**2019**

**RESIDENTIAL SUBSTANCE ABUSE TREATMENT**

**FOR STATE PRISONERS**

**GRANT APPLICATION**

**FUNDS AVAILABLE**

**$454,467**

**Funds available for local correctional facilities are restricted to 10% of the total allocation ($45,447)**

**2 Year FUNDING PERIOD**

**January 1, 2021 – December 31, 2022**

**APPLICATIONS ARE DUE BY:**

**3:00 P.M. November 30, 2020**

**SUBMIT ELECTRONIC COPY WITH SIGNATURES IN BLUE**

**TO:**

**kristy.wilson@state.co.us**

PLEASE NOTE

**ANY OMISSION OF REQUIRED INFORMATION MAY RESULT IN THE APPLICATION BEING REJECTED AND NOT CONSIDERED FOR FUNDING BY THE SELECTION COMMITTEE. PLEASE BE SURE YOUR APPLICATION IS COMPLETE!**

**APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED FOR FUNDING.**

These grant funds are made available through the**:**

U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Assistance

The 2019 RSAT Application is located at the end of the document. Please complete while following the instructions located at the beginning of the document.

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**Announcement and Instructions**

**Eligibility**

\*All proposed projects must comply with the following to be considered for RSAT funding\*

**Long-term programs:**

1. Offenders shall have 6 to 12 months left in their term of confinement so they can be released upon completion of the program (long-term residential programs)
2. Treatment must be provided in a residential treatment facility set apart from the general correctional population (long-term programs) or every effort must be made to provide a set apart unit (jail-based programs). Offender supervision and security must be a priority.
3. Focus treatment programming on substance abuse problems of the inmate, including specific treatment methodologies to address opioid abuse reduction.
4. Develop the inmate’s cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
5. Ability to comply with state standards, regulations and policies concerning residential correctional facilities, including drug/alcohol testing of offenders, etc.
6. Offenders shall have a standardized assessment rating of Level 4c or 4d.
7. Provide for continuation or aftercare services once the offender transitions to the community. Up to 10% of the total grant funds or match funds may be used to provide these services. A specific plan for use of these funds must be included in the grant application.

**Short-term programs:**

1. Last between 3 and 6 months. Each offender must participate in the program for not less that 3 or more than 6 months, unless he or she drops out or is terminated.
2. Make every effort to set apart the treatment population from the general correctional population. Set apart means a totally separate facility or dedicated housing unit within a facility exclusively for use by program participants.
3. Focus on the substance abuse problems of the offender.
4. Develop the offender’s cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
5. Implement or continue to require urinalysis and/or other proven reliable forms of drug and alcohol testing for those participating in the program and post-program while they remain in the custody of the state or local government.
6. Admit offenders assessing at Treatment Level 4c (intensive residential) using the standardized offender assessments or equivalent for juveniles.
7. Provide for aftercare treatment services to offenders who are transitioned into the community from an RSAT-funded project. Up to 10% of the grant funds and match appropriated to the grant may be used for the provision of non-residential treatment after release. However, a specific plan for use of these funds must be included with the grant.

***Aftercare*** services must involve coordination between the correctional treatment program and other human services and rehabilitation programs, such as job training and education, parole supervision, halfway houses, self-help, and peer group programs that may aid in rehabilitation. Services may be provided for a period not to exceed one year following release.

**Definitions**

**SIGNATURE AUTHORITY**: This is the individual authorized to enter into binding commitments on behalf of the applicant agency (Item #2). For local units of government, this will normally be a city manager, mayor, district attorney, and/or county commissioner. At the state level, this individual will be a department or division head. **This must be an individual other than the project director or financial officer.**

**PROJECT DIRECTOR**: The project director is the individual who will be in direct charge of the project and should be within the organizational structure of the applicant agency. This should be a person who combines knowledge and experience in the project area with ability in administration and supervision of personnel and will be expected to devote a major portion of his/her time to the project. This person will be required to sign all quarterly reports, cash requests, and other grant forms. **This must be an individual other than the authorized official or financial officer.**

**FINANCIAL OFFICER**: The financial officer is the person who will be responsible for fiscal matters relating to the project and in ultimate charge of accounting, management of funds, verification of expenditures, and grant financial reports. **This must be an individual other than the project director or authorized official.**

**Data Collection Requirements**

1. The minimum data required to be collected during the course of the grant are contained in DCJ quarterly and final reporting forms, and the federal Performance Measurement Tool. **It is important to note that your agency will be required to collect and report these data as a condition of receiving federal funding.** This material is submitted to the federal government and will be used to demonstrate accountability and provide support for the continuation of the RSAT project at the federal level. State and federal confidentiality laws apply to all data collected. RSAT data will be submitted on-line through the BJA Performance Measurement Tool.

