

COUNTY COUNCIL OF ANNE ARUNDEL COUNTY, MARYLAND

Legislative Session 2018, Legislative Day No. 40

Resolution No. 45-18

Introduced by Mr. Pruski, Chairman  
(by request of the County Executive)

By the County Council, December 17, 2018

1 RESOLUTION approving the application to the United States Department of Justice,  
2 Office of Justice Programs, for a grant under the Edward Byrne Memorial Justice  
3 Assistance Grant Program FY 2018 Local Solicitation and recognizing the County  
4 Executive's authority to act in connection with the grant

5  
6 WHEREAS, the County Council acknowledges that the County has prepared an  
7 application for a grant under the Edward Byrne Memorial Justice Assistance Grant  
8 Program FY 2018 Local Solicitation seeking a grant in the amount of \$165,069,  
9 with \$0 in matching funds (the "Application"), a copy of which is attached hereto  
10 as Exhibit A; and

11  
12 WHEREAS, the County Council acknowledges that the Application requires that  
13 the Application be reviewed by the applicant's governing body and that the  
14 Application be made public, with an opportunity to comment being provided to  
15 citizens and to neighborhood- or community-based organizations; and

16  
17 WHEREAS, the County Executive has reviewed the Application and requests that  
18 the County Council review the Application, make the Application public, and  
19 provide an opportunity for comment by citizens and community-based  
20 organizations; now, therefore, be it

21  
22 *Resolved by the County Council of Anne Arundel County, Maryland,* That, after notice  
23 and a public hearing, it has reviewed and approves the application to the United States  
24 Department of Justice, Office of Justice Programs for a grant under the Edward Byrne  
25 Memorial Justice Assistance Grant Program FY 2018 Local Solicitation in the amount of  
26 \$165,069 with \$0 matching funds; and be it further

27  
28 *Resolved,* That the County Council recognizes that the County Executive or the County  
29 Executive's designee is duly authorized to act in connection with the grant; and be it further

30  
31 *Resolved,* That a copy of this Resolution be sent to County Executive Stuart Pittman.

READ AND PASSED this 22<sup>nd</sup> day of January, 2019

By Order:

  
JoAnne Gray  
Administrative Officer

Resolution No. 45-18

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I HEREBY CERTIFY THAT RESOLUTION NO. 45-18 IS TRUE AND CORRECT AND DULY ADOPTED BY THE COUNTY COUNCIL OF ANNE ARUNDEL COUNTY.

A handwritten signature in blue ink, appearing to read 'Andrew Pruski', is written above the printed name.

Andrew Pruski  
Chairman



[Application](#)

[Correspondence](#)

Application: Switch to ...



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[Project Information](#)

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<b>APPLICATION FOR FEDERAL ASSISTANCE</b>		<b>2. DATE SUBMITTED</b>	<b>Applicant Identifier</b>
<b>1. TYPE OF SUBMISSION</b> Application Non-Construction		<b>3. DATE RECEIVED BY STATE</b>	<b>State Application Identifier</b>
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	<b>Federal Identifier</b>
<b>5. APPLICANT INFORMATION</b>			
<b>Legal Name</b> Anne Arundel County, Maryland		<b>Organizational Unit</b> Department of Health	
<b>Address</b> 3 Harry S Truman PKWY Annapolis, Maryland 21401-1930		<b>Name and telephone number of the person to be contacted on matters involving this application</b>  Bobbitt, MaryLynn (410) 222-7209	
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN)</b> 52-6000878		<b>7. TYPE OF APPLICANT</b> County	
<b>8. TYPE OF APPLICATION</b> New.		<b>9. NAME OF FEDERAL AGENCY</b> Bureau of Justice Assistance	
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE</b> NUMBER: 16.738 CFDA: Edward Byrne Memorial Justice Assistance Grant Program TITLE: Grant Program		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT</b> FY18 Byrne JAG Program Local Solicitation-CJCC Coordination.	
<b>12. AREAS AFFECTED BY PROJECT</b> Anne Arundel County, Maryland			
<b>13. PROPOSED PROJECT</b> Start Date: October 01, 2017 End Date: September 30, 2021		<b>14. CONGRESSIONAL DISTRICTS OF</b> a. Applicant b. Project MD03	
<b>15. ESTIMATED FUNDING</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>	
Federal	\$165,069	This preapplication/application was made available to the state executive order 12372 process for review on 08/17/2018	
Applicant	\$0		
State	\$0		
Local	\$0		
Other	\$0		
Program Income	\$0	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>	
<b>TOTAL</b>	<b>\$165,069</b>	N	
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED</b>			

