



**Commonwealth of Virginia**

**FY 2012 Program Guide  
Residential Substance Abuse Treatment (RSAT) for State Prisoners**

**Department of Criminal Justice Services**

Office of Programs and Services

1100 Bank Street, 11<sup>th</sup> Floor

Richmond, VA 23219

*[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)*

For grant and funding information, please contact:  
Stephanie Arnold, RSAT Coordinator at [stephanie.arnold@dcjs.virginia.gov](mailto:stephanie.arnold@dcjs.virginia.gov) or (804) 371-0531

## **Introduction**

The Department of Criminal Justice Services (DCJS) is accepting applications in support of funding for the Residential Substance Abuse Treatment (RSAT) for State Prisoners Program. The Violent Crime Control and Law Enforcement Act of 1994, Pub. L. 103-322 provides funds to Virginia for substance abuse treatment programs in state and local correctional facilities.

The Residential Substance Abuse Treatment Grant Program assists Virginia in maintaining and enhancing substance abuse treatment programs for incarcerated offenders throughout the Commonwealth. The funding for these programs is utilized to provide evidence based substance abuse treatment services in correctional settings to prepare offenders for reintegration into communities, reducing recidivism and promoting public safety.

## **Eligibility**

Local units of government and state agencies are eligible to apply for RSAT funding.

## **Program Design and Implementation**

**Program Requirements-** The Residential Substance Abuse Treatment grant funds may be used to implement or enhance residential substance abuse programs that provide individual and group activities for offenders in residential facilities operated by state or local correctional agencies. These programs must:

1. State Institution-based RSAT programs should last between 6 and 12 months. Each offender must participate in the RSAT program no less than 6 months or more than 12 months, unless he or she drops out or is terminated for cause. Entry into RSAT programs should occur only at the end of the inmate's sentence.
2. Jail-based RSAT programs should last between 3 and 6 months. Each offender must participate in the RSAT program no less than 3 months or more than 6 months, unless he or she drops out or is terminated for cause. State responsible offenders incarcerated at local jails shall participate for no less than 6 months and no more than 12 months. Entry into RSAT programs should occur only at the end of the inmate's sentence.
3. Juvenile detention centers and institutions should last between 3 and 6 months. Each juvenile must participate in the RSAT program for no less than 3 months or more than 6 months, unless he or she drops out or is terminated for cause. Entry into RSAT program should occur only at the end of the juvenile's sentence.
4. Provide residential treatment facilities set apart-in a completely separate facility or dedicated housing unit in a facility exclusively for use by RSAT participants from the general correctional population.
5. Focus on the substance abuse problems of the inmate.
6. Develop the inmates' cognitive, behavioral, social, vocational and other skills to solve the substance abuse and related problems.
7. 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.

Participation of offenders in the residential program is limited to inmates who are nearing the end of their sentences so they will be released from the program as opposed to release from general population.

**Purpose Areas-** DCJS has prioritized how RSAT funding will be utilized based on federal and state initiatives, success from previous projects and a needs assessment of relevant stakeholders. All programs must employ evidence-based practices. Applicants offering programs treating offenders with co-occurring disorders will be given priority consideration. These programs should meet all RSAT program requirements in addition to providing a separate track for dually diagnosed offenders. Funding for FY 2012 will support the following projects:

1. Jail-based RSAT programs

- a. Establish new RSAT programs in local jails. Local jurisdictions should prioritize RSAT funding needs based on the needs of inmate population and service areas.
- b. Enhancements to existing residential substance abuse treatment programs that meet the previously mentioned requirements.
- c. Supplement re-entry initiatives to aid offenders in reintegration into communities. Consideration should be given to how substance abuse treatment is integrated in the re-entry program. These programs should address the cornerstones in the RSAT model such as relapse prevention and cognitive behavioral therapy.

2. State Institution-based RSAT programs

- a. Establish new RSAT programs in Virginia's correctional system. The Virginia Department of Corrections and/or Department of Juvenile Justice should prioritize the needs of the inmate population and service areas.
- b. Enhancements to existing residential substance abuse treatment programs that meet the previously mentioned requirements.
- c. Supplement re-entry initiatives to aid offenders in reintegration into communities. Consideration should be given to how substance abuse treatment is integrated in the re-entry program. These programs should address the cornerstones in the RSAT model such as relapse prevention and cognitive behavioral therapy.

