

**Sarah Huckabee-Sanders**  
**Governor**



**Jim Hudson**  
**Secretary-DFA**

Residential Substance Abuse Treatment Program  
for Arkansas Prisoners

**Request for Proposals (RFP)**

**DATE RELEASED: June 6, 2024**

**DUE DATE: Tuesday, July 30, 2024**

**All applications should be submitted via  
email to:**

**[IGS.applications@dfa.arkansas.gov](mailto:IGS.applications@dfa.arkansas.gov)**

**PROPOSAL GUIDELINES  
AND INSTRUCTIONS**

# **SUBMISSION**

**Due Date: Tuesday, July 30, 2024**

**All applications should be submitted via email to:**  
**[IGS.applications@dfa.arkansas.gov](mailto:IGS.applications@dfa.arkansas.gov)**

**Postmarked no later than: Tuesday, July 30, 2024**

## **Submit Completed Proposals:**

For Delivered Proposals:

**DFA-Office of Intergovernmental Services**  
**1515 West 7<sup>th</sup> Street, Suite 404**  
**Little Rock, Arkansas 72203-8031**

For Mailed Proposals:

**DFA-Office of Intergovernmental Services**  
**Post Office Box 8031**  
**Little Rock, Arkansas 72203-8031**

<b>PROPOSAL DO'S</b>
Applicant Meets Eligibility
Typewritten, Single-Spaced, One-Sided 8 ½ x 11 Paper
Font Size 12 or Larger
1 Original Copy (Stamped Original) if submitting by mail
1 Copy (Stamped Copy) if submitting by mail
Include the Applicant's Name on ALL Pages
Respond to All Questions and/or Sections
<i>For mailed proposals:</i> Binder Clip Only (No Three-Ring Binders or Staples)
Federal Identification Number/UEI – Active
System For Award (SAM): Registration Completed or Updated

<b>PROPOSAL Required Documents</b>
Standard Form 424 (SF424)
Cover Page
Request For Proposal Checklist
Abstract
Commitment to the RSAT Goals and Objectives
Project Narratives
Problem Statement
Program Description (include evidence-based program)
Goals and Objective Performance Indicators
Implementation Plan
Evaluation Plan
Sustainability Plan
Budget Request Information
Budget Detailed Worksheet/Proposed Budget
Budget Justification Narrative
Standard Assurances
Assurances of Non-Construction
Certification Regarding Debarment, Suspension,
Certification Regarding Lobbying, Debarment, Suspension
EEOP Certification
W-9 Form and Voided Check

# **Residential Substance Abuse Treatment Program for Arkansas Prisoners Request for Proposals (RFP) – GUIDELINES AND INSTRUCTIONS**

**2024-2025 Residential Substance Abuse Treatment Program Proposal**

**Deadline: Tuesday, July 30, 2024**

**All applications should be submitted via email to:**

**[IGS.application@dfa.arkansas.gov](mailto:IGS.application@dfa.arkansas.gov)**

**Postmarked no later than Tuesday, July 30, 2024**

**Award Period: October 1, 2024 – September 30, 2025**

## **I. FUNDING AVAILABILITY**

**Residential Substance Abuse Treatment Program for Arkansas Prisoners:** Funding is available under DFA Residential Substance Abuse Treatment for State Prisoners (RSAT) federal award. The RSAT for State Prisoners Program assists states with developing and implementing residential substance abuse treatment programs within state correctional facilities, as well as within local correctional and detention facilities, in which inmates are incarcerated for a period of time sufficient to permit substance abuse treatment. RSAT's objectives are to enhance the capabilities of states and units of local government to provide residential substance abuse treatment for incarcerated inmates; prepare individual reintegration into communities; and assist individuals and communities through the reentry process by delivering community-based treatment and other broad-based aftercare services. All sub grants awarded under this program are subject to the availability of funds and any modifications or additional requirements that may be imposed by law. Applicants also should anticipate that sub grants will be one-time awards and, accordingly, should propose project activities and deliverables that can be accomplished without additional funding from the RSAT funding Program.

## II. ELIGIBILITY REQUIREMENTS

Applying entities **must** operate and/or maintain correctional or detention/jail facilities for incarcerated individuals as stated in the federal regulations.

