



Florida Department of Law Enforcement Office of Criminal Justice Grants

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Residential Substance Abuse Treatment Grant (RSAT) FY18 Subgrant Solicitation

Applications Due: June 14, 2019

The Florida Department of Law Enforcement (FDLE), Office of Criminal Justice Grants (OCJG) is seeking subrecipient 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 break the cycle of drug addiction and violence by reducing the demand for, use, and trafficking of illegal drugs.

Eligibility

Eligible applicants are state agencies and local units of government including federally recognized Indian tribal governments that perform law enforcement functions. A "unit of local government" means any city, county, town, township, borough, parish, village, or other general-purpose political subdivision within the state. RSAT funds may be used to implement three (3) types of evidence-based drug treatment programs within state and local correctional and detention facilities: 1) Residential, 2) Jail-based treatment, or 3) Aftercare.

In order to be eligible to receive a subaward under this solicitation, the application must demonstrate that a minimum of 25 percent of the total cost of each project will be funded with nonfederal funds (match). The federal share of an RSAT subaward may not exceed 75 percent of the total cost of the project described in the application (34 U.S.C. §10424).

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. Applications involving partnerships with community-based substance abuse treatment programs and those providing connections to aftercare treatment will be given priority consideration. State correctional and local substance abuse treatment programs are encouraged to work together to place program participants in residential correctional facilities that meet the RSAT Program's primary requirements.

- [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

The Office of Criminal Justice Grants (OCJG) main line is (850) 617-1250. For questions regarding this solicitation, ask to speak to grant manager Susan Adams. For technical assistance with the Subgrant Information Management Online (SIMON) system or for issues creating and submitting an application in SIMON, ask for the SIMON Help Desk.

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RSAT Program Information

Program Description

The State of Florida, Department of Law Enforcement (FDLE) received an award from the United States Department of Justice (USDOD) for \$1,683,399 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. A minimum of ten percent (10%) of this funding will be made available to eligible local correctional and detention facilities. 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.

Program Strategy and Purpose

FDLE's Office of Criminal Justice Grants (OCJG) 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, (1) of an individual before entering the residential substance abuse treatment program and during the period in the treatment program; and (2) of an individual released from a residential substance abuse treatment program if the individual remains in custody.

The following types of programs are eligible for funding:

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

Residential Programs

Applicants must ensure 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;
- If possible, providing residential treatment facilities set apart—in a completely separate facility or dedicated housing unit exclusively for use by RSAT participants—from the general correctional population;
- Focusing on the inmate's substance use diagnosis and addiction related needs; and
- Developing the inmate's cognitive, behavioral, social, vocational, and other skills to solve substance abuse and related problems.
- 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.

If possible, 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
- If possible, jail-based programs should separate the treatment population from the general correctional population and program design should be based on effective, scientific practices.

Aftercare Programs

Applicants must ensure 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;
- Education and job training;
- Parole supervision;
- Halfway houses; and
- Self-help and peer group programs.

Priority Areas for Funding

The following types of programs and objectives may receive funding priority and consideration:

Evidence-Based Programs or Practices

Office of Criminal Justice Programs (OJP) strongly emphasizes the use of data and evidence in policy making and program development for substance use treatment practices and services. OJP considers programs and practices to be evidence-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, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. 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, based on the factors described above, 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 that 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

The prioritization of evidence-based programming is critical to continue to build and expand the evidence informing criminal and juvenile justice programs to reach the highest level of rigor possible. Therefore, applicants should note that the OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. Recipients and sub-recipients 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

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, education and job training, parole supervision, halfway houses, self-help, and peer group programs.

Amount and Length of Award

An RSAT subaward is typically for a period of twelve months. The beginning and end dates and the subaward amount will be determined during the application process. OCJG will conduct a competitive scoring process for all applications received this year.

OCJG will allocate a portion to each eligible applicant who meets the criteria and performs well on the Application Scoresheet.

Grant funds are distributed on a cost reimbursement basis for satisfactory performance of eligible activities. Requests for reimbursement 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.

