

Residential Substance Abuse Treatment (RSAT) Program Request for Proposals

2016-2017 Residential Substance Abuse Treatment Program Proposal
Deadline: January 30, 2017
Applications may be submitted by US postal mail or hand delivery.
Award Period: April 1, 2017 – March 31, 2018

I. INTRODUCTION

Residential Substance Abuse Treatment Program: RSAT assists states, local, and tribal governments to develop and implement substance abuse treatment programs in state and local correctional and detention facilities and in the local jails throughout the state. It also helps create and maintain community-based aftercare services for offenders. The goal of the RSAT Program is to break the cycle of drugs and violence by reducing the demand for, use, and trafficking of illegal drugs. RSAT enhances the capability of states and units of local government to provide residential substance abuse treatment for incarcerated inmates; prepares offenders for their reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs; and assists offenders and their communities through the re-entry process through the delivery of community-based treatment and other broad-based aftercare services. The RSAT Program was created by the Violent Crime Control and Law Enforcement Act of 1994 (Public Law 103-322).

All sub grants awarded under this program are subject to the availability of funds and any modifications or additional requirements that may be imposed by law. Applicants also should anticipate that sub grants will be one-time awards and, accordingly, should propose project activities and deliverables that can be accomplished without additional funding from the RSAT Program.

II. ELIGIBLE ENTITIES AND ELIGIBILITY REQUIREMENTS

Applying entities **must** operate and/or maintain correctional or detention facilities for incarcerated individuals as stated in the federal regulations.

Eligible Entities

- State Government Agencies
- Local Units of Government – City, County, Town, Township
- Other general purpose political subdivisions of state

- Law Enforcement Districts
- Judicial Enforcement Districts as well as Indian Tribes (that perform law enforcement functions)

Applying entities are responsible for programmatic design, oversight, reporting, monthly invoicing, meeting the state and federal requirements, and serving as the RSAT point of contact.

When applying, state agencies and units of local government are encouraged to collaborate and/or partner with community based organizations to meet the requirements and build capacity for the RSAT proposed project.

Accountability and Transparency

Separate bank accounts are not required; however, it is essential that all funds from the RSAT grant are tracked, accounted for, and reported separately from all other funds. Recipients must also be prepared to track and report on the specific outcomes and benefits attributable to use of RSAT funds.

The accounting system of all applicants must ensure that funds from any sub grant under RSAT are not co-mingled with funds from any other source.

Misuse of grant funds could result in penalties ranging from recoupment of monies, suspension of current and future funding, suspension or debarment from federal grants, and civil and/or criminal penalties.

A DUNS number is required. All applicants under this solicitation must include a Data Universal Numbering System (DUNS) number in their application. Applications without a DUNS number are incomplete.

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds and to validate address and point of contact information for federal assistance applicants. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://fedgov.dnb.com/webform/displayHomePage.do>.

System for Awards Management Registration (“SAM”) is required. In addition to the DUNS number requirement, OJP now requires that all applicants for federal financial assistance maintain current registrations in the SAM database. **This includes all sub grantees of the Arkansas Department of Finance and Administration.** The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Organizations that have previously submitted applications via Grants.gov are already registered with SAM, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their SAM registration at least once per year to maintain an active status. Information about registration procedures can be accessed at www.sam.gov. For assistance with SAM, please contact the SAM Help Desk or the Office of Intergovernmental Services with DF&A.

III. RSAT PROGRAMS AND REQUIREMENTS

A. ELIGIBLE PROJECTS

RSAT funds may be used to implement three types of programs: residential, jail-based, and aftercare. Program design should be based on effective evidence-based practices.

1. RESIDENTIAL PROGRAMS:

- Engage participants for a period between 6 months and 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 correction 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.
- Prepare participants for a successful community reintegration, including post-release referrals
- 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.

2. JAIL-BASED PROGRAMS:

- Engage participants for at least three (3) months.
- **Strive to** separate the treatment population from the general correctional population.**
- Focus on the substance abuse problems of the inmate.
- Develop the inmate’s cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
- 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.
- Prepare participants for a successful community reintegration, including post-release referrals.
- Program design should be based on effective, scientific practices.

**The separation of the treatment population from the general correctional population provides the most successful results. Although not required in the jail-based population, it is strongly encouraged.

3. AFTERCARE PROGRAMS: To be eligible for funding under the RSAT Program, an applicant shall ensure that individuals who participate in the substance abuse treatment program established or implemented with assistance provided under this program will be provided with aftercare 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.
- 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.
- 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.

B. RSAT REQUIREMENTS

1. EVIDENCE-BASED PROGRAMS OR PRACTICES

OJP's CrimeSolutions.gov website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services. <http://www.crimesolutions.gov/>

Applicants can find information on evidence-based treatment practices in SAMHSA's Guide to Evidence-Based Practices available at www.samhsa.gov/ebpwebguide. The Guide provides a short description and a link to dozens of websites with relevant evidence-based practices information—either specific interventions or comprehensive reviews of research findings.

