

Virginia Department of Criminal Justice Services
Addiction Recovery Program Grant Application Guidelines

Issued:
July 19, 2017

Due:
August 21, 2017

I. SUMMARY

The Virginia Department of Criminal Justice Services (DCJS) is making state general funds available for grants to support addiction recovery programs in local and regional jails. The General Assembly appropriated funds for up to four pilot programs not to exceed \$38,400 in state general funds (SGF) each. These funds are available for this purpose pursuant to §9.102(53), which directs DCJS to:

develop a model addiction recovery program that may be administered by sheriffs, deputy sheriffs, jail officers, administrators, or superintendents in any local or regional jail. Such program shall be based on any existing addiction recovery programs that are being administered by any local or regional jails in the Commonwealth. Participation in the model addiction recovery program shall be voluntary, and such program may address aspects of the recovery process, including medical and clinical recovery, peer-to-peer support, availability of mental health resources, family dynamics, and aftercare aspects of the recovery process....

This is a competitive solicitation. A local match, cash or in kind, of 25% of the SGF award is required. Eligible projects will be reviewed based on applicant need and comprehensiveness of program model selected.

Approved projects will be funded for a nine-month period, beginning October 1, 2017 and ending June 30, 2018. Funding will be reimbursement-based. It is unclear at this time whether or not continuation funding will be available.

Using the DCJS forms linked in these guidelines, applicants must submit an application cover form, a budget narrative, an itemized budget, two certification form signature pages, and a project narrative not to exceed four pages.

II. INTRODUCTION

DCJS is pleased to announce the availability of state general funds for Addiction Recovery Programs in local and regional jails.

Section IV describes the components of a model addiction recovery program. Possible funding requests may include costs associated with the components, and may include supplies, training, consultants, personnel, travel, and equipment required to implement or enhance a jail-based addiction recovery program. Only applications that demonstrate the use or implementation of at least three of the program components will be considered.

These funds may not be used to supplant federal, state, or local funds which are otherwise available for the same purposes. Fees paid to consultants, trainers or speakers may not exceed the rate of \$650 per day and may not exceed the consultant's usual and customary fee. Collaboration with local Community Services Boards and other relevant stakeholders is encouraged. Applicants must explain each line item in detail in the Budget Narrative. Final budgets are subject to DCJS approval.

DCJS Grant Application Guidelines for Addiction Recovery Programs

Eligibility:

Local units of government on behalf of local and regional jails.

Amount Available:

The maximum amount of each award, including the required match, is \$48,000.

Match Requirement:

There is a match requirement for this solicitation of 25% of the state general funds awarded. If an applicant requests the maximum amount of state funds available per program, or \$38,400, they would need to provide match of \$9,600. Match may be cash or in-kind and should be reflected as such on application forms described below. In-kind match may include the monetary value of time contributed by persons providing services and the value of donated goods, services, materials, and meeting space, etc.

Grant Period:

The grant period will begin October 1, 2017 and end June 30, 2018.

Unallowable Costs:

These funds may not be used to:

1. Supplant or replace federal, state or local funds supporting functions that may be associated with the administration or operation of jail based substance abuse programs.
2. Supplant or replace in whole or part other state funds supporting functions that may be associated with the administration or operation of jail based substance abuse programs.
3. Pay for capital construction, renovation, remodeling, or land acquisition.
4. Pay for any vehicles.
5. Pay for firearms, ammunition, or related equipment.
6. Pay for clothing and/or uniforms.
7. Pay for lobbying, political contributions, honoraria, overtime, or bonuses.
8. Pay for personal entertainment, personal calls, or alcohol.

III. HOW TO SUBMIT AN APPLICATION

Applications must be submitted using the format and forms that are linked in these guidelines. Please use a 12 point font and do not alter the forms. The complete DCJS Grant Application must have an email time stamp of no later than 11:59 pm Monday, August 21, 2017.

Applications received after the deadline will not be considered. Applications submitted by fax will not be considered. Applications must be e-mailed to: grantsmgmt@dcjs.virginia.gov, and should say Addiction Recovery Program and the locality name in the subject line.

