

Idaho State Police  
Planning, Grants, & Research

U.S. Department of Justice  
Bureau of Justice Assistance

**2010 Residential Substance Abuse Treatment (RSAT)  
for State Prisoners Program**  
CFDA Number: 16.593

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**Submission Deadline:**  
**11:00 PM (Mountain Standard Time), December 3, 2010**

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## **Residential Substance Abuse Treatment (RSAT)**

The Residential Substance Abuse Treatment (RSAT) for State Prisoners Program (42 U.S.C. § 3796ff *et. seq.*) assists states and local governments to develop and implement substance abuse treatment programs in state and local correctional and detention facilities and to create and maintain community-based aftercare services for offenders.

### **Deadline**

Applications are due by **Friday, December 3, 2010, no later than 11:00pm, Mountain Standard Time (MST)** and will be accepted only through the Grants Management System (GMS) accessible through our website at: <http://www.isp.state.id.us/pgr>. Detailed application instructions can be located on the right-hand side under the GMS sign-in icon.

Each applicant must be able to certify, via an electronic acceptance, that they are the signing authority, or have been delegated or designated formally by the chief executive officer of the applicant agency.

### **Eligibility**

To apply for the Residential Substance Abuse Treatment (RSAT) grant, applicants must be either a state agency, a unit of local government (city or county), or a Native American tribe.

### **Availability of Funds**

\$164,932 is available for new RSAT projects, of which \$22,783 is available for aftercare services. There is no minimum or maximum application amount; rather applicants should request adequate funding to implement the proposed project for up to two (2) years. Yearly applications WILL NOT be required. Awards are made in the first year and may be expended through the life of the project.

### **RSAT Program Information**

RSAT assists states, local, and tribal governments to develop and implement substance abuse treatment programs in state, local, and tribal correctional and detention facilities and to create and maintain 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, and trafficking of illegal drugs. RSAT enhances the capability of states and units of local and tribal government to provide residential substance abuse treatment for incarcerated inmates; prepares offenders for their reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs; and assists offenders and their communities through the reentry process through the delivery of community-based treatment and other broad-based aftercare services.

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RSAT funds may be used to implement three types of programs: residential, jail-based, and aftercare. Applications involving partnerships with community-based substance abuse treatment programs will be given priority consideration. At least 10 percent of the total state allocation for FY 2010 shall be made available to local correctional and detention facilities—provided such facilities exist—for either residential substance abuse treatment programs or jail-based substance abuse treatment programs that meet the following criteria:

**Residential Programs:**

- Operate at least 6 and no more than 12 months.
- Provide residential treatment facilities set apart—in a completely separate facility or dedicated housing unit in a facility exclusively for use by RSAT participants—from the general correctional population.
- 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, including both periodic and random testing, and for former participants while they remain in the custody of the state or local government.
- If possible, RSAT participation should be limited to inmates with 6 to 12 months remaining in their confinement so they can be released from prison instead of returning to the general prison population after completing the program.
- If possible, program design should be based on effective, scientific practices.

**Jail-Based Programs:**

- Last at least 3 months.
- Strive to separate the treatment population from the general correctional population.
- 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.
- Have a design based on effective, scientific practices.

**Aftercare**

Aftercare services must involve coordination between the correctional 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. To qualify as an aftercare program, the head of the substance abuse treatment program must work in conjunction with state and local authorities and organizations involved in substance abuse treatment to assist in the placement of program participants into community substance abuse treatment facilities on release. In addition, states shall coordinate these activities with any Substance Abuse and Mental Health Services Administration-funded state and/or local programs that address the needs of this target population. *No more than 10 percent of the total state award may be used for treatment of those released from a state facility. There is \$22,783 available for aftercare in this funding cycle.*

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## Required Application Components

Applications will be accepted only through the Grants Management System (GMS), accessible through our website at: <http://www.isp.idaho.gov/pggr>. Detailed application instructions can be located on the right-hand side under the GMS sign-in icon.

**DUNS Number and CCR Registration:** All subgrantees that apply for funding must have a current Data Universal Numbering System (DUNS number). If you do not currently have a DUNS number you can obtain one by calling 1-866-705-5711 or by applying online at [Dun and Bradstreet](#).

In addition to a DUNS number, Department of Justice requires that all applicants maintain current registration in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance, applications, recipients, and subrecipients. Organizations that have previously submitted applications via [Grants.gov](#) are already registered with CCR. Please note, however, applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at <http://www.ccr.gov>.

**Abstract (limited to 8,000 characters, including spaces):** This is the project overview and should state what will be accomplished during the timeframe of the proposed project. One should be able to read the abstract and know exactly what the project entails.

**Needs Assessment (limited to 8,000 characters, including spaces):** Identify the need and/or reason for requesting grant funds and why the project has been chosen. You will need to include data elements, identification of gaps in current services as well as any formal needs surveys completed. You should also describe your population and the identified partners needed to implement the project (see Appendix 1 for the Needs Assessment Guide).

