

BOARD OF STATE AND COMMUNITY CORRECTIONS

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bscc.ca.gov

Residential Substance Abuse Treatment (RSAT) for State Prisoners Program Fiscal Year 2013/2014

YEAR 2 – REAPPLICATION PACKET

Applications due by 5:00 p.m., May 15, 2014

In addition to the grant application, this Request for Proposals (RFP) packet includes important information about funding provisions, grant eligibility, and application submission requirements.

TABLE OF CONTENTS

CONTACT INFORMATION..... 1

PROPOSAL DUE DATE 1

BACKGROUND INFORMATION 1

PROJECT DESCRIPTION..... 2

PROGRAM GOAL AND DESIGN 2

GRANT REQUIREMENTS..... 5

THE PROPOSAL PROCESS AND EVALUATION RATING FACTORS 6

SUMMARY OF KEY DATES..... 7

SECTION I: APPLICANT INFORMATION..... 8

SECTION II: PROGRAM NEED 9

SECTION III: PROGRAM APPROACH 9

SECTION IV: PROGRAM DETAILS 9

SECTION V: PROGRAM EVALUATION 10

SECTION VI: ORGANIZATIONAL CAPABILITY 10

SECTION VII: FISCAL 10

SECTION VIII: SUSTAINABILITY..... 10

SECTION IX: PROPOSED BUDGET 11

SECTION X: PROPOSED TIMELINE..... 12

APPENDIX A – SAMPLE RESOLUTION OF THE GOVERNING BOARD 15

CONTACT INFORMATION

This Request for Proposals (RFP) provides the information necessary to prepare a proposal for the Board of State and Community Corrections (BSCC) grant funds for the Residential Substance Abuse Treatment (RSAT) for State Prisoners Program.

The BSCC staff cannot assist the Applicant with the actual preparation of the proposal, but any questions concerning the RFP, the proposal process, or programmatic issues may be submitted in writing, by phone, fax, or email to:

Colleen Stoner, Field Representative
Corrections Planning and Programs Division
Phone Number: (916) 324-9385
Fax Number: (916) 327-3317
Email: Colleen.Stoner@bscc.ca.gov

PROPOSAL DUE DATE

One original, and eight copies of the proposal must be **received** (not just postmarked) by the BSCC's Corrections Planning and Programs Division by **5:00 pm, May 9, 2013, at:**

Board of State and Community Corrections
Corrections Planning and Programs Division
600 Bercut Drive
Sacramento, CA 95811
Attn: Colleen Stoner, Field Representative

Proposals received after 5:00pm on the due date will be deemed ineligible for funding.

BACKGROUND INFORMATION

The RSAT Program is federally funded through the Bureau of Justice Assistance (BJA) and assists states and local governments in developing and implementing substance abuse treatment programs in state, local, and tribal correctional and detention facilities, and supports efforts to create and maintain community-based aftercare services for offenders. Historically, the California RSAT Program has funded state and local detention facilities to provide in-custody treatment services with an aftercare component requirement placed on the grantees.

On July 1, 2012, the administration of California's RSAT Program transferred from the California Emergency Management Agency (Cal EMA) to the BSCC. Also effective July 1, 2012, the BSCC, formerly the Corrections Standards Authority, became the lead state entity on adult and juvenile criminal justice policy and responsible for prioritizing state and federal funds, guiding local policy and programming, and providing technical assistance to local stakeholders in their criminal justice realignment efforts. The BSCC is committed to addressing these duties and responsibilities by improving public safety through cost-effective, promising, and evidence-based strategies in managing statewide criminal and juvenile justice populations.

On August 14, 2012, the BSCC received notification from BJA of the 2012 California RSAT Program award.

On November 9, 2012, the BSCC Board authorized an Executive Steering Committee (ESC) to oversee the development of a RFP as well as the proposal reading and rating process. This RFP uses \$741,710 in RSAT Program funds to be awarded to local detention facilities through a competitive application process.