A complete application must include:

1. **[Grant Application Cover](#)**.
2. **Budget Narrative.** Provide thorough justification for each line item request in the itemized budget form.
3. **Itemized Budget.** Form and instructions found [here](#).
4. Signature page of the **[Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)**, signed by the city, county or town manager.
5. Signature page of the **[General Grant Conditions and Assurances](#)**, signed by the city, county or town manager.
6. **Project Narrative.** Each application must include a Project Narrative which may not exceed four pages. The Project Narrative heading should include the official name of the submitting entity, a Project Title, and the following sections: Need Statement; Non-Supplanting Statement; and Project Description.
 - a. **Non-Supplanting Statement.** Include a statement that certifies that the funds, if awarded, will not supplant other funds that otherwise would be available for the same purpose.
 - b. **Need Statement.** In the Need Statement section of your Project Narrative, please provide: a description of your jail and of your community; a description of your substance abuse treatment needs, including the percentage or number of inmates who self-report having a substance use disorder (may include number of inmates on waiting list for treatment), the number of inmates testing positive for illegal substances on drug screens, the number of reported deaths by overdose in the jurisdictions served by the jail, and an explanation of why the identified needs have not been met and why grant funds are needed; include the anticipated impact of project on public safety in your community.
 - c. **Project Description.** In the Project Description section, thoroughly and clearly explain how your award will address the identified need. Please describe the addiction recovery program you plan to implement or supplement, taking care to include at least three of the required program components described in Section IV. Provide clear and measurable goals and objectives. Please limit goals to two for this project. If applying for program enhancement funds, describe how funds will enhance the existing program.
7. **Project Timeline.** In this section, provide a detailed, thorough project implementation timeline that includes the dates for initiating and completing the project. Note that the grant period begins October 1, 2017 and ends June 30, 2018.

IV. Program Components for Addiction Recovery Programs

The following program components are considered best practices suggested by existing research, related standards developed for substance abuse treatment, and criminal justice programming, as well as what experts and experienced practitioners have found to work best for individuals with substance use disorders. These are essential components of model addiction recovery programs in jails. It is anticipated that the addiction recovery programs funded under this solicitation will include a minimum of three of these components. In the event that the jail has some existing components and plans to incorporate them into their addiction recovery program, please describe how the components added through this grant will complete the addiction recovery program.

1. **Cognitive Behavioral Therapy:** A treatment approach that emphasizes the importance of learning processes in the development of maladaptive behaviors. Participants identify and correct these maladaptive behaviors by applying different skills to deal with drug abuse as well as other co-occurring problems. Cognitive Behavioral Therapy in particular focuses on the enhancement of a participant's self-control through a variety of coping strategies. This approach to treatment can be utilized in one-on-one and group activities and is the most widely used evidence-based practice with the criminal justice involved populations.
2. **Mental health treatment:** Participants displaying or reporting symptoms of mental illness should be screened and assessed. Addiction recovery programs should provide appropriate treatment and support to those participants with dual diagnoses.
3. **Peer recovery support:** a Certified Peer Recovery Specialist (CPRS) can be an important component of successful programs. Lived experience is complementary to professional treatment. Virginia has a process by which peers can become certified to provide services to persons with behavioral health conditions. More about the credentialing process can be found at: <http://www.dbhds.virginia.gov/individuals-and-families/recovery-for-individuals>.
4. **Trauma-informed care:** Trauma-informed care is an organizational approach to service delivery. Trauma-informed services recognize and respond to the effects of physical, psychological, and emotional trauma of individuals seeking recovery services.
5. **Medication Assisted Treatment (MAT):** MAT combines behavioral therapy and medication to treat substance abuse disorders. Medication for the purpose of medical detoxification or as a means to reduce cravings to sustain recovery must be provided in combination with behavioral therapy.
6. **Reentry services:** Planning and coordination of services such as housing, transportation, clinical services, medical care (health insurance), and family reunification are some of the basic reentry components along the continuum of care that supports participant success.

Further information about effective and promising practices for the application of substance abuse treatment for the criminal justice population can be found at the following websites: the National Institute of Justice (<https://www.crimesolutions.gov/default.aspx>), the Substance Abuse and Mental Health Services Administration (<http://www.nrepp.samhsa.gov/landing.aspx>), and the Training and Technical Assistance website for the Residential Substance Abuse Treatment for Offenders grant program (<http://www.rsat-tta.com/Home>).

DCJS Staff Contact:

For further information, you may contact Ms. Stephanie Arnold, 804.371.0531 or stephanie.arnold@dcjs.virginia.gov.