



Department of Commerce
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Residential Substance Abuse Treatment (RSAT) for Prisoners in Local Correctional Facilities

Program Application and Instructions

May 2010

Rogers Weed
Director

**RESIDENTIAL SUBSTANCE ABUSE TREATMENT (RSAT)
PROGRAM FOR
PRISONERS IN LOCAL CORRECTIONAL FACILITIES:
FFY 2010 FORMULA GRANT ANNOUNCEMENT**

RSAT Application Submission Deadline: May 18, 2010

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ABOUT THE RESIDENTIAL SUBSTANCE ABUSE TREATMENT FOR STATE PRISONERS PROGRAM

Funding of qualified, eligible applicants under this grant announcement is contingent on the availability and amount of Federal Fiscal Year (FFY) 2010 funding for the Residential Substance Abuse Treatment (RSAT) Program for State Prisoners. For the purpose of this contract, Federal Fiscal Year 2010 corresponds to State Fiscal Year SFY 2011, which will be from July 1, 2010 to June 30, 2011. The Washington State Department of Commerce will make available approximately \$355,488 in support of this application.

The RSAT Program assists state, local, and tribal governments in developing and implementing substance abuse treatment programs in local correction and detention facilities. The RSAT Program also assists in creating and maintaining community-based aftercare services for offenders.

The goal of the RSAT Program is to break the cycle of drugs and violence by reducing the demand for, use of, and trafficking of illegal drugs. The objectives of the RSAT Program:

- Enhance the capability of units of state, local, and tribal government to provide residential 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.
- Assist both the offenders and their communities in the reentry process through the delivery of both community-based treatment and other broad-based aftercare services.

PROGRAM DESCRIPTIONS

RSAT Program formula grant funds may be used to implement three types of programs in correctional facilities and local communities as defined below.

Residential Substance Abuse Treatment (RSAT) Programs

Residential Substance Abuse Treatment Programs provide individual and group treatment activities for offenders in residential facilities that are operated by correctional agencies. These programs must, as required by 42 U.S.C. 3796ff:

- Last at least six months and no more than 12 months.
- Be provided in residential treatment facilities set apart from the general correctional population. "Set apart" means a completely separate facility or a dedicated housing unit within a facility exclusively for use by program participants.
- Focus on the substance abuse problems of the inmate.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
- Require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants and former participants while they remain in the custody of the state or local government.

It is preferred that participation in the residential program should be limited to inmates who have six to 12 months remaining in their term of confinement so that they can be released from prison instead of returning to the general prison population after completing the treatment program.

Jail-Based Treatment Programs

Jail-based substance abuse programs provide individual and group treatment activities for offenders in jails and local correctional facilities. These programs must:

- Last at least three months.
- Focus on the substance abuse problems of the inmate.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
- Be effective and based on current science.
- Include random urinalysis and/or other proven reliable forms of drug and alcohol testing for participants during the program.

Separation of the treatment population from the general correctional population is preferred.

Aftercare Programs

To qualify as an aftercare (or "post-care") program, the correctional (RSAT or Jail-Based) substance abuse treatment program must assist in the placement of program participants into community substance abuse treatment facilities upon release. This could include coordination between the correctional treatment program and other social service and rehabilitation programs, such as education, job skills development, job placement programs, parole supervision, halfway houses, self-help, and peer group programs that may aid in rehabilitation. Local government applicants may use these federal funds for the purpose of providing aftercare services to offenders for a period not to exceed one year after release. No more than 10 percent of available 2010 RSAT funds (\$35,548) may be used for aftercare treatment statewide. Your aftercare program application would be limited to a proportionate 10% of your fund request, not to exceed the maximum state amount for aftercare.

ELIGIBILITY

For the purposes of this solicitation, the Department of Corrections, counties, and other units of government having correction or detention facilities certifiable for substance abuse treatment by the Department of Social and Health Services (DSHS), Division of Behavior, Health and Recovery (DBHR), are eligible. For further information regarding agency certification, see: <http://www.dshs.wa.gov/DASA/services/certification/FAQs/certificationFAQs.shtml>

All RSAT-funded treatment programs must have a registered and certified Chemical Dependency Counselor in control of the treatment program. Certification for Chemical Dependency Counselors is provided by the Department of Health. For further information see: <http://www.doh.wa.gov/hsqa/Professions/ChemicalDep/default.htm>

MATCH REQUIREMENT

The federal share of a grant-funded project may not exceed 75 percent of the project's total cost. Matching funds of 25 percent are required. Matching may be in the form of cash or in-kind contributions. The formula for calculating match is demonstrated below:

Example: For a federal award amount of \$125,000, match would be calculated as follows:

$\$125,000 = \$166,667 \text{ (Total Project Cost)} \quad \$166,667 \times 25 \text{ percent (0.25)} = \$41,667 \text{ match}$
75 percent (0.75)

SUPLANTING PROHIBITION

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) nonfederal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of department compliance monitoring and state audits. Violations can result in a range of penalties, including suspension of future RSAT funds, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

RESTRICTION ON USE OF FUNDS

- Grant funds shall not be used for land acquisition or construction projects.
- No more than 10% of the FFY2010 RSAT federal award may be used for aftercare of graduating participants.

