



Residential Substance Abuse Treatment (RSAT) for Prisoners Medication-Assisted Treatment

**Program Guidelines and Application Procedures
State Calendar Year 2020**

***Application Due Date
Thursday, August 15, 2019, 5:00 p.m.***

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, VA 23219
www.dcjs.virginia.gov

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I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is accepting applications for the federal Residential Substance Abuse Treatment (RSAT) for Prisoners Grant Program. These RSAT grant funds will provide evidence-based residential Medication-Assisted Treatment (MAT) services in local and regional jails. MAT is the use of medications such as Buprenorphine, Methadone, or Naltrexone, coupled with counseling and behavioral therapies to treat substance use disorders. MAT is primarily used to treat addiction to opioids such as heroin and prescription pain relievers that contain opiates. More information on MAT can be found at <https://www.samhsa.gov/medication-assisted-treatment/treatment>.

II. Restrictions

Grant recipients may not use these grant funds for:

- Land acquisition or capital projects
- Lobbying or political contributions
- Honoraria or bonuses
- Personal entertainment
- Purchasing food and beverages

III. Eligibility, Program Requirements, Due Dates, and Other Information

A. Available Funding

A total of \$400,000 in federal Residential Substance Abuse Treatment (RSAT) for Prisoners Grant Program funding is available to assist localities plan for, implement, or enhance existing MAT programs in local or regional jails. Funding will support the following projects:

1. MAT Planning- Applicants submitting a planning grant may apply for up to \$75,000 in federal RSAT funds for a planning year to prepare for the implementation of MAT. Successful applicants will be eligible to apply for a three-year implementation grant after the planning process. Applicants should describe the planning activities that will take place in the initial year of funding
2. Program Implementation- Applicants submitting an implementation grant may apply for up to \$200,000 in federal RSAT funds. Applicants must demonstrate program readiness to assess and accept participants into the MAT program. Applicants should fully describe program services and the ability to collect performance measures on program activities.
3. Program Enhancement – Applicants submitting a program enhancement grant may apply for up to \$25,000 in federal RSAT funds. Applicants must have a current RSAT MAT funded program. Applicants must justify the need for an enhancement. Applicants will be funded for 18 months beginning, January 1, 2020, through June 30, 2021. Continuation of funding for additional years is subject to program performance and availability of federal funding.

B. Eligibility

Local and regional jails are eligible to apply for RSAT funding. Awards will be made through a competitive grant review process. Only those applicants offering programs that include a combination of medication and behavioral therapies will be considered.

C. Program Requirements

RSAT grant funds must be used to plan for, implement, or enhance residential MAT programs that provide individual and group therapeutic and vocational activities for participants in residential facilities operated by local or regional correctional agencies. Jail-based residential MAT programs must:

- Utilize a validated risk and needs assessment that will form the basis of an individualized treatment plan. A risk and needs assessment is an instrument to help identify factors that may lead a participant to reoffend. It should pinpoint needed services to minimize those risks. More information about risk assessments and effective evidence-based practices can be found at: <http://store.samhsa.gov/shin/content/QGCT44/QGCT44.pdf>
- Engage inmates for at least 3 months
- Focus on the inmate's substance abuse diagnosis and addiction-related needs
- Require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants, including both periodic and random testing, and for former participants while they remain in the custody of the state or local government
- Prepare offenders 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
- Provide MAT practices and services that have a demonstrated evidence base and are appropriate for the target population. This shall include medication-assisted treatment (i.e. the use of at least one antagonist (e.g. Naltrexone), agonist (e.g. Methadone), or partial-agonist medication (e.g. Buprenorphine)) in coordination with evidence-based cognitive behavioral treatment incorporated into group and individualized counseling, case planning, and peer support, as well as intensive reentry services
- Separate jail-based treatment population from the general correctional population. Pods or wings of housing units are acceptable methods for separating the treatment population from the general population

By applying for these grant funds, the applicant asserts that they have read, understand, and will comply with the following state and federal requirements and policies:

- Civil Rights: <https://ojp.gov/about/ocr/statutes.htm>
- Nondiscrimination: <http://ojp.gov/about/ocr/assistance.htm>
- Limited English Proficiency Individuals: https://www.lep.gov/guidance/guidance_DOJ_Guidance.html
- Equal Opportunity Plans: <https://ojp.gov/about/ocr/eeop.htm>

- Department of Justice Financial Guide:
<https://www.justice.gov/ovw/file/1030311/download>

D. Financial and Progress Reporting

DCJS requires online submission of quarterly financial and progress reports into the Grants Management Information System (GMIS); therefore, all recipients of grant funding must have access to the Internet for reporting purposes. Additional information about the on-line reporting system can be found on the DCJS website at:
<https://www.dcjs.virginia.gov/grants/gmis-online>.

