

# Nebraska Crime Commission

## Request for Applications

### SFY 2027 Residential Substance Abuse Treatment (RSAT) For State Prisoners Program Grant

#### **RELEASE DATE**

March 13, 2026

#### **AWARD PERIOD**

July 1, 2026– June 30, 2027

#### **AMOUNT TO BE AWARDED**

\$220,069

#### **APPLICATION DEADLINE**

April 13, 2026, by 5:00 p.m. (CT)

#### **CONTACT INFORMATION**

For assistance with the requirements of this solicitation, contact:

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COMMISSION ON LAW ENFORCEMENT  
AND CRIMINAL JUSTICE

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## INTRODUCTION

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This solicitation is for applicants who wish to apply for competitive funds under the Nebraska Residential Substance Abuse Treatment (RSAT) for State Prisoners Program (Statutory Authority § 10151-10726). The federal RSAT Program is administered by the Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA). For more information on the RSAT program, please refer to the [RSAT FAQ](#) in [Appendix A](#).

The Nebraska Crime Commission (NCC) is the State Administering Agency for RSAT. Information about NCC and its various grants and other resources can be found at <https://ncc.nebraska.gov/>.

### Important Dates:

Application Due Date: April 13, 2026

Project Start Date: July 1, 2026

Project End Date: June 30, 2027

## FUNDS AVAILABLE

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**\$220,069** total funds available. RSAT requires that at least 10% of the total funds be made available to local correctional and detention facilities. At minimum, **\$22,007** will be awarded to **Local Correctional and Detention Facilities**.

**Match:** RSAT does require match. Applicants are required to provide a minimum of 35% cash or in-kind match of the cost of a project. Matching funds may be either state or local dollars for cash match. Examples of in-kind match include staff time, staff fringe benefits associated with the time to administer or operate RSAT funded programs, costs associated with the subawards related to programming, training, or travel costs associated with monitoring, etc. Federal funds are not an allowable match source for this grant. Exact match requirement will be determined by Crime Commission at the time of award notification.

## ELIGIBLE APPLICANTS

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Eligible applicants include state, local, and regional programs that provide direct services to justice involved individuals (adult or juvenile) in state correctional and detention facilities, local or regional jails, and tribal correctional and detention facilities, and aftercare programs (community-based service providers) that partner with a facility.

***Pursuant to 34 U.S.C. § 10422 (c), in order to be eligible for funding under the RSAT program, grant applicants shall ensure that individuals who participate in the substance abuse treatment program with funding under this program be provide with aftercare services.***

This is a competitive solicitation. Grants may be funded in full or in part, based on the number of qualifying applications, available funding, and geographical representation. Each submitted grant application will be reviewed on its quality and adherence to these guidelines.

By applying for these grant funds, the applicant asserts that they have read, understand, and will comply with the following federal and state requirements and policies. Federal requirements are determined by the federal government and may change.

- [Civil Rights](#)
- [Nondiscrimination](#)
- [Limited English Proficiency Individuals](#)
- [Equal Opportunity Plans](#)
- [Department of Justice Financial Guide](#)
- Crime Commission Grants Administration [Manual](#)

**Law Enforcement Agencies:** In order for law enforcement agencies to qualify for grant funds, the agency must comply with the following:

1. Fingerprints/UCR Reporting Requirement: The agency shall comply with Nebraska statute §29-202 and §29-3516, and will submit all fingerprints taken to the Nebraska State Patrol (NSP).
2. NIBRS Reporting Requirement: To be eligible, the Agency shall be in current compliance with the mandatory Nebraska Incident Based Reporting System (NIBRS) requirements as stated in 78 Neb. Admin. Code, ch. 5, § 006. The agency shall maintain compliance with those requirements throughout the entire project period to remain eligible to have an active grant award.
3. National Instant Criminal Background Check System (NICS) Reporting Requirement: The Agency shall comply with the NICS Reporting requirements as stated in Nebraska Revised Statute §§ 69-2402 to 69-2431. The agency will at all times maintain compliance.
4. Death in Custody Reporting Act (DICRA) Requirement: The Agency shall comply with PUBLIC LAW 113-242 by submitting all deaths in custody to Nebraska Crime Commission.
5. DNA and CODIS Requirements: The Agency shall comply with the collection of DNA requirements as stated in Nebraska statute §29-4106.
6. Use of Force Requirement: The Agency shall ensure compliance with Executive Order No. 13929 on Safe Policing for Safe Communities and must have a certification from the Nebraska Police Standards Advisory Council (PSAC) and Nebraska Law Enforcement Training Center (NLETC) regarding their Use of Force policies. The Agency must also comply with Nebraska Revised Statute §28-1412.

## APPLICATION SUBMISSION AND FORMAT

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Applications are due no later than **April 13, 2026, at 5:00 p.m.** (CDT). Late applications will not be accepted.

All applications shall be submitted electronically **through the Euna application portal**. All required documentation in the ["Required Attachments"](#) section of this RFA is to be completed and ready. **All documents are required for a complete application and must be submitted at one time.**

Euna application portal link: <https://ne.amplifund.com/Public/Opportunities/Details/8b912986-1c15-4e34-bc1e-4cc7599f47df>

Access to the application will close at **5:00 PM CDT on April 13, 2026**. No applications or attachments will be accepted once the system closes. Failure to submit all documentation and/or information required for the proposed project will negatively affect the applicant's eligibility and award review process. If an award is granted, it may result in conditions that preclude the recipient from accessing or using award funds until conditions are satisfied.

**It is recommended that the application submission process be completed no less than 48 hours prior to the deadline to avoid delays that may result from technical difficulties.** Log in to the system well in advance to ensure there are no issues. This platform requires users/organizations to register. If you already have a profile in the system, do not create a new one.

For technical assistance with the Euna application portal, please contact Nebraska Euna Support at (844) 735-0239 or [support@ne-amplifund.zendesk.com](mailto:support@ne-amplifund.zendesk.com). Applicants may also access resources and chat with Euna Support staff through the Euna Customer Support Portal at <https://ne-amplifund.zendesk.com>.

The Crime Commission reserves the right to reject any or all applications, to waive informalities and minor irregularities in applications received, and to accept any portion of the application, or all items proposed, if deemed in the best interest of the State of Nebraska to do so. Failure of the applicant to provide information requested in this Announcement or the grant application may result in the disqualification of the applicant. The fact that an applicant meets eligibility requirements and applies for eligible services does not guarantee funding.

Acceptance of Application Content: The final contents of the approved application become contractual obligations of the grant award issued to a successful applicant.

## PURPOSE OF THE GRANT

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The RSAT Program enhances capabilities of states to provide residential substance use disorder (SUD) treatment programs to people during detention or incarceration; prepare them for their reintegration into a community by incorporating reentry planning activities into their treatment programs; and assist them and their communities throughout the reentry process by delivering community-based treatment and other broad-based aftercare services. RSAT programs may be implemented in state prisons, local jails, and adult and juvenile detention facilities, in which a person is incarcerated for a period of time sufficient to permit SUD treatment.

The program funds must be used to support the provision of SUD treatment to individuals during detention or incarceration, and recovery and aftercare services post release. Treatment for co-occurring substance use and mental health disorders may also be provided using RSAT funds.

The program encourages the establishment and maintenance of drug-free prisons and jails by developing and implementing specialized residential substance abuse treatment programs that identify and provide appropriate treatment to inmates with co-occurring mental health and substance abuse disorders or challenges. Funds may be used to implement three types of programs: residential prison, residential jail-based, and pre-trial population in jail-based programs who will need aftercare services to prepare individuals for their reintegration into their communities.

### Funding Priorities

The U.S. Department of Justice, Bureau of Justice Assistance (BJA) requires that priority consideration be given to support programs in rural and tribal areas.