FINANCIAL REPORTING REQUIREMENTS

Grantees must submit financial reports for reimbursement on a monthly or other regular basis. Reimbursement (A-19) forms will be provided by the Department of Commerce with the award of the contract.

CFDA NUMBER

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation, titled “Residential Substance Abuse Treatment for State Prisoners,” is CFDA# 16.593

APPLICATION EVALUATION CRITERIA

The Department of Commerce will review all 2010 RSAT application proposals for completeness and conformance with all requirements contained within this application package. Applications with the following characteristics will be given priority consideration:

- New or expanded partnerships with community-based substance abuse treatment programs and aftercare services.
- Programs that work closely with local or regional drug courts.
- Use of “Best Practices” for proposed program(s).
- Effective utilization of funding resources to provide services to the greatest number of participants.
- Scalable proposals based upon budgeted per participant per day costs.

OTHER PROGRAM REQUIREMENTS

Purchase of American-Made Equipment and Products

It is the sense of Congress, as conveyed through each year’s appropriations act that, to the greatest extent practicable, all equipment and products purchased with grant funds should be American made.

National Environmental Policy Act

All actions significantly affecting the quality of the environment are subject to the provisions of the National Environmental Policy Act (NEPA) and other related federal environmental laws. Most RSAT projects will not be affected by NEPA. If, however, a project involves minor renovation or any other activity that may have an impact on the environment or change the use or function of a facility, the grantee should provide a full description of the proposed project prior to project implementation. The Bureau of Justice Assistance (BJA) will make a determination regarding whether action is necessary.

Civil Rights Compliance

All recipients of federal grant funds must comply with nondiscrimination requirements contained in federal laws. If a court or administrative agency makes a finding of discrimination against a recipient of funds on grounds of race, color, religion, national origin, gender, disability, or age after a due process hearing, the recipient must forward a copy of the finding to the Office for Civil Rights of the Office of Justice Programs (OJP).

Limited English Proficiency

Recipients of OJP financial assistance are required to comply with several federal civil rights laws, including Title VI of the Civil Rights Act of 1964 (Title VI) and the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services. National origin discrimination includes discrimination on the basis of Limited English Proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation where necessary. Sub-grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets, and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

The U.S. Department of Justice has issued guidance for sub-grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at <http://www.lep.gov> ; by contacting the Office of Justice Program's (OJP) Office for Civil Rights by telephone at (202) 307-0690; or by writing to the following address:

Office for Civil Rights
Office of Justice Programs, U.S. Department of Justice
810 – 7th Street NW, Eighth Floor
Washington, DC 20531

Faith-Based and Community Organizations

It is OJP policy that faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicant, and if they receive assistance awards, will be treated on an equal basis with all other sub-grantees in the administration of such awards. No eligible applicant or sub-grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or people working in the organization.

Anti-Lobbying Act

The Anti-Lobbying Act (18 U.S.C. § 1913) recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

The Office of Management and Budget (OMB) is currently amending the OMB cost circulars (<http://www.whitehouse.gov/omb/circulars/index.html>) and the common rule (codified at 28 C.F.R. Part 69 for U.S. Department of Justice grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Confidentiality and Human Subjects Protection

U.S. Department of Justice regulations (28 C.F.R. Part 22) require applicants for federal funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which personally identifiable information will be collected. In addition to the regulations in Part 22, regulations concerning protection of human subjects are set forth in 28 C.F.R. Part 46. In general, 28 C.F.R. Part 46 requires that all research involving human subjects conducted or supported by a federal department or agency be reviewed and approved by an Institutional Review Board before funds are expended for that research.

General information regarding Confidentiality and Human Subjects Protection can be found on the National Institute of Justice (www.ojp.usdoj.gov/nij/humansubjects) web site. Sample formats of the Privacy Certificate, Transfer Agreement, and Single Project Assurance for submission to the Department of Commerce can be found on the OJP web site (www.ojp.usdoj.gov/forms.htm).

ADDITIONAL APPLICATION INFORMATION

For complete instructions on how to prepare the 2010 RSAT application, see the attached Application Instructions.

For general information about BJA programs, training, and technical assistance, contact BJA by telephone at (202) 616-6500; or visit the BJA home page at <http://www.ojp.usdoj.gov/BJA>.

For specific information about this solicitation, contact Valerie Grigg Devis, Safe and Drug-Free Communities Unit, Community Services and Housing Division, Department of Commerce. Telephone: (360) 725-2868. Email: valerie.griggdevis@commerce.wa.gov.

The OJP Financial Guide, which contains information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records, is available on the OJP web site at <http://www.ojp.usdoj.gov/FinGuide/>. This document governs the administration of funds by all successful applicants and their subcontractors. The Department of Commerce has developed and will distribute this information under separate cover for all successful applicants.

