



---

## RESIDENTIAL SUBSTANCE ABUSE TREATMENT FUNDING

---

# 2014 REQUEST FOR PROPOSALS

**OHIO OFFICE OF CRIMINAL JUSTICE SERVICES**  
1970 West Broad Street, P.O. Box 182632  
Columbus, Ohio 43218-2632  
Telephone: 614.466.7782  
Fax: 614.466.0308  
<http://www.ocjs.ohio.gov>

**JOHN R. KASICH, Governor**  
**MARY TAYLOR, Lt. Governor**  
**JOHN BORN, ODPS Director**  
**KARHLTON MOORE, OCJS Executive Director**

**Apply for RSAT online using the new OCJS grants management system! See page 2 for details.**

---

**OHIO OFFICE OF CRIMINAL JUSTICE SERVICES**  
**Residential Substance Abuse Treatment Program**  
**2014 Request for Proposals**  
**TABLE OF CONTENTS**

---

Who is OCJS	1
What to Expect	1
Eligibility	1
Program Purpose and Requirements	1
Length of Funding	2
New and Continuation Projects	2
Match	2
Proposal Checklist	3
Format and Submission	3
RSAT Proposal Narrative	4
Unallowable Costs	8

**Residential Substance Abuse Treatment Program (RSAT) funds are federally administered by the U.S. Department of Justice, Corrections Program Office through the Omnibus Crime Control and Safe Streets Act of 1968, Title 1, Section 1001, as amended, Public Law 90-351, 42 U.S.C. 3796ff, et seq. RSAT funds must be used to increase resources otherwise unavailable, and cannot supplant state or local funds. State and local funds to projects may not decrease as a result of RSAT funding.**

## **WHO IS OCJS**

The Ohio Office of Criminal Justice Services (OCJS) is a division of the Ohio Department of Public Safety. By statute, OCJS is the lead justice planning and assistance office for Ohio, administering millions of dollars in state and federal criminal justice funding every year. OCJS also evaluates programs and develops technology, training, and products for criminal justice professionals and communities.

OCJS has been designated by Governor John Kasich to administer the FY 2014, Residential Substance Abuse Treatment Program for State Prisoners (RSAT). The RSAT funds are used to support treatment services in addition to the services the prison or jail is already required to provide.

## **WHAT TO EXPECT**

**Application.** For technical assistance on any part of the RSAT application, call OCJS at: 614.466.7782, and ask to speak to your Grants Coordinator.

Regional Contacts: [www.ocjs.ohio.gov/grants.stm](http://www.ocjs.ohio.gov/grants.stm)

**Review.** RSAT proposals will be competitively reviewed by OCJS. Project budgets will be reviewed to assure that costs are allowable and directly relate to the project. Final funding recommendations are made by the OCJS Executive Director.

**Award.** Projects will be notified and required to complete all forms and pre award conditions electronically through the grants management system. Prior to funding, grantees will receive orientation information regarding funding conditions and grant management strategies. **All awards will be for 12 months of funding, operating from July 1, 2014 through June 30, 2015.**

## **ELIGIBILITY**

All RSAT applicants must have an organization, or subgrantee, that will serve as the fiduciary agent and assume overall responsibility for the grant. Eligible RSAT subgrantees include:

1. A unit of local government or council of governments. A unit of local government has legislative autonomy, jurisdiction, and authority to act in certain circumstances. Units of government include a city, county, township, or village. If two or more organizations jointly apply, they must designate one body to take the lead role and identify that agency's fiscal officer.
2. State agencies, state-supported universities.

## **PROGRAM PURPOSE AND REQUIREMENTS**

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 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. OCJS recommends applicants target high-risk offenders as program participants. A minimum of 10 percent of Ohio's RSAT allocation must be available for local correctional and detention facilities for either of the two following program areas:

### **Residential Substance Abuse Treatment**

- Operate at least 6 and no more than 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 substance abuse problems of the inmate.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills necessary 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.

