



CRIMINAL JUSTICE COORDINATING COUNCIL

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Nathan Deal
Governor

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Executive Director

The Criminal Justice Coordinating Council (Council) is pleased to announce that it is seeking applications for funding under the Residential Substance Abuse Treatment for State Prisoners Program.

Residential Substance Abuse Treatment (RSAT) for Jail-Based Programs 2013 Application Packet

Eligibility

Applicants are limited to local municipalities and law enforcement agencies that participated in the Council's Letter of Intent (LOI) process from October 1-October 31, 2013.

Deadline

Applications are due by 5:00 p.m. on Friday, January 31, 2014.

Award Period

February 1, 2014 through January 31, 2015.

Contact Information

For assistance with the requirement of this solicitation, contact:

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**Residential Substance Abuse Treatment (RSAT)
for Jail Based Program
2013 Application Packet**

SECTION 1: OVERVIEW AND INSTRUCTIONS

Residential Substance Abuse Treatment for State Prisoners Program

The Residential Substance Abuse Treatment 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. Funds are also available to create and maintain community-based aftercare services for offenders.

Criminal Justice Coordinating Council

The Criminal Justice Coordinating Council (the Council) has been designated by the Governor of Georgia as the State Administering Agency for criminal justice and victims' assistance programs. Created by the General Assembly (O.C.G.A. § 35-6A-2), the Council is comprised of twenty-four members representing various components of the criminal justice system. The Council uses a small proportion of each fiscal year's award to pay for costs incurred in administering this grant program.

SECTION 2: PROGRAM ELIGIBILITY

Eligibility

Local units of government representing adult detention facilities are eligible to apply and receive funding for this grant period. Eligible applicants are limited to those that participated in the Council's Letter of Intent (LOI) process from October 1, 2013-October 31, 2013.

Allowable Cost Categories

- Direct Salary Costs
- Direct Fringe Benefit Costs
 - Based on actual costs or an established formula from the fiscal unit in your organization
- Direct Contract/Consultant Costs
- Direct Local Travel Costs
- Direct Supplies Costs
- Direct Equipment Costs

Unallowable Costs

- Construction
- Costs for food, beverages, trainings, conferences, or staff meetings
- Twelve-Step Recovery Programs (see below)

Twelve-Step Recovery Programs

Executive Order 13279, Executive Order 13559, and the Department of Justice's (DOJ) regulations on the Equal Treatment for Faith-Based Organizations, 28 C.F.R. pt. 38, prohibits recipients from using DOJ financial assistance on inherently (or explicitly) religious activities and from discriminating in the delivery of services on the basis of religion. *Twelve-Step recovery programs are considered inherently religious activities.*

Thus, RSAT subgrantees must carefully structure their programs and activities to ensure that DOJ financial assistance is not being used for literature, classes, meetings, counseling sessions, or other activities that support twelve-step programs. Subgrantees must also ensure that twelve-step programs take place at a separate time or location and that substance abuse treatment programs must make clear to both the Council and the RSAT participants that twelve-step programming is separate and distinct from DOJ funded programs. For further information, please go to the Frequently Asked Questions (FAQ) which may be found on OJP's Office for Civil Rights' website at: www.ojp.usdoj.gov/about/offices/ocr.htm. You can also contact the Office of Civil Rights at (202) 307-0690.

Program Goals and Design

The goal of the RSAT program is to enhance the capability of states and units of local and tribal government to provide 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 through the reentry process by delivering community-based treatment and other broad-based aftercare services. The local RSAT funding for this grant period will be used to develop and implement nascent jail-based RSAT programs.

The program design must include:

- An in-jail treatment program length of no less than 3 months and no more than 12 months;
- To the extent possible, separation of the treatment population from the general correctional population or a justification as to why separation cannot be achieved;
- An overall program focus on the substance abuse problems of the inmate;
- Components designed to develop the inmate's cognitive, behavioral, social, vocational, and other skills to address the substance abuse related problems;
- Treatment services and practices that are evidence-based;
- Urinalysis or other proven reliable forms of testing, including both periodic and random testing of:
 - An individual before the individual enters the in-jail component of the RSAT program; and
 - During the period in which the individual participates in the in-jail component of the RSAT program; and
 - An individual who has exited the in-jail component of the RSAT program if the individual remains in-custody; and
 - To the extent possible, an individual who has exited the in-jail component of the RSAT program and has been released from custody with terms and conditions of probation that include supervision and drug and alcohol testing;
- Aftercare services to those individuals who have completed the in-jail component of the RSAT program for up to one year;
- Collaboration with and coordination between the in-jail treatment program and other social service and rehabilitation programs, such as education and job training, parole supervision, halfway house, self-help, and peer group programs;
- Coordination of aftercare services with local Substance Abuse and Mental Health Services Administration-funded departments that address the needs of the RSAT target population.

Provision of Evidence-Based Programs, Practices, and Strategies

The Council is committed to supporting programs, practices, and strategies that are evidence-based to produce better outcomes for those individuals who enter the criminal justice system.