### Eligible Entities

- State Government Agencies
- Local Units of Government – City, County, Town, Township
- Law Enforcement Districts and Judicial Enforcement Districts

Applying entities are responsible for programmatic design, oversight, reporting, monthly invoicing, meeting the state and federal requirements, and serving as the RSAT point of contact.

When applying, state agencies and units of local government are encouraged to collaborate and/or partner with community-based organizations to meet the requirements and build capacity for the RSAT proposed project.

**Co-mingling of Fund.** Co-mingling of funds is prohibited. The accounting system of all applicants must ensure that funds from any sub grant under RSAT are not co-mingled with funds from any other source. Separate bank accounts are not required; however, it is essential that all funds from the RSAT grant are tracked, accounted for, and reported separately from all other funds. Any misuse of grant funds could result in penalties ranging from recoupment of monies, suspension of current and future funding, suspension, or debarment from federal grants, and civil and/or criminal penalties.

**Performance Measures.** Recipients must track and report on the specific outcomes and benefits attributable to use of RSAT funds. Periodic performance reports are required.

**An active Unique Entity Identifier is required.** All applicants under this solicitation must include an UEI in their application. Applications without an active UEI are incomplete.

A UEI is a unique 12-digit alphanumeric number provided by the System for Award Management (SAM.gov). To receive federal funding all applicants must maintain current registrations in the SAM database that can be accessed at [www.sam.gov](http://www.sam.gov).

### **III. PROGRAMS AND REQUIREMENTS**

#### **A. ELIGIBLE PROJECTS**

Funds may be used to implement two types of programs: residential and jail-based, which includes aftercare services. Program design should be based on effective evidence-based practices.

##### **1. RESIDENTIAL PROGRAMS:**

- Separate program participants from general population.
- Engage participants for a period between 6 months and 12 months.
- Provide residential treatment facilities set apart—in a separate facility or dedicated housing unit in a facility exclusively for use by RSAT participants—from the general correction 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.
- Require 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.
- Prepare participants for a successful community reintegration, including post-release referrals.
- 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.

##### **2. JAIL-BASED PROGRAMS:**

- Separate program participants from general population.
- Engage participants for at least three (3) months.
- Focus on the substance abuse problems (including opioids, stimulants, etc.) of the inmate.
- Develop the inmate’s cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.

- Require 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.
- Prepare participants for a successful community reintegration, including post-release referrals.
- Program design should be based on effective, scientific practices.

## **B. PROGRAM REQUIREMENTS**

1. The separation of the treatment population from the general correctional population provides the most successful results and **required** for both program implementation.
2. Per 34 U.S.C. 10422(c), a subrecipient shall ensure that offenders who participate in the substance abuse treatment program 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 outpatient treatment, education and job training, parole supervision, halfway houses, self-help, and peer group programs. This requirement can be met through appropriate collaboratives and partnerships.

### **3. EVIDENCE-BASED PROGRAMS OR PRACTICES**

OJP’s CrimeSolutions.gov website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services. <http://www.crimesolutions.gov/>

Applicants can find information on evidence-based treatment practices in SAMHSA’s Guide to Evidence-Based Practices available at [www.samhsa.gov/ebpwebguide](http://www.samhsa.gov/ebpwebguide). The Guide provides a short description and a link to dozens of websites with relevant evidence-based practices information—either specific interventions or comprehensive reviews of research findings.

### **4. DRUG TESTING REQUIREMENT**

Applicants must agree to implement and/or continue urinalysis and/or other proven reliable forms of drug and alcohol testing of individuals assigned to residential substance abuse treatment programs in correctional facilities.

**5. MATCH REQUIREMENT**

There is a **25%** match required for all awarded programs. Match must be from non-federal sources and cannot be used for multiple funded projects. Match can be both in-kind and/or cash.