**Goals, Objectives, Activities, and Performance Measures/Indicators:** RSAT subgrantees are no longer required to submit goals, objectives, activities, and performance indicators, as the Bureau of Justice Assistance (BJA) has created a Performance Measurement Tool (PMT). PG&R will enter your data regarding your project into the PMT and the system will generate the required performance measures for your project (see Appendix 3). ***This information will be required if awarded.*** However, since GMS is used for all projects awarded through PG&R; and goals, objectives, and performance indicators are required fields; please use the following generic titles and narratives to fulfill this system requirement (activities are not required).

Goal Title: Predetermined RSAT Performance Measures  
Goal Narrative: Bureau of Justice Assistance performance measures determined by using required Performance Measuring Tool (PMT) system.

Objective Title: Track and Report All Applicable RSAT Performance Measures  
Objective Narrative: Track and report all RSAT performance measures by the 15th of the month following the end of each reporting quarter.

Performance Indicator Title: Data for All Applicable PMT Activities

Performance Indicator Narrative: Data entered for all applicable grant-funded PMT determined activities.

**Note:** Quarterly progress report narratives **will be reported on GMS** but your performance measures will be reported on BJA’s PMT site. The due date for this information as well as your quarterly financial report(s) is no **later than the 15th calendar day** following the end of each quarter.

Financial and Programmatic Reporting Periods	Due Dates
January – March	April 15
April – June	July 15
July – September	October 15
October – December	January 15

**Budget and Budget Narrative:** The requested budget must reflect as closely as possible the costs associated with the proposed project for its entire duration. The budget narrative should include a breakdown of costs identified and an explanation of how the costs were derived. If you have questions regarding allowable costs, please contact PG&R for clarification (see Appendix 2 for eligible expenses and a budget narrative example).

Unallowable costs: RSAT funds shall not be used for land acquisition or construction projects. Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.

Match Requirement: Federal funds awarded under this program may not cover more than 75 percent of the total costs of the project being funded. The applicant must identify the source of the 25 percent non-federal portion of the budget and how match funds will be used. Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating match is demonstrated below:

*Example:* For a federal award amount of \$100,000, match would be calculated as follows:

$$\frac{\$100,000}{75 \text{ percent}} = \$133,333 \text{ (Total Project Cost)} \quad \$133,333 \times 25 \text{ percent} = \$33,333 \text{ match}$$

**Assurances and Certifications:** These must be “signed” via an electronic acceptance by the highest official or designee representing the applicant agency. Each agency may designate a person to complete the application; however, this person must certify that they have the authority to sign on behalf of the highest official.

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**Please note, GMS will not allow applicants to submit the application unless all components are complete; however, your application may still be considered non-responsive if it does not meet identified program elements. Please make sure you have completed all requirements.**

## **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [http://www.ojp.gov/funding/other\\_requirements.htm](http://www.ojp.gov/funding/other_requirements.htm).

- ◆ **Civil Rights Compliance**
- ◆ Anti-Lobbying Act
- ◆ Financial and Government Audit Requirements
- ◆ National Environmental Policy Act (NEPA) (if applicable)
- ◆ DOJ Information Technology Standards (if applicable)
- ◆ Non-supplanting of State and Local Funds
- ◆ Criminal Penalty for False Statements
- ◆ Compliance with **Office of Justice Programs Financial Guide**
- ◆ Suspension or Termination of Funding
- ◆ Government Performance and Results Act (GPRA)
- ◆ Rights in Intellectual Property
- ◆ Federal Funding Accountability and Transparency Act (FFATA) of 2006

## **Contact Information**

For questions or comments regarding the RFP or application process, please contact Jill Eden at (208)884-7042 or email [jill.eden@isp.idaho.gov](mailto:jill.eden@isp.idaho.gov). Detailed application instructions can be found at <http://www.isp.state.id.us/pgr/index.html> located on the right-hand side under the GMS sign-in icon.

## Needs Assessment Guide

The Planning, Grants, and Research (PG&R) department of the Idaho State Police has developed these guidelines to assist applicants in their assessment of the nature and extent of the threat posed by drug related activity, domestic violence, sexual assault, or other criminal activity. The Needs Assessment is one way for applicants to provide support for Byrne Justice Assistance Grant (JAG), STOP Violence Against Women Grant, Project Safe Neighborhoods Grant (PSN), and Residential Substance Abuse Treatment Grant (RSAT) requests that seek to address and resolve criminal justice related problems in their jurisdictions.

Although some elements included in this document may be difficult to address, it will serve your interests to be as comprehensive as possible in your consideration, analysis, and documentation.

