

# ARIZONA CRIMINAL JUSTICE COMMISSION

## GRANT PROGRAM ANNOUNCEMENT FOR THE SUBSTANCE ABUSE PREVENTION AND EDUCATION PROGRAM



## COMPETITIVE GRANT ANNOUNCEMENT

### Eligibility

Non-profit agencies providing substance abuse prevention and education efforts that meet the qualifications are eligible to apply.

### Deadline

All applications are due by 3:00 p.m. (Arizona Time) on March 13, 2015.

### For Assistance

If you have any questions about this grant solicitation or are having difficulties with the Grant Management System (GMS), contact Michelle Neitch, Program Coordinator at (602) 364-1557, or by e-mail at [dcadmin@azcjc.gov](mailto:dcadmin@azcjc.gov).

## **INTRODUCTION**

The Arizona Criminal Justice Commission is publishing this notice to announce the solicitation of the Substance Abuse Prevention and Education Program for 2015. This program is designed to assist non-profit agencies in implementing effective substance prevention and education efforts encompassing evidence-based interventions and environmental prevention strategies involving multiple sectors of the community focusing on reducing access and opportunity, enforcing consequences, and decreasing the likelihood of substance abuse by addressing risk and protective factors.

This grant opportunity is directed at non-profit agencies. A separate grant opportunity announcement will be directed at state, county, local, and tribal criminal justice agencies. Non-profits must establish a collaboration with a criminal justice agency at the federal, state, county, local, or tribal level for a successfully funded project.

Funding for this program must be expended by September 30, 2015.

All qualified agencies are encouraged to apply.

## **ABOUT THE SUBSTANCE ABUSE PREVENTION AND EDUCATION PROGRAM**

The Arizona Criminal Justice Commission (ACJC) and the Arizona Department of Health Services, Division of Behavioral Health Services (ADHS/DBHS) are collaborating for the purposes of the Strategic Prevention Framework, Partnerships for Success Grant (CFDA 93.243) administered through the Substance Abuse and Mental Health Services Administration (SAMHSA). ACJC and ADHS/DBHS are making available to non-profit agencies the resources necessary to implement effective prevention and education efforts.

Goals of the effort include projects that are designed to prevent and/or reduce substance abuse that are cost-effective and result in increased public safety, proactively address substance abuse before its inception to thwart negative consequences related to safety, health, and academic achievement, and build collaborative relationships between public health, community, and criminal justice organizations to better address substance abuse. In addition, meeting these goals must be done using evidence-based interventions as outlined in the next section.

Examples of these efforts include development of substance abuse prevention training curriculum, crime victim substance abuse prevention projects, aftercare programs for recently released juvenile and adult substance abuse offenders, after-school programs centered on substance abuse prevention, and deployment of training for prosecutors and law enforcement inexperienced in working with substance abusers. Proposed projects are not limited to these examples. Successful projects will demonstrate a strong collaboration between criminal justice agencies and public health agencies or community organizations.

## REQUIREMENT FOR EVIDENCE-BASED INTERVENTIONS

Non-profit agencies receiving Strategic Prevention Framework, Partnerships for Success grants are required to implement evidence-based interventions. **SAMHSA defines as evidence-based those interventions that are included in *one or more* of the three categories below:**

- **Category #1.** The intervention is included in Federal registries of evidence-based interventions; **OR**
- **Category #2.** The intervention is reported (with positive effects on the primary targeted outcome) in peer-reviewed journals; **OR**
- **Category #3.** The intervention has documented evidence of effectiveness, based on guidelines developed by SAMHSA/CSAP and/or the state, tribe or jurisdiction. Documented evidence should be implemented in accordance with four recommended guidelines, *all of which* should be followed. These guidelines include the following:

**Guideline 1:** The intervention is based on a theory of change that is documented in a clear logic or conceptual mode; **AND**

**Guideline 2:** The intervention is similar in content and structure to interventions that appear in registries and/or the peer-reviewed literature; **AND**

**Guideline 3:** The intervention is supported by documentation that it has been effectively implemented in the past, and multiple times, in a manner attentive to scientific standards of evidence and with results that show a consistent pattern of credible and positive effects; **AND**

**Guideline 4:** The intervention is reviewed and deemed appropriate by a panel of informed prevention experts that includes: well-qualified prevention researchers who are experienced in evaluating prevention interventions similar to those under review; local prevention practitioners; and key community leaders as appropriate, e.g., officials from law enforcement and education sectors or elders within indigenous cultures.