**APPLICATION INSTRUCTIONS
AND
REQUIRED FORMS**

**APPLICATION
COMPLETION CHECKLIST**

FORM	TITLE	PAGE	DONE
FORM 1	APPLICANT FACE SHEET	11	<input type="checkbox"/>
FORM 2	BUDGET DETAIL	13	<input type="checkbox"/>
FORM 3	WORK PLAN AND BUDGET NARRATIVE INSTRUCTIONS	17	<input type="checkbox"/>
FORM 4	POINTS OF CONTACT	23	<input type="checkbox"/>
FORM 5	STATEMENT OF ASSURANCES.....	25	<input type="checkbox"/>
FORM 6	CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION	27	<input type="checkbox"/>
FORM 7	CERTIFICATION REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS	29	<input type="checkbox"/>
FORM 8	NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)	31	<input type="checkbox"/>
FORM 9	ACKNOWLEDGEMENT OF ALLOWABLE AND UNALLOWABLE COSTS	33	<input type="checkbox"/>
FORM 10	CIVIL RIGHTS REQUIREMENTS.....	35	<input type="checkbox"/>
FORM 11	EQUAL OPPORTUNITY EMPLOYMENT PLAN	37	<input type="checkbox"/>

SUBMISSION DEADLINE

Applications for this program are due by 5:00 p.m. (Pacific Standard Time) on **May 18, 2010**. Faxed applications or supplemental materials will not be accepted. Please submit the following:

One Original and 3 Copies of:

- Application Information Worksheet
- Applicant Face Sheet (Form 1)
- Budget Detail (Form 2)
- Work Plan (see details in Form 3)

Send application package to:

Attn: Suzanne Walker
 COMMERCE/CSH/SDFC
 906 Columbia Street SW
 PO Box 42525
 Olympia, WA 98504-2525

One Copy (with original signatures) of:

- Forms 4 through 11

All forms with a signature line must be submitted with **original signatures**. (No copies accepted.)

All forms with a signature line must be submitted with **original signatures**. (No copies accepted.)

APPLICANT FACE SHEET
FFY 2010

Funding Authority: State of Washington, Department of Commerce CFDA#66.543
Program Period: July 1, 2010 to June 30, 2011
Purpose: To provide U.S. Department of Justice funding to assist state agencies and unit of local government in providing Residential Substance Abuse Treatment service to offenders.

1. **PROJECT TITLE:** _____

2. **APPLICANT AGENCY:** _____

Level of government of the applicant agency (circle one): State City/Town County Tribal
Address: _____ City: _____ Zip: _____
Agency Contact Person: _____
Phone: () _____ Fax: () _____ E-mail: _____

DUNS Number:

UBI Number:

TAX ID Number:

SWV Number:

Bars Code: 333 _____

3. **IMPLEMENTING AGENCY:**

Address, City & Zip: _____
Phone: () _____ Fax: () _____ E-mail: _____

4. **PROJECT DIRECTOR (Name & Title):** _____

Agency Name: _____
Address, City & Zip: _____
Phone: () _____ Fax: () _____ E-mail: _____

5. **SERVICE AREA:**

Congressional District #s: _____
Legislative District #s: _____
Counties to be served: _____
Population: _____
Age of Target Population (Check all that apply):
 All 18-24 Over 25

**APPLICANT FACE SHEET
FFY 2010**

PROPOSED PROJECT BUDGET

6. AMOUNT OF RSAT FUNDS REQUESTED:

GRANT \$: _____ MATCH \$: _____ AFTERCARE \$: _____

	a	B	c=(a+b)	D	e
7. PROPOSED BUDGET:	GRANT	MATCH \$	TOTAL \$	OTHER \$	OTHER SOURCE
	\$				
Salaries	_____	_____	_____	_____	_____
Benefits	_____	_____	_____	_____	_____
Contracted Services	_____	_____	_____	_____	_____
Goods and Services	_____	_____	_____	_____	_____
Travel	_____	_____	_____	_____	_____
Training	_____	_____	_____	_____	_____
Equipment	_____	_____	_____	_____	_____
GRAND TOTAL	_____	_____	_____	_____	_____

8. ESTIMATED EXPENDITURES (based upon GRANT TOTAL from item 11a above):

JUL _____	OCT _____	JAN _____	APR _____
AUG _____	NOV _____	FEB _____	MAY _____
SEP _____	DEC _____	MAR _____	JUN _____

TOTAL: _____ (should equal Item 6 & 7 Grant amounts)

9. APPLICATION AUTHORIZATION:

I hereby authorize the submittal of this application on behalf of the Contracting Agency named above.

