



The [U.S. Department of Justice's Office of Justice Programs' Bureau of Justice Assistance](#) is pleased to announce that it is seeking applications for funding under the Residential Substance Abuse Treatment for State Prisoners Program. This program furthers the Department's mission by assisting state, local, and tribal efforts to break the cycle of drugs and violence by reducing the demand for, use, and trafficking of illegal drugs.

## **Residential Substance Abuse Treatment (RSAT) for State Prisoners Program FY 2008 Formula Grant Announcement**

### **Eligibility**

Applicants are limited to states, the District of Columbia, Puerto Rico, U.S. Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands.  
(See "Eligibility," page 1)

### **Deadline**

All applications are due by 8:00 p.m. e.t. on December 20, 2007.

### **Contact Information**

For assistance with the requirements of this solicitation, contact: Michael Austin, Special Assistant to the BJA Deputy Director for Programs, at 202-305-7441 or [michael.austin3@usdoj.gov](mailto:michael.austin3@usdoj.gov).

This application must be submitted through OJP's Grants Management System (GMS). For technical assistance with submitting the application, call the GMS Help Desk at 1-888-549-9901.

**Release date: October 22, 2007**

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# **Residential Substance Abuse Treatment for State Prisoners Program CDFA #16.593**

## **Overview of the Residential Substance Abuse Treatment for State Prisoners Program**

The Residential Substance Abuse Treatment (RSAT) for State Prisoners Program (42 U.S.C. § 3796ff(a)) assists states and local governments to develop and implement substance abuse treatment programs in state and local correctional and detention facilities and to create and maintain community-based aftercare services for offenders.

### **Deadline: Registration**

The deadline for registering in OJP's Grants Management System (GMS) is December 20, 2007.

### **Deadline: Applications**

The due date for applying for funding under this announcement is 8:00 p.m. e.t. on December 20, 2007.

### **Eligibility**

States may apply for formula grant awards under this program. For 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. By statute (42 U.S.C. § 3796ff-1(e)), the Bureau of Justice Assistance (BJA) must award RSAT grants to the state office ([www.ojp.usdoj.gov/state.htm](http://www.ojp.usdoj.gov/state.htm)) designated to administer the Byrne Formula Program (now the Byrne Justice Assistance Grant Program). The state office may award subgrants to state agencies, units of local government, and Native American tribes.

### **RSAT Program-Specific Information**

*All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.*

RSAT assists states and local governments to develop and implement substance abuse treatment programs in state and local correctional and detention facilities and to create and maintain 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. RSAT enhances the capability of states and units of local government to provide residential substance abuse treatment for incarcerated inmates; prepares offenders for their reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs; and assists offenders and their communities through the reentry process through the delivery of community-based treatment and other broad-based aftercare services.

## **Program Requirements**

RSAT funds may be used to implement three types of programs: residential, jail-based, and aftercare. At least 10 percent of the total state allocation for FY 2008 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.

### Residential

- Last at least 6 and no more than 12 months.
  - Provide residential treatment facilities set apart—in a completely separate facility or dedicated housing unit in a facility exclusively for use by RSAT participants—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 abuse and related problems.
  - 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.
- ★ If possible, RSAT participation should be limited to inmates with 6 to 12 months remaining in their confinement so they can be released from prison instead of returning to the general prison population after completing the program.

### Jail-Based

- Last at least 3 months.
- Strive 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 abuse and related problems.
- Design based on effective, scientific practices.

### Aftercare

Per 42 U.S.C. 3796ff(c), to be eligible for funding under this part, a state shall ensure that individuals who participate in the substance abuse treatment program established or implemented with assistance provided under this part will be provided with aftercare services. 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. 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 on release. In addition, states shall coordinate these activities with any Substance Abuse and Mental Health Services Administration- (SAMSHA) funded state and/or local programs that address the needs of this target population.

### **Post-Release Treatment**

A state may use RSAT funds to provide 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.

### **Amount and Length of Awards**

Each participating state is allocated a base award of 0.4 percent of the total funds available for RSAT. 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**

Federal funds must be used to supplement existing funds for program activities and cannot replace, or supplant, nonfederal funds that have been appropriated for the same purpose.

### **Prohibited Uses**

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

**Limitation on use of award funds for employee compensation; waiver:** No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at [www.opm.gov](http://www.opm.gov).)

This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application.

### **Annual Report**

Applicants are no longer required to submit an electronic copy of their RSAT annual report with their application. The questions in the Performance Metrics tab in GMS will be the only reporting requirement. The questions on that tab include seven standard ones that all BJA grantees answer, and the customized RSAT questions follow.

### **Match Requirement**

A grant made under this program may not cover more than 75 percent of the total costs of the project being funded. The applicant must identify the source of the 25 percent non-federal portion of the budget and how match funds will be used. Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating match is:

Award amount = Adjusted Project Costs X Recipient's share = required match  
Federal Share

**Example:** For a federal award amount of \$350,000, match would be calculated as follows:

$\frac{\$350,000}{75\%} = \$466,667 \times 25\% = \$116,667$  match

### **Performance Measures**

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must

provide data that measures the results of their work. Performance measures for this solicitation are as follows:

<b>Program Goal</b>	<b>Performance Measures</b>	<b>Data Grantee Provides</b>
<p>Prepare offenders for reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs.</p> <p>Reduce recidivism rate.</p>	<p>Of the offenders who complete the program, the number that have remained arrest free for 1 year following release from aftercare.</p>	<ul style="list-style-type: none"> <li>• Of the offenders who completed the program, the number that have remained drug-free during the residential program</li> <li>• Of the offenders who completed the program, the number that have remained drug-free during the aftercare program</li> <li>• Of the offenders who completed the program, the number that have remained arrest-free during the aftercare program</li> <li>• Of the offenders who completed the program, the number that have remained arrest free for 1 year following release from aftercare (for this indicator, use data from the recent available year),</li> <li>• Of the offenders who completed the program, the number that have passed drug testing during this reporting period.</li> </ul>
<p>Enhance the capability of states and units of local government to provide residential substance abuse treatment for incarcerated inmates.</p>	<p>Number of participants in RSAT.</p>	<p>Total number of offenders entering residential treatment.</p>
	<p>Average treatment cost per offender for residential program.*</p>	<p>Average treatment cost per offender for residential program.*</p>
	<ul style="list-style-type: none"> <li>• Number of days of residential treatment provided.</li> <li>• Number of days of aftercare provided.</li> <li>• Previously funded RSAT beds continued during grant cycle.</li> <li>• New treatment beds added with RSAT grant funds during this grant cycle.</li> <li>• Treatment beds funded through other sources, but enhanced with RSAT-funded services.</li> <li>• Average length of stay in the residential program in days, for those completing the program.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of days of residential treatment provided.</li> <li>• Number of days of aftercare provided.</li> <li>• Previously funded RSAT beds continued.</li> <li>• New treatment beds added with RSAT grant funds.</li> <li>• Treatment beds funded through other sources, but enhanced with RSAT-funded services</li> <li>• Average length of stay in the residential program in days, for those completing the program</li> </ul>

<p>Prepare offenders for reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs.</p>	<ul style="list-style-type: none"> <li>• Total number of offenders successfully completing the residential program.</li> <li>• Total number of offenders who dropped out of the residential program.</li> <li>• Total number of offenders who were terminated from the residential program.</li> </ul>	<ul style="list-style-type: none"> <li>• Total number of offenders successfully completing the residential program.</li> <li>• Total number of offenders who dropped out of the residential program.</li> <li>• Total number of offenders who were terminated from the residential program.</li> </ul>
<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>	<ul style="list-style-type: none"> <li>• Total number of offenders entering an RSAT-funded aftercare program.</li> <li>• Average length of stay in the aftercare program in days, for those completing the program.</li> <li>• Total number of offenders successfully completing the aftercare program.</li> <li>• Total number of offenders who dropped out of the aftercare.</li> <li>• Total number of offenders who were terminated from the aftercare program.</li> <li>• Average treatment cost per offender for the aftercare program.*</li> </ul>	<ul style="list-style-type: none"> <li>• Total number of offenders entering an RSAT-funded aftercare program</li> <li>• Average length of stay in the aftercare program, in days, for those completing the program</li> <li>• Total number of offenders successfully completing the aftercare program</li> <li>• Total number of offenders who dropped out of the aftercare program</li> <li>• Total number of offenders who were terminated from the aftercare program</li> <li>• Average treatment cost per offender for the aftercare program.*</li> </ul>

\*Program costs: BJA will provide guidance to grantees about which costs to include in the calculation on the RSAT page of the BJA web site.

## How To Apply

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

**A DUNS number is required:** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com).

**GMS Instructions:** To access the system, go to <https://grants.ojp.usdoj.gov>. If you experience difficulties at any point in this process, call the GMS Help Desk at 888-549-9901 between 7:30

a.m. and 9:00 p.m. eastern time. New GMS users must create a new account before submitting an application.

**Please note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments.** The disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

### **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 registered for the solicitation until you have signed onto 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.

### **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 2008 Residential Substance Abuse Treatment 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, 2007 and an end date that is not 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 two attachments to the online application system. (See the Attachments section for detailed instructions.)
  1. Program Narrative (Attachment 1).
  2. Budget Narrative (Attachment 2).
- 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.

## **What an Application Must Include**

### **Standard Form 424**

#### **Program Narrative (Attachment 1)**

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 narrative that describes the proposed program activities for FY 2008 and changes, if any, since the previous application. Narratives should include:

- Program goals.
- Implementation process.
- Timetable for implementation.
- Information about priorities or projects, including how aftercare services will be given preference.
- Description of any changes in state law or policy requiring substance abuse testing of individuals in correctional/residential substance abuse treatment programs, including individuals released but remaining in state custody.
- Number, or estimated number, of offenders tested for the use of illegal substances during the last calendar year.
- Explanation of how the state will coordinate RSAT’s design and implementation at the state and local levels and how funds will be coordinated with federal assistance for substance abuse treatment and aftercare services provided by the Substance Abuse and Mental Health Services Administration.
- Explanation of how the state might coordinate RSAT-funded programs with the federal Serious and Violent Offender Reentry Initiative (SVORI) or Prisoner Reentry Initiative (PRI) (If applicable) ([www.reentry.gov/](http://www.reentry.gov/)). If no coordination with SVORI or PRI is planned, briefly describe why.
- Description of any federal awards, including other U.S. Department of Justice awards, which also will support RSAT efforts.

#### **Budget and Budget Narrative (Attachment 2)**

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 pass through to local facilities. A fillable budget detail worksheet form is available on OJP’s web site at [www.ojp.usdoj.gov/Forms/budget\\_fillable.pdf](http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf).

## **Additional Requirements**

- Civil Rights compliance.
- Confidentiality and Human Subjects Protections regulations.
- Anti-Lobbying Act.

- Financial and Government Audit requirements.
- National Environmental Policy Act (NEPA) compliance.
- DOJ Information Technology Standards.
- Single Point of Contact Review.
- Non-Supplanting of State or Local Funds.
- Criminal Penalty for False Statements.
- Compliance with Office of the Comptroller *Financial Guide*.
- Suspension or Termination of Funding.

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [www.ojp.usdoj.gov/funding/otherrequirements.htm](http://www.ojp.usdoj.gov/funding/otherrequirements.htm).