

ARIZONA CRIMINAL JUSTICE COMMISSION



FY 2026

COMPETITIVE GRANT ANNOUNCEMENT

RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAM

Eligibility

State, county, local and tribal criminal justice agencies providing residential and jail-based treatment, and non-profit agencies that provide post-release treatment that meets the qualifications are eligible to apply.

Open Date:

Applications may be started in the new ACJC Grants Portal on Monday, February 3, 2025.

Deadline

All applications are due by 3:00 p.m. (Arizona Time) on Friday, March 14, 2025.

For Assistance

If you have any questions about this grant solicitation or are having difficulties with the ACJC Grants Portal, contact Ashley Mully, Program Coordinator, at (602) 364-1169 or by e-mail at amully@azcjc.gov or dcadmin@azcjc.gov.

INTRODUCTION

The Residential Substance Abuse Treatment Program funds awarded to Arizona by the United States Department of Justice, Bureau of Justice Assistance (DOJ/BJA) to increase access to evidence-based prevention and treatment, reduce overdose deaths, and support increased access to evidence-based substance use disorder (SUD) treatment and recovery support services, including medication-assisted treatment (MAT), to treat incarcerated individuals.

The Arizona Criminal Justice Commission is publishing this notice to announce the solicitation of the Arizona Residential Substance Abuse Treatment Program (RSAT) for fiscal year (FY) 2026. This program is designed to assist state, local, and tribal criminal justice agencies and non-profit agencies in providing residential substance use disorder (SUD) treatment to people during detention or incarceration; and 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.

At least 10 percent of the total state allocation for FY 2026 grants shall be made available to local correctional and detention facilities for either residential or jail-based substance abuse treatment programs as defined below.

All qualified agencies are encouraged to apply.

ABOUT THE RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAM (RSAT)

Residential programs provide individual and group treatment activities for inmates in residential facilities operated by state and local correctional agencies that:

- Last at least six and no more than 12 months.
- Provide residential treatment facilities set apart from the general correctional population from a completely separate facility or dedicated housing unit exclusively for use by RSAT program participants.
- Focus on the substance abuse problems of the inmate.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to address substance abuse and related problems.
- Design treatment programs based on effective scientific practices.
- Implement or continue to require urinalysis and/or other proven reliable forms of drug and alcohol testing for those enrolled in the RSAT program, including both periodic and random testing, and for former participants while they remain in the custody of the state or local government.
- Residential RSAT participation should be limited to inmates who have six to 12 months remaining in their terms of confinement so they can be released from prison after completing the treatment program. Inmates cannot be returned to the general prison population.
- Prepare participants for successful community reintegration that may include post-release referral to

appropriate evidence-based aftercare treatment and/or service providers, including those that support the use of medication-assisted treatment

Jail-based programs provide individual or group treatment activities for inmates in jails and local correctional facilities. These programs must:

- Last at least three months.
- Make every effort to separate the treatment population 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 address substance abuse and related problems.
- Design treatment programs based on effective scientific practices.
- Implement or continue to require urinalysis and/or other proven reliable forms of drug and alcohol testing for those enrolled in the RSAT program, 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 successful community reintegration that may include post-release referral to appropriate evidence-based aftercare treatment and/or service providers including those that support the use of medication-assisted treatment

Preference will be given to applicants that have established programs and provide aftercare services to residential and/or jail-based program participants. Aftercare services must involve coordination among the residential and/or jail treatment program and other social service and rehabilitation programs, such as education and job training, community supervision, halfway houses, self-help, and peer group programs that may aid in rehabilitation. These activities must be coordinated with any Substance Abuse and Mental Health Services Administration (SAMSHA)-funded, state- and/or local-funded programs that address the needs of this target population. Funding may be used for medication-assisted treatment (MAT) programs as approved by the federal guidelines.

Post-Release treatment programs provide treatment services to inmates for a period not to exceed one year after release from a state or local facility. Funds are available for award to non-profit agencies for this purpose area.