Match

Federal funds subawarded under this program may not be used for 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. The formula for calculating match is:

Federal Subaward Amount = Adjusted (Total) Project Costs Federal Share Percentage

Required Subrecipient's Share Percentage x Adjusted Project Cost = Required Match

Example: For a subaward amount of \$100,000, calculate the 25% match as follows:

$$\frac{\$100,000}{75\%} = \$133,333.33 \qquad 25\% \times \$133,333.33 = \$33,333.33 \text{ match}$$

Registration Requirements

To apply for RSAT funds in SIMON, an organization and its users must be registered in SIMON and have a Data Universal Numbering System (DUNS) number. The organization must also be registered with the U.S. Federal Government's System for Award Management (SAM.gov).

To obtain a DUNS number call (866) 705-5711 or visit the website at <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>. A DUNS number is usually received within one to two business days.

To register with or update your annual SAM registration, go to <https://www.sam.gov>. The process can take up to 10 business days.

Costs Requiring Pre-Approval

Publications and Other Media

All media created or published using federal grant funds must be reviewed and approved by OCJG and/or BJA prior to release or distribution. This includes any curricula, training materials, brochures, or other written materials that will be published, including web-based materials and website content, as well as all audio or video materials, including Public Service Announcements. Grant recipients 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 subaward activities shall contain the following statements:

"This project was supported by Award No. 2018-J2-BX-0042, 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."

This requirement does not apply to the purchase or reproduction of existing materials or items created by other agencies or vendors or to items that serve only to advertise an event or the availability of services. If in doubt as to whether this requirement applies to your project, please contact OCJG at (850)617-1250.

Sole Source Justification

If the project requires a non-competitive procurement from a single source, applicants must seek prior approval. In some cases, prior approval must be obtained from both the US Department of Justice and the Florida Department of Management Services. For more information, see the Sole Source Justification section under the "Forms and Certifications" Section, below.

Civil Rights Requirements

Federal law 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 within 120 days of the subaward.
- **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 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 provision 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.

State and Federal Transparency

Subaward agreements and information supplied to the Office of Criminal Justice Grants for grant

management and payment purposes will be used to report to the following mandatory state and federal transparency systems.

Federal Funding Accountability and Transparency Act (FFATA)

The intent of FFATA is to empower every American with the ability to hold the government accountable for each spending decision. The end result is to reduce wasteful spending in the government. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is www.USASpending.gov.

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.

Application Access and Deadline

Applications must be submitted via the FDLE Subgrant Information Management Online grant management system (SIMON) by **June 14, 2019**. When submitting your application in SIMON, please use announcement code **RSAT2019**. This is a competitive process; applications will not be accepted after the deadline.

The Office of Criminal Justice Grants has changed its application submission process. Applicants are no longer required to print and mail two copies of the application to the Office of Criminal Justice Grants. Additionally, signature pages will not be submitted at the time of application. OCJG will review the submitted application in SIMON and request signature pages prior to approval of the application.

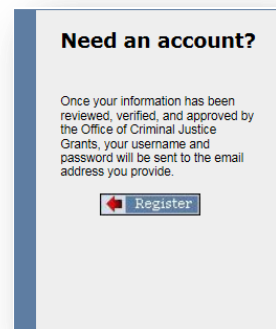
How to Apply

Failure to follow application instructions may result in missing information that could cause your application to be placed into the rejection pool OR the inclusion of a special condition 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: **RSAT2019**

As previously noted, in order to apply in the system, the organization and user(s) must be registered in SIMON. 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 Requirements

Applications submitted under this solicitation must adhere to federal, state and program specific requirements. For information related to properly developing and writing an application to meet many of the state and federal contract requirements, please review the [OCJG Grant Writing Guide 2019](#).

Project Summary (Scope of Work)

All applications submitted under this program should include any applicable information detailed below:

- Clear identification of intended partnerships with community-based substance abuse programs;
- Description of the program model to be used;
- Description of how data will be collected for performance reporting;
- Description of staffing available for the program;
- Clear identification of the period of treatment;
- Location of services and residential program requirements;
- Description of the skills (i.e. cognitive, behavioral, social, other) to be developed through the proposed treatment program;
- Statement regarding drug testing and sanctions for positive tests;
- Description of after-care services; and
- Statement of adherence to faith-based requirements under federal awards (28 CFR Part 38).