Background, as used in this context, may best be described as a big picture view of the many elements which define your jurisdiction and which have varying degrees of impact on its activity. ***Consider each of the following factors when determining what data to provide to support your project.***

### **Demographics**

- The makeup of your jurisdiction in terms of the number of law enforcement agencies, counties, municipalities, and other settlements
- The size of your jurisdiction in square miles, the general topography, and its location relative to state borders; the number, type, and location of accessing roadways, airports, rail lines, and other transportation corridor types; and the ethnic makeup of your jurisdiction's population
- Current and projected population, including the method of projection
- Employment/unemployment statistics
- Principal employers and their products and services; significant import/export activities
- Economic data about your jurisdiction, including per capita income and its relationship to that of other jurisdictions
- Schools for all at-risk populations in your jurisdiction and their student body sizes
- Growth predictions for the economy, the general population, ethnic populations, and school populations

Many sources exist for the majority of this data, including those accessible electronically and those that may be physically located in your area. The official website of the State of Idaho is

[idaho.gov](http://idaho.gov). From this website, you may access a wide variety of data regarding employment, unemployment, major industries, employers, economic conditions, population, geography, and schools.

### **Crime Statistics (other than drug crimes)**

- Uniform Crime Report (UCR) data for the most recently completed 2-3 year period
- Crime trends based on UCR data
- Crime types or trends that require the greatest number of officer hours in your jurisdiction – i.e., alcohol-related, property crimes, violent crimes, etc.
- Crime types and trends which have the greatest overall economic impact on the jurisdiction, such as those which immediately affect a major employer, or those which may require lengthy trials

### **Drug Crimes**

- The level and type of drug activity in your jurisdiction; consider reviewing data for past drug arrests, interviewing hospital personnel, intervention and/or treatment personnel, school administrators, other law enforcement personnel, prosecutors, etc.
- Increases or decreases in drug activity and the most probable reasons
- Correlation between serious crime and drug use in your jurisdiction; consider potential links between domestic violence and drug use

### **Impact**

- The impact of the commission of crimes on criminal justice resources – i.e., prosecution and the courts; determine how increasing workloads will be accommodated
- The impact of crime on the willingness of citizens to move freely about the jurisdiction; consider a formal or informal citizen survey to determine how crime affects patterns of activity

**Present Resources and Resource Gaps** (The resources below are mere examples and those presented in your Needs Assessment should relate directly to your project.)

- The number of law enforcement agencies or victim service organizations operating in your jurisdiction
- The number of law enforcement officers, victim witness coordinators, or victim advocates in your jurisdiction
- Enforcement coverage (other than daylight hours)
- Mutual support agreements/Memorandums of Understanding (MOU) in place and functioning
- The total short-term and long-term jail capacity of your jurisdiction or number of victim shelters in your jurisdiction

- The availability of jail alternative programs – i.e., home arrest, community service, drug courts, etc.
- The number of judicial districts in your jurisdiction and any significant differences in method of operation

Crime data is presently compiled by virtually every city and county law enforcement agency in Idaho, and is reported to the Idaho State Police Bureau of Criminal Identification in Meridian. The annually published Crime in Idaho Report is available from this entity, and offers the single best source for this data. The Crime in Idaho Report is located online at [www.isp.idaho.gov/identification/ucr/crimeinidaho2009.html](http://www.isp.idaho.gov/identification/ucr/crimeinidaho2009.html) and contains archived reports back to 1995.

In addition to the Crime in Idaho Report, the Research Unit of PG&R created the Crime in Idaho Database, which is located at [www.isp.idaho.gov/pgr/Research/sac.html](http://www.isp.idaho.gov/pgr/Research/sac.html). You can, “Search the database for crime trends form 1974 to 2008, create downloadable excel files, and create charts using our easy to use web query.”

Judicial, penal, and prosecutorial data, although available on a state level, may be more easily accessed through your county government. In your quest for trends or data which has previously been analyzed, don't overlook local officials who work within the criminal justice system. In a number of cases, you may discover that a good deal of your work has been accomplished by another local entity.

## Threat Assessment

### Description of the Threat

What do you perceive as the primary threat(s) to your jurisdiction from criminal activity? The threat(s) may involve one or more illegal activity, a specific portion of the population, geographic location, etc. How will funding of the project affect the threat in your jurisdiction?

### Proof of the Threat

Who or what was the source of the information that led to your conclusion about the threat to your jurisdiction?

As an example of statements that are supported by citing specific types and sources of information, consider the following:

“Appearance of LSD in the Acme County secondary school system has increased dramatically over the last several years. Prior to 1998, a total of three students throughout the county had been expelled for possession of this drug. During the last calendar year, five students were expelled for LSD possession. Street talk indicates that LSD is easy and cheap to obtain in the general vicinity of virtually every secondary school. This information was acquired from interviews with each secondary school principal in Acme County, a 30% sample of middle school teachers, and the DARE officer.”

### Primary Concerns

What types of crimes are of greatest concern? What resources are available for victims of crime? Drug specific concerns: What types of drugs are of greatest concern? What are the sources? Are they locally grown or manufactured? What is the method of transporting drugs into or out of the jurisdiction? What are your sources of information?

As an example of statements that answer these questions, consider the following:

“In a recently completed survey of 426 secondary school students in Acme County, marijuana was determined to be the most widely used and available drug.

