

FY 2020 Competitive Solicitation

**Advancing Systems of Recovery for Addiction (ASRA)**

**Request for Proposals (RFP)**

Application Guidance

By

Mercyhurst University,

Acting through its Affiliate, W/B HIDTA LLC,

For

The Washington/Baltimore High Intensity Drug Trafficking Area  
(W/B HIDTA)

Washington/Baltimore



*High Intensity Drug Trafficking Area*

*Serving the District of Columbia, Maryland, Virginia, and West Virginia*



MERCYHURST  
UNIVERSITY

**Submission Deadline: May 1, 2019**

**Funded through:**

**Office of National Drug Control Policy,**

**Washington/Baltimore High Intensity Drug Trafficking Area (W/B HIDTA) and,  
W/B HIDTA LLC, an Affiliate of Mercyhurst University, Acting Solely as Directed Trustee  
("W/B HIDT LLC")**

**David Mryon, Vice President Mercyhurst University, W/B HIDTA LLC  
Thomas H. Carr, Executive Director, W/B HIDTA**

## Getting Started

Thank you for applying for the **Advancing Systems of Recovery for Addiction (ASRA)** grant through Washington/Baltimore HIDTA. The primary purposes of the ASRA grant are to:

1. Support the treatment of substance use disorders in the criminal justice population from the perspective of recovery; and
2. Promote collaboration among law enforcement; state, county, and municipal programs; and community partners whose alliance is critical to reducing recidivism rates and supporting recovery.

Applicants must use evidence-based models or approaches to implement or enhance programs that support direct treatment of substance use disorders and/or promote recovery model development. Applicants must evaluate the value, impact, and quality of these programs to assess their efficacy in reducing recidivism and promoting recovery for participants. Applicants must identify how their program fits into their larger community system of recovery. Applicants must describe the collaboration between public safety and public health agencies to ensure that recovery efforts are comprehensive and coordinated.

If you need application assistance, please contact:

Dr. Lora Peppard  
Associate Deputy Director for Treatment & Prevention  
Center for Drug Policy and Enforcement  
Phone: 301-489-1727  
Email: [lpeppard@wb.hidta.org](mailto:lpeppard@wb.hidta.org)

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## **I. BACKGROUND/ SCOPE**

A severe substance use disorder, or addiction, is defined as a chronic, relapsing disorder characterized by compulsive drug seeking and use despite adverse consequences (DSM-V, 2013). Substance use disorders within the criminal justice population are widespread. In the first national survey of adults on probation (Bureau of Justice Statistics, 1995), nearly 70% of probations reported past drug use, and 32% reported using illegal drugs in the month before their offense. According to a special report produced by the Bureau of Justice Statistics in June 2017, more than half (58%) of state prisoners and two-thirds (63%) of sentenced jail inmates met the criteria for substance dependence or abuse compared to 5% in the general population ages 18 and older. Among those, less than half (28%) of prisoners and only one third (22%) of jail inmates had participated in a drug treatment program since admission (Bronson, Stroop, Zimmer, & Berzofsky, 2017).

Fewer than 20% of those who need treatment in the criminal justice system receive it, and failure to receive this treatment often sets this population up for relapse and re-arrest, usually during the first 12 months after release (National Institutes of Health, 2010). Addiction affects multiple dimensions of a user's life, so treatment of addiction is complex. A variety of brain circuits responsible for inhibitory control over behavior, well-being, reward and motivation, and learning and memory are influenced. Cravings for the substance can be intense, uncontrollable, and persistent despite distressing consequences. Approximately 40 to 60 percent of recovering drug addicts will eventually relapse, with this rate increasing up to 80 percent for heroin users (NIDA).

A long-term, multi-faceted approach, including evidence-based treatment, is required to set individuals with substance use disorders up for successful and sustained recovery. Principles of effective treatment for addiction include understanding the complexity of the disease, immediate access, a personalized and comprehensive approach, appropriate duration, evidence-based practices, continuous monitoring, stages of treatment and recovery, and screening/testing for prevalent co-morbid conditions (NIDA, 2018). The value of treatment for addiction has been examined with approximately \$2 to \$6 being for every \$1 invested in a person's treatment. These numbers reflect in-part savings related to reductions in criminal behavior and re-incarceration (National Institutes of Health, 2010).