FUNDING

The Commission has approximately \$2,400,000 available (\$1,800,000 Federal and \$600,000 match funds) and is presently making these funds available for multiple grants to be allocated directly to any state and local correctional agency, post-release, and non-profit agencies that will achieve the goals of the RSAT program within the three areas listed above. ACJC encourages new applicants. The following will serve as parameters in allocating the approximate 2,400,000 in available federal and match funds:

- At least 10 percent of the total funds allocated shall be made available to *local correctional and detention facilities* for either residential or jail-based substance abuse treatment.
- There is no longer a 10 percent cap for funding post-release treatment services.

COST SHARING OR MATCHING REQUIREMENT

Matching funds of 25 percent are required. All applicants must certify that required matching funds of up to 25 percent are available at the time of application. A grant made under this program may not cover more than 75 percent of the total cost of the project being funded. The applicant must identify the source of the 25 percent non-federal portion of the budget and how matching funds will be used. Applicants may satisfy this match requirement with hard cash.

FUNDING: AWARDS, AMOUNTS AND DURATION

Period of Performance Start Date: 07/01/2025

Period of Performance End Date: 06/30/2026

Period of Performance Duration (Months): 12

Anticipated Total Amount to be Awarded Under This Solicitation: \$2,400,000 (\$1,800,000 Federal and \$600,000 match funds)

Applicant allocation of awards may be based on any one or all of the following criteria:

- Number of inmates projected to be treated;
- Average number of hours an inmate spends in treatment (i.e. classes, counseling, etc.);
- Average cost of treatment, excluding housing, food, mandatory education, medical treatment, operating supplies, and capital/non-capital expenditures.

METHOD OF PAYMENT

The primary payment method is by reimbursement. Funds will not be paid in advance but rather disbursed over time as project costs are incurred or anticipated. Reimbursement requests are made through monthly finance reports submitted in the ACJC grants portal.

Reimbursement requests require supporting documentation for all expenditures charged to the grant. Sufficient backup documentation includes:

- a. Copies of canceled warrants or Electronic Funds Transfer (EFT) documentation
- b. Documentation from an official accounting system which includes the payee, date, amount paid, and warrant, EFT, or payment
- c. Copies of invoices
- d. Payroll records of personnel expenditures, including overtime and Employee Related Expenditures (ERE)
- e. Packing or receiving slip showing the date equipment was received.

ALLOWABLE COSTS

Funds may not be available in future years; therefore, when requests are made to fund personnel or other ongoing activities or costs, applicants are strongly encouraged to identify future potential funding sources. In addition to the identification, applicants should have a plan of sustainability to ensure the program is ongoing beyond the funding availability.

Eligible expenses include personnel, employee-related expenses (ERE), overtime, travel, operating costs, and costs related to contractual or consulting services. Equipment associated with project activities may be awarded on a limited basis if funding is available.

RESTRICTIONS ON USE OF FUNDS

RSAT program funds cannot be used directly or indirectly for land acquisition or construction projects.

RSAT program funds cannot be awarded to private prisons or jails.

NON-SUPPLANTING

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the [OJP Financial Guide](#) (Part II, Section 2.3).

REPORTING REQUIREMENTS

Monthly financial reports

Grantees are required to submit into the ACJC grant portal monthly financial reports and supporting documentation for expenditure reimbursement.

Quarterly activity reports

Grantees are required to report accountability measurement data mandated by the Bureau of Justice Assistance.

In addition to other reporting requirements, grantees are expected to cooperate fully in any federally required national evaluation efforts.

SPECIAL REQUIREMENTS

Include the following with the application:

- The most recently completed financial audit must be attached (uploaded) at the time of the application. If your agency still needs to complete a current audit for the period ending June 30, 2024, a written explanation as to why and a timeframe for completion is required. For private and nonprofit organizations, the independent auditor's report is sufficient.
- If applicable, letter(s) from participating service/treatment provider(s) indicating their intent to participate in the program must be submitted to the Commission with the grant application.

CIVIL RIGHTS

All recipients of federal funds, regardless of the type of entity or the amount of money awarded, must provide assurance that they will not discriminate against any person on the grounds of race, color, religion, sex, national origin, age or disability, in any program or activity funded in whole or in part by federal financial assistance. The recipient must certify that it will comply with all applicable non-discrimination laws and regulations, and must submit this assurance with the online application as a condition of receiving federal funds (See 28 CFR 42.204).

