

**Residential Substance Abuse Treatment
(RSAT) Program
Request for Proposals (RFP)**

2019-2020 Residential Substance Abuse Treatment Program Proposal

Deadline: Monday, September 9, 2019

Applications may be submitted by US postal mail or hand delivery.

Award Period: October 1, 2019 – September 30, 2020

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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/jail facilities for incarcerated individuals as stated in the federal regulations.

Eligible Entities

- State Government Agencies
- Local Units of Government – City, County, Town, Township
- Law Enforcement Districts and Judicial Enforcement Districts

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. 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. 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. Any 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.

An active 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 two types of programs: residential and jail-based, which includes aftercare services. Program design should be based on effective evidence-based practices.

1. RESIDENTIAL PROGRAMS:

- Separate program participants from general population.
- Engage participants for a period between 6 months and 12 months.
- Provide residential treatment facilities set apart—in a 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:

- Separate program participants from general population.
- Engage participants for at least three (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.
- 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.

B. RSAT REQUIREMENTS

- 1.** The separation of the treatment population from the general correctional population provides the most successful results and **required** for both program implementation.
- 2.** Per 34 U.S.C. 10422(c), a subrecipient shall ensure that offenders who participate in the substance abuse treatment program 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 outpatient treatment, education and job

training, parole supervision, halfway houses, self-help, and peer group programs. This requirement can be met through appropriate collaboratives and partnerships.

3. 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.

4. 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.

5. MATCH REQUIREMENT

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

6. 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.

IV. CONTRACT & APPLICANT REQUIREMENTS

A. SUB CONTRACT REQUIREMENTS (if applicable)

When the 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. 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. PROGRAM-PROJECT 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.

V. SUBAWARD PROJECT PERIOD

Subaward Project Period: **October 1, 2019 – September 30, 2020 (Year 1)**

All *new* projects **should** begin on October 1, 2019 and **must** be in operation no later than 60 days after October 1, 2019. Failure to have the funded project operational within 90 days from October 1, 2019, may result in the cancellation of the grant and the de-obligation of all awarded funds. Year one (1) projects must conclude no later than September 30, 2020.

VI. CONTINUATION YEARS

Project Continuation: Subawards may be continued and awarded for up to three (3) consecutive years. Continuation awards and funding will be based on the availability of funds and the subrecipients administrative and programmatic performance. For continuation projects, subrecipients will be required to submit a continuation application and budget request.

VII. SUBMISSION OF APPLICATIONS/PROPOSALS

Completed proposals must be submitted with original signatures and copies to DFA-IGS by 12:00 p.m. on Monday, September 9, 2019 or postmarked no later than **September 8, 2019**, 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,
Instructions and Forms**

Go to the DFA-IGS Grant Programs website:

<https://www.dfa.arkansas.gov/intergovernmental-services/grant-programs/residential-substance-abuse-treatment-for-state-prisoners-rsat-program>

VIII. APPLICATION REVIEW

The selection process consists of eligible applications being reviewed and scored on a 100-point scale. All reviewed and scored applications as well as funding recommendations will be presented the Arkansas Alcohol and Drug Abuse Coordinating Council for final review and subaward approval.

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. REQUEST FOR PROPOSAL (RFP) WORKSHOP

To assist potential applicant with answers to questions, a proposal workshop is scheduled for **Wednesday, August 14, 2019 at 10:30 a.m. Location:** Arkansas Department of Finance and Administration, 1509 West 7th Street, Little Rock, Arkansas 72203, Room 102.

XI. CONTACT INFORMATION

For assistance contact IGS via email at igs.jag@dfa.arkansas.gov or call the IGS office at 501-682-1074. All questions and answers will be updated and posted to a FAQ document on the IGS website.

