



Montana Board of Crime Control Request for Proposals

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**Residential Substance Abuse Treatment (RSAT)
For State Prisoners Program
#18-09 (R)**

**Application Deadline: March 28, 2018 at 12:00 p.m. noon
Project Dates: July 1, 2018 to June 30, 2019**

Alternative accessible formats of this document will be provided upon request. Persons who need this material in another format to participate in the Request for Proposals (RFP) process should contact the Montana Board of Crime Control (MBCC), 5 South Last Chance Gulch, PO Box 201408, Helena, MT 59620-1408; Phone (406) 444-3604; FAX (406) 444-4722; Montana Relay: 711 or <http://dphhs.mt.gov/detd/mtap>.

I. Eligibility

Eligible applicants include local government, tribal governments and state agencies. Private, and non-private, nonprofit agencies are not eligible to apply.

II. Registration

A new applicant must register with the Online Subgrantee Application System (OSAS) at <http://apps.mbcc.mt.gov/osas/Default.aspx> immediately to ensure meeting the application deadline. Create a login ID, using 4 to 20 characters with no spacing or punctuation. Passwords must be at least 8 characters, include at least 1 letter and 1 number, and are case-sensitive. No special characters or punctuation is allowed. Enter New User and Agency Information, including the Federal Employer or Payee Identification Number (FEIN).

Previous applicants for funding with MBCC may use an existing User ID and Password. If you need assistance, contact MBCC at (406) 444-3604.

III. Deadline

Applications for RFP #18-09 (R) RSAT must be submitted online, on or before **March 28, 2018 at 12:00 p.m. noon**. Applications will be submitted in the OSAS under the registered applicant. To mitigate any potential submission difficulties, MBCC strongly urges application submission 72 hours prior to the due date.

Late applications will not be reviewed.

Schedule of Events	
RFP Issue Date	February 14, 2018
Deadline for receipt of written questions	March 23, 2018
Responses to Questions posted on MBCC Website	Every Friday after the RFP is released until the last Friday before the RFP is closed.
RFP Submission Deadline	March 28, 2018 at 12:00 p.m. noon
Staff and Committee Review	March 28 – April 25, 2018
Application Review Committee (ARC)	May 2018 (tentative)
Board of Crime Control Approval	June 14, 2018 (tentative)
Project Start Date	July 1, 2018
Project End Date	June 30, 2019

For applicants without internet access, who cannot apply electronically through the OSAS, contact Program Specialist Carrie Lutkehus at (406)444-2632 or clutkehus@mt.gov for approval and submission instructions.

IV. Program-Specific Information

Overview and Purpose

MBCC is soliciting proposals for the Residential Substance Abuse Treatment (RSAT) for State Prisoners Program to be funded by the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance. The RSAT for State Prisoners Program supports state, local and tribal governments in the development and implementation of substance abuse treatment programs in state, local and tribal correctional and detention facilities, as well as creation and maintenance of community-based aftercare services for individuals, with a strong emphasis on evidence-based best practices. The RSAT Program goal is to break the cycle of drug addiction and violence by reducing the demand for, trafficking and use of illegal drugs. RSAT enhances the abilities of states and units of local and tribal government to provide residential substance abuse treatment for incarcerated inmates; prepares individuals for community reintegration by incorporating reentry planning activities into treatment programs; and assists individuals and their communities with the reentry process by delivering community-based treatment and other broad-based aftercare services.

The U.S. Department of Justice has not yet determined Montana's 2018 RSAT allocation. The RSAT application process is competitive. Previous funding does not guarantee an award during this funding cycle.

Note: Because federal funds are not always available immediately following the award date, applicants should prepare for this contingency.

Priority Projects

Jail-based Programs that:

- Engage participants for **at least 3 months**.
- Focus on the participant's substance use diagnosis and addiction-related needs.
- Develop the participant's behavioral, cognitive, social, vocational and other skills to solve the substance use 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, local or tribal government.
- Prepare participants for successful community reintegration, including post-release referral to appropriate evidence-based aftercare treatment and service providers that support the use of medication-assisted treatment.

If possible, jail-based programs should separate the treatment population from the general correctional population.