**6. INELIGIBLE ACTIVITIES AND BUDGET/MATCH ITEMS**

Ineligible activities and costs include, but are not necessarily limited to, the following:

- a. Lobbying.
- b. Fundraising activities.
- c. Electronic Immobilization Devices (EID).
- d. Construction or renovation costs.
- e. Acquisition cost of real estate property.  
(RSAT funds shall not be used for land acquisition or any construction projects.)
- f. Military type equipment.
- g. Restitution payments.
- h. Fines, penalties, and late charges.
- i. Entertainment expenses.
- j. Bonuses or commissions.
- k. Lodging above federal per diem rates.
- l. Daily subsistence within the targeted service area (daily subsistence can only be requested if travel occurs outside the targeted service area and in accordance with such rules established by the Arkansas Department of Finance and Administration.
- m. First Class travel.
- n. Pre-award costs.
- o. Rental costs are limited to fair market value for similar facilities in your locality. Rental rates more than this amount will need special approval.
- p. **Supplanting** - Federal funds must be used to **supplement** existing funds for program activities and cannot replace or **supplant** nonfederal funds that have been appropriated for the same purpose.



#### IV. CONTRACT & APPLICANT REQUIREMENTS

##### A. SUB-CONTRACT REQUIREMENTS (if applicable)

**When the sub-grantee contracts for work or services, the following is required:**

1. All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation, and length of time over which the services will be provided. This shall not exceed the length of the contract period.
2. A copy of all written contracts for contractual or consultant services shall be forwarded to the Arkansas Department of Finance and Administration upon their ratification.
3. Payments shall be supported by detailed statements outlining the services rendered and the cost billed during the period covered.

##### B. REPORTING REQUIREMENTS

Applicants who receive funding under this solicitation must provide data that measures the results of their work. Applicants are required to complete numerical and/or narrative data reporting every 3 months for each quarter activity period. Reports are to be submitted in PMT within 15 days following the close of the quarter. Subrecipients are required to submit information in the federal system, PMT with granted access.

##### C. PROGRAM-PROJECT MONITORING

DFA-IGS will monitor all grant awards by way of desk reviews and site visits. Additionally, all submitted reports will be reviewed for timeliness and accuracy. Delinquent and inefficient reports could result in a hold on available funds until the deficiency is corrected and approved.

#### V. SUBAWARD PROJECT PERIOD

Subaward Project Period: **October 1, 2024 – September 30, 2025**

All *new* projects **should** begin on or before November 1, 2024, and **must** be in operation no later than 60 days after November 1, 2024. Failure to have the funded project operational within 90 days from November 1, 2024, may result in the cancellation of the grant and the de-obligation of all awarded funds.

**VI. SUBMISSION OF APPLICATIONS/PROPOSALS**

Completed proposals must be submitted with original signatures and copies to DFA-IGS by 4:30p.m. on **Tuesday, July 30, 2024**, or postmarked no later than **Tuesday, July 30, 2024**, via U.S. Postal Service to the following address:

**Arkansas Department of Finance and Administration  
Office of Intergovernmental Services/JAG  
1515 West 7th Street, Suite 404  
Little Rock, AR 72201**

**TO ACCESS RSAT Announcement, Request for Proposals,  
Instructions and Forms**

Go to the DFA-IGS Grant Programs website: [Residential Substance Abuse Treatment For State Prisoners \(RSAT\) Program | Department of Finance and Administration \(arkansas.gov\)](https://www.arkansas.gov/RSAT)

**VII. APPLICATION REVIEW**

The selection process consists of eligible applications being reviewed and rated with a scale 1-5. All reviewed and rated applications as well as funding recommendations will be presented the Arkansas Alcohol and Drug Abuse Coordinating Council for final review and subaward approval.

**VIII. AWARD NOTIFICATION**

Applicants awarded an RSAT grant will be notified electronically via email. Successful applicants must accept their grant award by signing the award documents in **BLUE INK** and returning completed packet to DFA-IGS within 5 business days via US Postal mail or delivery. When returned to DFA-IGS, the Award will be signed by the IGS Administrator, and a copy returned to the applicant (sub-recipient).

**IX. CONTACT INFORMATION**

For assistance contact Kimberly Orr at [kimberly.orr@dfa.arkansas.gov](mailto:kimberly.orr@dfa.arkansas.gov) or call 501-682-5110. All questions and answers will be updated and posted to a FAQ document on the IGS website.

