



Judicial Commission on Mental Health Grant Guidelines and Instructions

These grant guidelines and instructions provide further explanation for the JCMH Grant Application is available online at [TexasJCMH.gov](https://www.texasjcmh.gov).

Grant Purpose

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 85th Texas Legislature Regular Session H.B.1 (“General Appropriations Act”), Supreme Court of Texas, Strategy B.1.2 (“Court Improvement Projects”).

Grant Eligibility

Courts, state agencies, non-profit organizations, and local governments are eligible to apply.

Grant Cycle

The grant cycle is from September 1 to August 30 of any given year. New project grants are awarded from the date of funding through August 30th.

Required Grant Activity Goals

All activities must demonstrably promote one or both of the strategic categories—**Court Improvement and/or Capacity Building**—described in more detail below. Some activities may fit in more than one category.

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
- understanding or implementation of Sequential Intercept Mapping
- incorporation of evidence-based practices into court and legal representation practices
- judicial leadership

2. Capacity Building

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

- judicial or attorney knowledge and expertise
- cross-training with multidisciplinary stakeholders
- data collection or development of data collection infrastructure
- methods for data sharing among the courts, state and local mental health providers, attorneys, and mental health advocates

Additionally, grant recipients must incorporate continuous quality improvement methods (CQI) into all grant-funded activities. CQI is a process that seeks to establish whether activities undertaken to achieve particular goals produce the desired outcomes, and whether data support the outcomes. Another important part of CQI is sharing with others any resulting data and analysis and continually soliciting feedback. This assists the JCMH in moving forward to another stage of the project in a cyclical process of gathering data, evaluating it, and trying new strategies. The CQI process can also reveal whether projects, as designed, will not produce desired outcomes.

Required Grant Activity Components

As part of the CQI process, all grant recipients are required to identify each of the following for each project:

1. **Outcome:** What goal or goals do you seek to accomplish? Project goals should align with one or more of the strategic category activities listed above.
2. **Activity:** Please list all activities that you will undertake or perform in an attempt to fulfill the identified goal(s).
3. **Output(s):** What changes do you expect to occur as a result of the activity/activities?
4. **Data Collection:** Will you be able to collect any data as part of the project? If so, please describe what data will be collected, how it will be used or analyzed, and what you expect to learn from your analysis.
5. **Evaluation:** Please indicate how you might use the results to improve or modify the project.

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. **Ongoing and Meaningful Collaboration:** All JCMH-funded programs must include a process for ongoing and meaningful collaboration with the JCMH and other stakeholders who impact the administration of justice in relation to Texas' mental health system. Applicants must avoid any risk of *ex parte* communications on particular matters before a court in implementing this requirement.
3. **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.
4. **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.
5. **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.
6. **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.

7. **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.
8. **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.
9. **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.
10. **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.
11. **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.
12. **Curriculum Approval:** Training events funded with JCMH grants must be developed in consultation with the JCMH staff and approved in advance of the event.
13. **Grant Status:** Continued programs must be current on reporting and program requirements as of the grant review period. Grantee reports will be submitted to the Grants and Reporting Committee who is responsible for making recommendations to the JCMH. Failure to timely report on grant activities and progress could result in the withholding of reimbursement or discontinuation of the program.
14. **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.
15. **Collaboration:** Identify the persons or groups with whom you will collaborate as part of your project. Collaboration with partners may be informal or formalized with, for example, a memorandum of understanding.

Review & Selection

1. **Review Criteria:** The JCMH staff will review each grant in relation to the JCMH strategic plan.
2. **Past Performance:** The JCMH staff will review grantees' performance, implementation, and evaluation of past grants (if applicable).
3. **Final Selection:** Grant applications, past performance reports (if available), and JCMH staff recommendations will be presented for vote to either the full Commission at the next JCMH meeting or to the JCMH executive committee. The JCMH staff may recommend to the JCMH that a program not be funded.

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.
 - If applicable, the **interim progress** report is due at the midpoint interval of the grant period. The deadline is prescribed in the Notice of Award under “Reporting Requirements.”
 - 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.