ARIZONA CRIMINAL JUSTICE COMMISSION

GRANT PROGRAM ANNOUNCEMENT FOR THE RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAM

CALENDAR YEAR (CY) 2010 COMPETITIVE GRANT ANNOUCEMENT

Eligibility

State, county, local, and tribal criminal justice agencies that meet the qualifications are eligible to apply.

Deadline

All applications are due by 3:00 p.m. on October 30, 2009.

For Assistance

If you have any questions about this grant solicitation or are having difficulties with the grant management system, contact Tony Vidale, Program Manager at (602) 364-1146, 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) 2010. 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 that allow offenders to overcome their substance abuse and prepare for reentry into the community.

At least 10 percent of the total state allocation for CY 2010 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 solve the substance abuse and related problems.
- Treatment program is designed 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 and post program 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.

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 solve the substance abuse and related problems.
- Treatment program is designed 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 and post program while they remain in the custody of the state or local government.

Preference will be given to applicants who 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 human services 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.

FUNDING

The Commission has approximately $237,500 available in federal 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 two (2) areas listed above.

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 either cash or in-kind services.

All projects funded under this program will be for twelve (12) consecutive months starting January 1, 2010 and ending December 31, 2010.

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 progress reports, performance measure surveys, and an annual narrative progress report. If required, applicants will cooperate fully in any national evaluation efforts required by the federal government.

The following data is required to be supplied by the successful applicant:

- Number of offenders entering RSAT;
- Average treatment cost per offender for RSAT program;
- Of the offenders who completed the program, the number who have remained drug-free during the RSAT program;
- Of the offenders who completed the program, the number who have remained drug-free during the aftercare program;
- Of the offenders who completed the program, the number who have remained arrest-free during the aftercare program;
- Of the offenders who completed the program, the number who have remained arrest-free for one year following release from aftercare (for this indicator, use data from the recent available year);
- Of the offenders who completed the program, the number who have passed drug testing during the current reporting period;
- Number of days RSAT provided;
- Number of days aftercare provided;
- Previously funded RSAT beds continued;
- New treatment beds added with RSAT grant funds;
- Treatment beds funded through other sources, but enhanced with RSAT funded services;
- Average length of stay in the RSAT program in days, for those completing the program;
- Total number of offenders successfully completing the RSAT program;
- Total number of offenders who dropped out of the RSAT program;
- Total number of offenders who were terminated from the RSAT program.

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.
- A copy of the applicant's drug testing policy.
- 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.

EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP)

An EEOP must be developed by each DOJ grant recipient with 50 or more employees that receives an award of $25,000 or more either directly from the Office of Justice Programs (OJP) or as a sub-grant from a state planning agency such as the Commission. Exceptions: 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, it is exempt and is not required to develop an EEOP.

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 must be submitted to the Office of Justice Programs (OJP), U.S. Department of Justice, Office for Civil Rights, 810 Seventh Street N.W., Washington D.C. 20531 if the grantee is required to submit one pursuant to 28 CFR 42.302. 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 **does not** need to return any EEOP related information to OCR if it is a non-profit organization, educational institution, Indian tribe or medical institution or is not receiving a signed grant or sub-grant award of at least $25,000.
- An agency **must submit** a Certification to OCR if it is receiving a single award for at least $25,000, but has less than 50 employees or has 50 or more employees and is receiving a single award for at least $25,000, but less than $500,000.
- An agency **must submit** a copy of its EEOP (or EEOP Short Form) to OCR if it is receiving a single grant award of $500,000 or more or an aggregate of grant awards for $1,000,000 or more during an 18-month period and has 50 or more employees.

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 five years) within 30 days of such finding.

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

LIMITED ENGLISH PROFICIENCY (LEP)

"Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons" - have been adopted by the U. S. Department of Justice, applicable to all recipients of federal grant funds, including grant funds that may be allocated by the Arizona Criminal Justice Commission to your agency under programs such as the Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program, Local Law Enforcement Block Grant, Residential Substance Abuse Treatment Grant Program and others.