On March 6, 2013 the RSAT ESC convened to begin the development of the program design, evaluation process and criteria that will be used to select the proposals. This RFP is a result of these efforts.

PROJECT DESCRIPTION

The principle purpose of the RSAT Program is to break the cycle of drugs and violence by reducing the demand, use, and trafficking of illegal drugs.

Eligibility

Local units of government representing adult detention facilities are eligible to apply and receive funding for this grant period. Only one detention facility within a county may submit a proposal.

Grant Period

Successful applicants will be funded for a two-year cycle, the first year of which will commence July 15, 2013 and end on June 30, 2014. A non-competitive Request for Application (RFA) for continuation funding will be issued for the second year (July 1, 2014 - June 30, 2015). Continued funding for the second year is contingent on the availability of federal funding. Applicants shall build their proposal, objectives, activities, and budget information on the first 12 months of the grant cycle.

While the intent is to receive a wide range of proposals representing California's diverse detention facilities, only the most meritorious proposals will be funded. Departments that have already developed RSAT substance abuse treatment programs but are seeking to continue or expand upon those efforts, as well as departments that are considering implementing a program for the first time, are encouraged to apply.

Funding Amount

A total of \$741,710 in federal RSAT funding is available statewide. Adult detention facilities will be allowed to request up to a maximum of \$185,427 for the period of July 15, 2013 through June 30, 2014 with the possibility of an additional year of funding to qualified applicants. Applicants are encouraged to request only the amount of funds needed to support their proposal and not base the request on the maximum allowable. A 25 percent match of the funds awarded to the recipient (cash or in-kind) is required.

PROGRAM GOAL AND DESIGN

The goal of the RSAT Program is to enhance the capability of states and units of local and tribal government to provide substance abuse treatment for incarcerated inmates; prepare offenders for their reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs; and assist offenders and their communities through the reentry process by delivering community-based treatment and other broad-based aftercare services. The California RSAT funding for this grant period will be used to develop and implement local jail-based programs, which must include an "in-jail" component and an "aftercare" component.

The program design must include:

- An in-jail treatment program length of no less than 3, and no more than 12 months;
- To the extent possible, separation of the treatment population from the general correctional population or a justification as to why separation cannot be achieved;
- An overall program focus on the substance abuse problems of the inmate;
- Components designed to develop the inmate's cognitive, behavioral, social, vocational, and other skills to address the substance abuse and related problems;
- To the extent possible, treatment services/practices that are evidence-based;
- Urinalysis or other proven reliable forms of testing, including both periodic and random testing of:
 - (1) an individual before the individual enters the in-jail component of the RSAT program; and
 - (2) during the period in which the individual participates in the in-jail component of the RSAT program; and
 - (3) an individual who has exited the in-jail component of the RSAT program if the individual remains in-custody; and
 - (4) to the extent possible, an individual who has exited the in-jail component of the RSAT program and has been released from custody with terms and conditions of probation that include supervision and drug and alcohol testing;
- Aftercare services to those individuals who have completed the in-jail component of the RSAT program for up to one year;
- Collaboration with and coordination between the in-jail treatment program and other social service and rehabilitation programs, such as education and job training, parole supervision, halfway houses, self-help, and peer group programs;
- Collaboration with local authorities and organizations involved in substance abuse treatment to assist in the placement of program participants into community substance abuse treatment facilities or non-residential aftercare services upon release; and
- Coordination of all aftercare services with local Substance Abuse and Mental Health Services Administration-funded departments that address the needs of the RSAT target population.

Provision of Evidence-Based Programs, Practices, and Strategies

The BSCC is committed to supporting programs, practices, and strategies that are evidence-based to produce better outcomes for the criminal justice system and those individuals who are involved in the criminal justice system.

The Office of Justice Programs (OJP) considers programs and practices and strategies to be evidence-based when their effectiveness has been demonstrated by causal evidence (generally obtained through one or more outcome evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program, practice or strategy to be evidence-based.

