

Idaho State Police  
Planning, Grants, & Research

U.S. Department of Justice  
Bureau of Justice Assistance

**2020 Residential Substance Abuse Treatment (RSAT) for  
State Prisoners Program  
Request for Proposals (RFP)**

CFDA Number: 16.593

---

**Submission Deadline:**

**December 30, 2020 by 6:00 p.m. MDT (Mountain Daylight Time)**

# Contents

Overview of Residential Substance Abuse Treatment	1
Deadline	1
Contact Information	1
Eligibility	1
Availability of Funds	2
RSAT Program Information	2
RSAT Program Requirements	2
Budget Information	4
Reporting Requirements	5
Required Application Components	5
▪ Program Narrative	
▪ Statement of the Problem	
▪ Project Design and Implementation	
▪ Financial Administration and Disclosure of Pending Applications	
▪ Budget and Budget Worksheet	
▪ Assurances and Certifications	
Additional Requirements	8

## Residential Substance Abuse Treatment (RSAT)

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 and local correctional and detention facilities and to create and maintain community-based aftercare services for offenders.

### Deadline

**Applications are due December 30, 2020, no later than 6:00 p.m. Mountain Daylight Time (MDT).**

Applicants must have an account on the Idaho State Police (ISP) Planning, Grants, and Research (PGR) Grants Management System (GMS) in order to complete an application. Electronic submission via GMS is required.

Each applicant must be able to certify, via an electronic acceptance, that they are the signing authority, or have been delegated or designated formally by the chief executive officer of the applicant agency in order to submit an application

### Contact Information

For questions or comments regarding the Request for Proposal (RFP) or application process, please contact PGR at (208) 884-7040 or email [pgr@isp.idaho.gov](mailto:pgr@isp.idaho.gov). The program manager, Destinie Hart may also be contacted at (208) 884-7044 or by email at [destinie.hart@isp.idaho.gov](mailto:destinie.hart@isp.idaho.gov).

Instructions for completing the application online can be found on PGR's website at <http://www.isp.idaho.gov/pgr>.

**Note:** These are general instructions and apply to **all** new applications awarded through PGR; therefore some sections may not be applicable. All required components will be outlined in this RFP.

### Eligibility

To apply for the 2020 Residential Substance Abuse Treatment (RSAT) grant, applicants must be either a state agency, a unit of local government (city or county), or a Native American tribe.

**All applicants must obtain a [Data Universal Number System \(DUNS\)](#) number from Dun and Bradstreet and register in the System for Award Management (SAM) prior to submitting the RSAT application.**

The Office of Management and Budget (OMB) requires that all applicants (other than individuals) for Federal funds include a DUNS 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 differentiating 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. Obtaining a DUNS number is a free, one-time activity. Apply on-line for a DUNS number at <http://fedgov.dnb.com/webform>. A DUNS number is usually received within 1 – 2 business days.

Applicants must register with SAM (formerly known as CCR), a repository for standard information about federal financial assistance applicants, recipients, and subrecipients. The Office of Justice Programs (OJP) requires all applicants (other than individuals) for federal assistance maintain current registrations in the SAM database. Applicants must update or renew their SAM registration annually to maintain an active status. Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

## Availability of Funds

**\$200,000** is available for new RSAT projects. There is no minimum or maximum application amount. Applicants should request adequate funding to implement the proposed project for one year. The project year will run from January 1, 2021 to December 31, 2021.

## RSAT Program Information

RSAT assists states, local, and tribal 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 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 and tribal 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.

Treatment practices and/or services are required to be evidence-based as shown through treatment outcomes that are consistent with the RSAT Program objectives.

## RSAT Program Requirements

RSAT funds may be used to implement and/or supplement three types of programs: residential, jail-based, and aftercare. Applications involving partnerships with community-based substance abuse treatment programs will be given priority consideration.

To be eligible for funding, applicants must coordinate the design and implementation of treatment programs between state correctional representatives and the state alcohol and drug abuse agency (and, if appropriate, between representatives of local correctional agencies and representatives of either the state alcohol and drug abuse agency or any appropriate local alcohol and drug abuse agency). An applicant must also agree to implement or continue to require urinalysis or other proven reliable forms of testing, including both periodic and random testing—(1) of an individual before the individual enters a residential substance abuse treatment program and during the period in which the individual participates in the treatment program; and (2) of an individual released from a residential substance abuse treatment program if the individual remains in the custody of the state.

At least 10 percent of the total state allocation will 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 that meet the following criteria:

**Residential Programs:**

- Engage participants for between 6 and 12 months.
- Provide 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 inmate’s substance abuse diagnosis and addiction-related needs
- Develop the inmate’s cognitive, behavioral, social, vocational, and other skills to solve the substance abuse 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 that may include post-release referral to appropriate evidence-based aftercare treatment and/or service providers including those that support the use of medication-assisted treatment.
- 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.
- Must provide qualifying after-care services to RSAT participants.
- Program design should be based on effective, scientific practices.