Several forms of effective treatment, including medication assisted treatment, psychotherapy, drug re-entry programs and other programs exist and are often combined to create a system of recovery-oriented services for an individual. Treatment for addiction in the criminal justice population is most effective when it occurs within a system of care that promotes long term recovery for the individual. The Sequential Intercept Model (SIM) proposed in 2006 (Munetz and Griffin, 2006) provides a starting point for examining opportunities for intervention within a recovery system. SIM is a conceptual framework pinpointing the interface between criminal justice and mental health systems. It consists of a series of points of interception at which an intervention can be offered to prevent an individual from piercing deeper into the criminal justice system. Using this model as an approach to developing a system of care, a community can implement targeted strategies to divert individuals with mental illness from the criminal justice system into community treatment.

While SIM began with a focus on mental health systems, its concepts have been applied and extended into the world of substance misuse. Recovery-oriented systems of care (ROSC) promote development of an infrastructure or “system of care” comprised of prevention, early intervention, treatment, and recovery activities. ROSC programs are person-centered and include a variety of traditional and alternative treatment services coupled with recovery support services such as employment assistance, housing support, and other services to support sustained recovery (Substance Abuse and Mental Health Services Administration, 2010). These programs address the four domains of recovery identified by the Substance Abuse and Mental Health Services Administration (SAMHSA): 1) Health - overcoming one’s disease to make informed, health choices, 2) Home - having a stable and safe place to live, 3) Purpose - conducting meaningful and responsible daily activities, and 4) Community - having healthy relationships and social networks.

ASRA funds will be used to address identified treatment and recovery gaps in our current system of caring for substance use disorders in the criminal justice population within the Washington/Baltimore HIDTA region. The overarching goal of ASRA funding is to prepare and support individuals in successful and sustained recovery to reduce recidivism and achieve HIDTA’s mission of disrupting the market for illegal drugs in the United States.

## **II. ELIGIBILITY CRITERIA**

**(Note: All applicants must be located in a W/B HIDTA designated county)**

The following entities are eligible to submit proposals:

- Nonprofits with 501(c) (3) IRS Status (Other than Institutions of Higher Education)
- State Governments
- County Governments
- City or Township Governments
- Special District Governments

## **III. APPLICATION PROCESS AND PARTIES**

Applicants are required to apply for award funding through the W/B HIDTA.

**W/B HIDTA must receive the emailed copy of the application no later than May 1, 2019.**

Applicants will email their application to Dr. Lora Peppard, Associate Deputy Director for Treatment and Prevention, at [lpeppard@wb.hidta.org](mailto:lpeppard@wb.hidta.org). All applications will be reviewed and scored by an ASRA Review Committee consisting of treatment and recovery experts and key personnel from the W/B HIDTA.

All HIDTAs, including the W/B HIDTA, are NOT legal entities. Consequently, the Office of National Drug Control Policy (ONDCP) funds HIDTAs through fiduciaries, which act as the grantee(s) for agencies participating in the HIDTA program. Fiduciaries are accountable for the use of funds and must comply with all applicable Federal statutes and regulations governing Federal grants.

W/B HIDTA LLC serves as the primary fiduciary for the W/B HIDTA, and will provide the necessary funds for this contract. W/B HIDTA LLC is an affiliate of Mercyhurst University, located in Erie, Pennsylvania.

The primary role and purpose of W/B HIDTA LLC is to provide payment for Grantee's products and services.

W/B HIDTA LLC will not be directly using or benefiting from Grantee's products and services contemplated by this Grant and subsequent agreements.

W/B HIDTA LLC is reimbursed by the W/B HIDTA through the ONDCP for payments W/B HIDTA LLC makes to Grantee for the contemplated products and services herein.

