



The [U.S. Department of Justice \(DOJ\)](#), [Office of Justice Programs' \(OJP\)](#) [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding under the Residential Substance Abuse Treatment for State Prisoners Training and Technical Assistance Program. This program furthers the Department's mission by breaking the cycle of drug abuse and violence by reducing the demand for, use, and trafficking of illegal drugs.

Residential Substance Abuse Treatment for State Prisoners Training and Technical Assistance Program FY 2013 Competitive Grant Announcement

Eligibility

Eligible applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher learning with demonstrated expertise in assisting state and local correctional facilities develop, implement, and enhance residential substance abuse treatment programs. BJA encourages applications from organizations or agencies with expert knowledge of and experience with: evidence-based substance abuse treatment programs and practices; residential substance abuse programs in correctional facilities; delivery of curricula to corrections and treatment professionals; and administration of technical assistance. Applicants should demonstrate willingness to work with BJA and its federal partners as well as a collaborative of BJA training and technical assistance providers. For-profit organizations must agree to waive any profit or fees for services. Collaborative efforts and consortiums of providers may apply.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 19.) All applications are due by 11:59 p.m. eastern time on March 11, 2013, (See "Deadlines: Registration and Application," page 4.)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov

Note: The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirement of this solicitation, contact Tim Jeffries, BJA Policy Advisor, by telephone at 202-616-7385 or by e-mail at timothy.jeffries@usdoj.gov.

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Residential Substance Abuse Treatment for State Prisoners Training and Technical Assistance 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 and reentry services for offenders. The RSAT Training and Technical Assistance (TTA) Program is designed to assist RSAT recipients as they integrate evidence-based practices into existing programming through the provision of training and technical assistance.

Deadlines: Registration and Application

Applicants must register with Grants.gov in order to submit an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications well in advance of the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on March 11, 2013. See “How To Apply” on page 12 for details. Note that while the deadline for submission is 11:59 p.m. eastern time on March 11, 2013, staff assistance through the BJA Justice Information Center is only available until 8:00 p.m. eastern time (see “Contact Information” on page 2 for more information about BJA’s Justice Information Center).

Eligibility

Refer to the title page for eligibility under this program.

RSAT TTA Program—Specific Information

The RSAT TTA Program is designed to assist states, tribes, and units of local government in the provision of residential substance abuse treatment services for incarcerated inmates; prepare offenders for their reintegration into communities by incorporating reentry planning activities into treatment programs; and assist offenders and their communities in the reentry process through the delivery of community-based treatment and other broad-based aftercare services.

RSAT funds may be used to implement three types of programs: prison-based residential, jail-based, and aftercare.

The prison-based residential programs must: 1) operate at least 6 and no more than 12 months; 2) provide residential treatment facilities set apart from the general correctional population; 3) focus on the substance abuse problems of the inmate and develop the inmate’s cognitive, behavioral, social, vocational, and other skills to resist drug use and criminal behavior; and 4) require drug and alcohol testing for program participants.

The jail-based programs must: 1) operate at least 3 months, and 2) focus on the substance abuse problems of the inmate and develop the inmate's cognitive, behavioral, social, vocational, and other skills to resist drug use and criminal behavior. If possible, jail-based programs must separate the treatment population from the general correctional population, and program design should be based on practices scientifically demonstrated to be effective. 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.

Goals, Objectives, and Deliverables

The primary goal of the RSAT TTA Program is to provide a comprehensive array of TTA to assist RSAT grantees. BJA is seeking a TTA provider with a demonstrated expertise in: assisting corrections administrators and substance abuse directors in identifying and defining TTA needs; development and management of relevant subject matter curricula (including web-based platforms); and developing cost-effective technical assistance responses, including telephonic, web-based (podcasts, webinars) and in-person consultation as well as publication development and dissemination. Additionally, the RSAT TTA provider should demonstrate its ability to: 1) provide proactive, comprehensive, user-friendly technical assistance services; and 2) demonstrate uniform protocols for the assessment and delivery of technical assistance, as well as tracking, evaluation, and follow-up.

