



Residential Substance Abuse Treatment for State Prisoners Program: FY 2005 Formula Grant Announcement

Eligibility

RSAT Program grants are allocated only to states, the District of Columbia, Puerto Rico, U.S. Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands.

GMS Application Submission Deadline: February 3, 2005

**This deadline is firm and will not be extended.
Document upload can be time consuming; please plan accordingly.**

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About OJP

The Office of Justice Programs (OJP), U.S. Department of Justice, was created in 1984 to provide federal leadership in developing the nation's capacity to prevent and control crime, administer justice, and assist crime victims. OJP carries out this mission by forming partnerships with other federal, state, and local agencies, as well as national and community-based organizations. OJP is dedicated to comprehensive approaches that empower communities to address crime, break the cycle of substance abuse and crime, combat family violence, address youth crime, hold offenders accountable, protect and support crime victims, enhance law enforcement initiatives, and support advancements in adjudication. OJP also works to reduce crime in Indian Country, enhance technology's use within the criminal and juvenile justice systems, and support state and local efforts through technical assistance and training.

About BJA

The Bureau of Justice Assistance (BJA), a component of the Office of Justice Programs, U.S. Department of Justice, supports innovative programs that strengthen the nation's criminal justice system. Its primary mission is to provide leadership and a range of assistance to local criminal justice strategies to make America's communities safer. BJA accomplishes this mission by providing funding, training, technical assistance, and information to state and community criminal justice programs and by emphasizing the coordination of federal, state, and local efforts. BJA's specific goals are to help communities reduce and prevent crime, violence, and drug abuse and to improve the functioning of the criminal justice system.

About the Residential Substance Abuse Treatment for State Prisoners Program

Funding of qualified, eligible applicants under this grant announcement is contingent on the availability and amount of fiscal year (FY) 2005 funding for the Residential Substance Abuse Treatment for State Prisoners (RSAT) Program. If there are significant changes to the program within the appropriations language, BJA will notify applicants via e-mail. Applicants will be given time to make changes to their applications based upon any new requirements.

The RSAT Program assists states and local governments in developing and implementing substance abuse treatment programs in state and local correctional and detention facilities. The RSAT Program also assists states and local governments in creating and maintaining community-based aftercare services for offenders.

The goal of the RSAT Program is to break the cycle of drugs and violence by reducing the demand for, use, and trafficking of illegal drugs. The objectives of the RSAT Program are to:

- Enhance the capability of states and units of local government to provide residential substance abuse treatment for incarcerated inmates.
- Prepare offenders for their reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs.

- Assist both the offenders and their communities through the reentry process through the delivery of both community-based treatment and other broad-based aftercare services.

Program Requirements

RSAT Program formula grant funds may be used to implement three types of programs. At least 10 percent of the total state allocation for FY 2005 shall be made available to local correctional and detention facilities (provided such facilities exist) for either residential substance abuse treatment programs or jail-based substance abuse treatment programs as defined below.

Residential Substance Abuse Treatment

Residential substance abuse treatment programs provide individual and group treatment activities for offenders in residential facilities that are operated by state and local correctional agencies. These programs must (as required by 42 U.S.C. § 3796ff):

- Last at least 6 and no more than 12 months.
- Be provided in residential treatment facilities set apart from the general correctional population. “Set apart” means a completely separate facility or a dedicated housing unit within a facility exclusively for use by program participants.
- Focus on the substance abuse problems of the inmate.
- Develop the inmate’s cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
- Begin or continue requiring urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants and former participants while they remain in the custody of the state or local government.

Preferably, participation in the residential program should be limited to inmates who have 6 to 12 months remaining in their term of confinement so that they can be released from prison instead of returning to the general prison population after completing the treatment program.

Jail-Based Treatment Programs

Jail-based substance abuse programs provide individual and group treatment activities for offenders in jails and local correctional facilities. These programs must:

- Last at least 3 months.
- Make every effort to separate the treatment population from the general correctional population.
- Focus on the substance abuse problems of the inmate.

- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance and related problems.
- Be effective and based on science.

Aftercare

States are required to give preference to subgrant applicants that will provide aftercare services to program participants. 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 that may aid in rehabilitation.