Applicants are strongly urged to provide substance abuse treatment program practices and strategies that have a demonstrated evidence base and that are appropriate for the target population. Applicants should identify the evidence-based program, practice or strategies being proposed for implementation, identify and discuss the evidence that shows that it is effective, discuss the population(s) for which this resource has been shown to be effective, and show that it is appropriate for the proposed target population.

Applicants can find information on evidence-based treatment practices in the Substance Abuse and Mental Health Services Administration's (SAMHSA) *Guide to Evidence-Based Practices* available at www.samhsa.gov/ebpwebguide. Applicants can find additional information on effective and promising substance abuse treatment programs on OJP's CrimeSolutions Web site.

These Web sites are provided below along with several others, which may be useful to applicants in the proposal development process. We do not consider this list exhaustive and it is offered only as a starting point for applicants to use in researching evidence-based programs, practices, and strategies.

Substance Abuse and Mental Health Services Administration
www.samhsa.gov/ebpwebguide

Office of Justice Programs – Crime Solutions.gov
<http://www.CrimeSolutions.gov>

Blueprints for Violence Prevention
<http://www.colorado.edu/cspv/blueprints/index.html>

Substance Abuse and Mental Health Services Administration (SAMHSA) National Registry of Evidence-Based Programs and Practices
<http://www.nrepp.samhsa.gov>

Washington State Institute for Public Policy
<http://www.wsipp.wa.gov/>

Find Youth Information
<http://www.findyouthinfo.gov/>

Promising Practices Network
<http://www.promisingpractices.net/>

The National Documentation Centre on Drug Use
<http://www.drugsandalcohol.ie/3820/>

Group Treatment for Substance Abuse
<http://www.ctcertboard.org/files/TIP41.pdf>

Relapse Prevention Approaches to Substance Abuse
<http://radar.boisestate.edu/pdfs/TAP8.pdf>

National Reentry Resource Center
<http://nationalreentryresourcecenter.org/>

National Institute of Corrections
<http://nicic.gov/Library/>

GRANT REQUIREMENTS

Board Resolution

Applicants must submit a resolution from their governing board addressing specific requirements. Grant recipients must have a resolution on file before a fully executed grant agreement can be completed. Please see Appendix A for a sample.

Match Requirements

As previously mentioned, funding for the FY 2013/14 RSAT Program requires a 25 percent match of the funds awarded to the recipient (cash or in-kind). Matching funds may be either state or local dollars. Federal funds are not an allowable match source for this grant.

Eligible Grant Expenditures

Grant funds can be used to supplement existing funds dedicated to the project, but may not replace (supplant) funds that have been appropriated for the same purpose. For information on eligible and ineligible costs, refer to the BSCC Grant Administration and Audit Guide, dated July 2012 at <http://www.bscc.ca.gov/resources>. The ESC has determined that award recipients may not use RSAT funds for this grant period to purchase vehicles or rent program space outside of the facility.

Reporting Requirements

Data Collection/Progress Reports - Award recipients will be required to provide relevant data by submitting quarterly performance metrics through BJA's online Performance Measurement Tool (PMT) located at www.bjaperformancetools.org. Applicants should examine the complete list prior to determining whether to apply for funding. Grantees must have the ability to collect the specified output and outcome data and submit the quarterly progress reports during the term of the grant performance period. The deadline for submitting progress reports will be no later than 30 days following the end of each quarterly reporting period. In addition, the BSCC is committed to measuring the results of this grant by requiring the use of an evaluation mechanism and an end-of-the-project report to determine program impact and effectiveness. To assist in these efforts, it is strongly encouraged that an adequate amount of the grant award requested be dedicated to data collection, evaluation, and reporting activities and reflected in the Proposed Budget section of the application.