**Drug Testing** – DCJS requires subgrantees to agree to implement or continue to require urinalysis and/or other proven reliable forms of drug and alcohol testing of individuals assigned to residential substance abuse treatment programs in correctional facilities. Such testing must include individuals released from residential substance abuse treatment programs who remain in the custody of the state. States are also encouraged to implement drug testing and treatment programs throughout the criminal justice systems. As part of its application for funds, the applicant must describe its current drug testing programs, the number of offenders tested, and the

plan to expand or continue these programs. Grant funds may be used to pay the costs of testing offenders while in a grant-supported program.

**Aftercare** – DCJS requires subgrant applicants to coordinate and provide aftercare services to program participants. Aftercare services should involve coordination between the state RSAT programs with other human service and rehabilitation programs, such as education and job training, aftercare (post release) supervision, transitional therapeutic communities, halfway houses, local community service boards and probation offices that may aid in rehabilitation and reintegration. RSAT funds may not be used to fund treatment for more than one year after release. No more than 10% of the total award may be used for treatment of those released from a state facility.

**Matching funds** – The federal share of a grant-funded project may not exceed 75% of the total costs of the project. The 25% matching funds must be in the form of a cash match.

### **Reporting and Evaluation Requirements**

**Performance Measures-** Subgrantees of the Bureau of Justice Assistance (BJA) must comply with the [Government Performance Results Act, Public Law 103-62](#). In order to meet these requirements, recipients of federal grant awards must submit performance measures to determine if identified goals and objectives are being met on a quarterly and semi-annual basis. Performance Measures are due on the 12<sup>th</sup> working day following the end of each quarter. Performance measures are reported in the following ways:

- 1. Performance Evaluation Report-** This form is used to measure outcomes of program activities. Numeric data reported in this form is used to evaluate the effectiveness of RSAT goals and objectives such as reentry, recidivism and the subgrantees' ability to implement effective programs. This form should be submitted quarterly through the online GMIS reporting system. Additionally, semi-annual comprehensive data should be submitted in July (January-June) and January (July-December) in addition to the quarterly Performance Evaluation Report.
- 2. Performance Evaluation Summary-** This form is used to provide narrative details of the accomplishments of the program for the previous six months. The Performance Evaluation Summary is submitted through the online GMIS system by the 12<sup>th</sup> of January and July.
- 3. Work Plan Status Report-** This form is used to provide specific information on the status of goals and objectives throughout the project period. The Work Plan Status Report is submitted through the online GMIS system quarterly.

**Financial Reporting-** Financial reporting enables the Commonwealth of Virginia to meet its reporting commitments to BJA. Additionally, it enables DCJS to monitor project fiscal operations, provide assistance as required, and check the actual expenditures against budgeting costs.

- 1. Quarterly Financial Reports-** Quarterly Financial Reports are due on the 12<sup>th</sup> working day following the end of each quarter, including the 4<sup>th</sup> quarter. A report must be submitted every quarter the award is active even if there has been no

financial activity during the reporting period. A final report is due 90 days after the end date of the fiscal year. Future awards and funding may be withheld if quarterly financial reports are delinquent.

## Reporting Schedule

<u>Reporting Period</u>	<u>Report Type</u>	<u>Report Due</u>
January 1-March 31	<ul style="list-style-type: none"> <li>• Quarterly Progress Report</li> <li>• Quarterly Evaluation Report</li> <li>• Work Plan Status Report</li> <li>• Quarterly Financial Report</li> </ul>	April 12
April 1- June 30	<ul style="list-style-type: none"> <li>• Quarterly Progress Report</li> <li>• Quarterly &amp; Semi-Annual Evaluation Report</li> <li>• Semi-Annual Summary</li> <li>• Work Plan Status Report</li> <li>• Quarterly Financial Report</li> </ul>	July 12
July 1-September 31	<ul style="list-style-type: none"> <li>• Quarterly Progress Report</li> <li>• Quarterly Evaluation Report</li> <li>• Work Plan Status Report</li> <li>• Quarterly Financial Report</li> </ul>	October 12
October 1- December 31	<ul style="list-style-type: none"> <li>• Quarterly Progress Report</li> <li>• Quarterly &amp; Semi- Annual Evaluation Report</li> <li>• Semi-Annual Summary</li> <li>• Work Plan Status Report</li> <li>• Quarterly Financial Report</li> </ul>	January 12

Once grants are awarded, the person responsible for administering the grant should contact DCJS for a username and password at [GrantsWeb@dcjs.virginia.gov](mailto:GrantsWeb@dcjs.virginia.gov). To submit progress reports online through the Grants Management Information System (GMIS), refer to the Online GMIS Online Manual at <http://grants.dcjs.virginia.gov/grantsInternetUserManual.pdf>. Forms for all required reporting and evaluation requirements can be found at <http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=1&announce=10&program=Correctional>

## Administrative Provisions

### Assurances

The application forms found in Appendix A include a list of assurances with which the subgrantee/applicant agrees to comply. It is the responsibility of the subgrantee of the federal funds to fully understand and comply with the requirements. Failure to comply may result in the withholding of funds, termination of award or other sanctions.