All RSAT projects must collect the following data to meet the Performance Measures as required:

1. **Jail-based/Residential Performance Measures**

* Does your RSAT program use evidence based treatment services? Evidence-based programs and practices are those demonstrated by the research literature to be effective at reducing substance abuse among court-involved individuals (e.g., see SAMHSA link at <http://www.samhsa.gov/ebpwebguide>).

Yes

No

If yes, please describe the evidence-based treatment services.

* Number of treatment staff who work directly with participants in the RSAT program.
* Amount of BJA funds expended or obligated in your RSAT program during each reporting period.
* Number of **treatment staff** members who were cross trained in the jail/prison-based portion of the RSAT program.
* Number of **custody staff** members who were cross trained in the jail/prison-based portion of the RSAT program.
* Number of participants who were administered a risk and need assessment.
* Identify the risk assessments instruments used to assess risk/needs.
* Number of participants who were identified as having high criminogenic risks, such as significant substance abuse treatment needs.
* Number of participants with an individualized treatment plan.
* Number of RSAT-funded offenders enrolled as of the last day of the reporting period.
* Number of NEW RSAT-funded offenders admitted during the reporting period.
* Number of RSAT-funded offenders provided services during the reporting period.

Substance abuse and treatment services

Cognitive and behavioral services (that address criminal thinking and antisocial behavior)

Employment services

Housing services

Mental Health services

Other services (explain Other services)

* Number of offenders receiving transitional planning services
* Number of offenders to successfully complete the residential program during the reporting period.

Of those successfully completed participants, number who were released to the community during the reporting period.

Of those released to the community, number who were under correctional supervision.

Of those successful completers released to the community, number with a confirmed continuity of care arrangement or reentry or transitional plan.

* Number of individuals who did not complete the residential program during the reporting period (by category):

Termination for new charge

Release or transfer to another correctional facility

Death or serious illness

Voluntary drop out

Failure to meet program requirements

Violation of institutional rules

Other reasons (specify other reason)

* Length of stay for successful completers

0-3 months

4-6 months

7-9 months

10 months or more

* Length of stay for unsuccessful completers

0-3 months

4-6 months

7-9 months

10 months or more

* Number of participants who were administered a drug test before admission into the RSAT program.
* Total number of participants tested for alcohol or illegal substances during the reporting period.
* Number of participants who tested positive for the presence of alcohol or illegal substances during the reporting period.
* Number of participants who were administered a drug test within 30 days after successfully completing your residential drug treatment program. Of that number, how many tested positive for alcohol or illegal substances.

**Aftercare Performance Measures**

* Number of participants who were administered a risk and need assessment.
* Name the risk assessment instruments used to assess risk/need.
* Number of participants who were identified as having high criminogenic risks, such as significant substance abuse treatment needs.
* Number of participants with an individualized treatment plan.
* Number of aftercare offenders who are enrolled in the RSAT program as of the last day of the reporting period.

Of those enrolled, number of new RSAT-funded offenders admitted during the reporting period.

Of those newly admitted, number with a continuity of care arrangements.

* Number of aftercare participants provided services during the reporting period through the following treatment components.

Substance abuse and treatment services

Cognitive and behavioral services (addressing criminal thinking and antisocial behavior)

Employment services

Housing services

Mental Health services

Other services (explain Other services)

* Number of offenders to successfully complete all requirements of your RSAT program during the reporting period.
* Number of individuals who **did not complete** the residential program during the reporting period (by category):

Failure to meet program requirements

Court or criminal involvement

Voluntary drop out

Absconding

Relocating or case transfer

Death or serious illness

Other reasons (specify other reason)

* Length of stay for successful completers

0-3 months

4-6 months

7-9 months

10 months or more

* Length of stay for unsuccessful completers

0-3 months

4-6 months

7-9 months

10 months or more

* Number of participants who were administered a drug test before admission the aftercare program.
* Total number of participants tested for alcohol or illegal substances during the reporting period.
* Number of participants who tested positive for the presence of alcohol or illegal substances during the reporting period.
* Number of participants who were administered a drug test within 30 days after successfully completing the aftercare program.

