



Florida Department of Law Enforcement Office of Criminal Justice Grants

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Federal Fiscal Year 2019 Residential Substance Abuse Treatment Grant (RSAT) Solicitation

The Florida Department of Law Enforcement (FDLE), Office of Criminal Justice Grants (OCJG) is seeking applications for the state's Residential Substance Abuse Treatment (RSAT) Grant Program. This program funds state and local jail and prison-based programs designed to reduce the demand for, use, and trafficking of illegal drugs with the goal of breaking the cycle of drug addiction and violence.

Eligibility

Eligible applicants are limited to state agencies and units of local government. A unit of local government is defined as a city, county, town, township, borough, parish, village, or other general-purpose political subdivision of the state, including Native American Tribes who perform law enforcement functions as determined by the Secretary of the Interior.

Florida gives preference to applicants who provide aftercare services to program participants. Aftercare services involve coordination between the correctional treatment program and other social service and rehabilitation programs, such as education, job training, parole supervision, halfway houses, self-help, and peer group programs.

- [2 C.F.R. Part 25](#) - *Universal Identifier and System for Award Management (SAM) Requirements*
- [28 C.F.R. Part 42](#) - *Nondiscrimination; Equal Employment Opportunity; Policies and Procedures*
- [2 C.F.R. §200.318-326](#) - *Federal Procurement Standards*
- [2 C.F.R. Part 200.300-309](#) - *Standards for Financial and Program Management*

Contact Information

For questions regarding this solicitation, please call the main line at (850) 617-1250. For technical assistance with the Subgrant Information Management Online (SIMON) system or for issues with an application in SIMON, ask for the SIMON Help Desk.

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Program Description

The Florida Department of Law Enforcement (FDLE) received an award from the United States Department of Justice (USDOJ) for \$1,694,466 in Residential Substance Abuse Treatment (RSAT) Grant funds. FDLE is seeking subaward applications for funding under the Residential Substance Abuse Treatment for State Prisoners Program. This program furthers FDLE's mission by assisting state, local and tribal efforts to break the cycle of drugs and violence by reducing the demand for, use and trafficking of illegal drugs.

This Solicitation seeks subrecipient applications for activities as they relate to three types of evidence-based drug treatment programs within state and local correctional and detention facilities: 1) Residential, 2) Jail-based treatment, or 3) Aftercare.

A minimum of ten percent (10%) of this funding will be made available to eligible local correctional and detention facilities.

Program Strategy and Purposes

FDLE administers the RSAT federal pass-through grant program for the State of Florida. The RSAT program (34 U.S.C. § 10424) assists state and local governments in developing and implementing substance abuse treatment programs.

Applications for RSAT funding must implement or continue to require urinalysis or other reliable forms of drug testing, both periodic and random, for any participant: (1) before entering the residential substance abuse treatment program; (2) during the period in the treatment program; and (3) released from a residential substance abuse treatment program if the individual remains in custody.

All RSAT programs must provide services in a completely separate facility or dedicated housing unit exclusively for use by RSAT participants which is set apart from the general correctional population.

The following types of programs are eligible for funding:

- Providing residential substance abuse treatment to incarcerated inmates;
- Preparing participants for reintegration through reentry planning activities within treatment programs; and/or
- Assisting offenders and their communities through the delivery of community reintegration, treatment, and other broad-based aftercare services.

Residential Programs: Applicants must ensure that individuals who participate in a grant funded substance abuse treatment program are provided services including:

- Engaging participants for a period between six (6) and twelve (12) months;
- Focusing on the inmate's substance use diagnosis and addiction related needs;
- Developing the inmate's cognitive, behavioral, social, vocational, and other skills to solve substance abuse and related problems; and
- Requiring 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.

RSAT participation should be limited to inmates with six (6) to twelve (12) months remaining in their confinement so they can be released from prison after completing the program, rather than returning to the general prison population.

Jail-based Programs: Applicants must ensure individuals who participate in a grant funded substance abuse treatment program are provided services including:

- Engaging participants for at least three (3) months;
- Focusing on the participant's substance use diagnosis and addiction related needs;
- Developing the inmate's cognitive, behavioral, social, vocational, and other skills to solve substance abuse and related problems; and
- Requiring 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.