Signature

Name

Title

Date

BUDGET DETAIL
FFY 2010 Program Funds

TO: DEPARTMENT OF COMMERCE

TOTAL
FEDERAL
FUNDING

TOTAL
MATCH
FUNDING

A. SALARIES

Position Titles	FTE's		
TOTAL SALARIES			

B. BENEFITS

TOTAL BENEFITS		
TOTAL PERSONNEL SALARIES AND BENEFITS (A+B)		

C. CONTRACTED SERVICES

Describe:

TOTAL CONTRACTED SERVICES		

TO: DEPARTMENT OF COMMERCE

TOTAL
FEDERAL
FUNDING

TOTAL
MATCH
FUNDING

D. GOODS AND SERVICES

1. SUPPLIES

Office		_____	_____
Other	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
TOTAL SUPPLIES		_____	_____

2. FACILITIES

Rent		_____	_____
Utilities		_____	_____
Telephone		_____	_____
Maint. & Repair		_____	_____
Other:	_____	_____	_____
TOTAL FACILITIES		_____	_____

3. SERVICES

Audit		_____	_____
Indirect*		_____	_____
Bonding		_____	_____
Insurance		_____	_____
Payroll/Acct.		_____	_____
Publications		_____	_____
Membership		_____	_____
Printing		_____	_____
Postage		_____	_____
Vehicle Maint.		_____	_____
Other:	_____	_____	_____
	_____	_____	_____
TOTAL SERVICES		_____	_____

TOTAL GOODS AND SERVICES

Indirect rate approved by a federal/state agency: Yes _____ No _____
(If "Yes" is not marked, no indirect rate is authorized)

Agency: _____

What are the cost factors and functions to which the indirect rate applies?

	TOTAL FEDERAL FUNDING	TOTAL MATCH FUNDING
TO: DEPARTMENT OF COMMERCE		
E. TRAVEL		
TOTAL TRAVEL	_____	_____
F. TRAINING		
Type of Training:		
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL TRAINING	_____	_____
G. EQUIPMENT		
Office	_____	_____
Vehicle	_____	_____
Other:	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL EQUIPMENT	_____	_____
_____	_____	_____
GRAND TOTAL	=====	=====

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WORK PLAN AND BUDGET NARRATIVE INSTRUCTIONS

Prepare a written Work Plan for your proposed Residential Substance Abuse Treatment Program and provide detail of the proposed program for the contract year beginning July 1, 2010 and ending June 30, 2011. The Work Plan will provide a description of functional areas of responsibility between chemical dependency activities, events, and corrections. It will also describe all functional linkages between related programs such as drug treatment facilities and drug courts, if relevant to the proposed program(s). Each functional area should include critical elements to be accomplished, accompanied by measurable goals.

The Work Plan should begin with a concise overview stating the program purpose, summarizing the strategy for accomplishing work. If work was performed under the previous contract period (July 2009 to June 2010) it may be used as a guideline for the continuation of services under this program.

The Work Plan must be single spaced, using a standard 12-point font (Times New Roman preferred) with 1-inch margins. A maximum of 12 pages will be allowed for the entire Work Plan. Further details for completing a Work Plan are provided in the following information as guidelines for submittal to the Department of Commerce.

Section 1: Project Description

Provide a brief project description of your project plan. Include the general approach or strategy for providing services in areas of responsibility in your project. Use of charts, graphs, and other visuals is recommended for clarity of contents, but are not required. This summary must include the following:

- 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.
- Goals and Objectives: Briefly describe each goal and measurable objective.
- Program Activities: This section must explicitly state what activity(ies) are intended to be conducted under the project, and what is necessary to implement the project. This description should provide a clear understanding of the method used by your project to achieve the program’s purpose.
- Evaluation Plan: Summarize what outcomes will be sought, the anticipated results, and how the results will be measured.

Section 2: Work program and timetable

Applicants must submit a work program for the entire contract year that describes the proposed program activities for FFY 2010 RSAT funds. Include any changes since the previous application (if applicable). The work program should include the following:

- The goals of the program.
- The implementation process, including a timetable for implementation.
- Information about priorities and/or projects to be funded, including a description of the method for providing aftercare services (if applicable).

- Proposed method and use of urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants for either RSAT or Jail-Based treatment programs.
- Substantiation of all required program certifications for either RSAT or Jail-Based treatment programs. Include a copy of your Washington State Department of Social and Health Services Division of Behavioral Health and Recovery Certification of Approval for chemical dependency services. (See ELIGIBILITY, Page 3). If the program is not currently certified, include a plan that outlines the steps you will take to acquire the certification.
- Discuss how either the proposed RSAT or Jail-Based treatment program will address the preferred separation of the treatment population from the general correctional population.
- Estimated cost per program participant showing treatment and corrections costs, and where appropriate, aftercare cost assumptions.

Section 3: Project Staff (Budgeted Positions)

Complete the Detailed Budget form and include the funded positions as elements in the work plan and timetable. Include an organizational chart summarizing lines of responsibility and authority for staffing the project. Identify specific staff positions or consultants to be assigned.

Section 4: Budget and Budget Narrative

Applicants awarded funding for any RSAT, Jail-Based Treatment, or Aftercare Services will be responsible for the administration of grant funds, which includes:

- Establishing funding priorities.
- Receiving, accounting for, and disbursing funds.
- Reviewing, awarding, monitoring, and evaluating subcontractors.
- Preparing progress, financial, and evaluation reports.
- Complying with appropriate state and federal audit requirements.
- Implementing guidance and technical assistance from the Department of Commerce.