#### **Residential Prison SUD Treatment Programs:**

- Provide residential treatment facilities set apart (therapeutic community) – in a completely separate facility of dedicated housing unit in a facility exclusively for use by RSAT participants – from the 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 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.
- Require both periodic and random drug testing for program participants, and for former participants while they remain in the custody of the state or local government.
- Ensure that individuals who participate in the grant-funded SUD treatment program will be provided with aftercare services when they leave incarceration.
- Must track participants' progress and include an evaluation method to assess the outcome.
- Coordinate with the federal assistance for substance abuse treatment and aftercare services currently provided by the Department of Health and Human Service' Substance Abuse and Mental Health Services Administration (SAMHSA).
- Whenever possible, RSAT residential participants should be limited to inmates with 6 to 12 months remaining in their confinement.

#### **Residential Jail-Based SUD Treatment Programs:**

- Make every effort to establish residential treatment facilities set apart (therapeutic community) – in a completely separate facility of dedicated housing unit in a facility exclusively for use by RSAT participants – from the general population.
- Engage participants for a period of at least 3 months.
- Focus on the substance abuse problems of the inmate.
- Require both periodic and random drug testing for program participants, and for former participants while they remain in the custody of the state or local government.
- Ensure that individuals who participate in the grant-funded SUD treatment program will be provided with aftercare services when they leave incarceration.
- Must track participants' progress and include an evaluation method to assess the outcome.
- Coordinate with the federal assistance for substance abuse treatment and aftercare services currently provided by the Department of Health and Human Service' Substance Abuse and Mental Health Services

Administration (SAMHSA).

- Whenever possible, RSAT residential participants should be limited to inmates with at least 3 months remaining in their confinement.

#### **Pre-Trial Population (Jail-Based) Treatment SUD Programs:**

- Programs supporting pre-trial populations do not need to meet above criteria for jail-based residential SUD treatment programs.
- Focus on the substance abuse problems of the inmate.
- Require both periodic and random drug testing for program participants, and for former participants while they remain in the custody of the state or local government.
- Ensure that individuals who participate in the grant-funded SUD treatment program will be provided with aftercare services when they leave incarceration.
- Must track participants' progress and include an evaluation method to assess the outcome.
- Coordinate with the federal assistance for substance abuse treatment and aftercare services currently provided by the Department of Health and Human Service' Substance Abuse and Mental Health Services Administration (SAMHSA).

#### **Aftercare Services (Required for All Programs):**

- Must involve coordination of the correctional facility treatment program with other human service and rehabilitation programs such as educational and job training programs, parole supervision programs, half-way house programs, and participation in self-help and peer group programs that may aid in the rehabilitation of individuals in the substance abuse treatment program.
- Coordinate with the federal assistance for substance abuse treatment and aftercare services currently provided by the Department of Health and Human Service' Substance Abuse and Mental Health Services Administration (SAMHSA).
- Require both periodic and random drug testing for program participants, and for former participants while they remain in the program and under community supervision.
- To qualify as an aftercare program, the head of the SUD treatment program must work in conjunction with state and local authorities and organizations involved in substance abuse treatment facilities upon their release

## **ELIGIBLE EXPENSES**

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In order to be eligible for reimbursement, program costs must meet the following criteria:

- Costs must be necessary and reasonable for the stated purpose of the grant.
- Costs must be in accordance with generally accepted accounting principles. [Learn more.](#)
- Costs must conform to any limitations or exclusions set forth in 2 C.F.R. Part 200.
- Costs must be consistent with policies and procedures of the RSAT grant program and applied uniformly.
- Costs must be adequately documented with supporting materials including receipts, invoices, timesheets, paystubs, etc.

#### **Example Uses of Funds**

RSAT funds can be used to support a variety of projects related to criminal justice and civil proceedings. Some examples include:

- Re-entry
  - Essential re-entry items for individuals upon their release from incarceration to assist them with transition back into the community (such as hygiene items, clothing, supplies and other aids, bus passes, employment assistance, housing support, etc.)
  - Development of Aftercare and Transitional Planning for Post-Release (including enrollment or reenrollment in public benefits and health insurance)
  - Referrals and continuation of treatment services
  - Continued access to medications for both MOUD and Mental Health Disorders (MHD)
- Medication-Assisted Treatment (MAT)
  - Continuation of medication and treatment
  - Induction on medication (e.g. Opioid Use Disorder/Alcohol Use Disorder and mental health medication)

- Curriculum, screening, and assessment tools
  - Motivational techniques to encourage treatment engagement
  - Brief interventions addressing readiness to change and introduction to treatment modalities
  - Immediate assessment for withdrawal management needs, followed by withdrawal management for those in need
  - Substance use screening
  - Co-occurring mental health screening
- Medications, including overdose reversal drugs (Naloxone) approved by FDA with a clear nexus to RSAT's objectives
- Transportation and housing vouchers with a clear nexus to RSAT's objectives
- Peer support specialists with a clear nexus to SUD treatment programs
- Rent and utilities for program participants with a clear nexus to RSAT's objectives (payments must be made through a process that does not involve direct payment to program participants and supports confirmation that funds were used as intended)
- Lease vehicles with a clear nexus to RSAT objectives for program providers, however funds may not be used to lease vehicles on behalf of program participants.

## FUNDING LIMITATIONS

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Grant funds may not be used for:

1. Purchase of Aircraft/Vessels/Boats/Vehicles
2. Weapons and ammunition
3. Bonuses or commissions
4. Compensation and travel of federal employees
5. Construction/Renovation Projects
6. Entertainment expenses and bar charges
7. Finance fees for delinquent payments
8. Land acquisition
9. Luxury items or real estate
10. Military-type equipment
11. Incentives (food or gift cards)
12. Pre-paid gas/phone cards
13. **Twelve-Step Recovery Programs** may not be paid with RSAT funds.
  - a) Federal Executive Order 13279, Executive Order 13559, and the DOJ's regulations on the Equal Treatment for Faith-Based Organizations, 28 C.F.R. pt 38, prohibit recipients from using DOJ financial assistance on inherently (or explicitly) religious activities and from discriminating in the delivery of services on the basis of religion. *Twelve-Step recovery programs are considered inherently religious activities.*
  - b) RSAT applicants and eventual subrecipients must carefully structure their programs and activities to ensure DOJ financial assistance is not being used for literature, classes, meetings, counseling sessions, or other activities that support twelve-step programs. Subrecipients must also ensure that twelve-step programs take place at a separate time or location. Substance abuse treatment programs must make clear to both NCC and RSAT program participants that twelve-step programming is separate and distinct from DOJ-funded programs.
  - c) For further information, please go to the Frequently Asked Questions (FAQ) which may be found on the OJP's Office for Civil Rights website, [Office of Civil Rights FAQs](#)

Federal law prohibits the use of federal funds from certain activities regardless of the federal funding source or the specifics of the grant program. These prohibitions include but may not be limited to:

1. Lobbying, including attempts to influence legislation or the outcome of any federal, state, or local elections. Recent changes to the law have expanded the prohibition to any federally appropriated funding used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express written approval of OJP. Violations of this prohibition are now subject to civil fines of up to \$100,000 per violation.
2. Fundraising (including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions).
3. The direct or indirect support of any contract or subaward to either the Association of Community Organizations for

Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

4. Funds may not be used to discriminate against or denigrate the religious or moral beliefs of victims who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such victims.

The activities listed below are out of the program scope and will not be funded.

- Any program or activity that, directly or indirectly, violates (or promotes or facilitates the violation of) federal immigration law (including 8 U.S.C. § 1373) or impedes or hinders the enforcement of federal immigration law—including by failing to comply with 8 U.S.C. § 1373, give access to DHS agents, or honor DHS requests and provide requested notice to DHS agents.
- Any program or activity that violates any applicable Federal civil rights or nondiscrimination law. This includes violations that indirectly violate the law, including by promoting or facilitating violations, or unlawfully favor individuals in any race or protected group, including on a majority or minority, or privileged or unprivileged, basis, within a given area, population, or sector.