For additional information on the SAMHSA Criteria for evidence-based interventions, please visit: <http://captus.samhsa.gov/prevention-practice/defining-evidence-based/samhsa-criteria>.

## **FUNDING**

The Commission has approximately \$650,000 available in federal funds and is presently making these funds available for multiple grants to be allocated directly to any state, county, local and tribal criminal justice agency and non-profit agencies that will achieve the goals of the Drug Prevention and Education Program. A separate announcement will be released for state, county, local, and tribal criminal justice agencies.

All projects funded under this program will be for six (6) consecutive months starting April 1, 2015 and ending September 30, 2015.

To the greatest extent practicable, all products purchased with grant funds should be American-made.

## **ALLOWABLE COSTS**

Eligible expenses include personnel, employee-related expenses (ERE), overtime, travel, other operating costs (e.g. supplies, materials, registration/training), and costs related to contractual or consulting services. Equipment associated with project activities may be awarded on a limited basis if funding is available. All eligible expenditures must be related to substance abuse prevention efforts or interventions.

## **RESTRICTIONS ON USE OF FUNDS**

Substance Abuse Prevention and Education Grant funds cannot be used to provide direct prevention and education services to incarcerated individuals.

Allowable expenditures must be associated with programs, projects, or practices deemed as evidence-based interventions by SAMHSA. For additional information on the SAMHSA Criteria for evidence-based interventions, please visit: <http://captus.samhsa.gov/prevention-practice/defining-evidence-based/samhsa-criteria>.

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.

## **REPORTING REQUIREMENTS**

Funded programs are required to submit monthly financial reports and a final performance report to the Commission and cooperate fully in any evaluation efforts required. One (1) copy of the most recently completed financial audit (A-133 or independent audit) must be submitted with the application. An approved program is required to allow the Commission or its duly authorized representative's access to, and the right to examine, any books, documents, papers, records, or

other evidence of activities conducted pursuant to awards. If required, applicants will cooperate fully in any national evaluation efforts required by the federal government.

## **SPECIAL REQUIREMENTS**

Include the following with the application:

- A copy of the last available A-133 audit report or a copy of the letter to the cognizant agency requesting an extension to complete the audit.
- If applicable, letter(s) from participating agencies indicating their intent to participate in the project must be submitted to the Commission with the grant application or follow as soon as available. Nonprofit agencies must work in collaboration with a criminal justice agency and a letter of participation from that agency is required.

## **CIVIL RIGHTS AND HEALTH INFORMATION PRIVACY**

All grant recipients must ensure that they are complying with federal civil rights laws and the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule.

The Office for Civil Rights (OCR) is responsible for enforcing civil rights laws that apply to recipients of Federal financial assistance from the U.S. Department of Health and Human Services (HHS). These laws prohibit discrimination on the basis of race, color, national origin, disability, age, or sex.

The Office for Civil Rights also enforces the HIPAA Privacy Rule, which protects the privacy of individually identifiable health information; the HIPAA Security Rule, which sets national standards for the security of electronic protected health information; the HIPAA Breach Notification Rule, which requires covered entities and business associates to provide notification following a breach of unsecured protected health information; and the confidentiality provisions of the Patient Safety Rule, which protect identifiable information being used to analyze patient safety events and improve patient safety.

For more information on complying with federal civil rights laws and the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule under HHS, please visit <http://www.hhs.gov/ocr/office/index.html>.

## HOW TO APPLY

The grant application for 2015 must be completed and submitted using the ACJC [Grant Management System \(GMS\)](#). Review the Application Instructions for the Substance Abuse Prevention and Education Program, which identifies specific guidelines developed to ensure compliance with the application submission requirements. Application Instructions including information on how to access the GMS, is available at <http://www.azcjc.gov/ACJC.Web/Grants/GMSIndex.aspx> .

