

**LARAMIE COUNTY CLERK
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM PROCESSING FORM**

DATE OF PROPOSED ACTION: 06/06/17

AGENDA ITEM: ☐ Appointments ☐ Bids/Purchases ☐ Claims
XX Contracts/agreements/leases Grants ☐ Land Use: Variances/Board App/Plats
☐ Proclamations ☐ Public Hearings/Rules & Reg's ☐ Reports & Public Petitions
☐ Resolutions ☐ Other

DEPARTMENT: **Laramie County Drug Court and DUI Court programs**

APPLICANT: **Laramie County Drug Court** **AGENT: Kurt Zunker**

DESCRIPTION: Consideration of a contract between the Wyoming Department of Health and Laramie County to fund the Laramie County Drug Court program in the amount of \$194,593.20 with a cash match of \$36,500.00.

Amount \$ **194,593.20** From: **July 1, 2017** To: **June 30, 2018**

DOCUMENTATION: 2 Original

RECEIVED AND APPROVED AS
TO FORM ONLY BY THE
LARAMIE COUNTY ATTORNEY

Clerks Use Only:

Commissioner

Heath _____
Holmes _____
Thompson _____
Ash _____
Kailey _____
Action _____
Postponed/Tabled _____

Signatures

Co Attny _____
Assist Co Attny _____

Grants Manager _____
Outside Agency _____

**CONTRACT BETWEEN
WYOMING DEPARTMENT OF HEALTH, BEHAVIORAL HEALTH DIVISION
AND
LARAMIE COUNTY COMMISSIONERS AS GOVERNING BODY FOR THE
LARAMIE COUNTY DRUG COURT**

1. **Parties.** The parties to this Contract are Wyoming Department of Health, Behavioral Health Division (Agency) whose address is: 6101 Yellowstone Road, Suite 220, Cheyenne, Wyoming 82002, and Laramie County Commissioners as Governing Body for the Laramie County Drug Court (Contractor), whose address is: 309 West 20th Street, Cheyenne, Wyoming 82001. This Contract pertains to the Mental Health and Substance Abuse Services section of the Agency.
2. **Purpose of Contract.** The purpose of this Contract is to set forth the terms and conditions by which the Contractor shall provide substance abuse treatment services, as a sentencing alternative, in accordance with the Court Supervised Treatment Programs Act, Wyo. Stats. §§ 7-13-1601 through 1616.
3. **Term of Contract and Required Approvals.** This Contract is effective when all parties have executed it and all required approvals have been granted (Effective Date). The term of the Contract is from July 1, 2017 or effective date, whichever is later, through June 30, 2018. All services shall be completed during this term.
4. **Payment.** The Agency agrees to pay the Contractor for the services described in Section 5 and in Attachment A, Statement of Work, which is attached to and incorporated into this Contract by this reference. Total payment under this Contract shall not exceed one hundred ninety-four thousand, five hundred ninety-three dollars and twenty cents (\$194,593.20). Payments shall be made upon submission of an invoice, Attachment C, which a copy is attached to and incorporated into this Contract by this reference, and pursuant to Wyo. Stat. § 16-6-602. Payment shall be made within forty-five (45) days after submission of invoice pursuant to Wyo. Stat. § 16-6-602. Contractor shall submit invoices in sufficient detail to ensure that payments may be made in conformance with this Contract.

No payment shall be made for work performed before the Effective Date of this Contract. Should the Contractor fail to perform in a manner consistent with the terms and conditions set forth in this Contract, payment under this Contract may be withheld until such time as the Contractor performs its duties and responsibilities to the satisfaction of Agency.

The total Contract amount includes seven thousand five hundred dollars (\$7,500.00) to be used for national accreditation fees and expenses.

5. **Responsibilities of Contractor.** The Contractor agrees to:

- A. Provide Court Supervised Treatment (CST) services as described in Attachment A.
- B. Utilize researched, tested, and current best practices for drug court programs, treatment court programs, and driving under the influence programs generally acquired from national, regional, and state training opportunities.
- C. Complete form labeled Attachment B, Positive Affirmation of Audit, which is attached to and incorporated into this Contract by this reference, and return to the Agency.