Except as indicated in the following sentence, costs of providing legal services (that is, professional services of the kind lawfully provided only by individuals licensed to practice law) to any removable alien (see 8 U.S.C. § 1229a(e)(2)) or any alien otherwise unlawfully present in the United States are disallowed and may not be charged against the award. Costs for legal services disallowed under the preceding sentence do not include costs for legal services— (1) to obtain protection orders for victims of crime (including associated or related orders (e.g., custody orders), arising from the victimization); (2) that are associated with or relate to actions under 18 U.S.C. ch. 77 (peonage, slavery, and trafficking in persons); (3) to obtain T-visas, U-visas, or “continued presence” immigration status (see, e.g., 8 U.S.C. § 1101(a)(15)(T) & (U); 22 U.S.C. § 7105(c)(3)(A)); or (4) as to which such disallowance would contravene any express requirement of any law, or of any judicial ruling, governing or applicable to the award.

**Supplanting Prohibited:** Federal funds must be used to *supplement* existing state or local funds for program activities and may not replace state or local funds that have been appropriated or allocated for the same purpose. Additionally, federal funding may not replace state or local funding that is required by law. If a question of supplanting arises, the applicant or subgrantee will be required to substantiate that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

## GRANT REQUIREMENTS

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**Reporting Requirements:** RSAT subgrantees are required to submit quarterly programmatic and fiscal reports in the Crime Commission’s Grant Management System. Each program report and fiscal report must be submitted prior to requests for reimbursement being approved.

**Quarterly Performance Measurement Tool (PMT):** BJA requires all funded agencies (subrecipients) to submit statistical data on a quarterly basis using the on-line Performance Measurement Tool (PMT) system. Agencies will be required to create internal data collection processes to collect the specific data points for quarterly reporting in the PMT system and designate a point of contact within the agency to enter the data. Additional information on PMT reporting and accessing the PMT system will be provided to funded projects.

Agencies receiving RSAT funding must submit quarterly accountability metrics data in the PMT system related to RSAT’s objectives:

- Provide residential treatment facilities set apart from the general correctional population.
- Focus on the substance abuse problems of the RSAT program participants.
- Develop each RSAT program participant’s cognitive, behavioral, social, vocational, and other skills to solve substance abuse and related problems.
- Require urinalysis and/or proven reliable forms of drug and alcohol testing for RSAT program participants, and former participants while they remain in custody of the state or local government.

Grantees that fail to submit this data will have their grant funds suspended until the deficiency is addressed.

**Audit Requirements:** All audits will comply with 2 C.F.R. Subpart F (§200.500). Audits for private non-profit agencies shall comply with the DOJ Financial Guide and Crime Commission Grants Administration Manual.

- Agencies and organizations receiving federal funds from various sources totaling \$1,000,000 or more during their Fiscal Year are required to submit a Single Audit. Agencies and organizations receiving federal funds from various sources totaling less than \$1,000,000 during their Fiscal Year are not required to have a Single Audit. However, a complete agency audit complying with 2 C.F.R. Subpart F (§200.500), is highly recommended once every three years for private non-profit agencies receiving funding from the Crime Commission.

- The Audit must cover the entire operations of the entity or must cover a series of audits that includes all departments, agencies, and other organizational units that expended or otherwise administered Federal awards during the audit period.

Non-Federal entities are required to submit the data collection form and reporting package within the earlier of 30 calendar days after receipt of the auditor's report(s) or 9 months after the end of the audit period, to comply with 2 CFR § 200.512(a)(1).

- Single Audit reporting packages—as outlined in the Uniform Guidance—must be electronically submitted to the Federal Audit Clearinghouse. Information and instructions on audit submissions is available on the GSA FAC website: [The Federal Audit Clearinghouse](#)

- Single Copy of the Single Audit is required to be submitted to the Crime Commission within 9 months of the agency fiscal year end, or within 30 days of receipt of the Audit report if received earlier than the 9-month deadline.

**Suitability to Interact with Minors** - Recipients of awards under this funding announcement for which the purpose of some or all the activities is to directly benefit a set of individuals under 18 years of age must make determinations of suitability. Determinations must be made for all individuals who may interact with participating minors. This requirement applies regardless of an individual's employment status with the recipient organization and can include (but not limited to) employees of the recipient agency, consultants, contractors, employees of a contractor, trainees, volunteers, teachers, or mentors. For more information on this requirement visit the OJP web site at <https://www.ojp.gov/funding/explore/interact-minors>.

**Office of Civil Rights** – Pursuant to 28 C.F.R. Section 42.302 all recipients of federal funds must be in compliance with EEO and Civil Rights requirements. All programs that receive DOJ funds or are subawarded DOJ funds via program agreements are required to conform to the grant program requirements. Violations may result in suspension or termination of funding, until such time as the recipient is in compliance.

**Nondiscrimination (Civil Rights)** – Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits. All subgrantees must prepare a **written** policy regarding how the agency will actively notify staff and program participants of nondiscrimination policies.

**Civil Rights Training** – All programs that receive DOJ funds are required to complete civil rights training within 90 days of the beginning of the project period and must ensure all program staff are trained on the civil rights laws and the agency's written policies regarding nondiscrimination annually. Nebraska Crime Commission will assign civil rights training in the training portal at the start of the project period.

**Limited English Proficiency (LEP) Individuals** – In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with Limited English proficiency. All subgrantees must develop a **written** LEP plan. LEP information previously available at <http://www.lep.gov> is unavailable at time of release of this RFA.

**Equal Employment Opportunity Assurance of Compliance** – Compliance is required with the following federal laws which prohibit discrimination on the basis of race, color, national origin, religion, sex, age or disability. These are Title VI of the Civil Rights Act of 1964; Omnibus Crime Control and Safe Streets Act of 1968; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; Age Discrimination Act of 1975; and the Title IX of the Education Amendments of 1972. All subgrantees must prepare an Equal Opportunity Employment Plan of Certification form and a **written** policy regarding how the agency will actively notify staff of nondiscrimination policies. [An](#) EEOP Reporting Tool previously available at <https://ocr-eeop.ncjrs.gov/> is unavailable at time of release of this RFA.

**Employment Eligibility Verification** – Any award recipients (at any tier) must properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. § 1324a(a)(1) and (2).

**System for Award Management (SAM) Registration** –As required in 2 C.F.R. 25.300(a), all applicants of federal funding are required to obtain a UEI before applying for funding; however, they are not required to have an active registration in SAM.gov. Certain subrecipient agencies may be required to report additional executive compensation information to check status or update entity records can be accessed at <http://www.sam.gov/>.

**Certified Assurances and Certifications Regarding Lobbying; Suspension and Other Responsibility Matter; and Drug Free Workplace** - As recipients of federal funds, the Crime Commission must sign and pass on certain Certified Assurances and requirements to subgrantees. Certified Assurances and Certifications Regarding Lobbying; Suspension and Other Responsibility Matter; and Drug Free Workplace must be signed and returned with the grant application.

**Special Conditions** - Awarded applicants must sign Special Conditions that include but are not limited to requirements under federal and state laws in addition to requirements for accounting, data collection and reporting.

**Contracts** – Any request for a noncompetitive approach for a contract of \$250,000 or more will require additional approval from the federal Office of Justice Programs. Contracts must adhere to established procurement processes. Contracts are utilized to purchase specific services and are based on set fees.

**Subawards** – Also referred to as Tier II subrecipients. Projects involving subawards must be issued and monitored for compliance with federal requirements by the lead agency identified on the application information page. Subawards involve the passing down of federal funds to a partner agency based on actual costs. Each partner agency subawarded funds under this project must have a signed subaward and special conditions with the subrecipient.