The Applicant Face Sheet, the Budget Detail, and the Work Plan and Budget Narrative are the basic building blocks for submittal of budget items as part of this application. The Applicant Face Sheet (Form 1) is your means of documenting and summarizing all planned expenditures identified and supported in the program work plan. Budget items not readily identifiable in the Budget Detail (such as approved indirect rate) should be discussed in the Budget Detail Narrative. The Budget Narrative provides justification for items identified on the Budget Detail that are the basis for determining program costs. The Budget Detail organizes costs and summarizes costs by Budget Category for placement on the Applicant Face Sheet.

Applicants must submit a budget that outlines all proposed uses of the grant funds, including aftercare and administration. The applicant must identify the source(s) of the non-federal portion of the budget, including the required 25 percent match, and how these funds will be used.

Applicants may provide more than one program and budget alternative. For example:

1. Provide Jail-based Treatment
2. Provide Jail-based Treatment plus a community-based Aftercare program
3. Provide expanded Jail-based Treatment plus a community-based Aftercare program

Please provide a Work Plan with supporting Budget and Narrative for each alternative, including participant cost information. Applicants may also provide scalable proposals based upon budgeted per participant per day costs.

The applicant may use a portion of the RSAT grant funds to administer the program. Because the purpose of the fund is to increase offender access to treatment services, the amount of funds used for administrative purposes should be modest (no more than 10 percent of the grant award) and must be justified. Federal grant funds used for administration and match must meet all grant requirements. Include a brief description of any other federal grant awards (including other U.S. Department of Justice agencies) that will also support or enhance the proposed RSAT-funded programs.

Work with whole dollar amounts only (round to the next whole dollar amount). Under the Proposed Budget Section on the second page of Form 1 (Applicant Face Sheet), there are seven budget categories. Each of these categories is to be described by entering the summary dollar amount in the respective fund type column. Fund types consist of “GRANT \$” (the amount of costs requested for federal Byrne Funds), and “MATCH” (the amount of state and local dollars augmenting the grant).

All work described in the work plan must be supported in the detailed budget and budget narrative submitted. Work not supported in the Budget, but necessary for the accomplishment of the project, should be included as “Non-Grant” Match. Examples of this type of funding could include the salaries and benefits of staff performing work in the project, but not funded directly by the grant or grant required match dollars.

You are not required to show match in every category, simply in those that match is used. Total cash match must equal or exceed 25 percent of the Total Project Budget. Use the rule that if a cost is not allowable with federal funds, it is not allowable with match.

Guidance for Justifying Costs in the Categories: Use the Budget Detail (Form 2) for each budget category on the Applicant Face Sheet. Complete the information in all of the cost items for each budget category. For instance there may be Personnel costs as well as Goods and Services, which are two of the categories. Prepare a supporting Budget Narrative justification on a plain, white sheet and attach as the “Budget Narrative” section.

- Personnel Costs: List each position by title, name, and employer on a worksheet. Enter the grant and match amounts for each personnel category on the Budget Detail Worksheet (such as “salaries,” “benefits,” “overtime,” etc.).
- Goods and Services: List expendable, non-durable items within this worksheet by major type (e.g., office supplies, training materials, forms, telephone, postage, tuition, etc.), and show the basis for computation.
- Contracted Services: List the entity who is named to receive funding as “sub-recipient.” List the type of service with proposed fee (eight-hour day or hourly rate). Some restrictions apply. See the Department’s Policy and Procedures Guide.
- Travel: Summarize travel expenditures of project personnel by purpose and whether in state or out-of-state (e.g., to attend training sessions, to transport student, etc.), and show the basis for computation. Tuition and registration fees are operating costs and should be listed as Goods and Services.
- Equipment: List separately, by unit costs, each item to be purchased. Include items costing more than \$1,000, having a useful life of more than one year, or that are high dollar value consumables.

Form 1 and Form 2 are provided for your use and submittal as attachments to your grant application. The Budget Narrative should be consistent with these forms.

Section 5: Effects and Impacts

Describe specifically what the program will demonstrate or achieve. This section should be a pre-contract checklist for a post-contract period review of what was accomplished. Build a description of what effect your work plan will have over the period of the contract with the targeted audiences, organizations, and personnel. Use measurable outcomes to describe anticipated impacts of funding provided in this grant. Explain how it will achieve through your efforts the outcomes that support the Department of Commerce’s purpose for the Residential Substance Abuse Treatment Program.

Section 6: Program Performance Measures and Reporting

To ensure compliance with the federal Government Performance and Results Act (GPRA), Public Law 103-62, applicants will be required to collect and report data that measure the results of program performance. Within Washington State, state agencies are required to reflect the principles of the Governor’s Executive Order 05-02 dated February 21, 2005, “Government Management, Accountability and Performance (GMAP)” in all programs and projects undertaken, and to demonstrate successful performance in clear, measurable terms. Successful applicants are expected to provide this data in Quarterly Performance Reports.

All applicants are required to address the performance measures listed below (see “Data Grantee Provides” in the tables immediately following). In addition to incorporating this information into their submissions narrative, applicants are required to address the type of information they will collect, who will collect it, the methods of collection, and how the information will be reported. The Department of Commerce will provide a standard template for the Quarterly Report.

Note: The Office of Justice Programs (OJP) is currently developing enhanced performance measures for the RSAT Program. These measures will be completed in the coming months, and grantees will be notified of the revised measures that they will be required to report on. By applying for this solicitation, all applicants agree that they will report on these measures.

