



# Residential Substance Abuse Treatment Grant Program

**2019**

## REQUEST FOR PROPOSALS

### OFFICE OF CRIMINAL JUSTICE SERVICES

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Apply for RSAT online using the OCJS grants management system





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## TABLE OF CONTENTS

WHO IS OCJS	1
WHAT TO EXPECT	1
ELIGIBILITY	1
PROGRAM PURPOSE AND PROGRAM AREAS	1
LENGTH OF FUNDING	2
NEW AND CONTINUATION PROJECTS	3
FISCAL CONSIDERATIONS	3
POST AWARD REPORTING REQUIREMENTS	4
PROPOSAL COMPONENTS	5
FORMAT AND SUBMISSION	5
PROPOSAL NARRATIVE	6
PROBLEM STATEMENT AND TARGET POPULATION	6
PROJECT DESCRIPTION	6
SUSTAINABILITY/ACCOMPLISHMENTS/OBSTACLES	7
PROJECT OBJECTIVES	8
TIMELINE AND ACTIVITIES	8
ORGANIZATION AND STAFF CAPACITY	9
COLLABORATION BOARD	9
BUDGET	10
UNALLOWABLE COSTS	10

**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 Mike DeWine to administer the FY 2019, 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 October 1, 2019 through September 30, 2020.**

## 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**

- Engage participants for a period 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 use diagnosis and addiction-related needs.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills necessary to solve the substance use 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, including post-release referral to appropriate evidence-based aftercare treatment and service providers that support the use of medication-assisted treatment.

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

- Engage participants for at least three months.
- Focus on inmate's substance use diagnosis and addiction-related needs.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance use 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, including post-release referral to appropriate evidence-based aftercare treatment and service providers that support the use of medication-assisted treatment.

### **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 October 1, 2019 to September 30, 2020.

## **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.

## **FISCAL CONSIDERATIONS**

Applicants will find **unallowable costs** for the RSAT program and other grant programs [here](#).

Applicants are encouraged to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP web site at [Office of Justice Programs: Financial Guide](#). This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to minimize costs, requires OCJS review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all). *Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should consider this when submitting proposals.* Applicants should also understand that conference cost limits may change and that they should regularly check the guidance for updates before incurring such costs.

Note on food and beverages: OCJS may make exceptions to the general prohibition on using funding for food and beverages, but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OCJS's prior written approval. The restriction on food and beverages 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 affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

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 of the OJP "Other Requirements for OJP Applications" web page at [Office of Justice Programs: Other Requirements for OJP Applications](#).

## **POST AWARD REPORTING REQUIREMENTS**

All RSAT subgrantees are required to submit quarterly performance measurement report through the Bureau of Justice Assistance (BJA). The performance measure data is reported in the BJA Performance Measurement Tools (PMT) website: <https://bjapmt.ojp.gov/>. The report must be completed quarterly. The due dates are: April 15, July 15, October 15 and January 15. Late reports will be considered overdue and may be subject to freezing of funds.

## **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

## FORMAT AND SUBMISSION

- Applications are submitted online through the OCJS Grants Management System. Applications must be completed and in the submitted status by 5 p.m. on April 1, 2019. 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. 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)

### 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.

## 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 to 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.
- Discusses the evidence that shows that the model or practice is effective with the target population. Documents the evidence that the mode 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 evidence-based aftercare services will be provided to program participants once they have left the correctional facility and explain if the aftercare treatment and service providers support the use of medication-assisted treatment.
- Explain coordination with any Substance Abuse and Mental Health Services Administration (SAMHSA) funded state or local programs that address the needs of this target population.
- 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.

### **Sustainability/Accomplishments/Obstacles**

Applicants should describe a plan of action that the proposed project will implement in order to sustain the program activities discussed in the Project Description. Applicants should also describe previous accomplishments and obstacles that have been presented when carrying out similar activities that were discussed in the Project Description. The application will be evaluated as to how effectively it:

- Explains the steps that will be taken to ensure long-term program sustainability (i.e. the ability for the program to maintain its services over time). The applicant must demonstrate a commitment to the program by describing a plan for maintaining programmatic activities in the event that funding support from OCJS has ended.
- Describes any previous accomplishments and how these accomplishments influence program activities.
- Describes any previous or ongoing obstacles and how these obstacles influence program activities.
- Describes any obstacles that have affected the identified target population. How will your program work to continue programming activities for the identified target population?
- Elaborates on collaboration with community resources and how various agencies and stakeholders have played a role in sustainability, accomplishments and obstacles.

## **Project Objectives**

Applicants should 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 measureable change for the target population due to the services offered by the program. Please use the standardized objectives listed here and select two objectives that correspond with how the project will accomplish the RSAT program goal, which is to have offenders return to the community and maintain a healthy lifestyle.

There are two types of objectives:

**Outcome** objectives describe the measured changes (impact that will occur as a result of implementing the proposed project).

**Process** (or Output) objectives describe the “process” (activities/steps) that a program will implement. Applications must provide two objectives, and at least one objective should be an outcome objective. Each objective should include performance indicators, baseline numbers and data collection methods that further the goal of the RSAT program.

Application will be evaluated on how effectively it:

- clearly identifies project objectives (measured change as a result of implementing the proposed project)
- clearly identifies performance indicators (how you will measure that change, what instruments and/or tools are to be used, etc.)
- clearly identifies any baseline data that exists.

## **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, 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 scope 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.
- Discusses 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 the experienced and qualified staff.
- Explain coordination with any Substance Abuse and Mental Health Services Administration (SAMHSA) funded state or local programs that address the needs of this target population.

### Collaboration Boards

Collaboration Boards are 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.

- Describes what other agencies will be partnered with to provide evidence-based aftercare services to program participants once they have left the correctional facility and explain if the aftercare treatment and service providers support the use of medication-assisted treatment 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 applicants partner with or plan to reach out and work with the local Mental Health and Recovery Services Board to coordinate efforts.

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 and descriptions can be accessed at:  
[http://www.ocjs.ohio.gov/ocjs\\_grants\\_unallowable\\_costs.pdf](http://www.ocjs.ohio.gov/ocjs_grants_unallowable_costs.pdf)