

NATHAN DEAL  
GOVERNOR



JAY NEAL  
EXECUTIVE DIRECTOR

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

## **Residential Substance Abuse Treatment (RSAT) Program 2017 Application Packet**

### **Eligibility**

Applicants are limited to units of local government in Georgia representing detention facilities.

### **Deadline**

Applications are due by 5:00 p.m. on December 15, 2017.

### **Award Amount**

Up to \$75,000

### **Award Period**

March 1, 2018 through February 28, 2019

### **Contact Information**

For assistance with the requirements of this solicitation, contact:

Cassandra Webster, Planning and Policy Development Specialist,  
at 404-654-1756 or [cassandra.webster@cjcc.ga.gov](mailto:cassandra.webster@cjcc.ga.gov)

**Release Date: November 15, 2017**

# **Residential Substance Abuse Treatment (RSAT) Program 2017 Application Packet**

## ***SECTION I: OVERVIEW***

### **Criminal Justice Coordinating Council (CJCC)**

The Criminal Justice Coordinating Council (CJCC) is 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), CJCC is comprised of 26 members representing various components of the criminal justice system. CJCC uses a small proportion of each fiscal year's award to pay for costs incurred in administering this grant program.

### **The Residential Substance Abuse Treatment (RSAT) Program**

The Residential Substance Abuse Treatment (RSAT) Program (42 U.S.C. § 3796ff et seq.) assists states and local governments in the development and implementation of substance use disorder treatment programs in state and local correctional and detention facilities. Funds are also available to create and maintain community-based aftercare services for individuals after they are released from incarceration.

## ***SECTION II: PROGRAM GOALS AND REQUIREMENTS***

### **Program Goals**

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 capabilities of states and units of local governments to provide residential substance use disorder treatment for incarcerated individuals; prepares individuals for their reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs; and assists individuals and their communities through the reentry process through the delivery of community-based treatment and other broad-based aftercare services.

### **Program Requirements**

Jail-based programs should:

- Engage participants for at least 3 months.
- Focus on the individual's substance use diagnosis and addiction-related needs.
- Develop the individual's cognitive, behavioral, social, vocational, and other skills to solve the substance use 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 successful community reintegration, including post-release referral to appropriate evidence-based aftercare treatment and service providers that support the use of medication-assisted treatment.
- Coordinate with social service and rehabilitation programs, such as education and job training, parole supervision, halfway houses, self-help, and peer group programs.

- If possible, separate the treatment population from the general correctional population.
- If possible, be based on effective, scientific practices.

Applications involving partnerships with community-based substance use disorder treatment programs will be given priority consideration.

### **Evidence-Based Programs or Practices**

CJCC supports the Office of Justice Programs' (OJP) strong emphasis on the use of data and evidence in policy making and program development in criminal justice. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates.
- Integrating evidence into program, practice, and policy decisions within OJP and the field.
- Improving the translation of evidence into practice.

OJP considers programs and practices 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 or practice to be evidence-based. OJP's [CrimeSolutions.gov](http://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.

Applicants are strongly urged to provide substance use disorder treatment practices and services that have a demonstrated evidence base and that 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, discuss the population(s) for which this practice 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 SAMHSA's *Guide to Evidence-Based Practices* available at [www.samhsa.gov/ebpwebguide](http://www.samhsa.gov/ebpwebguide). Note that SAMHSA's *Guide* references the [National Registry of Evidence-Based Programs and Practices \(NREPP\)](#), a searchable database of interventions for the prevention and treatment of mental and substance use disorders.

### ***SECTION III: 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/](http://www.dnb.com/us/).
- All subgrantees must maintain current registrations in the System for Award Management (SAM), formerly 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](http://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](http://www.sam.gov).
- All subgrantees must submit performance measures in a timely manner via the Performance Measurement Tool (PMT) online platform through the U.S. Department of Justice. Numerical data are reported quarterly and narrative reported annually.

#### **Financial Requirements**

Subgrantees must comply with the financial and administrative requirements set forth in the current edition of the 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.

#### **Supplanting**

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

#### **Prohibited Uses**

RSAT funds shall not be used for land acquisition, construction projects, or food and beverage costs.

#### **Cost Sharing or Matching Requirement (cash or in-kind)**

Funds awarded under this program may not cover more than 75 percent of the total costs of the project. Applicants must identify the source of the 25 percent non-federal portion of the total project costs and how they will use match funds. Match is restricted to the same uses of funds as allowed for the federal funds. Applicants may satisfy this match requirement with either cash or in-kind services.