### **Jail-Based Substance Abuse Treatment**

- Program must last at least three months
- Focus on substance abuse problems of inmates
- If possible, jail-based programs should separate the treatment population from the general correctional population.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills necessary to solve the substance abuse and related problems.

### **Aftercare**

Projects must provide aftercare services. These 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 abuse treatment program must work in conjunction with state and local authorities and organizations involved in substance abuse treatment to assist in the placement of program participants into community substance abuse treatment facilities on release.

### **LENGTH OF FUNDING**

Projects may apply for 12 months of funding, operating from July 1, 2014 to June 30, 2015.

### **NEW AND CONTINUATION PROJECTS**

A new project is one that has never received RSAT funding. If an agency submits an application for a project substantially similar to a previously awarded project, the project proposal is considered a continuation of the earlier program. New and continuation projects will compete equally for funding.

### **MATCH**

All projects receiving RSAT funds require a 25 percent cash or in-kind match. Subgrant funds may be used to support 75 percent of the total cost of each project. Other federal funds may not be used as match.

#### **Cash Match**

- State or local budget items or appropriations identified as binding commitments of project match
- Funds contributed from private sources including corporate or private donations
- Funds from the Housing and Community Development Act of 1974, 42 U.S.C. 5305, et. seq.
- Funds from the Appalachian Regional Development Act
- Project income

#### **In-kind Match**

- Donations of expendable equipment, supplies, workshop or classroom materials, work space
- Monetary value of time contributed by professional, technical, skilled or unskilled personnel if services are an integral and necessary part of the project.

The value placed on donated services must be consistent with the compensation rate paid for similar work in the organization or labor market; loaned or donated equipment may not exceed its fair market value. Fringe benefits may be included if someone is actually paying those costs. Volunteer services must be documented and supported by the same methods used by the grant recipient for their own employees.

#### **Timing**

Matching contributions need not be applied at the exact time or in proportion to the obligation of the federal funds. However, the full matching share must be obligated by the end of the period for which the federal funds have been made available for obligation under an approved project. OCJS reserves the right to deny payment requests on approved programs pending documentation of the matching share.

## **PROPOSAL COMPONENTS**

Use the following checklist as a general guide for submitting proposals to OCJS. Read the entire RSAT RFP before completing and submitting proposals.

- Title Page**
- Problem Statement/Target Population**
- Project Description**
- Project Objectives**
- Timeline/Activities**
- Organization Capacity**
- Collaboration Board**  
\* Please note Collaboration Board Letters are required and need to be uploaded with the application. Letters should demonstrate the collaboration efforts of the project. If letters are not uploaded the application will not be reviewed.
- Executive Summary**
- Budget**

**APPLY ONLINE!**

RSAT applicants must apply for OCJS grants online at:  
[www.ocjsgrants.com](http://www.ocjsgrants.com)

1. Register to use the system.  
NOTE: If you have already registered as a grantee please use that log in information to access the system.
2. Work on your grant over an extended period of time, saving changes until you're ready to preview and submit your final proposal to OCJS.
3. Print an e-confirmation of your RSAT submission.

## **FORMAT AND SUBMISSION**

- Applications are submitted online through the OCJS Grants Management System, the application will be available December 1. Applications must be completed and in the submitted status by 5 p.m. on December 31, 2013. Visit: [www.ocjsgrants.com](http://www.ocjsgrants.com). Late applications will not be reviewed or considered for funding. Failure to follow the specified requirements will also result in the application not being reviewed or considered for funding.  
**IMPORTANT: Applications must be in the APPLICATION SUBMITTED STATUS in the OCJS Grants Management System to be considered for funding.**
- For technical assistance on any part of the RSAT application, call OCJS at: 614.466.7782, and ask to speak to your Grants Coordinator. Note: due to the deadline proceeding a holiday please keep in mind some staff may be out of the office. Please contact the front desk and ask for assistance if you do not receive a return phone call in a timely manner.