Quarterly Invoices - Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. The State Controller's Office will issue the warrant (check) to the individual designated on the application form as the Financial Officer for the grant. Grantees must submit invoices online to the BSCC on a quarterly basis, no later than 30 days following the end of each quarter. Grantees must maintain adequate supporting documentation for all costs claimed on invoices. BSCC reserves the right to require a financial audit any time between the execution of the grant agreement and 60 days after the end of the grant period. In addition, BSCC staff will conduct on-site monitoring visits that will include a review of documentation maintained as substantiation for project expenditures.

Audit

The grantee must submit an audit of expenditures (either grant-specific or as part of a federal single audit) within 120 days of the end of the grant period. Reasonable and necessary extensions to the due date may be granted, if requested. In addition, the BSCC reserves the

right to require a financial audit any time between the execution of the grant agreement and 60 days after the end of the grant period.

Grantee Briefing Process

BSCC staff will conduct a Grantee Orientation Session at the BSCC offices in Sacramento at a date to be determined, following the start of the grant period. The purpose of this **mandatory** session is to review the contract development process, on-line invoicing and budget modification system, data collection and reporting requirements, as well as other grant management and monitoring activities. RSAT grant funds may be used to reimburse departments for travel related expenditures such as airfare, mileage, meals, lodging, and other per diem costs. Applicants should include these costs in the budget section of this application under the “Other” category.

RSAT National Conference

Grantees will be expected to send at least one representative from their program to attend the National RSAT Conference which is tentatively scheduled to be held in Chicago, Illinois at a date not yet determined. This conference typically runs for 2-3 days. There is no registration fee for this conference. RSAT grant funds may be used to reimburse departments for travel related expenditures such as airfare, mileage, meals, lodging, and other per diem costs. Applicants should include these costs in the budget section of this application under the “Other” category. Registration information regarding the date, time and location has not yet been determined.

THE PROPOSAL PROCESS AND EVALUATION RATING FACTORS

Proposal Sections I, IX, X, are to be completed by submitting the required information in the tables and fields provided within the application.

Proposal Sections II through VIII are to be completed in a narrative format and may not exceed a total of 12 pages, double spaced (excluding attachments). All narrative sections must be single-sided pages, in Times New Roman 12 point font, on plain white 8 1/2” X 11” paper. The top, bottom, and side page margins must be at least one inch. Each narrative section must be identified with the section title (e.g., Program Need, Program Approach, etc.).

The Applicant must submit **one original and eight copies** of the proposal and the ‘Original Copy’ must be marked. Copies of the proposal must be assembled separately and individually fastened in the upper left corner with a binder clip. All proposals are to be three-hole punched, and all copies packaged together with rubber banding. Do not bind proposals. No staples are to be used. Any costs incurred to develop and submit the proposal are entirely the responsibility of the Applicant and shall not be charged to the State of California.

Technical Review

The BSCC staff will conduct a technical review of each proposal to determine if it meets all technical compliance requirements prior to being forwarded to the ESC for consideration. The BSCC staff’s review will include verifying the following:

- Applicant is a local government detention facility;
- Applicant represents the sole proposal submitted by their county;
- Proposal contains all required sections and attachments;
- Proposal contains all required information and signatures;
- Minimum 25 percent local match requirement is satisfied; and
- Proposal meets all format requirements.

It is the BSCC's intent to avoid having otherwise worthy proposals eliminated from consideration due to relatively minor and easily corrected errors/omissions. Applicants will therefore have an opportunity to respond to deficiencies identified during the technical review process, which will take place between Friday May 10, 2013 and Tuesday May 14, 2013. If necessary, applicants will be allowed to make non-substantive changes that would bring the proposal into technical compliance. Applicants will be notified on May 14, 2013 of any changes that are required and all non-substantive technical changes must be completed and submitted by 5:00 pm on May 16, 2013. **During this timeframe it is highly recommended that the applicant's designated "Contact Person" be available to discuss and correct any deficiencies. Proposals that fail to meet all technical requirements by 5:00 pm on May 16, 2011 will be excluded from further consideration for funding.**