Residential Programs that:

- Engage participants for **a period between 6 and 12 months**.
- Provide residential treatment facilities set apart – in a completely separate facility or dedicated housing unit in a facility exclusively for use by RSAT participants – from the general correctional population.
- Focus on the participant's substance use diagnosis and addiction-related needs.
- Develop the participant's behavioral, cognitive, social, vocational and other skills to solve the substance use 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, local or tribal government.
- Prepare participants for successful community reintegration, including post-release referral to appropriate evidence-based aftercare treatment and service providers that support the use of medication-assisted treatment.

Aftercare:

To be eligible for funding under the RSAT Program, applicants shall ensure that individuals who participate in the substance abuse treatment program established or implemented under this program, *will* be provided with aftercare services.

Aftercare services *must* involve coordination between the correctional treatment program and other social service and rehabilitation programs, such as education and job training, parole supervision, halfway houses, self-help and peer group programs.

To qualify as aftercare, the head of the proposed substance abuse treatment program *must* work in conjunction with state, local and tribal authorities and organizations involved in substance abuse treatment, to assist in the placement of program participants into community substance abuse treatment facilities on release. Programs shall coordinate these activities with any Substance Abuse and Mental Health Services Administration (SAMHSA) funded state, local and/or tribal program that addresses the needs of this population.

Define how the applicant will ensure providers delivering aftercare services are approved by the appropriate local, state or tribal agency, and are licensed, if necessary, to provide medical treatment or other health services. Describe the aftercare services to be provided.

Best Practices and Provision of Evidence-Based Substance Abuse Treatment Services

Applicants are strongly urged to provide substance abuse treatment practices and services that have a demonstrated evidence base and are appropriate for the target population. Applicants *must specify* the evidence-based practice being proposed (including access to Medication Assisted Treatment) and how the services are to be implemented and monitored for quality and efficacy. Identify and discuss the evidence showing the proposed practice is effective, discuss the population(s) for which the practice has been shown effective and demonstrate how it is appropriate for the proposed target population. If the evidence is limited or non-existent for the target population, provide other information to support the selected intervention, including validated screening and assessment tools used to support the intervention.

The Office of Justice Programs (OJP) places a strong emphasis on the use of data and evidence in criminal justice program development. OJP is committed to improving the quantity and quality of evidence it generates; integrating evidence into program, practice, and policy decisions within OJP and the field; and improving the translation of evidence into practice.

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. OJP's Crime Solutions web site, <http://www.crimesolutions.gov/>, is a resource applicants may use to find information about evidence-based programs.

Additional information on evidence-based treatment practices can be found in SAMHSA's *Guide to Evidence-Based Practices* available at www.samhsa.gov/ebpwebguide. The *Guide* provides a short description and a link to websites with relevant evidence-based practices information - either specific interventions or comprehensive reviews of research findings. SAMHSA's *Guide* also references the National Registry of Evidence-Based Programs and Practices (NREPP), a searchable database of interventions for the prevention and treatment of mental and substance use disorders. NREPP is intended to serve as a decision support tool, not as an authoritative list of effective interventions. Being included in NREPP, or in any other resource listed in the *Guide*, does not mean an intervention is "recommended" or that it has been demonstrated to achieve positive results in all circumstances.

Applicants that demonstrate use of evidence-based best practices in substance use treatment and service provision, will be given priority for funding.

Collaboration

Applicants that demonstrate a collaborative approach in program development and execution will be given priority for funding. Involvement by participating agencies *must* be documented through current Memorandum of Understandings (MOUs) and/or Letters of Support (LOS) from active organizations, including specific contributions to be made.

Project Period

The project period begins July 1, 2018 and concludes June 30, 2019. Funds may not be expended or obligated prior to July 1, 2018.

Cash or In-Kind Match

Matching contributions of 25% (cash or in-kind) of the total cost of the RSAT project (federal funds plus local match) are required and must be derived from non-federal sources. All funds designated as match are restricted to the same uses as the federal RSAT funds and must be expended within the grant period.

Prohibited Uses

RSAT funds shall not be used for land acquisition or construction projects.

VI. Application

Requirements

Applications and all components must be submitted based upon a 12-month project period and *must* include the following:

Section 1: Face Page

The Face Page is automatically generated in the application system and identifies the applicant, project director who must be an employee of the applicant agency, project title, project duration and total number of months of federal support for any previous project.