Program Goal	Performance Measures*	Data Grantee Provides
Prepare offenders for reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs. Reduce recidivism rate.	Of the offenders who complete the program, the number who have remained arrest-free for one year following release from aftercare.	<ul style="list-style-type: none"> • Of the offenders who completed the program, the number who have remained drug-free during the residential-/jail-based program. • Of the offenders who completed the program, the number who have remained drug-free during the aftercare program. • Of the offenders who completed the program, the number who have remained arrest-free during the aftercare program. • Of the offenders who completed the program, the number who have remained arrest-free for one year following release from aftercare (for this indicator, use data from the recent available year). • Of the offenders who completed the program, the number who have passed drug testing during this reporting period.
Enhance the capability of states and units of local government to provide residential substance abuse treatment for incarcerated inmates.	Number of participants in BJA-funded RSAT program.	Total number of offenders entering residential treatment.

Data Grantee Provides
Average treatment cost per offender for residential program.* *
<ul style="list-style-type: none"> • Number of days of residential treatment provided. • Number of days of aftercare provided. • Previously funded BJA-program RSAT beds continued. • New treatment beds added with BJA RSAT grant funds. • Treatment beds funded through other sources, but enhanced with BJA-program RSAT-funded services. • Average length of stay in the residential program—in days—for those completing the program.

Program Goal	Data Grantee Provides
Prepare offenders for reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs.	<ul style="list-style-type: none"> • Total number of offenders successfully completing the residential program. • Total number of offenders who dropped out of the residential program. • Total number of offenders who were terminated from the residential program. • Total number of offenders successfully completing the jail-based program. • Total number of offenders who dropped out of the jail-based program. • Total number of offenders who were terminated from the jail-based program.
Assist both the offenders and their communities with the reentry process through the delivery of both community-based treatment and other broad-based aftercare services.	<ul style="list-style-type: none"> • Total number of offenders entering an RSAT-funded aftercare program. • Average length of stay in the aftercare program—in days—for those completing the program. • Total number of offenders successfully completing the aftercare program. • Total number of offenders who dropped out of the aftercare program. • Total number of offenders who were terminated from the aftercare program. • Average treatment cost per offender for the aftercare program.

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POINTS OF CONTACT

Contracting Point of Contact: (Who should the contract be returned to/amendments addressed to)

Name: _____
Title: _____ Phone #: (____) _____
Org: _____ Fax #: (____) _____
Address: _____ E-Mail Addr: _____
City: _____, Washington Zip + 4: _____

Policy Issues Contact: (Contracting agency/oversight board representative with program involvement)

Name: _____
Title: _____ Phone #: (____) _____
Org: _____ Fax #: (____) _____
Address: _____ E-Mail Addr: _____
City: _____, Washington Zip + 4: _____

Operations Contact: (Who should be contracted for programmatic concerns, monitoring, etc.)

Name: _____
Title: _____ Phone #: (____) _____
Org: _____ Fax #: (____) _____
Address: _____ E-Mail Addr: _____
City: _____, Washington Zip + 4: _____

Field Supervisor: (Senior officer assigned to supervise officers assigned to regional task forces)

Name: _____
Title: _____ Phone #: (____) _____
Org: _____ Fax #: (____) _____
Address: _____ E-Mail Addr: _____
City: _____, Washington Zip + 4: _____

Contact for Report Inquiries: (Who fills out the quarterly reports)

Name: _____
Title: _____ Phone #: (____) _____
Org: _____ Fax #: (____) _____
Address: _____ E-Mail Addr: _____
City: _____, Washington Zip + 4: _____

Contact for Fiscal Inquiries: (Who fills out the monthly expenditure report/request for reimbursement)

Name: _____
Title: _____ Phone #: (____) _____
Org: _____ Fax #: (____) _____
Address: _____ E-Mail Addr: _____
City: _____, Washington Zip + 4: _____

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STATEMENT OF ASSURANCES

The applicant:

1. Has sufficient fiscal and management controls to implement and maintain the program in accordance with this application and the program requirements. Has sufficient monetary resources to implement and maintain the program operations in accordance with this application.
2. Will not use any grant funds to supplant local funds, but will use such grant funds to increase the amounts of funds that would, in the absence of federal funds, be made available for program activities.
3. Will provide full cooperation of administrative and program staff, and will provide availability of all records upon request and convenience of staff from the Department of Commerce; Office of the State Auditor; or U.S. Department of Justice, who are charged with monitoring program compliance and the use of funds provided.
4. Will comply with the requirements of the Drug Control and System Improvement Formula Grant Program as published by the Department of Commerce (formerly the Department of Community, Trade and Economic Development) and relevant federal agencies, and as embodied in statute.
1. Will comply with Title V of the Anti-Drug Abuse Act of 1988 and regulations promulgated by the federal government to maintain a drug-free workplace.
6. Will comply with Title II of the Americans with Disabilities Act of 1990.
7. Will not undertake any prohibited political activities with these funds including, but not limited to, voter registration; partisan political activity; lobbying congress, the Legislature, or any federal or state agency for project of jurisdictionally specific activity; or campaign for any ballot measure. Will comply with the provisions of Title 28, Code of Federal Regulations; Part 61, Procedures for Implementing the National Environmental Policy Act; and Part 63, Floodplain Management and Wetland Protection Procedures.
8. Guarantees that in performing any contract, purchase, or other agreement, the organization shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, marital status, national origin, political affiliation, or the presence of any sensory, mental, or physical disability. The organization agrees to take affirmative action to ensure that applicants are employed and that employees are treated during the employment without discrimination because of their race, color, religion, age, sex, political affiliation, handicap or national origin. Such action shall include, but not be limited to, employment upgrading, demotion or transfer, recruitment and recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and training. This guarantee shall implement federal, state, and any local equal opportunity and non-discrimination statutes. The applicant further will, without delay, bring any finding of an equal opportunity or non-discrimination violation to the attention of the Department of Commerce.

