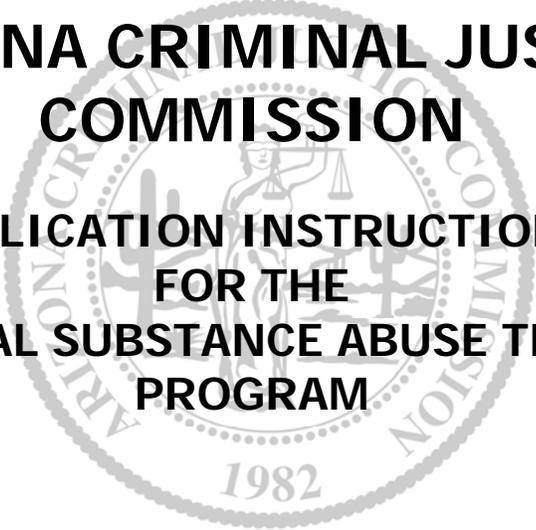


ARIZONA CRIMINAL JUSTICE COMMISSION

APPLICATION INSTRUCTIONS FOR THE RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAM

The seal of the Arizona Criminal Justice Commission is centered behind the title. It features a central figure holding scales of justice, surrounded by the text "ARIZONA CRIMINAL JUSTICE COMMISSION" and the year "1982".

INTRODUCTION

The Arizona Criminal Justice Commission (ACJC) has developed a set of specific guidelines to ensure compliance with application submission requirement for the calendar year (CY) 2010 Residential Substance Abuse Treatment (RSAT) application. You are encouraged to review the [Residential Substance Abuse Treatment grant announcement](#) to ensure your project meets the eligibility requirements needed to be successful within the application and budget guidelines, scoring criteria, and project administration phases.

Please note any assistance with regard to the application will be for the web-based application submission only. Application content guidance can be found throughout this document and in the [Grant Writing training manual](#) available on ACJC's web site.

Here are some helpful hints:

- Write your responses in a Word document, then copy and paste it into the web-based application.
- Be sure to use spelling and grammar check on each response.
- Always save your application periodically and after entering budget and goal-specific data.

APPLICATION CONTENT

General Information

Continuation Request

This specific grant application is not a continuation of a grant; therefore, the radial box is correctly defaulted as "no."

Purpose Area

The applicant must select from the drop down menu the appropriate purpose area, either *residential* or *jail-based*. The definition is listed in the grant announcement.

Participating Agencies

The applicant must complete with “not applicable” in this area.

Authorized Official

The applicant must identify the authorized official in your agency, (i.e. Executive Director, Sheriff, or Chief). This person is generally not the project official.

Project Official

The applicant must identify the project official. This person is the manager of the project and has an overall responsibility for managing the project (i.e. oversees the operations and makes decisions). Please do not list support staff in this area.

Project Narrative**Project Mission Statement**

The applicant must provide a mission statement that describes the focus of the project. The project mission should be tied to the agency mission statement and should also tie to the department/division.

Response limitation is 1,500 characters including spaces.

Problem Statement (Response limitation is 7,000 characters including spaces.)

The applicant should demonstrate a compelling need for the project. The need for the project should be substantiated by (not all inclusive):

- Using data (quantitative) that reflects the scope of the problem relating to the targeted population. Include treatment opportunities, show how this may impact the problem, or perhaps (create related problems within the facility) and/or community (i.e. threat assessment).
- Using data (quantitative) that reflects the absence or inadequacy of substance abuse treatment programs.
- Using qualitative information such as interviews or other key information on barriers to obtaining needed services within the targeted population to explain quantitative data that substantiate the need for the program. Qualitative data should not be the sole justification for the proposal.
- Applicants with previous “like project” experience should briefly describe the project and any administrative or participatory role played, such as, how the project resulted in the target population overcoming substance abuse and prepare for reentry into the community.

DO NOT SOLVE THE PROBLEM IDENTIFIED IN THIS SECTION

Project Summary (Response limitation is 7,000 characters including spaces.)