6. **Responsibilities of Agency.** The Agency agrees to:

- A. Pay Contractor in accordance with Section 4 above.
- B. Consult with and advise the Contractor, as necessary, about the requirements of this Contract.
- C. Conduct a scheduled or random on-site visit with Contractor during the term of this Contract.
- D. Utilize data collected for reporting and decision-making.

7. **General Provisions.**

- A. **Amendments.** Any changes, modifications, revisions, or amendments to this Contract which are mutually agreed upon by the parties to this Contract shall be incorporated by written instrument, executed and signed by all parties to this Contract.
- B. **Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Contract shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms "hereof," "hereunder," "herein," and words of similar import, are intended to refer to this Contract as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Contract and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.
- C. **Assignment/Contract Not Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Contract without the prior written consent of the other party. The Contractor shall

not use this Contract, or any portion thereof for collateral for any financial obligation without the prior written permission of the Agency.

- D. Audit/Access to Records.** The Agency and its representatives shall have access to any books, documents, papers, electronic data and records of the Contractor which are pertinent to this Contract.
- E. Availability of Funds.** Each payment obligation of the Agency is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Contract, the Contract may be terminated by the Agency at the end of the period for which the funds are available. The Agency shall notify the Contractor at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the Agency in the event this provision is exercised, and the Agency shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.
- F. Award of Related Contracts.** The Agency may award supplemental or successor contracts for work related to this Contract. The Contractor shall cooperate fully with other contractors and the Agency in all such cases.
- G. Certificate of Good Standing.** Contractor shall provide to Agency a Certificate of Good Standing verifying compliance with applicable unemployment insurance and workers' compensation programs before and during performing work under this Contract, if applicable.
- H. Compliance with Laws.** The Contractor shall keep informed of and comply with all applicable federal, state, and local laws and regulations in the performance of this Contract.
- I. Confidentiality of Information.** Subject to the limitations set out in Section R below, all documents, data compilations, and reports owned by the Agency under the terms of this Contract shall be kept confidential by the Contractor unless written permission is granted by the Agency for its release. If Contractor receives a request for information owned by the Agency, Contractor shall notify the Agency within ten (10) days of such request and not release such information to a third party unless directed to do so by the Agency. In all cases, Contractor shall ensure the confidentiality of information about clients by implementing the requirements of Chapter VI of Standards for the Operation of Community Mental Health and Substance Abuse Programs; ensure that all releases comply with 42 C.F.R. 2.31; and comply with the requirements of Wyo. Stat. § 7-13-1610.

- J. Entirety of Contract.** This Contract, consisting of eight (8) pages, Attachment A, Statement of Work, consisting of five (5) pages, Attachment B, Positive Affirmation of Audit, consisting of one (1) page, and Attachment C, Invoice, consisting of one (1) page, represent the entire and integrated Contract between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Contract and the language of any attachment or document incorporated by reference, the language of this Contract shall control.
- K. Ethics.** Contractor shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. § 9-13-101, *et seq.*) and any and all ethical standards governing Contractor's profession.
- L. Extensions.** Nothing in this Contract shall be interpreted or deemed to create an expectation that this Contract will be extended beyond the term described herein.
- M. Force Majeure.** Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.
- N. Indemnification.** Each party to this Contract shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend or indemnify the other.
- O. Independent Contractor.** The Contractor shall function as an independent contractor for the purposes of this Contract and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Contract, the Contractor shall be free from control or direction over the details of the performance of services under this Contract. The Contractor shall assume sole responsibility for any debts or liabilities that may be incurred by the Contractor in fulfilling the terms of this Contract and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Contract. Nothing in this Contract shall be interpreted as authorizing the Contractor or its agents and/or employees to act as an agent or representative for or on behalf of the State of Wyoming or the Agency or to incur any obligation of any kind on the behalf of the State of Wyoming or the Agency. The Contractor agrees that no health/hospitalization benefits, workers' compensation, unemployment insurance and/or similar benefits available to State

of Wyoming employees will inure to the benefit of the Contractor or the Contractor's agents and/or employees as a result of this Contract.

