



## Florida Department of Law Enforcement Office of Criminal Justice Grants

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# Residential Substance Abuse Treatment Grant (RSAT) FY17 Subgrant Solicitation

Applications Due: April 13, 2018

The Florida Department of Law Enforcement (FDLE), Office of Criminal Justice Grants (OCJG) is seeking subrecipient applications for the state's Residential Substance Abuse Treatment (RSAT) grant program. This program funds state and local jail and prison-based programs designed to break the cycle of drugs and violence by reducing the demand for, use, and trafficking of illegal drugs.

### Eligibility

Eligible applicants are state agencies and local units of government including federally recognized Indian tribal governments that perform law enforcement functions. A "unit of local government" means any city, county, town, township, borough, parish, village, or other general-purpose political subdivision within the State. RSAT funds may be used to implement three types of evidence-based drug treatment programs within state and local correctional and detention facilities: 1) Residential, 2) Jail-based treatment, or 3) Aftercare.

Florida gives preference to applicants who provide aftercare services to program participants. Aftercare services involve coordination between the correctional treatment program and other social service and rehabilitation programs, such as education, job training, parole supervision, halfway houses, self-help, and peer group programs. State correctional and local substance abuse treatment programs are encouraged to work together to place program participants in residential correctional facilities that meet the RSAT Program's primary requirements.

### Contact Information

For questions regarding this solicitation, contact the FDLE's Office of Criminal Justice Grants at 850-617-1250.

For assistance with creating and/or submitting an application in the Subgrant Information Management Online (SIMON) portal, or for technical assistance or issues with SIMON, contact the Office of Criminal Justice Grants at (850) 617-1250 or request to speak with your grant manager.

Release date: February 26, 2018

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# RSAT Program Information

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## Description

The State of Florida, Department of Law Enforcement (FDLE) has received an award from the United States Department of Justice (USDOD) for \$775,871 in Residential Substance Abuse Treatment (RSAT) Grant funds. FDLE is seeking subaward applications for funding under the Residential Substance Abuse Treatment for State Prisoners Program. A minimum of ten percent (10%) of this funding will be made available to eligible local correctional and detention facilities. This program furthers FDLE's mission by assisting state, local and tribal efforts to break the cycle of drugs and violence by reducing the demand for, use and trafficking of illegal drugs.

## Program Strategy and Purpose

FDLE's Office of Criminal Justice Grants (OCJG) administers the RSAT federal pass-through grant program for the State of Florida. The RSAT program (42 U.S.C. Part 3796ff et. seq.) assists state and local governments in developing and implementing substance abuse treatment programs.

Applications for RSAT funding must demonstrate a coordinated design and implementation of treatment programs between local or state correctional representatives and the local or state alcohol and drug use agency. Programs must also implement or continue to require urinalysis or other reliable forms of drug testing, both periodic and random, (1) of an individual before entering the residential substance abuse treatment program and during the period in the treatment program; and (2) of an individual released from a residential substance abuse treatment program if the individual remains in custody.

The following types of programs are eligible for funding:

- Providing residential substance abuse treatment to incarcerated inmates
- Preparing for reintegration through reentry planning activities within treatment programs
- Assisting offenders and their communities through the delivery of community reintegration treatment and other broad-based aftercare services

### Residential Programs that:

- Engage participants for a period between six (6) and twelve (12) months
- Provide residential treatment facilities set apart—in a completely separate facility or dedicated housing unit exclusively for use by RSAT participants—from the general correctional population
- Focus on the inmate's substance use diagnosis and addiction related needs
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve 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 six (6) and twelve (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
- It is strongly encouraged that a program's design is based on effective, evidence-based scientific practices

### Jail-based Programs that:

- Engage participants for at least three (3) months
- Focus on the inmate's substance use diagnosis and addiction related needs
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve substance abuse and related problems
- If possible, jail-based programs should separate the treatment population from the general correctional population and program design should be based on effective, scientific practices

### Aftercare Programs:

Applicants must ensure individuals who participate in a grant funded substance abuse treatment programs are provided with community reintegration services. Services must include:

- Coordination between the correctional treatment program and other social service and rehabilitation programs
- Education and job training
- Parole supervision
- Halfway houses
- Self-help and peer group programs

