



# Residential Substance Abuse Treatment (RSAT) for State Prisoners Program

## FY 2006 Formula Grant Announcement

### ELIGIBILITY

RSAT grants are allocated to states, the District of Columbia, Puerto Rico, U.S. Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands.

### DEADLINE

All RSAT applications are due by 8:00 p.m. eastern time on January 19, 2006.

### FOR ASSISTANCE

RSAT Questions: Ayisa Crowe, BJA Programs Division Chief, at 202-305-1874 or  
[ayisa.crowe@usdoj.gov](mailto:ayisa.crowe@usdoj.gov).

Technical Assistance: GMS Help Desk at 1-888-549-9901.

## **ABOUT OJP**

Since 1984 the U.S. Department of Justice's (DOJ) Office of Justice Programs (OJP) has provided federal leadership in developing the nation's capacity to prevent and control crime, improve the criminal and juvenile justice systems, increase knowledge about crime and related issues, and assist crime victims. Through the programs developed and funded by its bureaus and offices, OJP works to form partnerships among federal, state, and local government officials to control drug abuse and trafficking; reduce and prevent crime; rehabilitate neighborhoods; improve the administration of justice in America; meet the needs of crime victims; and address problems such as gang violence, prison crowding, juvenile crime, and white collar crime. OJP's senior management team—comprised of the Assistant Attorney General, the Deputy Assistant Attorney Generals, and the five bureau heads—works together with dedicated managers and line staff to carry out this mission.

## **ABOUT BJA**

The Bureau of Justice Assistance (BJA), Office of Justice Programs, U.S. Department of Justice, supports law enforcement, courts, corrections, treatment, victim services, technology, and prevention initiatives that strengthen the nation's criminal justice system. BJA provides leadership, services, and funding to America's communities by emphasizing local control; building relationships in the field; developing collaborations and partnerships; promoting capacity building through planning; streamlining the administration of grants; increasing training and technical assistance; creating accountability of projects; encouraging innovation; and ultimately communicating the value of justice efforts to decision makers at every level.

## **ABOUT THE RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAM**

*Funding of eligible applicants under this grant announcement is contingent on the availability and amount of FY 2006 funding for the Residential Substance Abuse Treatment Program.*

The Residential Substance Abuse Treatment (RSAT) for State Prisoners Program (42 U.S.C. § 3796ff) assists states and local governments to develop and implement substance abuse treatment programs in state and local correctional and detention facilities and to 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 reentry process through the delivery of community-based treatment and other broad-based aftercare services.

### **Program Requirements**

RSAT funds may be used to implement three types of programs: residential, jail-based, and aftercare. At least 10 percent of the total state allocation for FY 2006 shall be made available to local correctional and detention facilities—provided such facilities exist—for either residential substance abuse treatment programs or jail-based substance abuse treatment programs.

#### Residential

- Last at least 6 and no more than 12 months.
- Provide in 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 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.
  - Begin or continue requiring urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants and former participants while they remain in the custody of the state or local government.
- ★ 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.

#### Jail, Local Correctional Facilities

- Last at least 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.
- Design based on effective, scientific practices.

#### Aftercare

States are required to give preference to subgrant applicants providing aftercare services to program participants. 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. A state may use amounts received for aftercare if the chief executive officer of the state certifies that the state is providing, and will continue to provide, an adequate level of residential treatment 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.

#### **Post-Release Treatment**

A state may use RSAT funds to provide treatment to offenders for a period not to exceed 1 year after release. No more than 10 percent of the total award may be used for treatment of those released from a state facility.

#### **Eligibility**

States may apply for formula grant awards under this program. For purposes of this solicitation, "states" are all U.S. states, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands. By statute (42 U.S.C. § 3796ff (1)), BJA must award RSAT grants to the state office ([www.ojp.usdoj.gov/state.htm](http://www.ojp.usdoj.gov/state.htm)) designated to administer the Byrne Formula Program (now the Byrne Justice Assistance Grant Program). The state office may award subgrants to state agencies, units of local government, and Native American tribes.

