

U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance



---

## Residential Substance Abuse Treatment (RSAT) for State Prisoners Training and Technical Assistance Program

<b>Assistance Listing Number #</b>	16.593
<b>Grants.gov Opportunity Number:</b>	O-BJA-2022-171272
<b>Solicitation Release Date:</b>	April 15, 2022 3:39 PM
<b>Grants.gov Deadline:</b>	May 26, 2022 8:59 PM
<b>Application JustGrants Deadline:</b>	May 31, 2022 8:59 PM

---

### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) seeks applications for funding to provide training and technical assistance (TTA) to grantees and practitioners to improve correctional substance use disorder treatment programming and post-release outcomes for individuals who are incarcerated. This program furthers the DOJ's mission by assisting state, local, and tribal efforts to break the cycle of drug use and violence by reducing the demand for, use, and trafficking of illegal drugs.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

### Solicitation Categories

This solicitation does not include Solicitation Categories.

### Eligible Applicants:

Public and state-controlled institutions of higher education; for-profit organizations other than small businesses; nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education; private institutions of higher education; Other

### Other

Other Eligible applicants:

Faith-based organization

Consortiums with demonstrated experience in providing training and technical assistance on a national level on evidence-based substance use disorder programming for individuals in the criminal justice system pre- and post-release.

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process, to be eligible for FY 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

BJA will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on

subawards, see the [OJP Grant Application Resource Guide](#).

BJA may elect to fund applications submitted under this FY 2022 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

### Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the full application in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time Monday-Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and Federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). The OJP Response Center hours of operation are 10:00 a.m. to 6:00 p.m., eastern time Monday–Friday, and 10:00 a.m. to 8:00 p.m. on the solicitation closing date.

### Submission Information

Applications will be submitted to DOJ in two steps:

**Step 1:** The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov). To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

# Contents

Contact Information	2
Program Description	5
Overview	5
Statutory Authority	5
Specific Information	5
Goals, Objectives, Deliverables, and Timeline	5
Evidence-Based Programs or Practices	7
Information Regarding Potential Evaluation of Programs and Activities	8
Federal Award Information	8
Awards, Amounts and Durations	8
Continuation Funding Intent	8
Availability of Funds	8
Types of Awards	8
Financial Management and System of Internal Controls	8
Budget Information	8
Cost Sharing or Matching Requirement	8
Pre-agreement Costs (also known as Pre-award Costs)	9
Limitation on Use of Award Funds for Employee Compensation: Waiver	9
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	9
Costs Associated with Language Assistance (if applicable)	9
Digital Trust	9
Unmanned Aircraft Systems	9
Eligibility Information	9
Application and Submission Information	9
Information to Complete the Application for Federal Assistance (SF-424)	10
Standard Applicant Information (JustGrants 424 and General Agency Information)	10
Proposal Abstract	10
Proposal Narrative	10
Goals, Objectives, Deliverables, and Timeline	11
Budget and Associated Documentation	12
Budget Worksheet and Budget Narrative (Web-based Form)	12
Indirect Cost Rate Agreement (if applicable)	12
Financial Management Questionnaire (including applicant disclosure of high-risk status)	12
Disclosure of Process Related to Executive Compensation	12
Additional Application Components	12
Curriculum Vitae or Resumes	12
Timeline Form	12
Letters of Support	12
Research and Evaluation Independence and Integrity Statement	12
Documentation of Proposed Partners	12
Supporting Documentation of Past TTA Delivery Experience	12
Disclosures and Assurances	13
Disclosure of Lobbying Activities	13
DOJ Certified Standard Assurances	13
Applicant Disclosure of Duplication in Cost Items	13
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	13

Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)	13
How to Apply	13
Submission Dates and Time	13
Experiencing Unforeseen Technical Issues	13
Application Review Information	14
Review Criteria	14
Review Process	15
Federal Award Administration Information	15
Federal Award Notices	15
Administrative, National Policy, and Other Legal Requirements	15
Information Technology (IT) Security Clauses	15
General Information about Post-Federal Award Reporting Requirements	15
Federal Awarding Agency Contact(s)	16
Other Information	16
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	16
Provide Feedback to OJP	16
Performance Measures	16
Application	16
Appendix A	20

## **Program Description**

### **Overview**

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community. The Residential Substance Abuse Treatment (RSAT) for State Prisoners Program assists states and local governments to develop and implement substance use disorder treatment programs in state, local, and tribal correctional and detention facilities and to create and maintain community-based aftercare and reentry services. BJA is seeking a training and technical assistance (TTA) provider to support RSAT for State Prisoners Program state administrators and practitioners in their efforts to implement evidence-based substance use disorder treatment programming and improve outcomes for detained and incarcerated individuals post-release.