Regional Contacts: [www.ocjs.ohio.gov/grants.stm](http://www.ocjs.ohio.gov/grants.stm)

## RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROPOSAL NARRATIVE

### Problem Statement and Target Population

Applicants should explain or clearly describe the problem or issue to be addressed, and its impact on the community. The application will be evaluated as to how effectively it:

- Clearly describes the nature and scope of the problem, justifies the need for assistance, and relates the problem and the need for assistance to the scope of the Residential Substance Abuse Treatment (RSAT) Program. The problem statement should be data driven and the applicant will need to provide relevant state, and local level data/statistics as well as agency statistics to document the problem addressed.
- Discusses the short and long-term consequences of the community if the problem identified is not addressed. More specifically, the applicant should discuss what will happen to the community if the proposed project is not funded.
- Clearly describes the target population to be served in terms of population size and demographic characteristics, including how the population will be set apart from the general correctional population. It should provide the rationale for why the target group was selected.
- Identifies other resources in the community that are available to continue to help address the problem once the inmate is released from the institution. If no resources exist, applicant should discuss the gaps in services and link how the proposed project will help alleviate those gaps.

### Project Description

Applicants should describe a plan of action that the proposed project will implement in order to address the identified problem discussed in the problem statement. The application will be evaluated as to how effectively it:

- Adheres to the RSAT best practices model of treatment that utilizes a cognitive behavioral treatment approach with variable intensity of services and supervision focused on targeting the criminogenic behaviors of moderate to high-risk offenders that is based on specific offender needs.
- Identifies the treatment model to be used and describes the proposed activities associated with the approach to be taken and clearly demonstrates how they will address the identified problem. Any client admission or exclusion criteria for the project, the anticipated average length of stay, and how drug testing will be used should be discussed. The approach should seem logical given the characteristics and needs of the target population discussed in the problem statement and target population section of the application.
- Discusses the evidence that shows that the model or practice is effective with the target population. Documents the evidence that the model or practice chosen is (are) appropriate for the outcomes the program wants to achieve. Clearly justifies why the particular program model was selected for implementation. **Applicants should provide a detailed discussion on their plan to implement a model that is evidence-based or grounded in best practices of the field.** For more information on evidence-based practices, go to <http://www.ocjs.ohio.gov/ebp.stm>.
- Discusses the initial and ongoing assessment process to be used to determine client needs. Any specific instruments or tools to be used along with any evidence to support the rationale for choosing that particular instrument/tool and how it is based on the demonstrated effectiveness should be discussed and identified.
- Identifies and discusses the sanctions and/or rewards, if any, to be used in the program.
- Identifies how success will be defined and measured for the program. Applications should clearly identify what aftercare services will be provided to program participants once they have left the correctional facility.
- Describes the planning process for engaging and enrolling newly eligible participants for Medicaid in accordance with the Patient Protection and Affordable Health Care Act, ensuring the treatment protocol will continue after program completion, if applicable.

### Project Objectives

Describe the outcomes or changes anticipated as a result of the proposed project. The achievement of the objectives should provide an outcome that reflects a measurable change for the target population due

to the services offered by the program. Provide two objectives, with performance indicators and baseline numbers that further the RSAT Program Goal.

**RSAT Program Goal: To have offenders return to the community and maintain a healthy lifestyle.**

Application will be evaluated on how effectively it:

- Clearly identifies project outcomes (measured change as a result of implementing the proposed project), performance measures (how you will measure that change, what instruments and/or tools are to be used, etc.), and any baseline data that might exist. The project outcomes should reflect an appropriate amount of change anticipated or accomplishments that are logical and clearly linked to the identified problem and the proposed approach/response as discussed in the previous sections of the application.

