Office of Justice Programs

Bureau of Justice Assistance

OMB No. 1121-0329



The <u>U.S. Department of Justice's Office of Justice Programs'</u> (OJP) <u>Bureau of Justice Assistance</u> (BJA) 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 2011 Formula Grant Announcement

Eligibility

Applicants are limited to states, and for purposes of this solicitation, "states" are defined as 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)), BJA must award RSAT grants to the state office (www.ojp.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 that perform law enforcement functions as determined by the Secretary of the Interior).

Deadline

Registration for this funding opportunity is required prior to application submission, by selecting the "Apply Online" button associated with the solicitation title in <u>OJP's Grants Management System</u> (GMS). (See "How to Apply," page 8.) All registrations and applications are due by 8:00 p.m. eastern time on January 27, 2011. (See "Deadlines: Registration and Application," page 3.)

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.

Note: The GMS Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. eastern time, except federal holidays.

For assistance with any other requirements of this solicitation, contact the BJA Justice Information Center at 1–877–927–5657. The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Funding opportunity number assigned to announcement: BJA-2011-2865

Release date: November 30, 2010

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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.

Deadlines: Registration and Application

Registration for this funding opportunity is required prior to submission. The deadline to register in GMS is 8:00 p.m. eastern time on January 27, 2011, and the deadline to apply for funding under this announcement is 8:00 p.m. eastern time on January 27, 2011. Please see the "How to Apply" section on page 8 for more details.

Eligibility

Please refer to the title page for eligibility under this program.

RSAT Program—Specific Information

RSAT assists state, 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.

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 2011 shall be made available to local and tribal 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, the 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, programs should separate the treatment population from the general correctional population, and the 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.

Goals and Objectives

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.

Amount and Length of Awards

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

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.

Budget Information

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

Meeting Requirement

Applicants should budget for two people to attend a two-day meeting. For planning purposes, applicants should assume the meeting will take place in Washington, D.C.

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 the match is:

<u>Federal Award Amount</u> = Adjusted (Total) Project Costs Federal Share Percentage

Required Recipient's Share Percentage x Adjusted Project Cost = Required Match

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

\$350,000 = \$466,667 (Total Project Cost)
75 percent

25 percent x \$466,667 = \$116,667 match

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. BJA understands that given a focus on one area of activity or another that applicants may be better able to respond to some

measures more than others, and will review the responses in this context. Performance measures for this solicitation are as follows:

Program Goal	Performance Measures	Data Grantee Provides
Prepare participants for reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs. Reduce recidivism rate.	Percent of participants who completed the aftercare program and have remained arrest-free for 1 year following release from aftercare. Percent of participants who completed the residential program and have passed drug testing.	 Number of participants tracked 1 year following release from an aftercare program. Of the number that were tracked, the number that remained arrest-free. Total number of participants that have completed the BJA-funded program and have passed the drug test during this reporting period. Total number of offenders that have completed the BJA-funded program and have been drug tested (that passed and failed).
Enhance the capability of states and units of local government to provide residential substance abuse treatment for incarcerated inmates.	Number of participants in BJA- funded RSAT program.	Total number of participants entering residential treatment.
	Average treatment cost per participant for residential program.*	Average treatment cost per participant for residential program.*
	Number of days of residential treatment provided.	Number of days of residential treatment provided.
	New treatment beds added with BJA RSAT grant funds during this grant cycle.	New treatment beds added with BJA RSAT grant funds.
	Treatment beds funded through other sources, but enhanced with BJA RSAT-funded services.	Treatment beds funded through other sources, but enhanced with BJA-program RSAT-funded services.
	 Average length of stay in the residential program in days, for those completing the program. 	Average length of stay in the residential program in days, for those completing the program.

Prepare participants for reintegration into the communities from which they came by	Percent of participants successfully completing the residential program.	Total number of participants successfully completing the residential program.
incorporating reentry planning activities into treatment programs.	Percent of participants who dropped out of the residential program.	Total number of participants who dropped out of the residential program.
	Percent of participants who were terminated from the residential program.	Total number of participants who were terminated from the residential program.
Assist both the participants and their communities through the reentry process	Total number of participants entering a BJA-funded aftercare program.	Total number of participants entering an RSAT-funded aftercare program.
through the delivery of both community- based treatment and other broad-based aftercare services.	Average length of stay in the aftercare program in days, for those completing the program.	Average length of stay in the aftercare program, in days, for those completing the program.
	Percent of participants successfully completing the aftercare program.	Total number of participants successfully completing the aftercare program.
	Percent of participants who dropped out of the aftercare.	Total number of participants who dropped out of the aftercare program.
	Percent of participants who were terminated from the aftercare program.	Total number of participants who were terminated from the aftercare program.
	Average treatment cost per participant for the aftercare program.*	Average treatment cost per participant for the aftercare program.*

*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.