Specifically, the statute that governs OJP funded programs or activities (Section 809 C), Omnibus Crime Control & Safe Streets Act of 1968, as amended 42 U.S.C. 3789d, (the OJP program statute), prohibits such discrimination, as follows:

No person in any State shall on the ground of race, color, religion, national origin, sex (or disability)* be excluded from participation in, be denied the benefits of, or be subjected to discrimination under or denied employment in connection with any program or activity funded in whole or in part with funds made available under this title.

*Section 504 of the Rehabilitation Act of 1973 prohibits identical discrimination on the basis of disability.

The Assistant Attorney General of OJP has delegated the enforcement of civil rights compliance of all OJP grantees to the Director, Office for Civil Rights (OCR). The director has civil rights enforcement responsibilities and determines through established policies and procedures whether any person is being excluded from participating in, denied the benefits of, subjected to discrimination under, or denied employment in connection with the program or activity receiving OJP fund on these grounds. Where such discriminatory actions are found through compliance reviews or complaint processing the recipient agency may be determined to be in noncompliance for violation of the law and of its signed assurances. If attempts to secure voluntary compliance through negotiations are not successful, the sanction of suspension or termination of funding is required by statute. Some specific forms of discrimination that are prohibited are set out in the OJP program statute's implementing regulations 28 CFR 42.203. For more information consult the Office for Civil Rights (OCR) web site at www.ojp.usdoj.gov/ocr.

"Applicants must certify that Limited English Proficiency persons have meaningful access to the services under this program(s). National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Street Act, the applicant is required to take reasonable steps to ensure that LEP persons have meaningful access to programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary." *Limited English Proficiency*,

EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP)

Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review: An EEOP must be developed by each DOJ grant recipient with 50 or more employees that receive an award of \$25,000 or more under the Omnibus Crime Control and Safe Streets Act of 1968 either directly from the Office of Justice Programs (OJP) or as a sub-grant from a state planning agency such as the Commission.

Declaration Claiming Complete Exemption: Regardless of the amount of funding or the number of employees, if the recipient agency is an educational institution, non-profit organization, Indian tribe, or medical institution, the agency is eligible to file a certification form claiming complete exemption from the EEOP requirement.

Submissions of the EEOP vary depending on the entity type, number of employees, and funding level of a grantee agency.

An acceptable Equal Employment Opportunity Plan or Certification Form Claiming Complete Exemption or Claiming Exemption from the EEOP Submission Requirement must be submitted to the Office of Justice Programs (OJP), U.S. Department of Justice, Office for Civil Rights, 810 7th Street N.W., Washington D.C. 20531. An EEOP is a comprehensive document that analyzes a recipient's relevant labor market data and the recipient's employment practices to identify possible barriers to the participation of women and minorities in all levels of a recipient's workforce. Its purpose is to ensure the opportunity for full and equal participation of men and women in the workplace, regardless of race, color, or national origin. The Department of Justice (DOJ) comprehensive guidelines for developing an Equal Employment Opportunity Plan can be found at 28 CFR § 42.301 et seq.

The following guidelines should be used to determine what information if any must be submitted to Office for Civil Rights (OCR):

An agency **must submit** a Certification Form Claiming Complete Exemption if it is a non-profit organization, educational institution, Indian tribe or medical institution; has less than 50 employees; or is not receiving a single grant or sub-grant award of at least \$25,000. Section A of a certification form must be completed and filed with the OCR and a copy sent to the Commission (certification form is attached).

An agency **must submit** a Certification Form Claiming Exemption from the EEOP Submission Requirement if it has 50 or more employees and is receiving a single grant or sub-grant award of at least \$25,000, but less than \$500,000. Section B of a certification form must be completed and filed with the OCR and a copy sent to the Commission (certification form is attached).

An agency **must submit** a copy of its EEOP or EEOP Short Form to OCR and send a copy to the Commission if it is receiving a single grant award of \$500,000.

All grantees must forward to OCR a copy of any finding for discrimination made against their agency after a due process hearing (within the past three years) within 30 days of such finding.