Merit Review

The rating committee will review and rate each proposal that is found to meet all technical requirements. The rating factors that will be used, and the maximum rating points allocated to each factor are shown below. Each rating factor will be evaluated regarding the extent to which it is adequately addressed in the proposal. Following this rating process the rating committee will forward funding recommendations to the BSCC Board which will act on the recommendations. It is currently anticipated that the BSCC Board will act on the recommendations at their meeting on July 11, 2013. **Applicants are not to contact members of the rating committee or the BSCC Board about their proposals.**

| PROPOSAL EVALUATION RATING FACTORS | |
|------------------------------------|----------------|
| EVALUATION FACTOR | MAXIMUM POINTS |
| Program Need | 100 |
| Program Approach | 175 |
| Program Details | 300 |
| Program Evaluation | 175 |
| Organizational Capability | 100 |
| Fiscal | 100 |
| Sustainability | 25 |
| Quality of the Proposal | 25 |
| TOTAL POINTS | 1,000 |

SUMMARY OF KEY DATES

| ACTIVITY | TIMELINE |
|--|-------------------|
| Release Request for Proposals (RFP) | March 29, 2013 |
| Grant proposal/application due to the BSCC | May 9, 2013 |
| Non-substantive technical changes made by Applicants | May 14 - 16, 2013 |
| BSCC Board award of grants | July 11, 2013 |
| New Grantee Orientation | TBD |
| New Grants Begin | July 15, 2013 |

**RESIDENTIAL SUBSTANCE ABUSE TREATMENT (RSAT) FOR STATE PRISONERS PROGRAM
2013/14**

SECTION I: APPLICANT INFORMATION

A. APPLICANT/DEPARTMENT IMPLEMENTING THE GRANT (INCLUDING SHERIFF)

| | | |
|----------------|--|------------------|
| APPLICANT NAME | FEDERAL EMPLOYER IDENTIFICATION NUMBER | TELEPHONE NUMBER |
| / | | |

| | | | |
|----------------|------|-------|----------|
| STREET ADDRESS | CITY | STATE | ZIP CODE |
|----------------|------|-------|----------|

| | | | |
|-----------------|------|-------|----------|
| MAILING ADDRESS | CITY | STATE | ZIP CODE |
|-----------------|------|-------|----------|

B. PROJECT SUMMARY (brief 3 or 4 sentences describing the project)

C. GRANT AMOUNT REQUESTED

| | |
|--|--|
| | |
|--|--|

D. APPLICANT PROJECT DIRECTOR

| | |
|----------------|------------------|
| NAME AND TITLE | TELEPHONE NUMBER |
|----------------|------------------|

| | |
|----------------|------------|
| STREET ADDRESS | FAX NUMBER |
|----------------|------------|

| | | | |
|------|-------|----------|----------------|
| CITY | STATE | ZIP CODE | E-MAIL ADDRESS |
|------|-------|----------|----------------|

E. APPLICANT PROJECT FINANCIAL OFFICER

| | |
|----------------|------------------|
| NAME AND TITLE | TELEPHONE NUMBER |
|----------------|------------------|

| | |
|----------------|------------|
| STREET ADDRESS | FAX NUMBER |
|----------------|------------|

| | | | |
|------|-------|----------|----------------|
| CITY | STATE | ZIP CODE | E-MAIL ADDRESS |
|------|-------|----------|----------------|

F. APPLICANT DAY-TO-DAY CONTACT PERSON /PROJECT DIRECTOR

| | |
|----------------|------------------|
| NAME AND TITLE | TELEPHONE NUMBER |
|----------------|------------------|

| |
|---------------|
| EMAIL ADDRESS |
|---------------|

G.. APPLICANT'S AGREEMENT

By signing this application, the applicant assures that the grantee will abide by the laws, policies and procedures governing this funding.

| |
|---|
| NAME AND TITLE OF PERSON AUTHORIZED TO SIGN AGREEMENT |
|---|

| | |
|-----------------------|------|
| APPLICANT'S SIGNATURE | DATE |
|-----------------------|------|

NARRATIVE SECTIONS

Note: Sections II – VIII are to be completed in a narrative format (see instructions on page 6). Rating factors will be evaluated regarding the extent to which a proposal adequately addresses the topics listed under the section titles below. If a sub-element doesn't apply, the Applicant should say so and state the reason. Omission or lack of clarity for any section is likely to result in a reduction of allowable points.

