



ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF INTERGOVERNMENTAL SERVICES
1515 West 7th Street, Suite 404
P. O. Box 8031
Little Rock, Arkansas 72203

RESIDENTIAL SUBSTANCE ABUSE TREATMENT (RSAT) FOR STATE PRISONERS
GRANT APPLICATION INSTRUCTIONS 2016-17

Asa Hutchinson
Governor

Larry W. Walther
DFA Director

Residential Substance Abuse Treatment (RSAT)

GRANT APPLICATION/PROPOSAL
INSTRUCTIONS

DATE RELEASED: December 09, 2016

DUE DATE: January 30, 2017

APPLICATION DEADLINE: January 30, 2017 at 4:30 p.m.



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SUBMISSION

Due Date: Monday, January 30, 2017

(Postmarked no later than January 30th)

Submit Completed Applications:

For Delivered Applications:

DFA-Office of Intergovernmental Services

1515 West 7th Street, Suite 404

Little Rock, Arkansas 72203-8031

For Mailed Applications:

DFA-Office of Intergovernmental Services

1515 West 7th Street, Suite 404

Post Office Box 8031

Little Rock, Arkansas 72203-8031

Please Note: Only Completed Applications Will Be Reviewed and Scored

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APPLICATION DO'S
Applicant Meets Eligibility
Typewritten, Single-Spaced, One-Sided 8 ½ x 11 Paper
Font Size 12 or Larger
1 Original Copy (Stamped Original)
2 Complete Copies (Stamped Copy)
Include the Applicant's Name on ALL Pages
Respond to All Questions and/or Sections
Staple or Clip Binding (No Three-Ring Binders)
Federal Identification Number/DUNS Number – Received and Active
System For Award (SAM): Registration Completed or Updated
Submit completed 424SF and application to both State and Local Clearinghouses
APPLICATION SUBMISSION
Standard Form 424
Cover Page
Application Checklist
Project Narratives
Problem Statement
Program Description
Goals, Objectives, and Indicators
Evidence Based Program Description
Implementation Plan
Evaluation Plan
Sustainability Plan
Budget Information
Budget Detailed Worksheet
Budget Justification Narrative

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The RSAT Proposal Announcement, Request for Proposals, Application Instructions, Forms, and FAQ can be downloaded and/or accessed from the DFA-IGS RSAT program website

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

STANDARD FORM 424:

Standard Form 424 and Instructions: Please download form and instructions from the DFA-IGS RSAT website

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

COVER PAGE:

Please list the name, email address and telephone number (with area code) of person to be contacted on matters involving the application.

APPLICATION CHECKLIST:

An application checklist has been included to assist with the application submission. The checklist indicates section/sub sections to be included in the application.

PROJECT NARRATIVES:

PROBLEM STATEMENT (15 Points)

A problem statement is a concise description of the issues that need to be addressed. Assess the factors that are driving or alleviating these problems. Applicant should provide a problem statement based on local, regional or statewide data as it relates to substance abuse treatment and its related issues. The problem statement should answer questions such as: what is the problem; who is effected by the problem; what resources are available; and the proposed solution to the problem.

PROGRAM DESCRIPTION (20 Points)

In the program description narrative, applicants **must** clearly state which program design is being proposed and provide a detailed description of the proposed program design.

The applicant should assess its resources and readiness to address the issue. The applicant should address its current capacity to implement the proposed project as well as identify resources available and needed. Capacity building description should address how the applicant is raising stakeholder's awareness, engaging diverse stakeholders, and strengthening collaborative efforts. Applicants that demonstrate their capacity to facilitate effective partnerships with community-based substance abuse treatment programs will be given priority.

The project description should clearly describe how the applicant will conduct early identification screening, develop a comprehensive plan to assess inmate treatment needs, monitor compliance of participants, and make appropriate referrals to services upon release. Further, the description **must** include the anticipated number of clients to be served, a description of how substance abuse treatment services will be delivered, and how other criminogenic needs (those that predict recidivism) will be identified and met. The selected program should focus on the substance

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abuse diagnosis and addiction related needs, and provide services such as individual and group treatment activities, weekly individual therapy, relapse prevention planning, cognitive, behavioral, social and vocational skills development, and constructive leisure activities. For example, proposals should discuss how dynamic factors such as cognitive deficits resulting in poor decision-making skills, rigid thinking, impulsivity, and risk-taking behavior will be addressed.