PLEASE NOTE: THE DEPARTMENT'S ACCEPTANCE OF THIS APPLICATION FOR FUNDING IS SUBJECT TO SUBSEQUENT COMPLIANCE REVIEWS THAT MAY REQUIRE CORRECTIVE ACTION BY THE APPLICANT. AUTHORIZED SIGNATURE BY THE APPLICANT GUARANTEES ASSURANCES THAT ARE CONTAINED ON THE APPLICATION FACE SHEET.

9. Authorized Signature for the Applicant:

SIGNATURE

DATE

PRINTED NAME OF SIGNATURE

TITLE

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U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS
(SUB-RECIPIENT)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies by submission of this proposal that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Name of Organization

Address of Organization

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower-tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower-tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower-tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower-tier participant further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions,” without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**CERTIFICATION REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS;
AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(B) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application

**Drug-Free Workplace (Grantees Other Than Individuals
As required by the Drug-Free Workplace Act of 1988, and
implemented at 28 CFR Part 67, Subpart F, for grantees, as defined
at 28 CFR Part 67, Sections 67.615 and 67.620—**

Debarment, Suspension, and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 –

- A. The applicant certifies that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
 - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an on-going drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;

- (2) The grantee's policy of maintaining a drug-free workplace.
- (3) Any available drug counseling, rehabilitation, and employee (EASTERN WASHINGTON); and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of performance (street address, city, county, state, zip code):

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

**Drug-Free Workplace
(Grantees Who Are Individuals)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within ten calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address: _____

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative: _____

5. Signature

6. Date

NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)

The following information is required from each federal grant recipient. COMMERCE will consolidate all responses and submit a consolidated response to the U.S. Department of Justice.

Please check one of the blanks to the left of each item below to indicate whether or not the activity described is being undertaken to support or facilitate the federally funded activity by the grant recipient or any other party.

(Note—the source of funds utilized is irrelevant to your response.)

(Note—if the activity is being undertaken without regard to the presence or operation of a federally funded activity, the item should not be checked.)

Yes
Activity N/A

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. New Construction |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Minor renovation or remodeling of a property either: |
| <input type="checkbox"/> | <input type="checkbox"/> | a. listed or eligible for listing on the National Register of Historical Places |
| <input type="checkbox"/> | <input type="checkbox"/> | b. located within a 100-year flood plain |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Renovation, lease or any proposed use of a building or facility that will either: |
| <input type="checkbox"/> | <input type="checkbox"/> | a. result in a change in its basic prior use (between industrial, office, residential, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | b. significantly changes its size (total structure, not program's portion thereof) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Implementation of a new program involving use of chemicals other than: |
| <input type="checkbox"/> | <input type="checkbox"/> | a. chemicals purchased as an incidental component of the funded activity |
| <input type="checkbox"/> | <input type="checkbox"/> | b. traditionally used (e.g., for office, household, recreational, educational environments) |

If any item above is checked, a clarification of the activity may be requested.

Response is made related to the following Byrne funded program/project:

Project: _____

Signature: _____ Date: _____

Typed Name: _____ Title: _____

Representing: _____

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**ACKNOWLEDGEMENT OF
ALLOWABLE AND UNALLOWABLE COSTS**

ALLOWABLE COSTS

Allowable uses of federal grant funds include, but are not limited to, the following as they relate to the coordination and implementation of activities performed under the goal(s), objectives, and activities of the grant including:

- Procurement and installation of equipment.
- Operating costs, including:
 - Approved costs of personnel (salaries and benefits).
 - Costs reflected in the project budget proposal (such as training fees, printing, supplies, or contractual services).
- Space and utilities, to the extent utilized for the approved project.
- Travel, per diem, and lodging at the federally approved rates.
- Printing and duplication of written and visual materials.
- Advertising when an integral component of the approved project.