**Fiscal Requirements - Commingling of funds on either a program-by-program or project-by-project basis is prohibited.** The subrecipients accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:

- a) Separate accountability of receipts, obligations, expenditures of all grant funds, disbursements, and balances.
- b) Itemized records supporting all grant receipts, expenditures and match contributions in sufficient detail to show exact nature of activity.
- c) Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
- d) Hourly timesheets describing work activity, signed by the employee and supervisor, to document hours personnel worked on grant related activities. Match hours must be documented in same manner.
- e) Increased oversight of Pro-rating of costs that are pro-rated to grant are required to be calculated by utilizing the Proration of Costs Spreadsheet and submitting this spreadsheet with every monthly drawdown request that those expenses are being requested. The NCC Grant Manager assigned to your organization will ensure that only the actual costs for that reporting period are reimbursed.
- f) Maintenance of payroll authorizations and vouchers.
- g) Maintenance of records supporting charges for fringe benefits.
- h) Maintenance of inventory records for equipment purchased, rented, and contributed.
- i) Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
- j) Provisions for payment by check.
- k) Maintenance of travel records (i.e., mileage logs, gas receipts).
- l) Lease Agreements, contracts services, and purchases of equipment that adhere to established procurement processes.
  - a. State agencies are governed by procedures of the Department of Administrative Services (DAS), these are located at <http://das.nebraska.gov/materiel/purchasing.html>
  - b. Counties must follow the process outlined in Nebraska statute located at

<http://www.nebraskalegislature.gov/laws/statutes.php?statute=23-3108&print=true>

- c. All other agencies (i.e., nonprofit, city) must adhere to the written process of the agency or if none exists, it reverts back to the Crime Commission's process (i.e., the DAS Procurement Process)

**Equipment** (including replacements) purchased in whole or in part with federal funds must be maintained, at a minimum, meeting the following requirements: (To fully benefit project purchases should be made at the beginning of the project period.)

- a) **Equipment items necessary for program delivery, such as, medical or therapeutic equipment directly tied to substance use treatment.**
- b) Maintain property records which include all of the following:
  - i. Description of the property
  - ii. Serial number or other identification number
  - iii. Source of the property Identification of the title holder
  - iv. Acquisition date
  - v. Cost of the property
  - vi. Percentage of Federal participation in the cost of the property
  - vii. Location of the property
  - viii. Use and condition of the property
  - ix. Disposition data, including the date of disposal and sale price
- c) A physical inventory of the property and reconcile the results with the property records at least once every 2 years after the initial purchase.
- d) Loss, damage, or theft:
  - A control system must be in place with adequate safeguards to prevent these occurrences.
  - Promptly and properly investigate any loss damage, or theft.
  - Establish and use adequate maintenance procedures to keep the property in good condition.
  - If authorized or required to sell the property, a proper sales procedure must be established to ensure the highest possible return.
- e) Original or replacement equipment acquired under the funded project that is no longer needed for the original project must be disposed. This is also true when equipment acquired under the funded project will be used for other activities. The following must be adhered to in equipment disposition:
  - If the item to be disposed of has a current per-unit fair market value of less than \$5,000, it may be retained, sold, or otherwise disposed of with no further obligation to the Crime Commission.
  - If the item has a current per-unit fair market value of \$5,000 or more, it may be retained and sold, but the Crime Commission will have a right to a specific dollar amount.

**Payments** -- All payments from the Crime Commission will be on a quarterly reimbursement basis. Required documentation must be submitted by the 15<sup>th</sup> of the month following the quarter to be reimbursed in the online grant management system. Reimbursement will not be made until all required documentation has been approved.

**Applicant Disclosure of Pending Applications** – Applicants are to disclose whether they have any pending application for federally and/or state funded grants that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget in the application under this solicitation. The Crime Commission seeks this information to help avoid any inappropriate duplication of funding. Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- federal or state funding agency;
- solicitation name/project name; and
- point of contact information at the application funding agency.

If the applicant does not have any pending applications indicate "None" on the form.

**Administrative Costs** - For the purposes of this grant program, projects are permitted an allocation for administrative costs under one of the following options:

**Federally Approved Indirect Cost Rates:** Agencies who have an established federally approved indirect cost rate agreement in place may include the allocation for indirect costs. These agencies must provide a copy of their current federally approved indirect cost rate agreement with the budget request for funding.

OR ...

**De Minimis Rate:** Agencies who have NEVER had a federally approved indirect cost rate agreement can elect to charge a de minimis rate of 15% of the modified total direct costs (MTDC) which may be used indefinitely. Costs must be consistently charged as either indirect or direct (not both). Agencies must provide: a) list of the requested administrative costs items and the corresponding cost of each item; b) a copy of the agency's written allocation policy for the costs; and c) a written certification that the agency has never had a federally approved indirect cost rate agreement. An example for calculating a 15% de minimis rate is provided on page 26.

**Monitoring** – 2 C.F.R. Part 200 and the DOJ Grants Financial Guide set forth monitoring requirements whereby the State must establish and carry out a process of assessing the progress of projects and programs that are funded, in whole or in part, by federal funds. Grant monitoring measures both financial and programmatic progress, and allows NCC to provide technical assistance, measure subgrantee compliance, and provide results-based feedback to subgrantees.

The State will monitor all grant awards. As part of the monitoring process, the grant manager will review all reports submitted by the subgrantee for accuracy, timeliness, completeness, etc. The State will conduct on-site or desk monitoring reviews of the project or program during the term of the grant period and for up to three (3) years after it expires or is otherwise terminated. All documentation related to the grant shall be provided to the State upon request at no cost. If the subgrantee fails to comply or cooperate with the State's monitoring process, the State may consider such noncooperation as a material breach of the grant agreement, and the grant may be terminated. Delinquent, inaccurate, incomplete, and/or fraudulent program and fiscal reports will be considered a material breach of the grant agreement. NCC's remedies include, but are not limited to, identifying the grantee as high risk, de-obligated funding, termination of the grant, disqualification from future funding, and/or referral to the U.S. Office of Inspector General. The subgrantee agrees to comply with any additional requirements that may be imposed during the grant period if the State determines that the subgrantee is deemed to be high risk pursuant to 28 C.F.R. parts 66, 70.

**NCC Grant Management Training (GMT): Project Points of Contact (PPOCs) and Financial Points of Contact (FPOCs) are required to complete GMT.** PPOCs and FPOCs for new projects, continuation projects whose personnel haven't attended GMT since **2025**, and those with new project personnel will need to complete GMT. **New PPOCs and FPOCs are required to complete GMT within 120 days.** In the event of personnel changes, new PPOCs and FPOCs are required to complete GMT within 120 days from the effective date of taking the position. **All PPOCs and FPOCs are required to complete GMT every three years.**

This training is also recommended (but not required) for other staff supporting the project as applicable. More information on completing GMT will be provided to funded projects.

## REQUIRED ATTACHMENTS

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- SAM Registration (**Required**) – Provide a downloaded PDF copy of their current SAM registration. The legal name of the applicant organization must exactly match the name associated with the SAM registration.
- Certified Assurances (**Required**) – Provide certified assurances completed by the Authorized Official.
- Applicant Risk Assessment Form (**Required**) – All applicants must complete this form and attach the signed form to assist NCC in evaluating the relative risk of noncompliance for applicants.
- Single Audit Certification Form (**Required**) – Attach job descriptions for all employees and match employees contributing to the project.
- Board of Directors or Tribal Council Membership List (**Required**) – Provide a complete list of Board of Directors or Tribal Council Membership. List should include board title, term served, professional position/organization, and contact information.
- Organizational Chart (**Required**) – Provide an Organizational Chart that reflects the current leadership structure of the applicant agency.
- Job Descriptions (If Applicable) – Attach job descriptions for all employees and match employees contributing to the project.

Memorandum of Understanding (MOU) – Required of an agency when an application for funds includes an explicit non-financial collaboration with partnering organizations. The MOU provides documentation that demonstrates that the partnered organizations consulted and coordinated the responsibilities of their project activities. The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the agency (Authorized Official). Attach MOU agreements related to this project.

Agency Policies – Attach agency policies that are applicable to the proposed project. If no policy is submitted, the Crime Commission will default to the policy of the State of Nebraska. The following policies may be required:

- Personnel Policy, if personnel is requested. Must include information on requesting leave.
- Capitalization or Equipment Policy, if equipment is requested.

Indirect Cost Rate Agreement – Required for agencies that have a federally approved indirect cost rate agreement. Attach a copy of your agency's current Federally Approved Indirect Cost Rate Agreement.

De Minimis Certification of Indirect Costs – Required for all agencies that are requesting 15% de minimis. If applicable, download and attach the completed form to the application.