Agents of the federal Drug Enforcement Agency (DEA), during a recent conference conducted in our capital city, shared intelligence about marijuana being transported regularly from an adjoining state by a local motorcycle gang. Intelligence data included routes traveled, peak times for transportation, in-state distribution methods, and primary suspects.”

## Eligible Expenses

This is the applicant's opportunity to give a justification for budget items.

### 1. Personnel

Payment of personnel costs with grant funds is permitted if the costs are part of an approved program or project. Personnel and other items that are actually part of the enhancement of the project, and audits performed specifically for the project, are allowable expenses. Employee benefits and overtime are also allowable expenses.

In your narrative discuss personnel in relation to the position not the individual. You should include the estimated salary, benefit rate, and number of hours for each position. Also give information detailing the tasks, need, responsibilities, full or part time, and the number of months the position(s) will be filled.

### 2. Operating/Contracts/Consultants

This category will include all expenses that are not personnel, equipment, travel or confidential expenditures, i.e.: expendable items, supplies, and general operating expenses. You do not need to give a breakdown of individual items, however in your narrative you should in general describe what operating costs will be used for.

Grant costs in this category may include, but are not limited to the following:

- Supplies: Consumable desktops supplies.
- Telephone/Facsimile: Usage costs directly related to project.
- Reproduction/Copying Costs: Shared machines owned, leased, or used by the applicant, must reflect no more than the appropriate share of costs incurred.
- Computer Software

**Consultants:** The information provided below is from the 2009 Office of Justice Programs (OJP) Financial Guide.

“Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. Consideration will be given to compensation including fringe benefits for those individuals whose employers do not provide such benefits. In addition, when the rate exceeds \$450 for an 8-hour day, or \$56.25 per hour (excluding travel and subsistence costs) a written PRIOR APPROVAL is

required from the awarding agency. Prior approval requests require additional justification. An 8-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. Please note, however, that this does not mean that the rate can or should be \$450 for all consultants. Rates should be developed and reviewed on a case-by-case basis and must be reasonable and allowable in accordance with OMB cost principles.”

The budget narrative should include the hourly rate of the consultant, number of hours to be paid out of the grant, whether travel expenses will be included in the consultant contract, and the total amount of the contract.

**REMEMBER:** Consultant compensation exceeding \$450 for an 8-hour day OR \$56.25 per hour MUST receive PRIOR APPROVAL from PG&R.

In addition, consultant or professional services are subject to competitive procurement practices. In the narrative portion of your budget you should not directly specify contractors for professional services if they will be subject to the rules of procurement or sole-source.

### 3. Travel

Travel expenses incurred by project staff or other individuals directly supporting the project are allowable at rates not to exceed those currently authorized by Idaho State Board of Examiners. All persons traveling at grant expense will be expected to use the least expensive travel option reasonably available. Estimate the numbers and kinds of trips that will be required by the project and discuss them in the narrative portion of the budget.

Travel expenses cannot exceed the Idaho travel reimbursement rate of \$30.00 per day in-state and \$39.00 out-of-state or that state’s [federal per diem rate](#).

**\*\*\*\*\*If agency’s written policy rate is more restrictive than the above mentioned, then that rate will be used\*\*\*\*\***

*Tools for estimating your travel costs:*

- *Lodging: Actual cost of reasonable accommodations.*
- *Mileage: May be reimbursed at no more than the [current state approved mileage rate](#). Use of privately owned vehicles is allowed; however, mileage reimbursement may not exceed one-half of the current state approved mileage rate if the privately owned vehicle is used solely for the convenience of the traveler.*
- *Airfare: Commercial transportation must be in less than first class accommodations, unless unavailable.*

#### 4. Equipment

Equipment is an allowable grant expense, as long as it is part of an approved program or project and not included in the list of unallowable grant expenses in the RFP. According to the 2009 OJP Financial Guide, equipment is defined as, “tangible, nonexpendable personal property having a useful life of more than 1 year and an acquisition cost of \$5,000 or more per unit. A recipient/subrecipient may use its own definition of equipment provided that such definition would at least include all equipment defined above.” State agencies must follow established state guidelines. In your budget narrative, you should attempt to itemize your equipment costs and list benefit/purpose of each. **See RFP for grant specific unallowable expenses.**

**NOTE:** In order for PG&R to ensure equipment and supplies are in the appropriate budget category, the application should include a statement in the budget narrative that identifies the applicant agency’s equipment threshold.

#### 5. Other

Confidential expenditures (buy money and confidential informant funds) would be included in this category. [Part III: Chapter 8](#) of the 2009 OPJ Financial Guide outlines the requirements for confidential funds, which **MUST** be adhered to.

### Budget Worksheet

**All required information (including the budget narrative) must be provided.** Some items to consider for each budget category are listed below. It is NOT inclusive of all possible items.

An example has been included to assist you. If you have further questions or need additional assistance, please contact PG&R at 884-7040 or via e-mail [pgr@isp.idaho.gov](mailto:pgr@isp.idaho.gov).