Section 2: Project Budget

The budget form identifies requests for Personnel, Contracted Services, Travel and Per Diem, Equipment and Operating Expenses. Budget requests must be (1) complete, allowable and cost-effective in relation to the proposed activities; and (2) directly related to the development, implementation or operation of the specific project.

- **Cash or In-Kind Match**

The budget must include the required match as a percentage of the total project budget. Specifics of the match must be clearly identified in both Section 2 and Section 3.

- **How to Calculate Match**

Formula:					
Ste p 1	Grant Request Amount	÷	% of Federal Share	=	Total (Adjusted) Project Cost
Ste p 2	Total (Adjusted) Project Cost	x	% of Recipient's Share	=	Required Match
Example:					
Match Requirement - 72/25 (Federal/Recipient) Federal Award = \$50,000					
Ste p 1	\$50,000	÷	75% Federal Share	=	\$66,667
Ste p 2	\$66,667	x	25% Recipient's Share	=	\$16,667

Section 3: Budget Narrative

The narrative must:

- Demonstrate all costs are reasonable;
- Explain and justify each budget item;
- Show detailed cost calculations to demonstrate how the applicant arrived at the total amount requested;

- Include the source of match, identify anticipated expenses to be covered by the match and document the basis for determining the value of any in-kind match; and
- Provide a narrative to link costs with project activities.

Section 4: Project Narrative

The Project Narrative includes a detailed description of the purpose, needs, goals, objectives, implementation, evaluation, collaboration and sustainability plans for the proposed project. Material required under the Budget Narrative, Executive Summary and Other Required Documents sections will not count toward the Project Narrative page count. The Project Narrative must be written in a 12-point font, double-spaced and kept to a maximum of 24 pages.

The Project Narrative *must* contain the following elements:

Executive Summary

Briefly summarize the project scope; state the problem or need; identify objectives and outcomes to be achieved. Explain how the proposed project addresses the purpose area(s) identified. This section should be limited to four (4), double-spaced, 12-point font pages.

Needs Statement

Identify the problem(s) to be addressed and validate the need for the proposed program and services. Include current regional or community and statewide data that is less than 5 years old to justify the grant request. The date range of the data must be identified.

Goals

Provide a broad statement that conveys the intent to change, reduce, or eliminate the problem described. Outline specific goals of the proposed project. Goals must be clearly defined, dynamic, tangible, realistic and achievable. The goals should adhere to the project purpose area(s).

Objectives

Identify the specific milestones aimed at achieving the proposed project goals. Objectives should be directly related to the goals. Objectives *must*:

- Start with the word 'To';
- State the date when the milestone will be reached; and,
- Be specific, measurable, achievable, realistic, and time-bound.

A minimum of three (3) and a maximum of five (5) objectives are required.

Implementation Plan

Include a complete Implementation Plan with objectives, responsible party or parties, timelines, how each objective will be accomplished, projected costs and resources needed. Describe specific steps undertaken to achieve each objective.

Implementation Plan Example:

Objective(s)	Responsible Party	Resources Needed	Projected Cost	Time Frame Start/End	Tracking Measures (How Objectives Accomplished)
<i>Cultivate 12 new referrals throughout the year</i>	<i>Program Manager</i>	<i>Transportation Time</i>	<i>\$2,500 - \$3,567</i>	<i>Quarter 1 - Quarter 4</i>	<i>Number of new referrals</i>

Evaluation Plan

Describe how the proposed project is to be evaluated, throughout the duration of the project, to meet program goals and objectives. Include a description of existing baseline data, capacity to support the proposed project and an assurance of the agency’s commitment to provide pre- and post-data related to specific performance measures and activities outlined in the narrative. Data collected should verify objectives have been met. The plan should clearly state data to be collected, how, by whom and when. The Evaluation Plan will form the basis for required quarterly grant reporting.

Collaboration Plan

Describe and demonstrate how the proposed project will promote significant coordinated efforts within the community. This includes, but is not limited to describing:

- partnerships built through the grant;
- multi-disciplinary teams created to reach objectives;
- how the established partnerships compliment one another’s programs; and
- how the community supports the proposed project.

