

**CRIMINAL JUSTICE COMMISSION  
SPECIALTY COURT  
REQUEST FOR GRANT PROPOSALS**

**IMPORTANT GUIDANCE FOR BUDGET**

In accordance with the direction on page 9 of the Specialty Court RFGP and the important clarification sent out from me by email on 4/30/15, **you must use the formula provided in the solicitation** to build your baseline budget. Failure to do so will adversely impact your application's score.

In addition to those instructions, you **may** provide a narrative attachment (3 page maximum) describing your need for funding over the amount allowed by the formula. The narrative must explain how the additional funds support best practice standard(s). You must include a summary table showing the approved budget categories targeted for the additional funds and a description within the narrative that explains how you intend to use the dollars within the approved category. Your attachment will not be part of the scoring and evaluation criteria. The attachment will be valuable to the CJC in understanding your specific program needs beyond what the formula allows. CJC may incorporate the information from the attachment into our final funding recommendation to the Commission.

Despite awarding our current grantees less than their full request for 2013-15 (grantees received either 90% or 80% of their request), many have underspent their awards in year 1 and are projected to underspend in year 2. We believe that the Affordable Health Care Act is the primary contributor, but not the only one, to the underspending. As a result, we lowered the per participant rates in this solicitation to recognize the overall impact on your actual expenditures.