#### A. Personnel

- How were salary rates determined?
- What is included in fringe benefits?
- What function(s) do budgeted employees perform?

#### B. Operating Expense/Contracted Services

- Expendable supplies, training materials, software, etc.
- How are the operating items related to the success of the project?

- What is the daily fee of the consultant?
- How many days will service be provided?
- How many hours per day or hours per week will the consultant work?
- What service will be provided?
- What is the method of procurement to be used?

### **C. Travel and Per Diem**

- Did you use approved rates?
- Is travel directly related to project activities?
- If out-of-state travel is anticipated, give as many details as possible – i.e. location, dates, and purpose.

### **D. Equipment (Expendable supplies must be included under Operating Expenses)**

- Description of equipment: make, model, etc.
- What is the unit cost?
- How is the equipment integral to the success of the project?

## **Example of Budget Narrative**

Complete a budget narrative for each category in which you are requesting funds. In general discuss the items associated with the total cost identified on your Budget Request form. Include information that identifies certain costs as being one time expenditures and how they relate to the goals of your project.

**Match:** Budget narratives are also required for any proposed match (see RFP for match requirements). Be sure to differentiate between federal funds and matching funds in your narrative.

### **A. Personnel/Fringe**

Grant funds will provide a prosecutor to the unit. The prosecutor will devote 100% of their time, 50% of which will be paid by the county. A Juvenile Probation Officer will oversee the probation activities. They will devote 100% of their time, 50% of which will be paid by the county. If the probation officer is hired from within the department, their position will be backfilled in order to fulfill grant requirements. A full-time family counselor will be hired and will be located in the county courthouse. One hundred percent (100%) of the counselor's time will be devoted to the project, and funded totally with grant funds. Fringe benefits are based on the established 20% organizational rate. This can include, but is not limited to, FICA (.65%), Workers Compensation (3%), Unemployment (.95%), and Retirement & Health (6%).

Prosecutor:  $\$35.00$  an hour +  $\$7.00$  benefits =  $\$42.00$  x 2080 total hours =  $\$87,360$  x 50% (percentage of time paid with grant funds) =  $\$43,680$

Juvenile Probation Officer:  $\$15.00$  an hour +  $\$3.00$  benefits =  $\$18.00$  x 2080 total hours =  $\$37,440$  x 50% (percentage of time paid with grant funds) =  $\$18,720$

Family Counselor:  $\$18.50$  an hour +  $\$3.70$  benefits =  $\$22.20$  x 2080 total hours =  $\$46,176$  (100% of time)

Match: 50% of Prosecutor's salary ( $\$43,680$ ) and 50% of Juvenile Probation Officer's Salary ( $\$18,720$ ) for a total of  $\$62,080$

## **B. Operating/Consultants/Contracts**

Operating costs consist of training materials and consultants. Training material costs are based on similar costs for previous programs, including bags for carrying training supplies; notebook costs including copying of materials and paper; and special required materials for training such as pens, film, pen light, and latex gloves. There will also be community education meetings primarily for families of high-risk children, however, anyone is welcome to attend. The meetings will be held every 4 months.

A consultant will be hired to train law enforcement, the judiciary, probation and parole, and prosecutors on juvenile correction issues. The consultant costs may include travel and the maximum allowance of  $\$450.00$  a day. The consultant's contract will follow the procurement guidelines established by the county.

Bags:  $\$25.00$  per bag x 3 bags =  $\$75$

Notebooks:  $\$3.00$  per notebook x 100 notebooks =  $\$300$

Other training materials:  $\$500$

Consultant Contract (includes travel):  $\$56.25$  an hour x 40 hours =  $\$2,250$  +  $\$1,500$  for travel (airfare, lodging, and per diem) =  $\$3,750$

## **C. Travel**

Prosecutor training will be held in Dallas, Nov. 23-27. Workshops at national conference will directly benefit this project by allowing prosecutor to network with peers and discuss approaches to current related issues. Travel costs are based on the approved county travel policy with general round trip expenses originating from Boise. Probation specific training in the areas of managing high-risk juveniles, alternative methods of probation, and how to get parents involved in the probation process will be attended during program period. At grant proposal time, training had not been scheduled. Travel costs are estimates based on the approved county travel policy with general round trip expenses originating from Boise. The

location of the probation training is unknown at this time, but estimated costs are based on travel expenses from previous training.

Airfare:  $\$350.00 \times 2 \text{ trips} = \$700$

Lodging:  $\$100.00 \times 3 \text{ nights} = \$300.00 \times 2 \text{ trips} = \$600$

Per Diem:  $\$65.00 \text{ per day} \times 3 \text{ days} = \$195.00 \times 2 \text{ trips} = \$390$

#### **D. Equipment**

Equipment costs are based solely on the purchase of a single computer and printer which will be a one-time purchase to the grant. The financial officer will verify the existence of a state or county contract for the purchasing of computer equipment. If no contract exists, three (3) informal bids will be obtained from local businesses using identical specifications. Equipment will be purchased from the lowest bidder meeting the specifications. The county equipment threshold is \$500.00

Computer: \$1,250

Printer: \$500

#### **E. Other**

Confidential funds will be used for drug buys and confidential informants: \$3,000.