**Court and criminal involvement**

* Number of participants who are still receiving aftercare services.
* Number of participants that have successfully completed aftercare services.
* Number of participants that did not complete aftercare services.
* Number of participants who are still participating in the program:

Arrested for a new charge.

Conviction for a new charge.

Revocation of terms of supervised release.

Reincarceration based on a new sentence.

* Number of Ex-participants who successfully completed the program

Arrested for a new charge.

Conviction for a new charge.

Revocation of terms of supervised release.

Reincarceration based on a new sentence.

* Number of Ex-participants who unsuccessfully exit the program

Arrested for a new charge.

Conviction for a new charge.

Revocation of terms of supervised release.

Reincarceration based on a new sentence.

* How was the information obtained for those ex-offenders who were arrested on a new charge (multiple choice)
* How was the information obtained for those ex-offenders who were convicted of a new crime (multiple choice)
* How was the information obtained for those ex-offenders who had a revocation of the terms of supervised release (multiple choice)
* How was the information obtained for those ex-offenders who were reincarcerated based on a new sentence (multiple choice)

**Narrative Data (Required of both Residential and Aftercare Programs)**

1. What were your accomplishments within this reporting period?
2. What goals were accomplished, as they relate to your grant application?
3. What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?
4. Is there any assistance that BJA can provide to address any problems/barriers identified in question #3 above?
5. Are you on track to fiscally and programmatically complete your program as outlined in your grant application? (Please answer YES or NO and if no, please explain.)
6. What major activities are planned for the next 6 months?
7. Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with BJA?

**Project Effectiveness and Project Efficiency Requirements**

There are two types of performance or evaluation measures:

1. **Efficiency measures:**

These are measures that determine how well the project operated. They are sometimes called process measures. They are intended to answer the question: "Did the project do what it said it would do in the time allotted?" An example of an efficiency measure is the cost\benefit ratio.

**Effectiveness measures:**

These are measures that determine the impact of the project on the problem identified in the problem statement. Effectiveness measures are also referred to as outcome measures. They are intended to answer the question: "Did the project make any difference in solving the problem?" Effectiveness measures require some analysis of the data collected.

**Instructions for Form A-1 (Applicant Information)**

Use this information when completing Form A-1 (Applicant Information).

1. **PROJECT TITLE:** Enter a brief descriptive title of the project.
2. **APPLICANT AGENCY:** This is the legal entity that will receive the legal binding grant agreement, if awarded. This entity must have the legal authority to enter into and sign a legal binding document on behalf of the entity. It is normally the implementing agency for the project, and cannot be a subcontracting agency.

* **Address, City, Zip:** The physical address of the Applicant Agency.
* **Federal Employer ID Number:** This is a nine-digit number used by the finance department to report to the IRS; this is not the agency’s federal tax exempt number.
* **DUNS#:** Dun & Bradstreet Data Universal Numbering System (DUNS) number which is a unique number that identifies an organization and helps track the distribution of grant money. These are required as part of the implementation of the Federal Funding Accountability and Transparency Act of 2006 (Transparency Act) that went into effect January 1, 2009.
* **Level of Government of Applicant Agency:** Only governmental entities are eligible to apply. Select the level that corresponds to Applicant Agency.

1. **PROJECT DURATION DATES**: All applications should indicate a project duration of January 1, 2021 to December 31, 2022.
2. AMOUNT OF RSAT FUNDS REQUESTED:

* Enter the Total Project Costs. This amount includes match.
* Enter the percentage of the Total Project Costs being requested in RSAT funds.
* Enter the Total Amount of RSAT funds Requested (this will be portion of the Total Project Costs).

