Federal Fiscal Year 2020
Residential Substance Abuse Treatment Grant (RSAT)
SIMON Application Guide

Applications submitted under this solicitation must adhere to federal, state, and program specific requirements. For information related to properly developing and writing an application to meet many of the state and federal contract requirements, please review the OCJG Grant Writing Guide.

Applications will be scored based on the criteria identified in Appendix B of the subgrant solicitation. In order to ensure the application receives the highest possible points, the following information must be clearly described within the appropriate section of your SIMON application.

Project Information

- Provide a project title.
- Select the appropriate subgrantee. The subgrantee must be a local unit of government (i.e. city, town, village, etc.) or a state agency.
- Select an implementing agency. The implementing agency may be a subdivision of subgrantee, such as a sheriff's office or police department. If the applicant does not wish to name an implementing agency, this field should reflect the same organization as the subgrantee.
- If this is a continuation from a prior year RSAT grant, enter the subgrant number for the prior grant in the "previous subgrant number" field.
- Select a project start date. This can be no earlier than October 1, 2021. Select a project end date. This should be 12 months from the selected start date but no later than September 30, 2023.

Problem Identification (8000 character limit)

- Describe the substance abuse issues in your jurisdiction and identify relevant data to support the description.
- Describe the target population in your jurisdiction. Include information such as age, demographic characteristics, etc. The response should also provide justification for why this population is being targeted.
- Identify the treatment model to be used and discuss the evidence supporting the selected model.
- Describe how the project will address opioid abuse reduction treatment and services.
- Describe the resources, partnerships, or collaborations that currently support your RSAT initiative. This response should include a description of any other funding sources or community services available. If this is a new initiative for your jurisdiction, describe any other funding sources or community services that are committed to the program.

Project Summary – Scope of Work (8000 character limit)

- Explain client admission/exclusion criteria, anticipated program duration, and anticipated number of participants.
- Describe how program participants will be separated from the general population.
- Describe the initial and ongoing assessment process to determine client needs. If any particular tools are used, explain the rationale for choosing the particular tool.
- Describe how drug testing will be used and the sanctions for positive drug tests.
- Describe what aftercare services will be provided to participants once they have left the correctional facility.
- Provide a comprehensive, thorough timeline of the program activities and who is responsible for their completion.

Officials/Contacts

The officials and contacts section of the application contains a list of the most recent organization contacts we have on file. Please review the names of all program contacts carefully. The table below provides information related to the different roles available in SIMON.

SIMON Subrecipient User Roles	
Subrecipient Role	**Functionality**
Subgrant Chief Official and/or Implementing Agency Chief Official	This role possesses the highest authority on any subaward, allowing the submission of subaward amendment. This role is automatically assigned based on information in the organization profile. If a chief official needs to be amended, contact the SIMON Help Desk at (850) 617-1250.
Subgrant Chief Financial Officer and/or Implementing Agency Chief Financial Officer	This role is authorized to submit payment requests. The subgrantee chief financial officer role is automatically assigned based on information in the organization profile. If the subgrantee chief official needs to be amended, contact the SIMON Help Desk at (850) 617-1250. The implementing agency chief financial officer is not required and remains optional if the applicant wishes to assign this role.
Application Manager	This role allows the applicant to create, edit, and submit applications, as well as create subaward reports. This role serves as a key point of contact for OCJG staff. This role is automatically assigned based on the user who submits the application.
Project Director	It is imperative the user assigned this role is knowledgeable in all areas of the project including programmatic and financial statuses. The project director serves as a key point of contact for OCJG staff. This role is assigned by the application manager when creating the application.
Financial Contact (optional)	This role serves to assist in creating expenditure reports and other reports required under the subaward. However, the financial contact is not able to submit the claim as this is reserved for the CFO. This role is assigned by the application manager when creating the application.
Performance Contact (optional)	This role serves to assist in creating and submitting the performance reports required under the subaward. This role is assigned by the application manager when creating the application.
Reviewer (optional)	This role provides read-only access to subawards in the system. This is most often used during employee turnover, independent auditor, or inspector general situations. This role is assigned by the application manager when creating the application.
Chief Official Designee* (optional)	This role gives the user the same permissions as the chief official(s) assigned to the subaward. This role may be assigned by the application manager when creating the application.
Chief Financial Officer Designee* (optional)	This role gives the user the same permissions as the chief financial officer(s) assigned to the subaward. This role may be assigned by the application manager when creating the application.

***Note:** If a designee role is assigned, the chief official or chief financial officer *must* provide a written statement delegating their grant responsibilities to another individual.

Performance

Performance reporting for approved subawards will be completed via a designated form outside of the SIMON system. However, applicants must acknowledge this requirement by completing the following steps under the performance section of the application.