Applicants must ensure that individuals who participate in a grant funded substance abuse treatment program are provided with community reintegration services. Services must include coordination between the correctional treatment program and other social service and rehabilitation programs, such as:

- Education and job training;
- Parole supervision;
- Halfway houses; and/or
- Self-help and peer group programs.

Priority Areas for Funding

Evidence-Based Programs or Practices

The Office of Justice Programs (OJP) places a strong emphasis on the use of data and evidence in policy making and program development in criminal justice. Programs and practices are considered to be evidenced-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence will influence the degree to which OJP considers a program or practice to be evidence-based.

Applicants are required to provide substance use treatment practices and services which are evidence based and are appropriate for the target population. Applicants should identify the evidence-based practice being proposed for implementation, identify and discuss the evidence that shows that the practice is effective, discuss the population(s) for which this practice has been shown to be effective, and show that it is appropriate for the proposed target population. Applicants can find information on evidence-based treatment practices in SAMHSA's *Guide to Evidence-Based Practices* available at www.samhsa.gov/ebpwebguide.

Information Regarding Potential Evaluation of Programs and Activities

Applicants should note OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. Subrecipients will be expected to cooperate with program-related assessments or evaluation efforts, including the collection and provision of information or data requested by OJP (or its designee) for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation. The information or data requested may be in addition to any other financial or performance data already required under this program.

Opioid Abuse Reduction

The applicant understands and agrees that, to the extent that substance abuse and related services are funded by this award, they will include needed treatment and services to address opioid abuse reduction.

Community-Based Aftercare Programs

These programs must involve coordination between the correctional treatment program and other social service and rehabilitation programs, such as enrollment assistance for health care coverage, coordinating assistance to receive Medication Assisted Treatment (MAT), education and job training, parole supervision, halfway houses, self-help, and peer group programs.

Eligibility Requirements

Applicants must comply with all terms and conditions of the federal award and subaward, including those incorporated by reference. This section identifies specific program requirements that must be met as a condition of eligibility to receive federal funds under this program.

Each applicant must be able to document compliance with the following requirements:

[2 C.F.R. Part 25](#) *Universal Identifier and System for Award Management (SAM) Requirements*

[2 C.F.R. §200.300-309](#) *Standards for Financial and Program Management*

[2 C.F.R. §200.318-326](#) *Federal Procurement Standards*

[28 C.F.R. Part 42](#) *Nondiscrimination; Equal Employment Opportunity; Policies and Procedures*

SAM Registration

To apply for RSAT funding, an organization must have a Data Universal Numbering System (DUNS) number. The organization must also be registered with the federal System for Award Management (SAM) (2 C.F.R. Part 25).

A DUNS number may be obtained by calling (866) 705-5711 or by visiting the Dun & Bradstreet website at: <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>. A DUNS number is usually received within one to two business days.

To create or update your annual SAM registration, go to www.sam.gov. The process can take up to 10 business days.

Compliance with Applicable Federal Laws

Applicants are required to certify compliance with all applicable federal laws. Applicants should understand that if OJP receives information indicating an applicant may be in violation of any applicable federal law, the applicant may be referred to the DOJ Office of Inspector General (OIG) for investigation. If the applicant is found to be in violation of an applicable federal law by the OIG, the applicant may be subject to criminal and civil penalties, in addition to relevant OJP programmatic penalties, including suspension or termination of funds, inclusion on the high-risk list, repayment of expended funds, and/or suspension and debarment.

Civil Rights Requirements

Federal laws prohibit subrecipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, disability, or age in funded programs or activities. All subrecipients, implementing agencies, and contractors must comply with any applicable statutorily-imposed nondiscrimination requirements, which are summarized below:

- **Title VI of the Civil Rights Act of 1964:** Applicants must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E that relate to an equal employment opportunity program. Applicants are advised to use the Office for Civil Rights EEO Reporting Tool at (<https://ojp.gov/about/ocr/eeop.htm>).
- **Equal Employment Opportunity Certification (EEOC):** Applicants must submit an EEO Certification annually at the time of application. Failure to provide the EEOC at the time of application will result in a withholding of funds condition on the award.
- **Limited English Proficiency (LEP):** In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. Part 2000d, applicants in receipt of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with LEP. FDLE strongly advises applicants to have a written LEP Language Access Plan. For more information visit <https://www.lep.gov/>.