## REQUEST FOR PROPOSAL (RFP) FORMS INSTRUCTIONS

- The RSAT Proposal Announcement, Request for Proposals and Instructions, Forms, and FAQ can be downloaded and/or accessed from the **DFA-IGS Grant Programs website** [Residential Substance Abuse Treatment For State Prisoners \(RSAT\) Program | Department of Finance and Administration \(arkansas.gov\)](#)
- **REQUEST FOR PROPOSAL (RFP) CHECKLIST:**  
A proposal checklist has been included to assist with the RFP submission. The checklist indicates section/subsections to be included in the proposal.
- **STANDARD FORM 424:** (Use Form)  
**Standard Form 424 and Instructions:** Please download form and instructions from the **DFA-IGS Grant Programs** [Residential Substance Abuse Treatment For State Prisoners \(RSAT\) Program | Department of Finance and Administration \(arkansas.gov\)](#) or download a SF424 at [https://apply07.grants.gov/apply/forms/sample/SF424\\_2\\_1-V2.1.pdf](https://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf)
- **COVER PAGE:** (Use Form)  
To complete cover page, please complete all sections and list the name, email address and telephone number (with area code) of person to be contacted on matters involving the application.
- **ABSTRACT:** (Use Form) Complete Abstract as instructed including the contact information.
- **COMMITMENT TO THE GOALS AND OBJECTIVES:** (Use Form)  
The applicant must commit to the RSAT goals and objectives. To commit, the authorized official must sign the Commitment to the RSAT Goals and Objectives form.
- **W-9 FORM/VOIDED CHECK:** Please complete the W-9 Form and submit a voided check or account banking information to document/set-up for direct deposit. (This does not apply to state entities.) [Form W-9 \(Rev. October 2018\) \(arkansas.gov\)](#)

## PROJECT NARRATIVE SECTION

(Use Form-Program Narratives)

### **PROBLEM STATEMENT (Rating Range 1-5)**

A problem statement is a concise description of the issues that need to be addressed. Assess the factors that are driving or alleviating these problems. Applicant should provide a problem statement based on local, regional, or statewide data as it relates to substance abuse treatment and its related issues. The problem statement should answer questions such as: “what is the problem”; “who is effected by the problem”; “what resources are available”; and the proposed solution to the problem.

**PROGRAM DESCRIPTION (Rating Range 1-5)**

In the program description narrative, applicants **must** clearly state which program design is being proposed and provide a detailed description of the proposed program design. The applicant should assess its resources and readiness to address the issue. The applicant should address its current capacity to implement the proposed project as well as identify resources available and needed. Capacity building description should address how the applicant is raising stakeholder’s awareness, engaging diverse stakeholders, and strengthening collaborative efforts. Applicants that demonstrate their capacity to facilitate effective partnerships with community-based substance abuse treatment programs will be given priority.

The project description should clearly describe how the applicant will conduct early identification screening, develop a comprehensive plan to assess inmate treatment needs, monitor compliance of participants, and make appropriate referrals to services upon release. Further, the description **must** include the anticipated number of clients to be served, a description of how substance abuse treatment services will be delivered, and how other criminogenic needs (those that predict recidivism) will be identified and met. The selected program should focus on the substance abuse diagnosis and addiction related needs and provide services such as individual and group treatment activities, weekly individual therapy, relapse prevention planning, cognitive, behavioral, social, and vocational skills development, and constructive leisure activities. For example, proposals should discuss how dynamic factors such as cognitive deficits resulting in poor decision- making skills, rigid thinking, impulsivity, and risk-taking behavior will be addressed.

Programs **must** include a description and process for urinalysis and/or other proven reliable forms of drug and alcohol testing for participants, including both periodic and random testing, and for former participants while they remain in the custody of the state or local government.

As part of the program design, applicants **must** ensure that individuals (inmates) who participate in the program be provided aftercare services. Programs should prepare participants for successful community reintegration, including post-release referral to appropriate evidence-based aftercare treatment and service providers that support the use of medication-assisted treatment. Applicants **must** describe their aftercare services including how needs such as employment, education and housing will be coordinated and met to provide inmates a smooth transition back into the community. Projects are expected to represent collaboration between the local jail, courts, probation departments, and the treatment community as well as involve coordination between the correctional treatment program and other social service and rehabilitation programs, such as education and job training agencies, parole supervision, halfway houses, and secular self-help and peer group programs. Applicants **must** also ensure that providers furnishing aftercare treatment services are approved by the appropriate state or local agency and are licensed.