For more information consult the Office for Civil Rights (OCR) website at www.ojp.usdoj.gov/ocr

EQUAL TREATMENT FOR FAITH-BASED ORGANIZATIONS (Equal Treatment)

The Department of Justice (DOJ) promulgated a regulation that ensures a level playing field for the participation of faith-based organizations as well as other community organizations in receiving grant funds by:

- Prohibiting discrimination for or against an organization on the basis of religion, religious belief, or religious character in the administration or distribution of federal funds;
- Allowing a religious organization that participates in grant-funded programs to retain its independence and continue to carry out its mission, provided that grant funds do not support any inherently religious activities. While inherently religious activities are permissible, they must be separate in time and place from the funded program, and participation in such activities by individuals receiving services must be voluntary;
- Clarifying that faith-based organizations can use space in their facilities to provide grant-funded services without removing religious art, icons, scriptures, or other religious symbols; and
- Ensuring that no organization that receives direct financial assistance can discriminate against a program beneficiary, or prospective beneficiary, on the basis of religion or religious belief.

The regulation applies to DOJ grantees and sub-grantees (see 28 C.F.R. 38). For additional information, please visit: http://www.ojp.gov/about/ocr/equal_fbo.htm.

Civil Rights Training:

If the applicant is awarded funds, it must agree that within 90 calendar days of award acceptance, the agency will participate in any required civil rights-related training to ensure compliance with all federal and state civil rights laws.

APPLICATION PROCESS

The grant application for FY 2026 must be completed and submitted using the ACJC Grants Portal. Detailed application instructions, including information on accessing the ACJC Grants Portal, are available at this link: <https://grantsportal.azcjc.gov/>

If the applicant needs help accessing, completing, or submitting a grant application in the ACJC Grants Portal, contact Matt Bileski at mbileski@azcjc.gov or 602-364-1374 **before the due date**.

Once submitted, the grant applicant should receive an email notification that the submission was successful. If no email is received, please contact Matt Bileski, mbileski@azcjc.gov, 602-364-1374, to confirm a successful application. Application status can also be checked by logging into the ACJC Grant Portal, clicking on “Main Page,” and then choosing the “Access Applications” button.

Paper or e-mailed applications will not be accepted. All applications and attachments must be submitted through the online application form.

The application must be successfully submitted no later than 3:00 p.m. on Friday, March 14th. Late applications will not be accepted or considered by ACJC.

If you are having difficulties, please e-mail dcadmin@azcjc.gov or amully@azcjc.gov.

Use of DocuSign

ACJC uses DocuSign to sign all grant agreements if you are awarded a grant. ACJC utilizes an electronic signature process for grant agreements through DocuSign to reduce paper use and save processing time. Using an electronic signature process allows for faster execution of grant agreements and, ultimately, getting funding to grant recipients earlier. Grantees are not required to sign-up for the DocuSign service, only to utilize it in executing ACJC grant agreement documents.

APPLICATION CHECKLIST

- ☐ Reviewed application scorecard and verified all criteria were addressed in the application (See Appendix A for scorecard)
- ☐ Single Audit or independent auditor's report from most recent audit (Upload as an attachment)
- ☐ Sustainability Plan
- ☐ Financial Capacity Questionnaire
- ☐ Resumes of participants on the project or position descriptions of those proposed to be covered by the grant (Upload as an attachment)
- ☐ Participation, Collaboration, or Recommendation Letters (Upload as an attachment)
- ☐ W-9 Form (Upload as an attachment- New applicants)
- ☐ At least one year of previous grant performance history documentation (Upload as an attachment - New applicants)
- ☐ Application submitted via ACJC's Grants Portal <https://grantsportal.azcjc.gov/>

FOR NON-PROFIT AGENCIES:

In addition to those documents listed above, non-profit agencies must include:

- ☐ A Current board list that includes affiliations identifies current officers and provides the Chairman's contact information (Upload as an attachment)

AND ONE OF THE FOLLOWING (Upload as an attachment):

- ☐ (a) A copy of the organization's 501(c)(3) designation letter from the IRS.
- ☐ (b) Submission of a statement from the state taxing authority or state Secretary of State, or other similar official certifying that the organization is a non-profit operating within the state and that no part of its net earnings may lawfully benefit any private shareholder or individual.