The Office of Justice Programs (OJP) considers programs and practices and strategies to be evidence-based when their effectiveness has been demonstrated by causal evidence (generally obtained through one or more outcome evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program, practice or strategy to be evidence-based.

Applicants are strongly encouraged to provide substance abuse treatment program practices and strategies that have a demonstrated evidence base and that are appropriate for the target

population. Applicants should identify the evidence-based program, practice or strategies being proposed for implementation, identify and discuss the evidence that shows that it is effective, discuss the population(s) for which this resource has been shown to be effective, and show that it is appropriate for the proposed target population.

Applicants can find information on evidence-based treatment practices in the Substance Abuse and Mental Health Services Administration's (SAMHSA) *Guide to Evidence-Based Practices*. Applicants can find additional information on effective and promising substance abuse treatment programs on OJP's CrimeSolutions website.

These websites are provided below along with several others, which may be useful to applicants in the proposal development process. We do not consider this list exhaustive and it is offered only as a starting point for applicants for use in researching evidence-based programs, practices, and strategies.

Substance Abuse and Mental Health Services Administration
www.samhsa.gov/ebpwebguide

Office of Justice Programs – Crime Solutions
www.crimesolutions.gov

Blueprints for Violence Prevention
www.colorado.edu/cspv/blueprints/index.html

Substance Abuse and Mental Health Services Administration (SAMHSA) National Registry of Evidence-Based Programs and Practices
www.nrepp.samhas.gov

Washington State Institute for Public Policy
www.wsipp.wa.gov

National Reentry Resource Center
www.nationalreentryresourcecenter.org

National Institute of Corrections
www.ncic.gov/Library/

SECTION 3: SUBGRANTEE COMPLIANCE

Grants Management

Subgrantees must abide by the grant requirements below as well as all “Special Conditions” provided at the time an award is made.

- All subgrantees must have a DUNS (Data Universal Numbering System) number. This is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The DUNS number will be used throughout the lifecycle of the grant. Obtaining a DUNS number is a simple, one-time activity. Call 1-866-705-5711 or apply online at www.dnb.com/us/.
- All subgrantees must maintain current registrations in the System for Award Management (SAM) formally the Central Contractor Registration (CCR) database. The SAM database is the repository for standard information about federal financial assistance, applicants, recipients, and sub-recipients. Information about registration procedures can be accessed at: www.sam.gov. If your organization was previously registered in CCR and you have not yet made the migration to SAM, information about registration procedures can be accessed at www.sam.gov. **IMPORTANT: You must contact the federal government directly to receive a DUNS Number and SAM registration. Please do not contact the Council as we cannot facilitate these federal requirements for your agency.**
- Timely submission of performance measures via the Performance Measurement Tool (PMT) online platform through the U.S. Department of Justice. Numerical data are reported quarterly and narrative reported annually.

Supplanting

Federal funds must only be used to supplement existing funds for program activities and cannot replace or supplant nonfederal funds that have been appropriated for the same purpose.

Supplanting is prohibited under JAG. For additional guidance regarding supplanting, refer to the information provided at www.ojp.usdoj.gov/funding/other_requirement.htm.

Financial Requirements

Sub-grantees must comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) financial guide and all applicable OMB Circulars.

County and city governments must also be in compliance with yearly audit filing requirements set forth by the State’s Department of Audits and Accounts, specifically, **O.C.G.A. § 36-81-7 and O.C.G.A. § 36-81-8.**

SECTION 4: HOW TO APPLY

Applications must include:

1. Cover Sheet with the following information:
 - a. Name of Sub-grantee
 - b. Type of RSAT program—Jail based or Residential
 - c. Address
 - d. Municipality/Counties Served
 - e. Population(s) Served
 - f. Congressional District(s)
 - g. Financial Contact: Name and Telephone Number
 - h. Agency Contact: Name and Telephone Number
2. Program Narrative (consists of 5 sections)
3. Budget Summary and Detail Worksheet
4. All required forms listed below

Program Narrative

The narrative is comprised of five sections: Statement of the Problem, Program Description, Program Goals and Objectives, Implementation Plan and Timeline, and Performance Measures.

Statement of the Problem (2 page limit)

- Describe the need, nature, and the extent of the problem to be addressed and its effect or consequences for the community and the target population
- Describe the target population using demographic and other data where possible. Include complete references.
- Support your statements with statistical or other factual information or relevant literature. The sources or methods used for assessing the problem should also be described.

Program Description (3 page limit)

- Describe the activities to be conducted and their desired impact.
- What types of short and long term changes are anticipated as a result of the program?
- Describe what risk factors will be addressed?
- Describe the link between research and the proposed program and the evaluation results of the model program to be replicated. With only one award to grant, it is critical the Council discern which programs will be most effective.
- Describe collaborations with community and business groups, government officials, families, faith-based organizations, etc.
- Describe how the agency will ensure that individuals who participate in the RSAT Program established or implemented with these federal funds will be provided with aftercare services. Further, applicants must describe how the agency will ensure providers furnishing aftercare services are approved by the appropriate State or local agency, are licensed, if necessary, to provide medical treatment or other health services.
- Please describe efforts to be made to sustain the program for continuation once federal RSAT funds are exhausted. Include both efforts at obtaining funding as well as non-monetary means for sustaining a program.

