

		nights		
		Per Diem (meals)	\$45/day x 2 Key staff x 4 days	\$360
Local travel	Service Area	Mileage	7,856.61 miles@.53/mile	\$4,164
		TOTAL		\$6,804

Justification: The grant requires for key program staff members to attend a **grantee meeting and training conference** per year. The Evaluator and the Clinical Director will attend. Airline costs reflect the price if we were purchasing the tickets to March 6, 2014. Out-of-State lodging and per diem costs are set by agency policy that hotel costs are set at \$110 per day and per diem at \$45 per day. **In town travel** by the substance abuse counselors and the research assistant to provide the program related services through home visitation, attend review hearing, attend court hearing, attend case staffing's, conduct follow-ups, etc.

D. Contractual Equipment:

Federal Request

Item	Rate	Cost
None		
	TOTAL	\$0

Justification

E. Contractual Supplies:

FEDERAL REQUEST

Item(s)	Rate	Cost
General office supplies	\$250/mo. x 12 mo.	\$3,000
Incentives	\$10/each X 200	\$2,000
Drug Testing Supplies	1,000 kits X \$2.50/each	\$2,500
	TOTAL	\$7,500

Justification: **General office supplies** including but not limited to computer supplies, printing supplies, postage, assessment instruments, toner, paper goods, and other necessary supplies needed to operate this contract. **Incentives** consist of transportation tokens, vouchers, or coupons of an approximate value of \$10 needed to attain the required follow-up rate for GAIN and GPRA. **Drug Testing Supplies** to conduct urine drug tests on program participants to assess progress in the juvenile treatment drug court program.

F. Contractual Other Direct Operating Expenses:

FEDERAL REQUEST

Item	Rate	Cost
Rent for Office Space	\$1.14/sq. ft. X 10,000/sq. ft. X 12/months X 7% space utilization for this contract	\$9,576
Utilities for Office Space	\$4,000/mo. x 12 mo. X 7% space utilization for this contract	\$3,360
Communications for staff	\$1,500/mo. X 12/mo. X 7% of phone and internet	\$1,260