8/15/2018

BJA FY 18 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation

Exhibit A  
Resolution No. 45-18

**BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.** Page 2 of 16

Continue

**Edward Byrne Memorial Justice Assistance Grant Program FY 2018 Local Solicitation****Anne Arundel County, Maryland – Application # 2018-H3676-MD-DJ****2018 BYRNE JAG APPLICATION PROGRAM NARRATIVE**

Anne Arundel County is centrally located in the state of Maryland. Anne Arundel County consists of 416 miles of land area, 533.5 linear miles of tidal shoreline, and 172 miles of water area, including portions of the Chesapeake Bay and is home to Annapolis, which is both the County seat and Maryland's state capital. The County is situated between the two urban areas of Baltimore City, and the nation's capital of Washington, D.C. The County is home to the United States Naval Academy, BWI-Thurgood Marshall Airport, Fort George G. Meade, and the National Security Agency.

Based on US Census Bureau data, the population estimate for Anne Arundel County in 2017 was 573,235 people. The per capita money income for Anne Arundel County was \$42,382 in 2017. Approximately 6% of the population lives below the poverty line. Juveniles under the age of 18 comprise approximately 22% of the population.

The Anne Arundel County Criminal Justice Coordinating Council (CJCC) was created in 1991 to:

- Identify and address the mutual concerns confronting the agencies responsible for the administration of the criminal and juvenile justice systems in Anne Arundel County
- Facilitate the coordination of the programs and activities of the criminal and juvenile justice agencies operating in Anne Arundel County
- Promote the efficient and effective processing of criminal and juvenile justice cases from arrest through ultimate disposition, including correctional programs

Members of the Council include the following ex officio members or their designee:

- a. Administrative Judge of the Circuit Court for Anne Arundel County;
- b. Administrative Judge of the District Court of Maryland for Anne Arundel County;
- c. State's Attorney for Anne Arundel County;
- d. Superintendent of the Anne Arundel County Detention Center;
- e. Chief of the Anne Arundel County Police Department;
- f. Chief of the City of Annapolis Police Department;
- g. Sheriff of Anne Arundel County;
- h. Administrator of the Circuit Court for Anne Arundel County;
- i. The Clerk of the Circuit Court for Anne Arundel County;
- j. Executive Director of the Anne Arundel County Partnership for Children, Youth and Families;
- k. Anne Arundel County District Public Defender;
- l. Representative of Anne Arundel County Bar Association;
- m. Supervisor of the State Division of Parole and Probation's Anne Arundel County Offices;

**Edward Byrne Memorial Justice Assistance Grant Program FY 2018 Local Solicitation**

**Anne Arundel County, Maryland – Application # 2018-H3676-MD-DJ**

- n. Anne Arundel County Health Officer;
- o. Chief Administrative Officer of Anne Arundel County;
- p. County Attorney of Anne Arundel County;
- q. Supervisor of the State Department of Juvenile Services' Anne Arundel County offices;
- r. Executive Director of the Anne Arundel County Mental Health Agency, Inc.;
- s. Member of the Anne Arundel County Police Department responsible for Administering the Edward Byrne Memorial Justice Assistance Grant Program;
- t. Supervisor of the office of School Security for the Board of Education of Anne Arundel County;
- u. Director of Behavioral Health Services, Anne Arundel County Department of Health;
- v. Program Manager for the Circuit Court for Anne Arundel County Adult Drug Treatment Court;
- w. Treatment Court Coordinator for the District Court of Maryland for Anne Arundel County Adult Drug Court;
- x. Chief of the Anne Arundel County Fire Department;
- y. Chief of the City of Annapolis Fire Department; and
- z. Director of the Anne Arundel County Department of Social Services.

The Council meets bi-monthly to provide input and guidance for the development of county wide strategies and programs to enhance existing efforts or creating additional new programs to focus on the use of crime control and judicial resources.