The project must be described in a way that helps stakeholders (administrators, staff, evaluators, funding agencies, citizens, and elected officials) understand and communicate about the project and how it seeks to solve the problem described keeping the following requirements in mind:

- Explain how the project will work in a clear concise manner.
- Identify the project parameters, facilities, cognitive, behavioral, social, vocational skills that will be developed within the project.
- Include information that the project is designed based on effective scientific practices, and identify source information and publications.
- Explain urinalysis testing procedures and target population selection.
- Include current aftercare services and how coordination with other human services and rehabilitation programs are accomplished.
- Explain planned activities, including day-to-day operations such as treatment schedule, treatment course work, etc.
- The professional preparation and experience of staff described in relation to the knowledge and skills needed to manage and operate the project.
- Remember to write simply; do not use acronyms unless you identify what they are.

In this section include the number of offenders anticipated to be treated; the average number of hours an offender spends in treatment (i.e. counseling, group, etc.); and the average cost of treatment (exclude: housing, food, medical, mandatory education, operating supplies, and capital/non-capital equipment).

The project must address the extent to which the proposed activities will help the state meet the requirements and goals of the RSAT Program. This is the section where you explain the solution to the problem.

SOLVE THE PROBLEM IDENTIFIED IN THIS SECTION

Project Collaboration (Response limitation is 4,000 characters including spaces.)

There are two parts to the Project Collaboration section: 1) list of collaborative partners, service providers and/or agencies; 2) provide information on how you will use the service providers or other collaborative partners to help make the project a success.

The project must address the extent to which the application emphasizes collaborative strategies. If there are member agencies, providers, organizations associated with the project, they must be identified, including resources to be dedicated by each, such as funding, staff, volunteers, time, space, equipment, and vehicles. Collaboration can be the key factor in planning and implementing a successful project.

Letters or documents attesting to participation in the project must be included with the application. See the Document Attachment section for additional information on how to attach files.

In addition, if any other funding sources will be used to enhance your project, the sources and amounts of funds must be identified and a statement of how the funds will enhance your project

must be included in this section of the application. Applicants are strongly encouraged to identify future potential funding sources. In addition to the identification, a plan of sustainability is ideal to ensure the program is ongoing beyond the funding availability.

Evaluation Plan (Performance Monitoring) (Response limitation is 4,000 characters including spaces.)

Performance monitoring should be designed and must document the projects progress toward achieving the programs overall goals and objectives. Explain in this section how the performance measures or outcomes (such as offenders served, treatment hours conducted, and other results of project activities) will be captured and identified within your organization. The evaluation plan identifies how the project will be monitored, such as through the use of surveys. In addition it will determine if the project will be determined if on track to meeting the core objectives.

Remember, evaluation of the project is ongoing and is ideally scheduled on a quarterly basis.

Goals, Objectives and Performance Measures

The RSAT program has identified specific goals, objectives, and performance measures that will demonstrate if the project is successful; these must be included in your application.

The applicant must determine the success rate (# or %) that the project will produce by the end of the project period.

Goals	Objective	Success rate # or %	Performance Measures
Prepare offenders for reintegration into the communities by incorporating reentry planning activities into treatment programs.	Increase the number of offenders that have remained arrest free for one year following release from aftercare.	Applicant to determine.	Of the offenders who completed the program: <ul style="list-style-type: none"> • Number that remained drug-free during the residential program. • Number that remained drug-free during aftercare. • Number that have remained arrest-free during aftercare. • Number that have remained arrest free for one year following release from aftercare (most recent available year). • Number that have passed drug testing during the report period.

Goals	Objective	Success rate # or %	Performance Measures
Enhance the capability of states and local government to provide residential substance abuse treatment to incarcerated inmates.	Increase the number of participants.	Applicant to determine.	<p>Number of offenders entering residential treatment</p> <p>Average treatment cost per offender for residential program</p> <p>Number of days of residential treatment provided.</p> <p>Number of days of aftercare provided.</p> <p>Previously funded RSAT beds continued.</p> <p>New treatment beds added with RSAT funds.</p> <p>Treatment beds funded through other sources, but enhanced with RSAT-funded services.</p> <p>Average length of stay (in days) in the residential program for those completing the program.</p>
Prepare offenders for reintegration into the community by incorporating reentry planning activities into treatment programs	Increase the number of offenders who successfully complete the program.	Applicant to determine.	<p>Number of offenders who successfully completed the program.</p> <p>Number of offenders who dropped out of the residential program.</p> <p>Number of offenders who were terminated from the residential program.</p>

The following step-by-step instructions are an expansion from the [GMS Manual](#) on page 15.