Requirements and Deliverables

The TTA provider(s) will:

- Serve as the technical assistance provider to state administrative agencies (the designated recipients of RSAT grant funds) as well as sub-grantees which can include state departments of correction and jails for all RSAT programming, providing technical assistance available online, via telephone, through onsite assistance, and through peer-to-peer consultations.
- Identify and maintain a list of TTA consultants whose expertise and experience best fit the needs of the grantees such as experts in correctional treatment programs, continuity of treatment and aftercare services in the community, and correctional treatment programming for special populations such as people with co-occurring substance abuse and mental health disorders.
- Maintain a listserv of RSAT grantees and subgrantees and key contacts responsible for substance abuse treatment programming in correctional facilities, including state, local, and tribal corrections substance abuse directors and administrators; other interested state, local, and tribal contacts; and federal and national partners.
- Participate in an ongoing collaborative with BJA and federal partners to guide curriculum development and delivery.
- Deliver and update as needed the following BJA-approved curricula: 1) [HIV Prevention and the Treatment Needs of Offenders at risk for or Living with HIV/AIDS](#); 2) Trauma-Informed Approaches in Correctional Settings; 3) [Understanding Co-Occurring Disorders and](#)

[Applying Integrated Treatment Strategies for Adult Correctional Populations](#); and 4) Aftercare: Transitional Strategies to Reduce Recidivism and Sustain Recovery.

- Provide education to corrections and correctional treatment directors on how healthcare reform and state Medicaid expansion can enhance outcomes for former inmates.
- Serve as a national resource for RSAT administrators, practitioners, and others to include information such as dynamic inmate risk/needs assessment instruments, matching offenders to appropriate treatment modalities, integration of substance abuse and mental health treatment in residential treatment communities, drug testing, and implementing evidenced-based programs and practices in residential substance abuse treatment programs in correctional facilities.
- Deliver a regular webinar series to address current RSAT information and training needs, including drug testing within RSAT programs and ensuring integration of RSAT programming with reentry planning.
- Maintain a RSAT TTA web site with current information about training and technical assistance offerings and issues affecting the RSAT field.
- Support the annual national RSAT conference.
- Tailor services to respond to the emerging trends in substance abuse treatment within corrections with preparation for community reintegration.
- Assist grantees in collecting and reporting on required program performance measures and identify trends from the performance measure data submissions.

BJA TTA projects are required to coordinate all TTA activities with BJA's National Training and Technical Assistance Center (NTTAC). The precise requirements and protocols are still under development, but once completed, the successful applicant will be required to comply with these protocols in order to ensure coordinated delivery of services among TTA providers and effective use of BJA TTA grant funding. BJA reserves the right to reasonably modify these protocols at any time at its discretion.

The TTA provider will also be required to participate in BJA's GrantStat for RSAT grantees. Through GrantStat, BJA management and staff examine the performance of the grant programs funded by BJA by tracking grantee or program performance along several key indicators. GrantStat calls for the collection and analysis of performance data and other relevant grant-level information that enables BJA as well as our TTA partners to be held accountable for the grantee's and program's performance as measured against the program's goals and objectives.

Evidence-Based Programs or Practices

OJP places a strong emphasis on the use of data and evidence in policy making and programming in criminal justice. OJP is committed to:

- improving the quantity and quality of evidence OJP generates;

- integrating evidence into program, practice, and policy decisions within OJP and the field; and
- improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's [CrimeSolutions.gov](http://www.crimesolutions.gov) Web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Amount and Length of Awards

One cooperative agreement may be awarded in the amount of up to 3 percent of the FY 2013 RSAT appropriation (in FY 2012 this amount was \$300,000) and may be supplemented twice for a total project period of up to 3 years.