- P. Nondiscrimination.** The Contractor shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105 *et seq.*), the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, *et seq.*, and the Age Discrimination Act of 1975 and/or any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this agreement.
- Q. Notices.** All notices arising out of, or from, the provisions of this Contract shall be in writing either by regular mail or delivery in person at the addresses provided under this Contract.
- R. Ownership and Destruction of Documents/Information.**
- (i) Agency owns all documents, data compilations, and reports submitted to the Wyoming CST Program Management System (WyCST) in relation to the performance of this Contract. Upon termination of this Contract for any reason, Contractor agrees to submit a final report of all data not submitted to the WyCST.
 - (ii) Contractor owns all information collected and maintained for the purpose of providing services pursuant to Wyo. Stat. §§ 7-13-1601 through 1615.
- S. Prior Approval.** This Contract shall not be binding upon either party, no services shall be performed under the terms of this Contract, and the Wyoming State Auditor shall not draw warrants for payment on this Contract until this Contract has been fully executed, approved as to form by the Office of the Attorney General, filed with and approved by A&I Procurement, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2-1016(b)(iv).
- T. Proof of Insurance.** The Contractor shall not commence work under this Contract until it has obtained all the insurance required by the Agency and the State and such insurance has been approved by the Agency and the State. Approval of insurance by the Agency and the State shall not relieve or decrease the liability of the Contractor. The Contractor shall file a Certificate of Insurance with the Agency verifying each type of coverage required.
- (i) Workers' Compensation and Employer's Liability Insurance. The Contractor shall provide Agency with a Certificate of Good Standing or

other proof of workers' compensation coverage for all its employees who are to work on the project described in this Contract. Contractor's coverage shall be under the Wyoming Department of Workforce Services' workers' compensation program if statutorily required or such other private workers' compensation insurance, as appropriate. Non-Wyoming Contractor's insurance coverage shall also include Employer's Liability "Stop Gap" coverage, in an amount not less than five hundred thousand dollars (\$500,000.00) per employee for each accident and disease. The Contractor shall also supply proof of workers' compensation and employer's liability insurance, if required, for each and every subcontractor prior to allowing that subcontractor on the job site.

(ii) **Unemployment Insurance.** The Contractor shall be duly registered with the Department of Workforce Services and obtain such unemployment insurance coverage as required. Such coverage shall be maintained throughout the duration of this Contract. The Contractor shall supply Agency with a Certificate of Good Standing or other proof of unemployment insurance coverage for itself and each subcontractor prior to beginning work under this Contract and at any time upon request of Agency.

- U. **Publicity.** Any publicity given to the projects, programs or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices in whatever form, prepared by or for the Contractor, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval from the Agency.
- V. **Severability.** Should any portion of this Contract be judicially determined to be illegal or unenforceable, the remainder of the Contract shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.
- W. **Sovereign Immunity.** Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and Agency expressly reserve sovereign immunity by entering into this Contract and the Contractor does not waive governmental immunity. Each of them specifically retains all immunities and defenses available to them as sovereign or governmental entities pursuant to Wyo. Stat. § 1-39-101, et seq., and all other applicable law. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. The parties further acknowledge that there are constitutional and statutory limitations on the authority of the State of Wyoming and its agencies or instrumentalities to enter into certain terms and conditions supplied by the Contractor, including, but not limited to, the following: liability for damages; choice of law; conflicts of law; venue and forum-selection clauses; defense or control of litigation or settlement; liability for acts or omissions of third parties;

payment of attorneys' fees or costs; additional insured provisions; dispute resolution, including, but not limited to, arbitration; indemnification of another party; and confidentiality. Any such provisions in the Contract or any attachments or documents incorporated by reference will not be binding on the State of Wyoming except to the extent authorized by the laws and constitution of the State of Wyoming. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Contract shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.