***Paper or e-mailed applications will not be accepted. All applications and attachments must be submitted through the ACJC Grant Management System (GMS).***

***The application must be successfully submitted to the GMS no later than 3:00 p.m. on Friday, March 13, 2015. Late applications will not be accepted by the GMS or be considered by ACJC.***

If you are having difficulties with the GMS, please e-mail [dcadmin@azcjc.gov](mailto:dcadmin@azcjc.gov).

## SCORING PROCESS

Each grant application will be reviewed and scored based on how the project adheres to the program description in this announcement, and the inclusion of pertinent information needed to make a determination that the proposed project adheres to evidence-based practices in accordance with SAMHA guidelines.

Special attention should be given to including a description in the project summary area of how the project is evidence-based under SAMHSA criteria.

Funds will be disbursed to agencies in accordance with an approved allocation plan for the grant period of April 1, 2015 through September 30, 2015.

The applicant may provide additional information as an attached document in the application to help the Commission make funding decisions. This information may include, but is not limited to, achievement of past goals and objectives or outcomes.

The scoring of each application and the proposed allocation plan(s) will be based on the criteria in the Scorecard on the following page.

**Scorecard –SUBSTANCE ABUSE PREVENTION AND EDUCATION Grant Application**

Scorecard				
Category	Description	Valuation	Maximum Possible Score	Actual Score
Submission	All application information is complete and accurate <ul style="list-style-type: none"> <li>• Application is complete and accurate</li> <li>• A-133 Audit or audit extension letter</li> <li>• If applicable, letter(s) of participation</li> </ul>	Factual	5	
Problem Statement	The problem statement identifies the need for services in the community and is supported by statistical data. <ul style="list-style-type: none"> <li>• Problems are clearly stated</li> <li>• Problems are evidence with statistics</li> <li>• Problems align with the strategy</li> <li>• Problem causes are identified</li> </ul>	Judgment	15	
Project Summary	Project summary describes project to be supported. <ul style="list-style-type: none"> <li>• Summary of project addresses the problems stated</li> <li>• Summary describes agency's substance abuse prevention project</li> <li>• Places a focus on evidence-based interventions as defined by SAMHSA in the project description</li> <li>• Project is realistic and achievable</li> <li>• Resembles proactive strategies to address the problems stated</li> <li>• Uses specialized personnel or specialized processes to address the problems stated</li> </ul>	Judgment	15	
Project Collaboration	The project collaborates with other criminal justice agencies and community organizations. <ul style="list-style-type: none"> <li>• Public and community agencies are listed</li> <li>• Detailed collaboration described</li> <li>• Includes a collaborative strategy</li> <li>• Builds and maintains partnerships at federal, state and/or local levels</li> </ul>	Judgment	10	
Goals And Objectives	Goals and objectives identify intended project accomplishments. <ul style="list-style-type: none"> <li>• Goals are overarching and reasonable</li> <li>• Goals relate to the problems identified</li> <li>• Objectives are reasonable and achievable</li> <li>• Objectives are a logical connect to goals</li> <li>• Measures are appropriate and collectable</li> </ul>	Judgment	15	
Evaluation Plan	Evaluation Plan is described and appropriate for the project. <ul style="list-style-type: none"> <li>• Data collection methodologies clearly defined</li> <li>• Measures are appropriate and collectable</li> <li>• Process to incorporate evaluation findings for purposes of project improvement is identified</li> <li>• Includes evaluation processes that allow for assessing effectiveness and includes sound and reliable data.</li> </ul>	Factual and Judgment	10	

Budget	<ul style="list-style-type: none"> <li>Budget costs are reasonable and allowable</li> <li>Narrative description is complete</li> </ul>	Factual and Judgment	10	
Evidence-based	Project meets one or more of the categories SAMHSA/CSAP uses to define an evidence-based intervention	Factual	20	
Total:			100	

**APPEAL PROCESS**

Pursuant to A.R.S. § 41-2704, protests of an award or proposed award may be made to the Drug Gang and Violent Crime Committee and then to the Arizona Criminal Justice Commission. An appeal of a decision by the Commission for an award for the Substance Abuse Prevention and Education Program may be made to the Director of the Department of Administration and shall be resolved in accordance with the Rules of Procedure pursuant to A.R.S. § 41-2611.