



Judicial Commission on Mental Health Grant Guidelines and Instructions

These grant guidelines and instructions provide further explanation for the JCMH Grant Application available [here](#) or online at TexasJCMH.gov.

Funding Source

The Judicial Commission on Mental Health (JCMH) was established by joint order of the Supreme Court of Texas and the Texas Court of Criminal Appeals to develop, implement, and coordinate policy initiatives designed to improve the courts' interaction with—and the administration of justice for—children, adults, and families with mental health needs or intellectual and developmental disabilities (IDD). The JCMH is funded by the 86th Texas Legislature Regular Session H.B.1 (“General Appropriations Act”), Supreme Court of Texas, Strategy B.1.2 (“Court Improvement Projects”).

Grant Purpose

The JCMH seeks to support courts as they strive to stay open during the pandemic. These unprecedented times emphasize the need to equip those in the mental health arena with proper equipment to support their communities in a safe, efficient manner while continuing to maintain quality. As we adapt our work, we understand the important role of technology in serving our communities. The JCMH is offering \$5,000 technology grants to courts in need of equipment to continue or improve operations and services.

Allowable expenses for these funds include:

- Laptop Computers
- Tablets
- Webcams
- Video Communication Services/Subscriptions

Grant Eligibility

Texas mental health courts, courts with a mental health docket, or courts engaged in collaborative partnerships with local mental health stakeholders in their community. This

includes both civil and criminal courts. Preference will be given to courts in counties with a population of 500,000 or fewer.

Grant Application Submission Period

Application Period Open: June 26, 2020

Application Period Close: July 10, 2020

Grant Cycle

Court Technology Grants are awarded from the date of funding through August 30th.

Required Grant Activity Goals

All activities must demonstrably promote **Court Improvement** described in more detail below.

1. Court Improvement

Activities in this category work toward better outcomes for individuals with mental health challenges or IDD by increasing or improving the following:

- technology to efficiently manage dockets and to track and analyze cases and caseloads

Grantee Review, Selection, & Notification

- 1. Available Funds:** The JCMH has allocated \$65,000 for the Court Technology Grant. Only one application per court will be considered. The maximum award amount per court is \$5,000.
- 2. Review Criteria:** At the conclusion of the application period, the JCMH staff will review each grant for applicant eligibility, need, and impact. The JCMH staff will draft recommendations based on the criteria above.
- 3. Past Performance:** The JCMH staff will review grantees' performance, implementation, and evaluation of past grants (if applicable).
- 4. Final Selection:** Grant applications, past performance reports (if available), and JCMH staff recommendations will be presented for vote to the JCMH executive committee. The JCMH staff may recommend to the JCMH that a program not be funded.
- 5. Notification:** Award statements will be sent on Friday, July 24, 2020

General Grant Rules

- 1. Compliance With Laws:** The applicant shall comply with all federal, state, and local laws, statutes, codes, ordinances, rules, and regulations, and the orders and decrees of any court or administrative bodies or tribunals in any matter affecting the

performance of this program, including, without limitation, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, nondiscrimination laws and regulations, and licensing laws and regulations. Applicant shall adhere to the applicable Uniform Grant Management Standards (UGMS) for state agencies which are linked here: <https://comptroller.texas.gov/purchasing/grant-management/> and are incorporated herein by reference. When required, the applicant shall furnish JCMH with satisfactory proof of its compliance.

2. **Single Contract:** A partnership, multi-county region, or other conglomerate entity requesting funds must appoint one entity to be the administrator. If selected, the JCMH will only contract with one entity for the program. Only one county or agency may be designated as the administrative county in partnerships or regions.
3. **Disclosure:** Applicants must disclose if any members of the Supreme Court of Texas, Texas Court of Criminal Appeals, JCMH, a JCMH Committee, or JCMH Collaborative Council serve on the applicant's governing or advisory board, or if such a member has been retained by the applicant for a profit—a fee which exceeds the actual expenses to participate in funded activities.
4. **Grant Officials:** Each grant must have the following designated to serve as grant officials:
 - **Financial officer.** This person must be a fiscal officer of a governmental, educational institution, or non-profit organization such as an accountant, bookkeeper, director, county auditor, or county treasurer.
 - **Authorized official.** This person must be authorized to apply for, accept, decline, modify, or cancel the grant for the applicant. A judge or a designee authorized by the governing body in its resolution may serve as the authorized official.
 - i. Note: The financial officer may not serve as the authorized official.
5. **Maintain Official Contact Information:** Applicants must advise the JCMH of changes in the authorized official, program director, or financial officer. This information will be used to provide notices for grant information. The JCMH will use e-mail whenever possible to notify grant recipients of required reports and funding opportunities.
6. **Equipment and Software Maintenance:** All equipment and software purchased with grant funds shall include at least three (3) years and no more than five (5) years of maintenance to ensure the equipment and software will operate as intended during and beyond the grant period. Computer equipment and software maintenance for the purpose of this grant is defined as performing regular updates to operating system, software, and security programs.
7. **Inventory:** Property records must be maintained by applicants for any equipment and capital expenses incurred consistent with the applicants' written property control policy and procedures. In the event an applicant does not have such property control

measures then the equipment must be maintained in such a way to protect the asset from damage or loss in accordance with [Uniform Grant Management Standards \(UGMS\)](#). If the JCMH is discontinued prior to the expiration of the useful life then the applicant may continue to use the property to support similar programs or notify the JCMH to discuss procedures for return or transfer of the property. Grantees may choose useful life attribution for inventory items in accordance with UGMS.

