



RESIDENTIAL SUBSTANCE ABUSE TREATMENT FUNDING

2012 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
THOMAS P. CHARLES, ODPS Director
KARHLTON MOORE, OCJS Executive Director

Apply for RSAT online! See page 3 for details.

OHIO OFFICE OF CRIMINAL JUSTICE SERVICES
Residential Substance Abuse Treatment Program
2012 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
Proposal Format	4
Unallowable Costs	7

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 2012, 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 or e-mail: BAMiller@dps.state.oh.us and include the county where your project is located.

Regional Contacts: www.ocjs.ohio.gov/grants.stm

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

Award. Award notifications will be mailed to selected projects. Before final approval, projects must complete and return all required forms. 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, 2012 through June 30, 2013.

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

RSAT funds assist state and local governments to develop and implement substance abuse treatment programs in state and local correctional and detention facilities. OCJS recommends applicants target high-risk offenders as program participants. The funds may be used to support treatment services in addition to the services the prison or jail is already required to provide. 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

- Six to 12 months in duration
- Residential correctional or detention facility
- Residents set apart from the general correctional population
- Focus on substance abuse problems of inmates
- Utilize urinalysis or other proven reliable forms of testing conducted
- Substantially focus on the substance abuse problems of the inmate
- Develop cognitive, behavioral, social, vocational, and other skills necessary to solve a substance abuse or related problem

Jail-Based Substance Abuse Treatment

- Program must last at least three months
- Treatment population set apart from general correctional population if at all possible
- Focus on substance abuse problems of inmates
- Science-based
- Develop cognitive, behavioral, social, vocational, and other skills necessary to solve a substance abuse or related problem

LENGTH OF FUNDING

Projects may apply for 12 months of funding, operating from July 1, 2012 to June 30, 2013.

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 CHECKLIST

Use the following checklist as a general guide for submitting RSAT proposals to OCJS. Please read through the entire application packet before completing and submitting proposals. **Applications failing to meet format and submission requirements will not be considered for funding.**

- Title Page**
- Project Proposal** *with headings clearly marked.*
- Executive Summary Page**

APPLY ONLINE!
RSAT applicants may apply
for OCJS grants online at:
<https://portals.ocjs.ohio.gov/ogs/login.aspx>

1. Register for a username and password.
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.

- Detailed Budget Application
- FFATA Requirement form
- CCR Profile and DUNS Number
- Collaboration Board Letters

FORMAT AND SUBMISSION

- If applying online, visit: <https://portals.ocjs.ohio.gov/ogss/login.aspx>. Online proposals must be electronically submitted by **5 p.m. on November 30, 2011**. **Late applications will not be reviewed or considered for funding.**
- Projects that are not able to apply online must submit a waiver stating why they could not submit their application online. For those applicants who submit a waiver, proposals may not exceed six pages. Proposals should be single-sided pages, 12-point font, double-spaced, with one-inch margins. Required forms, including budget pages, do not count as part of the six-page total. Submit a total of six proposal packets. All parts of the proposal, including the Title Page, Project Proposal, Executive Summary Page, Budget Form, FFATA Requirement form and CCR Profile and DUNS number and Budget Form must be submitted at the same time. Use binder clips only on applications. Please do not fax any part of the proposal. Proposals must be postmarked or received by OCJS by **5 p.m. on November 30, 2011**. **Applications failing to meet format and submission requirements will not be considered for funding.**
 - Mail or deliver proposals to: **Ohio Office of Criminal Justice Services
1970 West Broad Street, P.O. Box 182632
Columbus, Ohio 43218-2632
Attention: Project Control**
- Federal Funding Accountability and Transparency Act (FFATA) Requirements.** The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website. **All OCJS applicants will be required to fax a copy of the CCR profile that includes the DUNS number and complete the FFATA Requirement form (http://www.ocjs.ohio.gov/grant_forms.stm See *FFATA Requirement Form*) to (614) 466-0308 no later than the November 30, 2011 application deadline.**
- For technical assistance on any part of the RSAT application, call OCJS at: 614.466.7782, and ask to speak to your Grants Coordinator or email BAMiller@dps.state.oh.us and include the county where your project is located.

OCJS is currently in the process of developing a new grant management information system. With future solicitations, all applicants will be required to submit applications electronically. Hard copy applications will no longer be permitted. Additional information will be forthcoming with implementation of the new system.

PROPOSAL FORMAT

All RSAT proposals must use the following bold, underlined headings in the same order as presented. Please respond to each bulleted question. Proposals may not exceed six pages.

Problem Statement and Target Population

Describe the problem or issue to be addressed, and its impact on the community. Application will be evaluated as to how effectively it:

- Clearly describes 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 clearly identify the existing substance abuse problems of the population to be served and provide data that document the extent of the problem. Discuss short and/or long-term consequences for the community if the problem is not addressed.
- 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 none exist, applicant should discuss the gaps in services and link how the proposed project will help alleviate those gaps.

Project Description

Describe the planned response that includes a description of the scope and detail of how the proposed project will address the problem identified in the problem statement and target population section of the application. 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 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, if any, aftercare services will be provided to program participants once they have left the correctional facility.

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.

EXAMPLES	<u>OBJECTIVE</u> Measure of change that will result from the proposed program during project period.	<u>PERFORMANCE INDICATOR</u> Information collected to document expected changes.	<u>BASELINE NUMBER</u> Number documenting what occurred during the past year.
OBJECTIVE 1	To reduce by 80% the number of RSAT clients committing new crimes by June 30, 2011.	Number of RSAT clients committing new crimes.	During 2009, 33% of RSAT clients committed new crimes while in the program.
OBJECTIVE 2	To reduce by 50% cocaine use among RSAT clients by June 30, 2011.	Number of RSAT clients with positive drug screens for cocaine while in treatment.	During 2009, 20% of the RSAT clients tested positive for cocaine use.

Timeline and Activities

Describe how the project activities 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 completed, who (individuals and organizations) will do it, and when it will be accomplished. 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

Describe the history and accomplishments of the organization responsible for implementing the project. Identify any key staff including a project director who will be responsible for all administrative and programmatic issues, including correspondence between the project and OCJS. Application will be evaluated as to how effectively it:

- Clearly identifies the mission, history, and accomplishments of the organization responsible for implementing the grant. Application should clearly demonstrate that the organization has the capacity to administer grants of similar size and scope. Applicant should demonstrate that they have adequate resources (i.e. personnel/staff, infrastructure to support additional program, computers, software, etc.) to successfully implement the program.
- clearly identifies the qualifications of key staff, including volunteers, and shows that successful completion of the project is realistic given the qualifications of key staff. In cases where positions have not been filled, the applicant should clearly describe a reasonable approach and criteria to hire experienced and qualified staff.

Collaboration Boards

Collaboration Boards are an essential part of the funding process to help projects achieve their goals and objectives. Collaboration Boards should provide oversight as well as collaboration. 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:

- 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.
- 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. A roster detailing the board membership must also be included. *If applying on-line the letters can be faxed to 614.466.0308. When faxing the letters please make sure the OCJS grant number is included on all letters.

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)
 - 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.