ARIZONA CRIMINAL JUSTICE COMMISSION

GRANT PROGRAM ANNOUNCEMENT FOR THE RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAM

CALENDAR YEAR (CY) 2015 COMPETITIVE GRANT ANNOUNCEMENT

Eligibility

State, county, local and tribal criminal justice agencies providing residential and jail-based treatment, and non-profit agencies that provide post-release treatment, that meet the qualifications are eligible to apply.

Deadline

All applications are due by 3:00 p.m. (Arizona Time) on October 3, 2014.

For Assistance

If you have any questions about this grant solicitation or are having difficulties with the Grant Management System (GMS), contact Amanda Zibell, Program Coordinator at (602) 364-1186, or by e-mail at dcadmin@azcjc.gov

INTRODUCTION

The Arizona Criminal Justice Commission is publishing this notice to announce the solicitation of the Arizona Residential Substance Abuse Treatment Program (RSAT) for calendar year (CY) 2015. This program is designed to assist state, local and tribal criminal justice agencies in developing and implementing substance abuse treatment programs in state and local secure correctional and detention facilities to allow offenders to receive substance abuse treatment and prepare for reentry into the community.

At least 10 percent of the total state allocation for CY 2015 grants shall be made available to local correctional and detention facilities for either **residential** or **jail-based** substance abuse treatment programs as defined below.

All qualified agencies are encouraged to apply.

ABOUT THE RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAM (RSAT)

Residential programs provide individual and group treatment activities for offenders in residential facilities operated by state and local correctional agencies that:

- Last at least six and no more than 12 months.
- Provide residential treatment facilities set apart – in a completely separate facility or dedicated housing unit exclusively for use by RSAT program participants - from the general correctional population.
- Focus on the substance abuse problems of the inmate.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to address substance abuse and related problems.
- Design treatment program based on effective, scientific practices.
- Implement or continue to require urinalysis and/or other proven reliable forms of drug and alcohol testing for those enrolled in the RSAT program, including both periodic and random testing, and for former participants while they remain in the custody of the state or local government.
- Residential RSAT participation should be limited to inmates who have six to 12 months remaining in their terms of confinement so they can be released from prison after completing the treatment program. Inmates cannot be returned to the general prison population.

  Matching funds of 25 percent are required.

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

- Last at least three months.
- Make every effort to separate the treatment population from the general correctional population.
- Focus on the substance abuse problems of the inmate.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to address substance abuse and related problems.
- Design treatment program based on effective, scientific practices.
- Implement or continue to require urinalysis and/or other proven reliable forms of drug and alcohol testing for those enrolled in the RSAT program, including both periodic and random testing, and for former participants while they remain in the custody of the state or local government.

  Matching funds of 25 percent are required.

Preference will be given to applicants that have established programs and provide aftercare services to residential and/or jail-based program participants. Aftercare services must involve coordination among the residential and/or jail treatment program and other social service and rehabilitation programs, such as education and job training, community supervision, halfway houses, self-help, and peer group programs that may aid in rehabilitation. These activities must be coordinated with any Substance Abuse and Mental Health Services Administration (SAMSHA)-funded, state- and/or local-funded programs that address the needs of this target population.

Post-release treatment programs provide treatment services to offenders for a period not to exceed one year after release from a state or local facility. Funds are available for award to non-profit agencies for this purpose area. Matching funds of 25 percent are required.

FUNDING

The Commission has approximately $428,424 available in federal and match funds and is presently making these funds available for multiple grants to be allocated directly to any state and local correctional agency that will achieve the goals of the RSAT program within the three areas listed above. ACJC encourages new applicants. The following will serve as parameters in allocating the approximate $428,424 in available federal and match funds:

- Approximately $428,424 is expected to be available for residential and jail-based substance abuse treatment and post-release treatment services.

- At least 10 percent of the total funds allocated shall be made available to *local correctional and detention facilities* for either residential or jail-based substance abuse treatment.
- There is no longer a 10 percent cap for funding post-release treatment services.

All applicants must certify that required matching funds up to 25 percent are available at time of application. A grant made under this program may not cover more than 75 percent of the total cost of the project being funded. The applicant must identify the source of the 25 percent non-federal portion of the budget and how matching funds will be used. Applicants may satisfy this match requirement with hard cash.

All projects funded under this program will be for twelve (12) consecutive months starting January 1, 2015 and ending December 31, 2015.

Applicant allocation of awards may be based on any one or all of the following criteria:

- Number of offenders projected to be treated;
- Average number of hours an offender spends in treatment (i.e. classes, counseling, etc.);
- Average cost of treatment, excluding: housing, food, mandatory education, medical treatment, operating supplies, and capital/non-capital expenditures.