Any active reentry, transitional and/or treatment court team that assists with transition of proposed jail-based or residential program participants must be defined in the Collaboration Plan.

Evidence of collaboration may be in the form of a LOS or MOU. The LOS or MOU must specifically cite the type of support being offered, such as office space, volunteer time, participation in planning or other appropriate services and must be uploaded as indicated in Section 7.

Sustainability Plan

Include a plan outlining how the proposed project will be sustained after federal funding ends. The plan should describe the community’s financial support, funding opportunities *outside* of grants from MBCC, other federal or state grants and challenges to sustaining the program. Specific ways to combine resources and funding streams to reduce offender recidivism and minimize harmful effects of offenders’ time in jail on families and communities shall be addressed.

Additional requirements that must be addressed in the Project Narrative:

Planning and implementation strategies to:

- 1) identify and enroll uninsured individuals into Medicaid, or other health insurance through the Health Insurance Marketplace; and

- 2) increase access to and use of primary healthcare, substance abuse and mental health treatment for newly insured individuals to ensure continuity of care and improve recidivism outcomes for RSAT participants after release from incarceration.

Section 5: Special Assurances and Conditions

The online subgrant application contains a list of Special Assurances and Conditions that are part of the contract between MBCC and the subgrantee upon award. The Signature Page of the application binds the applicant to the Special Assurances and Conditions.

Section 6: Signature Page

The application requires original signatures of an Official Budget Representative, Project Director and Financial Officer. The Signature Page, *with original signatures*, must be scanned and uploaded into the OSAS in Section 7. Electronic and stamped signatures are not acceptable. No single person can sign as the Official Budget Representative and Project Director. The Official Budget Representative must be a person with budget-setting authority, generally a mayor, chairperson, department director, etc. The Project Director must be an employee of the applicant agency.

If awarded, the application and award documents form a legal and binding agreement between the Applicant and MBCC, for the Applicant to perform all goals and objectives as submitted and to adhere to the approved budget. If, during the project period, any person in the position of Official Budget Representative, Project Director or Financial Officer changes, the entire form must be completed with updated information, signed by all parties and submitted to the RSAT Program Specialist.

Section 7: Required Documents

Do not submit documents other than those specified in this solicitation. Any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

Documents required under this RFP, that must be uploaded into the OSAS include:

- Budget Narrative
- Project Narrative
- Signature Page, with original signatures (stamped or electronic signatures are not acceptable)
- Collaborative MOUs or Letters of Support, with original signatures (stamped or electronic signatures are not acceptable)
- Position descriptions if personnel are requested in the budget
- SAM Verification - Applicants for Federal awards are required to have a Dun & Bradstreet (DUNS) number and to maintain a current registration in the System for Award Management (SAM).
 - To obtain a DUNS number online, go to <http://www.dnb.com/get-a-duns-number.html> or call the Dun & Bradstreet hotline at 1-800-526-9018. The DUNS number is required as part of the registration with SAM. To register with SAM, go to www.sam.gov.
 - A copy of the current, active SAM registration *must* be uploaded into OSAS.
- [Accounting System and Financial Capability Questionnaire](#). Please note: Federal regulations require applicants to establish and maintain proper accounting systems and financial records to include policies and procedures.

Questions or Clarification

Applicants having questions or requiring clarification or interpretation of any section within this RFP must address these issues via the MBCC website on or before March 23, 2018 at 5:00 p.m. Applicants are to submit questions using the online MBCC RFP Question and Answer Request found at <http://mbcc.mt.gov/Funding/Grant-Offerings>, under #18-09 (R) RFP. Clear reference to the section, page and item in question must be included in the request. Questions received after the deadline will not be considered. Program specific questions cannot be addressed during the solicitation period.

MBCC will provide a written response to all questions received by the deadline. Responses will be in writing and posted on the MBCC website, under #18-09 (R) RFP Question and Answer Request. Any other form of interpretation or change to this RFP will not be binding upon MBCC.

Crime Statistics

Applicants may utilize crime data that is collected by the MBCC Statistical Analysis Center to include in their proposals. MTIBRS Online Reporting (MOR) is an analytical/statistical tool that takes full advantage of Montana's Incident-Based Reporting System (MTIBRS). Users can select reports based on offense, offender/arrestee, victim and property data elements or can create their own custom reports based on multiple variables. Data from 2005 to the most current complete calendar year is available.