- **Equal Treatment for Faith Based Organizations:** Applicants, must comply with all applicable requirements of 28 C.F.R. Part 38, “Equal Treatment for Faith Based Organizations”, specifically including the provision for written notice to current or prospective program beneficiaries.
- **Americans with Disabilities Act:** Applicants must comply with the requirements of the Americans with Disabilities Act (ADA), Public Law 101-336, which prohibits discrimination on the basis of disability including provisions to provide reasonable accommodations.

Filing a Complaint - If the applicant or any of its employees, contractors, vendors, or program beneficiaries has a discrimination complaint, they may file a complaint with the applicant, with FDLE, or with the Office for Civil Rights.

Discrimination complaints may be submitted to FDLE at Office of the Inspector General, Post Office Box 1489, Tallahassee, Florida 32302-1489, or online at info@fdle.state.fl.us. Any discrimination complaints filed with FDLE will be reviewed by FDLE’s Inspector General and referred to the Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission, based on the nature of the complaint.

Discrimination complaints may also be submitted to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, Northwest, Washington, D.C. 20531, or by phone at (202) 307-0690.

Match

Subawards under this program may not be used to fund more than 75 percent of the total cost of a project or program. Applicants must identify the source of the 25 percent non-federal portion of the total project costs (match). The formula for calculating match is:

$$\frac{\text{Federal Funding Amount}}{\text{Federal Share (75\%)}} = \text{Adjusted Total Project Costs}$$

$$\text{Adjusted Total Project Costs} \times 25\% = \text{Amount of Match Required}$$

Example: For a subaward amount of \$125,000, calculate the 25% match as follows:

$$\frac{\$125,000}{75\%} = \$166,666.67$$

$$\$166,666.67 \times 25\% = \$41,666.67$$

Costs Requiring Pre-Approval

The following cost elements require prior approval from FDLE and/or OJP:

Publications and Other Media

All media created, published, and/or altered using federal grant funds must be reviewed and approved by FDLE and/or OJP prior to release or distribution. This includes any curricula, training materials, brochures, or other written materials to be published, including web-based materials and web site content, as well as all audio or video materials, including Public Service Announcements. Subgrantees must submit a draft of each proposed item to OCJG **no later than thirty (30) days prior** to the targeted dissemination date. For items containing videos, a transcript may be provided with screenshots or a description of the visual portion.

All materials publicizing or resulting from award activities shall contain the following statements:

“This project was supported by Award No. 2019-J2-BX-0013 awarded by the Bureau of Justice Assistance, Office of Justice programs. The opinions, findings, and conclusions or

recommendations expressed in this publication/program/exhibition are those of the authors and do not necessarily reflect the views of the Department of Justice or grant-making component.”

This requirement does not apply to the purchase or reproduction of existing materials or items created by other agencies or vendors; for example, crime prevention brochures, unless the subrecipient alters the item in any way. Please contact FDLE's grant's office with questions or to clarify the applicability of pre-approval requirements.

Sole Source

If any proposed costs will be procured by sole source to a single vendor, a sole source justification must be submitted to FDLE for approval. For a sole source procurement over the federal Standard Acquisition Threshold (SAT) of \$250,000, written pre-approval must be obtained from both FDLE and DOJ. Subrecipients should submit the completed “Sole Source Justification” form with the application or as soon as the procurement method is known.

Note: Sole source approval applies to the amount of the total procurement, regardless of the amount of federal investment in the purchase.

Before submitting a request for a sole source procurement, applicants should carefully review the conditions governing this type of procurement (see [2 C.F.R. § 200.320\(f\)](#)).

Conference/Meeting/Training Costs

OJP policy and guidance encourages minimizing conference, meeting, and training costs; sets cost limits, which include a general prohibition of all food and beverage costs; and requires prior written approval of most conference, meeting, and training expenditures. Subawards requesting to use grant funds for meetings, trainings, or conferences may be required to complete and submit an OJP event submission form upon request from FDLE and/or OJP.