**FY 2018 Goals and Priorities of the CJCC:**

**Recidivism Reduction**

- Mental Health and Co-Occurring Disorders
- Drug Courts – Assessment and Case Management
- Restorative Justice Diversionary Program-Community Conferencing

The Anne Arundel County, Maryland FY 2018 Edward Byrne Memorial Justice Assistance Grant Program Allocation of \$165,069 will be used to support programs to assist with the implementation and funding the goals and objectives of the CJCC for the benefit of all citizens living and working within Anne Arundel County.

**Recidivism Reduction**

Each year approximately 5,000 offenders are released to the supervision of the State Division of Parole and Probation and Drug Court in the County. Few have regular jobs, about half have their high school diploma, many have spouses, and most have children. Numerous strategies are in place to assist these individuals, while still incarcerated, to prepare for re-entry and help them to learn the tools necessary to return to the community. Without the knowledge of available resources to make a difference in their behaviors and actions, these individuals may re-offend and repeat the cycle. Anne Arundel County's strategy to reduce recidivism includes the following projects.

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The Anne Arundel County Health Department, in collaboration with the Anne Arundel County Mental Health Agency will continue to address those persons incarcerated who have existing co-occurring disorders, meaning that these individuals are in need of both substance abuse treatment, as well as assessment of mental health issues. The funding will be used to provide mental health services to approximately 75 incarcerated Anne Arundel County residents who are uninsured and have mental illness and substance dependence. The services are comprised of psychiatric evaluations and co-occurring mental health therapy. These services will coincide with substance abuse treatment provided by the health department. Funding will support programs for service improvements to stabilize incarcerated persons, followed with additional resources once released. The Anne Arundel County Mental Health Agency will receive funding via the Anne Arundel County Health Department.

Anne Arundel County has two Drug Court Programs in existence. The Circuit Court for Anne Arundel County operates the Adult Drug Treatment Court. The Adult Drug Court's mission is to improve our community through enhanced public safety by providing judicially supervised treatment to substance abusing offenders, thereby reducing the social and economic cost of criminal activity. The adult program has the capacity to serve 175 offenders. Admissions are on a rolling schedule so participants are usually able to enter when referred and graduate at the time they complete the program requirements. The District Court operates an Adult Drug Court and a DWI Court.

The combined Drug Court Programs have established key partnerships with community stakeholders including the Department of Health, the States Attorney's Office, the Division of Parole and Probation, the Office of the Public Defender, the Department of Juvenile Services, and local law enforcement agencies. These partnerships have enabled the Drug Courts to be successful in the goals of providing alternatives to incarceration, reducing recidivism and increasing public safety.

These specialty courts have been operational for a number of years and have proven to be effective in providing community based treatment and supervision to the targeted populations. These programs require support to help with operational costs of salaries, education materials, graduation and office supplies, and communications expenses.

The Anne Arundel County Partnership for Children, Youth and Families will use their requested allotment of funds for a continuation of the Community Conferencing Program, a restorative justice juvenile diversion program that has been in operation for over a year. Community Conferencing aims to bring the victim, offender and interested community stakeholders, including parents, together with a trained facilitator.

Funding will provide a part time Community Conferencing Coordinator who works with the parties to assist them in responding to destructive behavior in constructive

**Edward Byrne Memorial Justice Assistance Grant Program FY 2018 Local Solicitation**

**Anne Arundel County, Maryland – Application # 2018-H3676-MD-DJ**

ways and to build connections that serves the well being of all. Community Conferencing adheres to Restorative Justice Principles that emphasize offender accountability and responsibility.

The Partnership chose the Community Conferencing Program to help with the Disproportionate Minority Contact Initiative in the Anne Arundel County. Outcomes after the first year are very positive; 250 youth have been diverted, of which 201 are minorities; 98% of the conferences resulted in an agreement with 95% of offenders in compliance with the agreement.

**Grant Administration**

The Criminal Justice Coordinating Council will be assisted by the Anne Arundel County Department of Health, Deputy Director of Finance Mary Lynn Bobbitt in the administration of this grant. Mrs. Bobbitt will coordinate expenditures for each participating agency's financial department and will compile an accurate quarterly financial report including all expenditures for the grant. Each agency is required to supply Mrs. Bobbitt with quarterly financial reports, including documentation for audit purposes. These reports will be due from the participating agencies by the 15<sup>th</sup> of the month following the close of the quarter in order for adequate time to compile the financial report to USDOJ prior to the submission deadline.

Mrs. Bobbitt is proficient in the use of the Federal on-line reporting system and will assure that all reports are submitted as required and that the paperless request for reimbursement is also completed to assure that the funds are reimbursed to Anne Arundel County by wire transfer.