8. **Records Retention:** Grant recipients must maintain records related to the funded activity for at least *three years after the end of the grant period*. Records may be stored electronically.
9. **Monitoring and Auditing:** Records must be made available to the JCMH or its designees upon request. JCMH staff or their designees must have access to funded events or be allowed to conduct on-site inspections.
10. **Professional and Contractual Services:** Any contract or agreement entered into by a grantee that obligates grant funds must be in writing and consistent with Texas contract law. Grantees must establish a contract administration system to regularly and consistently ensure that contract deliverables are being provided as specified in the contracts. A grantee's failure to monitor its contracts may result in disallowed costs.
11. **Grant Management Standards:** All programs and funds awarded by the JCMH shall be managed in accordance with the Texas Uniform Grant Management Standards (UGMS), which can be linked to here: www.governor.state.tx.us/files/state-grants/UGMSo62004.doc.

Financial Provisions

1. **Funds Availability:** All commitments are subject to availability of funds.
2. **Fund Use:** Funds must be used to pay for the direct and/or administrative costs of providing court improvement projects consistent with the JCMH strategic plan.
3. **Budget (Narrative required):** Applicants will complete the budget form. Budget narrative must clearly state the costs of executing the program. Budget categories are Travel, Equipment, Supplies, Contractual, and Other.
 - Include all costs necessary to implement the proposed activity.
 - The narrative must justify all budgeted expenses.
 - The narrative must correspond to the activities' sections.
 - Identify in the narrative the start-up costs or non-reoccurring.
4. **Timeframe for Expenses:** Expenses must be incurred by the end of the grant period, August 30th.
5. **Program Related Costs for These Grants:** Only costs directly related to the project are allowable. See the Texas Uniform Grant Management Standards (UGMS), which can be linked to here: www.governor.state.tx.us/files/state-grants/UGMSo62004.doc.

6. **Unallowable Costs:** Specifically, in accordance with the UGMS and/or the grant rules the following conditions apply to these grant funds:
 - General government costs are unallowable;
 - Costs of law enforcement, prosecution, and incarceration are unallowable; and
 - Replacing existing funding with grant funds is unallowable;
 - (Note: See Texas Uniform Grant Management Standards (UGMS), which can be linked to here: www.governor.state.tx.us/files/state-grants/UGMSo62004.doc.)
7. **Reallocation of Funds:** The JCMH permits up to 10% of funds to be reallocated within budget line-item categories without prior approval however, all reallocations must be approved by the JCMH Grants Administrator. Please send all reallocation requests via email to the Grants Administrator at Patrick.Passmore@txcourts.gov for review and approval.
8. **Unobligated Balances:** At the end of a budget period any unspent funds will be returned to the JCMH. Fund carryover and no-cost extensions must be approved by the JCMH Grant Administrator in writing prior to the end of a budget period.
9. **Supplanting Prohibited:** Applicants may not reduce the amount of funds provided for courts because of funds provided by this grant. Supplanting is defined as the withdrawal of local, private, or other public funds for services that were available during previous years of funding for the same program purpose in the same manner.
10. **Use of Program Income:** Applicants may use funds received through program income to fulfill the matching funds requirement, if applicable.
11. **Awards:** Publishing these guidelines and instructions do not obligate the JCMH to fund any programs.
12. **Partial Funding:** The JCMH may recommend funding for all or any portion of a program submitted in the application.
13. **Substitution:** The JCMH may recommend alternative funding sources, special conditions, or alternative program elements in response to submitted applications.
14. **Reporting Requirements:** Grantees may be required to submit two reports during the grant period: an interim and a final program progress report.
 - The **final progress** report is due at the completion of the grant period. The deadline is prescribed in the Notice of Award under “Reporting Requirements.” The JCMH will provide a template for both reports on its website at <http://texasjcmh.gov>. The JCMH may also require that each grant recipient provide a copy of any independent or required audit completed by a grantee to help ensure adequate accountability of organizations expending JCMH funds. A copy of the audit must be submitted to the JCMH Grant Administrator within 30 days after completion of the audit. Grantees should take note that failure to submit reports within the recommended timeframe may result in

delay in final payments and hold on future funding. *The JCMH reserves the right to require additional reports or submission of backup for auditing purposes at any time during the grant year.*

15. **Future Funding on Continued Projects:** The JCMH reserves the right to recommend funding for the current grant year only. Future funding will be based on the applicant submitting a new application to continue funding in subsequent years, submission of progress reports, a demonstration of successful progress made in implementing the program evidenced by a formal evaluation, and future availability of funds.