RSAT Program and Additional Requirements

For FY19, subrecipients will be required to complete the following documents at the time of application; failure to do so may result in the withholding of funds until items are received.

Subaward Management Capabilities and Compliance Questionnaire (SMQ)

All applicants are required to complete the SMQ form, and submit to OCJG with their application. FDLE uses this form to validate a subrecipient's eligibility to apply for, receive, and maintain a federal RSAT subaward. Additionally, this validation allows FDLE to expedite the monitoring process and ensures subrecipients are following program requirements.

Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug Free Workplace Requirements

Subrecipients are not permitted to use federal funds, directly or indirectly, in support of any lobbying activity. A subrecipient requesting an award exceeding \$100,000 must certify compliance with this requirement.

Additionally, a person/agency that is debarred, suspended, declared ineligible or is voluntarily excluded from doing business with the federal government is prohibited from receiving federal funds under this program. All subrecipients must certify the subgrantee organization, and any vendor or lower tiered subrecipient, is eligible to receive these funds.

In compliance with the Drug-Free Workplace Act of 1988, state agencies applying for federal grant funding under this program must certify compliance with establishing and maintaining a drug-free work environment.

Failure to submit the “Certification Regarding Debarment, Suspension, and Other Responsibility Matters” to FDLE with the application may result in a withholding of funds condition on the subaward until the requirement is satisfied.

Subrecipient vs. Contractor Determination Checklist

For the purposes of this program, funds used to support any contractual service will be classified as either a contract or a tiered subaward depending upon the nature of the relationship between the contracted parties. FDLE will make case-by-case determinations of the contractual relationship based on the completed Subrecipient vs. Contractor Determination Checklist form submitted with the application. All applicants should review the [“OJP Subaward vs. Procurement Toolkit”](#) for more information.

NEW Requirements for Fiscal Year 2019

The following new requirements may require specific action on the subrecipient's part.

Employment Eligibility Verification: For any position to be funded (in whole or in part) with RSAT funds, the subrecipient must ensure the employment eligibility of the individual being hired is properly verified in accordance with the provisions of 8 U.S.C. 1324a(a)(1) and (2). The subrecipient may choose to participate in and use E-Verify (www.e-verify.gov).

Determination of Suitability to Interact with Minors: Any program activities benefitting individuals under 18 years of age must comply with the details of the requirement posted on the OJP website at <https://ojp.gov/funding/Explore/Interact-Minors.htm>.

State and Federal Transparency

Subaward agreements and information supplied to FDLE for grant management and payment purposes will be used to report to the following mandatory state and federal transparency systems.

Florida Accountability and Contract Tracking System (FACTS)

This grant agreement, all corresponding information and a copy of the grant document, is provided to FACTS to meet requirements under Chapter 2013-54 and 2013-154 Laws of Florida.

Exemption from FACTS

The SIMON grant management system allows for partial or complete contract exemption from FACTS for those agreements containing information exempt from public records. Please be aware, in the event that your agency's submission contains confidential and/or exempt information prohibited from public dissemination under Florida's Public Records Law, Chapter 119, Florida Statutes, the subrecipient agency bears the responsibility for applying proper redactions. Otherwise, any and all records submitted may be released without redactions.

Federal Funding Accountability and Transparency Act (FFATA)

The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, USASpending.gov. FDLE is required to report subaward data to FFATA.

Length of Award and Distribution of Funds

Length of the Award

RSAT awards will be approved for a twelve (12) month project period between October 1, 2020 and September 30, 2022.

Distribution of Funds

Grant funds are distributed on a cost reimbursement basis, with the ability to advance, for satisfactory performance of eligible activities. Payment requests can be submitted on a monthly or quarterly basis and should include total expenditures for the reporting period. Reimbursements will be processed in conjunction with the receipt and review of programmatic performance reports to determine successful completion of minimum performance deliverables as specified in the agreement.

Application Deadline

The application must be submitted in SIMON by **5:00 PM on Friday, October 30, 2020**.

Please see **Appendix A: Application Timeline** for other important dates.

How to Apply

Failure to follow application instructions may result in the incursion of a special conditions at the time of award.

