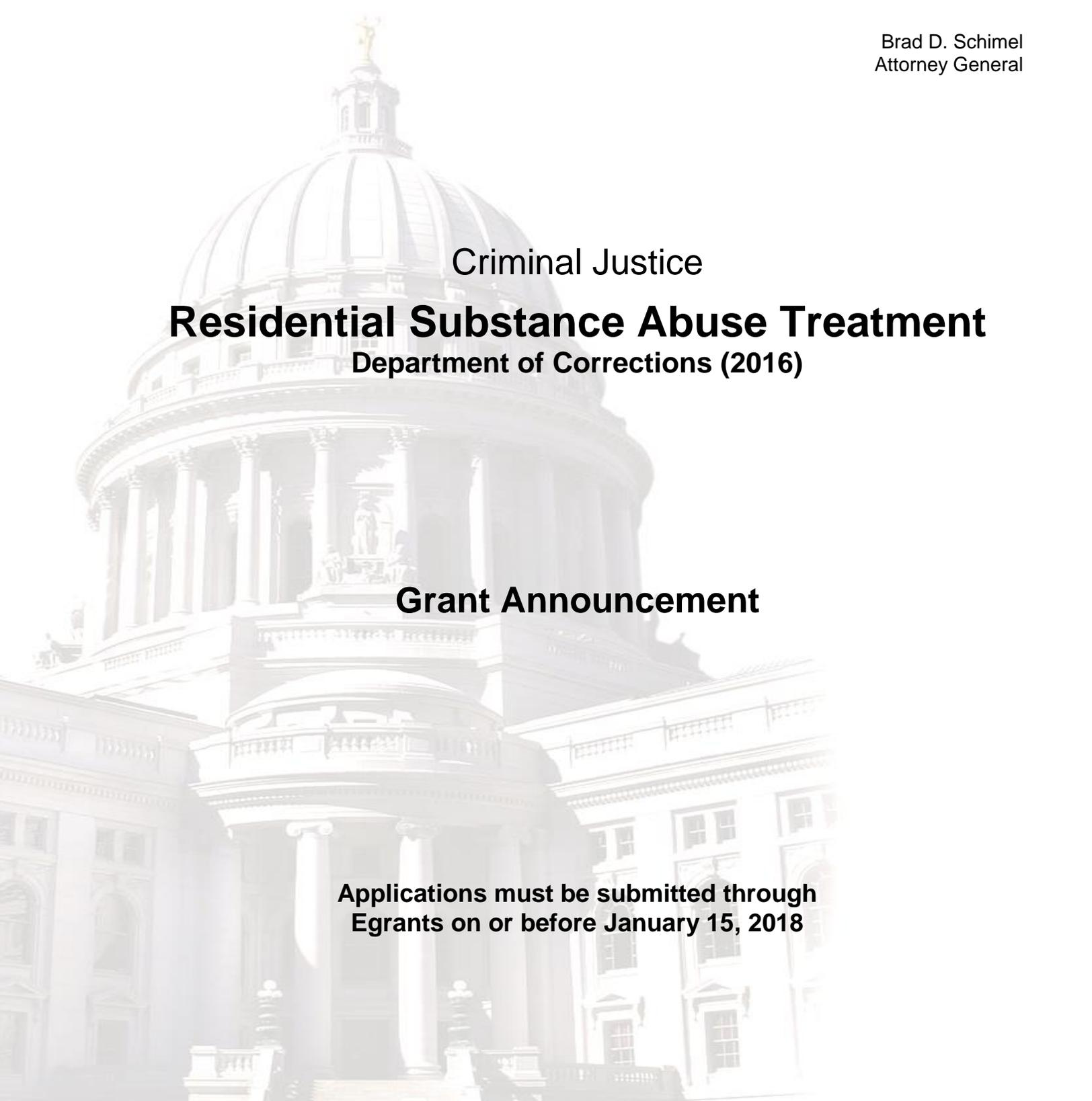




State of Wisconsin
Department of Justice
17 W. Main St.
P.O. Box 7857
Madison, WI 53707-7857