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

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% 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 2012 salary table for SES employees is available at www.opm.gov/oca/12tables/indexSES.asp. A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General (AAG) for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the

individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Minimization of Conference Costs

OJP encourages applicants to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP web site at www.ojp.gov/funding/confcost.htm. This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to minimize costs, requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

Note on food and beverages: OJP may make exceptions to the general prohibition on using OJP funding for food and beverages, but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" web page at www.ojp.gov/funding/other_requirements.htm.

Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measure	Data Grantee Provides
<p>Assist RSAT recipients with integrating evidence-based practices into existing residential substance abuse treatment programming through the provision of training and technical assistance in the form of:</p> <ul style="list-style-type: none"> • In-person training • Web-based learning • Distance learning using CD/DVDs • Developing or revising training curricula. • Training scholarships 	<p>Number of participants who attend the training</p> <p>Percentage of participants who successfully completed the training</p> <p>Percentage of trainees who completed the training who rated the training as satisfactory or better</p> <p>Percentage of participants trained and subsequently demonstrated performance improvement</p> <p>Percent of agencies/ organizations that rated the training as satisfactory or better</p> <p>Number of curricula developed</p>	<p>For the current reporting period:</p> <p>Number of individuals who participated in or received:</p> <ul style="list-style-type: none"> • In-person training • Web-based training • Distance learning using CDs or DVDs <p>Number of individuals who successfully completed:</p> <ul style="list-style-type: none"> • In-person training programs • Web-based training programs • Distance learning programs using CDs or DVDs <p>Number of individuals who:</p> <ul style="list-style-type: none"> • Completed an evaluation at the conclusion of the training program • Reported satisfaction with the content of the training • Reported satisfaction with the delivery of the training • Reported that the training provided information that could be utilized in their job <p>Number of individuals who:</p> <ul style="list-style-type: none"> • Completed a pre- and post-test • Scored higher on the post-test than on the pre-test <p>Number of agencies/organizations that:</p> <ul style="list-style-type: none"> • Received training materials on CD or DVD • Received training materials in some other format • Responded to the satisfaction survey • Rated the materials as satisfactory or better • Indicated that the materials met their training needs <p>Number of training curricula:</p> <ul style="list-style-type: none"> • Developed

	<p>Number of curricula that were pilot tested</p> <p>Percent of curricula that were revised after pilot testing</p> <p>Amount of financial assistance provided for training</p>	<ul style="list-style-type: none"> • Pilot tested • Revised after being pilot tested • Number of individuals who received a training program scholarship • Dollar amount of financial assistance provided to training recipients
<p>Increase a criminal justice agency's ability to solve problems and/or modify policies or practices</p>	<p>Number of agencies receiving technical assistance</p> <p>Percent of requesting agencies who rated services as satisfactory or better</p> <p>Percent of requesting agencies that were planning to implement one or more recommendations</p> <p>Percent of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices</p> <p>Percent of peer visitors that were planning to implement at least some policies or practices 6x months after they were observed at the visited site</p>	<p>For current reporting period:</p> <ul style="list-style-type: none"> • Number of agencies that requested technical assistance • Number of agencies that received technical assistance • Number of onsite visits conducted • Number of agencies receiving technical assistance by telephone • Contacts made with agencies who requested assistance • Number of agencies that completed an evaluation • Number of agencies that rated the <i>timeliness</i> of the technical assistance as satisfactory or better • Number of agencies that rated the <i>quality</i> of the technical assistance as satisfactory or better <hr/> <ul style="list-style-type: none"> • Number of agencies that received program recommendations based on a site visit • Number of agencies planning to implement at least some of the report recommendations 6 months after the site visit <hr/> <ul style="list-style-type: none"> • Number of agencies requesting a peer-to-peer site visit • Number of agencies that visited a peer site • Number of agencies that completed an evaluation after visiting a peer site • Number of agencies that reported that the visit to the other agency was useful in providing information on policies or practices • Number of agencies that were planning to implement policies or practices identified during the peer visit within 6 months • Number of follow-ups conducted with the agency that requested the peer site visit