Failure to comply in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the grant. DCJS will provide grant-reporting requirements at the time of grant award.

E. Disbursement of Funds

The federal government requires that disbursement of these funds only occur on a cost reimbursement basis for actual funds expended. Actual expenditures should be reported quarterly and invoiced pursuant to approved line item budget categories in the grant award package. Grantees will only be reimbursed for costs that have been incurred within the grant period. Grant funds may only be expended and/or obligated during the grant period. All obligations must be fulfilled no later than 90 days after the end of the grant period. Requests for reimbursement shall be submitted through DCJS GMIS.

F. Match Requirement

The federal RSAT grant guidelines require a 25 percent cash match. The federal share of a grant-funded project may not exceed 75 percent of the total costs of the project. The 25 percent cash match must be from non-federal sources and be included in each item of the budget worksheet and budget narrative. Match funds included in the grant budget are subject to the same requirements and conditions that apply to the federal funds awarded by DCJS.

G. Application Deadline

Applications must be emailed to grantsmgmt@dcjs.virginia.gov **no later than 5:00 p.m. on August 15, 2019. Applications received after the deadline will not be considered unless technical issues with the submission are documented by the applicant and accepted by DCJS. Early submissions are appreciated.**

H. Technical Assistance

For guidance on preparing and submitting a grant application, please contact Aja Ferguson at 804-225-4127 or aja.ferguson@dcjs.virginia.

I. Grant Application Review Process

This is a competitive grant application process in which each applicant will be competing against other applicants. Staff from DCJS and DBHDS will evaluate and score each application based on information provided, and the clarity, substance, and strength of the request made for funding. Reviewers may consider past performance, geographic location, budget justification, cost effectiveness of proposed projects, and the availability of funds. DCJS may amend budgets based on a review of unallowable and/or unreasonable costs, and the availability of funds. DCJS has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to making an award.

Each application can earn a weighted total maximum score of 60 points. The primary grant program elements are evaluated based on ratings of Excellent, Acceptable, Marginal, or Unacceptable. The weighted rating points that can be awarded for each primary grant program element are:

- | | |
|------------------------------|-------------|
| • Itemized Budget (10%) | 0-6 points |
| • Budget Narrative (15%) | 0-9 points |
| • Needs Justification (20%) | 0-12 points |
| • Project Description (20%) | 0-12 points |
| • Implementation Steps (15%) | 0-9 points |
| • Goals and Objectives (15%) | 0-9 points |
| • Technical Compliance (5%) | 0-3 points |

The Grants Committee of the Criminal Justice Services Board (CJSB) will review grant application scores and recommendations and make funding recommendations to the CJSB. **The CJSB will make final grant award decisions at its meeting on October 10, 2019.**

DCJS Office of Grants Management in the Division of Finance and Administration will issue grant award packages based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

IV. Application Forms and Instructions

A. Grant Application Coversheet

The first page of the application is the Grant Application Coversheet. Use of the Grant Application Coversheet template form is required. Complete the following items.

Congressional Districts: List the congressional districts that will benefit from the program.

Applicant: Official name of organization applying for the grant.

Faith-Based Organization: Check the box indicating whether or not your program is a faith-based organization.

Federal ID Number: List your locality/agency federal identification number.

Best Practice: Not applicable to this grant program.

Jurisdiction(s): List all localities to be served and include zip code plus 4 digit code.

Program Title: Indicate program title, i.e. "RSAT Grant"

Certified Crime Prevention Community: Not applicable to this grant program.

DUNS Number: Provide the Data Universal Numbering (DUNS) Number. A DUNS number is a unique nine-character identification number provided by Dun & Bradstreet. If you do not have a DUNS number, please go the website <http://fedgov.dnb.com/webform>.

Rural, Urban or Suburban: Check the box that best describes the applicant service area.

Project Director: List the person who will have day-to-day responsibility for managing the project.