- Choose Federal Purpose Area 0001 and State Purpose Area 001 under the "Federal/State Purpose Area" screen.
- Select the only objective and measure available on the "Objectives/Measures" screen.
- Answer the question posed in the measure.

Applicants must also identify the frequency for which they wish to complete performance reports. This program allows for the submission of either monthly or quarterly performance reports. However, please note the performance reporting frequency and the financial reporting frequency discussed below must match. Applicants will select a reporting frequency from the "General Performance Info" screen in the application.

Financial

As mentioned above, applicants must identify the frequency (monthly or quarterly) for which they wish to complete project expenditure reports to request reimbursement. This is selected from the "General Financial Info" screen. Note: The reporting frequency for expenditure reports must be consistent with the performance reporting frequency.

If the applicant is a unit of local government, the FLAIR vendor number is automatically selected based on the organization chosen on the "Project Overview" screen. State agency applicants must enter their 21-digit FLAIR account code in order to receive reimbursement for expenditures. It is important for both local and state agencies to review these numbers for accuracy; reimbursements will be paid to accounts associated with these numbers.

The "General Financial Info" screen is where applicants must indicate if the project will earn program generated income. For more information on program generated income, please review Section 3.4 of the DOJ Grants Financial Guide.

The "Project Budget" screen is where applicants are required to provide information regarding the total amount of funds requested for the project and allocate the costs across five possible budget categories. Applicants must complete the budget table based on the totals obtained from the budget narrative. Information regarding the detail required for expenditures in each budget category is provided below. Applicants must also allocate the required match within the budget table. Information on calculating match is found in the subgrant solicitation.

Note: The budget narrative must provide sufficient detail about how the match requirement of this program will be met. For more information on federal match requirements and documentation, review Section 3.3 of the DOJ Grants Financial Guide.

If the budget contains Salaries/Benefits (including overtime), the narrative should include:

- A statement regarding whether the hours are overtime or non-overtime hours;
- Position title;
- Position annual salary and benefit cost (N/A for overtime);
- Approximate rate of pay;
- Benefits that will be charged the grant (i.e. FICA, retirement, etc.); benefits not listed in the budget narrative will be disallowed on any reimbursement request; and
- If overtime, estimated number of overtime hours the grant will fund.

If the budget contains Contractual Services (excluding Unit Costs), the narrative should include:

- Brief summary of the activities to be performed;
- Method of procurement used or intended to be used;
- Rate and payment terms (hourly, per service, flat rate, etc.); and
- Total amount of the award allocated to the service.

If the budget contains Contractual Services for a Unit Cost Agreement, the narrative should include:

- Definition of the unit (i.e. 1 unit = 0.5 hours of individual counseling);
- Rate per unit; and
- Method for determining/calculating the rate. If using an approved fee schedule, do not show the math. Include a statement such as: *"All unit costs are based on a county-wide schedule of services approved by the commission on September 21, 2020 (Agenda Item# 20-2938)."*

If the budget contains Expenses or Operating Capital Outlay, the narrative should include:

- Description of the item – do **not** use brand names;
- Intended method of procurement (quotes, bids, state contract, etc.);
- Approximate or estimated unit price and estimated quantity; and
- Identify any service agreements or warranties.

If the budget contains Expenses for Travel, the narrative should include:

- Reason for travel;
- Costs to be included (i.e. airfare, rental car, hotel, per diem, baggage, parking, etc.); and
- Total amount allocated to the trip.

If the budget contains Expenses for Training, the narrative should include:

- Name of training;
- Date, or "TBD" if unknown at the time of application;
- Location, or "TBD" if unknown at the time of application;
- Benefit to attending the training; and
- Cost of the training.

If the budget contains Indirect Costs, the narrative should include:

- Rate to be used (i.e. approved rate plan, negotiated rate, or de minimus rate);
- Indirect cost percentage;
- Description of the base for claiming indirect (i.e. on salaries and benefits only, etc.); and
- Total amount allocated to indirect costs.

Submitting the Application

The "Submit Application" screen outlines certifications and forms which may be required with the application. Please review all descriptions carefully; not all forms are required for all projects. If a form is required, but not received with the application, it may adversely affect the application score. Forms should be submitted to criminaljustice@fdle.state.fl.us.

In order to ensure your application is considered for funding, be sure to submit the application in SIMON. You can verify your application has been submitted by hovering over the "My Account" menu at the top of the screen and selecting "Applications/Contracts". If your application appears under the "Saved/Returned Applications" header it **has not** been submitted. If your application appears under the "Submitted Applications" header it **has** been submitted and will be considered for funding.