## **Priority Areas for Funding**

The following key types of programs and objectives may receive funding priority and consideration:

### **Evidence-Based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policy making and program development for substance use treatment practices and services.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

Applicants are strongly urged to provide substance use treatment practices and services that have a demonstrated evidence base and that are appropriate for the target population. Applicants should identify the evidence-based practice being proposed for implementation, identify and discuss the evidence that shows that the practice is effective, discuss the population(s) for which this practice has been shown to be effective, and show that it is appropriate for the proposed target population. Applicants can find information on evidence-based treatment practices in SAMHSA's *Guide to Evidence-Based Practices* available at [www.samhsa.gov/ebpwebguide](http://www.samhsa.gov/ebpwebguide).

### **Opioid Abuse Reduction**

Applicant understands and agrees that, to the extent that substance abuse and related services are funded by this award, they will include needed treatment and services to address opioid abuse reduction.

### **Community-Based Aftercare Programs**

These programs must involve coordination between the correctional treatment program and other social service and rehabilitation programs, such as enrollment assistance for health care coverage, coordinating assistance to receive Medication Assisted Treatment, education and job training, parole supervision, halfway houses, self-help, and peer group programs.

## **Amount and Length of Award**

An RSAT subaward is typically for a period of twelve months. The beginning and end dates and the subaward amount will be determined during the application process. OCJG will conduct a competitive scoring process for all applications received this year.

OCJG will allocate a portion to each eligible applicant who meets the criteria and performs well on the Application Scoresheet.

## Match

Federal funds subawarded under this program may not be used for more than 75 percent of the total cost of a project or program. Applicants must identify the source of the 25 percent non-federal portion of the total project costs and how match funds will be used. The formula for calculating match is:

Federal Subaward Amount = Adjusted (Total) Project Costs Federal Share Percentage

Required Subrecipient's Share Percentage x Adjusted Project Cost = Required Match

**Example:** For a subaward amount of \$50,000, calculate the 25% match as follows:

$$\frac{\$50,000}{75\%} = \$66,667 \quad 25\% \times \$66,667 = \$16,667 \text{ match}$$

## Application Access and Deadline

Applications must be submitted via the FDLE Subgrant Information Management Online grant management system (SIMON) by **April 13, 2018**. In addition, please mail two hard copies of the application with original signature pages to FDLE by **April 20, 2018**. When submitting your application in SIMON, please use announcement code **RSAT2018**.

## Registration Requirements

To apply for RSAT funds in SIMON, an organization and its users must be registered in SIMON and have a Data Universal Numbering System (DUNS) number. The organization must also be registered with the U.S. Federal Government's System for Award Management (SAM.gov).

To obtain a DUNS number call (866) 705-5711 or visit the website at <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>. A DUNS number is usually received within one to two business days.

To register with or update your annual SAM registration, go to <https://www.sam.gov>. The process can take up to 10 business days.

## Costs Requiring Pre-Approval

### Publications and Other Media

All media created or published using federal grant funds must be reviewed and approved by FDLE and/or BJA prior to release or distribution. This includes any curricula, training materials, brochures, or other written materials that will be published, including web-based materials and website content, as well as all audio or video materials, including Public Service Announcements. Grant recipients must submit a draft of each proposed item to OCJG no later than thirty (30) days prior to the targeted dissemination date. For items containing videos, a transcript may be provided with screenshots or a description of the visual portion.

All materials publicizing or resulting from subaward activities shall contain the following statements:

*"This project was supported by Award No. 2017-RT-BX-0036, awarded by the Bureau of Justice Assistance, Office of Justice programs. The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the authors and do not necessarily reflect the views of the Department of Justice."*

This requirement does not apply to the purchase or reproduction of existing materials or items created by other agencies or vendors. This requirement also does not apply to items that serve only to advertise an event or the availability of services. If in doubt as to whether this requirement applies to your project, please contact OCJG at 850-617-1250.