UNALLOWABLE COSTS

Unallowable uses of federal grant funds include:

- Construction
- Land acquisition
- Victim compensation
- Losses arising from uncollected accounts
- Contributions to a contingency reserve
- Contributions or donations
- Entertainment
- Fines and penalties
- Interest and other financial costs
- Consultant Fees (above a reasonable and consistent rate for similar services, and/or above \$450 for an eight-hour day—excluding travel and per diem)
- Payment of informant fees or expenses
- Payment of rewards
- Buy back of weapons (removal of firearms from target populations/areas)
- Advertising emphasizing the contractor or another party rather than the funded program
- Advertising/distribution of media spots promoted/funded by the national PSN campaign

The undersigned agrees to the above requirements.

Signature

Printed Name

Name of applicant organization

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CIVIL RIGHTS REQUIREMENTS

The following civil rights requirements apply to all units of local government and state agencies regardless of grant acceptance, and both for profit and non-profit organizations accepting federal grant funds. Beneath each requirement are one or more references that are provided to assist in understanding and compliance. It should be noted that the compliance requirements apply to the entire jurisdiction/organization, and not just to the funded activities.

1. **Omnibus Crime Control and Safe Streets Act of 1968 (42 USC § 3789d)**
Reference: <http://www.usdoj.gov/crt/split/42usc3789d.htm>
2. **Victims of Crime Act reference:**
Reference: <http://www.usdoj.gov/crt/split/42usc3789d.htm>
3. **Title IV of the Civil Rights Act of 1964**
Reference: <http://www.usdoj.gov/crt/cor/coord/titlevi.htm>
4. **Section 504 of the Rehabilitation Act of 1973**
Reference: http://www.advocacyinc.org/AC2_print.htm
5. **Title II of the Americans with Disabilities Act of 1990**
References:
 - Text – The Americans with Disabilities Act
www.ada.gov/pubs/ada.htm
 - Title II Highlights
<http://www.usdoj.gov/crt/ada/t2hlt95.htm>
 - The Americans with Disabilities Act, Title II Technical Assistance Manual
<http://www.usdoj.gov/crt/ada/taman2>.
 - Commonly Asked Questions – ADA and Law Enforcement
http://www.usdoj.gov/crt/ada/q%26a_law.htm
 - Commonly Asked Questions – ADA and Hiring Police Officers
<http://www.usdoj.gov/crt/ada/copsq7a.htm>
 - Self Evaluation and Transition Plan Worksheets
<http://adaptenv.org/index.php?option=Resource&articleid=185&topicid=25>
6. **Title IX of the Education Amendments of 1972**
Reference: <http://www.usdoj.gov/crt/cor/coord/titleix.htm>
7. **Age Discrimination Act of 1975**
Reference: <http://www4.law.cornell.edu/uscode/42/6102.html>
8. **USDOJ Non-Discrimination Regulations (28 CFR 42, Subparts C, D, E and G)**
Reference: http://www.access.gpo.gov/nara/cfr/waisidx_00/28cfr42_00.html
9. **USDOJ Regulations on Disability Discrimination (28 CFR Part 35 & Part 39)**
References:
 - Text – 28 CFR 28 Part 35
http://www.access.gpo.gov/nara/cfr/waisidx_00/28cfr35_00.html

INFORMATION AND ASSISTANCE

The agencies and organizations listed below can provide technical advice and assistance.

**U.S. Department of Justice
Office of Civil Rights**
Coordination and Review Section
810 – 7th Street NW
Washington, D.C. 20531
Voice: (202) 307-0690
TDD/TTY: (202) 307-2027
www.ojp.usdoj.gov/ocr

Washington Human Rights Commission
711 S Capital Way, Suite 402
PO Box 42490
Olympia, WA 98504-2490
Voice/TDD: (360) 753-6770
Voice: 1-800-233-3247
TTY: 1-800-300-7525
www.hum.wa.gov

Job Accommodation Network (JAN)
1-800-ADA-WORK (Voice/TDD)
jan@jan.wvu.edu

U. S. Architectural and Transportation
Barriers Compliance Board
1-800-USA-ABLE (Voice/TDD)

Office for Civil Rights
Department of Health and Human Services
www.os.dhhs.gov/ocr

**Equal Employment Opportunity Commission
(U. S. Government)**
State of Washington Area Office
909 – 1st Avenue, Suite 400
Seattle, WA 98104
Voice/TDD: (206) 220-6882
1-800-669-4000

**Department of Personnel
Workforce Diversity Office**
PO Box 47500
Olympia, WA 98504-7500
Voice: (360) 664-6228
TTY/TDD: (360) 753-4107

Department of Labor and Industries
Vocational Services
PO Box 44323
Olympia, WA 98504-4323
Voice: (360) 902-5456/5447

Washington Division of Vocational Rehabilitation
Department of Social and Health Services
(38 field offices statewide)
Provides employment services to persons with disabilities and businesses
Voice/TDD: 1-800-637-5627

Washington Governor’s Committee on Disability
Issues and Employment
PO Box 9046
Olympia, WA 98507-9046
Executive Secretary, Toby Olson
Voice: (360) 438-3168
TTY: (360) 438-3167

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above Civil Rights requirements specified on the previous page of this certification.

SIGNATURE OF WAIVING OFFICIAL

TITLE OF OFFICIAL COMPLETING THE WAIVER

JURISDICTION/ORGANIZATION REPRESENTED

DATE