#### **Match**

The federal share of a grant-funded project may not exceed 75 percent of the project's total cost. The 25 percent matching funds may be in the form of cash or in-kind contributions. See the OJP *Financial Guide* (<http://www.ojp.usdoj.gov/FinGuide/>) for information and examples of what constitutes match.

#### **Amount and Length of Awards**

Each participating state is allocated a base award of 0.4 percent of the total funds available for RSAT. BJA will allocate a portion of the total remaining funds to each participating state in the same percentage that the state's prison population represents relative to the total prison population of all states. Awards are made in the fiscal year of the appropriation and may be expended during the following 3 years, for a total of 4 years.

## **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.

## **Prohibited Uses**

RSAT funds shall not be used for land acquisition or construction projects.

## **HOW TO APPLY**

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.593, titled "Residential Substance Abuse Treatment for State Prisoners." OJP requires that funding applications be submitted through the OJP Grants Management System (GMS). Faxed or mailed applications will not be accepted.

To access the system, go to <https://grants.ojp.usdoj.gov>. Applications submitted via GMS must be in one of the following formats: Microsoft Word (.doc), PDF file (.pdf), or text (.txt). If you experience difficulties at any point in this process, call the GMS Help Desk at 888-549-9901 between 7:30 a.m. and 9:00 p.m. eastern time. New GMS users must create a new account before submitting an application. All RSAT applications are due on or before 8:00 p.m. eastern time on January 12, 2006.

### **Step 1: Signing On**

- If you already have a GMS user ID, proceed to GMS sign in. Even if your organization already has a user ID, you will not be registered for the solicitation until you have signed onto GMS and entered the appropriate solicitation. To do so, please proceed to step 2.
- If you do not have a GMS user ID, select "New User?" Register Here." After you have completed all of the required information, click "Create Account" at the bottom of the page and note your user ID and password, which are case sensitive.
- A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. Individuals who would personally receive a grant or cooperative agreement from the federal government are exempt from this requirement. Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 866-705-5711.

### **Step 2: Selecting/Registering for the Program**

- After you have logged onto the system using your user ID and password, click on "Funding Opportunities."
- Select "Bureau of Justice Assistance" from the drop-down list, and click "Search." This will narrow the list of solicitations within the Office of Justice Programs to those in BJA.
- From the list of BJA grants, find "FY 2006 Residential Substance Abuse Treatment Program," and click "Apply Online."
- Confirm that your organization is eligible to apply for this program by reading the text on the screen. If eligible, proceed by clicking "Continue."

### **Step 3: Completing the Overview Information**

- Select the type of application you are submitting by choosing "Application Non-Construction" in the "Type of Submission" section.
- Select "New" in the drop-down box for "Type of Application."
- If your state has a review and comment process under Executive Order 12372 (<http://policy.fws.gov/library/rgeo12372.pdf>), then select either "Yes" and enter the date you made this application available under that review or "N/A" because this program has not been selected by your

state for such a review. If your state does not have such a process, then select "No. Program Not Covered by E.O. 12372."

- Click "Save and Continue."

#### **Step 4: Completing the Applicant Information**

- Answer "Yes" or "No" to the question about whether your organization is delinquent on any federal debt.
- The rest of this page will prepopulate based on the information you submitted during the registration process. Check this information for accuracy and relevance to your organization, and make any needed changes.
- Click "Save and Continue."

#### **Step 5: Completing the Project Information**

- Provide a title that is descriptive of your project.
- List the geographic areas to be affected by the project.
- Enter a start date for the project that is on or after October 1, 2005 and an end date that is not more than 48 months later.
- Select all of the Congressional districts that are affected by this application. To select multiple districts, hold down the CTRL key while making your selections.
- Enter \$1.00 as the amount of the grant for which your organization is applying in the federal line under the "Estimated Funding" section. BJA will modify this amount to reflect the actual funding available to your agency.
- Click "Save and Continue."