A state may use amounts received for aftercare if the chief executive officer of the state certifies that the state is providing, and will continue to provide, an adequate level of residential treatment services. To qualify as an aftercare program, the head of the substance abuse treatment program must work in conjunction with state and local authorities and organizations involved in substance abuse treatment to assist in the placement of program participants into community substance abuse treatment facilities upon release.

Treatment After Release

A state may use formula grant funds for the purpose of providing treatment to offenders for a period not to exceed 1 year after release. No more than 10 percent of the total award may be used for treatment of those released from a state facility.

State Office Responsibilities

In administering the RSAT Program, the state office is responsible for:

- Ensuring coordination between this program and state and local substance abuse treatment programs.
- Consulting with substance abuse programs and the appropriate state agency on the design and implementation of treatment programs.
- Preparing the application for formula grant funds.
- Describing (in the program narrative) how RSAT grant funds will be coordinated with any federal assistance for substance abuse treatment and aftercare services currently provided by the U.S. Department of Health and Human Services' Substance Abuse and Mental Health Services Administration (SAMHSA).
- Describing (in the program narrative) how any RSAT-funded grant programs will be coordinated with the Serious and Violent Offender Reentry Initiative (SVORI) (www.ojp.usdoj.gov/reentry/) that is currently being funded by the Office of Justice Programs.
- Administering grant funds, which includes:
 - Establishing funding priorities.

- Receiving, accounting for, and disbursing funds.
- Reviewing, awarding, monitoring, and evaluating subawards.
- Preparing progress, financial, and evaluation reports.
- Complying with audit requirements.
- Providing guidance and technical assistance to subgrantees.

The state may use a portion of the formula grant funds to administer the program. Because the purpose of the funds is to increase the availability of treatment services, the amount of funds used for administrative purposes should be modest and must be justified. Federal grant funds used for administration must meet all match requirements.

Single Point of Contact Review

Executive Order 12372 requires applicants for federal formula grants and subgrants to submit a copy of the application to the state Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the state. Applicants must contact their state SPOC (www.whitehouse.gov/omb/grants/spoc.html) to determine if the program has been selected for state review. The date that the application was sent to the SPOC or the reason such submission is not required should be entered in block 17 on the Application for Federal Assistance (SF-424).

Eligibility

States may apply for formula grant awards under this program. For the purposes of this solicitation, “states” are all U.S. states, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands. According to the statute (42 U.S.C. § 3796ff (1)), BJA must award these grants to the state office that is designated to administer the Byrne Formula Program (www.ojp.usdoj.gov/state.htm). The state office may award subgrants to state agencies, units of local government, and Native American tribes.

Note: American Samoa and the Northern Mariana Islands together receive the allocation of one state.

Match Requirement

The federal share of a grant-funded project may not exceed 75 percent of the project’s total cost. The 25 percent matching funds may be in the form of cash or in-kind contributions (a change from previous years, beginning in FY 2003).

Amount and Length of Awards

Each participating state is allocated a base award of 0.4 percent of the total funds that are available for the program. BJA will allocate a portion of the total remaining funds to each participating state in the same percentage that the state’s prison population represents relative to the total prison population of all states. Awards are made in the fiscal year of the appropriation and may be expended during the following 3 years, for a total of 4 years.

Supplanting Prohibition

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) nonfederal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audits. Violations can result in a range of penalties, including suspension of future RSAT funds, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Restriction on Use of Funds

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

How To Apply

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.593, titled “Residential Substance Abuse Treatment for State Prisoners.”

OJP requires that funding applications be submitted through the OJP Grants Management System (GMS). To access the system, go to <http://grants.ojp.usdoj.gov>. Applications submitted via GMS must be in one of the following formats: Microsoft Word (.doc), PDF file (.pdf), or text (.txt). If you experience difficulties at any point in this process, please call the GMS Help Desk at 1-888-549-9901.

Step 1: Signing On

- If you already have a GMS user ID, proceed to GMS sign in. Even if your organization already has a user ID, you will not be considered registered for the solicitation until you have signed on to GMS and entered the appropriate solicitation. To do so, please proceed to step 2.
- If you do not have a GMS user ID, select “New User? Register Here.” After you have completed all of the required information, click “Create Account” at the bottom of the page and note your user ID and password, which are case sensitive.
- Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. The DUNS number will be required whether an applicant is submitting an application on paper, through OJP’s Grants Management System, or using the governmentwide electronic portal (www.grants.gov). **An application will not be considered complete until the applicant has provided a valid DUNS number.** Individuals who would personally receive a grant or cooperative agreement from the federal government are exempt from this requirement.

Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at **no cost** by calling the dedicated toll-free DUNS number request line at 1-800-333-0505.

Step 2: Selecting/Registering for the Program

- After you have logged onto the system using your user ID and password, click on “Funding Opportunities.”
- Select “Bureau of Justice Assistance” from the drop-down list, and click “Search.” This will narrow the list of solicitations within the Office of Justice Programs to those in BJA.
- From the list of BJA grants, find “FY 2005 Edward Byrne Memorial State and Local Law Enforcement Assistance Program,” and click “Apply Online.”
- Confirm that your organization is eligible to apply for this program by reading the text on the screen. If eligible, proceed by clicking “Continue.”

Step 3: Completing the Overview Information

- Select the type of application you are submitting by choosing “Application Non-Construction” in the “Type of Submission” section.
- Select “New” in the drop-down box for “Type of Application.”
- If your state has a review and comment process under Executive Order 12372 (<http://policy.fws.gov/library/rgeo12372.pdf>), then select either “Yes” and enter the date you made this application available under that review or “N/A” because this program has not been selected by your state for such a review. If your state does not have such a process, then select “No. Program Not Covered by E.O. 12372.”
- Click “Save and Continue.”

Step 4: Completing the Applicant Information

- Answer “Yes” or “No” to the question about whether your organization is delinquent on any federal debt.
- The rest of this page will prepopulate based on the information you submitted during the registration process. Check this information for accuracy and relevance to your organization, and make any needed changes.
- Click “Save and Continue.”

Step 5: Completing the Project Information

- Provide a title that is descriptive of your project.
- List the geographic areas to be affected by the project.
- Enter a start date for the project that is on or after **October 1, 2004** and an end date that is no more than 48 months later.

- Select all of the congressional districts that are affected by this application. To select multiple districts, hold down the CTRL key while making your selections.
- Enter \$1.00 as the amount of the grant for which your organization is applying in the federal line under the “Estimated Funding” section. **BJA will modify this amount to reflect the actual funding available to your agency.**
- Click “Save and Continue.”

Step 6: Uploading the Attachments

- You will be asked to upload three attachments to the online application system. (See the Attachments section for detailed instructions.)
 1. Budget Narrative (Attachment #1).
 2. Program Narrative (Attachment #2).
 3. Annual Report (Attachment #3).

- Click “Attach” to upload these documents. A new window will open. To continue, click “Browse” and find the file on your computer or the network drive from which you wish to upload, then click on “Upload Your Document.” A window that says “File Upload Successful” should appear. Next to the upload list, the notation should change to “Attachment OK.” Repeat these steps for all three uploads.

Note: Depending on the size of the attachment and/or your computer’s Internet connection, this process can take several hours. The system will shut down promptly at the deadline. Any incomplete application will not be accepted and no exceptions will be granted. Please plan accordingly.

- If you encounter any difficulties uploading your file, click on “Tips for Successful Upload.” This document will explain the usual problems with uploading files and will help you through them.
- Click “Save and Continue.”

Step 7: Completing the Assurances and Certifications

- You will need to accept both the assurances document and the certifications document. To do this, click on “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements.”
- Read both documents. At the bottom of each one, click the “Accept” button.
- After you have accepted both documents, enter the correct personal information for the person submitting the application.
- Click the box next to the text at the bottom of the page to certify that the person submitting the application is authorized to accept these assurances and certifications.
- Click “Save and Continue.”

Step 8: Reviewing the SF-424

- By answering the questions contained in GMS, you have completed the Standard Form 424 (SF-424) and other forms required to apply for grant funding. Take a moment to review the SF-424 to ensure that it is accurate.
- If you need to make changes to any portion of the application, simply click on that section along the left side of the screen. Be sure to click “Save and Continue” after making any changes.
- When you are sure that the information is accurate, click “Continue.”

Step 9: Submitting the Application

- A list of application components will appear on the screen. It should say “Complete” before each component. If it says “Incomplete” then click on the word and it will take you back to the section that needs to be completed. An explanation of what is missing will be at the top of that screen.