The budget for the example grant is based on the information provided in the narrative for grant expenses and match.

Budget Category	Expense Budget	Match Budget
Personnel	\$108,576	\$62,400
Operating/Consultant	\$4,625	\$0
Travel	\$1,690	\$0
Equipment	\$1,750	\$0
Other	\$3,000	\$0
Total	\$119,641	\$62,400

## **Residential Substance Abuse Treatment (RSAT) Program Performance Measures Grid**

The following pages outline the BJA Performance Measures for the Residential Substance Abuse Treatment (RSAT) Program. The indicators are shown by [grant program type](#) (Jail-Based, Residential, and Aftercare).

You are required to report data for all measures as they relate to all grantees that use funds for activities supported by the program type.

The RSAT performance is reported in two formats – numerical data and narrative information. The numerical data is reported in the Performance Measurement Tool (PMT) for each period of quarterly activity. The narrative information is the 7 BJA questions that are required of all BJA grantees. These are also reported in the PMT. The narrative information is provided on an annual schedule to reflect the previous 12 months of activity. You will see a reminder in the quarterly period for which narrative information should be reported. This due date will usually coincide with the due date to submit a report to the Grants Management System (GMS).

In addition, in January of each year, you are responsible for creating a report from the PMT that is submitted to BJA through the Grants Management System (GMS). During the non-submission periods, you are encouraged to create a report for your records.

If you have any questions regarding the PMT or performance measures, please call the BJA performance tools help desk at 1-888/252-6867 or send an e-mail to [BJAPMT@csrincorporated.com](mailto:BJAPMT@csrincorporated.com).

For RSAT program questions, please contact your State Policy Advisor.

**NOTE: All data reported should reflect offenders in BJA-funded Residential Substance Abuse Programs. If all offenders in a program have services paid with the BJA-RSAT award then you are reporting 100% of your data.**

**\*\* Latest changes are noted for 1/1/2010 data collection**

## Residential Substance Abuse Treatment (RSAT) Program

### Jail-Based and/or Residential Performance Measures

#	Measure	Definition	Data Grantee Provides
1	Average treatment cost per offender for a BJA-funded residential program. <b>(Jail-Based, Residential)</b>	<p><b>Do Not Include:</b> Basic room and board (provided by state whether offender is participating in the program or not)                      Medical expenses (unless related directly to treatment)                      IT systems                      Capital expenditures that are paid for over several years                      Any indirect costs</p> <p><b>Include:</b> Any cost match funding that was spent in anything besides the above mentioned.                      The number of participants enrolled in the program is the actual count (not capacity) of offenders whose placement in the program is paid for with BJA grant funds. This number includes male, female, adult, and juvenile offenders.</p>	<p>A. Treatment provider salary (contractor or state employed) prorated to include the time spent in the BJA -funded program or the portion of the treatment provider's salary that is paid with BJA funds</p> <p>B. Cost of additional residential materials (special uniforms, non-recyclable classroom aids, pharmaceuticals if directly related to treatment, etc)</p> <p>C. Number of participants enrolled in the program (including those that drop-out or are removed)</p> <p>D. Cost per offender for residential treatment <math>((a+b)/c)</math> <b>Auto-calculated by PMT</b></p>
2	Average length of stay in the BJA-funded residential program in days, for offenders completing the program <b>(Jail-Based, Residential)</b>	<p>This measure tries to capture the number of days spent in the program by offenders who have completed the program. Report the total count of days spent at the BJA-funded residential program for offenders who complete the program and the number of BJA funded offenders to successfully complete the program. Do not include assessment, transition, or aftercare phases in the total count. Add the total days for each BJA-funded offender together to get the A value. Successful completion of the program refers to completing the specific program requirements as identified by each individual program. SOURCE: Program records are the preferred data source.</p>	<p>A. Total number of days between program entry and program exit for all offenders who complete the BJA-funded residential program during the reporting period</p> <p>B. Number of offenders to successfully complete the BJA-funded residential program during the reporting period</p> <p>C. Average length of stay for offenders that successfully complete the BJA-funded program <math>(a/b)</math> <b>Auto-calculated by PMT</b></p>