### **Statutory Authority**

Pub. L. No. 90-351, Title I, Sec. 1901 (codified at 34 U.S.C. 10421); Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103). Any awards under this solicitation would be made under the Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103).

### **Specific Information**

The RSAT for State Prisoners Program assists states, tribes, and local governments with developing and implementing residential substance use disorder treatment programs within state, local, and tribal correctional and detention facilities. These programs identify and provide appropriate treatment to individuals with substance use disorders or co-occurring mental health and substance use disorders or challenges. Also, they create and maintain community-based continuing care and reentry services.

Per 34 U.S.C. § 10421, states are eligible to receive funds that they allocate to subrecipients to support three types of programs: prison-based, jail-based, and aftercare. Residential programs engage individuals who are incarcerated for a period of between 6 and 12 months, and jail-based programs engage individuals who are incarcerated for at least 3 months. RSAT residential programs are required to conduct drug and alcohol testing, establish programming set apart from the general correctional population, and coordinate with state alcohol and drug abuse agencies, or an appropriate local alcohol and drug use disorder agency, and other human service and rehabilitation programs. The RSAT Program also encourages implementation of science-based substance use disorder treatment programming in local correctional facilities, as well as the inclusion of medication-assisted treatment (MAT), which is the use of medications, in combination with counseling and behavioral therapies, as part of any substance use disorder treatment program.

The RSAT for State Prisoners TTA Program supports grantees and subrecipients to implement residential or jail-based treatment and aftercare programs that reflect evidence-based and promising practices. Applicants should have experience providing TTA to state; local; and tribal prisons, jails, and community-based service providers on providing evidence-based substance use disorder treatment, including MAT, to individuals in the criminal justice system pre- and post-release.

Applicants should review the statutory requirements, current and prior RSAT for State Prisoners Program solicitations available at [Past Funding | Bureau of Justice Assistance \(ojp.gov\)](#), and descriptions of RSAT programs available on the [RSAT Training and Technical Assistance website](#) to learn about programs that have been supported with RSAT funds and the types of TTA that benefitted these programs.

### **Goals, Objectives, Deliverables, and Timeline**

#### **Goals**

The goal of the RSAT for State Prisoners TTA Program is to assist BJA formula grant recipients consisting of states, tribes, and units of local government in the provision of residential treatment services that treat substance use disorders along with co-occurring mental health conditions in inmates/detainees to prepare them for reintegration into their communities. These treatment programs are expected to provide service in accordance with the evidence of what works in correctional treatment. The selected TTA provider must be able to administer comprehensive and high quality TTA to grantees overseeing prisons and jails and align its policies and practices with the [Promising Practices Guidelines for Residential Substance Abuse](#) (PPG for RSAT). All TTA must be grounded in data, research, and best practices. Additionally, the TTA should enhance the capacities of the recipients to address similar issues on their own after the grant expires.

#### **Objectives**

The role of the selected TTA provider will be to assist BJA formula grantees and subrecipients in accomplishing the overall

program's objectives and the objectives of their specific grant-funded projects. The selected TTA provider must be able to administer comprehensive and high quality TTA to support implementation of programming consistent with the PPG for RSAT. Additionally, the selected TTA provider will need to be responsive to requests for information or assistance from criminal justice practitioners, while also advancing the state of knowledge in correctional substance use disorder treatment and aftercare.

Approaches to TTA will range from simple to complex, from short- to long-term, and from agency-specific to systemwide. Mechanisms for providing TTA can include, but are not limited to: conference calls, onsite consultation, video conferencing, webinars, publications, peer-to-peer learning sessions, coaching, customized resource packets, facilitated sessions, trainings, and guided planning processes (e.g., guidance documents, fidelity assessments, development and/or review of policy and procedures, and in-person grantee trainings).