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

ALLOWABLE COSTS

Funds may not be available in future years; therefore, when requests are made to fund personnel or other ongoing activities or costs, applicants are strongly encouraged to identify future potential funding sources. In addition to the identification, applicants should have a plan of sustainability to ensure the program is ongoing beyond the funding availability.

Eligible expenses include personnel, employee-related expenses (ERE), overtime, travel, operating costs, and costs related to contractual or consulting services. Equipment associated with project activities may be awarded on a limited basis if funding is available.

RESTRICTIONS ON USE OF FUNDS

RSAT program funds cannot be used directly or indirectly for land acquisition or construction projects.

RSAT program funds cannot be awarded to private prisons or jails.

RSAT program funds cannot be used for evaluation of the program.

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

Applicants are required to submit monthly financial reports, quarterly statistical reports (quantitative service delivery and performance data), and semi-annual narrative progress reports (qualitative performance data). 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 service/treatment provider(s) indicating their intent to participate in the program must be submitted to the Commission with the grant application or follow as soon as available.

CIVIL RIGHTS

All recipients of federal funds, regardless of the type of entity or the amount of money awarded, must provide assurance that they will not discriminate against any person on the grounds of race, color, religion, sex, national origin, age or disability, in any program or activity funded in whole or in part by federal financial assistance. The recipient must certify that it will comply with all applicable non-discrimination laws and regulations, and must submit this assurance with the online application as a condition of receiving federal funds (See 28 CFR 42.204).

Specifically, the statute that governs OJP funded programs or activities (Section 809 C), Omnibus Crime Control & Safe Streets Act of 1968, as amended 42 U.S.C. 3789d, (the OJP program statute), prohibits such discrimination, as follows:

> No person in any State shall on the ground of race, color, religion, national origin, sex (or disability)* be excluded from participation in, be denied the benefits of, or be subjected to discrimination under or denied employment in connection with any program or activity funded in whole or in part with funds made available under this title.

*Section 504 of the Rehabilitation Act of 1973 prohibits identical discrimination on the basis of disability.

The Assistant Attorney General of OJP has delegated the enforcement of civil rights compliance of all OJP grantees to the Director, Office for Civil Rights (OCR). The director has civil rights enforcement responsibilities and determines through established policies and procedures whether any person is being excluded from participating in, denied the benefits of, subjected to discrimination under, or denied employment in connection with the program or activity receiving OJP fund on these grounds. Where such discriminatory actions are found through compliance reviews or complaint processing the recipient agency may be determined to be in noncompliance for violation of the law and of its signed assurances. If attempts to secure voluntary compliance through negotiations are not successful, the sanction of suspension or termination of funding is required by statute. Some specific forms of discrimination that are prohibited are set out in the OJP program statute's implementing regulations 28 CFR 42.203. . For more information consult the Office for Civil Rights (OCR) web site at www.ojp.usdoj.gov/ocr.

"Applicants must certify that Limited English Proficiency persons have meaningful access to the services under this program(s). National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Street Act, the applicant is required to take reasonable steps to ensure that LEP persons have meaningful access to programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary." *Limited English Proficiency, A Federal Interagency Website* http://www.LEP.gov

EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP)

Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review: An EEOP must be developed by each DOJ grant recipient with 50 or more employees that receives an award of $25,000 or more under the Omnibus Crime Control and Safe Streets Act of 1968 either directly from the Office of Justice Programs (OJP) or as a sub-grant from a state planning agency such as the Commission.

Declaration Claiming Complete Exemption: Regardless of the amount of funding or number of employees, if the recipient agency is an educational institution, non-profit organization, Indian tribe or medical institution, the agency is eligible to file a certification form claiming complete exemption from the EEOP requirement.

Submissions of the EEOP vary depending on the entity type, number of employees and funding level of a grantee agency.

An acceptable Equal Employment Opportunity Plan or Certification Form Claiming Complete Exemption or Claiming Exemption from the EEOP Submission Requirement must be submitted to the Office of Justice Programs (OJP), U.S. Department of Justice, Office for Civil Rights, 810 7th Street N.W., Washington D.C. 20531. An EEOP is a comprehensive document that analyzes a recipient's relevant labor market data, as well as the recipient's employment practices, to identify possible barriers to the participation

of women and minorities in all levels of a recipient's workforce. Its purpose is to ensure the opportunity for full and equal participation of men and women in the workplace, regardless of race, color or national origin. The Department of Justice (DOJ) comprehensive guidelines for developing an Equal Employment Opportunity Plan can be found at 28 CFR § 42.301 et seq.