<p>Increase information provided to BJA and the criminal justice community</p>	<p>Number of advisory/focus groups held</p> <p>Percentage of advisory/focus groups evaluated as satisfactory or better</p> <p>Percentage of conference attendees who rated the conference as satisfactory or better</p> <p>Number of publications developed</p> <p>Number of publications disseminated</p> <p>Number of web sites developed</p> <p>Number of web sites maintained</p> <p>Number of conferences held</p>	<p>For the current reporting period:</p> <ul style="list-style-type: none"> • Number of advisory/focus groups held • Number of advisory/focus groups evaluated as satisfactory or better • Number of conference attendees who completed an evaluation at the conclusion of the conference • Number of conference attendees who rated the conference as satisfactory or better • Number of articles published in print media • Number of articles published online for the criminal justice community • Number of individuals receiving printed fact sheets or other informative documents produced for distribution to the criminal justice community • Number of advisory/focus group reports produced • Number of individuals receiving advisory/focus group reports • Number of new web sites developed • Number of existing web sites updated with new information • Number of unique visitors to managed web sites • Number of conferences held
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OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 12 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” for purposes of applicable DOJ human subjects protection regulations. 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.” 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 human subjects protections for 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 “Other Requirements for OJP Applications” web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require 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), to report award information on any first-tier sub-awards 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 sub-recipients. 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. Reports regarding sub-awards will be made through the FFATA Sub-award Reporting System (FSRS), found at www.fsrs.gov.

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

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJA has designated to be critical, will neither proceed to peer review, nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one document, it must contain **both** narrative and detail information.

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

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

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information

from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

2. **Abstract**

Applicants must provide an abstract identifying how they will effectively assist state and local entities in the improvement of RSAT-specific substance abuse treatment programming. The abstract must include a brief summary of how the applicant will meet the goals of the proposed project and a listing of any innovations they will bring to the proposed project. Applicants must use a standard 12-point font (Times New Roman is preferred) with no less than 1-inch margins and must not exceed 1 page.

Permission to Share Project Abstract with the Public: It is unlikely that BJA will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a webpage available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the abstract, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined.

3. **Program Narrative**

The program narrative must clearly address the requirements and deliverables stated in the application. The program narrative must respond to the solicitation and the Selection Criteria (1–4) in the order given. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with no less than 1-inch margins, and must not exceed 20 pages. Please number pages "1 of 20," "2 of 20," etc. Submissions that do not adhere to the format will be deemed ineligible.

If the program narrative fails to comply with these length-related restrictions, BJA may consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative:

a. **Statement of the Problem**

Demonstrate a thorough understanding of the need to transfer knowledge and provide training and technical assistance to corrections staff and treatment professionals responsible for residential substance abuse treatment. Describe the challenges correctional agencies and communities face in planning, implementing, enhancing, and evaluating residential substance abuse treatment programs.

b. Project Design and Implementation

Describe the project goals and objectives, responding to each of the deliverables listed on pages 5-6. Specifically describe proposed processes for 1) delivering relevant RSAT curricula and useful web site resources; 2) staffing, identifying, and responding to technical assistance needs; and 3) collaborating with federal partners and related entities to educate RSAT practitioners through the delivery of an annual RSAT conference.

c. Capabilities and Competencies

Describe the organizational and key project personnel's expert knowledge of and experience in the following areas: 1) working with evidenced-based substance abuse treatment programs and practices; 2) implementing residential substance abuse programs in correctional facilities; 3) developing and delivering curriculum to corrections and correctional treatment professionals; and 4) brokering and providing technical assistance. Include resumes or project descriptions for proposed key project personnel in an attachment. Describe the management structure, staffing, and in-house or contracted capacity to complete each of the potential tasks or projects outlined in the proposal. Provide information that illustrates the ability to manage complex activities (both type and expertise) effectively. Outline the organization's ability to conduct the individual activities through the organization's and staff's experience, and recruit and partner with individuals and/or organizations with residential substance abuse treatment expertise to enhance the organization's and staff's experience in conference planning and developing and providing training and technical assistance.