- 1 The three required goals have been preloaded in the **"Goal"** section.
- 2 Additionally, the corresponding objectives have also been preloaded in the **Objectives ("Description")** section.
- 3 4 You must add either a **percent (%)** or **number (#)** the objective will achieve.
- 5 Enter the **performance measures** that will help you determine if the objective was met.
- 6 Be sure to click **"Save"** (when editing an objective) or **"Add"** (when creating a new objective) to lock in the information.
- 7 After the required goals are complete, you may select the **"Add New Goal"** link for any additional applicant defined goals.

Goal: [Remove This Goal](#)

Objectives (please select at least 0):

Description	%	#	Performance Measure
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add New Goal](#)

- o Text boxes: Allow users to enter text to describe a goal, objective, outcome, or performance measure.
- o Edit: Users can edit the content of a row in a table. Selecting "Edit" switches that row into edit mode. If a row in a table is in edit mode, no other changes can be made to the table until the "Save" or "Cancel" links are selected in the row in Edit Mode.
- o Save: Saves the changes made to a row in edit mode and returns to the original page view.
- o Cancel: Cancels the changes entered into a text, number, or percentage field.
- o Add: Found at the end of a table row, this link adds the row's content to the table. Once the content has been added this link changes to "Edit."

- Add New Goal: Creates a new “Goals and Objectives” table to enter goal, objective, and performance measure data into.
- Remove This Goal: Removes the selected “Goals and Objectives” table.

Goals

Type the goal in field designated, remember to select “Save” after typing in the goal:

Goal:

Objectives

Type the Objective in the field designated, select “Add” after typing in the goal, numbers and measures, the “Add” will change to “Edit.” If you need to make changes, select “Edit.”

Objectives (please complete at least one):

Description	%	#	Performance Measure
Increase the number of offenders that have remained arrest free for one year following release from aftercare.	10		

[Add](#) [Cancel](#)

The applicant must determine either a percent or number that the objective will achieve. Type in either the percent or the number in the designated area; do not enter numbers in both areas.

This percent or number should be higher than what was achieved in the prior year. The prior year is used as a benchmark and should be exceeded. A project can also maintain the benchmark from last year, and if doing so, indicate the benchmark number to be met.

Performance Measures

Performance measures (see table on pages 4-5) or outcome measures selected are used to measure the objective and monitors the activities of the project. Therefore, it is important to collect the necessary data to support the accomplishment. This is especially important when comparing multi-year data.

Objectives (please complete at least one):

Description	%	#	Performance Measure
Increase the number of offenders that have remained arrest free for 1 year following release from aftercare.	10		# that remained drug-free during the residential program. # that remained drug-free during aftercare.

[Add](#) [Cancel](#)

Budget

Budget

A detailed budget must be prepared. Include the matching requirement in the computations, a breakdown of the federal, state (if any) and matching funds required will show at the end of the budget. Please review these numbers to make sure that the match required is available, as you will need to certify that you can provide this match prior to submission of the application.

Categories of expenses included are personnel salaries, employee-related expenses (ERE), contractual/consultant services, operating expenses such as rent, utilities and supplies, travel, and equipment. Provide how the cost of each item was calculated. Provide a proposed budget that is complete, allowable, and cost-effective and that includes matching funds. If applicable, include breakdown and description of partial funding possibilities.

The section at the end of the budget allows the applicant to describe the source of the matching funds. Indicate whether these funds will be cash or in-kind. If the funds are in-kind, be as specific as possible as to the type of in-kind match provided.

Attachments

Document Attachments (uploads)

To meet federal audit requirements, the jurisdiction's most recently completed financial audit must be attached (uploaded) at the time of the application. If your agency does not have a current audit completed for the period ending June 30, 2007, the written correspondence requesting an extension to the federal oversight agency must be attached (uploaded) with the application. The correspondence must indicate the timeframe for completion and/or requested extension date.

Submission

Validation/Error Checking

Upon certifying the application, the system will conduct a validation check to ensure all required fields have been completed. After all errors have been cleared, you may then proceed with submitting the application.

Once submit has been clicked, a message will appear indicating the application was submitted successfully and you will receive an e-mail acknowledging receipt of your application submission.