SECTION II: PROGRAM NEED

Provide a description of the following:

- Need for the project
- Relationship between need and grant goals
- Documentation of need using local data

SECTION III: PROGRAM APPROACH

Provide a description of the following:

- How program addresses grant goals
- How program addresses local needs
- Approach to reduction of recidivism
- Underlying substance-abuse treatment model
- Approach to reentry planning
- Approach to aftercare
- Approach to case management
- Approach to evidence-based treatment and services

SECTION IV: PROGRAM DETAILS

Provide a description of the following:

- Target population (e.g., gender, age, offense history, criminogenic factors)
- Eligibility criteria for participation (e.g., time in secure facility, severity of crime)
- The assessment process based on risk, need and responsivity for placing participants into the program. Name the assessment tool used
- The substance-abuse treatment program (e.g., program content, curriculum used, duration, intensity, evidence-based, criteria for successful completion, drug testing policy). If evidence-based practices are used cite body of research or evaluations that support it
- The skills-development programs and other services (e.g., cognitive, behavioral, social, vocational skills, evidenced-based)
- The reentry planning and transition process
- The aftercare program services
- The aftercare participant tracking procedures (e.g., type of tracking, data gathered, length of tracking)
- Number of participants who will receive services during the grant period
- Number of participants who will be tracked during aftercare

- Staff/participant ratios: in jail, aftercare
- Collaborating agencies and their role in relation to the grantee (e.g., CBOs, Probation)

SECTION V: PROGRAM EVALUATION

Provide a description of the following:

- Approach to process evaluation (including variables to be measured, data to be collected)
- Approach to outcome evaluation (including variables to be measured, e.g., program outcome variables, in-jail outcome variables, aftercare outcome variables)
- Description of how data to be collected relate to the RSAT program goals
- Description of final report that will document the conduct and findings of the program evaluation
- Applicant's program evaluation experience and capability
- Applicant's data collection experience and capability
- Description of staff that will conduct the process evaluation, outcome evaluation, and the production of the program evaluation report

SECTION VI: ORGANIZATIONAL CAPABILITY

Provide a description of the following:

- Applicant's ability to conduct the program
- Staffing required to provide services and manage program
- Staff qualifications required to provide services
- Program management and oversight (management structure, name of manager, list of service-providing staff - describe experience)
- Readiness to proceed with grant program, including a timeline identifying the time between grant award and program implementation

SECTION VII: FISCAL

Provide a description of the following:

- Cost per each component/intervention (e.g., skills training) of the program
- Cost per participant in the program (per capita)
- Cost of the in-jail component
- Cost of the aftercare component
- Cost of the program evaluation component
- Completeness of the budget information
- Explanation of the reasonableness of the budget allocations
- Use of existing resources to support the project
- Number of individuals that will receive services
- Minimum number of hours of services per participant in each service category
- Breakdown of the personnel hours devoted to providing services in jail, in aftercare, program evaluation (including data collection), staff training and general administration
- Use of existing resources to support the project

SECTION VIII: SUSTAINABILITY

Provide a description of the plan for continuing the substance abuse program after the end of the grant period.

SECTION IX: PROPOSED BUDGET

- A. BUDGET LINE ITEM TOTALS:** Complete the following table, **using whole numbers**, for the grant funds being requested (up to \$185,427). While recognizing that agencies may use different line items in the budget process, the line items below represent how the BSCC will require grantees to report expenditures via its invoicing system. Please verify total grant funds requested as columns and rows do not auto-calculate.

Applicants must provide a **25 percent (25%) cash match** or **cash value of in-kind services** of the grant funds requested.