**EVIDENCE-BASED PROGRAM/BEST PRACTICES DESCRIPTION** -Key elements for a successful RSAT project include treatment practices that have a demonstrated evidence base 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, and discuss the population(s) for which this practice has been shown to be effective. Applicants should document that the selected practice is appropriate for the specific target population and purposes of their project.

**DESCRIPTION OF GOALS AND OBJECTIVES PERFORMANCE INDICATORS (Rating Range 1-5)**

The applicant should identify its specific goals and objectives for the project and provide appropriate detailed activities, performance measures and indicators for each. Performance measures and indicators tend to state how you know you have achieved the stated objective. The proposed goals and objectives should align with the federal RSAT goals and objectives.

**DESCRIPTION OF IMPLEMENTATION (Rating Range 1-5)**

Applicants should provide a narrative on their plan of action and a timeline aimed at accomplishing their goals and the objectives outlined in the proposed project. The applicant should also include how aftercare services, including aftercare treatment services, will be provided. Include a timeline of key activities and project milestones.

**DESCRIPTION OF EVALUATION (Rating Range 1-5)**

Evaluation is the systematic collection and analysis of information about the program activities, characteristics, and outcomes. Information collected should be utilized to improve the effectiveness of the program. Applicants should provide a narrative on how the program will be evaluated. The evaluation should answer questions to how well the program was delivered and how successful it was in achieving the expected outcomes or goals that are outlined in the proposal.

**PLANS FOR SUSTAINABILITY (Rating Range 1-5)**

Effective program planning for sustainability starts at the beginning of the program design and should be revisited throughout the life of the program. To ensure sustainability, applicants should consider building stakeholders support and show and share results as well as obtain steady funding. Applicants should provide a narrative on their sustainability plan.

**BUDGET SECTION**

**BUDGET DETAIL WORKSHEET AND NARRATIVE-12 MONTH BUDGET (Rating Range 1-5)**

**BUDGET DETAILED WORKSHEET/PROPOSED BUDGET-12 MONTH BUDGET: (Use Form)**

Applicants must submit a detailed budget and budget narrative that outlines any proposed uses of grant funds. The budget request is divided into eight (8) categories: personnel (salary), mandated benefits, employer benefits, maintenance and operation, professional/contract services, training and travel, equipment, and other costs.

Allowable Cost include costs that are reasonable and necessary for the successful completion of the project. These may include salaries, mandated benefits, employer benefits, maintenance and operation, training, and travel, etc.

Non-Allowable Costs are any cost incurred either before the start of the project period or after the expiration of the project period are not allowable. Costs that are not reasonable and/or necessary for successful completion of the projects are not allowable. Other unallowable costs include, but are not limited to land acquisition, bonuses or commissions, lobbying, fund raising, corporate formation, entertainment, sports events, credit card fees, tips, bar charges/alcoholic beverages, laundry charges, etc.

**BUDGET JUSTIFICATION NARRATIVE: (Use Form)**

The applicant must provide a 12-month justification narrative/description for each proposed budget category. The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. DFA-IGS expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

**RATING RANGE:**

<b>Rating Guidance</b>		<b>Rating Range</b>
<b>OUTSTANDING</b>	The applicant explicitly addresses the section items by providing comprehensive descriptions and through details. Relevant examples are included to support the information presented. The applicant demonstrates a strong and informed understanding of the RSAT project and effectively describes how the project will be implemented.	<b>5</b>
<b>Very Good</b>	The applicant provides significant descriptions and relevant details in the section items, but the response is not entirely comprehensive. The applicant demonstrates a sound understanding of the RSAT project.	<b>4</b>
<b>Acceptable:</b>	The applicant provides a basic response to the section items. The applicant does not include significant detail or pertinent information. Key details are missing. The applicant minimally understands the RSAT project.	<b>3</b>
<b>Marginal</b>	The applicant provides insufficient information, details and/or descriptions that do not completely answer the section items. The applicant may have answered but missed keys points and/or there are major gaps in the information presented.	<b>1-2</b>