Indirect Costs Calculator – Required for all agencies that are requesting indirect costs. If applicable, download and attach the completed form to the application.

Other Attachments – Provide any other needed attachments corresponding with your application here, such as a copy of agency bylaws if needed to confirm the Authorized Official listed.

## APPLICATION INSTRUCTIONS

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### **PROJECT INFORMATION PAGE IN EUNA**

Fill out the general application information, including the name of the project, the federal amount requested, and the contact information for the person completing the agency's application. Please use "SFY 2027 RSAT – AGENCY NAME" for the application name in Euna.

From the menu on the Application Forms page, select SFY 2027 RSAT - Application Form to access the application and provide the following information. Necessary attachments that are not requested on this form may be provided under the SFY 2027 RSAT – Document Uploads form.

### **APPLICANT INFORMATION**

Please complete the contact information, providing the requested information as noted on the application itself. The applicant must be the agency that will receive and disburse the grant funds.

The federal Employee Identification Number (EIN) and the SAM Unique Entity Identification (UEI) number must be that of the applicant. Each applicant is required to attach a downloaded PDF copy of the applicant's SAM registration.

The application must identify a Project Point of Contact, a Financial Point of Contact, and an Authorized Official for the proposed project. Each position must be assigned to a different individual. These persons are responsible for oversight of the project and will need to complete various responsibilities, including completing certifications, throughout the course of the project. Changes in these positions will require a project change request identifying the new personnel.

- **Primary Point of Contact (PPOC):** primary contact for the project, responsible for overall project management and correspondence with the Crime Commission.
- **Secondary Project Point of Contact (SPPOC):** optional contact for the project and responsible for overall project management and may be included in correspondence with the Crime Commission.
- **Financial Point of Contact (FPOC):** responsible for financial reports and fiscal oversight of the project.

- **Authorized Official (AO):** individual representing the applicant agency who possesses the authority to sign contracts and agreements on behalf of the agency. The Authorized Official is typically considered to be the City Mayor, the Chair of County Board/Council, the Board President of a non-profit organization, or Designee through Tribal Resolution. If the person identified as the Authorized Official has another position, a copy of the agency policy or bylaws supporting their signing authority shall be provided.

## **PROGRAM NARRATIVE**

**Project:** Please only select one for the requested funds will do based on the eligible options.

**Program Type: Select which program type.** Residential-based SUD treatment program in prison; Jail-based SUD treatment program; or pre-trial population (jail-based) SUD treatment program.

### **Program Currently Funded:**

- Funded by any Crime Commission grant, state or federal? Select Yes or No and if yes, provide grant number.
- Funded or plan (including pending) to fund from another state or federal entity for same or similar service? Select Yes or No and if yes, provide grant number.
- Any other Crime Commission grant, state or federal not listed above? Select Yes or No and if yes, provide grant number.

**Organizational Overview:** Provide a concise statement highlighting the major aspects of the organization providing SUD treatment program (including the mission statement, how long the program existed, all programs offered and who benefits from these services).

**Program Plan and Budget Alignment:** Provide a concise statement highlighting the major aspects of the program and budget that will address the needs of the incarcerated individuals.

**Evaluation Program Effectiveness:** Provide strategies the program uses to evaluate its effectiveness and improving the services. (Example: Uses ongoing, systematic data collection to track progress against benchmarks and make timely adjustments).

**Record of Providing Effective Services:** Provide to the documentation, evidence and/or data that demonstrates the program has successfully met its intended goals, performance and compliance of state, local or federal requirements.

**Sustainability:** To address the level of stability of the proposed program beyond RSAT funding, address the applicant organization's mission and purpose; length of time in operation; numbers of agency staff and volunteers; organization structure; current scope of services or operations; the need for the funding and how it is supported by other sources; efforts taken prior to applying. The table providing information on agency staff and volunteers is required.

**Project Summary: Provide a concise statement highlighting the major aspects of the proposed project (150 words or less):** Briefly describe an overall description of what is being requested, what services will be provided, and the important features of the program requesting funding. This should be your short "elevator speech" describing the program.

**Problem Statement: Provide a concise description of the social problem(s) the project will address. Include local crime rate information/data. If the project is a statewide effort, statewide crime rates are acceptable. (400 words or less) -** Briefly describe the problem, issue, or need in the community that this program is targeting. Use specific data points to show the program request addresses the identified need. There must be recent local data as it relates to substance abuse treatment and its related issues that justifies the request for this program or service. Do not use data from other states.

**Project Plan:** Describe what activities are being proposed for this project by answering the questions below. This description should provide a clear understanding of the method(s) used by the project to achieve goals, objectives, and projected outcomes, and how the activities will address the problem you are trying to solve.

1. **Indicate the population(s) to be served.** - Ensure that the program request is targeting the appropriate demographics based on best practices and include anticipated number of participants.

**2. Describe any best practices that will be used for the criminal justice project.** – Is it evidence-based, promising, research-based or practiced-based. BJA encourages states to support programs willing to comply with the RSAT for State Prisoners Program requirements and guidance on [evidence-based and promising practices](#).

**3. Describe the services/programming activities that will be provided by this funded program (do not include other activities your agency provides) along with a brief description.** List the services or programming that the grant funded program will provide to the communities with a brief description. This would be where curriculums and activities would be detailed. Do not provide a day-by-day breakdown. Include information on the following:

- a. *Details of early identification screening*
- b. *Development of comprehensive assessment plan*
- c. *Monitoring of each participant’s progress*
- d. *Timeline of the program (if applicable)*
- e. *Process of both periodic and random drug testing for program participants, and for former participants*
- f. *Partnership of aftercare services*
- g. *Medication treatment availability*

**4. List, by agency name, up to five other programs and/or services operating within the community or service area that contribute to the solution of the stated problem. Indicate how this project coordinates with those programs/services (i.e., how does the law enforcement agency coordinate with the jail, community organizations, etc.).** Provide up to five other programs and/or services in your community that are also working toward addressing the problem statement listed above. Describe how your program and these other programs work together to address these issues and provide the best possible community impact.

### **PROGRAM PERFORMANCE PLAN: GOALS AND OBJECTIVES**

Below are Nebraska’s four priority areas. Provide 1-3 goals that each align with at least three of the priority areas. Describe how the program will achieve meeting the goals throughout the grant cycle with objectives, performance measures and performance measure indicators.

- Reduce Drug and/or Alcohol Use & Crime
- Enhance Nebraska’s capabilities to provide intensive SUD treatment for Incarcerated Individuals
- Promote Reentry & Recovery
- Address Co-Occurring Disorders

Each goal should have at least one objective, and within each objective at least one outcome or activity with a timeframe. More than one objective for each goal, and more than one outcome/activity for each objective may be listed. Subrecipient will report progress toward each goal on each quarterly progress report.

Goals must be measurable and state **what will be done** utilizing the grant funds, **what will be measured**, and within **what timeframe**. Goals will need to have a goal type identified for the goal to be properly reported on and tracked.

Measurable performance indicators **increase, decrease, or maintain** something and are not activity statements such as *to provide (event), to train, retain employees or to establish*. For example, if the *strategy* is for “Reducing recidivism, substance use, and crime,” then the *goal/objective* could be increasing access to evidence-based treatment, improving reintegration and tracking outcomes like treatment completion, reduced relapse rates post-release and fewer technical/new parole violations.

If percentage changes are referenced in objectives, actual numbers will also need to be included with a baseline. For example, if the goal is to “increase number of participants enrolled by 25%”, it should be stated as “to increase participants enrolled by 25%, from 80 to 100”. For ease of reporting, this performance measure should be entered as a “number” type of measure with 100 as the planned goal.

When developing goals/objectives, consider the following:

- How will the communities benefit from being served by this program?
- By completing this project, what will be the outcomes for the public and the criminal justice providers?

