ARIZONA CRIMINAL JUSTICE COMMISSION

APPLICATION INSTRUCTIONS FOR THE RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAM

INTRODUCTION

The Arizona Criminal Justice Commission (ACJC) has developed a set of specific guidelines to ensure compliance with application submission requirements for the calendar year (CY) 2013 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 Management Resource Manual available on ACJC's web site.

Here are some helpful hints:

- Write your responses in a Word document, then copy and paste the information into the web-based application.
- Be sure to use the 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
Select from the drop-down menu the appropriate purpose area, either ***residential***, ***jail-based, or post-release***. The definitions are listed in the grant announcement.

Participating Agencies
Note "not applicable" in this area.

Authorized Official
Identify the person authorized to sign grant agreements on behalf of the agency, (i.e. Executive Director, Sheriff, or Chief). This person is generally not the project official.

Project Official
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 (Response limitation is 1,500 characters including spaces.)

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.

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

Demonstrate a compelling need for the project. The need for the project should be substantiated with information such as:

- Data (quantitative) that reflects the scope of the problem relating to the targeted population.
- Data (quantitative) that reflects the absence or inadequacy of substance abuse treatment programs.
- Qualitative information such as interviews or other key information on barriers to meeting treatment needs. Qualitative data should not be the sole justification for the proposal.
- Information on any successes of previous implementation of the proposed project or similar efforts.

DO NOT SOLVE THE PROBLEM IDENTIFIED IN THIS SECTION

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

Describe the project in a manner that assists stakeholders such as administrators, staff, evaluators, funding agencies, citizens, and elected officials in clearly understanding the project and the proposed approach to solving the problem. Include information such as:

- Describe the project's approach to fostering the development of cognitive, behavioral, social, vocational and other skills to address substance abuse and related problems.
- Include information demonstrating that the program design is based on effective, scientific practices.

- Explain urinalysis and/or other proven reliable forms of drug and alcohol testing procedures and target population selection.
- Describe current aftercare services and the coordination with other social services and rehabilitation programs.
- Explain project implementation, including day-to-day operations such as treatment schedule, treatment course work, etc. In addition, describe the project design including participation requirements and the length of each treatment cycle.
- Describe the professional preparation and experience of project staff.

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 assist in meeting the requirements and moving forward the goals of the RSAT Program.

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 the project will utilize service providers or other collaborative partners in assuring the success of the project.

Describe the extent to which the project incorporates collaborative strategies. If there are member agencies, providers, organizations associated with the project, include resources that will be dedicated by each entity, such as funding, staff, volunteers, time, space, equipment, etc. Letters or documents demonstrating participation in the project must be included with the application.

If any other funding sources will be used to enhance the project, identify the funding source(s), amount of funding and a statement of how the funds will enhance the project. Applicants are strongly encouraged to include a plan of sustainability that at minimum identifies future potential funding sources.

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

Describe how the agency will determine whether the project is making progress toward achieving its stated goals and objectives.

- Identify the method in which statistical data will be measured and tracked, i.e. service tracking database, Excel spreadsheet, hand-counted tally.
- Describe the process for reviewing the statistical data and utilizing the data to refine the strategy/approach to meet goals and objectives.

Goals, Objectives and Performance Measures

The RSAT program has identified specific goals, objectives, and performance measures that will demonstrate the success of the project. As applicable to the project, the following measures must be included in the application:

Goals	Objectives	Success rate # or %	Performance Measures
Prepare offenders for reintegration into the communities by incorporating reentry planning activities into treatment programs. Reduce recidivism rate.	Increase the number of offenders that have remained arrest free for one year following release from aftercare.	Applicant to determine.	Number of participants tracked 1 year following release from an aftercare program. Of the number that were tracked, the number that remained arrest-free. Total number of participants that have completed the BJA-funded program and have passed the drug test during this reporting period. Total number of offenders that have completed the BJA-funded program and have been drug tested (that passed and failed)
	Increase the number of participants who completed the residential program and have passed drug testing.	Applicant to determine.	
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.	Number of participants entering residential treatment Average treatment cost per participant for residential program Number of days of residential treatment provided. New treatment beds added with RSAT funds. Treatment beds funded through other sources, but enhanced with RSAT-funded services. Average length of stay (in days) in the residential program for those completing the program.
	Average treatment cost per participant for residential program.	Applicant to determine	

Goals	Objectives	Success rate # or %	Performance Measures
Prepare participants for reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs.	Increase the number of participants who successfully complete the program.	Applicant to determine.	Number of participants who successfully completed the program. Number of participants who dropped out of the residential program. Number of participants who were terminated from the residential program.
Assist both the participants and their communities through the reentry process through the delivery of both community-based treatment and other broad-based post-release services.	Increase the percent of participants successfully completing the post-release program.	Applicant to determine.	Total number of participants entering an RSAT-funded post-release program. Average length of stay in the post-release program, in days, for those completing the program. Total number of participants successfully completing the post-release program. Total number of participants who dropped out of the post-release program. Total number of participants who were terminated from the post-release program. Average treatment cost per participant for the post-release program.

For technical assistance in entering goals, objectives and performance measures, applicants may contact Debby Finkel, Program Coordinator, at (602) 364-1191 or dfinkel@azcjc.gov.

Budget

Prepare a detailed budget. 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 applicants are required to certify that a match can be provided 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 the methodology in which the cost of each item was calculated. Provide a proposed budget that is complete, cost-effective, includes allowable expenses and that includes

matching funds. If applicable, include breakdown and description of partial funding opportunities.

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, 2010, 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, the applicant may then proceed with submitting the application.

Once submitted, a message will appear indicating the application was submitted successfully and the applicant will receive an e-mail acknowledging receipt of the application submission.