Applications must be submitted via FDLE's online grants management system, SIMON, which can be accessed at <http://simon.fdle.state.fl.us>. For a step-by-step guide on how to complete an application in SIMON, please review the SIMON Help Manual.

The announcement code to be used for this solicitation is: **FY2019RSAT**

For questions or issues related to organization or user account requests, please contact the SIMON Help Desk at (850) 617-1250 or criminaljustice@fdle.state.fl.us.

Application Review Process

Subgrants will be awarded based on a competitive process. Prospective subrecipients are strongly encouraged to follow the [FY19 RSAT SIMON Application Guide](#) to develop and submit their application.

A selection panel will review each application based on objective eligibility criteria and adherence to all application instructions. A copy of the panel's evaluation tool is included in Appendix B.

Note: If any item in the grant application section of the evaluation tool is missing, or a section of the grant is incomplete, the application will be placed into the rejection pool. In the event not enough grant applications are received, applications in the rejection pool may be reconsidered.

Standard Conditions

The standard conditions provide detailed compliance requirements for subrecipients upon signed acceptance of the subaward. It is imperative all persons involved with this subaward read the standard conditions. Failure to comply with the provisions outlined in the Standard Conditions may result in project costs being disallowed.

Appendix A - Application Timeline

February 26, 2019	Florida received the RSAT federal Solicitation from U.S. Department of Justice.
April 26, 2019	FDLE Office of Criminal Justice Grants (OCJG) submitted the State of Florida application for FY19 RSAT funding.
October 21, 2019	Florida accepted the state's FY19 federal RSAT award.
September 22, 2020	OCJG released RSAT subgrant solicitation on the department's website; Notification emails sent to chief officials.
October 30, 2020	Deadline to submit subgrant applications to OCJG.

Appendix B - Application Scoresheet

Section I - Grant Application (A "no" response, places application in rejection pool.)	Points
Applicant has an active SAM.gov registration	4
All SIMON application sections are complete	4
All required forms are included (SMQ, Lobbying, and EEO Certification)	4
All optional forms are included as they apply to the proposed project	4
SECTION II – TOTAL	16
Section II – Project Information	Points
A project title provided and is descriptive of program or services to be funded	2
An appropriate subgrantee is selected	2
An appropriate implementing agency is selected	2
A continuation grant number is provided, if applicable	2
The project period begins on or after 10/1/2020	2
The project period ends on or before 9/30/2022	2
The project period is for 12 months or less	2
SECTION II – TOTAL	14
Section III – Problem Identification	Points
Substance abuse issues in jurisdiction clearly described and supported with data	2
Target population clearly described and justification provided for why this target population	2
Treatment model clearly identified and support with data/evidence	5
Clearly describes how project will address opioid abuse reduction/treatment services	5
Clearly describes resources, partnerships, and/or collaborations for the program	2
Clearly identifies other funding sources to support program	2
SECTION III – TOTAL	18
Section IV – Project Summary (Scope of Work)	Points
Explains client admission/exclusion criteria	2
States the anticipated program duration and anticipated number of participants	2
Describes how participants will be separated from general population	5
Clearly describes assessment process to determine client needs	2
Clearly describes drug testing process and sanctions for positive tests	5
Clearly describes aftercare services provided upon release	5
Provides clear timeline of major activities	2
SECTION IV – TOTAL	23
Section V – Performance	Points
SIMON purpose areas, objectives, and measures selected and answered	2
Performance reporting frequency is selected as either monthly or quarterly	2
SECTION V – TOTAL	4
Section VI – Financial	Points
Financial reporting frequency is monthly or quarterly AND consistent with performance	2
FLAIR Vendor ID (local) or FLAIR Account Code (state) provided	5
Match is calculated appropriately on budget table (75/25 split)	5
Amounts on budget table equal category totals in the narrative	2
If the budget contains salaries and benefits, narrative contains all required information	2
If the budget contains contractual services, narrative contains all required information	2
If the budget contains unit costs, narrative contains all required information	2
If the budget contains expenses or OCO, narrative contains all required information	2
If the budget contains travel, narrative includes all required information	2
If the budget contains training costs, narrative includes all required information	2
If the budget contains indirect costs, narrative includes all required information	2
SECTION VI – TOTAL	25