- X. Taxes.** The Contractor shall pay all taxes and other such amounts required by federal, state, and local law, including but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.
- Y. Termination of Contract.** This Contract may be terminated, without cause, by the Agency upon thirty (30) days written notice. This Contract may be terminated by the Agency immediately for cause if the Contractor fails to perform in accordance with the terms of this Contract.
- Z. Third Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Contract shall not be construed so as to create such status. The rights, duties, and obligations contained in this Contract shall operate only between the parties to this Contract and shall inure solely to the benefit of the parties to this Contract. The provisions of this Contract are intended only to assist the parties in determining and performing their obligations under this Contract.
- AA. Time is of the Essence.** Time is of the essence in all provisions of this Contract.
- BB. Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Contract.
- CC. Waiver.** The waiver of any breach of any term or condition in this Contract shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

8. **Signatures.** The parties to this Contract, either personally or through their duly authorized representatives, have executed this Contract on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Contract.

The effective date of this Contract is the date of the signature last affixed to this page.

AGENCY:
WYOMING DEPARTMENT OF HEALTH

Thomas O. Forslund, Director

Date

Chris Newman, M.H.A., Senior Administrator
Behavioral Health Division

Date

CONTRACTOR:
LARAMIE COUNTY COMMISSIONERS AS GOVERNING BODY FOR THE
LARAMIE COUNTY DRUG COURT

Signature

Date

Printed Name and Title

ATTORNEY GENERAL'S OFFICE APPROVAL AS TO FORM:


Susan G. O'Brien, Senior Assistant Attorney General


Date

RECEIVED AND APPROVED AS
TO FORM ONLY BY THE
LARAMIE COUNTY ATTORNEY



Contract between Wyoming Department of Health, Behavioral Health Division
and Laramie County Commissioners as Governing Body for the Laramie County Drug Court

Statement of Work (SOW)
Wyoming Department of Health, Behavioral Health Division (Agency)

Services to be provided by Laramie County Commissioners as Governing Body for the Laramie
County Drug Court (Contractor)

For services to be provided from July 1, 2017 through June 30, 2018

I. Background/Introduction

The Court Supervised Treatment Programs (CST) are governed by the most recent versions of the following:

- A. The Court Supervised Treatment Program Act (Wyo. Stat. § 7-13-1601 et seq.)
- B. The Wyoming Department of Health Substance Abuse Rules and Regulations
- C. Rules and Regulations for the State Funding and Certification of Court Supervised Treatment Programs (Agency Rules)
- D. All confidentiality requirements and other requirements set out in HIPAA
- E. C.F.R. Title 42
- F. All policies and procedures designed and implemented by the Agency

II. Purpose

The Contractor will provide substance abuse treatment services as a sentencing alternative in accordance with the Court Supervised Treatment Programs Act (Wyo. Stat. § 7-13-1601 through Wyo. Stat. § 7-13-1616), all current State Rules and Regulations, and any policies and procedures set by the Agency.

III. Definitions

- A. Participant Status- status of the participant i.e. pre-program, in-program, graduated, post program, ineligible, suspended, terminated
- B. Ancillary Services- any service provided to the participant that is not directly related to substance abuse treatment
- C. Supervision Contacts- any supervision, usually probation, parole or monitoring agent, which has contact with the participant
- D. Secondary Participants- any relative who receives services of the CST program in conjunction with the participant

IV. **Deliverables Table****TOTAL PAYMENT UNDER THIS SOW NOT TO EXCEED \$194,593.20.**

DELIVERABLE	TIMELINE
A. Enter data into the WYCST system for the quarterly reports run by the Agency that track the following:	Report is due by the last day of the month following the reported month
<ol style="list-style-type: none"> 1. Participant statuses 2. Number of screenings 3. Demographic information 4. Drug test quantities and results 5. Days of sobriety 6. Units and levels of treatment services 7. Ancillary services 8. Supervision contacts 9. In-program recidivism 10. Post-program recidivism 11. Secondary participants 12. Number of drug-free babies born in-program 	

DELIVERABLE	TIMELINE
B. Submit independent financial audit report from previous contract year to the Agency	January 31, 2018

DELIVERABLE	TIMELINE
C. Submit Certificate of Good Standing	September 30, 2017

DELIVERABLE	TIMELINE
D. Submit Attachment B, Positive Affirmation of Audit	September 30, 2017

DELIVERABLE	TIMELINE
E. Submit Attachment C, Invoice and supporting expenditure documentation for payment	The 25 th of each month through Contract Term

