ARIZONA CRIMINAL JUSTICE COMMISSION

APPLICATION INSTRUCTIONS
FOR THE
RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAM

For Assistance

If you have questions about the grant instructions or the Grant Management System (GMS), contact Ashley Mully, Grant Coordinator, at 602-364-1169, Tony Vidale, Program Manager, at 602-364-1155, or e-mail dcadmin@azcjc.gov

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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) 2020 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.

Assistance and Resources

ACJC staff is able to provide assistance regarding the application submission through ACJC's Grant Management System (GMS). During the open solicitation period, staff cannot advise applicants on proposed projects. Detailed instructions on the use of GMS are available at http://acjc.azcjc.gov/GMS3/Documentation/ACJC_GMS_Manual.pdf. Access to the GMS is available at http://acjc.azcjc.gov/GMS3/Login.aspx.

Application Tips

When completing your application:

- ACJC's Grant Management System (GMS) website is **ONLY** compatible in Internet Explorer
- Complete text responses in a Word document, then copy and paste them into the GMS application
- Check the spelling and grammar on each response
- Sustainability plan should be addressed within the Project Summary section of the application
- Save your application frequently
- Use checklists and Scorecard in the Grant Announcement to make sure all required documents are submitted and required responses addressed.

Completing the Application

Please include as much information as possible for each field in the application. Fields in the Grant Management System (GMS) with a red flag next to them are required for successful submission of the application.

APPLICATION CONTENT

1. 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, ***residential***, ***jail-based, or post-release***. The definitions are listed in the grant announcement.

Participating Agencies
Include any participating agencies that will work within the project to deliver the services proposed in the application. If none, answer, "N/A."

Authorized Official
Identify the person authorized to sign grant agreements on behalf of the agency (i.e., Executive Director, Sheriff, 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.

2. 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.
- Problem should be clearly stated.
- Problem should align with the strategy
- Problem causes are identified
- Problems are evidenced with statistics and should include:
  - 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:

- SOLVE THE PROBLEM IDENTIFIED IN THE PROBLEM STATEMENT SECTION
- 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.
- Describe the agency's activities:
    - 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.
- Discuss gaps in services.

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. The project summary should be realistic and achievable.

Applicants are required to include a plan of sustainability that, at a minimum identifies future potential funding sources.

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.

3. Goals, Objectives and Performance Measures

The RSAT program has identified specific goals, objectives, and performance measures that will demonstrate the success of the project. At a minimum, the application must include the goals below that apply to the applicant's program, as well as additional goals that better define the individual project:

Residential or Jail-Based

Goal (1):
Prepare offenders for reintegration into the communities by incorporating reentry planning activities into treatment programs. Reduce recidivism rate.
Objective:

Description	Success rate % or #	Performance Measures
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.
Increase the number of participants who completed the residential program and have passed drug testing	Applicant to determine.	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)

Goal (2):

Enhance the capability of states and local government to provide residential substance abuse treatment to incarcerated inmates.

Objective:

Description	Success rate % or #	Performance Measures
Increase the number of participants.	Applicant to determine.	Number of participants entering residential treatment
Average treatment cost per participant for residential program.	Applicant to determine.	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.

Goal (3):

Prepare participants for reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs.

Objective:

Description	Success rate % or #	Performance Measures
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.

Post-Release

Goal (1):

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.

Objective:

Description	Success rate % or #	Performance Measures
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.

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.
- Identify measures that are appropriate and collectible
- Describe the process to incorporate evaluation findings for purposes of project improvement is identified
- Includes evaluation processes that allow for assessing the effectiveness and includes sound and reliable data.

Aftercare Priority

Priority will be given to projects that have an aftercare component established.

4. Budget

Prepare a detailed budget. Include the matching requirement in the computations; a breakdown of the federal 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 a narrative, including 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, resources, and cost-sharing.

The section at the end of the budget allows the applicant to describe the source of the matching funds. Verify that these match funds are hard-cash.

5. Attachments

Document Attachments (uploads)

- To meet federal audit requirements, the agency's or jurisdiction's most recently completed financial audit (A-133) 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, 2018, 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.

- If applicable, letter(s) from participating service/treatment provider(s) indicating their intent to participate in the program must be submitted to the Commission with the grant application.

How to attach (upload) a document into GMS

Step 1: From the **Attachments** tab in GMS, Click the **Browse** button to navigate to the document you wish to attach/upload.
Step 2: Once you have selected the document, click **Upload Selected File**.
Step 3: Click the **Save** button on the right side of the screen

6. Special Conditions

Please read all the special conditions. Acceptance is required in order to submit the grant application.

7. 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.