

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



The [U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance](#) is pleased to announce that it 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 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 2010 Competitive Grant Announcement

Eligibility

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: evidenced-based substance abuse treatment programs and practices; residential substance abuse programs in correctional facilities; development and delivery of curricula to corrections and treatment professionals; and development and administration of technical assistance. Applicants should demonstrate willingness to work with BJA and its federal partners as well as other 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

Registration with OJP's Grants Management System (GMS) is required prior to application submission. (See "How to Apply," page 5)

All applications are due by 8:00 p.m. eastern time on April 29, 2010.
(See "Deadlines: Registration and Application," page 1)

Contact Information

For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901, option 3, or via e-mail to GMSHelpDesk@usdoj.gov.

Note: The GMS Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to 12 midnight eastern time, except federal holidays.

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

BJA encourages stakeholder feedback on its solicitations and award processes. Send feedback on this solicitation to askbjia@usdoj.gov

Release Date: March 3, 2010

CONTENTS

Overview	1
Deadlines: Registration and Application	1
Eligibility	1
RSAT Training and Technical Assistance Program—Specific Information	1
Performance Measures	3
How to Apply	5
What An Application Must Include:	6
Standard Form 424	
Program Narrative	
Budget and Budget Narrative	
Other Attachments	
Selection Criteria	7
Review Process	8
Additional Requirements	9
Application Checklist	10

Residential Substance Abuse Treatment (RSAT) 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 Program is designed to assist RSAT recipients through provision of training and technical assistance.

Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is 8:00 p.m. eastern time on April 29, 2010, and the deadline for applying for funding under this announcement is 8:00 p.m. eastern time on April 29, 2010. Please see the "How to Apply" section, page 5, for more details.

Eligibility

Please refer to the cover page of this solicitation for eligibility under this program.

RSAT Training and Technical Assistance Program—Specific Information

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

The RSAT Program enhances the capability of states, tribes, and units of local government to provide residential substance abuse treatment for incarcerated inmates; prepare offenders for their reintegration into the communities from which they came 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: residential, jail-based, and aftercare.

The 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) last 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.

The primary goal of the RSAT Training and Technical Assistance Program is to provide a comprehensive array of training and technical assistance (TTA) to assist RSAT grantees. The Bureau of Justice Assistance (BJA) is seeking a TTA provider with demonstrated expertise: assisting corrections administrators and substance abuse directors in identifying and defining TTA needs; developing and testing trainer curriculum (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 will need to demonstrate its ability to: 1) provide proactive, comprehensive, user-friendly technical assistance services; and 2) develop 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 for RSAT grantees, providing technical assistance available online, via telephone, through onsite assistance, and through peer-to-peer consultations.
- Develop and maintain a listserv of 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.
- Identify and convene a working group, in consultation with BJA, to guide curriculum development and delivery.
- Develop and pilot-test a model, online cross-training curriculum for corrections and treatment professionals on the correctional authority's responsibilities of care, custody, and control and on substance abuse addiction, residential substance abuse treatment, and aftercare.
- Develop and pilot-test a training curriculum for treatment professionals on incorporating trauma-informed care and HIV/AIDS education during residential substance abuse treatment.
- Serve as a national resource for RSAT grantees 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, and implementing evidenced-based programs and practices in residential substance abuse treatment programs in correctional facilities.
- Assist grantees in collecting and reporting on required program performance measures.

Amount and Length of Awards

One or more cooperative agreements for a total of up to \$900,000 will be awarded for a project period of 18 months.

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, federal funds may not be used to pay total cash compensation (salary plus 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 2010 salary table for SES employees is available at www.opm.gov/oca/10tables/indexSES.asp.) Note: A recipient may compensate an employee at a higher 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 limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, 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 that is to be done.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to "What An Application Must Include" (below), for additional information on applicant responsibilities for collecting and reporting data.** Grantees are required 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:

Objectives	Performance Measures	Data Grantee Provides
Goal: Reduce future substance abuse and reincarceration rates of inmates in residential substance abuse treatment programs. Increase a criminal justice agency's ability to solve problems and/or modify policies or practices by providing training and technical assistance to states and units of local and tribal governments seeking to plan, implement, or enhance residential substance abuse treatment programs.	Percent of technical assistance (TA) requests completed in less than 1 hour. Percent of TA requests that took more than 1 hour to complete. Percentage of TA recipients who rated the TA as satisfactory or better. Average initial response time for submitted TA requests. Percent of onsite TA visits for which the provider made follow-up contact within 6 months after the visit. Percent of peer-to-peer consultations rated as satisfactory or better. Percent of peer-to-peer TA consultations for which the provider made follow-up contact within 6 months after the consultation.	For the current reporting period: • Total number of TA requests. • Number of state, local, or tribal agencies receiving TA. • Number of completed TA requests that did not require lengthy or ongoing assistance and could be completed in less than 1 hour. • Number of completed TA requests that required lengthy or ongoing assistance through multiple e-mails, phone calls, or other contacts that took longer than 1 hour to complete. • Number of requesting agencies that completed an evaluation of the quality of service delivery for the onsite visit. • Number of agencies that rated the TA as satisfactory or better. • Sum of hours to respond to all TA requests. • Number of completed onsite TA visits. • Number of onsite TA visits for which the provider made follow-up contact within 6 months after the visit. • Number of requesting agencies that completed an evaluation of the quality of service delivery for the peer-to-peer consultation. • Number of agencies that rated the peer-to-peer consultation as satisfactory or better. • Number of completed peer-to-peer TA consultations. • Number of peer-to-peer TA consultations for which the provider made follow-up contact within 6 months after the consultation.
Increase the knowledge of criminal justice practitioners through the development and/or revision of training curricula.	Percentage of trainees completing the training whose post-test indicated an improved score over their pre-test.	For the current reporting period: • Number of trainees whose post-test indicated an improved score over their pre-test, • Number of trainees completing both a pre- and post-test.