W/B HIDTA LLC has entered into this Agreement solely because it is reimbursed by the federally funded HIDTA program, and absent such reimbursement, W/B HIDTA LLC would have no interest or desire to continue the relationship with Grantee.

#### **IV. APPLICATION REQUIREMENTS**

##### **Grantee Organization Eligibility Requirements**

W/B HIDTA established criteria for the Advancing Systems of Recovery for Addiction (ASRA) award that *must* be met by all organizations that receive these funds.

Each grantee organization *shall* meet the following requirements:

1. You must comply with the Government-wide Suspension and Debarment provision set forth at 2 CFR Part 180, dealing with all sub-awards and contracts issued under the grant.
2. Reporting Sub-award and Executive Compensation Information - This part provides guidance concerning requirements for Federal Funding Accountability and Transparency Act of 2006 (FFATA) reporting. ONDCP must report Federal fund awards of more than \$25,000. Subcontracts also fall under reporting requirements but please note that the definition of "Sub-contract" does not include your procurement of property and services needed to carry out the project. (See 2 CFR Part 170)
3. Requirements for Drug-Free Workplace (Financial Assistance) - This part requires that the award and administration of ONDCP grants and cooperative agreements comply with Office of Management and Budget (OMB) guidance implementing the portion of the Drug Free Workplace Act of 1988 (41 U.S.C. 701-707, as amended, hereafter referred to as "the Act") that applies to grants. (2 CFR Part 421)
4. Non Discrimination Statement: W/B HIDTA, W/B HIDTA LLC and the ONDCP prohibit discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political belief, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Agency. (Not all prohibited bases will apply to all programs and/or employment activities.)
5. Compensation- Personnel Services: This part requires that charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. (See 2 CFR 200.430)

6. Financial Management: This part requires that systems must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions, and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the award. (See 2 CFR 200.302)
7. As specified in this notice of funding opportunity, Grantee must:
  - a. Establish and maintain effective internal controls over the Federal award that provides reasonable assurance that the Grantee is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with the guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States and the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
  - b. Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
  - c. Evaluate and monitor Sub-contractor(s) compliance with statute, regulations, and the terms and conditions of the Federal awards.
  - d. Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
  - e. Take reasonable measures to safeguard protected personally identified information and other information the Federal awarding agency or pass-through entity designates as sensitive or Grantee considers sensitive consistent with applicable Federal, state, and local laws regarding privacy and obligations of confidentiality.

## **VI. IMPORTANT DATES**

- ASRA RFP Release: March 18, 2019
- Questions due via email: April 5, 2019
- Deadline to Submit an Application: May 1, 2019
- Notification of Award: On or before June 1, 2019
- Sub-award Start Date: January 1, 2020
- Sub-award End Date: June 30, 2021.

## **VII. PROJECT PRIORITY AREAS**

These funds are to be awarded to ASRA grantees ("Grantees") only to implement and evaluate the following priority areas:

1. Programs that support direct, evidence-based treatment of substance use disorders in the criminal justice population and are part of a larger system of recovery.
2. Programs that promote the development of recovery models within their setting (drug courts, community outpatient programs, etc.).

Grantees must:

1. Use evidence-based models or approaches to implement or enhance community-based programs that support treatment of substance use disorders and promote recovery.
2. Identify how the program fits into their larger community system of recovery.
3. Evaluate the value, impact, and quality of these programs to assess their efficacy in reducing recidivism and promoting recovery for participants.
4. Promote collaboration between public safety and public health agencies to ensure that recovery efforts are comprehensive and coordinated.

**Funding Specifications:** Applicants may apply for one of three tiers of funding.

Tier I: up to \$150,000

Tier II: up to \$250,000

Tier II: up to \$500,000

Grantees shall submit with their application(s) a proposed budget with line items. Only line items for allowable costs shall be considered. For guidance regarding allowable/unallowable costs, see: HIDTA PROGRAM POLICY and BUDGET GUIDANCE and Section IX(D) below.

