



CRIMINAL JUSTICE COORDINATING COUNCIL

104 Marietta Street, NW • Suite 440 • Atlanta, GA • 30303-2743
404/657-1956 • 877/231-6590 • 404/657-1957 (Fax) • 404/463-7650 (TTY)

The Criminal Justice Coordinating Council (Council) is pleased to announce that we are seeking applications for funding under the Residential Substance Abuse Treatment (RSAT) Grant Program for local agencies. This program furthers the State of Georgia's strategic goals and indicators to prevent or reduce crime and violence.

2014 Residential Substance Abuse Treatment (RSAT) for Prisoners in Local Correctional and Detention Facilities

Letter of Intent

Eligibility

Applicants are limited to units of local government having correctional or detention facilities who can provide services for Residential Substance Abuse Treatment. The Council encourages collaboration among agencies in the criminal justice system. Local correctional and detention facilities are encouraged to work collectively with community partners on these projects. Residential substance abuse treatment or jail-based substance abuse treatment programs must meet the outlined purpose areas.

Note: If an award is made, it must be administered by a unit of local government

Deadline

All letters of intent are due at 5:00 p.m. on October 31, 2013

Contact Information

For assistance with the requirements of this solicitation, contact:

Aaron Sayama, Planning and Policy Development Specialist, at 404-657-1965 or
Aaron.Sayama@cjcc.ga.gov

Release Date: October 1, 2013

2014 Residential Substance Abuse Treatment: For Prisoners in Local Correctional and Detention Facilities

Letter of Intent

Residential Substance Abuse Treatment (RSAT) Grant Program Overview

The Residential Substance Abuse Treatment (RSAT) Program assists local governments in developing and implementing substance abuse treatment programs in local correctional and detention facilities. 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 and tribal governments to provide residential substance abuse treatment for incarcerated inmates, prepares offenders for activities into treatment programs, and assists offenders and their communities with the reentry process by delivering community-based treatment and other broad-based aftercare services.

For more specific guidance with the development and implementation of your proposed project as it relates to the Residential Substance Abuse Treatment (RSAT) Grant Program, the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance Formula Grant announcement can be found here:

https://www.bja.gov/ProgramDetails.aspx?Program_ID=79

The Criminal Justice Coordinating Council is the State Administering Agency (SAA) designated to administer the federally funded RSAT program. This notice provides guidance to interested parties for the purpose of submitting a Letter of Intent as the first step in the grant application process.

Deadline

The deadline to submit the letter of intent under this announcement is **5:00 p.m. eastern time on October 31, 2013**. The Council highly recommends starting the process as early as possible to prevent delays in the application submission by the specified deadline.

Timeline

- | | |
|--|--------------------------|
| • Letter of Intent Released | October 1, 2013 |
| • Letter of Intent Due | October 31, 2013 |
| • Announcement of Selected Applicants | December 2, 2013 |
| • Request for Proposals (RFP) Released | December 9, 2013 |
| • Request for Proposals (RFP) Due | February 25, 2014 |

Eligibility

Applicants are limited to units of local government having correctional or detention facilities that provide services for residential substance abuse treatment. The Council encourages collaboration among agencies in the criminal justice system. Local correctional and detention facilities are encouraged to work collectively with community partners on these projects. Residential substance abuse treatment or jail-based substance abuse treatment programs must meet the outlined purpose areas.

Purpose of the Award

To provide applicants with the critical funding needed to develop and implement substance abuse treatment programs in local correctional and detention facilities.

Amount to be Awarded

All awards are subject to the availability of appropriated funds and any modification or additional requirements that may be imposed by law. The total amount available under this solicitation is \$65,924.96.

Eligible agency recipients are entitled to apply for funding under this solicitation knowing that the Council anticipates making one (1) award to an eligible applicant. Please note that requests and the subsequent funding awards will not exceed \$65,924.96 per award.

The successful applicants will have one year from the date of award to expend all funds. Applicants should assume that this is a one-time award; no continuation funding should be anticipated.

Purpose Areas

RSAT Program grant funds may be used for correctional substance abuse treatment programs.

Funding Priorities

Proposed projects that will develop and implement substance abuse treatment programs in local correctional and detention facilities may be used to implement two types of programs: residential and jail-based.

Jail-Based Programs

Jail-based substance abuse programs provide individual and group treatment activities for offenders in jails and local correctional facilities. These programs must:

- Operate for no less than 3 months;
- Focus on the substance abuse problems of the inmate;
- Further develop the inmate's cognitive, behavioral, social, vocational needs to ultimately solve both their substance abuse and related problems.

It is preferred that these programs:

- Separate the treatment population from the general population; and

- Have an effective and evidence-based program design.

Performance Monitoring and Evaluation

The grant recipient will be required to collect and report quarterly and annual performance data in accordance with requirements of the Residential Substance Abuse Treatment's program tool. To assist further in fulfilling the Council's responsibilities and commitment to fund evidence-based and data-driven projects, the applicants who receive funding under this solicitation must provide quarterly outcome data that measure the results of their work. Performance measures will be provided upon application.