Each agency will also be required to submit a bi-annual progress report document to be compiled into the bi-yearly grant progress report that is due. There will be no costs associated with the administration of this grant.



**Edward Byrne Memorial Justice Assistance Grant Program FY 2018 Local  
 Solicitation - Anne Arundel County, Maryland - Application #2018-H3676-MD-DJ**

**BUDGET DETAIL WORKSHEET AND NARRATIVE**

**A. PERSONNEL**

<u>ITEM - COMPUTATION</u>	<u>COST</u>
Circuit Court - Drug Court Coordinator Salary (69%) of actual \$78,422 X 69% = \$54,110	\$54,110
SAO - Paralegal for Drug Court - (40%) of actual \$44,832 X 40% = \$17,933	\$17,933
Health Dept. - Health Dept. Drug Treatment Case Manager (20%) of actual salary. \$55,265 X 20% (approx.) = \$11,053	\$11,053
Partnership for Children Youth & Families - Community Conferencing Coordinator (50%) of salary. \$36,086 X 50% = \$18,454	\$18,543
<b>SUB-TOTAL PERSONNEL</b>	<b>\$101,639</b>

**B. FRINGE BENEFITS**

<u>ITEM - COMPUTATION</u>	<u>COST</u>
Circuit Court-FICA for Drug Court Coordinator \$54,111 x 0.0765	\$ 4,140
Circuit Court-Benefits for Drug Court Coordinator	\$21,857
States Attorney -FICA \$17,993 x .0765	\$ 1,372
States Attorney-Health Benefits	\$ 792
Health Dept.-FICA \$11,000 x .0765	\$ 840
Health Department Benefits	\$ 4,180
Partnership for Children, Youth & Families-FICA \$18,543 x .0765	\$ 1,419
<b>SUB-TOTAL FRINGE BENEFITS</b>	<b>\$34,600</b>

**TOTAL PERSONNEL & FRINGE BENEFITS \$136,239**

**NARRATIVE - Salary and Fringe Benefits**

**Drug Courts:**

The Adult Drug Court operates under the Circuit Court for Anne Arundel County. The majority of the Drug Court expenses are funded through the Office of Problem Solving Court (OPSC) grants. The BJAG funding will support costs unfunded by the reduced OPSC grants in order to provide for the continued operation of the Drug Court Programs. The BJAG grant will be used to fund approximately 69% of the Drug Court Coordinator's salary and related fringe cost, totaling \$80,107

Drug Court Coordinator's Salary @ 69% = \$54,110  
 Drug Court Coordinator's FICA @ 7.65% = \$4,140

**Edward Byrne Memorial Justice Assistance Grant Program FY 2018 Local  
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Drug Court Coordinator's Benefits @ 45% = \$21,857

**NARRATIVE – Salary and Fringe Benefits (continued)**

**Drug Courts (continued):**

Also, included in the Health Department's portion of the BJAG grant is a subsidy (.20 FTE) of a Health Department Drug Treatment Case Manager that is assigned to the District Drug Court. The BJAG funds are required because a grant from the Office of Problem Solving Courts only funds about 60% of the case manager's salary. The BJAG grant funds will be used to fund the remaining portion of the full time case manager's salary and fringe costs, totaling \$16,073.

Case Manager Salary @ 20% = \$11,053  
Case Manager FICA @ 7.65% = \$840  
Case Manager Benefits @ 15% = \$4,180

In the State's Attorney Office (SAO), the grant funds the employment of a part-time (.40 FTE) Paralegal who vets participants for legal qualifications into the drug courts. The BJAG funds will fund 40% of the paralegal's salary and related fringe cost, totaling \$20,097.

Paralegal Salary @ 40% = \$17,933  
Paralegal FICA @ 7.65% = \$1,372  
Paralegal Benefits @ 15% = \$792

**Restorative Justice:**

The Anne Arundel County Partnership for Children, Youth and Families is requesting a continuation of the Community Conferencing Program, a restorative justice juvenile diversion program that has been in operation for over a year. Community Conferencing aims to bring the victim, offender and interested community stakeholders, including parents, together with a trained facilitator.