The following guidelines should be used to determine what information, if any must be submitted to Office for Civil Rights (OCR):

> An agency **must submit** a Certification Form Claiming Complete Exemption if it is a non-profit organization, educational institution, Indian tribe or medical institution; has less than 50 employees; or is not receiving a single grant or sub-grant award of at least $25,000. Section A of a certification form must be completed and filed with the OCR and a copy sent to the Commission (certification form is attached).
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> An agency **must submit** a Certification Form Claiming Exemption from the EEOP Submission Requirement if it has 50 or more employees and is receiving a single grant or sub-grant award of at least $25,000, but less than $500,000. Section B of a certification form must be completed and filed with the OCR and a copy sent to the Commission (certification form is attached).
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> An agency **must submit** a copy of its EEOP or EEOP Short Form to OCR and send a copy to the Commission if it is receiving a single grant award of $500,000.

All grantees must forward to OCR a copy of any finding for discrimination made against their agency after a due process hearing (within the past three years) within 30 days of such finding.

For more information consult the Office for Civil Rights (OCR) web site at www.ojp.usdoj.gov/ocr

EQUAL TREATMENT FOR FAITH-BASED ORGANIZATIONS (Equal Treatment)

The Department of Justice (DOJ) promulgated a regulation that ensures a level playing field for the participation of faith-based organizations as well as other community organizations in receiving grant funds by:

- Prohibiting discrimination for or against an organization on the basis of religion, religious belief, or religious character in the administration or distribution of federal funds;
- Allowing a religious organization that participates in grant-funded programs to retain its independence and continue to carry out its mission, provided that grant funds do not support any inherently religious activities. While inherently religious activities are permissible, they must be separate in time and place from the funded program, and participation in such activities by individuals receiving services must be voluntary;

- Clarifying that faith-based organizations can use space in their facilities to provide grant-funded services without removing religious art, icons, scriptures, or other religious symbols; and
- Ensuring that no organization that receives direct financial assistance can discriminate against a program beneficiary, or prospective beneficiary, on the basis of religion or religious belief.

The regulation applies to DOJ grantees and sub-grantees (see 28 C.F.R. 38). For additional information, please visit: http://www.ojp.gov/about/ocr/equal_fbo.htm.

HOW TO APPLY

The grant application for CY 2015 must be completed and submitted using the ACJC Grant Management System (GMS). Review the Application Instructions for the Residential Substance Abuse Treatment Program (RSAT), 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, October 3, 2014. 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.

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 is based on effective, scientific practices.

ACJC staff will prepare and present the proposed allocation plan(s) to the Criminal Justice Commission for review and final action in November 2014. The proposed allocation plan(s) will be made available to all applicants in the meeting agenda.

Funds will be disbursed to agencies in accordance with the Commission's final approved allocation plan for the grant period of January 1, 2015 through December 31, 2015.

The proposed allocation plan(s) will be based on the criteria in the Scorecard on the following page.

Scorecard –RSAT Grant Application

Applicant Agency: _____

Is the project eligible under the RSAT program guidelines? **Yes/No**

1. Was the application received on time? **Yes/No**

If the answer to either question is "No," the application is disqualified and should not be scored further**.**

Scorecard				
Category	**Description**	**Valuation**	**Maximum Possible Score**	**Actual Score**
Submission	All application information is complete and accurate • Application is complete and accurate • A-133 Audit or audit extension letter • If applicable, letter(s) of participation	Factual	5	
Problem Statement	The problem statement identifies the need for services in the community and is supported by statistical data. • Problems are clearly stated • Problems are evidenced with statistics • Problems align with the strategy • Problem causes are identified	Judgment	15	
Project Summary	Project summary describes project to be supported. • Summary addresses the problems stated • Summary describes agency's activities • Summary is realistic and achievable • Resembles proactive strategies to address the problems stated • Uses specialized personnel or specialized processes to address the problems stated • Places a focus on drug treatment for incarcerated recently released offenders • Considers gaps in services • Sustainability plan	Judgment	15	
Project Collaboration	The project collaborates with other criminal justice agencies and community organizations. • Public and community agencies are listed • Detailed collaboration described • Includes a collaborative strategy • Builds and maintains partnerships at federal, state and/or local levels	Judgment	10	

Goals And Objectives	Goals and objectives identify intended project accomplishments. • Goals are overarching and reasonable • Goals relate to the problems identified • Objectives are reasonable and achievable • Objectives are a logical connect to goals • Measures are appropriate and collectable	Judgment	20	
Evaluation Plan	Performance Measures are identified and are appropriate. • Data collection methodologies clearly defined • Measures are appropriate and collectable • Process to incorporate evaluation findings for purposes of project improvement is identified • Includes evaluation processes that allow for assessing effectiveness and includes sound and reliable data.	Factual and Judgment	10	
Budget	• Budget costs are reasonable and allowable • Narrative description is complete • Matching funds are included • Includes resource or cost sharing	Factual and Judgment	10	
Administrative History	Projects previously funded have met the requirements of the grant including timely, accurate submission of reports. *New applicants may submit proof of prior performance	Factual	10	
Aftercare priority	Priority will be given to projects that have an aftercare component established.	Factual	10	
		Total:	110	

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

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 Residential Substance Abuse Treatment 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.