Brad D. Schimel
Attorney General



Criminal Justice
Residential Substance Abuse Treatment
Department of Corrections (2016)

Grant Announcement

**Applications must be submitted through
Egrants on or before January 15, 2018**



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

Important Contact Information for this Grant Opportunity:

Program/Policy: Dennis Powers (608) 264-9441
powersdj@doj.state.wi.us

Budget/Fiscal: Katie Hawkins (608) 266-7949
hawkinskd@doj.state.wi.us

Forms/Signatures: Sara Tupper (608) 266-9764
tuppers@doj.state.wi.us

Egrants Assistance: Weekdays, 8am – 4:30pm
Email: Egrants@doj.state.wi.us
Local calls: (608) 267-9068
Toll free: (888) 894-6607

The Egrants application guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted [on the Egrants page of our website](#).

Online help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Program Area: Criminal Justice

Grant Title: Residential Substance Abuse Treatment Department of Corrections (2016)

Description: This fund announcement will provide funding to the State of Wisconsin Department of Corrections to provide Residential Substance Abuse Treatment (RSAT) to offenders in compliance with the federal RSAT program provided through the U.S. Department of Justice, Bureau of Justice Assistance.

Opportunity Category: Non-Competitive

Important Dates:

Application Due Date: January 15, 2018

Project End Date: June 30, 2018

Anticipated Funding Amount: One grant in the amount of \$80,528 will be awarded to the Department of Corrections.

Match/Cost Sharing Requirement: A 25% match is required (\$26,843). Applicants may satisfy this match requirement with either cash or in-kind services.

Eligibility: The Wisconsin Department of Corrections is the only eligible applicant.

DUNS Number: The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and disbursed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one. **DOJ cannot award grant funds until an active DUNS number is provided.**

Eligible Expenses: All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

Residential Substance Abuse Treatment (2016)

The Wisconsin Department of Justice (DOJ) through its Justice Programs Section provides financial and technical assistance to public safety and criminal justice agencies throughout the state. As the state administering agency for state and federal criminal justice programs, DOJ is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements. This grant announcement provides information about a specific grant opportunity and instructions to help those eligible apply for a share of the available funds.

Program Description

RSAT assists states and local governments to develop and implement substance abuse treatment programs in state and local correctional and detention facilities and to create and maintain community-based aftercare services for offenders. The goal of the RSAT Program is to break the cycle of drugs and violence by reducing the demand for, use, and trafficking of illegal drugs.

Through this grant announcement, DOJ is seeking a proposal from the Wisconsin Department of Corrections to continue implementation of projects under the federal Residential Substance Abuse Treatment Program (RSAT). The Department of Corrections project operates at the Taycheedah Correctional Institution, the state's female correctional institute, to operate a 14 bed residential program designed for dual diagnosis offenders within six months of release.

RSAT enhances the capability of states and units of local government to provide residential substance abuse treatment for incarcerated inmates; prepares offenders for their reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs; and assists offenders and their communities in the reentry process through the delivery of community-based treatment and other broad-based aftercare services.

Residential

Residential projects must satisfy the following requirements:

- Last at least 6 months and no more than 12 months.
- Provide residential treatment facilities set apart in a completely separate facility or dedicated housing unit in a facility exclusively for use by RSAT participants-from the general correctional population.
- Focus on the substance abuse problems of the inmate.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
- Continue requiring urinalysis and/or other proven reliable forms of drug and alcohol testing for program participant and former participants while they remain in the custody of the state or local government.

If possible, RSAT participation should be limited to inmates with 6 to 12 months remaining in their confinement, so they can be released from prison instead of returning to the general prison population after completing the program.

Jail-Based

Jail-Based programs must satisfy the following requirements:

- Last at least 3 months.
- Focus on the substance abuse problems of the inmate.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
- Promote project design based on effective, scientific practices.

If possible, jail-based programs should separate the treatment population from the general correctional population.