### **AGENCY BUDGET**

Fill out the table on the agency’s current annual budget. This is for the entire agency, not just the program that is being requested. If you do not receive funding from a listed category, please put \$0. For State Grants/Contracts, Federal

Grants/Grants, Program Income/Fees/Dues, and Other Contributions list the source and amount for each. Add more lines in each category if necessary. Example:

<i>Source</i>	<i>Amount</i>
<b>Federal Grants/Contracts - TOTAL</b>	\$15,000
<b>Program Income/Fees/Dues</b>	\$60,000
<b>Local Grants/Contracts</b>	\$0
<b>State Grants/Contracts - TOTAL</b>	\$35,000
<b>CBA</b>	\$25,000
<b>OVP</b>	\$10,000

**Supplemental Funding Chart:** Agencies must provide information on the entire operating budget and sources of funding for the criminal justice program in the most recently completed 12-month budget. Complete the chart to show total program income from all sources as well as other funds available to this project. The applicant must report any generated program income on the requested budget on specific line items.

Applicants who are State, County, or City entities with much larger scopes should complete information based on where the proposed project will operate from such as a division, department, unit, etc. All other applicants or lead agencies should complete information based on the agency’s total budget.

**Budget Summary**

This section is for the program that is being requested in the application. Match is required. If the program anticipates generating income, it must be included in the budget tables. Put \$0 if the program will not generate program income. Please use whole numbers in the budget tables. If the amount comes to a decimal, round as appropriate.

**Budget Summary Table:** Enter the total amount of grant funds requested in each category. Provide budget numbers by rounding up or down to the nearest dollar.

**Program Income:** Program income is gross income earned by a recipient or a contractor under a grant that was directly generated by the grant-supported activity or earned as a result of the award. Program income includes, but is not limited to, income from fees for services performed and income from fundraising. Program income must be identified, appropriately documented, and the resulting revenue and expenses properly recorded and accounted for. Program income does not include rebates, credits, discounts, and interest earned on any of these items. Program income must be used for the original purpose of the grant, used during the period of performance, and must be expended before requesting grant funds. **Program income earned and not disclosed during the application process will use the deduction method from the original award amount.**

**Personnel:** Funds in this category should reflect positions hired directly by the agency. Personnel refer to wages and fringe benefits for regular full-time or part-time salaried employees for the agency. Other persons working on the project who are not on the regular payroll for the agency must be classified in the sub-awards/contracts category of the application. Salaries may not exceed those normally paid for comparable positions in the community and/or unit of government. Any position 100% funded through grant funds must be 100% dedicated to the grant program’s allowable activities. The percentage of funds requested through RSAT for a position must not exceed the percentage of time devoted to job functions related to the RSAT Program. For example, a request that 50% of a Community Specialist’s position be paid through RSAT; however, the Community Specialist is devoting 25% of their time to job functions for RSAT – this is unallowable. Costs for wages in excess of base rate of pay are unallowable.

**Travel:** All travel requests will abide by the policies and procedures of the Nebraska Crime Commission and the Nebraska Department of Administrative Services. Travel is limited to mission critical initiatives. If out-of-state travel is mission critical, grantees will submit a grant adjustment and an Out-of-State Travel Request form at least 6 weeks prior to travel for pre-approval. Out of state travel requests will be reviewed with strict scrutiny to purpose and approved on a case-by-case basis. Copy the travel expenses form and complete it for each travel purpose. Rates for meals and lodging are listed on the General Services Administration website (GSA) and are subject to change every year on October 1. Meals will be reimbursed following the Nebraska Department of Administrative Services policy.

- **Cost breakdown:**

- ✓ **Mileage** – Reimbursable at the rate listed for business travel specified on the IRS website: <https://www.irs.gov/tax-professionals/standard-mileage-rates>
- ✓ **Lodging** – Available for reimbursement the night before an activity begins through the night before an activity ends. Rates must not exceed those listed for the location of travel which is found on the General Services Administration (GSA) website <https://www.gsa.gov/>
- ✓ **Meals** – Meal expenses incurred during travel shall be reimbursed on a per diem basis pursuant to Neb. Rev. Stat. § 81-1174. Reimbursement will be based on the following:
  - The Per Diem Rate shall be 70% of the daily federal per diem rate (GSA Per Diem Rates : <https://www.gsa.gov/travel/plan-book/per-diem-rates>).
  - The first and last day of travel will be prorated at 75% of the State Per Diem Rate.
  - Any meal that is provided, such as at a conference or breakfast at hotel, shall be deducted from the daily Per Diem Rate, unless there are extenuating circumstances.
  - Allowable timeframe to request reimbursement for meals when traveling overnight:
  - Incidentals will be reimbursed at the 70% rate.
  - One-day travel: meals for same day travel are not allowable for reimbursement.

**Equipment:** Items with a useful life of more than one year and a per-unit acquisition cost exceeding the capitalization threshold are considered equipment. Agencies may use their own capitalization policy for classification of equipment and supplies, but if the capitalization threshold is less than the state policy threshold of \$5,000, the agency must use the state policy. Items under \$5,000 are considered supplies per state policy, although lower- cost items may be considered equipment per agency policy.

Purchases of equipment must adhere to established procurement processes and equipment must be managed in accordance with Federal Property and Equipment guidelines. Equipment procurement and management standards are outlined in the Financial Requirements section of this document. Refer to grant program guidelines for allowable items. Items requiring bids will not be funded absent a showing that bids were obtained as required by law, rules, or regulations.

**Entities must follow their written procurement process and if a process is not in place, then the entity must use Nebraska's procurement process governed by DAS.**

**Equipment table:** List the item to be purchased.

- Grant funds - List the amount being requested through the grant application.
- If utilizing program income, include in the other funding categories. If not, put \$0
- Total Cost – the total of grant funds, and program income

**Equipment Narrative:** Program equipment requests are requests that will assist in the necessary functions of the program. Explain how the equipment is necessary for the success of the project and describe the procurement method to be used. Provide the following:

- List each item requested and purpose.
- Planned Purchase date of equipment being replaced
- Include bids or quotes if items are required for bids (3 preferred).
- Identify the capitalization threshold and whether agency or state policy is followed. If agency equipment policy is followed, please provide a copy of the policy as an attachment.
- Summarize the bidding process to be used.
- Address supplanting. For existing or recurring equipment expenses, explain how the expenses were previously funded.
- Include the allocation and detailed calculation of the equipment. Explain how the total and budgeted amounts were determined and any applicable basis for prorating.

**Supplies/Operating Expenses:** Generally, supplies include any materials that are expendable or consumed during the course of the project. List items by type (office supplies, postage, training materials, curriculum). Each item needs to be on its own line. Add more lines if necessary.

**Supplies/Operating Expenses Narrative:** Explain how each item is necessary to meet the goals and outcomes of the program. Show the basis for computation if needed. Example below.

Supplies/ Operating Expenses			
Item	Grant Funds	Program Income	Total Cost
Software/Databases	\$40,000	\$0	\$40,000
Livescan fingerprint technology	\$2,000	\$0	\$2,000
<b>Total Supplies/Operating Expenses</b>	<b>\$725</b>	<b>\$</b>	<b>\$725</b>

**Supplies/Operating Expenses Narrative:**  
 Software and database system upgrade for criminal justice information, data collection, records management, and automated fingerprint identification (AFIS)  
 - \$3,333 fee for 12 months = \$40,000  
  
 Livescan fingerprint technology for faster and more accurate identification with FBI certification. One fingerprint live scanner is \$2,000

**Consultants/Contracts Table:**

- **Item** – provide the service type and provider name. Add more lines if necessary to include all contracts.
- **Rate** – list the dollar amount that is being requested either hourly, daily, or per occurrence. **\*Consultant fees in excess of \$650 per day or \$81.25 per hour require additional justification and prior approval from OJP\***
- **Number of Occurrences** – List the amount of hours or days this service is being requested. Then check the box to denote whether the rate is being charged either by the hour or day. If the service is per occurrence, that can be noted in the “Rate” column and Hrs or Days boxes can remain unchecked.

**Consultants/Contract Narrative:** Provide additional information about the services to be provided and the agency that will be contracted with.