Programs **must** include a description and process for urinalysis and/or other proven reliable forms of drug and alcohol testing for participants, including both periodic and random testing, and for former participants while they remain in the custody of the state or local government.

As part of the program design, applicants **must** ensure that individuals (inmates) who participate in the program be provided aftercare services. Programs should prepare participants for successful community reintegration, including post-release referral to appropriate evidence-based aftercare treatment and service providers that support the use of medication-assisted treatment. Applicants **must** describe their aftercare services including how needs such as employment, education and housing will be coordinated and met in order to provide inmates a smooth transition back into the community. Projects are expected to represent collaboration between the local jail, courts, probation departments, and the treatment community as well as involve coordination between the correctional treatment program and other social service and rehabilitation programs, such as education and job training agencies, parole supervision, halfway houses, and secular self-help and peer group programs. Applicants **must** also ensure that providers furnishing aftercare services are approved by the appropriate state or local agency, and are licensed.

EVIDENCE-BASED PROGRAM DESCRIPTION (15 Points)

Key elements for a successful RSAT project include treatment practices that have a demonstrated evidence base and are appropriate for the target population. Applicants should identify the evidence-based practice being proposed for implementation, identify and discuss the evidence that shows that the practice is effective, and discuss the population(s) for which this practice has been shown to be effective. Applicants should document that the selected practice is appropriate for the specific target population and purposes of their project.

GOALS, OBJECTIVES, AND INDICATORS (20 Points)

The applicant should provide appropriate detailed activities and performance measures and indicators for each objective listed. Performance measures and indicators tend to state how you know you have achieved the stated objective.

IMPLEMENTATION PLAN (10 Points)

Applicants should provide a narrative on their plan of action aimed at accomplishing their goals and the objectives outlined in the proposed project.

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EVALUATION PLAN (5 Points)

Evaluation is the systematic collection and analysis of information about the program activities, characteristics, and outcomes. Information collected should be utilized to improve the effectiveness of the program. Applicants should provide a narrative on how the program will be evaluated. The evaluation should answer questions to how well the program was delivered and how successful it was in achieving the expected outcomes or goals that are outlined in the proposal.

SUSTAINABILITY (5 Points)

Effective program planning for sustainability starts at the beginning of the program design and should be revisited throughout the life of the program. To ensure sustainability, applicants should consider building stakeholders support and show and share results as well as obtain steady funding. Applicants should provide a narrative on their sustainability plan.

BUDGET INFORMATION:

BUDGET DETAIL WORKSHEET AND NARRATIVE (10 Points)

BUDGET DETAIL WORKSHEET:

Applicants must submit a detailed budget and budget narrative that outlines any proposed uses of grant funds. The budget request is divided into seven (7) categories: personnel (salary), mandated benefits, employer benefits, maintenance and operation, professional/contract services, training and travel, and other costs.

Allowable Cost include costs that are reasonable and necessary for the successful completion of the project. These may include: salaries, mandated benefits, employer benefits, maintenance and operation, training and travel, etc.

Non-Allowable Costs are any cost incurred either before the start of the project period or after the expiration of the project period are not allowable. Costs that are not reasonable and/or necessary for successful completion of the projects are not allowable. Other unallowable costs include, but are not limited to: land acquisition, bonuses or commissions, lobbying, fund raising, corporate formation, entertainment, sports events, credit card fees, tips, bar charges/alcoholic beverages, laundry charges, etc.

BUDGET NARRATIVE:

The applicant must provide a justification narrative/description for each proposed budget category. The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. DFA-IGS expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

SUBMISSION TO STATE AND AREAWIDE CLEARINGHOUSES

It is a requirement that the applicant must submit proposed applications to the State Clearinghouse and to the appropriate Areawide Clearinghouse for notification and review. The directions for submitting to the clearinghouse as well as the State and Areawide Clearinghouse listing and the State Clearinghouse forms can be downloaded and accessed from the DFA-IGS State Clearinghouse website.

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

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