## ***SECTION IV: PROGRAM NARRATIVE***

### Statement of the Problem (1-2 pages)

- Describe the need, nature, and 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 Goals and Objectives (1-2 pages)

- 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 is on track to attaining the goals. Use numbers wherever possible.

### Implementation Plan (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.
- 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 and 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.

### Timeline (1-2 pages)

- Please include a timeline of your target activities, objectives, and goals. This should include:
  - Start and end dates and a 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 (1-2 pages)

- 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.

### ***SECTION V: BUDGETS***

#### **Budget Detail Worksheet**

Complete and attach the Budget Detail Worksheet that can be downloaded from the CJCC website: [cjcc.georgia.gov](http://cjcc.georgia.gov).

#### **Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed on the Budget Detail Worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for project activities. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the program.

***Important note: A plan/timeline must be attached if vacant positions are to be considered for funding.*** If your agency's application proposes funding for currently vacant positions, provide a plan and timeline to fill each vacant position. The timeline should assume each proposed position will be filled and active no later than the grant period end date of February 28, 2019. Provide details of how long the position has been vacant, the reason for the vacancy, and the steps previously taken to fill the position. Provide documentation (e.g., job postings) of the efforts made to fill vacant positions.

## **SECTION VI: ATTACHMENTS AND APPLICATION PROCESS**

### **Required Forms**

Please carefully read and follow the instructions on all forms. The following forms are required and can be accessed on CJCC's website at [cjcc.georgia.gov/](http://cjcc.georgia.gov/):

Standard Assurances\*\*  
Disclosure of Lobbying Activities\*\*  
Certifications Regarding Lobbying, etc.\*\*  
Civil Rights Contact Form  
Audit Requirements Form  
Designation of Grant Officials

**\*\* Forms must be signed by the agency or local government entity's authorized official per state and federal guidelines. For all local units of government, the authorized official is a Mayor or County Commission Chair.**

### **Additional Required Attachments**

- Official Personnel Action Forms (PAFs) from the agency or local government entity for all grant-funded personnel that support and verify the salary included in the Budget Detail Worksheet
- Job Descriptions for all grant-funded personnel
- Any relevant MOUs

**\*\*Prior to submitting your application, make certain that you have attached all of the required forms and that all documents requiring signature are signed by the appropriate, authorized official. If any of the required documents are missing or incorrectly executed, your application will be deemed incomplete and considered ineligible for funding.**

### **How to Apply**

Submit the completed application, including the requested information and all required attachments online at [https://cjcc.formstack.com/forms/rsat\\_2017](https://cjcc.formstack.com/forms/rsat_2017).

To be eligible for funding consideration, a complete application must be received by our office on or before **December 15, 2017**. No mailed or emailed applications will be accepted.

### **Application Review**

Applications will be reviewed and assessed by CJCC 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 CJCC, there is no commitment on the part of CJCC 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. CJCC 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 CJCC.

### **Funding Decisions**

All funding decisions related to the RSAT program applications received in response to this solicitation are made by CJCC and are based on the availability of funding and recommendations of the review panel to the Criminal Justice Grants Committee. CJCC 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 CJCC 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, CJCC maintains discretion to determine that a subgrantee is not compliant with applicable policies and, upon such a determination, may terminate further funding and require reimbursement of grant funds to CJCC.

### **Grant Acceptance**

Subgrantees must accept or reject the grant award with original signatures and required forms within forty-five (45) days of the award date. The subgrantee will be unable to request funds until the award documents are received by CJCC's office.

### **Special Conditions**

CJCC will assign the special conditions at the time of the grant award. The special conditions will outline the subgrantee's responsibilities, as well as federal and state regulations that must be adhered to, as a condition of accepting the grant award for the approved program. The special conditions will be included in the award packet and must be reviewed, signed and returned to CJCC within forty-five (45) days of the award date.



***SECTION VII: POST-AWARD REQUIREMENTS***

**Performance Measures and Reporting Requirements**

The Bureau of Justice Assistance (BJA), OJP, the federal entity that administers the RSAT program, has developed performance measures for all funded programs. As such, CJCC requires that all subgrantees complete a quarterly statistical report using BJA's Performance Measurement Tool (PMT). The goal of the PMT is to assist states in producing evidence-based guidance on monitoring and evaluating programs.

PMT reporting is completed based on grant-funded activities and due on the following dates:

<b>Reporting Period</b>	<b>Due Date</b>
January 1 - March 31	April 10
April 1 - June 30	July 10
July 1 - September 30	October 10
October 1 - December 31	January 10