Project Administrator: The person who has authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application, including the provision of the required match. This **must** be the president of the Board of Directors of a nonprofit organization; the city, county or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.

Finance Officer: List the individual who will be responsible for fiscal management of the funds.

Be sure to provide email addresses and phone numbers for each of the three people listed above. Also provide the zip code plus 4 digit code for each person.

Signature of Project Administrator: This field must be completed with an actual signature, not a typed name.

Brief Project Description: Provide a short description of the project. The description must include an estimate of the total number of individuals to receive program services during the calendar year and a brief summary of services to be provided.

Project Budget Summary: The Budget Summary provides total figures from budget categories. These figures should match the Itemized Budget sheets.

B. Project Itemized Budget and Narrative:

The budget narrative should explain the reason for each requested budget item and provide the calculation basis for its cost. All requested items must be justified and related to RSAT activities.

All additional funds supporting the program must be included in the itemized budget in each line item under “Cash” and in Section 7 of the itemized budget form under “Cash Funds,” and in the budget as narrative appropriate. All amounts must be rounded to the nearest dollar. Cash match is defined as direct funding for the project obtained from local government funds or private sources.

1. Personnel/Employees

List each position by title (and name of employee, if available). Column 4, “Total Salary Amount Requested from Grant” refers to grant-funded salary amounts requested from the grant (do not include fringe benefits here). Show the annual and hourly salary rates for the employee, and the hours to be devoted to the project by the employee. Typically, full-time employees work 2,080 hours annually.

The position description should describe grant-related duties performed. Additionally, please indicate in the position description whether this position is a current and filled position, a current yet un-filled position, or a new, proposed position. Indicate each type of benefit included and the total cost to employees assigned to the project.

The justification should explain how the position is essential and allowable under the RSAT Grant Guidelines. Applicants must justify all requested salaries. Justification may include documentation demonstrating that requested salaries are consistent with salaries paid to other positions with similar responsibilities, within the program, or at other organizations in the service area. All requested amounts must be reasonable given the complexity of work, and consistent with the applicant’s staff compensation plan.

2. Consultants

List each type of consultant or service, the proposed hourly fee rate, the amount of time to be devoted to such services, and the total cost requested. Document how the use of outside consultants will significantly enhance project effectiveness and that consultant use is cost effective. For Individual Consultants: the rate may not exceed \$650.00 per day (\$81.25 per hour).

For organizations performing professional services, including professional associations and educational institutions, indicate the type of services being performed and estimated hourly contract price.

Travel and Subsistence for Consultants: Reasonable expenses may be reimbursed.

3. Travel

Itemize total travel expenses of project personnel by local mileage, non-local mileage, and subsistence (food and lodging). If the applicant does not have an established local travel policy, then the applicant must adhere to federal/state travel policy. If local

travel policy differs from the federal/state travel policy, please provide or describe the policy in the justification. Refer to the following U.S. General Services Administration (GSA) and Virginia Department of Accounts (DOA) websites for the most current travel rates and policies:

www.gsa.gov/travel/plan-book/per-diem-rates
www.doa.virginia.gov/

Clearly explain the basis for all calculations. The mileage/travel reimbursement must be for the support of the RSAT grant.

If funding is available, DCJS will consider requests to support attendance at appropriate national training conferences. Applicants must document that the requested training is needed and is unavailable within the state. **Registration fee expenses** should be detailed in the “Supplies and Other Expenses” category. DCJS may approve requests for funds to support out-of-state travel, or airfares to attend training conferences, with adequate justification. Applicants should demonstrate that attendance is cost effective and will facilitate essential improvements in service delivery.

Local mileage is considered travel within the immediate service area (satellite offices, court, meetings, etc.). **Non-local mileage** is outside of the immediate service area (trainings, conferences, meetings, etc.). Include a description for each request and justify why the request is necessary.

4. Equipment

Equipment includes, but is not limited to, the purchase or lease of items such computers, telephones (but not line service), and cellular phones. Each major item to be purchased must be listed separately with unit cost. Each item to be leased or rented must be listed separately with the cost associated with the lease or rental. The budget narrative must explain the relevance of each item to the project. Items not justified will not be funded.

5. Supplies and Other Operating Expenses

All costs should be itemized within this category by major types with the basis for computation (“x” dollars per month, “y” dollars per person, etc.). If necessary, major expenses can be itemized within major categories in each subheading with justification in the narrative. Other Operating Expenses include, but are not limited to, the following: telephone services, internet access/internet provider contracts, cellular phone services, office supplies, training, postage, and printing projects.