The formula for calculating the match is:

Award Amount divided by .75%; multiplied by .25%

Example: For an award amount of \$350,000, match would be calculated as follows:

\$350,000/ 75 percent = \$466,667 (Total Project Cost)

25 percent x \$466,667 = \$116,667 match

All funds shall be used consistent with the requirements of the BSCC Grant Administration and Audit Guide, July 2012: <http://www.bscc.ca.gov/resources>

| Proposed Budget Line Items | Grant Funds | Cash/In-kind Match | Total |
|--|-------------|--------------------|-------|
| 1. Salaries and Benefits | | | |
| 2. Services and Supplies | | | |
| 3. Professional Services | | | |
| 4. CBO Contracts | | | |
| 5. Administrative Costs (may not exceed 5% of grant award) | | | |
| 6. Fixed Assets/Equipment | | | |
| 7. Data Collection | | | |
| 8. Program Evaluation | | | |
| 9. Other | | | |
| TOTAL | | | |

- B. BUDGET LINE ITEM DETAILS:** Provide narrative detail in each category below to sufficiently explain how the grant and local match funds will be used based on the requested funds in the above table. Use the fields provided to submit your responses. Match funds may be expended in any line item and are to be identified as to their respective dollar amounts, and source of the match. Cash Match includes cash spent for project related costs. The 'other' category funds should be budgeted for travel purposes for one mandatory grantee briefing meeting (*to be held in Sacramento, date TBA*) as well as other travel.

1. SALARIES AND BENEFITS (e.g., number of staff, classification/title, salary and benefits)

2. SERVICES AND SUPPLIES (e.g., office supplies and training costs)

3. PROFESSIONAL SERVICES: (e.g., consultative services - include name of consultants or providers)

4. COMMUNITY-BASED ORGANIZATIONS (e.g., detail of services - provide name of CBO)

5. ADMINISTRATIVE OVERHEAD: Indicate percentage and methodology for calculation. In the “Grant Funds” column of the previous table, this total may not exceed 5% of the total funds requested. In the “Match Funds” column of the previous table, agencies may expend up to their Indirect Cost Rate (over and above 5%) for match funds supported by state or local dollars.

6. FIXED ASSETS (e.g., computers and other office equipment necessary to perform project activities)

7. DATA COLLECTION (e.g., programming services, data analysis)

8. PROGRAM EVALUATION (e.g., evaluator, materials)

9. OTHER (e.g., travel expenses)

SECTION X: PROPOSED TIMELINE

**APPENDIX A
SAMPLE RESOLUTION OF THE GOVERNING BOARD**

Each grantee must submit a resolution from their Governing Board that includes, at a minimum, the assurances outlined in the sample below. Applicants are encouraged to submit the Resolution with their proposal. Awardees must have a resolution on file before a fully executed grant agreement can be completed.

WHEREAS the *(insert name of applicant, county department)* desires to participate in the Residential Substance Abuse Treatment (RSAT) for State Prisoners Program, federally funded through the Bureau of Justice Assistance (BJA) and administered by the Board of State and Community Corrections (hereafter referred to as BSCC).

NOW, THEREFORE, BE IT RESOLVED that the *(insert title of designated official)* is authorized on behalf of this Governing Board to submit the grant proposal for this funding and sign the Grant Agreement with the BSCC, including any amendments thereof.

BE IT FURTHER RESOLVED that federal grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

BE IT FURTHER RESOLVED that *(insert county department)* agrees to provide all matching funds required for said project and abide by the statutes and regulations governing the federal Grants Program as well as the terms and conditions of the Grant Agreement as set forth by the BSCC.

Passed, approved, and adopted by the Governing Board of *(name of board)* in a meeting thereof held on *(insert date)* by the following:

Ayes:

Notes:

Absent:

Signature: _____

Date: _____

Typed Name and Title: _____

ATTEST: Signature: _____

Date: _____

Typed Name and Title: _____