Funding will provide a part time (50%) Community Conferencing Coordinator who works with the parties to assist them in responding to destructive behavior in constructive ways and to build connections that serves the well being of all. Community Conferencing adheres to Restorative Justice Principles that emphasize offender accountability and responsibility. The BJAG funds will fund 50% of the Community Conferencing Coordinator's salary and related fringe cost, totaling \$19,962.

The Partnership chose the Community Conferencing Program to help with the Disproportionate Minority Contact Initiative in the Anne Arundel County. Outcomes after the first year are very positive; 118 youth have been diverted, of which 114 are

**Edward Byrne Memorial Justice Assistance Grant Program FY 2018 Local Solicitation - Anne Arundel County, Maryland - Application #2018-H3676-MD-DJ**

minorities; 98% of the conferences resulted in an agreement with 98% of offenders in compliance with the agreement.

Community Conferencing Coordinator Salary @ 50% = \$18,543  
 Community Conferencing Coordinator FICA @ 7.65% = \$1,419

**C. TRAVEL**

**TOTAL - Travel \$0**

**D. EQUIPMENT**

**TOTAL - Equipment \$0**

**E. SUPPLIES**

Circuit Court - Drug Court - Office & Educational Supplies \$1,470

**TOTAL-Supplies \$ 1,470**

**NARRATIVE - Supplies**

**Drug Courts:**

The Adult Drug Courts are operated out of the Circuit Court for Anne Arundel County. These programs are totally funded with grant funding and have proven to be a successful program in reducing recidivism rates for those in the criminal justice system as a result of behaviors associated with their addiction.

**Drug Courts (continued):**

Circuit Court - Office Supplies \$450 & Educational Supplies \$1,020

These funds pay for the cost of producing adult drug court participant calendars, participant handbooks, graduation invitations and programs in addition to day to day office supplies for the case managers and drug court assessors.

The Drug Courts also provide educational materials to their participants. Each participant receives books published by Alcoholics Anonymous and Narcotics Anonymous. These materials include lessons on the "Twelve Steps", inspirational readings, and "how to" information about recovery and rebuilding your life and community.

**Edward Byrne Memorial Justice Assistance Grant Program FY 2018 Local  
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**F. CONSTRUCTION TOTAL - CONSTRUCTION \$0**

**G. CONSULTANTS/CONTRACTS**

Health Department

Anne Arundel County Mental Health Agency	\$25,560
Co-Occurring Disorders	

<b>TOTAL-CONSULTANTS/CONTRACTS</b>	<b>\$25,560</b>
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**NARRATIVE – Consultants/Contracts**

**Mental Health/Co-Occurring Disorders:**

The Anne Arundel County Health Department will coordinate working with the Anne Arundel County Mental Health Agency to administer funding to support assistance for those in the criminal justice system who are exhibiting Co-occurring Disorders. Not only are these individuals facing drug or other addictions but they are experiencing other issues that are affecting their mental health. Without intervention these individuals often find themselves as part of the criminal justice system and are often incarcerated without treatment.

The Anne Arundel County Mental Health Agency will utilize several providers as well as the vendor "Interventions" to serve this population. The \$25,560 allotment will support assessment and up to 12 visits to assist this population and arrange for referrals or other programs to provides services to 75 individuals so they will not become an additional burden on the criminal justice system. This contractor will invoice Anne Arundel County through the Anne Arundel County Mental Health Agency who will provide the financial and programmatic reporting.

**H. OTHER COSTS**

<b>ITEM – COMPUTATION</b>	<b>COST</b>
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Circuit Court - Cell Phone Expenses – Drug Court - Case Managers and Coordinator	\$1,800
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<b>TOTAL – OTHER COSTS</b>	<b>\$ 1,800</b>
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**NARRATIVE – Other Costs**

**Drug Courts:**

There will be four (4) cell phones supplied to the employees of the drug court programs. The phones are for daily call-ins, including nights and weekends, by drug court participants and for urgent communications between the case managers and the

**Edward Byrne Memorial Justice Assistance Grant Program FY 2018 Local Solicitation - Anne Arundel County, Maryland – Application #2018-H3676-MD-DJ**

program coordinator. Case managers often do home visits and the phones provide a level of security for the employee.