The grant recipient will also be required to cooperate with an independent evaluator to collect additional data to demonstrate system impact, extent of collaboration, commitment of resources for sustainability, and program effectiveness in improving outcomes among participants.

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. Supplanting is prohibited under RSAT.

Budget

If deemed eligible, applicants will be required to develop the estimated budget according to a standard format utilizing the forms on the Council's website. Under each of the budget categories, the applicant must furnish a narrative explaining the purpose for the funds; federal funds requested, along with totals.

Match policy

The federal funds provided under a grant from the Residential Substance Abuse Treatment (RSAT) Grant Program may not exceed 75 percent of the total cost of a program. All projects that will develop and implement substance abuse treatment programs in local correctional and detention facilities must submit a minimum funding match of 25 percent, which can be met through cash and/or in kind. The Council is responsible for ensuring that the applicant has available matching resources prior to submitting an application. Therefore as part of this application, the applicant must certify that the resources required for the cost of the total project will be made available during the award period. This certification is made by including the total match amount on the application cover sheet and by signing the state assurance document.

Regardless of the source of match, it must be expended during the period of the award, together with federal funds, and any interest earned. If awarded, the recipient must maintain records that clearly show the source, the amount, and the timing of all matching contributions. There is no waiver provision for the match.

Restrictions on Use of Funds

Funds cannot be used directly or indirectly for security enhancements or equipment to nongovernmental entities not engaged in criminal justice or public safety. Indirect costs, not limited to expenses such as accounting, payroll, data processing, purchasing, personnel, and building use, may not be requested through this grant program. In addition, the following items are prohibited:

- Vehicles, vessels, or aircraft;
- Luxury items;
- Real estate; and
- Construction projects.

WHAT AN APPLICATION MUST INCLUDE:

Prior to the release of the 2014 Residential Substance Abuse Treatment (RSAT) grant application, the Council is soliciting Letters of Intent from prospective applicants. The purpose of this process is to gather information regarding the number of qualified applicants. If your Letter of Intent is selected, you will be asked to submit a full request for application, if needed. Failure to submit a Letter of Intent will negate you from participation in the RFP (Request for Proposal) process. In order to be considered your organization must submit a brief narrative that describes the program, goals, and methods with the attached Letter of Intent form.

HOW TO APPLY

Complete the necessary information along with all additional required documentation and return them to the Council. To be eligible for funding consideration, a complete letter of intent packet must be **received in our office (not postmarked) via postal mail or delivery** on or before the due date **October 31, 2013 at 5:00pm.**

This form may also be submitted by e-mailing directly to Aaron Sayama at aaron.sayama@cjcc.ga.gov. Please contact Mr. Sayama by email or at (404) 657-1965 if you have any questions or need additional information.

Send the letter of intent packet to:

**Criminal Justice Coordinating Council
ATTN: 2014 RSAT Local Letter of Intent
104 Marietta Street, Suite 440
Atlanta, Georgia 30303**

Reviewing the Letter of Intent Submission

The Council is committed to ensuring a fair and open process for selecting applicants for this grant opportunity. Applications for funding go through many reviews. With that said, a selection committee will review the letter of intent to make sure the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. At any point during those reviews, a decision to not fund a project or any part of it may be made. These decisions are within the complete discretion of the Council.

When an application is received at the Council office, there is no commitment on the part of the Council to move it through to the next stage, fund an application or to fund it at the amount requested.

Funding Decisions

All funding decisions related to this solicitation and all letters of intent received in response to this solicitation are made solely by the Criminal Justice Coordinating Council based on the recommendations by the Criminal Justice Systems Advisory Committee. The Council will inform the applicant of its

decision through a letter. Applicants must not make any assumptions regarding funding decisions until they have received official written notification of award or denial that is signed by the Governor or the Council Director.

LETTER OF INTENT FORM

**NOTICE OF APPLICANT INTENT TO APPLY FOR THE
2014 RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAM
(for prisoners in local correctional and detention facilities)**

_____ submits this form in response to the Criminal Justice
AGENCY NAME

Coordinating Council’s Notice of Available Funds to express the agency’s desire to develop an application for an amount up to \$65,924.96 in available 2014 Residential Substance Abuse Treatment Grant Program funds. It is understood that this Notice of Intent alerts the Council of our agency’s intention to apply and, if eligible, assures that the agency will receive all further correspondence regarding the request for applications (RFA).

With submission of this form, we affirm that we have reviewed the eligibility requirements as stated below. In accordance with BJA guidelines for all Residential Abuse Treatment Programs must:

- Last between 6 and 12 months;
- Focus on substance abuse problems of the inmate and develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems; and
- If possible, set RSAT treatment facilities apart from the general population;

Name of Applicant Agency _____

Contact Name _____

Contact Title _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

E-mail Address _____

Please return this form and the required information by 5:00 p.m. on October 31, 2013 to:

Criminal Justice Coordinating Council
ATTN: 2014 RSAT Letter of Intent
104 Marietta Street, Suite 440
Atlanta, Georgia 30303

This form may also be submitted by e-mailing directly to Aaron Sayama at aaron.sayama@cjcc.ga.gov. Please contact Mr. Sayama by email or at (404) 657-1965 if you have any questions or need additional information.