How to Apply

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a web-based, data-driven computer application that provides cradle to grave support for the application, award, and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. If you experience technical difficulties at any point during this process, please e-mail GMSHelpDesk@usdoj.gov or call 1-888-549-9901 (option 3), Monday–Friday from 6:00 a.m. to 12 midnight eastern time, except federal holidays. The Office of Justice Programs highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at www.dunandbradstreet.com. Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select the Bureau of Justice Assistance and the Residential Substance Abuse Treatment (RSAT) for State Prisoners Program Training and Technical Assistance Program solicitation.
5. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and

Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.

6. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

Note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments. 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."

Experiencing Unforeseen GMS Technical Issues

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact BJA staff (see cover page) **within 24 hours after the deadline** and request approval to submit your application. At that time, BJA staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with GMS are posted on the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Must Include

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

Standard Form 424

Please see www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF-424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

Program Abstract (Attachment 1)

Applicants must provide an abstract identifying the applicant's name, title of the project, and the dollar amount requested. The abstract must include a brief summary of the goals of the proposed project and a listing of the key/major deliverables of 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.

Program Narrative (Attachment 2)

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 (1–3, 5) 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.

Budget and Budget Narrative (Attachment 3)

Applicants must provide a budget (in response to Selection Criteria 4) that is complete and allowable. Applicants must submit a budget worksheet and budget narrative in one file. A sample budget worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Project Timeline, Position Descriptions, Evidence of Collaboration (Attachment 4)

Attach a project timeline (with an estimated start date of October 1, 2010) with each project goal, related objective, activity, expected completion date, and responsible person or organization; position resumes/descriptions for key positions; and, if applicable, evidence of collaboration with other organizations necessary to meet project goals. Do not include materials not requested in this attachment; additional material will not be reviewed.

Selection Criteria

1. Statement of the Problem (15 percent of 100)

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

2. Program Design and Implementation (40 percent of 100)

Describe the project goals and objectives, responding to each of the deliverables listed on page 2. Specifically describe proposed processes for 1) identifying and convening the curricula working group(s); 2) developing and pilot testing the two curricula; and 3) staffing, identifying, and responding to technical assistance needs. Provide a timeline for completing the tasks (see Attachment 4); and identify the percentage of time that will be dedicated by the individuals responsible for the tasks.

3. Capabilities/Competencies (25 percent of 100)

Describe the organizational and key project personnel's expert knowledge of and experience: working with evidenced-based substance abuse treatment programs and practices; implementing residential substance abuse programs in correctional facilities; developing, delivering, and pilot testing curriculum to corrections and treatment

professionals; and brokering and providing technical assistance. Include resumes or project descriptions for proposed key project personnel in Attachment 4. 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 developing and providing training and technical assistance.

4. Budget (10 percent of 100)

Provide a proposed budget that is cost effective, complete, and allowable (Attachment 3). Budget must respond fully to criteria outlined under Budget and Budget Narrative (page 7).

5. Impact/Outcomes, Evaluation, and Plan for Collecting Data for Performance Measures (10 percent of 100)

Describe the process for measuring project performance, including meeting timelines and deliverables, as well as obtaining input and feedback from customers and stakeholders. Identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide the program.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. The Bureau of Justice Assistance (BJA) reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with basic minimum program or legislative requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation).

Peer reviewers will be reviewing 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 under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. 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, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with BJA, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget 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 grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – federal taxes certification requirement

Application Checklist
FY 2010 Residential Substance Abuse Treatment (RSAT) for State Prisoners
Training and Technical Assistance Program

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

Eligibility Requirement:

- ☐ Applicant is a for-profit (commercial) organization, nonprofit organization, faith-based or community organizations, or an institution of higher learning
- ☐ The Federal Amount Requested is within the allowable limit of \$900,000

For-profit applicants only

- ☐ Agreement to waive any profit or fees for services

The Application Components:

- ☐ Abstract
- ☐ Program Narrative that includes the following:
 - ☐ Statement of the Problem/Program
 - ☐ Program Design and Implementation
 - ☐ Capabilities/Competencies
 - ☐ Impact/Outcomes, Evaluation, and Plan for Collecting Data for Performance Measures
- ☐ Budget Narrative and Budget Detail Worksheet
- ☐ Project Timeline
- ☐ Resumes/Position Descriptions
- ☐ Evidence of Collaboration (if applicable)

Program Narrative/Abstract Format:

- ☐ Double-spaced
- ☐ 12-point standard font
- ☐ No less than 1" standard margins
- ☐ Narrative is 20 pages or less
- ☐ Abstract is 1 pages or less

Required Forms and Other Components:

- ☐ Standard 424 Form
- ☐ DUNS Number
- ☐ Central Contractor Registration (CCR)