#### **Step 6: Uploading the Attachments**

- You will be asked to upload three attachments to the online application system. (See the Attachments section for detailed instructions.)
  1. Budget Narrative (Attachment 1).
  2. Program Narrative (Attachment 2).
  3. Annual Report (Attachment 3).
- Click "Attach" to upload these documents. A new window will open. To continue, click "Browse" and find the file on your computer or the network drive from which you wish to upload, then click on "Upload Your Document." A window that says "File Upload Successful" should appear. Next to the upload list, the notation should change to "Attachment OK." Repeat these steps for all three uploads.

Note: Depending on the size of the attachment and/or your computer's Internet connection, this process can take several hours. The system will shut down promptly at the deadline. Any incomplete application will not be accepted and no exceptions will be granted. Please plan accordingly.

- If you encounter any difficulties uploading your file, click on "Tips for Successful Upload." This document will explain the usual problems with uploading files and will help you through them.
- Click "Save and Continue."

#### **Step 7: Completing the Assurances and Certifications**

- You will need to accept both the assurances document and the certifications document. To do this, click on "Assurances" and "Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements."
- Read both documents. At the bottom of each one, click the "Accept" button.
- After you have accepted both documents, enter the correct personal information for the person submitting the application.

- Click the box next to the text at the bottom of the page to certify that the person submitting the application is authorized to accept these assurances and certifications.
- Click "Save and Continue."

### **Step 8: Reviewing the SF-424**

- By answering the questions contained in GMS, you have completed the Standard Form 424 (SF-424) and other forms required to apply for grant funding. Take a moment to review the SF-424 to ensure that it is accurate.
- If you need to make changes to any portion of the application, simply click on that section along the left side of the screen. Be sure to click "Save and Continue" after making any changes.
- When you are sure that the information is accurate, click "Continue."

### **Step 9: Submitting the Application**

- A list of application components will appear on the screen. It should say "Complete" before each component. If it says "Incomplete" then click on the word and it will take you back to the section that needs to be completed. An explanation of what is missing will be at the top of that screen.

## **ATTACHMENTS**

### **Budget Narrative (Attachment 1)**

Applicants must submit a narrative that outlines any proposed uses of 10 percent of the formula grant funds for aftercare and administration, as well as the mandatory 10 percent pass through to local facilities.

### **Program Narrative (Attachment 2)**

The program narrative must be double-spaced, using a standard 12-point font (Times New Roman preferred) with 1-inch margins. Applicants must submit a narrative that describes the proposed program activities for FY 2006 and changes, if any, since the previous application. Narratives should include:

- Program goals.
- Implementation process.
- Timetable for implementation.
- Information about priorities or projects, including how aftercare services will be given preference.
- Description of any changes in state law or policy requiring substance abuse testing of individuals in correctional/residential substance abuse treatment programs, including individuals released but remaining in state custody.
- Number, or estimated number, of offenders tested for the use of illegal substances during the last calendar year.
- Explanation of how the state will coordinate RSAT's design and implementation at the state and local levels and how funds will be coordinated with federal assistance for substance abuse treatment and aftercare services provided by the Substance Abuse and Mental Health Services Administration.
- Explanation of how the state might coordinate RSAT-funded programs with the federal Serious and Violent Offender Reentry Initiative (SVORI) ([www.ojp.usdoj.gov/reentry/sar/welcome.html](http://www.ojp.usdoj.gov/reentry/sar/welcome.html)). If no coordination with SVORI is planned, briefly describe why.
- Description of any federal awards, including other U.S. Department of Justice awards, which also will support RSAT efforts.

### **Annual Report (Attachment 3)**

While RSAT annual reports are not due to BJA until March 1, 2006, applicants may submit their 2005 RSAT annual reports ([www.ojp.usdoj.gov/BJA/grant/RSATforms.pdf](http://www.ojp.usdoj.gov/BJA/grant/RSATforms.pdf)) with their application.