**Jail-Based Programs:**

- Engage participants for at least 3 months.
- Strive to separate the treatment population from the general correctional population.
- Focus on the substance abuse problems of the inmate.
- Provide qualifying after-care services to participants.
- 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.
- Develop the inmate’s cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
- Program design should be based on effective scientific practices.
- Prepare offenders for successful community reintegration that may include post-release referral to appropriate evidence-based aftercare treatment and/or service providers including those that support the use of medication-assisted treatment.

**Aftercare:**

Per 42 U.S.C. 3796ff-1(c), to be eligible for funding under the RSAT Program, a state shall ensure that individuals who participate in the substance abuse treatment program established or implemented with assistance provided under this program will be provided with aftercare services. 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. To qualify as an aftercare program, the head of the substance use treatment program must work in conjunction with state and local authorities and organizations involved in substance use treatment to assist in the placement of program participants into community substance use treatment facilities on release. In addition, states shall coordinate these activities with any Substance Abuse and

Mental Health Services Administration (SAMHSA) funded state and/or local programs that address the needs of this target population. A state may use amounts received for community reintegration 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. *No more than 10 percent of the total state award may be used for treatment of those released from a state facility.*

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

OJP places a 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) web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

### **Provision of Evidence-Based Substance Abuse Treatment Services:**

Applicants are strongly urged to provide substance abuse 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, and 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 the Substance Abuse and Mental Health Services Administration's (SAMHSA) *Guide to Evidence-Based Practices* available at [www.samhsa.gov/ebpwebguide](http://www.samhsa.gov/ebpwebguide). The *Guide* provides a short description and a link to dozens of web sites with relevant evidence-based practices information—either specific interventions or comprehensive reviews of research findings. Note that SAMHSA's *Guide to Evidence-Based Practices* also 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. NREPP is intended to serve as a decision support tool, not as an authoritative list of effective interventions. *Being included in NREPP, or in any other resource listed in the Guide, does not mean an intervention is "recommended" or that it has been demonstrated to achieve positive results in all circumstances.* Applicants should document that the selected practice is appropriate for the specific target population and purposes of their project.

## **Budget Information:**

### **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.

**Cost Sharing or Match Requirement (cash or in-kind):**

Federal 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. If a successful applicant’s proposed match exceeds the required match amount, and PGR approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. (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. The formula for calculating the match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required Recipient’s Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

**Example:** 75%/25% match requirement: for a federal award amount of \$350,000, calculate match as follows:

$$\$350,000 = \$466,667 \times 25\% = \$116,667 \text{ match}$$

**Costs Associated with Language Assistance (if applicable):**

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate. For additional information, see the "Civil Rights Compliance" section under “Solicitation Requirements” in the [OJP Funding Resource Center](#).

## Reporting Requirements

**Federal Performance Measures:**

To fulfill the Bureau of Justice Assistance’s (BJA) and the Department of Justice’s (DOJ) responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, applicants receiving funding under this RFP must provide data that measure the results of their work.

Performance measures specific to RSAT have been developed by BJA and can be found on the federal Performance Measure Tools (PMT) website at: <https://www.bjaperformancetools.org/>. Additional instructions and guidance regarding your specific performance measures will be assigned after you’ve been awarded.

In addition to the quarterly PMT reporting, quarterly progress narrative and financial reports must be reported in PGR’s GMS. The due date for this information is **the 15th calendar day** following the end of each quarter.

Financial and Programmatic Reporting Periods	Due Dates
January – March	April 15
April – June	July 15
July – September	October 15
October – December	January 15

## Required Application Components

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

### A. Program Narrative (limited to 16,000 characters, including spaces)

The program narrative should respond to the RFP and present a detailed description of the purpose, scope, goals, and objectives of the proposed project.

When completing the Program Narrative be sure to:

- Clearly identify each section
- Spell out all acronyms at least once
- Site data sources
- Address **all** sections below. If a section is not applicable to the RSAT funded project, simply state N/A.

The Program Narrative **must** include:

#### 1. Statement of the Problem

- ◆ Describe in detail the problem(s), gap(s), and need(s): substantiating with current relevant data **specific** to the area, agency and/or project. Include crime rates (where applicable), geographic location served, and local demographics. Some data source examples include:
  - Applicant/Implementing Agency
  - Crime In Idaho Report
  - Crime in Idaho Database
  - United States Census Bureau
  - Idaho Statistical Analysis Center Publications
- ◆ Describe how the proposed project will solve the problem.

#### 2. Project Design and Implementation

- ◆ State amount of federal funds being requested. Provide a detailed description of the project, including goals, objectives, and activities.
- ◆ Describe the implementation process.
- ◆ Include a time/task plan that identifies the dates of the major tasks/activities of your RSAT program.
- ◆ If applicable, identify any other funding sources that support the proposed project.