For assistance in accessing MOR or for technical assistance regarding crime statistics, applicants should request the information at mbcc@mt.gov *at least five working days before the RFP deadline*. For more information, please contact Kathy Wilkins at (406) 444-4298 or kwilkins@mt.gov.

Receipt Verification

All applicants receive a letter acknowledging receipt of their application and will be assigned a grant number and an MBCC contact person.

Late Applications

Regardless of cause, MBCC will not accept late applications. Such applications will automatically be disqualified from consideration. Disqualified applicants will receive a letter indicating the application has been disqualified and will not be reviewed.

VII. Special Requirements

All successful applicants for MBCC grant award funds must agree to the following:

1. If personnel costs are included in the budget, timesheets must be maintained to track actual time worked and must show all funding sources. Any personnel being used as match (volunteers, personnel, etc.) must maintain timesheets to track actual time worked. Timesheets must be signed by the employee/volunteer and certified by a supervisor.
2. Applicants are responsible to review Department of Justice information pertaining to additional requirements prior to submitting the application. Additional information can be found at <http://ojp.gov/funding/Explore/SolicitationRequirements/index.htm>.

VIII. Limitations and Fund Use

All MBCC grant funds are governed by the Department of Justice grant program’s legislation, statutes, and regulations and the Uniform Guidance found in 2 C.F.R. 200 of the Office of Management and Budget (OMB) and the 2015 DOJ Grants Financial Guide found at <http://ojp.gov/financialguide/DOJ/index.htm>.

To be allowable under federal awards, costs must meet the following general criteria:

- Funds may not be expended or obligated prior to July 1, 2018.
- Be necessary and reasonable for proper and efficient performance and administration of the award;
- Be allocable under the provisions of the Uniform Guidance found in 2 C.F.R. 200;
- Be authorized or not prohibited under State, local or tribal laws or regulations;
- Conform to any limitations or exclusions set forth in the Uniform Guidance found in 2 C.F.R. 200, federal laws, terms and conditions of the award or other governing regulations as to types or amounts of cost items;
- Be consistent with policies, regulations, and procedures that apply uniformly to both federal awards and other activities of the organization;
- Be accorded consistent treatment;
- Be determined in accordance with generally accepted accounting principles;
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior period, except as specifically provided by federal law or regulation; and
- Be adequately documented.

In addition to the DOJ, the Office of the Chief Financial Officer provides policy guidance, financial control, and support services to OJP in the areas of grants, accounting and financial management. The provisions of the guide below apply to Department of Justice awards.

Generally Allowable Costs – list not all inclusive	Unallowable Costs – list not all inclusive
<ul style="list-style-type: none"> • Advertising and public relations costs – restrictions apply; • Audit costs - If your agency receives less than \$750,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. Agencies receiving \$750,000 per year or more in total federal assistance will be required to have an audit performed, in accordance with federal guidelines. Costs for such an audit should be charged proportionately to all programs being audited; • Communication costs; • Compensation for personal services – detailed time and attendance records are required 	<ul style="list-style-type: none"> • Bad debts; • Construction in general; • Compensation and travel of federal employees; • Costs incurred outside the project period; • Donations and contributions; • Entertainment; • Fines, penalties, and interest expense; • Food and beverages (including alcoholic); • Fundraising and investment costs; • Goods or services for personal use; • Land acquisition/purchase of real property; • Lobbying;