Attachments

Budget Narrative (Attachment #1)

Applicants must submit a narrative that outlines any proposed uses of 10 percent of the formula grant funds for aftercare and administration, as well as the mandatory 10 percent passthrough to local facilities.

Program Narrative (Attachment #2)

The program narrative must be double spaced, using a standard 12-point font (Times New Roman preferred) with 1-inch margins.

Applicants must submit a program narrative that describes the proposed program activities for FY 2005 and any changes since the previous application. The program narrative should include the following:

- The goals of the program.
- The implementation process.
- Timetable for implementation.
- Information about priorities and/or projects to be funded, including a description of how the preference for programs with aftercare services will be implemented.
- A description of any changes in the state’s law or policy requiring substance abuse testing of individuals in correctional/residential substance abuse treatment programs, including individuals who have been released but who remain in the custody of the state.
- The number (or estimated number) of offenders who were tested for the use of illegal substances during the last calendar year.

- An explanation of how the state will coordinate the design and implementation of the program at the state and local levels and how grant funds will be coordinated with the federal assistance for substance abuse treatment and aftercare services that is currently provided by the Substance Abuse and Mental Health Services Administration.
- An explanation of if and how the state plans to coordinate any RSAT-funded programs with the Serious and Violent Offender Reentry Initiative (SVORI) (www.ojp.usdoj.gov/reentry/sar/welcome.html). If the state does not plan to coordinate with SVORI, it should explain why.
- A brief description of any federal grant awards (including other U.S. Department of Justice agencies) that also will support RSAT-funded efforts.

Annual Report (Attachment #3)

Applicants MAY submit their 2003 RSAT Program annual report (www.ojp.usdoj.gov/BJA/grant/RSATforms.pdf) with their application; however, it is not due to BJA until March 1, 2005.

Performance Measures

To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, grantees are required to collect and report data that measure the results of program performance. **All applicants are required to address the performance measures listed below.** In addition to incorporating this information into their submission's narrative, applicants are required to address the type of information they will collect, who will collect it, the methods of collection, and how the information will be reported. **Grantees are also expected to provide this data in their annual performance reports.**

Program Objectives	Performance Measures
<p>Enhance the capability of states and units of local government to provide residential substance abuse treatment for incarcerated inmates.</p>	<p>Amount of services:</p> <ul style="list-style-type: none"> • Number of days of residential treatment provided. • Number of days of aftercare provided. • Previously funded RSAT beds continued during grant cycle • New treatment beds added with RSAT grant funds during this grant cycle • Treatment beds funded through other sources, but enhanced with RSAT-funded services • Average length of stay in the residential program in days, for those completing the program <p>Offenders entering residential treatment:</p> <ul style="list-style-type: none"> • Total number of offenders entering an RSAT-funded treatment program. <p>Program costs (BJA will provide separate guidance to grantees about which costs to include in the calculation.):</p> <ul style="list-style-type: none"> • Average cost per day for residential program.

<p>Prepare offenders for reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs.</p>	<p>Recidivism and drug use:</p> <ul style="list-style-type: none"> • Of the offenders who completed the program, the number who have remained drug free during the residential program • Of the offenders who completed the program, the number who have remained drug free during the aftercare program • Of the offenders who completed the program, the number who have remained arrest free during the aftercare program • Of the offenders who completed the program, the number who have remained arrest free for 1 yr. following release from aftercare (For this indicator, use data from the most recent available year) <p>Residential treatment success:</p> <ul style="list-style-type: none"> • Total number of offenders successfully completing the residential program. • Total number of offenders who dropped out of the residential program. • Total number of offenders who were terminated from the residential program.
<p>Assist both the offenders and their communities through the reentry process through the delivery of both community-based treatment and other broad-based aftercare services.</p>	<p>Offenders entering aftercare programs:</p> <ul style="list-style-type: none"> • Total number of offenders entering an RSAT-funded aftercare program. • Average length of stay in the aftercare program in days, for those completing the program <p>Aftercare success:</p> <ul style="list-style-type: none"> • Total number of offenders successfully completing the aftercare program • Total number of offenders who dropped out of the aftercare • Total number of offenders who were terminated from the aftercare program. <p>Program costs (BJA will provide separate guidance to grantees about which costs to include in the calculation.):</p> <ul style="list-style-type: none"> • Average cost per day for the aftercare program.