## Deliverables

The selected TTA provider will support all RSAT for State Prisoners Program grantees and subrecipients, and it will develop resources for the corrections field at large. BJA's overall TTA delivery expectations include:

- Maintain and enhance the [RSAT TTA website](#) to include resources, events, and funding opportunities relevant for correctional agencies implementing residential substance use disorder treatment programming. This includes promoting the awareness and importance of addressing any underlying mental health conditions of individuals with co-occurring substance use and mental health disorders, as well as using FDA-approved medications as part of a comprehensive RSAT program.
- Work with state administering agencies to maintain a listserv of active subrecipients and key contacts responsible for undertaking grant and related activities, including interested state, local, and tribal contacts, and federal and national partners.
- Maintain up-to-date content on RSAT subrecipient programs on the RSAT TTA website, highlighting success and outcomes.
- Deliver individualized, efficient, and consistent TTA to support RSAT administrators and subrecipients to improve the delivery of evidence-based residential substance use disorder treatment and aftercare services, including MAT. The [2021 Promising Practices Guidelines for Residential Substance Abuse Treatment](#) should be used as a guide for this TTA. The [Jail-based Medication Assisted Treatment: Promising Practices, Guidelines, and Resources for the Field](#) should guide the TTA to increase the number and quality of jail-based MAT to address the needs of individuals with opioid and alcohol use disorders.
- Conduct up to 30 onsite fidelity assessments each year and develop an individualized TTA plan based on the assessment findings. The fidelity assessments should reflect guidelines promoted in the PPG for RSAT and be designed to identify areas for improvement. The current Fidelity Assessment Instrument (FAI) may be found on the [RSAT TTA website](#).
- Anticipate, quickly identify, and address challenges that arise during TTA delivery. When challenges arise, the TTA provider should engage in strategies like case conferencing to harness the collective knowledge of its TTA coaches.
- TTA provider staff are expected to have sufficient subject expertise to assess subrecipient programs and assist subrecipients in the execution of their projects. The staff should have the necessary technical skill sets and experience to effectively be able to coach subrecipients and assist them in reaching their goals.
- There are occasions when an external expert will be required. To this end, the TTA provider must utilize a range of vetted local and national subject experts, including practitioners, academics, and federal partners. The TTA provider must identify and maintain a list of subject experts whose expertise and experience best fit the needs of the subrecipients. With BJA's approval, the TTA provider will assign these experts to assist, report on, and monitor the TTA provided. The roles of the subject experts will vary across engagements, so the TTA provider must develop protocols to define the scope of the role of the subject experts, when needed (e.g., advisor to TTA provider, direct assistance to subrecipients, participating in webinars). The TTA provider must provide written reports to BJA on the TTA provided and the status of ongoing activities.
- As part of the oversight of staff and experts, the TTA provider must document its plan to ensure that it has a set of diverse staff, trainers, and/or subject matter experts that reflect a mix of experiences and perspectives to be able to effectively reach the communities and practitioners that they will serve.
- Participate in ongoing collaboration and coordination. Emphasize and actively engage in cross-organizational coordination, including:
  - Coordination in local jurisdictions. The TTA provider must be both aware of and in touch with other key overlapping initiatives and TTA providers in the jurisdictions in which it is providing assistance.

Coordination with federal partners. The TTA provider must serve as a coordinator with federal partners and support strategies related to implementing comprehensive substance use disorder treatment programs in

correctional settings.