6. Indirect Costs

These are costs that cannot be assigned to a particular category but are necessary to

the operation of the organization and the performance of the project. Indirect costs will only be approved if the applicant has an approved rate from a cognizant federal agency. A copy of that approval must be submitted with the grant application.

7. Non-Supplantation

The federal Department of Justice (DOJ) 2017 Grants Financial Guide describes supplantation as follows: “Federal funds must be used to supplement existing state and local funds for program activities and must not supplant (replace) those funds that have been appropriated for the same purpose.” Requests for “new” staff positions must be justified, must not supplant other funds, and must result in significant additional service delivery.

Applicants under this grant program must describe non-grant funds supporting their projects and must identify records that document the level of non-RSAT support and satisfy the non-supplantation requirement. Be sure to describe whether the expenses requested in this grant application compliment, and do not duplicate, other existing and anticipated funding sources/amounts.

C. Project Narrative:

1. Planning Grants (To be completed by planning grant applicants only)

- a. Program Goals: Applicants should indicate the goals of the MAT program. Describe activities such as meetings, trainings, site visits, development of policies and procedures, development of memorandums of understanding, and other planning activities. Discuss how these activities will assist your agency in planning for program implementation. Identify which potential medication(s) will be utilized, how the applicant plans to address organizational capacity to accommodate the use of MAT (storage, administration, compliance with federal and state laws and regulations, as well as staff competence through training and/or licensing). Provide timelines of activities and persons responsible for executing those timelines. Explanation of program goals may be up to three pages in length.
- b. Evidence-Based Treatment Practices: The following program components should be described in the Evidence-Based Treatment Practices Section of Program Narrative:
 - i. Screening and Assessment: Include a description of the process by which participants will be identified, screened, and assessed as well as the application of a risk assessment tool.
 - ii. Treatment Modalities and Practices: Applicants must utilize recognized peer reviewed publications and/or national leading criminal justice and behavioral health organizations to develop

treatment modalities and practices (such as the Substance Abuse and Mental Health Services Administration-SAMHSA, National Institute on Drug Abuse-NIDA, National Institute on Alcohol Abuse and Alcoholism-NIAAA, and the National Association of Drug Court Professionals-NADCP).

Additional 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 American Society of Addiction Medicine (<https://www.asam.org/>), and the Training and Technical Assistance website for the Residential Substance Abuse Treatment for Participants grant program (<http://www.rsat-tta.com/Home>).

- iii. The program must utilize at least one antagonist (e.g. Naltrexone), agonist (e.g. Methadone), or partial-agonist medication (e.g. Buprenorphine) in coordination with other evidence-based behavioral treatment components. Applicants should describe the medication(s) that will be utilized and evidence to support its efficacy with the target population and must demonstrate capacity to meet all federal and state regulatory requirements governing the prescribing, storage, dispensing, and administering of these medications. SAMHSA provides Treatment Improvement Protocols (TIPs) that describes these standards and regulations. TIPs 40, 43 and 63 should be adhered to when providing MAT. They can be found on the SAMHSA website at <https://store.samhsa.gov>.
- c. Program Coordination: An explanation of how the agency will coordinate the RSAT project at the local level. Examples include coordination with local probation offices, community service boards, drug treatment courts, service providers, and peer support organizations. Partnerships with local service providers are encouraged. Include letters of intent to demonstrate planning activities as attachments. This portion may be up to two pages in length.
- d. Program Sustainability: RSAT funding is awarded based on program compliance, as well as the availability of federal funds. Please provide a plan for how the agency/locality will programmatically and financially sustain any proposed residential treatment program. Describe how this project will utilize community partners and stakeholders that have a vested interest in the success of the proposed residential treatment program. This portion may be one page in length.
- e. Award Disclosure: A description of any current or pending federal or state awards which also will support MAT program efforts. Include how these awards will be coordinated with the funding sought by this application. For each include the program/project title, the grantor

agency, the award amount, and a very brief description of its purpose. This portion may be up to two pages in length.

- f. **Data Collection:** During the planning year, grantees will not be required to submit program specific data as the program will not yet be operational. However, during the planning phase programs will be required to develop a detailed plan for collecting and reporting performance measures, data, and outcome measures.