<ul style="list-style-type: none"> • Employee morale, health, and welfare costs; • Equipment – must be integral to the project. Equipment is defined as having a useful life of more than one year and an acquisition cost greater than \$5,000; • Insurance and indemnification – restrictions apply; • Maintenance and repair costs – restrictions apply; • Material and supplies costs; • Meetings and conferences – restrictions apply; • Memberships, subscriptions and professional activity costs – restrictions apply; • Professional/consultant service costs must follow the applicable federal grant guidelines and state policy; • Publication and printing costs – restrictions apply; • Rental costs of buildings and equipment; • Training costs; and • Travel costs – mileage, per diem, and lodging cannot exceed state rates. Go to http://mom.mt.gov/default.mcp to access the Montana Operations Manual. Once inside the manual, click Travel. <p>For allowable costs, go to http://ojp.gov/financialguide/DOJ/index.htm . Under <i>Top 10 Topics</i> select ‘2. Allowable Costs’.</p>	<ul style="list-style-type: none"> • Membership fees to organizations whose <i>primary</i> activity is lobbying; • Pre-agreement costs; • Purchase or lease of vehicles; • Supplanting; • Tips; and • Uniform allowances. <p>For unallowable costs go to http://ojp.gov/financialguide/DOJ/index.htm . Under <i>Top 10 Topics</i> select ‘3. Unallowable Costs’.</p>
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IX. Application Review and Selection Criteria
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Initial Screening

Staff will conduct an initial screening of the application to check for completeness. If any required documents are not submitted, the application will be deemed incomplete and disqualified from consideration. Disqualified applicants will receive a letter indicating disqualification.

Application Review

Successfully screened applications will be reviewed through a competitive process for responsiveness to the scope of the RSAT program and the requirements of this RFP.

Fiscal, Program and Committee Staff will review applications and proposals will be referred to the MBCC Prevention/Treatment Application Review Committee. The ARC funding recommendations will be referred to the MBCC Board of Directors for final funding decisions/awards. The MBCC Board of Directors reserves the right to award funds to programs they believe are the best use of RSAT funds, regardless of the application score. The MBCC Board of Directors supports the use of

evidence-based and promising practices and will consider this when reviewing applications.

Selection Criteria

The following selection criteria will be used to evaluate each application, with different weight given to each, based on the percentage value listed:

- Executive Summary – 5 percent out of 100
- Budget and Budget Narrative – 20 percent out of 100
- Needs Statement - 25 percent out of 100
- Goals – 10 percent out of 100
- Objectives – 10 percent out of 100
- Implementation Plan – 15 percent out of 100
- Evaluation Plan – 5 percent out of 100
- Collaboration Plan – 5 percent out of 100
- Sustainability Plan – 5 percent out of 100

Scoring Criteria will be used as a tool to assist the Fiscal, Program and Committee Staff in evaluating the overall application. Any proposal failing to achieve 60% of the total available points will be recommended for elimination from further consideration.

Appeals

Per Board policy, if an application is recommended for denial by the Prevention/Treatment ARC, the applicant may appeal the recommendation if the applicant demonstrates one of the following:

- The Request for Proposal was inaccurate;
- Staff provided misinformation;
- Staff failed to follow existing policies;
- The federal award to MBCC would be jeopardized without program funding in the geographic region or service category; or
- A specific geographic region would no longer have any available program in a service category.

Notice of Appeal must be made in writing to the Criminal Justice Relations Director within ten calendar days of notice of the Prevention/Treatment Committee's recommendation.

Awards

Immediately following review of applications, a notice will be sent to the applicant agency regarding the recommendation that will be presented to the Board. The Board will review all the Committee's recommendations during their June meeting and will make final funding decisions. Each applicant will receive either an Intent to Award notice or a denial letter.

X. Quarterly Reporting

All successful applicants for grant award funds from MBCC must comply with the following:

- Applicant agrees to submit online quarterly reports within ten days following the end of each program quarter. These reports include, but are not limited to:
 - Financial Reports
 - Program Narratives
 - Outcome Data
- Applicant acknowledges the RSAT quarterly reporting periods as follows:
Reporting Period: _____ Due Date: _____

Quarter 1: July 1 – September 30	October 10
Quarter 2: October 1 – December 31	January 10
Quarter 3: January 1 – March 31	April 10
Quarter 4: April 1 – June 30	July 10

- Applicant acknowledges that failure to provide reporting as stated in this RFP *will* cause grant funding to be denied or rescinded.

XI. Application Checklist

Application Checklist: Please refer to this checklist before submitting the online application and required additional documentation.

	Budget Narrative
	Project Narrative
	Signature Page with Original Signatures
	SAM Verification
	Accounting System and Financial Capability Questionnaire
	Collaborative MOUs and/or Letters of Support with Original Signatures
	Position Descriptions (if personnel are requested in budget)