- Coordination across interest groups. The TTA provider must develop regular meetings (e.g., quarterly stakeholder meetings, annual advisory board meeting) to allow for ongoing dialogue among relevant partners, including, at a minimum, federal partners, public/private partnerships, and special interest groups (e.g., peer support community).
- Prioritize responses to requests from practitioners and assist unfunded applicants, in consultation with BJA. Not all ad hoc requests require an extensive response — some might require referral to resources or connection with other agencies for collaboration — but a limited number will require more thorough exploration and response. In consultation with BJA, design a process to evaluate requests for limited assistance from unfunded jurisdictions and agencies, triage requests that are received and respond to them efficiently and effectively, and produce regular (i.e., monthly) written reports that summarize the support provided.
- Serve as a thought leader and information clearinghouse for relevant research and best practices that include dynamic inmate risk/needs assessment instruments that match participants to appropriate treatment modalities, integration of substance use disorder and mental health treatment in residential treatment communities, drug testing, MAT, and implementing evidence-based programs and practices in residential substance use disorder treatment programs in correctional facilities. Specifically:
  - Create knowledge diffusion products (e.g., fact sheets, webinars) and disseminate them through BJA's networks. All products must be 508 compliant. Applicants may view previous webinar topics on the RSAT TTA website and should propose new webinar topics.
  - Deliver and update, as needed, the following BJA-approved curricula on the RSAT TTA website ([www.rsat-tta.com](http://www.rsat-tta.com)):
    1. HIV Prevention and the Treatment Needs of Incarcerated Individuals at Risk for or Living with HIV/AIDS
    2. Trauma-informed Approaches in Correctional Settings
    3. Integrated Substance Use Treatment for Clients with Co-Occurring Mental Health Disorders
    4. Medication Assisted Treatment (MAT): for RSAT Programs and for Clients Transitioning to and from Community-based Treatment
    5. After RSAT: Transitional Strategies to Reduce Recidivism and Sustain Recovery
    6. A forthcoming guide to incorporating diversity, equity, and inclusion principles into RSAT programming
  - Additionally, in consultation with an advisory board and approval by BJA, develop one additional curriculum responding to the trending needs of the correctional substance use disorder treatment field. All curricula should adhere to national practice guidelines and models for substance use disorder treatment in correctional settings, as well as be responsive to the current or emerging needs of the correctional substance use disorder treatment field.
  - Convene grantees and subrecipients through peer learning and other networking opportunities at the state and local levels, based on their respective projects/programs, to explore best practices and lessons learned.
  - Disseminate best practices and lessons learned by attending and presenting at national, state, local, tribal, or other conferences and events related to award activities where officials and other stakeholders can learn about successful strategies.
- Proactively build field knowledge and capacity to implement comprehensive substance use disorder treatment programs in correctional settings. This includes coordinating and supporting a presence at two national meetings and conferences via workshops, panel presentations, and briefings (applicants should assume in-person conferences). The TTA provider must also:
  - Assist grantees in the collection of performance measures data for submission to the Performance Measurement Tool (PMT) and JustGrants.
  - Based on performance reporting trends and TTA needs assessments, propose to and work with BJA on tailoring the TTA strategy to meet emerging needs and trends.

The TTA provider will be required to submit a detailed work plan for approval by the BJA Program Manager within 30 days of the date of the award. The Program Manager will provide guidance on what topics should be included in the work plan and will be available to advise and answer questions.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results as discussed in the "Application and Submission Information" section.

### **Evidence-Based Programs or Practices**

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or

practices, see the [OJP Grant Application Resource Guide](#).

### Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

### Federal Award Information

#### Solicitation Categories

This solicitation does not include Solicitation Categories.

#### Awards, Amounts and Durations

##### Anticipated Number of Awards

1

##### Anticipated Maximum Dollar Amount of Awards

\$800,000.00

##### Period of Performance Start Date

10/1/22 12:00 AM

##### Period of Performance Duration (Months)

12

##### Anticipated Total Amount to be Awarded Under Solicitation

\$800,000.00

#### Additional Information

Period of performance duration: 12 months with the potential for up to two 12-month supplements contingent on positive performance

#### Continuation Funding Intent

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the award-funded work's progress, when making continuation award decisions.

#### Availability of Funds

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

#### Types of Awards

BJA expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for additional information.

#### Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

#### Budget Information

Applicants should consider the most effective and efficient ways to reach the field when proposing approaches to the work.

#### Cost Sharing or Matching Requirement



This solicitation does not require a match.

#### **Pre-agreement Costs (also known as Pre-award Costs)**

See the [OJP Grant Application Resource Guide](#) information on Pre-agreement Costs (also known as Pre-award Costs).