<b>EXAMPLE</b>	<b><u>OBJECTIVE</u></b> <i>Measures the expected change resulting from the proposed project during the project period.</i>	<b><u>PERFORMANCE INDICATOR</u></b> <i>Information collected to document expected changes.</i>	<b><u>BASELINE NUMBER</u></b> <i>Number documenting what occurred during the past year.</i>	<b><u>PERFORMANCE DATA COLLECTION</u></b> <i>The method in which the data will be collected and the means by which it will be stored for later analysis.</i>
<b>EXAMPLE: OBJECTIVE (Increase)</b>	Increase by 20% the number of participants who complete the aftercare program and remain arrest free for 1 year following release from aftercare.	<ul style="list-style-type: none"> <li>The number of RSAT program participants that complete the aftercare program</li> <li>The number of participants who remain drug free 1 year following the successful completion of RSAT aftercare program.</li> </ul>	42% of those participants that entered aftercare (n=9) successfully completed and remained drug free 1 year following release from aftercare	Program staff will receive a monthly report from the agency responsible for community supervision that documents the client results from urinalysis screens given while under supervision. This information will be entered by program staff in a spreadsheet for ease of calculation for the grant period.
<b>EXAMPLE: OBJECTIVE (Decrease)</b>	Achieve a 15% reduction in recidivism among those successfully completing the RSAT program by December 31, 2012.	The numbers of new crimes or technical violations that RSAT program participants are charged with up to 12 months after discharge from the program.	20% (n=6) of clients who successfully completed the RSAT program were charged with a new crime or technical violation between January 1, 2012 and December 31, 2012.	Program staff will receive a monthly report from the agency responsible for supervision documenting the number of new crimes or technical violations that participants are charged with. This information will be collected by program staff in a spreadsheet for ease of calculation for the grant period.
<b>EXAMPLE: OBJECTIVE (Maintain)</b>	Maintain a 92% successful completion rate of participants who enter the RSAT program.	<ul style="list-style-type: none"> <li>Total number of participants who successfully complete the program</li> <li>Total number of participants who do not complete the program.</li> </ul>	92% of program participants (n=27) successfully completed the RSAT program between January 1, 2012 and December 31, 2012.	Program staff will collect data documenting the client's progress in the program. This information will be entered into a spreadsheet for ease of calculation for the grant period.

**Timeline and Activities**

Applicants should describe how the programmatic and grant administrative activities as well as the related outcomes and objectives will be reasonably achieved in the given project period. Application will be evaluated as to how effectively it:

- Presents a comprehensive, thorough timeline that specifies what program activities will be done, completed, who (individuals and organizations) will do it, and when it will be accomplished. Include activities such as anticipated collaboration board meetings, OCJS grant reporting deadlines and any



other activities specific to the project. The timeline should be reasonable given the nature of the problem, the target population, and the approach/response discussed in earlier sections of the application.

- If applicable, include any other deliverables that will be created and/or used throughout the project.

### **Organization and Staff Capacity**

Applicants should provide a comprehensive discussion of the history and accomplishments of the organization responsible for implementing the project. Identify any key staff that will be involved in the project, including the project director and other individuals who will be responsible for administering the grant and implementing the program. Application will be evaluated as to how effectively it:

- Clearly identifies the mission of the agency that will serve as the subgrantee and/or implementing agency. The application should clearly demonstrate the capacity of the subgrantee and implementing agency to administer grants of similar size and score as the project submitted for funding. The applicant should demonstrate that they have adequate resources (i.e. personnel/staff, infrastructure to support additional program, computers, software, etc.) to implement the project as proposed.
- Clearly identifies the key staff, including any volunteers that will be participating in the proposed project, including their qualifications, experience and education.
- Discuss how successful completion of the project is realistic given the key staff implementing the project. In cases where positions have not been filled, the applicant should clearly describe a reasonable approach and criteria to their experienced and qualified staff.