1. **IMPLEMENTING AGENCY:** This is the agency that is responsible for the actual implementation of the project, and may be the same as the applicant agency or a component of it. For example, the applicant agency is the county, but the sheriff’s office is the implementing agency. If same as the Applicant Agency in #2, indicate S/A.
2. **PROJECT DIRECTOR:** See “Definitions” above.
3. **SERVICE AREA:** Indicate the areas to be served by this project.
4. AGE OF TARGET POPULATION: Check all that apply.
5. **NUMBER OF BEDS FOR PROJECT**: Please specify the number of beds ADDED and/or ENHANCED with RSAT funds.

**Instructions for Project Summary**

1. **PROJECT SUMMARY**: The project summary as well as the detailed project budget and narrative may be the only sections reviewed by the Selection Committee. Be certain that you have adequately described the project on the allotted pages. The full application will be reviewed by DCJ staff and will be available for Selection Committee review. Answer the following on plain white paper.

Provide a brief project description, not to exceed two pages, which is an edited version or synopsis of your Project Plan (Items 18-26). It is recommended that you complete sections 18-26 before completing section 10. **This summary must include the following**:

1. Problem Statement. An overview of the problem that this project will address. Include a description of the "need" in terms of the extent and severity of crime and violence as reflected in crime statistics and other data.
2. A brief listing of your goals and measurable objectives.
3. Project description and critical elements: Summarize. This section must explicitly state what activity(ies) is intended to be conducted under the project, and what is necessary to implement the project. It must be stated in a manner that is clear and concise, so that the reader will immediately have a mental picture of the project activities.
4. Evaluation Plan: Summarize.
5. A concise explanation of anticipated results.

F) Projects that provide services are required to complete this section. All projects must provide a brief description of how cultural diversity has been incorporated as an integral part of this project (i.e., training that has been received). Identify the cultural diversity training that will be provided during the year, including who will provide and receive it, when it will occur, and the duration of the training.

**Instructions for Form A-2 (Project Overview)**

**Questions 11a, 11b, and 11c.** The descriptions of the target population and program requirements for RSAT funding around on page 3 of this announcement. Complete the questions as described on Form A-2 (Project Overview)

**Instructions for Form B-1 (Budget and Budget Summary)**

**Budget Line Items (Item 12):** The budget summary, Form B-1, must be completed entirely and be accompanied by a budget narrative (Item #13) which provides justification for the budget items and details the basis for determining the cost of each item. You may add lines to the table as necessary.

1. The budget must cover the entire project duration as listed in Item #3.
2. Work with **WHOLE DOLLAR AMOUNTS ONLY** - When necessary, round to the next highest whole dollar.
3. Enter the TOTAL of each budget category in the black-outlined box under the Total column. If match is being provided in that category, specify the portion that will be federal funds (RSAT funds) and the portion that will be match, in the boxes to the left. DO YOUR NUMBERS ADD UP?
4. It is not required that there be match in every budget category. Total match must equal (or exceed) 25% of the total project budget. **Please remember that if a cost is not allowable with federal funds, it is not allowable with match.**
5. The budget must only include the federal RSAT funds being requested and the non-federal cash or in-kind match funds being committed to this project. Additional federal and non-cash match funds should be included on Form B-2.
6. The budget is broken into five Budget Categories: A. Personnel, B. Supplies and Operating, C. Travel, D. Equipment, E. Consultants/Contacts, and F. Indirect.

**Text -Budget Narrative (Item 13):** The applicant must provide a justification and explanation of the budget items listed in Item 12. The budget narrative must explain the basis for prorating where applicable. Limit: space provided.

1. The budget narrative must describe the criteria used to compute budget figures. All budget figures should be justified and explained in a clear, understandable manner. The budget narrative should show the relationship between budget figures and proposed project operations.
2. **Personnel**

**12A. PERSONNEL**: List each position by title and name of employee, if available (undercover personnel need not be listed by name); if two individuals have the same title, list it twice. Questions regarding the difference between a contract employee and a regular employee may be directed to the Internal Revenue Service.

Show the annual, full-time, salary or base pay for the position in column (1) and the dollar amount of fringe benefits for that salary in column (2). In column (3) enter the subtotal of base salary and fringe benefits for this full-time position. In column (4) enter the percentage of time to be devoted to the project by the listed position or employee. Then multiply column (3) by column (4) and enter the result in the Total column.

1. Budgets should take into account scheduled pay increases, time needed to acquire new staff and changing demands for personnel during the course of the project.