Submission Deadline

New GMS users must create a new account before submitting an application (see How To Apply, step 1). **Applications for this program are due by 8:00 pm, e.t., on February 3, 2005.** Faxed or mailed applications or supplemental materials will not be accepted, except as described under How To Apply.

Reporting Requirements

Grantees must submit financial status reports quarterly.

In continuing efforts by the Office of Justice Programs to better serve award recipients, effective April 1, 2004, quarterly Financial Status Reports, also known as the SF-269 form, must be filed online through the Internet at <http://grants.ojp.usdoj.gov/>.

The due dates for online filing of SF-269s remain the same; they must be submitted online not later than 45 days after the last day of each reporting quarter. The online SF-269 requires the same reporting information as the paper version. The use of the online system enables authorized users to view current and past SF-269s and to file or amend the SF-269 for the current quarter.

Other Requirements

Purchase of American-Made Equipment and Products

It is the sense of Congress, as conveyed through each year's appropriations act, that to the greatest extent practicable, all equipment and products purchased with grant funds should be American made.

National Environmental Policy Act

All actions significantly affecting the quality of the environment are subject to the provisions of the National Environmental Policy Act (NEPA) and other related federal environmental laws. Most RSAT projects will not be affected by NEPA. If, however, a project involves minor renovation, construction, or any other activity that may have an impact on the environment or change the use or function of a facility, the grantee should provide a full description of the proposed project to its BJA State Policy Advisor prior to project implementation. A determination regarding whether any further action is necessary will be made by BJA.

Civil Rights Compliance

All recipients of federal grant funds must comply with nondiscrimination requirements contained in federal laws. If a court or administrative agency makes a finding of discrimination against a recipient of funds on grounds of race, color, religion, national origin, gender, disability, or age after a due process hearing, the recipient must forward a copy of the finding to the Office for Civil Rights of the Office of Justice Programs.

Limited English Proficiency

Recipients of OJP financial assistance are required to comply with several federal civil rights laws, including Title VI of the Civil Rights Act of 1964 (Title VI) and the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

National origin discrimination includes discrimination on the basis of Limited English Proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov, by contacting OJP's Office for Civil Rights at 202-307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street NW., Eighth Floor
Washington, DC 20531

Faith-Based and Community Organizations

It is OJP policy that faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or people working in the organization.

Anti-Lobbying Act

The Anti-Lobbying Act (18 U.S.C. § 1913) recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

The Office of Management and Budget (OMB) is currently amending the OMB cost circulars (www.whitehouse.gov/omb/circulars/index.html) and the common rule (codified at 28 C.F.R. Part 69 for U.S. Department of Justice grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under

this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Confidentiality and Human Subjects Protection

U.S. Department of Justice regulations (28 C.F.R. Part 22) require applicants for BJA funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which personally identifiable information will be collected. In addition to the regulations in Part 22, regulations concerning protection of human subjects are set forth in 28 C.F.R. Part 46. In general, 28 C.F.R. Part 46 requires that all research involving human subjects conducted or supported by a federal department or agency be reviewed and approved by an Institutional Review Board before funds are expended for that research.

General information regarding Confidentiality and Human Subjects Protection can be found on the National Institute of Justice web site (www.ojp.usdoj.gov/nij/humansubjects). Sample formats of the Privacy Certificate, Transfer Agreement, and Single Project Assurance for submission to BJA can be found on the OJP web site (www.ojp.usdoj.gov/forms.htm).

Evaluation

Pending the availability of funds, BJA and the National Institute of Justice will identify a number of sites under the Residential Substance Abuse Treatment for State Prisoners Program to participate in a national and project-level process and impact evaluation. The goal of this evaluation is to gain practical, measurable, and descriptive information and to provide feedback to interested agencies and organizations about processes and early outcomes.

Additional Information

For general information about BJA programs, training, and technical assistance, contact BJA at 1-202-616-6500 or visit the BJA home page at www.ojp.usdoj.gov/BJA.

For specific information about this solicitation, contact Jill Young, BJA Programs Office, at 202-353-7302 or jill.young@usdoj.gov.

The OJP *Financial Guide*, which contains information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records, is available on the OJP web site at www.ojp.usdoj.gov/FinGuide/. This document governs the administration of funds by all successful applicants and their contractors.