## **IX. FUNDING SPECIFICATIONS**

### **A. Funding Cycle**

Commencement of awards funded under ASRA begin January 1, 2020 and end on June 30, 2021. This is an eighteen (18) month award. Funds are paid on a reimbursable basis. Note: Cost extensions for grantees will not be allowed.

If funds are available, W/B HIDTA may exercise an option to annually renew funding for an additional 18 months at its discretion. The renewal period shall run on an eighteen (18) month funding cycle from January 1, 2021 to June 30, 2022. A continuation report consisting of a progress narrative and budget will be requested by November 1 of 2020. Guidance on developing the progress reports will be given to all grantees in the summer of 2020 if this option is exercised. If W/B HIDTA decides to exercise an option to renew, all funds from the previous year must be used first prior to accessing renewal funds.

### **B. Budget**

Budgets must be clear, specific, and tie directly to performance measures. Budgets must reflect months of spending and, where applicable, be adjusted to reflect start date, state furlough days, and holidays. W/B HIDTA reserves the right to reduce Grantee's budget at its discretion.

The prioritization of line items is required for all applications having multiple line items.

Applicant requirements will be taken into consideration should budgets need to be reduced.



The justification sections must contain brief statements (1 to 2 sentences per line item) that explain each line item and their relevance to the project goals and objectives. Do not state "See Narrative, Goals, or Objectives".

### **C. Allowable Costs**

The following is a listing of services, activities, and costs that are eligible for support with ASRA funds. Before these costs can be supported with ASRA funds, the applicant must justify that treatment services and/or recovery program cannot be offered without the support for these expenses; and that the sub-recipient has no other source of support for them:

- Treatment Services for Substance Use Disorders
- Supplies associated with treatment service delivery
- Personnel Costs
  - All time funded for personnel must be dedicated to work with HIDTA clients.
  - The funded position(s) must be one that is not funded by other means (such as direct treatment providers) and directly supports treatment or recovery model development.
- Travel
- Equipment

### **D. Unallowable Costs**

The following services, activities, and costs, although not exhaustive, cannot be supported with ASRA funds:

- Lobbying and Administrative Advocacy
- Perpetrator Rehabilitation and Counseling
- Indirect Costs
- Audit Costs
- Property Insurance
- Telephone/Fax (possible funding source exceptions)
- Food/Beverage
- Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, gift bags, etc.)

## **X. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS**

W/B HIDTA LLC, acting solely as directed trustee for W/B HIDTA, will distribute awarded funds in conjunction with the timely submission of corresponding Fiscal and Programmatic Reports. These reports must be emailed to the Finance Manager for the W/B HIDTA. The programmatic reports are due within 15 calendar days following the end date of the quarter; a financial report is due within 15 calendar days following the end of each month. All reporting activity occurs through email.

W/B HIDTA funds are subject to ONDCP's HIDTA Program Policy and Budget Guidance and the Office of Management and Budgets (OMB) regulations regarding the use of grant funds. Any change in ONDCP or OMB policy regarding the acquisition of HIDTA funds may require the HIDTA Executive Board to consider amendments or additions to ensure compliance with Federal fiscal grant management guidelines. In no event shall any funds pursuant to an Agreement be guaranteed to an Agency. Failure to comply can result in a reduction of funds.

**Electronic Funds Transfer (EFT)** – Grantees are encouraged to use of electronic funds transfer (EFT).

## **XII. SUPPLANTING, TRANSPARENCY AND ACCOUNTABILITY**

Federal funds must be used to supplement existing state and local funds for project activities and must not replace those funds that have been appropriated for the same purpose. There are strict federal laws against the use of federal funds to supplant current funding of an existing project. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Award recipients must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of subaward funds. Misuse of funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

## **XIII. APPLICATION**

### **A. COVER SHEET INSTRUCTIONS**

#### **1. PROJECT TITLE**

The project title should be brief, precise, and reflect what is being funded.

#### **2. APPLICANT AGENCY**

The organization or government agency that is eligible to apply for funds (See Eligible Applicants).