## **Sole Source**

If the project requires a non-competitive procurement from a single source, subrecipients must complete the Sole Source Justification for Services and Equipment Request for Approval Form. The authorized official for the subrecipient or the implementing agency must sign this form. If the cost exceeds \$150,000, pre-approval by OCJG is required. Submit the signed form with your application. If the cost is below \$150,000, keep the form on file for review during monitoring. Sole Source purchases under \$150,000 must be identified in the application, and sufficient detail provided to determine that the purchase is eligible.

If the subrecipient is a state agency and the cost is at least \$150,000, then the agency must also submit a copy of the approval from the Department of Management Services (s. 287.057(5), F.S.).

## **Civil Rights Requirements**

Federal laws prohibit subrecipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, disability, or age in funded programs or activities. All subrecipients, implementing agencies, and contractors must comply with any applicable statutorily-imposed nondiscrimination requirements, which are summarized below:

- **Title VI of the Civil Rights Act of 1964** - Applicants must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E that relate to an equal employment opportunity program. Applicants are advised to use the Office for Civil Rights EEO Reporting Tool at (<https://ojp.gov/about/ocr/eeop.htm>).
- **Equal Employment Opportunity Certification (EEOC)** – Applicants must submit an EEO Certification annually within 120 days of the subaward.
- **Limited English Proficiency (LEP)** - In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. Part 2000d, applicants in receipt of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with LEP. FDLE strongly advises applicants to have a written LEP Language Access Plan. For more information visit [www.lep.gov](http://www.lep.gov).
- **Equal Treatment for Faith Based Organizations** - Applicants, must comply with all applicable requirements of 28 C.F.R. Part 38, "Equal Treatment for Faith Based Organizations", specifically including the provision for written notice to current or prospective program beneficiaries.
- **Americans with Disabilities Act** - Applicants must comply with the requirements of the Americans with Disabilities Act (ADA), Public Law 101-336, which prohibits discrimination on the basis of disability including provision to provide reasonable accommodations.

**Filing a Complaint** - If the applicant or any of its employees, contractors, vendors, or program beneficiaries has a discrimination complaint, they may file a complaint with the applicant, with FDLE, or with the Office for Civil Rights.

Discrimination complaints may be submitted to FDLE at Office of the Inspector General, Post Office Box 1489, Tallahassee, Florida 32302-1489, or online at [info@fdle.state.fl.us](mailto:info@fdle.state.fl.us). Any discrimination complaints filed with FDLE will be reviewed by FDLE's Inspector General and referred to the Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission, based on the nature of the complaint.

Discrimination complaints may also be submitted to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7<sup>th</sup> Street, Northwest, Washington, D.C. 20531, or by phone at (202) 307-0690.

## **State and Federal Transparency**

Subaward agreements and information supplied to the Office of Criminal Justice Grants for grant management and payment purposes will be used to report to the following mandatory state and federal transparency systems.

## **Federal Funding Accountability and Transparency Act (FFATA)**

The intent of the Act is to empower every American with the ability to hold the government accountable for each spending decision. The end result is to reduce wasteful spending in the government. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is [www.USASpending.gov](http://www.USASpending.gov).

## **Florida Accountability and Contract Tracking System (FACTS)**

This grant agreement, all corresponding information and a copy of the grant document, is provided to FACTS to meet requirements under Chapter 2013-54 and 2013-154 Laws of Florida.

## **Exemption from FACTS**

The SIMON grant management system allows for partial or complete contract exemption from FACTS for those agreements containing information exempt from public records. Please be aware, in the event that your agency's submission contains confidential and/or exempt information prohibited from public dissemination under Florida's Public Records Law, Chapter 119, Florida Statutes, the subrecipient agency bears the responsibility for applying proper redactions. Otherwise, any and all records submitted may be released without redactions.

## **Creating the Application**

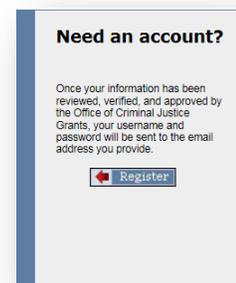
**Failure to follow application instructions may result in missing information that could cause the return of your application OR the inclusion of a special condition at the time of award.**

Applications will be submitted via FDLE's online grants management system, SIMON, which can be accessed at <http://simon.fdle.state.fl.us>. This website includes a Help section containing a detailed user manual and frequently asked questions. Please review this manual before beginning the application process in SIMON.