DELIVERABLE	TIMELINE
F. Submit an itemized year-end financial statement for the entire Program. The statement shall be signed by the participating judge or his/her designee and submitted to the agency as per Chapter 8 Rules and Regulations for State Funding and Certification of Court Supervised Treatment Programs section 10(a)	August 30, 2017

DELIVERABLE	TIMELINE
G. Implement program according to governing statutes, state rules and regulations, and state policies, including, but not limited to the following:	On-going
1. Treatment contract requirements	
2. Drug testing requirements	
3. Monitoring requirements	
4. Utilizing match funds	

DELIVERABLE	TIMELINE
H. Maintain or exceed the following program goals:	On-going
1. Sixty-seven percent (67%) or higher retention rate for participants	
2. Less than twelve percent (12%) in-program recidivism	
3. Track post-program recidivism for at least three (3) years for participants that have graduated or terminated from the Program	
4. Ninety percent (90%) or higher compliance with a requirement for participants to have at least one hundred twenty (120) days of sobriety prior to graduation from a Program	

DELIVERABLE	TIMELINE
I. All members of the CST Program team and substance abuse contractors must meet training requirements pursuant to Chapter 8 Rules and Regulations for State Funding and Certification of Court Supervised Treatment Programs:	On-going

<p>1. The Contractor must have received at least forty (40) hours of drug court specific training or Agency approved CST training</p> <p>2. Qualified training includes drug court courses and seminars provided by the US Department of Justice, the National Association of Drug Court Professionals, the National Drug Court Institute, any state drug court association recognized by the Agency, or the Agency. All other training must receive prior written approval from the Agency</p> <p>3. The Contractor must submit a written request and a detailed summary of the training and course outline to the Agency at least thirty (30) days before the training</p> <p>4. Any training hours in excess of the annual six (6) hours may be carried over for up to one (1) year with Agency approval</p>	
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DELIVERABLE	TIMELINE
J. National Accreditation	Ongoing throughout Contract Term unless otherwise stated
<p>1. Maintain appropriate national accreditation for mental health services provided under this Contract</p> <p>2. Maintain appropriate national accreditation for substance use disorder services provided under this Contract</p> <p>3. Maintain, on file at the Agency, an accreditation report for mental health and/or substance use disorder services resulting from the most recent accreditation visit</p> <p>4. If reaccreditation occurs during the Contract term, provide to the Agency by email as a PDF file, the accreditation report, the Quality Improvement Plan (QIP), and documentation the QIP was accepted by the accrediting body</p> <p>5. Provide to the Agency by email as a PDF file, the Annual Conformance to Quality Report (ACQR) and documentation the ACQR was accepted by the accrediting body</p> <p>6. Provide to the Agency by email as a PDF file, any Ongoing Communication of Administrative Issues and Significant Events report made to the accrediting body</p>	<p>Within thirty (30) days of receiving the report.</p> <p>Within thirty (30) days of receiving approval from the accrediting body</p> <p>Within thirty (30) days of receiving approval from the accrediting body</p>

7. In the event the Contractor received accreditation other than from the Commission on Accreditation of Rehabilitation Facilities (CARF) the Contractor and the Agency will define the documents required for submission and the timeframe for submission	As they occur
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V. Changes to SOW

The Contractor may submit a written request to the Agency if changes to the SOW are desired. The written request shall include the change(s) being offered and the reason for the change(s). The Agency shall review the request and any additional information provided regarding the change(s), and shall provide the Contractor with written notice of acceptance or denial of said request within thirty (30) days.

In the event it is determined by the Agency that a change to the SOW is required, a contract amendment shall be made to this Contract in accordance with Section 7.A. of this Contract.

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The Office of Management and Budget (OMB) Uniform Grant Guidance 2 CFR 200 requires subrecipients expending \$750,000 or more in Federal awards must undergo an organization-wide financial and compliance single audit during the subrecipient's fiscal year to meet the audit requirement of OMB Uniform Grants Guidance 2 CFR 200, Subpart F.

Affirmation of Audit for FYE June 30, 2017 or CYE December 31, 2018

Contractor Name: Laramie County Commissioners as Governing Body for the Laramie County Drug Court

Taxpayer Identification Number (TIN):

Section 1: If section does not apply, please complete section 2.