**Subaward table:**

- **Item** – list the agency’s name for each line item. Add additional lines as needed to incorporate all subawarded agencies.
- **Grant Funds** – List the amount being requested through the grant application.
- **If utilizing match**, include in the cash match and in-kind match categories. If not, put \$0
- **Total Cost** – the total of grant funds, cash match, and in-kind match.

**Subaward narrative:**

- **Purpose of subaward** - Explain the necessity or purpose of the subaward and the partner agency’s role.
- **Service to be provided** - Expected deliverables or services that the subaward will provide and how they’ll impact the project.
- **Supplanting:** Provide an explanation that funds being requested for this position will not be used to supplant (replace) existing funds that would, in the absence of these funds, be made available for grant purposes
- **Itemized breakdown of expenses** - Provide a summary of the subaward budget and an itemized breakdown of requested expenses. Include the allocation and detailed calculation of each line item and describe the specific duties for each position requested.

**Indirect Costs:** Costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, rent, supplies, telephone expenses, and administrative salaries are examples of indirect costs. Agencies may request funding for indirect costs by either establishment of a federally approved indirect cost rate agreement or by a “de minimis” rate, if eligible. The Crime Commission encourages agencies to use the 15% de minimis rate if eligible and charging costs indirectly would benefit your programming addition to the information provided in the budget, agencies requesting indirect costs must provide the following supplemental documentation. These documents will need to be updated and resubmitted periodically over the course of the project.

1. Support for Indirect Costs
  - Agencies with a federally approved indirect cost rate must provide a copy of the current federal agreement, which indicates the status of the requested rate (provisional, fixed, or final).
  - Agencies requesting de minimis indirect costs must provide a signed copy of the De Minimis Certification form (template provided within Euna application).
2. Indirect Costs Calculator (template provided within Euna application).

### **Applicant Disclosure of Pending Applications**

Applicants are to disclose any pending application for federally and/or state funded grants that include requests for funding to support the same project being proposed under this solicitation and will cover identical cost items outlined in the budget in the application under this solicitation. NCC seeks this information to help avoid any inappropriate duplication of funding. Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

1. Identify any pending applications for federally and/or state-funded grants that include requests for funding to support the same project being proposed under this solicitation and will cover identical cost items included in the budget for this application.
2. Provide the following information about pending applications submitted within the last 12 months:
  - a. Federal or state funding agency
  - b. Solicitation/project name
  - c. Contact information for the funding agency point of contact

If the applicant does not have any pending applications, indicate “None” on the application form.

## **Application Review Process**

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Projects will be reviewed as competitive applications.

Review will be based on the following criteria: applicant eligibility, adherence to federal and state requirements and guidelines, completeness, clarity, continuity and consistency of the written application. The written application shall include all sections and information as outlined in the grant application instructions; ability and capacity of the proposed project to make an impact on the identified problem, availability of other resources to address the problem or need of the proposed project including an explanation of how the applicant’s project proposal will work with and/or coordinate with existing resources, cost effectiveness of the proposed project, amount of grant funds available, and the performance and/or ability of the applicant to manage a grant program.

Applications will also be considered according to the RSAT funding objectives.

### **Grant Review and Scoring**

In addition to the criteria listed above, the following criteria will be considered when awarding RSAT funds: the amount of funds available; the priorities described in this solicitation; the applicant’s ability to consistently spend down previous grant awards; applicant’s ability to consistently meet financial and programmatic reporting requirements and deadlines; prior measurable performance/effectiveness of programs; data-based and/or evidence-informed merit of the proposal, and a commitment to sustainability plans and/or match funds, such as funding personnel fringe or partially funding the programs. All eligible applications will be evaluated and scored on the completeness and clarity of the grant application, and if the budget request is necessary, reasonable, and allowable. **Do not assume the grant reviewers know this information; provide detailed answers within each application.**

**The following is a list of criteria used in grant review scoring:**

***Applicant Information:***

- Applicant provides all information requested. Appropriate signatures are included. Financial officer cannot be the same person as project director.
- Whether the project or program is within the scope of the grant.
- The applicant's eligibility.
- The applicant's risk assessment per NCC Applicant Risk Assessment Form
- History of deobligation if applicable

***Program Narratives (20 points):***

Program narratives should be complete enough to give the reviewer a clear picture of the who, what, when, where, and how in describing what the program is and who it is serving.

- Clearly describes an identified priority area and makes a connection on how this proposed program will meet the priority areas.
- Clearly describes the proposed program and includes the proposed project's purpose and intended impact, include the geographic area served, direct services provided, and a description of the target population to be served.
- Clearly describes how the program will address the particular drug/criminal justice problem, including local and/or statewide crime rate information and adequate data.
- An explanation of how this project's funding will continue after the grant funds cease is clearly presented. Any sources of definite future funding are identified. If future funding is uncertain, potential sources for funding are stated. If this project is not to continue after the grant, a clear explanation is given. Strategies to cultivate future funding sources are provided.

***Budget (20 points):***

Budget narratives should accurately explain project costs that are reasonable, necessary, and otherwise allowable. The budget narrative should be mathematically sound and correspond clearly with the information and figures provided in the Budget tables. The narrative should explain how the applicant estimated and calculated all costs, and how those costs are necessary to the completion of the proposed project.

- Budget tables completed correctly and fully.
- A narrative is provided which details, matches and justifies the amounts included in the budget form clearly.
- Rates are reasonable and consistent with that paid for similar work in other state or local governments. If the position is funded partially by the grant the % of salary is identified. Other sources of funds are clearly identified which fund the proposed program.
- Clear description the proposed expenditures set forth in the project budget are allowable, reasonable, and cost effective.
- Detailed budget breakdowns are complete, clear description of how request is necessary to meet the goals and outcomes of the program.

***Goals & Objectives (20 points):***

The extent to which measurable goals and objectives are consistent with the program priorities, and are clearly stated.

- Clearly describes the goals and objectives address the specific problem/need identified in the application.
- The goals and objectives are measurable, achievable and relevant.
- Clearly states a timeframe for completion of the goals and objectives.

***Project Evaluation/Outcome (20 points):***

The extent to which the applicant is able to track and maintain program performance data/information to measure its success and demonstrate its impact.

- Clearly describes the expected impact/outcomes of the project on the identified problem(s).
- Clearly describes the project is an innovative and/or evidence-informed response to substance abuse/crime issues.
- Clearly describes of the impact to include measurable outcomes/impact supported with adequate data.
- Evaluation method(s) is/are clearly identified and is/are consistent with the type of data gathered.

***Reviewer Assessment and Recommendations (20 points):***

Overall impressions and recommendations of reviewers.

- The proposal is a good presentation of the project.
- The project has a high potential for success.
- The project represents a good financial investment.
- The project is consistent with the solicitation priorities.
- The proposal is innovative and/or is consistent with sound criminal justice principles.

**Total Points: 100**

# Questions and Answers

### **What is the RSAT for State Prisoners Program?**

The RSAT for State Prisoners Program's objectives are to enhance the capabilities of state, local, and Indian tribal governments to provide residential substance use disorder (SUD) treatment to adult and juvenile populations during detention or incarceration; prepare them for their reintegration into a community by incorporating reentry planning activities into their treatment programs; and assist them and their communities throughout the reentry process by delivering community-based treatment and other broad-based aftercare services.