**13A. PERSONNEL Budget Narrative**: Explain how the salary and fringe benefit rates for each position were determined. An explanation and justification is required if the budget is not for an entry-level position(s). Provide documentation to show that the proposed salary is one that is paid for equivalent positions and employee qualifications in your area. Include the qualifications required for each position and a specific job description as an appendix at the end of the application. If salaries are expected to increase during the project year, indicate the percentage increases for each position, the months covered by the increases, and justify them. Be sure that scheduled salary increases have been included on the Budget Summary Form B-1, Item 12. ***NOTE*: Contract employees or independent contractors should be shown under Consultant/Professional Services, not Personnel.**

**Supplies and Operating**

**12B. SUPPLIES AND OPERATING**: List expendable or non-durable items within this category by major type [e.g., office supplies, software (regardless of cost), training materials, research forms, telephone, tuition, postage, etc.,] and show the basis for computation: "X" dollars per month for office supplies, "Y" dollars per person for training tuition, telephone‑base charge plus long distance at "Z" dollars per month

1. Out-of-state training costs must be justified in terms of availability of comparable training in-state.
2. Large items should be listed and identified (e.g., unusual supply items, software, special printing, etc.)

**13B. SUPPLIES AND OPERATING Budget Narrative**: Explain how the costs were determined and justify the need for the various line items. Items with a unit cost less than $1,000 are considered supplies and should be listed in this category. Items costing $5,000 or more should be listed under Equipment (see D below). If software is being purchased, regardless of the price, it belongs in the Supplies and Operating category. If custom development of software is contracted out, it is subject to prior approval by DCJ and should be shown as a contract in E below. All purchases should be made through competitive bid, state or local award, or established purchasing procedures.

**Travel**

**12C. TRAVEL**: Itemize travel expenses of project personnel by purpose (e.g., to attend training sessions, to transport clients, etc.) and show basis for computation. Show airfare, ground transportation, automobile, lodging and meals individually. Indicate if the travel is in‑state or out‑of‑state.

1. Out-of-state travel must be justified.
2. Where a jurisdiction has an established travel policy, those rates may be used. Otherwise, state travel rates are the maximum allowed. State travel allowable rates are the following:

1) Mileage: $0.48 per mile for use of personal vehicle.

2) Lodging: In‑state is actual cost of reasonable accommodations. However, lodging costs in excess of $95.00 must have prior approval of the Project Director. Out‑of‑state costs should be government rates, and reasonable.

3) Meals: Daily costs must be in accordance with government rates and reasonable.

*NOTE*: Tuition and registration fees (even if they include lodging and/or subsistence), and vehicle gas and maintenance on project‑ or government‑owned vehicles are operating expenses not travel. These types of costs should be shown in the Supplies and Operating category.

**13C. TRAVEL Budget Narrative**: Explain the relationship of each cost item to the project, (e.g., if training or conference travel expenses are requested, explain the topic of the conference and its relationship to the project). Out-of-state travel is discouraged and must be thoroughly justified.

**Equipment**

**12D. EQUIPMENT**: List separately each item to be purchased by unit cost. This category should include all items with a unit cost of $5,000 or more and having a useful life of more than one year. Items not meeting the criteria should be included in the Supplies and Operating category.

**13D. EQUIPMENT Budget Narrative**: Equipment is defined as items that have a unit cost of $5,000 or more (except software) and a useful life of over one year. Explain why the proposed equipment is essential to conducting the project and is not currently available for use of the project within your agency or organization. DCJ must provide prior written approval for the actual purchase of all equipment, separate from approval to fund the project. All equipment must be purchased through competitive bid,

state or local award, or established purchasing procedures.

**Consultants/Contracts**

**12E. CONSULTANTS/CONTRACTS**: List each consultant, contractor, or type of service with proposed fee (by eight-hour day or hourly rate).

Rates (stipends are not an allowable expense) for individual professional services must be based on an hourly rate (including preparation and travel time), and must have explicit, **separate** prior approval from DCJ. It will require a justification to establish a "usual" or "going rate" for similar services. Some consultants provide services at a flat rate rather than by an hourly rate. If that is the case, identify the service to be provided, including all covered expenses such as travel, and the rate for each "unit" of service. There are other federal regulations that pertain to some professional services/consultant rates. Contact DCJ for details if you have questions.