**Restriction on Use of Funds:** Grant funds shall not be used for land acquisition or construction projects. Grant funds, including match, may not be used for: firearms, ammunition and related equipment; clothing/uniforms; construction or renovation; land acquisition; lobbying and political contributions; honoraria; bonuses; personal entertainment such as tickets to sporting events; personal calls; alcohol; food and beverages; and luxury vehicles.

## **How to Apply**

**Application Requirements-** RSAT grant applications may be accessed through the DCJS homepage at <http://www.dcjs.virginia.gov/>. Email communication should be made to Stephanie Arnold, RSAT Coordinator, at [stephanie.arnold@dcjs.virginia.gov](mailto:stephanie.arnold@dcjs.virginia.gov).

The application for the Residential Substance Abuse Treatment grant funds must contain the following information:

Application Forms, Supporting Documents, Assurances, Special Conditions and Certifications. Applicant instructions are included in Appendix A. Forms for application submission may be found at:

<http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=7&program=grants>

1. State Grant Application Face Sheet
2. Program Narrative- Instructions in Appendix A.
3. Budget Detail Worksheet
4. Budget Narrative- Instructions in Appendix A.
5. Certifications Regarding Lobbying: Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
6. General Assurances

### **Application Timeline**

May 2011 Announcement of the availability of funds

July 1, 2011 Deadline for applications

August 2011 Corrections subcommittee reviews applications and makes recommendations for funding

September 2011 CJSB funding decisions

October 1, 2011 Project period begins for grants that are awarded

## **Appendix A**



## GRANT APPLICATION FORM

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**Grant Program** – RSAT.

**Congressional Districts** – Leave Blank

**Applicant** – Use this space to provide the name of the locality or state agency applying.

**Faith Based Organization** – Leave Blank

**Applicant FIN** – Use this space to provide the applicant’s federal identification number.

**Best Practice** – Leave Blank

**Jurisdiction(s) Served** – List all localities to be served; or indicate “statewide” if that is appropriate.

**Program Title** – List the specific title of the grant program category, if any, under which you are requesting funds.

**Targeted Age** – Leave Blank

**Grant Period** – 10-1-2011 through 10-1-2012

**DUNS Number** – Provide the Data Universal Numbering System (DUNS) Number. DUNS number is a unique nine-character identification number provided by Dun and Bradstreet. If you do not have a number for the locality or organization, please go to the website <http://fedgov.dnb.com/webform> to get one.

**Type of Application** – New

**Rural, Urban or Suburban** – Check the box that best describes the applicant locality.

**Project Director** – The person who will have day-to-day responsibility for managing the project.

**Project Administrator** – The person who has authority to formally commit the locality or state agency to complying with all the terms of the grant application including the provision of the required cash match. This **must** be 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** – The person who will be responsible for fiscal management of funds.

**It is extremely important that you provide e-mail address, telephone and fax numbers for each person.**

**Brief Project Description** – A short description of the proposed project.

**Project Budget Summary** – Total figures from “Itemized Budget.”

## **PROGRAM NARRATIVE INSTRUCTIONS**

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Applicants must submit a narrative that describes the proposed program activities for FY 2012. Narratives should include:

- 1. Program Goals:** The goals of the program, the ongoing or implementation process, timetable for implementation and 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 should be 3 pages in length.
- 2. Evidence-Based Practices:** Include a discussion of how evidence based practices will be utilized in proposed RSAT funded programs. Cite how the requested enhancements or initial program models have been tested and provide subsequent outcomes in delivering RSAT related services. Evidence-Based Practices section should be 2-3 pages in length.
- 3. Explanation of how agency will coordinate RSAT's design and implementation at the state and local levels.** Examples include coordination with state and local probation offices as well as local Community Services Boards. This portion should be 2-3 pages in length.
- 4. Description of any current or pending federal awards, including other U.S. Department of Justice awards, which also will support RSAT efforts.** Include how these awards will be coordinated with the funding sought by this application. For each, include the program/project title; the federal grantor agency; the federal award amount; and a very brief description of its purpose. This information is requested to document enhanced coordination among federal agencies in addressing state and local needs. This portion should be 1-2 pages in length.
- 5. Detailed plan for collecting and reporting performance measures data and outcome measures.** This portion should be 1-2 pages in length.