If the Government, Township, or Board of Commissioners mandates that the County Executive, Mayor, or Commissioner sign all subaward award documents (for all subordinate agencies) then the Government, Township, or Board of Commissioners **MUST** be the APPLICANT Agency.

**DUNS/SAM Registration:** Provide your DUNS number and SAM.GOV. In an appendix, submit proof of your agency's current SAM registration from [www.sam.gov](http://www.sam.gov). Include a screenshot of **just the page that lists your DUNS number and SAM.GOV expiration date**. Please do not include any additional pages (i.e., those containing banking information).

#### **Access to SAM.GOV:**

<https://www.sam.gov/portal/public/SAM/>

#### **Access to DUNS (D&B):**

<http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=81407B1F03F2BDB123DD47D19158B75F>

#### **3. IMPLEMENTING AGENCY**

The name of the entity that is responsible for the operation of the project.

#### **4. COLLABORATING PARTNERS**

The names of any organizations supporting project operations.

**5. PROPOSED START/END DATES**

Start and end date are determined by the parameters of the RFP. Projects may not exceed eighteen (18) months or commence before the RFP defined start date.

**6. FUNDING TIER**

Enter the funding tier (I, II, or III) for which the application will be considered.

**7. OUTCOME MEASURES**

List the outcome measures, which will evaluate the impact of this project. Minimal and required outcome measures include: 1) # of individuals assessed, 2) # of clients receiving a Urine Drug Screen, 3) # of clients treated, 4) # of clients who completed treatment, 5) #s discharged from the program, 6) **recidivism rate**.

**8. BUDGET TOTAL**

Total amount requested for this initiative in fiscal year 2020.

**9. PREPARER INFORMATION**

Enter the name of the person completing the application, their mailing address, phone number and email address.

**10. PROJECT ADMINISTRATOR**

Select the person who will be responsible for oversight and administration of the project on behalf of the applicant. Enter the name of the person, their mailing address, phone number and email address.

**11. FISCAL OFFICER**

Identify the person who will be responsible for financial reporting and record keeping for the project. Enter the name of the person, their mailing address, phone number and email address.

**12. CIVIL RIGHTS CONTACT**

Select the agency's point of contact for handling internal civil rights violation complaints (usually a Human Resources or Personnel Manager).

**B. SUMMARY/ABSTRACT INSTRUCTIONS**

The Project Summary should provide a concise summary of your proposal and be limited to 250 words or less. Describe the project purpose, population targeted, implementation approach, and outcome measures.

**Note: W/B HIDTA and/or W/B HIDTA LLC may use your summary for press releases should your application receive a subaward.**

### **C. NARRATIVE INSTRUCTIONS / EVALUATION CRITERIA**

Provide a description of the project timeline, and potential for information sharing. The contents for the narrative are explained below. **The Narrative must be in an outline-styled format (retaining all numbering, lettering, and headers). The Project Narrative may not exceed 10 pages, excluding the Cover Sheet and Appendices. Applications that are incomplete and/or improperly formatted will not be considered for funding.**

- **Use a New *Roman* typeface and a font size of 12 points**
- **Use standard letter size (8 ½” x 11”) sheets of paper**
- **Use at least one-inch margins (top, bottom, left, and right) for all pages**
- **All page limits specified refer to double-spaced format using the above formatting requirements**

#### **Section A: Statement of Need (25 points – no more than 2 pages)**

1. Describe the nature and extent of the problem to be addressed, including service gaps and barriers related to addressing the provision of evidence-based treatment for criminal justice clients with substance use disorders. Please reference all sources of evidence.
2. Describe the target population and geographical area served.
  - a. HIDTA-eligible clients must meet the following criteria:
    - Is under criminal justice supervision and has been referred to a substance abuse treatment program
    - Has been diagnosed as drug/substance dependent, for a substance other than alcohol, using Diagnostic and Statistical Manual (DSM) criteria; and
    - Has an extensive history of illicit drug use
  - b. Convictions that disqualify an individual from receiving W/B HIDTA funded treatment include, but are not limited to, the following:
    - homicide;
    - any sex-related offense;
    - robbery (within the last 5 years);
    - arson;
    - felonious assault (within the last 5 years);
    - any conviction involving abuse of children.
3. Describe any past efforts addressing the problem and their outcomes.
4. Explain how this project will address the identified problem and why no other sources of funding are applicable and/or available.