___(c) Submission of a certified copy of the applicant's certificate of incorporation or similar document.

___Submission of a, b, or c above, if that item applies to a state or national parent organization, together with a statement by the state or parent organization that the applicant is a local nonprofit affiliate.

SCORING PROCESS

Each grant application will be reviewed and scored based on how the project adheres to the program description in this announcement and the inclusion of pertinent information needed to determine whether the proposed project is based on effective scientific practices.

Arizona Criminal Justice Commission staff will prepare and present the proposed allocation plan(s) to the Commission for review and final action at the May 2025 meeting. The plan(s) will be included in the meeting agenda and made available to all applicants.

Staff may provide additional information to assist the Commission in making funding decisions. This information may include but is not limited to past performance, including achievement of past goals and objectives or outcomes and financial or programmatic monitoring deficiencies. Applications will be scored using the scorecard included in this announcement.

New applicants are those that do not have a documented award history with ACJC and may provide at least one year of prior grant performance history. Previous grant performance history documentation should be uploaded for review along with the application.

Acceptable prior grant performance history can be one or all of the following:

- most recent audit (independent auditor's report or summary)
- a letter of past performance signed by an agency head
- programmatic monitoring summary or corrective action report
- financial monitoring summary or corrective action report
- other documentation supporting the achievement/success of a project

Please note: a scored application does not guarantee an award.

Scorecard – RSAT Grant Application

Applicant Agency: _____

Is the project eligible under the RSAT program guidelines? **Yes/No**

1. Was the application received on time? **Yes/No**

If the answer to either question is “No,” the application is disqualified and should not be scored further.

Scorecard				
Category	Description	Valuation	Maximum Possible Score	Actual Score
Submission	All application information is complete and accurate Application is complete and accurate Single Audit or audit extension letter If applicable, letter(s) of participation	Factual	12	
Problem Statement	The problem statement identifies the need for services in the community and is supported by statistical data. Problems are clearly stated Problems are evidenced by statistics Problems align with the strategy Problem causes are identified	Judgment	16	
Project Summary	The project summary describes a project to be supported. Summary addresses the problems stated Summary describes the agency’s activities Summary is realistic and achievable Resembles proactive strategies to address the problems stated Uses specialized personnel or specialized processes to address the problems stated Places a focus on drug treatment for incarcerated recently released inmates Considers gaps in services Sustainability plan	Judgment	32	
Project Collaboration	The project collaborates with other criminal justice agencies and	Judgment	16	

	community organizations. Public and community agencies are listed. Detailed collaboration described Includes a collaborative strategy Builds and maintains partnerships at federal, state and/or local levels			
Goals And Objectives	Goals and objectives identify intended project accomplishments. Goals are overarching and reasonable. Goals relate to the problems identified. Objectives are reasonable and achievable. Objectives are a logical connection to goals. Measures are appropriate and collectible	Judgment	20	
Evaluation Plan	Performance Measures are identified and are appropriate. Data collection methodologies clearly defined Measures are appropriate and collectible Process to incorporate evaluation findings for purposes of project improvement is identified Includes evaluation processes that allow for assessing effectiveness and include sound and reliable data.	Factual and Judgment	16	
Budget	Budget costs are reasonable and allowable Narrative description is complete Matching funds are included Includes resource or cost-sharing	Factual and Judgment	16	
Administrative History	Projects previously funded have met the requirements of the grant including timely, accurate submission of reports. *New applicants may submit proof of prior performance	Factual	8	
Aftercare priority	Priority will be given to projects that have an aftercare component established.	Factual	8	
Total:			144	

The applicant may provide additional information to help the Commission make funding decisions. This information may include but is not limited to, the achievement of past goals and objectives or outcomes.

APPEAL PROCESS

Pursuant to A.R.S. § 41-2704, protests of an award or proposed award may be made to the Drug Gang and Violent Crime Committee and then to the Arizona Criminal Justice Commission. An appeal of a decision by the Commission for an award for the Residential Substance Abuse Treatment Program may be made to the Director of the Department of Administration and shall be resolved in accordance with the Rules of Procedure pursuant to A.R.S. § 41-2611.