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Please refer to the section "What an Application Should Include" (below) for additional information.

Note on project evaluations: Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute "research." However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements likely do not constitute "research." Research is subject to applicable DOJ human subjects protections. Applicants should provide sufficient information for

OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of OJP-funded programs, is defined as, "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge" 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the "Research and the Protection of Human Subjects" section of the OJP web site (www.ojp.usdoj.gov/funding/other_requirements.htm).

Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding.

It is expected that reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at https://www.fsrs.gov. Additional guidance on reporting will be provided in the near future by OJP and/or the Office of Management and Budget (OMB).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

How to Apply

Applications are 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 awards at OJP. Applicants must register in GMS for each specific funding opportunity and should begin the process immediately to meet the GMS registration deadline, especially if this is the first time using the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. If the applicant experiences technical difficulties at any point during this process, please e-mail GMS.HelpDesk@usdoj.gov or call 888–549–9901 (option 3), Monday – Friday from 6:00 a.m. to midnight eastern time, except federal holidays. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants should complete the following steps:

 Acquire a DUNS number. A DUNS number is required to submit an application in GMS. In general, the Office of Management and Budget requires that all applicants (other than individuals) 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 Dun and Bradstreet at 866–705–5711 or by applying online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

- 2. Acquire or renew registration with the Central Contractor Registration (CCR) database. 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 annually to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
- 3. **Acquire a GMS username and password**. A new user must create a GMS profile by selecting the "First Time User" link under the sign-in box of the <u>GMS</u> home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
- 4. **Verify the CCR registration in GMS.** OJP requests that all applicants verify their CCR registration in GMS. Once logged into GMS, please click the "CCR Claim" link on the left side of the default screen. Click the submit button to verify the CCR registration.
- 5. **Search for the funding opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the "Funding Opportunities" link on the left side of the page. Please select the Bureau of Justice Assistance and the Residential Substance Abuse for State Prisoners Program.
- 6. Register by selecting the "Apply Online" button associated with the solicitation title. The search results from step 5 will display the solicitation title along with the registration and application deadlines for this funding opportunity. Please select the "Apply Online" button in the "Action" column to register for this solicitation and create an application in the system.
- 7. Submit an application consistent with this solicitation by following the directions in GMS. Once submitted, GMS will display a confirmation screen stating the submission was successful. Important: In some instances, an applicant must wait for GMS approval before submitting an application. Applicants are urged to submit the 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. 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."

Experiencing Unforeseen GMS Technical Issues

If an applicant experiences unforeseen GMS technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must contact the Bureau of

Justice assistance Program Office staff within 24 hours after the deadline and request approval to submit the application. At that time, Bureau of Justice assistance Program Office staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and GMS Help Desk tracking number(s) received. After the program office reviews all of the information submitted, and contacts the GMS Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are <u>not</u> 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, if any, are posted at the top of the OJP funding web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Should Include

This section describes what an application should include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that resumes be included in a single file.

1. Information to complete the Application for Federal Assistance (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of preapplications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form.

2. Abstract

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.

3. Program Narrative

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 2011 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/). 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 5-7).

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. Budget Narrative

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. Applicants must include funds for two people to attend a 2-day meeting. For planning purposes, applicant should assume the meeting will take place in Washington, D.C. The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

5. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Please note in particular the following forms.

- a. <u>Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility</u>
 <u>Matters; and Drug-Free Workplace Requirements</u> (required to be submitted in GMS prior to the receipt of any award funds).
- b. <u>Disclosure of Lobbying Activities</u> (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded).
- c. <u>Accounting System and Financial Capability Questionnaire</u> (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded).
- d. <u>Standard Assurances</u> (required to be submitted in GMS prior to the receipt of any award funds).

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 award decisions will be made by the Assistant Attorney General (AAG).

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.oip.usdoi.gov/funding/other-requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)

- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs Financial Guide
- Suspension or Termination of Funding
- Nonprofit 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 2011 Residential Substance Abuse Treatment (RSAT) for State Prisoners Program

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

igibility 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 federal amount requested is within the allowable limit.
hat An Application Should Include:
Application for Federal Assistance (SF-424) (see page 10)
Abstract (see page 10)
Program Narrative (see page 10)
Program Narrative (see page 10) Budget Detail Worksheet (see page 11)
Budget Narrative (see page 11)
Other Standard Forms as applicable (see page11), including:
Disclosure of Lobbying Activities (if applicable)
Accounting System and Financial Capability Questionnaire (if applicable)
Standard Assurances (required to be submitted in GMS)
Certifications Regarding Lobbying, Debarment, Suspension and Other
Responsibility Matters, and Drug-Free Workplace Requirements. (required to be
submitted in GMS)
DUNS Number
Current CCR Registration (certified in GMS)