2. DRUG TESTING REQUIREMENT

Applicants must agree to implement and/or continue urinalysis and/or other proven reliable forms of drug and alcohol testing of individuals assigned to residential substance abuse treatment programs in correctional facilities.

3. MATCH REQUIREMENT

There is a **25%** match required for all awarded RSAT programs.

4. INELIGIBLE ACTIVITIES AND BUDGET/MATCH ITEMS

Ineligible activities and cost items include, but are not necessarily limited to, the following:

- a. Lobbying.
- b. Fundraising activities.
- c. Electronic Immobilization Devices (EID).
- d. Construction or renovation costs.
- e. Acquisition cost of real estate property.
(RSAT funds shall not be used for land acquisition or any construction projects.)
- f. Military type equipment.
- g. Restitution payments.
- h. Fines, penalties and late charges.
- i. Entertainment expenses.
- j. Bonuses or commissions.
- k. Lodging above federal per diem rates.
- l. Daily subsistence within the targeted service area (daily subsistence can only be requested if travel occurs outside the targeted service area and in accordance with such rules established by the Arkansas Department of Finance and Administration.
- m. First Class travel.
- n. Pre-award costs.
- o. Rental costs are limited to fair market value for similar facilities in your locality. Rental rates in excess of this amount will need special approval.
- p. **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.

V. EVALUATION

The selection process consists of eligible applications being reviewed and scored on a 100 point scale. All reviewed and scored applications will be presented the Arkansas Alcohol and Drug Abuse Coordinating Council for final review and determination.

VI. AWARD AND PROJECT PERIOD

AWARD PERIOD APRIL 1, 2017 – MARCH 31, 2018

All *new* projects **should** begin on April 1, 2017 and **must** be in operation no later than 60 days after April 1, 2017. Failure to have the funded project operational within 90 days from April 1, 2017, may result in the cancellation of the grant and the de-obligation of all awarded funds. Projects must conclude no later than March 31, 2018.

VII. CONTRACT & APPLICANT REQUIREMENTS

A. SUB CONTRACT REQUIREMENTS (if applicable)

When a Sub-grantee contracts for work or services, the following is required:

1. All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation, and length of time over which the services will be provided. This shall not exceed the length of the contract period.
2. A copy of all written contracts for contractual or consultant services shall be forwarded to the Arkansas Department of Finance and Administration upon their ratification.
3. Payments shall be supported by detailed statements outlining the services rendered and the cost billed during the period covered.

B. QUARTERLY REPORTING REQUIREMENTS

Applicants who receive funding under this solicitation must provide data that measures the results of their work. Applicants are required to complete numerical or narrative data reporting every 3 months for each quarterly activity period. Reports are to be submitted within 15 days following the close of the activity period.

C. DFA-IGS PROGRAM MONITORING

DFA-IGS will monitor all grant awards by way of desk reviews and site visits. Additionally, all submitted reports will be reviewed for timeliness and accuracy. Delinquent and inefficient reports could result in a hold on available funds until the deficiency is corrected and approved.

VIII. SUBMISSION OF APPLICATION/PROPOSAL

Completed Applications must be submitted with original signatures to DFA-IGS postmarked no later than **January 30, 2017**, via U.S. Postal Service to the following address:

**Arkansas Department of Finance and Administration
Office of Intergovernmental Services/JAG
1515 West 7th Street, Suite 404
Little Rock, AR 72201**

**TO ACCESS RSAT Announcement, Request For Proposals,
Application Instructions and Forms**

Go To The DFA-IGS website:

<http://www.dfa.arkansas.gov/offices/intergovernmentalServices/grants/Pages/rsat.aspx>

IX. AWARD NOTIFICATION

Applicants awarded an RSAT grant will be notified electronically via email. Successful applicants must accept their grant award by signing the award documents in **BLUE INK** and returning completed packet to DFA-IGS within 5 business days via US Postal mail or delivery. When returned to DFA-IGS, the Award will be signed by the IGS Administrator and a copy returned to the applicant (sub-recipient).

X. APPLICATION ASSISTANCE

To assist all potential applicant with answers to questions, a Pre-Application Conference call is scheduled for **Thursday, January 5, 2017 at 10:00 a.m.** Call-in toll-free number: **(888) 808-6929** (US/Canada) Attendee access code: **7206668** (followed by # sign)

XI. CONTACT INFORMATION

For assistance contact IGS via email at igs.jag@dfa.arkansas.gov or call the IGS office at 501-683-5604. All questions and answers will be posted to a FAQ document on the IGS website.