#### **Limitation on Use of Award Funds for Employee Compensation: Waiver**

See the [OJP Grant Application Resource Guide](#) information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

#### **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

#### **Costs Associated with Language Assistance (if applicable)**

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

#### **Digital Trust**

Technological devices, artificial intelligence, predictive analytics, and other data-driven solutions (“Technological Enhancements”) are increasingly used to augment crime-reduction strategies and efforts. Care must be taken to assess and address any potential harm that could be activated by these solutions to ensure privacy, civil rights, and civil liberties are protected. Applicants proposing to utilize grant funds to support technological enhancements directly or via training and technical assistance may receive priority consideration if their proposal addresses the tenants of digital trust such as:

- How the technology will be carefully implemented through training of personnel and the setting and enforcement of policies governing its use to ensure that it contributes to positive outcomes for public safety, the community, and/or the criminal justice system.
- How the applicant will safeguard privacy, civil rights, and civil liberties throughout the duration of the project period.

#### **Unmanned Aircraft Systems**

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV, is unallowable.

#### **Eligibility Information**

For eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see the “Federal Award Information” section.

#### **Application and Submission Information**

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (Web-based Form) (The web-based form includes the budget details and the budget narrative.)

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or is nonresponsive to the scope of the solicitation.

## Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 must be submitted in Grants.gov. The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F. of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

**Intergovernmental Review:** This solicitation (“funding opportunity”) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is not covered by E.O. 12372.”)

## Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to: add zip codes for areas affected by the project; confirm its Authorized Representative; and verify and confirm the organization's unique entity identifier, legal name, and address.

## Proposal Abstract

Applications should include a high quality proposal abstract that summarizes the TTA that will be provided to support the RSAT for State Prisoners Program. The abstract should include the legal name of the applicant and any key partners, the project period, and an overall summary of the activities proposed to address the TTA objectives and deliverables. A proposal abstract (no more than 400 words) summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded. Proposal abstracts should be:

- Written for a general public audience.
- Submitted as a separate attachment with “Proposal Abstract” as part of its file name.
- Single-spaced, using a standard 12-point Times New Roman font with 1-inch margins.

## Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 25 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJA may consider such noncompliance in peer review and in final award decision.

The proposal narrative must respond to the requirements outlined in the solicitation, address the objectives and deliverables, and explain the strategies the applicant will use to accomplish and complete them.

The following sections must be included as part of the proposal narrative:

### Description of the Issue

- Provide a thorough understanding of the current state of the field with respect to the provision of substance use disorder treatment in correctional settings, including the application of MAT.
- Demonstrate an understanding of the RSAT for State Prisoners Program and how its grants support the implementation and expansion of treatment services in correctional settings and community-based aftercare services.
- Describe the challenges agencies may face in planning, implementing, or expanding comprehensive substance use disorder treatment programs, including MAT, in correctional settings and the challenges faced in continuing treatment services to individuals as they transition back into the community.
- Describe generally the need for training and technical assistance for RSAT program administrators and practitioners to enhance their capacity to implement evidence-based and promising practices to effectively achieve and enhance public safety and reduce recidivism among individuals in the criminal justice system who have substance use disorders or co-occurring mental health and substance use disorders.

### Program Design and Implementation

Provide a comprehensive plan for training practitioners to plan, implement, and enhance their comprehensive correctional substance use disorder treatment programs that continue services as part of

- aftercare.
- Describe how the applicant will work with state administering agencies to identify RSAT for State Prisoners Program subrecipients and outreach strategies that will be used to promote training and technical assistance opportunities to subrecipients.
- Provide a description of how the existing PPG for RSAT will be applied to program fidelity assessments and the development of individualized technical assistance plans. Include a description of the process for engaging subrecipients in the fidelity assessment process and tracking and monitoring progress on the implementation of the individualized technical assistance plans.
- Describe the approach to peer learning and provide examples of strategies that will be used to promote peer learning and networking among the sites.
- Describe how existing BJA-approved training curricula and promising practices guides will be reviewed and updated, if necessary, as well as the process for identifying the need for and development of new curricula/guides.
- Discuss how the applicant will build on the TTA resources that have already been developed and approved by BJA for RSAT programs.
- Describe resources (e.g., policy brief, fact sheets, guidance document, webinars, video, conference presentations, etc.) that will be developed for RSAT State Prisoners Program participants and the field, including how the topics will be identified, the format will be determined, methods for their delivery (e.g., adult learning principles, development sources, distance learning, etc.), and what products will be disseminated.