To provide ample time to submit your application, please complete the following steps as soon as possible. (If your agency already has a user account and the organization's subrecipient and implementing agency exists in SIMON, please disregard Steps 1 and 2).

### **Step 1: Username**

Any member of a subaward agency who does not have a SIMON user account can create one by clicking "Register" and completing the request form. Users will receive an email containing the SIMON username and password. Only the individual whose email address appears in the request will receive the username and password email.



### **Step 2: Organization not in SIMON**

If your organization is not in the system, you must create an account. Please note that a Data Universal Numbering System (DUNS) number is required to complete this step. To obtain a free DUNS number call Dun and Bradstreet at (866) 705-5711 or apply online at <http://fedgov.dnb.com/webform/displayHomePage.do>.

The subrecipient must also have an active registration with the U.S. Federal Government's System for Award Management (SAM). Please visit <https://www.sam.gov> to register or update/reactivate your organization's information. The application cannot be awarded until this step has been completed.

### **Step 3: Creating the Application**

The person who creates the application is the Application Manager and can modify/submit all tasks in SIMON regarding the application. More than one person can edit the application modules by being assigned the Application Manager role. Please review role assignments listed in the SIMON user manual carefully to understand which roles are able to perform specific tasks. Financial transactions are

electronically signed and must be submitted by a Chief Financial Officer or designee. Please be sure to assign the appropriate roles to all necessary financial staff in SIMON.

The application consists of four main components: Administration, Project Overview, Performance, and Financial. The following information will provide additional guidance to troubleshoot some of the most frequent problems.

**\*\*When entering data into SIMON, remember to SAVE the information on EACH screen\*\***

## **Project Overview**

### **General Project Information**

1. Project Title: Enter a short, descriptive project title. If this application is a continuation of a previous year project, the project title should not change.
2. Subgrant Period: Please contact your grant manager, Susan Adams at [susanadams@fdle.state.fl.us](mailto:susanadams@fdle.state.fl.us).

### **Problem Identification**

The problem identification is a brief description of the problem addressed with the subgrant funds (maximum of 7,000 characters). This section should contain a statement of the program, identify need/issue to be addressed including any repercussions or the impact if need is not met through the use of state grant funds.

It is recommended applicants create the information in a word processing program prior to pasting it into SIMON. When pasting information some characters may convert to different symbols. It is important to review each section for accuracy prior to submitting your application.

### **Project Summary (Scope of Work)**

The Scope of Work must clearly identify the project goals, deliverables, and activities. This section, (maximum of 7,000 characters) should describe how the problem above will be addressed; what will be achieved; the activities to be completed or services provided; and the documentation that will be maintained and provided to support work was completed. It is recommended that applicants create the information in a word processing program prior to pasting it into SIMON. Be sure to address any of the following items that are relevant to your project:

1. Anticipated accomplishments of the project.
2. Who will receive services and/or who will provide services.
3. Standards for performance, such as the quantity of activities/services or a minimum level of service to be performed.
4. Information for each deliverable that will be received, and the documentation or information that will be maintained to support completion of the deliverables for monitoring.
5. How deliverables will be accounted for and documented (e.g. criteria for successful completion, how service providers will be managed and held accountable during the grant period, what documents will be produced for monitoring to support completion/receipt).
6. For equipment purchases, the section describes the equipment to be purchased, how it will be used in project operations, and how the purchase of the item(s) will address the problem identified in the previous section.
7. For subcontracts, service providers, or additional tiered subrecipients, this section must identify the nature of the relationship with the contractor/provider (e.g. vendor or subrecipient) in accordance with 2 CFR 200.330. If subawarding to additional tiered recipients, the SOW must request approval and specify how the applicant will comply with federal requirements in 2 CFR 200.331 and OJP Grants Financial Guide, Section 3.14.

## Administration

### Officials/Contacts

A Project Director must be assigned by selecting the "Assign Role" button. If the decision is made to divide tasks, select the "Assign Role" button and assign other contact positions. If an individual is assigned as the Chief Official, written documentation of signature authority for that person must be on file and available for review at monitoring.

