuals in Saint Paul and Ramsey County. The unit assesses and intervenes with mentally ill persons in crisis, within a secure facility, and our care model includes extensive staff training on violence de-escalation.

HealthPartners, with Regions Hospital, and the city of Saint Paul, formed the East Metro Roundtable which includes counties, hospitals, health plans, the state of Minnesota, consumers and advocates. The council was developed to address the unmet needs of adults who experience behavioral health crisis. The group aims to prevent avoidable emergency hospitalization by providing adult mental health crisis stabilization services in homes, community settings, or in short-term, supervised, licensed residential programs. Regions Hospital will continue to be an active sponsor of the East Metro Roundtable, utilizing this group to inform the planning of a co-responder model with SPPD and Ramsey County Crisis Team.

Regions Hospital will attend planning meetings and participate in review of procedures defined by the working groups of Saint Paul Police and the Ramsey County Crisis Team. Our participation will ensure a coordinated response. When patients are admitted to a mental health hospital, they are in crisis. We want to help them recover from the trauma they are experiencing assist them in living more fulfilling lives after hospitalization. Regions works extensively to collaborate more effectively with other systems and mental health providers as we coordinate the ongoing care of patients and work as a community to improve our mental health care system.

Again, I ask that you support the important work of planning and implementing an intercept model within Saint Paul and Ramsey County. Thank you for your consideration of this important request.



Wendy Waddell, PhD, RN  
Director, Regions Hospital Mental Health



CITY OF SAINT PAUL

Christopher B. Coleman, Mayor

367 Grove Street  
Saint Paul, Minnesota 55101

Telephone: 651-266-5588  
Facsimile: 651-266-5542

March 30, 2017

Maria Fryer  
Justice Systems/Corrections Policy Advisor  
Bureau of Justice Assistance  
Office of Justice Programs  
810 Seventh Street, NW  
Washington, DC 20531

Dear Ms. Fryer,

As the Chief of Police for the Saint Paul Police Department (SPPD), I am writing to express my commitment to a planning process to develop a co-responder model operating in partnership with Ramsey County Urgent Care for Adult Mental Health Crisis Program (Crisis Team).

SPPD is submitting a request for funding through the BJA FY 2017 Justice and Mental Health Collaboration Program with the aim to create a Mental Health Response Team (MHRT) serving the city of Saint Paul, Minnesota. SPPD request funds through Category 2: Strategic Planning for Law Enforcement and Mental Health. The intended co-responder model will provide a diversion strategy that reduces the cycle of incarceration of individuals with mental illness who come into contact with the criminal justice system.

The grant would provide necessary resources for the MHRT collaborative to conduct an assessment of agency policies and procedures, and define a performance evaluation and data management plan for the co-responder model. If awarded a grant through BJA, SPPD specifically agrees to:

- The assessment and review of data related to calls for service.
- The assessment of written policies and procedures related to police response to individuals with mental illness.
- The assessment of current practices in information systems and communications.
- The review of agency training curricula, delivery, and peer support.

Thank you for your consideration of a request in support of this important project.

Sincerely,

Todd Axtell  
CHIEF OF POLICE

**9.F. ADDITIONAL ATTACHMENTS**  
**RESEARCH AND EVALUATION INDEPENDENCE AND INTEGRITY**

i. The SPPD has selected the University of Wisconsin Population Health Institute (UWPHI) as a partner in this endeavor because of their knowledge and expertise in evaluation of correctional and criminal justice populations, programs, and systems. The UWPHI is one of few organizations in the Midwest included on the George Mason University eConsortium website as an approved partner, is known and respected throughout the justice system in Wisconsin, and will be an asset to the proposed SPPD initiative.

Due to the separation of duties, and separation of subject matter expertise and reporting structures, the SPPD maintains that no institutional conflict of interest exists and that no portion of the evaluation completed by UWPHI staff will be biased.

The UWPHI has contributed to the preparation of this proposal and has reviewed it to identify any research integrity issues. We have concluded that the design, conduct, or reporting of research and evaluation funded by BJA grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of UWPHI staff, consultants, and/or sub-recipients responsible for the research and evaluation or on the part of the applicant organization.

ii. The UWPHI regularly collaborates with state agencies and tribal nations to provide independent, external evaluation of behavioral health programs, policies, and practices. Although some of UWPHI's partners have their own internal research and evaluation staff, many prefer to contract for services due to the objectivity and lack of bias offered by UWPHI. UWPHI does not endorse any single political affiliation and receives funding from a wide variety of federal, state, and local sources. UWPHI's location within the University of Wisconsin School of Medicine and Public Health allows access to university faculty and staff, libraries, and secure Internet and web systems. UWPHI also has a thorough understanding of procedures for the transfer, management, and use of confidential and sensitive data related to addiction, mental health,

and legal issues. UWPHI has expertise in collaboratively developing independent recommendations for system and program improvement, communicating policy and practice recommendations, systematic data collection and management, and unbiased data analysis and interpretation.

Additionally, the UW requires all employees to sign and submit annually an "Outside Activities Report" that is reviewed by the UW Graduate School for any conflict of interest. This document requires all professional staff to report:

1. any compensation received for outside activities related to the UW Graduate School institutional responsibilities,
2. whether they hold a leadership position in any business or organization related to the UW Graduate School institutional responsibilities, or
3. whether they own or control stock in any business or organization related to the UW Graduate School institutional responsibilities.

The SPPD will survey its own staff regarding any personal relationships with UWPHI or its staff and segregate any person with such relationships from participation in the project to ensure objectivity and integrity.