### **Capabilities and Competencies**

- Demonstrate the applicant organization's experience in training and developing resources for practitioners from multiple disciplines to develop and implement substance use disorder treatment programs, including MAT, in correctional and detention facilities and create and maintain community-based aftercare services.
- Describe the organization's ability to encourage RSAT State Prisoners Program grantees to adopt promising and evidence-based approaches, including all three FDA-approved forms of MAT.
- Demonstrate the capability of the organization and any partners to complete each deliverable, including the organization's ability to recruit and partner with individuals and other organizations to enhance the provision of TTA, if needed.
- Describe the organization's management structure and how it will support the development of each deliverable, as well as oversee any partners' work quality.
- Provide examples of the organization's experience in using TTA strategies and completing similar deliverables.

### **Plan for Collecting the Data Required for this Solicitation's Performance Measures**

- Describe the process the applicant will use to measure project performance. This should include measures for adhering to project timelines, meeting deliverable schedules, obtaining input from grantees and subrecipients, and seeking feedback from stakeholders.
- Identify what data will be collected, who will be responsible for collecting and reporting the data, who is responsible for the accuracy of the performance data, how the data will be stored, how any personally identifiable information (PII) will be protected, and how the information will be used to guide the provision of TTA.

Note: Applicants are not required to submit performance data with the application. Rather, performance measure information is included as an alert that successful applicants will be required to submit performance data as part of each award's reporting requirements.

OJP will require each successful applicant to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found [here](#).

BJA will require award recipients to submit performance measure data in the TTA Reporting Portal and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award.

### **Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the "Note on Project Evaluations" section in the [OJP Grant Application Resource Guide](#).

### **Goals, Objectives, Deliverables, and Timeline**

The applicant will submit the Residential Substance Abuse Treatment (RSAT) for State Prisoners Training and Technical Assistance Program goals, objectives, and deliverables in the JustGrants web-based form.

## **Budget and Associated Documentation**

### **Budget Worksheet and Budget Narrative (Web-based Form)**

The applicant will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Indirect Cost Rate Agreement (if applicable)**

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Financial Management Questionnaire (including applicant disclosure of high-risk status)**

The applicant will download the questionnaire, complete it, and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and additional information.

### **Disclosure of Process Related to Executive Compensation**

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating its “Disclosure of Process Related to Executive Compensation” provisions. Applicants to this solicitation are not required to provide this disclosure.

### **Additional Application Components**

Applicants will attach the additional requested documentation in JustGrants.

### **Curriculum Vitae or Resumes**

Provide staff résumés, position descriptions, and qualifications relative to their job roles. Identify which staff are considered key project staff. Applicants will submit the résumés by uploading them as one document as an attachment in JustGrants.

### **Timeline Form**

Provide a timeline broken out by year indicating roughly when key activities or deliverables are to be accomplished, the responsible person or organization, and the percent of time spent on that activity. Applicants will submit the timeline by uploading the document as an attachment in JustGrants.

### **Letters of Support**

If applicable, attach memorandums of understanding or letters of support from collaborative partners (signed copies should be scanned and submitted with the electronic submission of the application).

### **Research and Evaluation Independence and Integrity Statement**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

### **Documentation of Proposed Partners**

Complete Appendix A to indicate the proposed partners, including the name, organizational affiliation, city and state of the proposed partner entity, and key activities. Applicants will submit Appendix A by uploading the document as an attachment in JustGrants.

### **Supporting Documentation of Past TTA Delivery Experience**

Attach documentation of prior experience delivering TTA, including the URL of a website built and maintained, examples of an individualized technical assistance work plan, and sample policy documents, fact sheets, and curriculum. Applicants will submit the samples by uploading them as one document as an attachment in JustGrants.

#### **Disclosures and Assurances**

The applicant will address the following disclosures and assurances.

#### **Disclosure of Lobbying Activities**

Complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **DOJ Certified Standard Assurances**

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **Applicant Disclosure of Duplication in Cost Items**

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)**

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **How to Apply**

Step 1: The applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants in [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

For additional information, see the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

#### **Submission Dates and Time**

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 5/26/2022 8:59 PM.

The **full application** must be submitted in JustGrants by 5/31/2022 8:59 PM.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

#### **Experiencing Unforeseen Technical Issues**

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an

application after the deadline. *Note: If an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

An applicant experiencing technical difficulties with the following systems must contact the associated support desk indicated below to report the technical issue and receive a tracking number:

- Grants.gov — Contact the [Grants.gov Customer Support Hotline](#).
- SAM.gov — Contact the [SAM Help Desk \(Federal Service Desk\)](#).
- JustGrants — Contact the JustGrants Support Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175.