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

BJA does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJA will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

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. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

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

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, 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. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

6. Additional Attachments

a. Project Timeline and Resumes/Job Descriptions

Attach a *Project Timeline* (with an estimated start date of October 1, 2013) with each project goal, related objective, activity, expected completion date, and responsible person or organization. Identify the costs and percentage of time that will be dedicated by the individuals responsible for the tasks. Attach *Resumes or Job Descriptions* for key project personnel.

b. Applicant disclosure of pending applications

Applicants are to disclose whether they have pending applications for Federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will be sub-awarding Federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the federal or state funding agency

- the solicitation name/project name
- the point of contact information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page. (e.g. “[Applicant Name] does not have pending applications within the last 12 months for Federally funded assistance that include requests for funding or support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”)

7. Other Standard Forms

Additional forms that OJP may require 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. Note in particular the following forms:

- a. [Standard Assurances](#)*
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)*
Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
- c. [Accounting System and Financial Capability Questionnaire](#)
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, must download, complete, and submit this form.

*These OJP Standard Assurances and Certifications are forms which applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

Selection Criteria

1. Statement of the Problem (15 percent of 100)
2. Project Design and Implementation (40 percent of 100)

3. Capabilities and Competencies (25 percent of 100)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10 percent of 100)
5. Budget (10 percent of 100)
Budgets should be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.¹

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 the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. BJA may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with *the* Bureau of Justice Assistance, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

¹ Generally speaking, a reasonable cost is a cost that if, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP 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.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- 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
- Policy and Guidance for Conference Approval, Planning, and Reporting

- OJP Training Guiding Principles for Grantees and Sub-grantees

How To Apply

Applicants must submit applications through Grants.gov. Applicants must first register with Grants.gov in order to submit an application through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications well in advance of the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Note: BJA encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for email updates will be notified.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used to 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. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
2. **Acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database** as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a pre-requisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- Create a SAM account;

- Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records have already been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.593, titled "Residential Substance Abuse Treatment (RSAT) for State Prisoners Program" and the funding opportunity number is BJA-2013-3475.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether OJP has received and validated the application, or rejected it, with an explanation. **Important:** OJP urges applicants to submit applications **well in advance** of the application due date to allow time to receive the validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Note: Grants.gov only permits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period. Grants.gov will forward the application to OJP's Grants Management System (GMS). 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."

Note: Duplicate Applications

If an applicant submits multiple versions of an application, BJA will review the most recent version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJA Justice Information Center (see page 1 for contact information) **within 24 hours after the deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA does not automatically approved requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, BJA will inform the applicant whether the request to submit a late application has been approved or denied. If the technical issues reported cannot be validated, BJA will reject the applications as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to register in sufficient time, (2) failure to follow Grants.gov 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 with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at www.ojp.usdoj.gov/funding/solicitations.htm.

Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Feedback may be provided to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback email account cannot forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

FY 2013 Residential Substance Abuse Treatment for State Prisoners Training and Technical Assistance Program

This application checklist has been created to assist in developing an application.

Eligibility Requirement:

_____ Applicant is a for-profit (commercial) organization, nonprofit organization, faith-based or community organizations, or an institution of higher learning

For-profit applicants only:

_____ Agreement to waive any profit or fees for services

What an Application Should Include:

_____ Application for Federal Assistance (SF-424) (see page 12)

_____ Abstract (see page 13)

_____ Program Narrative* (see page 13)

_____ Budget Detail Worksheet* (see page 14)

_____ Budget Narrative* (see page 14)

_____ Disclosure of Lobbying Activities (SF-LLL) (See page 20)

_____ Indirect Cost Rate Agreement (if applicable) (see page 15)

_____ Additional Attachments (see page 15)

_____ Project Timeline and Key Personnel

_____ Resumes/Job Descriptions

_____ Disclosure of Pending Applications

_____ Other Standard Forms as applicable (see page 16), including:

_____ Accounting System and Financial Capability Questionnaire (if applicable)

*These elements are the basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.