Project Director Assignment

A Project Director is assigned by selecting the "Assign Role" button in SIMON. The assigned Project Director should be a person who is aware of all facets of the program – programmatic and financial – or has the ability to easily collaborate with individuals responsible for various activities on the project. The Office of Criminal Justice Grants will use the assigned Project Director as the primary point-of-contact for grant related activities.

Performance

When setting up the performance section in the application, choose Federal Purpose area 0001 and State Purpose Area 001. Select the one (1) objective under State Purpose Area 001 and the one (1) measure under the objective.

Full performance reporting will be completed via a designated form provided by the Grant Manager. Performance reports must be completed and submitted to susanadams@fdle.state.fl.us within fifteen (15) days of the end of the reporting period. Performance reports will be due monthly or quarterly, based on the frequency established in SIMON, and should encompass objectives achieved within the reporting period. Receipt of funds will be contingent on timely performance reporting.

Signature Pages

The Office of Criminal Justice Grants currently requires applicants to submit two hard copies of applications with original signatures. Each application must be signed by the:

- Subgrant Authorizing Official – the individual who is the chief officer or elected official of the subgrantee (chairman of county commission, mayor of city, chief of Indian tribe, head of state agency,); and
- Implementing Agency Authorizing Official – the individual who is the chief officer or head of the government agency responsible for implementing the project.

NOTE: If the subgrantee and implementing agency are the same organization, only one signature is required on the subgrantee line. The same official does not have to sign twice.

Signature Designation

Occasionally, an elected chief official, agency head, or chief financial officer of a subgrantee or implementing agency may wish to delegate signature authority for a subgrant(s) to a specific staff member. In such cases, the official must submit a letter to OCJG specifically identifying the individual who will be the designee. Both the official and the proposed designee must sign the letter indicating delegation of signature authority. The letter must also clearly identify which authority is being delegated.

The subgrantee must notify OCJG in a timely manner if there are any changes in signature authority during the grant period. Once the grant is awarded, most grant documents will be submitted electronically. To update the officials in SIMON or to designate an individual with signature authority, please contact the SIMON Help Desk at (850) 617-1250.

Standard Conditions

The standard conditions detail compliance requirements for subrecipients upon signed acceptance of the subaward. It is imperative for 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.

Forms and Certifications

For FY18, applicants are 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. All forms may be accessed via the OCJG website at <http://www.fdle.state.fl.us/Grants/Resources-Forms>.

OJP Financial Management and System of Internal Controls Questionnaire

All applicants are required to complete the OJP Financial Capability Questionnaire form, and submit it to OCJG with their application. OCJG will use this form to validate an applicant's eligibility to apply, receive, and maintain a federal subaward. Additionally, this validation will allow OCJG to expedite the monitoring process and ensure all subrecipients are in compliance with program requirements.

Applicants that also receive a direct award from DOJ or another award from OCJG and have previously completed this form may submit a copy of the completed form to OCJG to satisfy this requirement.

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. An applicant receiving or requesting an award of \$100,000 or more must certify compliance with this requirement.

Additionally, a person/agency that is debarred, suspended, declared ineligible or is voluntarily excluded is prohibited from receiving federal funds under this grant program. All applicants 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.

Equal Employment Opportunity (EEO) Certification

This certification is required for all applicants under this program and provides information to aid in ensuring compliance with federal EEO regulations. Certifications expire on year from the date signed. Applicants should visit the EEO Reporting Tool at <https://ocr-eeop.ncjrs.gov/> to complete the certification. The PDF of the submitted certification should be submitted with the application.

Equal Employment Opportunity (EEO) Plan

This document, also completed via the EEO Reporting tool (<https://ocr-eeop.ncjrs.gov/>), is required for any applicant with 50+ employees who receives a single award of \$25,000 or more from any U.S. Department of Justice awarding agency or any of their pass-through entities. This is required to be completed every two years. The plan expires two years from the date on the front of the report. If the applicant meets the criteria for the development of an EEO plan, a PDF of the document should be submitted with the application.