Program Goals and Objectives (2 page limit)

- Describe the goals of your RSAT program—these should be both qualitative and quantitative. *In stating the goals for your program, be careful to describe the desired end and not the means to the end.* These should be broad statements that describe the program's intentions and desired outcomes.
- Describe the objectives and the program activities that will support your stated goals. What are the intermediate results or accomplishments to be achieved by the program? The more specific your objectives are, the easier it will be to determine if your program has achieved them and are on track to attaining your goals. Use numbers wherever possible.

Timeline (2 page limit)

- Please include a timeline of your target activities, objectives, and goals. This should include:
 - Start and end dates and list of major tasks/activities for implementing your program;
 - When and where program components will take place;
 - Who will carry out the activities and a description of how long it will take to complete each activity;
 - Identification of program personnel involved and their duties. If the position is vacant, a description of the position and information pertaining to how and when the job will be filled must be included in the application.

Performance Measures/Evaluation (2 page limit)

- Describe the performance measures that will demonstrate progress toward achieving the goal(s).
- Examples of performance measures are:
 - How many individuals within the target population are being served?
 - How are participants fairing in the program?
 - Activities are clearly aligned to objectives and goals, and participants are made aware of these
 - The performance of staff and fidelity to the evidence-based program model
- Clearly explain data collection methodology, frequency, and analysis in relation to your program's performance measure, and how this self-assessment strategy will be integrated into your overall program operations.

Budget Summary and Detail Worksheet

Provide a detailed budget summary for all proposed program activities. This budget summary is used to explain how the costs were estimated and justifies the need for the cost. Additionally, include the budget detail worksheet that can be downloaded for the CJCC website:

www.cjcc.georgia.gov.

Required Forms

The following forms are required and can be accessed on the CJCC website:

www.cjcc.georgia.gov.

- Disclosure of Lobbying Activities*
- Designation of Grant Officials
- Audit Requirements
- Standard Assurances*
- Civil Rights Contact
- Certifications*

State and federal documents identified by the asterisk (*) must be signed by the authorized official for you applicant agency. **For all local units of government, your authorized official will be a Mayor or County Commission Chair.** Any documents submitted that are not signed by your authorized official will make your application ineligible for funding consideration.

How to Apply

Submit the completed application, including the requested information and all required attachments, using the following link:

<https://adobeformscentral.com/?f=R0mul-jH8PEu0kPQJkhrBg>

To be eligible for funding consideration, a complete application must be received by our office on or before **January 31, 2014**. No mailed or e-mailed applications will be accepted.

Application Review

Applications will be reviewed and assessed by the Council and its designated representatives considering the following:

1. Overall quality and completeness of the application;
2. Demonstration of need including geographic location, local demographics, local statistics, other financial resources, etc.; and
3. Adequate correlation between the cost of the project and the objective(s) to be achieved.

Only complete applications received by the deadline will be reviewed. **When an application is received by the Council, there is no commitment on the part of the Council to fund an application or to fund it at the amount requested.** All areas of the budget are subject to review and approval. Decisions related to these budget areas are based on both eligibility and reasonableness. The Council has full discretion to determine the reasonableness of budget items based on both objective and subjective decision-making tools.

Applications for funding will undergo several reviews. At any point during these reviews, a decision to not fund a project or any part thereof may be made. These decisions are within the complete discretion of the Council.

Funding Decisions

All funding decisions related to the RSAT program applications received in response to this solicitation are made by the Council and are based on the availability of funding and recommendations of the review panel to the Criminal Justice System Advisory Committee. The Council will inform the applicant of funding decisions through a grant award. Applicants should not make assumptions regarding funding decisions until they have received official written notification of award or denial signed by either the Governor and/or Council Director. Applicants can appeal the initial funding decision, but must do so within fifteen (15) days of the date on the denial notice.

Once an award is made, the Council maintains discretions to determine that a sub-grantee is not compliant with applicable policies, and upon such a determination may terminate further funding and require reimbursement of grant funds to the Council.

Grant Acceptance

Each sub-grantee must accept or reject the grant award within 45 days of the award date. The grantee will be unable to request funds until the award document is returned to the Council's office.

Special Conditions

After the award of the grant, sub-grantees should refer to the grant award for special conditions applicable to the approved budget. The Council will assign the special conditions at the time of the grant award.

Application Checklist

2013 Residential Substance Abuse Treatment (RSAT) for State Prisoners Program

This application checklist has been created to assist in developing an application.

Eligibility Requirements

___ Eligible applicants are limited to those that submitted a Letter of Intent to the Council by October 31, 2013.

___ If an in-jail RSAT program, your program will last for no less than 3 months and no longer for 12 months

What an application should include:

- ___ Cover Sheet
- ___ Program Narrative (with all 5 sections present)
- ___ Budget Narrative
- ___ Budget Detail Worksheet
- ___ Disclosure of Lobbying Activities
- ___ Designation of Grant Officials
- ___ Audit Requirements
- ___ Standard Assurances
- ___ Civil Rights Contract
- ___ Certifications
- ___ Any MOUs entered