## PERFORMANCE MEASURES

To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, this solicitation notifies applicants that they are required to collect and report data which measures the results of the programs implemented with this grant. To ensure accountability of this data for which OJP is responsible, the following performance measures are provided:

PROGRAM OBJECTIVES	PERFORMANCE MEASURES
<p>Enhance the capability of states and units of local government to provide residential substance abuse treatment for incarcerated inmates.</p>	<p><b>Amount of services:</b></p> <ul style="list-style-type: none"> <li>• Number of days of residential treatment provided.</li> <li>• Number of days of aftercare provided.</li> <li>• Previously-funded RSAT beds continued during grant cycle.</li> <li>• New treatment beds added with RSAT grant funds during this grant cycle.</li> <li>• Treatment beds funded through other sources, but enhanced with RSAT-funded services.</li> <li>• Average length of stay in the residential program in days, for those completing the program.</li> </ul> <p><b>Offenders entering residential treatment:</b></p> <ul style="list-style-type: none"> <li>• Number of participants in RSAT.</li> </ul> <p><b>Program costs</b> (BJA will provide guidance to grantees about which costs to include in the calculation.):</p> <ul style="list-style-type: none"> <li>• Average cost per day for residential program.</li> </ul>
<p>Prepare offenders for reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs.</p>	<p><b>Recidivism and drug use:</b></p> <ul style="list-style-type: none"> <li>• Percent of participants completing the program who remain drug free during the residential program.</li> <li>• Percent of participants completing the program who remain drug free during the aftercare program.</li> <li>• Percent of participants completing the program who remain arrest free during supervised aftercare program.</li> <li>• Of the offenders who complete the program, the number who have remained arrest free for 1 year following release from aftercare. (For this indicator, use data from the most recent available year.)</li> <li>• Percent of participants that pass drug testing (annual long term) while in an RSAT-funded program.</li> </ul>
	<p><b>Residential treatment success:</b></p> <ul style="list-style-type: none"> <li>• Total number of offenders successfully completing the residential program.</li> <li>• Total number of offenders who dropped out of the residential program.</li> <li>• Total number of offenders who were terminated from the residential program.</li> </ul>

<p>Assist both the offenders and their communities through the reentry process through the delivery of both community-based treatment and other broad-based aftercare services.</p>	<p><b>Offenders entering aftercare programs:</b></p> <ul style="list-style-type: none"> <li>• Total number of offenders entering an RSAT-funded aftercare program.</li> <li>• Average length of stay in the aftercare program in days, for those completing the program.</li> </ul> <p><b>Aftercare success:</b></p> <ul style="list-style-type: none"> <li>• Total number of offenders successfully completing the aftercare program.</li> <li>• Total number of offenders who dropped out of the aftercare.</li> <li>• Total number of offenders who were terminated from the aftercare program.</li> </ul> <p><b>Program costs</b> (BJA will provide guidance to grantees about which costs to include in the calculation.):</p> <ul style="list-style-type: none"> <li>• Average cost per day for the aftercare program.</li> </ul>
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**SUBMISSION DEADLINE**

Applications for this program are due by 8:00 p.m. eastern time on January 19, 2006. Faxed or mailed applications or supplemental materials will not be accepted.

**ADDITIONAL INFORMATION**

Successful applicants must agree to comply with certain requirements prior to receiving grant funding, including Civil Rights Compliance, Anti-Lobbying Act, Funding to Faith-Based and Community Organizations (if applicable), Information Technology Compliance (if applicable), Confidentiality and Human Subjects Protection (if applicable), and the National Environmental Policy Act (if applicable). For more information, go to [www.ojp.usdoj.gov/BJA/grant/OtherReq.pdf](http://www.ojp.usdoj.gov/BJA/grant/OtherReq.pdf).

The OJP *Financial Guide*, which contains information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records, is available on the OJP web site at [www.ojp.usdoj.gov/FinGuide/](http://www.ojp.usdoj.gov/FinGuide/). This document governs the administration of funds by all successful applicants and their contractors.

For general information about BJA programs, training, and technical assistance, contact BJA at 202-616-6500 or toll free at 1-866-859-2687, or visit the BJA home page at [www.ojp.usdoj.gov/BJA](http://www.ojp.usdoj.gov/BJA).

For specific information about this solicitation, contact Ayisa Crowe, BJA Programs Division Chief, at 202-305-1874 or [ayisa.crowe@usdoj.gov](mailto:ayisa.crowe@usdoj.gov).

For technical assistance with submitting the application, call the GMS Help Desk at 1-888-549-9901.