3	<p>The number of offenders served in the BJA-funded program during the reporting period <b>(Jail-Based, Residential)</b></p>	<p>This measure tries to capture the total number of BJA-funded offenders in the program during the reporting period. Report the number of BJA-funded offenders carried over from the previous reporting period, the number of NEW offenders who entered the program during the reporting period, and the number that exited the program during the reporting period. This is the actual count (not capacity) of BJA-funded offenders. This number includes males, females, adult, and juvenile offenders. SOURCE: Program records are the preferred data source.</p>	<p>A. Number of offenders carried over from the previous reporting period in the BJA-funded program B. Number of NEW offenders added to the BJA-funded program during the reporting period C. <b>Total</b> number of offenders served in the BJA-funded program during the reporting period (a+b) <b>Auto-calculated by PMT</b></p>
4	<p>—The number of offenders who successfully completed the BJA-funded program. <b>(Jail-Based, Residential)</b></p>	<p>This measure tries to capture the number of offenders who successfully completed the BJA-funded program. “Complete” represents an offender that has a drug-free test (passed drug testing) during the reporting period. Source: Program records are the preferred data source.</p>	<p>A. Total number of offenders that exited the BJA-funded program (successfully and unsuccessfully) during the reporting period B. Of those in A, the number of offenders that successfully completed the BJA-funded program during the reporting period C. Of those in A, the number of offenders who dropped out of the BJA-funded residential program D. Of those in A, number of offenders who were terminated from the BJA-funded residential program E. Percent of offenders who successfully completed the BJA-funded program (B/A)(Auto-calculated by the PMT)</p>
5	<p>The number of new beds created with the current BJA award <b>(Jail-Based, Residential)</b></p>	<p>This measure tries to capture the number of new beds created as a result of the current BJA award. Report the number of BJA-funded beds created from the current award. SOURCE: Program records are the preferred data source.</p>	<p>A. Total number of new beds created as a result of the current BJA award during this reporting period — _____ — _____ — _____</p>
6	<p>Percent of treatment beds funded through other sources, but enhanced with BJA-funded services <b>(Jail-Based, Residential)</b></p>	<p>This measure tries to capture the percentage of beds funded through other sources, but enhanced with BJA funds. Report the number of beds funded through other sources, but enhanced with BJA funds and the number of beds funded by all sources. SOURCE: Program records are the preferred data source.</p>	<p>A. Number of treatment beds funded through other sources, but enhanced with BJA funds during the reporting period B. The number of treatment beds funded by all sources (BJA award and non BJA funds) during this reporting period C. Percent (a/b) <b>Auto-calculated by PMT</b></p>

7	<p>Number of days of residential treatment provided in a BJA-funded Program <b>(Jail-Based, Residential)</b></p>	<p>This measure tries to capture the average amount of service days provided to offenders in the BJA-funded residential treatment program. Report the total number of residential service days and the total number of offenders in the BJA-funded residential treatment program. Add the total number of residential service days for each BJA-funded offender together to get the A value. SOURCE: Program records are the preferred data source.</p>	<p>A. Total number of residential service days B. Number of offenders in the BJA-funded residential treatment program C. Average amount of service provided (a/b) <b>Auto-calculated by PMT</b></p>
8	<p>The number and percent of offenders who have completed the BJA-funded program and have passed drug testing during this reporting period</p>		<p>A. Total number of offenders that have completed the BJA-funded program and have passed the drug test during this reporting period B. Total number of offenders that have completed the BJA-funded program and have been drug tested (that passed and failed) C. Percent of offenders that have completed that BJA-funded program and have passed drug testing (Auto-calculated A/B)</p>

## Residential Substance Abuse Treatment (RSAT) Program

### Aftercare Performance Measures

#### Aftercare services are determined once offenders have left the facility

#	Measure	Definition	Data Grantee Provides
9	Average treatment cost per offender for a BJA-funded aftercare program	<p>Do Not Include:</p> <ul style="list-style-type: none"> <li>Medical expenses (unless related directly to treatment)</li> <li>IT Systems</li> <li>Capital expenditures that are paid for over several years</li> <li>Any indirect costs</li> </ul> <p>Include: Any cost match funding that was spent on anything besides the above mentioned. The number of participants enrolled in the program is the actual count (not capacity) of offenders whose placement in the program is paid for with BJA grant funds. This number includes males, females, adult, and juvenile offenders.</p>	<ul style="list-style-type: none"> <li>A. Treatment provider salary (contractor or state employed) prorated to include the time spent in the BJA-funded program or the portion of the treatment providers salary that is paid with BJA funds</li> <li>B. Cost of additional materials (aids, pharmaceuticals if directly related to treatment)</li> <li>C. Number of participants enrolled in the program (including those that drop-out or are removed)</li> <li>D. Cost per offender for aftercare program <math>((a+b)/c)</math> Auto-calculated by the PMT</li> </ul>
10	Total number of offenders served by a BJA-funded aftercare program <b>(Aftercare)</b>  8/16/10	<p>This measure tries to capture the total number of offenders in the BJA-funded aftercare program. Report the number of offenders in the BJA-funded aftercare program at the beginning of the reporting period, including those carried over from the previous reporting period, and the number of new offenders to enter the BJA-funded aftercare program during the reporting period. SOURCE: Program records are the preferred data source.</p>	<ul style="list-style-type: none"> <li>A. Number of offenders carried over from the previous reporting period in the BJA-funded program</li> <li>B. Number of new admissions to BJA-funded aftercare program during the reporting period</li> <li>C. Total number of offenders served by BJA-funded aftercare program <math>(a+b)</math> <b>Auto-calculated by PMT</b></li> </ul>
11	Average length of stay in the BJA-funded aftercare program in days, for all offenders completing the program. <b>(Aftercare)</b>	<p>This measure tries to capture the number of days spent in the BJA-funded aftercare program by offenders who have completed the aftercare program. Do not include assessment and transition in the total count. Add the total days for each BJA-funded offender together to get the A value. Report the total count of days spent at the aftercare program for all offenders who complete the program. Report the number of offenders to successfully complete the BJA-funded aftercare program. Successful completion of the program refers to completing the specific program requirements as identified by</p>	<ul style="list-style-type: none"> <li>A. Total number of days between program entry and program exit for all offenders who complete the BJA-funded aftercare program during the reporting period</li> <li>B. Number of offenders to successfully complete the BJA-funded aftercare program during the reporting period</li> <li>C. Average length of stay for offenders that successfully complete the BJA-funded aftercare program <math>(a/b)</math> <b>Auto-calculated by PMT</b></li> </ul>

