



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 2010 Formula Grant Announcement

### 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/saa/index.htm](http://www.ojp.usdoj.gov/saa/index.htm)) designated to administer the Byrne Justice Assistance Grant Program. The state office may award subgrants to state agencies and units of local government (including [federally-recognized Indian tribal governments](#) as determined by the Secretary of the Interior and published in the *Federal Register*).

### Deadline

**Registration with OJP's Grants Management System (GMS) is required prior to application submission. (See "How to Apply," page 6.)**

All applications are due by 8:00 p.m. eastern time on February 11, 2010.  
(See "Deadline: Registration and Application," page 1.)

### Contact Information

For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901, option 3, or via e-mail to [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov).

**Note:** The GMS Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time.

For assistance with any other requirements of this solicitation, contact: Ania Dobrzanska, State Policy Advisor, at 202-353-2155 or [ania.dobrzanska@usdoj.gov](mailto:ania.dobrzanska@usdoj.gov).

**Release date: December 8, 2009**

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# **Residential Substance Abuse Treatment (RSAT) for State Prisoners Program CFDA #16.593**

## **Overview**

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

## **Deadline: Registration and Application**

Registration is required prior to submission. The deadline to register in GMS is 8:00 p.m. eastern time on February 11, 2010, and the deadline for applying for funding under this announcement is 8:00 p.m. eastern time on February 11, 2010. Please see the “How to Apply” section, page 6, for more details.

## **Eligibility**

Please refer to the cover page of this solicitation for eligibility under this program.

## **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, local, and tribal governments to develop and implement substance abuse treatment programs in state, local, and tribal 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 and tribal 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. Applications involving partnerships with community-based substance abuse treatment programs will be given priority consideration. At least 10 percent of the total state allocation for FY 2010 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 that meet the following criteria.

Residential Programs that:

- Operate 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.
- Require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants, including both periodic and random testing, and for 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.

If possible, program design should be based on effective, scientific practices.

Jail-Based Programs that:

- Last at least 3 months.
- 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.

If possible, separate the treatment population from the general correctional population.

If possible, program design should be based on effective, scientific practices.

Aftercare

Per 42 U.S.C. 3796ff-1(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-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.

### **Semi-Annual Reports**

RSAT performance measures are collected quarterly through BJA's [Performance Measurement Tool \(PMT\)](#). Grantees will upload a PDF of their performance measures results from the PMT to the [Grants Management System \(GMS\)](#) on a semi-annual basis.

The semi annual report is due by January 30 and July 30.

### ***Budget Information***

**Match Requirement:** Federal funds awarded 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 demonstrated below:

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

$$\frac{\$350,000}{75 \text{ percent}} = \$466,667 \text{ (Total Project Cost)} \quad \$466,667 \times 25 \text{ percent} = \$116,667 \text{ match}$$

### **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. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to "What An Application Must Include" (below), for additional information on applicant responsibilities for collecting and reporting data.** Performance measures for this solicitation are as follows:

Program Goal	Performance Measures*	Data Grantee Provides
<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 BJA-funded RSAT program.</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 BJA-funded RSAT beds continued during grant cycle.</li> <li>• New treatment beds added with BJA RSAT grant funds during this grant cycle.</li> <li>• Treatment beds funded through other sources, but enhanced with BJA 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 BJA-program RSAT beds continued.</li> <li>• New treatment beds added with BJA RSAT grant funds.</li> <li>• Treatment beds funded through other sources, but enhanced with BJA-program 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> <li>• Total number of offenders successfully completing the jail-based program.</li> <li>• Total number of offenders who dropped out of the jail-based program.</li> <li>• Total number of offenders who were terminated from the jail-based 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> <li>• Total number of offenders successfully completing the jail-based program.</li> <li>• Total number of offenders who dropped out of the jail-based program.</li> <li>• Total number of offenders who were terminated from the jail-based 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 a BJA-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>

\*Note: The Office of Justice Programs (OJP) is currently developing enhanced performance measures for the RSAT Program. These measures will be completed in the coming months, and grantees will be notified of the revised measures that they will be required to report on. By applying for this solicitation, all applicants agree that they will report on these measures when they are released.

\*\*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

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a web-based, data-driven computer application that provides cradle to grave support for the application, award and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/). If you experience technical difficulties at any point during this process, please e-mail [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov) or call 1-888-549-9901 (option 3), Monday-Friday from 7:00 a.m.-9:00 p.m. Eastern Time. The Office of Justice Programs highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following six steps:

1. **Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. 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 for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/).
4. **Search for the Funding Opportunity on GMS.** After you log-in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select BJA and the Residential Substance Abuse Treatment (RSAT) for State Prisoners Program.
5. **Select the Apply On-line Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and

Application Deadlines for this funding opportunity. Please select the Apply On-line button in the Action Column to create an application in the system.

6. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

**Note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments.** These 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."

### **Experiencing Unforeseen GMS Technical Issues**

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact BJA staff **within 24 hours after the deadline** and request approval to submit your application. At that time, BJA staff will require you to email the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted as well as contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on its web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with GMS are posted on the OJP funding web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## **What an Application Must Include**

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memoranda of Understanding") for all required attachments.

### **Standard Form 424**

Please see [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF 424. When selecting the "type of applicant," if the applicant is a for-profit entity, please select as applicable "For-Profit Organization" or "Small Business" in the Type of Applicant 1 data field. For-profit applicants may also select additional applicable categories (e.g., "Private Institution of Higher Education").

### **Abstract (Attachment 1)**

Applicants must provide an abstract that includes the applicant's name, title of the project, the goals of the project, type of programs to be implemented, a description of the strategies to be used, major deliverables, and coordination plans. The abstract must not exceed one-half page, or 400-500 words.

## **Program Narrative (Attachment 2)**

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 2010 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 Second Chance Act (SCA), 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 SCA, 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.
- Collecting and reporting performance measure data (see pages 3-5).

## **Budget and Budget Narrative (Attachment 3)**

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 sample budget detail worksheet can be found at [www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf). Applicants must submit a budget worksheet and budget narrative in one file. If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

Please see the [OJP Financial Guide](#) for questions pertaining to budget including allowable and unallowable costs.

## **Review Process**

OJP is committed to ensuring a fair and open process for awarding grants. BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with basic minimum program or legislative requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation).

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG).

## Additional Requirements

Applicants selected for awards under this Recovery Act solicitation must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the list below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [www.ojp.usdoj.gov/recovery/solicitationrequirements.htm](http://www.ojp.usdoj.gov/recovery/solicitationrequirements.htm)

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements, includes Single Audit Act Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds (if applicable)
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – federal taxes certification requirement.

**Application Checklist**  
**FY 2010 Residential Substance Abuse Treatment (RSAT) for State Prisoners Program**

The application check list has been created to aid you in developing your application.

**Eligibility Requirement:**

\_\_\_\_\_ States, including 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

**The Application Components:**

\_\_\_\_\_ Abstract  
\_\_\_\_\_ Program Narrative  
\_\_\_\_\_ Budget Narrative  
\_\_\_\_\_ Budget Detail Worksheet

**Program Narrative/Abstract Format:**

\_\_\_\_\_ Double-spaced  
\_\_\_\_\_ 12-point standard font  
\_\_\_\_\_ 1" standard margins  
\_\_\_\_\_ Abstract is ½ page or less

**Required Forms, Certifications, and Other Components:**

\_\_\_\_\_ Standard 424 Form  
\_\_\_\_\_ DUNS Number  
\_\_\_\_\_ CCR Registration