#### **Section B: Proposed Approach (30 points – no more than 4 pages)**

1. Identify which priority area will be addressed.
  - a. Provision of evidence-based substance use disorder treatments including, but not limited to, psychotherapeutic modalities and/or Medication Assisted Treatment (MAT)
  - b. Development or enhancement of a recovery model for a specific community (must include treatment services) (Ex: Recovery model within a county drug court system.)

2. Describe the goals and measurable objectives of your proposed project and align them with your statement of need in Section A.
  - a. **Goals:** Provide a broad statement that conveys, in general terms, the project's intent to change, reduce, or eliminate the problem described. Goals identify the project's intended short and long-term results for the anticipated funding year. Explain how the project will accomplish the goals.
  - b. **Objectives:** Objectives are specific, quantifiable statements of the project's desired results, and should include the target level of achievement, thereby further defining goals and providing the means to measure project performance.
  - c. **Outcome-based Performance Measures:** W/B HIDTA encourages projects to focus on delivering products and services and showing their efficiency and effectiveness via outcome measures. Minimal and required outcome measures include: 1) # of individuals assessed, 2) # of clients receiving a Urine Drug Screen, 3) # of clients treated, 4) # of clients who completed treatment, 5) #s discharged from the program, 6) **recidivism rate**.
3. Describe the specific services that will be provided and how you will implement the project.
4. Provide a table or spreadsheet depicting a realistic timeline for 18 months of the project period showing dates, key activities, and responsible staff.

**Section C: Staff and Management Capabilities (20 points – no more than 2 pages)**

1. Describe the experience of your organization with providing/facilitating substance use disorder treatment services. In addition, address how your organization has the specialized skills and expertise to effectively implement the required activities. If you are partnering with other organizations, identify the organizations and describe their experience with similar projects and their specific roles and responsibilities. Letters of Commitment from each partner must be included in your application.
2. Present and Proposed Staff: List the name of the Project Manager and in an appendix provide a resume or curriculum vitae (no more than 3 pages) for this individual. List the names and provide a short professional biography of the financial officer, any key consultants, and other professional staff members. Clearly identify, by name and title, requested personnel. Indicate how all requested staff are currently funded (i.e., name subaward fund or state that personnel are line items in the existing agency budget. If funded by more than one source, list percentages for each funding source).

**Section D: Data Collection, Evaluation, and Sustainability (25 points – no more than 2 pages)**

1. Provide specific information about your how you will collect data for key measures for your program (eg. recidivism, #s completing treatment, #s discharged from the program, #s connected with employment and housing, etc.) and other key performance measures for your program. Identify unique measures (such as secured housing and employment) promoting recovery in your program and how you will collect that data. Report how such data will be utilized to manage, monitor, and enhance the program including any plans for continuous quality improvement processes.
2. Describe what prospects exist for continued financing of the project when funds conclude.

## **Appendix I: Letters of commitment**

Provide letters of commitment by partners who will participate in the execution of the project or whose cooperation and support are necessary to its success.

### **D. BUDGET INSTRUCTIONS**

#### **GENERAL REQUIREMENTS**

You must complete a detailed budget for your proposed project. All 'Total Budget' fields must be rounded to the nearest whole dollar. Budgets must reflect eighteen (18) months of spending. **The W/B HIDTA reserves the right to reduce budgets.**

The subaward cycle will reflect eighteen (18) months, January 1, 2020 to June 30, 2021. Each budget line item must include a justification entry. The justification sections must contain brief statements (1 to 2 sentences per line item) that explain each line item and their relevance to the project goals and objectives. **Do not state "See Narrative, Goals, or Objectives"**.