		each individual program. SOURCE: Program records are the preferred data source.	
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## Aftercare Performance Measures

#	Measure	Definition	Data Grantee Provides
12	Percent of offenders successfully completing the BJA-funded aftercare program <b>(Aftercare)</b>	This measure tries to capture the percentage of offenders that successfully complete the BJA-funded aftercare program. Report the number of offenders that successfully complete the BJA-funded aftercare program. Successful completion of the program refers to completing the specific program requirements as identified by each individual program. SOURCE: Program records are the preferred data source.	<p>A. Total number of offenders that exited the BJA-funded aftercare program (successful or unsuccessful) during this reporting period</p> <p>B. Of those in A, the total number of offenders that successfully completed the BJA-funded aftercare program during this reporting period (auto-filled from 11B)</p> <p>C. Of those in A, the total number of offenders who dropped out of the BJA-funded aftercare program during this reporting period</p> <p>D. Of those in A, the total number of offenders who were terminated from the BJA-funded aftercare program during this reporting period</p> <p>E. Percent (B/A) <b>Auto-calculated by PMT</b></p>
13	The number of offenders who completed the BJA-funded program and have remained drug-free during the aftercare program <b>(Aftercare)</b>	This measure tries to capture the percent of BJA- funded offenders who have completed the program and have remained drug-free during the aftercare program. Report the number of BJA-funded offenders who have completed the aftercare program and remained drug free during the reporting period. SOURCE: Program records are the preferred data source	<p>A. Number of offenders who have successfully completed the BJA-funded aftercare program during this reporting period (auto-fill from 11B)</p> <p>B. Of those that successfully completed the program (A value), the number that have remained drug free during the aftercare program</p>
14	The number of offenders who completed the BJA-funded program and have remained arrest-free during the aftercare program <b>(Aftercare)</b>	This measure tries to capture the percent of offenders who have completed the BJA-funded aftercare program and have remained arrest-free during the aftercare program. Report the number of offenders who have completed the BJA-funded aftercare program and remained arrest free during the reporting period. SOURCE: Program records are the preferred data source.	<p>A. Number of offenders who have successfully completed the BJA-funded aftercare program during this reporting period (Auto-fill 11B)</p> <p>B. Of those that successfully completed the program (A value), the number that have remained arrest free during the aftercare program</p>
15	The number of offenders who completed the BJA-funded aftercare program and have remained arrest-free for 1 year following release from the aftercare program <b>(Aftercare)</b>	This measure tries to capture the percent of offenders who participated in the BJA-funded aftercare program the previous year and have remained arrest-free. Report the number of offenders who have remained arrest-	<p>A. Number of offenders tracked 1 year following release from an aftercare program</p> <p>B. Of the number that were tracked, the number that remained arrest-free</p>

		free for one year after release from the BJA-funded aftercare program.	C. Percent (B/A) <b>Auto-calculated by PMT</b>
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## Residential Substance Abuse Treatment (RSAT) Program

### PERFORMANCE MEASURES

#### Narrative Data

#	Measure	Data Grantee Provides
1	<b>What were your accomplishments within this reporting period?</b>	Open-ended text response (5000 characters)
2	<b>What goals were accomplished, as they relate to your grant application?</b>	Open- ended text response (5000 characters)
3	<b>What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?</b>	Open-ended text response (5000 characters)
4	<b>Is there any assistance that BJA can provide to address any problems/barriers identified in question #3 above?</b>	A. Yes/ No
5	<b>Are you on track to fiscally and programmatically complete your program as outlined in your grant application? (Please answer YES or NO and if no, please explain.)</b>	Open-ended text response (5000 characters)
6	<b>What major activities are planned for the next 6 months?</b>	Open-ended text response (5000 characters)
7	<b>Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with BJA?</b>	Open-ended text response (5000 characters)