2. Implementation Grants: (to be completed by implementation and enhancement grant applicants only)

- a. **Program Goals:** Applicants should indicate the overall goals of the MAT program. This section should include the ongoing implementation process and a timetable for implementation with persons responsible for activities. Specify which medication(s) will be utilized, how the applicant plans to address organizational capacity to accommodate the use of MAT (storage, administration, compliance with federal and state laws and regulations, as well as staff competence through training and/or licensing). Information on priorities and/or special activities to be funded, including a description of how the preference for programs with aftercare services will be implemented. Explanation of program goals may be up to three pages in length.

- b. **Evidence-Based Treatment Practices:** The following program components should be described in the Evidence-Based Treatment Practices Section of Program Narrative:

- i. **Screening and Assessment:** Include a description of the process by which participants are identified, screened, and assessed as well as the application of a risk assessment tool. Identify and discuss the evidence that shows the practice is effective. Examples of how the participants will be educated about the use of MAT and its impact on their health and likely treatment outcomes should also be included.
- ii. **Treatment Modalities and Practices:** Applicants must utilize recognized peer reviewed publications and/or national leading criminal justice and behavioral health organizations to develop treatment modalities and practices (such as the Substance Abuse and Mental Health Services Administration-SAMHSA, National Institute on Drug Abuse-NIDA, National Institute on Alcohol Abuse and Alcoholism-NIAAA, and the National Association of Drug Court Professionals-NADCP).

Additional 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 American Society of Addiction Medicine (<https://www.asam.org/>), and the Training and Technical Assistance website for the Residential Substance Abuse Treatment for Participants grant program (<http://www.rsat-tta.com/Home>).
- iii. The program must utilize at least one antagonist (e.g. Naltrexone), agonist (e.g. Methadone), or partial-agonist medication (e.g. Buprenorphine), in coordination with other evidence-based behavioral treatment components. Applicants should describe the medication(s) that will be utilized and evidence to support its efficacy with the target population and must demonstrate capacity to meet all federal and state regulatory requirements governing the prescribing, storage, dispensing, and administering of these medications. SAMHSA provides Treatment Improvement Protocols (TIPs) that describes these standards and regulations. TIPs 40, 43 and 63 should be adhered to when providing MAT. They can be found on the SAMHSA website at <https://store.samhsa.gov>.
- c. Program Coordination: An explanation of how the agency will coordinate the RSAT project at the local level. Examples include coordination with local probation offices, community service boards, drug treatment courts, service providers, and peer support organizations. Partnerships with local service providers are encouraged. Include letters of intent to demonstrate planning activities as attachments. This portion may be up to two pages in length.
- d. Program Sustainability: RSAT funding is awarded based on program compliance as well as the availability of federal funds. Please provide a plan for how the agency/locality will programmatically and financially sustain any proposed residential treatment program. Describe how this project will utilize community partners and stakeholders that have a vested interest in the success of the proposed residential treatment program. This portion may be one page in length.
- e. Award Disclosure: A description of any current or pending federal or state awards which also will support MAT program efforts. Include how these awards will be coordinated with the funding sought by this application. For each, include the program/project title; the grantor agency; the award amount; and a very brief description of its purpose. This portion may be up to two pages in length.
- f. Data Collection: A description of the proposed process for collecting residential and aftercare program data. The data collection required for this grant opportunity includes post release information on those who have participated in the program and have since been released from jail. Performance measures can be found at

<https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/correctional-services/forms/performance-measures-rsat.pdf>. This portion of the application may be up to one page in length.

V. Application Checklist

- One (1) PDF containing the following:
 - Cover Page for CY 2020 (*Attachment 1*)
 - Itemized Budget for CY 2020 (*Attachment 2*)
 - Budget Narrative for CY 2020 (*Attachment 3*)
 - Project Description for CY 2020 (*Attachment 4*)

- One (1) PDF containing the following forms and attachments:
 - Certification of Compliance with Regulations (Civil Rights) ALL APPLICANTS
 - Certification of De Minimis Indirect Cost Rate Form SOME APPLICANTS
 - Applicant's Indirect Cost Rate Agreement letter/documentation SOME APPLICANTS

Please keep all documents in this order so that grant reviewers can find each item during their review of your application.

The Project Administrator (or designee with signatory authorization on file with DCJS) must be listed on the grant application face sheet and they must sign the application face sheet.