### **Collaboration Boards**

Collaboration Boards are an essential to the funding process as they help projects achieve their goals and objectives. The leadership and direction they provide help projects to achieve their goals and objectives through a shared community vision. Collaboration Boards must conduct meetings at least quarterly and keep minutes of discussion items. Describe the collaborative effort between the applicant and other organizations. Application will be evaluated as to how effectively it:

- Identifies the organizations that will participate in the Collaboration Board that will be responsible for overseeing the project. Describes their roles and demonstrates their commitment to the project. The applicant may use an existing community board or group to provide oversight to the project and act in the capacity of the Collaboration Board. **Commitment letters will be required from all representatives on the Collaboration Board.**
- Describes the extent and nature of the collaborative effort and how the role and function of each organization will support the overall goal of the project. Partner agencies should be clearly identified and clearly linked with their role and function within the collaborative group.
- Provides details describing the management of the collaborative group. The applicant should be able to document when quarterly meetings will be held, how members will be notified of upcoming meetings, and the process for distributing and maintaining records of minutes of meetings. If the applicant uses an existing community board or group to serve as the Collaboration Board, describe how the group will provide specific oversight for this project.
- Describes how the collaborative group will work together to achieve project goals and objectives.

**Applications must include commitment letters from all Collaboration Board members. Letters must be submitted on the Collaboration Board member's letterhead and detail each agency's role and commitment as a partner within the proposed project. All applicants will be required to upload collaboration board letters. Failure to do so will result in your application being declared incomplete and you will be ineligible for funding. Collaboration Board letters are uploaded as an attachment within the Collaboration Board section of the online application.**

### **Budget**

Describe any costs associated with implementing the program. Application will be evaluated as to how effectively it:

- Presents a clear and detailed budget with a narrative that clearly explains and justifies the budget information.



- Justifies the costs of the proposed program and the costs are considered reasonable in view of the types and range of activities to be conducted, the number of participants to be served, and the expected results and benefits.
- Clearly states how the match funds will be used and the source of the match funds.

## UNALLOWABLE COSTS

- Alcoholic Beverages
  - Auto Purchase
    - ★ Auto Parts
    - ★ Auto Maintenance
    - ★ Auto Leases Only Allowable for Drug Task Forces
  - Awards, Bonuses or Commissions
  - Bad Debts
  - Basic or Standard Police Equipment
    - ★ Uniforms
    - ★ Dry Cleaning
  - Construction Costs
  - Contingency Provision Funds
  - Contributions and Donations by the Sub grantee or Implementing Agency
  - Corporate Formation Costs
  - Defense and Prosecution of Criminal and Civil Proceedings and Claims
  - Depreciation and Use Allowances on Publicly Owned Buildings
  - Drug Dogs
  - Dual Compensation
  - Entertainment
  - Federal Employee Compensation, Consulting Fees or other Remuneration
  - Fines and Penalties (OBM Circular A-87 Item 20 exception)
  - Food ★★★
  - Foreign Travel (outside United States/territories, Canada)
  - Fund Raising
  - General Government Expense (OBM Circular A-87 Item 23 exceptions)
  - Grant Management/Administrative Costs
  - Idle Facilities (OBM Circular A-87 Item 24 exceptions)
  - Incentive Payments
  - Inmate Wages
  - Interest (OBM Circular A-122 Item 19 exceptions)
  - Land Acquisition
  - Lobbying
  - Losses on Other Awards
  - Medicines, Drugs, Pharmaceuticals or Cosmetics
  - Military-type Equipment/Lethal Weapons
  - Recreational Activities
  - Restitution Payments
  - Snacks
  - Space Occupied under Lease-to-Own Agreements
  - Sporting Goods/Equipment
  - State and Local Taxes (Standard Conditions exceptions)
  - Stipends
  - Tips, Bar Expenses or Laundry Costs Incurred at Conferences
  - Toys, Games, etc.
  - Under Recovery of Costs under Federal Agreements
- ★ All costs must directly relate to the goals and objectives of the proposed project. OCJS reserves the right to modify project budgets or provide partial funding.

**★★★ No funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be attained. Such an exception would require prior approval. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.**