#### **PERSONNEL**

The salaries and fringe benefits for staff required to implement the project are listed in the personnel category. **Either Time and Effort reports or Timesheets must be maintained for all personnel included in the subaward project.**

If you are paying an employee directly, they should be entered in the Personnel category. For each position, list salary and fringe benefits on separate line items.

- The 'Description of Position' field must contain the title of the position.
- Position line items (salary and fringe) are grouped via the 'Description of Position' field.
- After completing the first Position's line item, use the dropdown to add additional budget items to the position.
- The 'Description of Position' is used to select existing positions and to add new positions.
- For multiple staff in the same position, use a suffix (i.e., Position 1, Position 2, etc.)
- Multiple positions with the same hourly rate may be grouped.

**Note:** Fringe benefits cannot exceed 30% of reported salary costs. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Example justifications based on the Personnel category:

Justification (line 1):

The Community Outreach Coordinator helps prepare, schedule, and develop trainings targeted for hospitals and other medical facilities.

Annual salary is \$60,000. She will be devoting 33% of her time to this project. We are requesting  $\$60,000 \times .33 = \$20,000$  in subaward funds to support her time on this project.

Justification (line 2):

Fringe benefits @ 10% of salary.  $\$20,000 \times .10 = \$2,000$

Justification (line 3):

The Community Outreach Trainer makes presentations at hospitals and other medical facilities.

Annual salary is \$40,000. She will be devoting 25% of her time to this project. We are requesting  $\$40,000 \times .25 = \$10,000$  in subaward funds to support her time on this project.

Justification (line 4):

Fringe benefits @ 10% of salary.  $\$10,000 \times .10 = \$1,000$

## **SUPPLIES**

Office supplies (project supplies should be listed in the 'Other' category) and printing. Communication expenses include items such as telephone, fax, postage, and other expenditures such as photocopying. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

**Construction projects are ineligible for funding under subaward projects and expenses for construction may not be included.**

## **TRAVEL**

Travel expenses may include mileage and/or other transportation costs, meals and lodging consistent with the local jurisdiction's travel regulations and cannot exceed the reimbursement rate specified below. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Mileage maximum: \$.535 cents/mile as of 1/1/2017.

Maximum Per Diem/Meal Allowance is \$47/day (\$10 Breakfast, \$12 Lunch, \$25 Dinner).

\*Lodging Per Diem must follow the GSA rate:

<https://www.gsa.gov/portal/content/104877>

## **EQUIPMENT**

Equipment is defined as having a useful life in excess of one year. Property Inventory Report Forms (PIRFs) will only be required for equipment that costs \$5,000 or more per unit cost. Costs include taxes, delivery, installation and similarly related charges. The procurement process used must be consistent with your written procurement guidelines. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Maintaining internal inventory records for equipment procured under this subcontract is mandatory.

## **E. APPLICATION STATUS INSTRUCTIONS**

After completing and reviewing all sections of the application, email your application to Dr. Lora Peppard at [lpeppard@wb.hidta.org](mailto:lpeppard@wb.hidta.org), return receipt request. If the email is received by W/B HIDTA, you will receive a receipt for your submission. Be sure to retain your receipt.

Your Application will be placed in a pending file while it is considered for funding. After W/B HIDTA has considered your application, you will be notified by email whether your application was selected for funding.

## **F. DOCUMENTS INSTRUCTIONS**

Included required forms (e.g. Letters of Support) and other required documents in an appendix to your application.

## **G. SIGNATURE PAGES**

The Certified Assurances and Federal Anti-Lobbying Certification must be signed by the appropriate agency representative and included with the application. Both forms may only be signed by the Applicant Agency's Authorized Official or their duly assigned alternate signatory.

## H. AUDIT FINDINGS / CORRECTIVE ACTION PLAN

Applicants must submit copies of any Audit Findings and Corrective Action Plans with the application. **Do not send a copy of your audited financial statements;** ONLY the applicable audit findings and/or corrective action plan is required.

## IV. CERTIFIED ASSURANCES

- A. [Certification Regarding Lobbying](#)
- B. [Assurances Non-Construction Programs](#)

## References

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