Equal Employment Opportunity (EEO) Approval

U.S. Department of Justice approval of the EEO Plan (Utilization Report) is required for any applicant with 50+ employees who receive a single award of \$500,000 or more from any U.S. Department of Justice awarding agency or any of their pass-through entities. Approvals expire two years from the date on the approval letter. If the applicant meets the criteria for the approval of an EEO Plan, a copy of the Office of Civil Rights approval letter should be submitted with the application.

Subrecipient vs. Contractor Checklist

Applicants proposing to utilize funds in the Contractual Services budget category must adhere to the

subcontracting requirements below. All applicants should review the [OJP Subaward vs. Procurement Toolkit](#) for more information regarding the two types of subcontracting.

1. Any applicant using grant funds in the Contractual Services budget category must complete and submit an [OJP Checklist to Determine Subrecipient or Contractor Classification](#) for each contracted service item.
2. The application must contain detailed information regarding the type of subcontracting (subrecipient or contractor) and the method of procurement for the subcontract.
3. Applicants proposing to enter into a subrecipient relationship must request approval to subaward in the grant application and be able to adhere to and document compliance with the requirements and provisions for pass-through entities in 2 C.F.R. 200.331.
4. Applicants proposing to enter into a contractor relationship must adhere to their organization's procurement policy and procedures to the extent that they are consistent with, or more stringent than, the procurement standards outlined in 2 C.F.R. 200.318-326.
5. Applicants must submit a copy of any subcontract with a vendor or provider for review to ensure the agreements meet the compliance requirements identified in 2 C.F.R. 200.331(a)(1) for subrecipient relationships **or** 2 C.F.R. Part 200 Appendix II for contractor relationships.

Sole Source Justification

If any proposed costs will be procured through a non-competitive, sole source procurement process with a single vendor or provider, a [sole source justification form](#) must be submitted to OCJG for approval **prior to procuring** goods or services. The authorized official for the subrecipient or the implementing agency must sign this form. The form should be submitted with your application or as soon as possible after you have identified the need for a sole source procurement.

Please note: *There are specific federal regulations regarding non-competitive procurements; sole source procurements may only be approved under certain circumstances (see [§2 CFR 200.320\(f\)](#)). If the cost exceeds the federal Standard Acquisition Threshold of \$150,000, written pre-approval must be obtained from both OCJG and the US Department of Justice. Sole source approval applies to the amount of the total procurement, regardless of the amount of federal investment in the purchase.*

In addition, if the subrecipient is a state agency and the sole source cost is at least \$150,000, the agency must also submit a copy of the approval from the Department of Management Services (§ 287.057(5), F.S.).

Application Submission

The application must be submitted in SIMON no later than **June 14, 2019 at 5:00 PM, EST**. This is a competitive process; applications will not be accepted after the deadline.

Contact Information

OCJG is available for your assistance Monday through Friday, 8:00am to 5:00pm EST by calling (850) 617-1250. Ask for your grant manager, Susan Adams. For issues relating to SIMON ask for the Help Desk.

FY 2018 RSAT SIMON Application Checklist

Overall Grant Application

- ☐ Applicant has an active DUNS number.
- ☐ SAM.gov registration is active.
- ☐ Applicable grant staff has read the standard conditions that apply to RSAT subgrants.
- ☐ Applicant has a properly signed EEO certification and/or EEO plan as applicable to the grant.
- ☐ Applicant has included any required forms, such as sole source, signature authority, etc.
- ☐ All sections of the grant application are complete.

Problem Identification

- ☐ The problem identification clearly describes a need/issue required to be addressed with grant funds, including the scope of the problem and who is affected by the need/issue.
- ☐ Applicant provides information describing the repercussions or impact if the need is not met.
- ☐ For a continuation project from a pre-existing subgrant, the agency provides a brief summary of project accomplishments that have been achieved, or needs that have been met to date.

Project Summary (Scope of Work)

- ☐ The scope of work describes the program model which includes activities, tasks, goals and objectives clearly and comprehensively.
- ☐ What is the criteria for participation?
- ☐ Standards for performance, such as the quantity of activities/services or a minimum level of service to be performed.
How will data be collected?
- ☐ Is the program evidence based? What is the evidence based on?
- ☐ How often and what type of drug testing will be incorporated?
- ☐ Staffing and description of duties performed by staff.
- ☐ Information for each deliverable that will be received, and the documentation or information that will be maintained to support completion of services.
- ☐ Individual treatment plans and aftercare arrangements to be incorporated.