## Financial

### General Financial Information

Financial reports may be submitted monthly or quarterly and are due no later than **30 days** after the end of the reporting period. **Receipt of funds will be contingent on timely reporting.**

### Project Budget

1. When entering information under Project Budget, the **CALCULATE** button and the **SAVE** button must be clicked for the changes to become permanent; clicking the **SAVE** button without first calculating will not save the changes.
2. Please show all funds budgeted to the next highest dollar; do not include cents. (Example, \$4,505.25 recorded as \$4,506.)
3. The amounts in the Budget Categories must match the amounts in the Budget Narrative.

### **Budget Narrative - General Instructions**

1. The Budget Narrative reflects costs in five budget categories (Salaries and Benefits, Contractual Services, Expenses, Operating Capital Outlay (OCO), Indirect Costs). A category title and a subtotal for each category in the budget narrative must be identified, as well as the total project cost.
2. Provide a brief description of the requested budget categories, (maximum of 9,000 characters)
  - a. For more information to draft descriptions on each of the five budget categories, please refer to the checklist at the end of this application, or to the USDOJ *Financial Guide* at [https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf).
3. If the budget includes unit cost services, provide a definition of and cost for each service, in addition include the basis for the unit costs and how the basis was established or updated. Add this information to the Financial Section questions section.
4. Describe the line items in each applicable budget category. **Do not use model or brand names.**

## Performance

### General Performance Information

Please review the RSAT General Performance Information document carefully. Performance reports are due monthly or quarterly within **15 days** after the end of the reporting period. **Receipt of funds will be contingent on timely performance reporting.**

### Prime and State Purpose Areas

Choose Federal Purpose 0001 and State Purpose Area 001.

### Activities/Locations

Select as many Activities and Locations as apply to your project.

## **Objectives and Measures**

Select all objectives under State Purpose area 001 and each of the measures under the objectives. The objectives and measures are based on mandatory federal matrices and provide information that FDLE must report to USDOJ.

## **Standard Conditions**

The standard conditions detail the compliance requirements for subrecipients upon signed acceptance of the subaward. It is imperative that all persons involved with this subaward read the Standard Conditions. Copies of this section must be returned as part of the completed application. Failure to comply with the provisions outlined in the Standard Conditions may result in project costs being disallowed.

## **Required Certifications**

### **Equal Employment Opportunity (EEO) Certifications**

All subrecipients must comply with the EEO requirements in the Civil Rights Requirement's section above. If the implementing agency is included in the subrecipient's EEO Certification and/or plan, no further documentation is required. If the implementing agency is not included in the subrecipient's EEO Certification and/or plan, a separate certification and/or plan must be submitted. Those subrecipients unclear whether their agency is included should contact their respective Human Resource department.

### **Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements** (State agencies only)

## **Signature Page**

In the spaces provided, enter the information for both the subgrantee and the implementing agency. Each application must be signed by:

1. Subgrant authorizing official who is the chief officer or elected official of the subgrantee (head of state agency, chairman of county commission, mayor of city, chief of Indian tribe).
2. Implementing agency authorizing official who is the chief officer or head of the government agency responsible for implementing the project.

When a chief officer or elected official of a subgrantee or implementing agency designates some other staff member signature authority, the chief officer or elected official must submit, to FDLE, a letter indicating the person delegated signature authority. The chief officer or elected official and the person receiving signature authority must both sign the letter indicating delegation of signature authority. The letter must also clearly identify which authority is being delegated.

The subgrantee must notify FDLE in a timely manner if there are any changes in signature authority during the grant period. Once the grant is awarded, most grant documents will be submitted electronically. To update the officials in SIMON or to designate an individual with signature authority, follow the instructions in the user manual or contact the SIMON helpdesk.

Submit two original signature pages for each application. If you submit only one original signature page, you will not receive an original back for your file.

## **Submitting the Application**

Before you submit your application in SIMON, print out a copy of your application, signature pages, Standard Conditions, and any required certifications. The application must be submitted online **no later than April 13, 2018, at 5:00 PM, EDT**. Hard copies of the following documentation should be submitted to FDLE by **April 20, 2018**.