### **What is the authorizing legislation for the RSAT State Prisoners Program?**

The RSAT Program was created by the Violent Crime Control and Law Enforcement Act of 1994 (Public Law 103-322) and codified at 34 U.S.C. § 10421 et. seq. To view this, follow this link:

[https://uscode.house.gov/view.xhtml?req=\(title:34%20section:10421%20edition:prelim](https://uscode.house.gov/view.xhtml?req=(title:34%20section:10421%20edition:prelim)

### **Can states award subgrants?**

Yes, states may award subgrants through a competitive or noncompetitive process to state agencies and units of local government, including federally recognized Indian tribes, as well as to community-based service providers. BJA encourages states to support programs willing to comply with the RSAT for State Prisoners Program requirements and guidance on evidence-based and promising practices. To view these practices, visit <https://www.rsat-tta.com/Training-Curricula/Curricula>

### **What types of programs may be supported using RSAT for State Prisoners Program funds?**

RSAT for State Prisoners Program funds must be used to support the provision of SUD treatment to adult and juvenile populations during detention or incarceration and recovery support and aftercare services post release. Treatment for co-occurring substance use and mental health disorders may also be provided using RSAT for State Prisoners Program funds. Treatment programs and their associated requirements include:

***Residential SUD treatment programs in prisons and juvenile detention centers*** must meet all of the following criteria:

- (1) Engage individuals with SUD or co-occurring substance use and mental health disorders for a period of between 6 and 12 months.
- (2) Require periodic/random drug testing of individuals while they are in the program and under community supervision.
- (3) Establish a therapeutic community (i.e., program participants are set apart from the general population).
- (4) Provide aftercare services.

***Residential SUD treatment programs in jails*** must meet all of the following criteria:

- (1) Engage individuals with SUD or co-occurring substance use and serious mental health disorders for at least 3 months.
- (2) Require periodic/random drug testing of individuals while they are in the program and under community supervision.
- (3) Make every effort to establish a therapeutic community.
- (4) Provide aftercare services.

***Jail-based SUD treatment programs*** that initiate or continue evidence-based SUD treatment programs, including medication assisted treatment, in pretrial populations and/ or foster connections to SUD treatment in the community upon pretrial release.

***Aftercare services*** include case management and the full continuum of recovery and aftercare services, which may include human service and rehabilitation programs such as educational and job training, parole supervision, half-way house, self-help, and peer group programs.

### **What is a residential program?**

Prison, juvenile, and jail programs that provide SUD treatment for 6–12 months (for prisons and juvenile programs) or at least 3 (for jail programs) to participants in a therapeutic community.

### **What does “therapeutic community” mean?**

This refers to use of residential treatment facilities that are set apart from the general correctional population in either a separate facility or a dedicated housing unit that is used exclusively for RSAT and/or other SUD treatment programs. Jails that do

not have the capacity to establish a therapeutic community are encouraged to group RSAT program participants within the general correctional setting.

**Is drug testing required for all individuals participating in prison, jail, and aftercare programs?**

Drug testing is required for individuals participating in any RSAT program supported by RSAT for State Prisoners Program funds, as well as while participating in aftercare programs until they are no longer under the custody of the state.

**For how long is drug testing required?**

To be eligible to receive funds, a state must agree to implement or continue to require urinalysis or other proven, reliable forms of testing, including periodic and random testing of an individual, (1) before the individual enters an RSAT program and during the period in which they participate in the treatment program and (2) when released from a RSAT program if the individual remains in the custody of the state.

**What does “periodic drug/alcohol testing” mean?**

Periodic drug/alcohol testing is scheduled and typically performed at time periods throughout the year. An example is annual periodic testing.

**Do states have to use RSAT for State Prisoners Program funds to support residential or jail-based SUD treatment programming?**

Yes, at least 10 percent of the total amount made available to a state for any fiscal year must be used to make grants to local correctional and detention facilities in the state (provided such facilities exist therein) for the purpose of assisting jail-based SUD treatment programs that are effective and science-based.

**Are jails that charge fees to individuals for the cost of incarceration (pay-to-stay) eligible to receive RSAT funds?**

Jails that operate a pay-to-stay program that offers individuals the opportunity to pay a fee to upgrade their accommodations are prohibited from receiving RSAT funds; however, jails that use other types of fee-sharing approaches are not prohibited from receiving RSAT funds.

**What are evidence- or science-based SUD treatment programs that may be implemented in local correctional facilities or jails?**

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of the change and the extent to which it may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The OJP CrimeSolutions.gov website at <https://crimesolutions.ojp.gov/> is one resource that applicants may use to find information about evidence-based SUD programs for populations in the criminal justice system.

**Is medication-assisted treatment (MAT) considered an effective treatment?**

MAT is the use of medications in combination with counseling and behavioral therapies. It is considered to be an effective, comprehensive funds to support nonresidential SUD treatment for individuals with alcohol and opioid use disorders.

**Does the Americans with Disabilities Act (ADA) require provision of MAT?**

For information regarding ADA protections for individuals in opioid use disorder treatment or recovery, please see the Department of Justice Civil Rights Division’s publication The Americans with Disabilities Act and the Opioid Crisis: Combating Discrimination Against People in Treatment or Recovery ([https://www.ada.gov/opioid\\_guidance.pdf](https://www.ada.gov/opioid_guidance.pdf))

**Can RSAT for State Prisoners Program funds be used to provide SUD treatment services to pretrial populations?**

Yes, RSAT for State Prisoners Program funds may be used to continue or initiate evidence-based SUD treatment to individuals detained by the jail pretrial as well as to support connecting these individuals to community-based treatment services.

**Do SUD treatment aftercare services have to be residential?**

SUD treatment aftercare services may be residential or nonresidential. However, before the state can use RSAT for State Prisoners Program aftercare services, it must submit a certification to BJA that it is providing, and will continue to provide, an adequate level of residential SUD treatment aftercare services.

**Are there any requirements for the service providers providing aftercare?**

To qualify as an aftercare program, the head of the SUD treatment program must work in conjunction with state and local authorities and organizations involved in SUD treatment to place program participants into community SUD treatment facilities upon their release. How may RSAT for State Prisoners Program funds be used? In general, RSAT for State Prisoners Program funds may be used to hire additional personnel and purchase equipment, supplies, contractual support, training, technical assistance, and information systems to provide SUD or co-occurring substance use and mental health disorder treatment to individuals detained or incarcerated in jail or prison and recovery support or aftercare services post release. Funds may also be used to administer the grant.

**Are there any limitations on the use of RSAT for State Prisoners Program funds, including expenditures that are specifically prohibited?**

RSAT funds may not be used to purchase vehicles or for land acquisitions or construction projects (see OJP guidance at <https://www.ojp.gov/funding/financialguidedojo/overview> for other unallowable costs).

**Is the purchase of overdose reversal drugs or use of RSAT for State Prisoners Program funds to support medication-assisted treatment for addiction permissible?**

Medications, including overdose reversal drugs (e.g., naloxone), that are approved by the Food and Drug Administration may be purchased with RSAT for State Prisoners Program funds. However, any expenditure must have a clear nexus to the RSAT for State Prisoners Program's objectives.

**Can RSAT for State Prisoners Program funds be used to cover the costs associated with drug testing?**

Yes.

**Is the use of consultants or contractors to provide training allowable?**

Yes, provided the request has a clear nexus to the RSAT for State Prisoners Program's objectives.

**Is the purchase of transportation and housing vouchers permissible?**

Yes, provided the purchase has a clear nexus to the RSAT for State Prisoners Program's objectives.

**Can RSAT for State Prisoners Program funds be used to purchase items provided to individuals at reentry (e.g., reentry backpacks)?**

Yes, provided the purchase has a clear nexus to the RSAT for State Prisoners Program's objectives.

**Can RSAT for State Prisoners Program funds be used to pay rent or utilities for program participants?**

Yes, provided the payment has a clear nexus to the RSAT for State Prisoners Program's objectives. Additionally, payments must be made through a process that does not involve direct payment to program participants and supports confirmation that funds were used as intended.

**Can RSAT for State Prisoners Program funds be used to lease vehicles?**

Program providers may use RSAT for State Prisoners Program funds to lease vehicles provided they can demonstrate a nexus to the RSAT for State Prisoners Program's objectives. RSAT for State Prisoners Program funds may not be used to lease vehicles on behalf of program participants.

**Can RSAT for State Prisoners Program funds be used for costs associated with travel?**

States are required to set aside funds for two people to attend the annual RSAT for State Prisoners Program conference. Other travel may be approved based on a justification of how it supports the RSAT for State Prisoners Program's objectives.

Adapted from the Office of Justice Programs, Bureau of Justice Assistance Division, *Residential Substance Abuse Treatment (RSAT) For State Prisoners Program FAQs*