SUBMISSION

Due Date: Monday, September 9, 2019
(Postmarked no later than September 9th)

Submit Completed Proposals:

For Delivered Proposals:
DFA-Office of Intergovernmental Services
1515 West 7th Street, Suite 404
Little Rock, Arkansas 72203-8031

For Mailed Proposals:
DFA-Office of Intergovernmental Services
Post Office Box 8031
Little Rock, Arkansas 72203-8031

Please Note: Only Completed Proposals Will Be Reviewed and Scored

PROPOSAL 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
Binder Clip Only (No Three-Ring Binders or Staples)
Federal Identification Number/DUNS Number – Active
System For Award (SAM): Registration Completed or Updated
Submit Completed SF424 and Proposal to Local-areawide Clearinghouse

PROPOSAL SUBMISSION
Standard Form 424 (SF424)
Cover Page
Request For Proposal Checklist
Commitment to the RSAT Goals and Objectives
Project Narratives (A-G)
Brief Description of the Applicant
Problem Statement
Program Description (include evidence-based program)
Goals and Objective Performance Indicators
Implementation
Evaluation
Sustainability
Budget Request Information
Budget Detailed Worksheet/Proposed Budget
Budget Justification Narrative (A-H)
Standard Assurances
Assurances of Non-Construction
Certification Regarding Debarment, Suspension,
Certification Regarding Lobbying. Debarment, Suspension
EEOP Certification
W-9 Form

REQUEST FOR PROPOSAL (RFP) INSTRUCTIONS

The RSAT Proposal Announcement, Request for Proposals and Instructions, Forms, and FAQ can be downloaded and/or accessed from the **DFA-IGS RSAT program website** <https://www.dfa.arkansas.gov/intergovernmental-services/grant-programs/residential-substance-abuse-treatment-for-state-prisoners-rsat-program>.

REQUEST FOR PROPOSAL (RFP) CHECKLIST:

A proposal checklist has been included to assist with the RFP submission. The checklist indicates section/subsections to be included in the proposal.

STANDARD FORM 424: (Use Form)

Standard Form 424 and Instructions: Please download form and instructions from the **DFA-IGS RSAT website** <https://www.dfa.arkansas.gov/intergovernmental-services/grant-programs/residential-substance-abuse-treatment-for-state-prisoners-rsat-program> or download a SF424 at https://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf

COVER PAGE: (Use Form)

To complete cover page, please complete all sections and list the name, email address and telephone number (with area code) of person to be contacted on matters involving the application.

COMMITMENT TO THE RSAT GOALS AND OBJECTIVES: (Use Form)

The applicant must commit to the RSAT goals and objectives. To commit, the authorized official must sign the Commitment to the RSAT Goals and Objectives form.

PROJECT NARRATIVE SECTION

(Use Form-Program Narratives A-G)

PROBLEM STATEMENT (10 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 (15 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 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 treatment services are approved by the appropriate state or local agency and are licensed.

EVIDENCE-BASED PROGRAM/BEST PRACTICES DESCRIPTION -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.

DESCRIPTION OF GOALS AND OBJECTIVES PERFORMANCE INDICATORS (20 Points)

The applicant should identify its specific goals and objectives for the project and provide appropriate detailed activities, performance measures and indicators for each. Performance measures and indicators tend to state how you know you have achieved the stated objective. The proposed goals and objectives should align with the federal RSAT goals and objectives.

DESCRIPTION OF IMPLEMENTATION (30 Points)

Applicants should provide a narrative on their plan of action and a timeline aimed at accomplishing their goals and the objectives outlined in the proposed project. The applicant should also include how aftercare services, including aftercare treatment services, will be provided. Include a timeline of key activities and project milestones.

DESCRIPTION OF EVALUATION (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.

PLANS FOR SUSTAINABILITY (15 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 SECTION

BUDGET DETAIL WORKSHEET AND NARRATIVE (5 Points)

BUDGET DETAILED WORKSHEET/PROPOSED BUDGET: (Use Form)

Applicants must submit a detailed budget and budget narrative that outlines any proposed uses of grant funds. The budget request is divided into eight (8) categories: personnel (salary), mandated benefits, employer benefits, maintenance and operation, professional/contract services, training and travel, equipment 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 JUSTIFICATION NARRATIVE (A-H): (Use Form)

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 AREAWIDE-REGIONAL CLEARINGHOUSE

It is a requirement that the applicant must submit the proposal to the appropriate Areawide-Regional Clearinghouse for notification and review. The directions for submission can be accessed from the DFA-IGS State Clearinghouse website.

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