1. Two complete copies of the application, both with original signatures.
2. EEO Certifications or USDOJ approval letters.
3. Any of the following that apply to your project:
  - a. Sole Source Justification Form
  - b. Certification Regarding Lobbying
  - c. Certification Signature Authority

## Contact Information

OCJG is available for your assistance Monday through Friday, 8:00am to 5:00pm EST by calling (850) 617-1250. Ask for your grant manager, Susan Adams. For issues relating to SIMON, ask for the SIMON Help Desk.

# FY 2017 RSAT SIMON Application Checklist

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## Overall Grant Application

- Agency has an active DUNS number.
- SAM.gov registration active.
- Applicable grant staff has read the Standard Conditions that apply to RSAT subgrants.
- Agency has a properly signed EEO certification and/or EEO plan as applicable to the grant.
- Agency has included any required forms, such as sole source, signature authority, etc.
- All sections of the grant are complete and the application designates a Project Director with knowledge of program goals/objectives, performance and expenditure requirements, record keeping and overall grant management coordination.

## Problem Identification

- The problem identification clearly describes a need/issue required to be addressed with grant funds, including the scope of the problem and who is affected by the need/issue.
- Agency provides information describing the repercussions or impact if the need is not met.
- For a continuation project from a pre-existing subgrant, the agency provides a brief summary of project accomplishments that have been achieved, or needs that have been met to date?

## Project Summary (Scope of Work)

- The scope of work sufficiently describes the activities, tasks, goals and objectives of the project. The problem identified in the previous section is addressed in this section and should include the following:
- Anticipated accomplishments of the project.
- Who will receive services and/or who will provide services?
- Standards for performance, such as the quantity of activities/services or a minimum level of service to be performed.
- Information for each deliverable that will be received, and the documentation or information that will be maintained to support completion of the deliverables for monitoring.
- How deliverables will be accounted for and documented (e.g. criteria for successful completion, how service providers will be managed and held accountable during the grant period, what documents will be produced for monitoring to support completion/receipt).

## Financial / Budget

### If the budget contains Personnel (Salaries/Benefits/Overtime):

- The salary rate (hourly, biweekly, annually, etc.) is provided with total hours, weeks, etc.
- If overtime is included, the narrative provides an estimated number of hours with rate of pay.
- Benefits are clearly defined and include rate, cost or percentage.
- The narrative contains a statement of the percentage the position is paid from grant funds.
- The narrative contains the percentage of time the position will work on grant funded activities.
- The narrative contains information for the percentage the grant will be charged for each reporting period.
- The narrative provides a brief description on how the position(s) being funded from the grant will accomplish grant activities.

**If the budget contains Contracted Services (Service Providers, Consultants, Contractors):**

- The budget clearly describes the activities each party will be contracted to perform.
- The narrative identifies costs per service(s) rendered.
- Unit costs are clearly defined with supporting information in the Section Questions for Application Section #4: Financial.
- The narrative identifies deliverables or documentation required to initiate payment.
- Applications that contain contractual services with consultant rates in excess of \$650 per day have included the request (letter) for approval of consultant rates.
- The narrative provides a brief description on how the services being procured will be used to accomplish grant activities.

**If the budget contains Expenses (Supplies):**

- The budget lists all items that will be purchased and provides approximate costs for each group or category of expenses.
- If the purchase is a bundle, the budget lists the items included in the bundle (i.e. if purchasing a laptop and/or desktop, include docking station and/or peripherals being purchased).
- The narrative provides a brief description on how the purchase of these items will assist the project or be used toward accomplishing grant activities.

**If the budget contains Operating Capital Outlay (Equipment, Fixed Capital):**

- The budget lists each item to be purchased and provides the cost per item, If the item(s) purchased are included in a bundle or package, details of what is included in the bundle are provided.
- Shipping, handling, warranty, and/or maintenance are included and listed in the budget (if applicable).
- If not already described in the Scope of Work, the narrative provides an explanation on how the item(s) will be used to accomplish project activities.
- If a warranty is included in the purchase, the budget ensures grant funds will only be used for the first year of maintenance and only for dates within the approved grant period. If maintenance is outside the project period, indicated pro-rated rate.

**If the budget contains Indirect Costs:**

- The Indirect Cost Plan included, is current and approved by the cognizant agency.