**13E. CONSULTANTS/CONTRACTS Budget Narrative**: Explain why proposed consultant services cannot or should not be provided by project staff. Explain how the hourly rate or flat rate was determined. For each consulting organization, indicate the number of people to be assigned to the project, number of hours per person per day to be spent on the project, and a breakdown of the contract price by major cost item. Professional services should be procured competitively. **Sole source contracts** must be justified and are always subject to prior written approval from DCJ, separate from approval to fund the project. Consultants must be able to sign the Certification of Debarment, OJP Form 4061/1 (see page 7, section 5 of Part II of this application for details).

**Indirect Costs**

**12F. INDIRECT COSTS:** Costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries.

If applicant meets any of the two requirements below, they are eligible to request indirect costs at the approved rate.

1. Already have a Federally Negotiated Indirect Cost Rate Agreement?
2. De Minimis

If the applicant has never received a federal negotiated indirect cost rate, and is not required to have a federal negotiated indirect cost rate, they are eligible to request the "de minimis" rate which is 10% of the Modified Total Direct Costs (MTDC).

When using this method, cost must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. Also, if this method is chosen then it must be used consistently for all Federal awards.

* What is the Modified Total Direct Cost, or MTDC?
  + This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award).
  + MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency (OJP).

**13F. INDIRECT COSTS:** Define which methodology was used in determining the Indirect Rate. Include detailed information on the how the base was calculated and what percentages were applied to the base. If you have a Federally Negotiated Indirect Cost Rate, please submit a copy with your application.

**Total Budget Summary of All Project Costs (A through F)**

**12G. TOTAL OF ALL PROJECT COSTS (A through E)**: This is the sum of the "Total" columns, A through E. Verify that the total federal and match portions sum the breakouts in the categories above. Calculate the percentages of the Total federal and match portions. Some minor adjusting of figures may be necessary due to rounding. Please make sure your numbers add up correctly.

**Instructions for Form B-2 (FUNDING SUPPORT – Questions 14-17)**

This section contains questions regarding other funding support provided for this project. Use the space allotted on Form B-2 (Funding Support) to provide the requested information. Questions 14-17. Do not exceed allotted space.

**Instructions for Open Text (Questions 18-26)**

Limit responses to 20 pages

All projects must demonstrate a capability to implement or enhance residential substance abuse treatment programs that provide individual and group treatment for offenders in residential facilities operated by State and local correctional agencies. Applications must provide enough detail within these sections for a reader with no previous knowledge of this project to fully understand what the project is, what it will be doing and how it will impact the described problem.

**18.** **PROBLEM STATEMENT:** Applications must clearly describe the problem this project is addressing. Supporting facts and figures need to be provided to document the problem's existence in your community. Indicate the source of data cited (e.g., agency records, UCR data, needs assessment, program evaluation results). In documenting the problem statement, provide relevant facts about the target population rather than global statements about the problem.

**19. PROJECT GOALS AND OBJECTIVES:** Project goals are clear, general statements that highlight what the project is intended to achieve. Project objectives should be quantifiable (i.e., a numeric value can be attached) in order to facilitate measurement of the changes or achievements brought about by the project toward each goal. Non-quantifiable objectives should be identified as process objectives and can be measured by a yes or no (i.e. Yes, done as described and on time).

Each goal must be associated with one or more objectives and each objective must be tied to only one goal. Most projects identify only a few goals, each with one or more objectives. The goals and objectives should reflect what will be accomplished within the year as a result of the grant.

The objectives must be related to the problem statement in Item 18 and to the project description presented in Item 20. Data elements are intended to measure impact. Include both baseline data and data collected during the course of the project. Required data elements for this project may include (but are not limited to): Offender demographics, offender assessment scores (as required by state statute), treatment needs, treatment programs, treatment progress, drug and alcohol testing (number of tests, substances tested), termination reasons.