Aftercare

Per **42 U.S.C. 3796ff(c)**, to be eligible for funding under this part, a state shall ensure that individuals who participate in the substance abuse treatment program established or implemented with assistance provided under this part will be provided with aftercare services. Aftercare services must involve coordination between the correctional treatment program and other social service and rehabilitation programs, such as education and job training, parole supervision, halfway houses, self-help, and peer group programs. A state may use amounts received for aftercare if the chief executive officer of the state certifies that the state is providing, and will continue to provide, an adequate level of residential treatment services. To qualify as an aftercare program, the head of the substance abuse treatment program must work in conjunction with state and local authorities and organizations involved in substance abuse treatment facilities on release. In addition, states shall coordinate these activities with any Substance Abuse and Mental Health Services Administration (SAMHSA) funded state and/or local programs that address the needs of this target population.

Post-Release Treatment

A state may use RSAT funds to provide treatment to offenders for a period not to exceed 1 year after release. No more than 10% of the total award may be used for treatment of those released from a state facility.

Award Information

Project funding will be provided from the federal Residential Substance Abuse Treatment (RSAT) program. Under this grant announcement, the Wisconsin Department of Corrections is eligible for an award of \$80,528. A 25% match is required (\$26,843).

Upon application approval, the applicant agency's project director will receive paper grant award documents by mail in approximately 30 days.

Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self registration' process. On the account registration site, you will have a choice between the DOJ Egrants and WEM Egrants. Please take care to select **DOJ Egrants** during this process.

Authorization to access Egrants can take several days depending on registration activity. The DOJ help desk is open Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the DOJ website (Egrants page). If you have any problems using Egrants, please contact our help desk at Egrants@doj.state.wi.us or call us at (608) 267-9068 or toll free at (888) 894-6607 during business hours.

Application Components

Through Egrants, you will provide DOJ with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Dennis Powers at (608) 264-9441 or at powersdj@doj.state.wi.us.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the "Brief Project Description" text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]”

Responses to this section will be used on the DOJ website, cited in DOJ reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. Approval Checklist

Answer Yes or No to each question.

3. Performance Measures

Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

4. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Also, please be aware that there is a 25% cash match required for these funds. To calculate the total budget and match amounts, use these formulae:

- Award Amount ÷ 0.75 Federal Share = Total Project Budget
- Adjusted Project Costs x 0.25 Recipient's Share = Required Match

Example: For a grant award of \$80,528, the calculation would be:

1. Total Budget: $\$80,528 \div 0.75 = \$107,371$
2. Required Match: $\$107,371 \times 0.25 = \underline{\underline{\$26,843}}$

Personnel: Provide salary information for non-contractual employees that will be funded through this grant, including overtime. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Only personnel costs of the agency applying for the grant funds should be included under “personnel.”

Employee Benefits: Employee benefits for grant-funded personnel include FICA, Unemployment Compensation, Health Insurance, etc. and amounts budgeted should be based on actual known costs or an established formula. Employee benefits are for the personnel listed in the budget and only for the percentage of time devoted to the project. Employee benefits on overtime hours are limited to FICA, Workers’ Compensation, and Unemployment Compensation.

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$82/night (\$90/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.); \$7/breaks

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under “Contractual.”)

Paying for food from US Dept. of Justice funds is no longer allowed or strict limitations apply as of Oct. 2011. Food for clients being served by the program is the only time prior approval is not needed. Please consult your grant manager prior to submitting this application for clarification and for prior approval.

Equipment: Tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, software and equipment with an acquisition cost of less than \$5,000 per unit. Also includes

operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/mo x 12 months = \$1,800.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly or daily fee (8 hour day); and estimated time on the project. *Consultant fees in excess of \$650 per 8 hour day require additional justification (Contact DOJ).*

5. Budget Narrative

Please describe how your budget relates to the overall program/project strategy or implementation plan.

6. Project Narrative

Use a word processing program to create a program narrative that provides a detailed description of the problem, goals, objectives, design, and evaluation of the proposed program. Cut and paste the Narrative into the appropriate section of your eGrants application. The narrative should describe the proposed activities for this project period and changes, if any, since the previous application. Narratives need to include a succinct statement of the impact that their project has had on the community to date. This should include a summary of clients served, services provided, problems encountered and successes noted. Anecdotal information and narrative stories are acceptable as a part of this section or as a separate attachment to this document.

Narratives should include:
Program Goals and Objectives.