4 phones @ \$37(approx.) per month X 12 months =\$1,800

**I. INDIRECT COSTS**

**TOTAL \$0**

**BUDGET SUMMARY**

<u>BUDGET CATEGORY</u>	<u>AMOUNT</u>
A. PERSONNEL	\$ 101,639
B. FRINGE BENEFITS	\$ 34,600
C. TRAVEL	\$ 0
D. EQUIPMENT	\$ 0
E. SUPPLIES	\$ 1,470
F. CONSTRUCTION	\$ 0
G. CONSULTANT/CONTRACTS	\$ 25,560
H. OTHER	\$ 1,800
<b>TOTAL DIRECT COSTS</b>	<b>\$165,069</b>
I. INDIRECT COSTS	\$ 0
<b>TOTAL PROJECT COSTS</b>	<b>\$165,069</b>
<b>FEDERAL REQUEST</b>	<b>\$165,069</b>
<b>NON-FEDERAL REQUEST</b>	<b>\$ 0</b>

**Edward Byrne Memorial Justice Assistance Grant Program FY 2018 Local Solicitation  
Anne Arundel County, Maryland – Application # 2018-H3676-MD-DJ**

**ABSTRACT**

Anne Arundel County, Maryland will administer the Edward Byrne Memorial Justice Assistance Grant FY 2018 Local Solicitation with the goal of providing funding to organizations within the Criminal Justice Coordinating Council (CJCC) to promote efficient and effective processing of criminal cases from arrest through ultimate disposition.

The CJCC Coordination Program seeks to break the criminal justice cycle through treatment and family intervention programs funded by the grant. This is primarily accomplished through the Adult Drug Court programs. Costs funded by the grant related to these special courts include salary and fringe for treatment case managers, court coordinator, and paralegal staff. In addition, the CJCC Coordination Program includes funding a contract with the local mental health agency for treatment of incarcerated individuals with co-occurring disorders. The Partnership for Children Youth and Families will use their FY18 BJAG allotment for the Community Conferencing Program, a restorative justice juvenile diversion program. These programs will serve the citizens of Anne Arundel County and those who visit and work here as well.

Project Identifiers

Drug Courts  
Mental Health  
Co-Occurring Disorders  
Restorative Justice



**C. Travel--** Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meetings, etc. Show the basis of computation (e.g., six people 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
		Airfare	\$0.00 1	\$0.00
		Hotel	\$0.00 1	\$0.00
		Meals	\$0.00 1	\$0.00
<b>TOTAL</b>				<b>\$0.00</b>

**D. Equipment--** List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used. Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
	\$0.00 0	\$0.00
<b>TOTAL</b>		<b>\$0.00</b>

**E. Supplies--** List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Ink	\$112.50 4	\$450.00
NA Books	\$10.00 102	\$1,020.00
<b>TOTAL</b>		<b>\$1,470.00</b>



**F. Construction**— As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
		\$0.00
	<b>TOTAL</b>	<b>\$0.00</b>

**G. Consultants/Contracts**— Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisitions

**Consultant Fee:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
		\$0.00	\$0.00

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
		\$0.00	\$0.00
			Subtotal \$0.00

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Computation	Cost
Co-Occurring Disorders	\$25,560.00	\$25,560.00
	<b>CONSULTANTS/ CONTRACTS TOTAL</b>	<b>\$25,560.00</b>

**H. Other Costs**-- List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot rent, and provide a monthly rental cost and how many months to rent.

Description	Computation		Cost
4 Cell Phones	\$150.00	12	\$1,800.00
<b>TOTAL</b>			<b>\$1,800.00</b>

**I. Indirect Cost**--Indirect costs are allowed only if the applicant has Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation		Cost
	\$0.00	1%	\$0.00
<b>TOTAL</b>			<b>\$0.00</b>

**Budget Summary**--When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	\$101,639.00
B. Fringe Benefits	\$34,600.00
C. Travel	\$0.00
D. Equipment	\$0.00
E. Supplies	\$1,470.00
F. Construction	\$0.00
G. Consultants/Contracts	\$25,560.00
H. Other	\$1,800.00
<b>Total Direct Costs</b>	<b>\$165,069.00</b>
I. Indirect Costs	\$0.00
<b>TOTAL PROJECT COSTS</b>	<b>\$165,069.00</b>
<b>Federal Request</b>	<b>\$165,069.00</b>
<b>Non-Federal Amount</b>	<b>\$0.00</b>

**NOTE:** If a Non-Federal amount is entered, make sure those items for which they will be used must be incorporated into your overall budget. Indicate clearly throughout your budget narrative and detail worksheet for which items these funds will be used.