Financial / Budget

If the budget contains Personnel (Salaries/Benefits/Overtime):

- ☐ The salary rate (hourly, biweekly, annually, etc.) is provided with total hours, weeks, etc.
- ☐ If overtime is included, the narrative provides an estimated number of hours with rate of pay.
- ☐ Benefits are clearly defined and include rate, cost or percentage.
- ☐ The narrative contains a statement of the percentage the position is paid from grant funds.
- ☐ The narrative contains the percentage of time the position will work on grant funded activities.
- ☐ The narrative contains information for the percentage the grant will be charged for each reporting period.
- ☐ The narrative provides a brief description on how the position(s) being funded from the grant will accomplish grant activities.

If the budget contains Contractual Services (Service Providers, Consultants, Contractors):

- ☐ The budget clearly describes the activities each party will be contracted to perform.
- ☐ The contractual agreement is within the subgrant period.
- ☐ Unit costs are clearly defined with supporting information in the Section Questions for Application Section #4: Financial.
- ☐ Applications that contain contractual services with consultant rates in excess of \$650 per day have included the request (letter) for approval of consultant rates.
- ☐ The narrative provides a brief description on how the services being procured will be used to accomplish grant activities.

If the budget contains Expenses (Supplies):

- ☐ The budget lists all items that will be purchased and provides approximate costs for each group or category of expenses.
- ☐ If the purchase is a bundle, the budget lists the items included in the bundle (i.e. if purchasing a laptop and/or desktop, include docking station and/or peripherals being purchased).
- ☐ The narrative provides a brief description on how the purchase of these items will assist the project or be used toward accomplishing grant activities.

If the budget contains Operating Capital Outlay (Equipment, Fixed Capital):

- ☐ The budget lists each item to be purchased and provides the cost per item, If the item(s) purchased are included in a bundle or package, details of what is included in the bundle are provided.
- ☐ Shipping, handling, warranty, and/or maintenance are included and listed in the budget (if applicable).
- ☐ If not already described in the Scope of Work, the narrative provides an explanation on how the item(s) will be used to accomplish project activities.
- ☐ If a warranty is included in the purchase, the budget ensures grant funds will only be used for the first year of maintenance and only for dates within the approved grant period. If maintenance is outside the project period, indicated pro-rated rate.

If the budget contains Indirect Costs:

- ☐ The Indirect Cost Plan included, is current and approved by the cognizant agency.

FY 2018 RSAT APPLICATION SCORE SHEET

Application Number: _____ OCJG Reviewer: _____

Applicant: _____ Date of Receipt: _____

Section I: Grant Application

Items in this section are scored on a "yes/no" basis. Missing or incomplete items will result in the application being placed in the Rejection Pool.

	Yes	No	N/A		Yes	No	N/A
Active SAM.GOV Registration				Sole Source Justification			
EEO Certification and/or EEO Plan				All sections of the grant application are complete			

Section II: Requirements

	Possible Points	Points Scored	Comments
Program model description clear and comprehensive	5		
Statement specifying data collection for performance reporting	2		
Staffing (description of duties performed for each position)	2		
Period of treatment 3-6 months in length	2		
Treatment provided in residential treatment facilities set apart from the general prison population	4		
Treatment develops cognitive, behavioral, social, vocational and other skills to solve substance abuse and other problems	4		
Statement of commitment to reliable periodic and random drug testing of RSAT participants during program (and after if remaining in the custody of the state) and sanctions for positive tests.	2		
Individual treatment plans incorporating aftercare treatment	5		
Statement that program participants will be provided with aftercare services	5		
Provision that substance abuse treatment services demonstrate an evidence base and appropriate target population	5		
Statement of prohibition from using DOJ funding on inherently religious activities & from delivery of services on the basis of religion	2		
Total Requirements Section Points:	38		

Section III: Priority

Statement of intended partnership with community-based substance abuse programs	10		
Letter of support on letterhead from aftercare agency indicating preference given to RSAT participants	10		
Total Priority Section Points:	20		
TOTAL POSSIBLE POINTS	58		