## ITEMIZED BUDGET INSTRUCTIONS

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Use the “Itemized Budget” forms to detail all proposed expenditures to be made with grant funds, including matching funds. This form can be downloaded from the DCJS web site at <http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=7&program=grants>.

### Matching Funds

It is important to remember that matching funds included in a grant budget are subject to the same requirements and conditions, which apply to the federal funds awarded by DCJS. These include the certifications and assurances required to be submitted with the grant application and any conditions attached to the grant award. The federal share of a grant-funded project may not exceed 75 percent of the total costs of the project. The 25 percent matching funds must be in the form of a cash match.

### Budget Categories

#### 1. Personnel/Employees

- a) **For Salaries:** list each position by title (and name of employee, if available). Show the annual salary rate for the employee and the number of hours to be devoted to the project by the employee. The amount requested should take into account time needed to establish and fill new positions and the changing demands for personnel during the course of the project. Job descriptions and qualifications of staff should be on file at the implementing agency. Employees who are paid in whole or part with grant funds (including match) must perform work for the grant-funded project in proportion to the amount of their pay provided by the grant.
- b.) **For employee benefits:** Indicate each type of benefit included and the total cost allowable to employees assigned to the project.

#### 2. Consultants

- a) **For individuals to be reimbursed for personal services on a fee basis:** List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. **Individual Consultant rates may not exceed \$450.00 per day.**
- b) **For organizations, providing professional services, including professional associations and educational institutions:** State the type of services being performed and estimated contract price.
- c) **Consultant Travel and Subsistence:** Estimate actual costs. These must be reasonable and adhere to the subgrantee’s established travel policy.

Requests for funds for consultants will be very carefully screened. The narrative must clearly explain how the use of outside consultants will significantly and permanently enhance project effectiveness.

### **3. Travel**

Itemize total travel expenses of project personnel by local mileage, non-local, and subsistence. Subgrantees may follow their own established travel rates if they have established travel policies. If a subgrantee does not have an established policy, the state travel policy (currently \$.51/mile) must be followed. The state allows reimbursement for actual reasonable expenses. Transportation costs, such as air and rail fares, are at coach rates. The narrative should explain relevance of the proposed travel to job duties.

### **4. Equipment**

Each item to be purchased must be separately listed with unit cost. Each item to be leased or rented must be separately listed with the cost associated with the lease or rental. The budget narrative must thoroughly explain the relevance and importance of each item to the RSAT project. Items not thoroughly justified in budget narrative may be deleted.

### **5. Supplies and Other Operating Expenses**

All costs should be itemized within this category by major types (e.g., office supplies, training materials, research forms, telephone, and postage). The basis for cost computations should be shown ("x" dollars per month for office supplies; "y" dollars per person for training materials; telephone long distance at "z" dollars per month, etc.). Office rental costs must be reasonable and consistent with rents charged in the area.

### **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.

## **BUDGET NARRATIVE INSTRUCTIONS**

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In addition to completing the Budget Itemization forms, you must also provide a Budget Narrative, which explains the reason for each requested budget item and provides the basis for its cost. **All requested items must be thoroughly justified and clearly related to the proposed RSAT project or they may be reduced or deleted from the budget.**

1. The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. Do not simply restate the figures in the itemized budget.
2. All requested items must be thoroughly justified and clearly related to the proposed project or the budget may be reduced by this amount.
3. Staff, services, office space or supplies shared across project budgets should be appropriately split, clearly stated and identifiable on both the Budget Worksheet and Budget Narrative. Subgrantees must track the number of hours a week, month and quarter RSAT funded employees spend working in the program. This information is required in quarterly performance measures and should be maintained on a routine basis.
4. Any local or federal funds supporting this project must be reported in Section 7 of the Budget Worksheet and explained in the narrative. This includes but IS not limited to local, federal, or other state funds utilized to pay staff associated with the project.
5. If services are contracted, all expenses related to that service should be included under the "Consultants" category with a separate budget itemizing how funds will be expended for said services by each consultant.