**20.** **PROJECT DESCRIPTION:** Applications must include a narrative description of the general approach or strategy selected for attaining each of the objectives stated in Item 19. This description should provide a clear understanding of the method used by your project to achieve these objectives. The project must incorporate a description of the opioid reduction strategy, a description of any medication assisted treatment available for the RSAT population and how those services are monitored for quality and effectiveness. The application must also include a description of reintegration services provided to the RSAT participants. In addition, provide an explanation of planning and implementation strategies to identify and enroll individuals into Medicaid or other health insurance and increase access to and use of primary healthcare and substance use and mental health treatment for newly insured individuals to ensure continuity of care and improve recidivism outcomes for RSAT participants after release from incarceration. Applications for **projects previously funded by RSAT** or other federal grants must include a brief project description, a narrative describing progress to date, program evaluation data for past funded years, and a description of proposed changes in the project.

**21.** **WORKPLAN AND TIMETABLE:** Applications must contain a work plan for the project year. The work plan may be in chart form and, at a minimum, should:

1. Identify the tasks necessary to achieve each of the goals stated in Item 19. Each project objective may have one or more tasks, subtasks and/or activities.
2. Provide a timetable for completion of each task.
3. Identify the staff positions or consultants to be assigned to each task.

**22.**  **NON-BUDGETED PROJECT STAFF:** Provide brief biographical sketches of key staff or consultants involved that are not included in the budget summary/narrative. Provide an organizational chart summarizing lines of responsibility and authority for the conduct of this project. If specific staff has not yet been identified, the qualifications and background sought for these key positions should be included.

**23.** **EFFECTS AND IMPACT:** Describe specifically what the project will demonstrate or achieve. Describe how the project will address the needs and the problems cited in Item 18. This should include an indication of those agencies or groups that will benefit and the level of impact expected.

**24.**  **EVALUATION:** The manner in which you will evaluate your project is important and should be given the same advance planning as the project design itself. The evaluation design should provide detailed information regarding evaluation efforts and results. The evaluation design should not describe more than what can be accomplished and be within the scope of the data collection required for the project. If the evaluation will not be completed within the grant year, state explicitly when it will be completed. Different phases of an evaluation may be completed at different times but such a plan must be stated clearly.

1. In order to report on project goals and objectives, most projects will need to set up a system of data collection specifically related to the problem statement and goals and objectives in addition to the data required by BJA. ***See Data Collection Requirements in the instructions***.
2. Applicants are encouraged to collect and analyze data beyond the minimum required for the grant. ***See Data Collection Requirements in the instructions***.
3. In this section, applicants must identify and describe what data will be collected, from what source the data will come, who will collect the data, how often it will be collected, and how it will be collected (e.g. through an "intake" form). The data described in the instructions will then be used to report Project Effectiveness and Efficiency. ***See Data Collection and Project Effective and Efficiency Requirements in the instructions***.

**25. PROJECT EFFECTIVENESS AND PROJECT EFFICIENCY REQUIREMENTS**

There are two types of performance or evaluation measures:

* 1. **Efficiency measures:** These are measures that determine how well the project operated.  They are sometimes called process measures.  They are intended to answer the question:  "Did the project do what it said it would do in the time allotted?" An example of an efficiency measure is the cost\benefit ratio.
  2. **Effectiveness measures:**These are measures that determine the impact of the project on the problem identified in the problem statement.  Effectiveness measures are also referred to as outcome measures.  They are intended to answer the question: "Did the project make any difference in solving the problem?"  Effectiveness measures require some analysis of the data collected.

**26.** **PLANS FOR FUTURE FUNDING:** You **must** describe your plans and activities to reduce your dependence on federal funds in the future. List the steps you have taken or will take to reduce such reliance.

**27. APPENDICES:** Attach all lists, charts, resumes, inspections and policies and procedures as indicated in the application kit. If specific items do not apply to your program, indicate ‘Not Applicable’. An example: Governmental programs would generally not have a Board of Directors List and would not be able to provide a financial statement. Please limit your appendices to documents that truly support your application.

**Instructions: Financial Management Questionnaire**

This section must be completed in cooperation with the designated Financial Officer assigned to this grant/project.

**Instructions: Signature page**

ORIGINAL SIGNATURES REQUIRED - Please sign in **BLUE** ink. See Definitions for description of proper signatories.

Prior to signing the grantee must have read the 2019 Federal Requirements (<https://cdpsdocs.state.co.us/dcj/Grants/2019_FederalRequirements.pdf>)