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit their application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the Grants.gov Customer Support Hotline within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced.
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond).
- Include an attachment(s) of the complete grant application and all required documentation and material.
- Include the applicant's Unique Entity Identifier (UEI) and any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the [OJP Grant Application Resource Guide](#).

## **Application Review Information**

### **Review Criteria**

#### **a. Merit Review Criteria**

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

1. Description of the Issue (10 percent) — Evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (40 percent) — Evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (30 percent) — Evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10 percent) — Evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10 percent) — Evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

#### **b. Other Review Criteria/Factors**

Other important considerations for BJA include geographic diversity available funding, past performance, and the extent to which the budget worksheet and budget narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

### **Review Process**

Applications submitted under this solicitation that meet the basic minimum requirements, will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the stated review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

**Important note on FAPIIS:** An applicant may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

### **Federal Award Administration Information**

#### **Federal Award Notices**

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

#### **Administrative, National Policy, and Other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

#### **Information Technology (IT) Security Clauses**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

#### **General Information about Post-Federal Award Reporting Requirements**

In addition to the deliverables described in the “Program Description” section, all award recipients under this solicitation will be required to submit certain reports and data.

**Required reports.** Award recipients typically must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform

Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

### **Federal Awarding Agency Contact(s)**

For OJP contact(s), see the solicitation cover page.

For contact information for Grants.gov, see the solicitation cover page.

For contact information for JustGrants, see the solicitation cover page.

### **Other Information**

#### **Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)**

See the [OJP Grant Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

#### **Provide Feedback to OJP**

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

### **Performance Measures**

OJP will require each successful applicant to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found [here](#).

BJA will require award recipients to submit performance measure data in the TTA Reporting Portal and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award.

### **Application Checklist**

#### **Residential Substance Abuse Treatment (RSAT) for State Prisoners Training and Technical Assistance Program**

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

### **What an Applicant Must Do:**

*Prior to registering in Grants.gov:*

- Confirm your Entity's [System Award Management \(SAM\)](#) Registration Information (see [OJP Grant Application Resource Guide](#))

*To register in Grants.gov:*

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))



*To find the funding opportunity:*

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

**Overview of Post-Award Legal Requirements:**

- Review the [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards”](#) in the [OJP Funding Resource Center](#).

**Review Scope Requirement:**

- The federal amount requested is within the allowable limit(s) of \$800,000.

**Review Eligibility Requirement:**

- Public and state-controlled institutions of higher education
- Nonprofit organizations
- For-profit organizations (including tribal nonprofit or for-profit organizations)
- Institutions of higher education (including tribal institutions of higher education)
- Other
  - Faith-based organizations
  - Consortiums with demonstrated experience in providing training and technical assistance on a national level on evidence-based substance use disorder programming for individuals in the criminal justice system pre- and post-release

**Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)**

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the **SF-424** and **SF-LLL** in Grants.gov

*After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:*

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

*If no Grants.gov receipt and validation, or if error notifications are received:*

- Contact BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support](#), or email at [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

*Receive email notification to complete application in JustGrants*

- Proceed to complete application in JustGrants

### **Content of Application Submission: Critical Application Elements**

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review, nor receive further consideration.

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)

### **Budget and Associated Documentation:**

- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire

(see [OJP Grant Application Resource Guide](#))

### **Additional Application Components:**

- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Timeline/Project Plan
- Documentation of Proposed Partners in Appendix A
- Staff Résumés and/or Position Descriptions
- Memorandums of Understanding/Letters of Support

### **Disclosures and Assurances:**

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

*Submit application in JustGrants:*

- Application has been successfully submitted in JustGrants

*If no JustGrants application submission, validation, or if error notifications are received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties.

# Appendix A

In the table below, list all proposed collaborative partners, including the name, organizational affiliation, city and state of the entity, and key activities the partner will support. Applicants should submit this appendix as a separate attachment with their application.

Partner Name (Last, First)	Partner Organization	Partner Location (City, State)	Key Activities