A description of the Implementation Process.

Description of any changes in state law or policy requiring substance abuse testing of individuals in correctional/residential substance abuse treatment.
Number, or estimated number, of offenders tested for the use of illegal substances during the last calendar year.

Description of the treatment service(s)/practice(s) available for residential substance abuse treatment participants and how those services are currently monitored for quality and effectiveness.

Discuss the evidence that shows that the treatment service(s)/practice(s) is/are effective with the target population. If the evidence is limited or non-existent for the target population. If the evidence is limited or non-existent for the target population, provide other information to support the intervention selection. Provide local data and any evaluation findings that demonstrate the program's impact with regard to offender and community outcomes.

Description of how the applicant will ensure that individuals who participate in the RSAT program established or implemented with these federal funds will be provided with aftercare services. Describe how the applicant will ensure providers furnishing aftercare services are approved by the appropriate state or local agency and are licensed, if necessary, to provide medical treatment or other health services. Describe the aftercare services that will be provided.

Description of the planning process for engaging and enrolling newly eligible participants for Medicaid in accordance with the Patient Protection and Affordable Health Care Act, ensuring the treatment protocol will continue after program completion.

Explanation of how the applicant will coordinate RSAT's design and implementation at the state and local levels and how funds will be coordinated with federal assistance for substance abuse treatment and aftercare services provided by the Substance Abuse and Mental Health Services Administration.

Explanation of how the applicant might coordinate RSAT-funded programs with the federal Second Chance Act (SCA). If no coordination with SCA is planned, briefly describe why.

To attach a document to your Egrants application you must type "See Attached" in the text box to enable the document attachment tool.

7. Problem Description

Describe the nature and scope of the problem the project will address. Local data should be used to provide evidence the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the community. Please describe any previous or current attempts to address the problem and explain why they did or did not work. Please describe any unique factors about your community impacting the problem and the design of this proposed response. Describe your proposed target population and link that population to research and evidence-based practice.

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. DOJ staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Attorney General. All final grant award decisions will be made by the Attorney General.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements. In addition to any special conditions described in the award documents and reporting requirements contained in Egrants, please note the following:

- 1.) Grant recipients are advised that DOJ will monitor grants to ensure that funds are expended for appropriate purposes and that recipients are complying with state and federal requirements as described in the grant award contract. This includes timely completion of progress and financial reports, active efforts to achieve and measure stated goals and objectives, appropriate documentation of activities and outcomes, and adherence to any conditions included in the grant award.
- 2.) The Wisconsin Department of Justice reserves the right to withhold grant payments if the grant recipient is delinquent paying any obligation to the Department of Justice such as background check fees, etc.
- 3.) All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.
- 4.) Please be advised that a hold may be placed on any application or grant payment if it is deemed that an agency is not in good standing on other Wisconsin Department of Justice (DOJ) grants, has other grants compliance issues that would make the applicant agency ineligible to receive DOJ funding, and/or is not cooperating with an ongoing DOJ grant review or audit.
- 5.) A hold may also be placed on any application or grant payment if it is deemed that an agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.
- 6.) Program Income: To maintain consistent practices with other similar programs, and as a proven practice, projects funded under this announcement are subject to program income guidelines detailed in the federal Office of Justice Programs Financial Guide. Program income is income earned by the recipient, during the funding period, as a direct result of the award. Any fees charged to the participants of your project are considered program income. The amount earned as program income during the length of the grant period must be expended by the end of the grant period and must be used for the purposes and under the condition applicable to the award.

Additional Resources

Additional information about the Department of Justice and resources to assist with Egrants is available as follows:

- Department of Justice Egrants webpage: <https://egrants.doj.state.wi.us/egmis/login.aspx>
- A helpful [Egrants User Guide](#) is posted on the Egrants page of the DOJ website. It includes registration through grant award instructions.
- The [Grants Administrative Guide](#) provides assistance with grants management and fiscal management rules, such as allowable costs and procurement.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 8AM and 4:30PM.

Email: Egrants@doj.state.wi.us

Local calls: (608) 267-9068

Outside the 608 area code: (888) 894-6607