- ◆ Identify if the proposed project is evidence-based, a best practice model, or if any objective research or evidence shows that the proposed project will be successful. Go to [CrimeSolutions.gov](http://CrimeSolutions.gov) to find information on evidence-based programs in criminal justice, juvenile justice, and crime victim services.
- ◆ Provide information as to the sustainability of the proposed project. If applicable, state how project personnel and/or annual maintenance and license fees will be funded after the life of the grant.
- ◆ Description of any changes in state law or policy requiring substance use 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.
- ◆ Description of the coordination between correctional representatives (prison or jail-based) and representatives of state or local alcohol and drug abuse agencies.
- ◆ Explanation of how funded programs will address the inclusion of opioid abuse reduction treatment and services.
- ◆ Description of the treatment service(s)/practice(s) including access to Medication Assisted Treatment (MAT) available for residential substance abuse treatment participants and how those services are currently monitored for quality and effectiveness. Discuss the evidence that shows that the treatment service(s)/practice(s) is/are effective with the target population. If the evidence is limited or non-existent for the target population, provide other information to support the intervention selection. Provide local data and any evaluation findings that demonstrate the program's impact with regard to offender and community outcomes.
- ◆ Description of how the applicant will ensure that offenders who participate in the RSAT program will be provided with community reintegration services. Describe how the applicant will ensure providers furnishing reintegration services are approved by the appropriate state or local agency, and are licensed, if necessary, to provide medical treatment or other health services. Describe the reintegration services that will be provided.
- ◆ Description of how the applicant will ensure that individuals who participate in the RSAT program established or implemented with these federal funds will be provided with aftercare services. Describe how the applicant 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. Describe the aftercare services that will be provided.
- ◆ Explanation of planning and implementation strategies to: 1) identify and enroll uninsured individuals into Medicaid, or other health insurance through the Health Insurance Marketplace; and 2) increase access to and use of primary healthcare and substance abuse and mental health treatment for newly insured individuals in order to ensure continuity of care and improve recidivism outcomes for RSAT participants after release from incarceration.

### **3. Financial Administration and Disclosure of Pending Applications**

- ◆ Address how grant funds will be tracked separately from other funds in the applicant's financial management system.
- ◆ Statement as to whether the applicant agency has expended \$750,000 or more in federal funds in the organization's past fiscal year and if a Single Audit was conducted. If so, state any findings related to federal grant funds.

- ◆ Address any pending applications for federal, state, or local funds supporting the same project proposed in this application. Identify the funding agency and grant title for pending applications submitted in the last 12 months.

**TIP:** PGR highly recommends saving the Program Narrative in Word and pasting it into GMS, as not all web browsers have spell check and there is no character count in GMS.

## **B. Goals, Objectives, and Performance Measures**

Not required – Please leave this section blank. Project goals should be stated in the project narrative.

## **C. Budget and Budget Worksheet**

The budget must reflect as closely as possible the costs associated with the proposed project. The required [Expense/Match Budget Detail Worksheet](#) includes sections for calculations and narratives, **and must be attached to the application as an Excel document**. The worksheet must contain a breakdown of requested costs, explanations of how the costs were derived, and why the costs are necessary for the proposed project. If funded, adjustments must be **pre-approved by PGR**. If you have any questions regarding allowable costs, please contact PGR for clarification.

## **D. Indirect Funds**

Indirect According to the [DOJ Grants Financial Guide](#), “Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administration salaries.” Applicants with a current approved indirect cost rate must attach a copy of the indirect cost rate agreement to the application, if they are requesting reimbursement for indirect.

- Exception: Units of local government who have not been assigned a cognizant Federal agency by the Office of Management and Budget, are not required to submit their indirect cost proposal, unless required by the awarding agency. They are required to prepare and retain the proposal on file for review.

Applicants that have never received a negotiated indirect cost rate, except for those agencies described in [Appendix VII to Part 200 \(d\)\(1\)\(B\)](#), may charge a de minimums rate of 10% of modified total direct costs (MTDC) or negotiate a rate with their cognizant Federal agency. The MTDC direct cost base includes all direct salaries and applicable fringe benefits, materials and supplies, services, and travel. The base excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, and participant support costs. When using the MTDC method, costs must be consistently charged as either indirect or direct and must not be double charged or inconsistently charged as both. If this method is chosen, it must be used consistently for all Federal awards until the applicant chooses to negotiate an indirect cost rate, which can be done at any time.

Indirect costs must be included in the “Other” budget category and the calculation on the Budget Detail Worksheet must include the indirect cost rate and the total direct costs used to determine indirect costs.

## Assurances and Certifications

These must be “signed” via an electronic acceptance by the highest official or designee representing the applicant agency. Each agency may designate a person to complete the application; however, this person must certify that they have the authority to sign on behalf of the highest official.

## 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 [http://www.ojp.gov/funding/other\\_requirements.htm](http://www.ojp.gov/funding/other_requirements.htm).

- ◆ Civil Rights Compliance
- ◆ Faith-Based and Other Community Organizations
- ◆ Anti-Lobbying Act
- ◆ Financial and Government Audit Requirements
- ◆ National Environmental Policy Act (NEPA) (if applicable)
- ◆ DOJ Information Technology Standards (if applicable)
- ◆ Non-supplanting of State and Local Funds
- ◆ Criminal Penalty for False Statements
- ◆ Compliance with Department of Justice 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

**IMPORTANT NOTICE: GMS WILL allow applicants to submit an application WITHOUT all required components. An application may be considered non-responsive if all identified RFP elements are not addressed or attached.**