As Contractor/Sub recipient of grant funds from the Wyoming Department of Health, we have had an audit during our last fiscal year because we receive over \$750,000 in Federal Funds. A copy of the audit is provided with this document or website link given here _____.

Grantee Fiscal Year (mm/dd/yy)

Combined Federal dollars

Signature of Contractor

Date

OR

As Contractor and recipient of grant funds from the Wyoming Department of Health, we have not had an audit during our last fiscal year. Audit will be completed by _____.

Grantee Fiscal Year (mm/dd/yy)

Combined Federal dollars

Signature of Contractor

Date

Section 2: Please complete section 2, if section 1 does not apply.

As Contractor and recipient of grant funds from the Wyoming Department of Health, I assert that our entity has not received over \$750,000 in federal dollars and do not have to have an audit completed by state or federal law.

Grantee Fiscal Year (mm/dd/yy)

Combined Federal dollars

Signature of Contractor

Date

CST Program Annual Budget

FY18

CST Program Name:	
CST Program Address:	
CST Program City, State, Zip:	
CST Program Contact:	
CST Program Contact Title:	
CST Program Email:	
CST Program Contact Phone:	
CST Program Contact Fax:	

Please set out what portion is state funds, match funds and other funds, including federal grants.
*****DO NOT INCLUDE ANY INFORMATION ON MAGISTRATE FUNDING IN THIS BUDGET OR THE ACCOMPANYING WORKBOOKS*****
 Remember state funds should not be used as match against this grant; they should be marked in the OTHER column. Local and in-kind will be used to calculate your match.
 Please justify the budget in the appropriate tab.

FUNDING SOURCES and AMOUNTS	Requested State Funds	Local Funds	In-Kind	Federal Funds	Program Participant Fees	Other (City & County Funds or Other State Funds/Salaries)	Total Match and Other Funds Available to the CST Program
ADMINISTRATIVE		REQUIRED MATCH DOLLARS					
Salaries and Wages (Not including Treatment / Supervision)							\$0.00
Employee Benefits (Not including Treatment/Supervision)							\$0.00
Professional Services Fees (Please Specify)							\$0.00
Internet Service							\$0.00
Telephone/Cell Phone							\$0.00
Utilities							\$0.00
Vehicle Expenses/Maintenance							\$0.00
Office Supplies							\$0.00
Computer Hardware							\$0.00
Computer Software and/or Supplies							\$0.00
Photocopier							\$0.00
Postage							\$0.00
Advertising							\$0.00
Equipment Maintenance							\$0.00
Equipment Rental/Purchase							\$0.00
Office Space							\$0.00
Construction Costs							\$0.00
Grant Writing							\$0.00
Case Management System							\$0.00
Audit Costs							\$0.00
Professional Services Contract (Please Specify)							\$0.00
Program Evaluation							\$0.00
TRAVEL/TRAINING							
Travel In-State							\$0.00
Travel Out-of-State							\$0.00
Training Fees							\$0.00
Miscellaneous Meeting Expenses							\$0.00
Client Transportation							\$0.00
Community Training							\$0.00
TREATMENT/SUPERVISION							
Substance Abuse Treatment							\$0.00
Substance Abuse Treatment Salaries and Wages (if applicable)							\$0.00
Substance Abuse Treatment Employee Benefits (if applicable)							\$0.00
Mental Health and/or Other Counseling Services							\$0.00
Educational Program							\$0.00
Educational Materials							\$0.00
Drug Testing Supplies							\$0.00
Drug Testing (On-site and Confirmation)							\$0.00
Monitoring (Electronic)							\$0.00
Graduation and Incentives							\$0.00
Family Activities							\$0.00
National Accreditation							\$0.00
Other Program Materials							\$0.00
MISCELLANEOUS EXPENSES (Please Specify)							
A. Quality of Life Dollars							\$0.00
B. State Approved \$7500 for CARF							\$0.00
C.							\$0.00
Line Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total State Funds Request	\$	-
TOTAL MATCH USED AGAINST GRANT	\$	-

Total Budget	\$	-
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