Additional information may be obtained in the guidance document, which can be accessed on the Internet at http://www.lep.gov.

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 or 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).

CERTIFICATIONS

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 federal funds (see 28 CFT 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, 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 (section 504) 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 statutes implementing regulations 28 CFR 42.203 and 28 CFR 42.403 section 504. For more information consult the Office for Civil Rights (OCR) web site at http://www.ojp.usdoj.gov/ocr.

HOW TO APPLY

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. To access the Arizona Criminal Justice Commission's Grants Management System (GMS) go to http://azcjc.gov/Grants/GMSIndex.asp.

This is a GMS web-based application; therefore, all new users must register prior to log-on.

The application must be completed on this web site and submitted electronically. If you are having difficulties with the system, please call the ACJC office at 602-364-1146 or e-mail us at 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 effective and designed on scientific practices.

ACJC staff will prepare and present the proposed allocation plan(s) to the Drug, Gang, and Violent Crime Committee of the Commission for review in November 2009. The Committee will present a recommendation regarding the allocation plan(s) to the Criminal Justice Commission for review and final action also in November 2009. 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, 2010 through December 31, 2010.

The proposed allocation plan(s) will be based on the following criteria:

1. Project falls within the Residential Substance Abuse Treatment guidelines. (**pass/fail**);
2. Submission of application on time. (**pass/fail**);
3. Problem statement identifies the need for services in the community and is supported by statistical data that supports the identified problem;
4. The program adequately addresses the problem in the community;
5. Coordinated efforts with other criminal justice agencies, and/or community organizations, and/or service providers;
6. Program's ability to meet the overall goals of the program, including measurable, realistic, and achievable project objectives;
7. Mechanism established to evaluate the project (performance measures) are identified and are appropriate;
8. Budget costs are reasonable and allowable. Matching funds are included in the budget request;
9. Appropriate internal controls are in place to adequately administer the award; and
10. Projects previously funded have met the requirements of the grant including timely reporting with no reportable deficiencies during site visits.

Staff 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.

Scorecard –RSAT Grant Application

Applicant Agency:
_____

1. Is the project eligible under the RSAT program guidelines? **Yes/No**
2. Was the application received on time? **Yes/No**
3. If Yes, is the application complete with the requested information included? **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**
Problem Statement	The problem statement identifies the need for services in the community and is supported by statistical data that supports the identified problem.	Judgment	15	
Project Description	The project adequately addresses the problem in the community.	Judgment	15	
Collaborative Efforts	The project coordinates efforts with other criminal justice agencies and community organizations.	Judgment	10	
Goals And Objectives	The measurable outcomes selected are appropriate for the project, and numbers and percentages provided are reasonable and achievable.	Judgment	20	
Evaluation Plan	Mechanisms to evaluate the project (performance measures) are identified and are appropriate.	Factual	10	
Budget	Budget costs are reasonable and allowable. Matching funds are included in the budget request.	Factual and Judgment	10	
Internal Controls	The applicant has appropriate internal controls to adequately administer the award.	Judgment	5	
Performance History	Projects previously funded have met the requirements of the grant including timely, accurate submission of reports and no reportable deficiencies during monitoring reviews.	Factual	15	
Aftercare priority	Priority will be given to projects that have an aftercare component established.	Factual	10	
		Total:	110	

APPEAL PROCESS

Applicants may pursue a two-step appeal process if their application is denied. If an application is not included for funding in the initial proposal, the applicant may verbally appeal to the Committee. At that point, the Committee will:

1) Accept the staff proposal and recommend the proposal to the Commission; or
2) Make changes and recommend the revised proposal to the Commission;
3) Table the proposal for further study.

If an application is not recommended for funding by the Committee, the applicant may verbally appeal to the Commission. The Commission may choose to approve the recommendation of the Committee, make changes to the Committee proposal, or table the proposal for further study. The vote of the Commission is the final step of the process and no further appeals will be granted.