



**Commonwealth of Virginia  
Department of Criminal Justice Services**

**FY 2015 Program Guide  
Residential Substance Abuse Treatment (RSAT)  
for Prisoners**

Applications must be received by July 18, 2014

Virginia Department of Criminal Justice Services  
1100 Bank Street • 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 Virginia Department of Criminal Justice Services (DCJS) is accepting applications in support of funding for the Residential Substance Abuse Treatment (RSAT) for 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 RSAT 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 promote public safety by enhancing offender opportunities for living in the community without using alcohol or illegal drugs, preparing offenders for reintegration into communities and reducing recidivism.

## ELIGIBILITY

Local units of government on behalf of local and regional jails 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 therapeutic and vocational activities for offenders in residential facilities operated by local correctional agencies. To be eligible for consideration, jail-based residential programs must:

1. Last between three and six months. Each offender must participate in the RSAT program at least three months and no more than six 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. Provide residential treatment facilities set apart in a completely separate facility or dedicated housing unit in a facility exclusively for use by RSAT participants apart from the general correctional population.
3. Focus on the substance abuse problems of the inmate.
4. Develop the inmates' cognitive, behavioral, social, vocational and other skills to solve the substance abuse and related problems.
5. Provide substance abuse treatment practices and services that have a demonstrated evidence base and that are appropriate for the target population.
6. Utilize a 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 pinpoints 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>
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 going back into and ultimately being released 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 clinical assessment and appropriate treatment. Funding for FY 2015 will support the following projects:

- Jail-based RSAT programs: Establish new RSAT programs in local jails. Local jurisdictions should prioritize RSAT funding needs based on the needs of inmate population and service areas.

**Drug Testing**—Subgrantees must 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. 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**—Subgrantees must 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 other community-based treatment providers, 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 after release.

**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 local 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. **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

Reporting Period	Report Type	Report Due
January 1–March 31	<input type="checkbox"/> Quarterly Progress Report <input type="checkbox"/> Quarterly Evaluation Report <input type="checkbox"/> Work Plan Status Report <input type="checkbox"/> Quarterly Financial Report	12 <sup>th</sup> working day of April
April 1–June 30	<input type="checkbox"/> Quarterly Progress Report <input type="checkbox"/> Quarterly & Semi-Annual Evaluation Report <input type="checkbox"/> Semi-Annual Summary <input type="checkbox"/> Work Plan Status Report <input type="checkbox"/> Quarterly Financial Report	12 <sup>th</sup> working day of July
July 1–September 31	<input type="checkbox"/> Quarterly Progress Report <input type="checkbox"/> Quarterly Evaluation Report <input type="checkbox"/> Work Plan Status Report <input type="checkbox"/> Quarterly Financial Report	12 <sup>th</sup> working day of October
October 1–December 31	<input type="checkbox"/> Quarterly Progress Report <input type="checkbox"/> Quarterly & Semi-Annual Evaluation Report <input type="checkbox"/> Semi-Annual Summary <input type="checkbox"/> Work Plan Status Report <input type="checkbox"/> Quarterly Financial Report	12 <sup>th</sup> working day of January

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 [www.dcjs.virginia.gov/forms/sectionForms.cfm?code=1&announce=10&program=Correctional](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**—The RSAT grant applications may be accessed through the DCJS homepage at: [www.dcjs.virginia.gov](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).

You may apply for up to an award total of \$106,667. This total award amount includes the required 25% cash match of \$26,667 and 75% federal funds of \$80,000 to begin on October 1, 2014 through September 30, 2015. Continuation of funding for up to three additional years is subject to program performance and availability of federal funding. Applicants should anticipate and plan for a decrease in federal funds and an increase in cash match after the first year of funding in order to leverage availability of federal funds.

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

Application Forms, Supporting Documents, Assurances, Special Conditions and Certifications. Application instructions are included in Appendix A. Two copies and one original application should be submitted for consideration. Forms for application submission may be found at: [www.dcjs.virginia.gov/forms/sectionForms.cfm?code=7&program=grants](http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=7&program=grants)

1. State Grant Application
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 2014 – Announcement of the availability of funds

July 18, 2014 – Deadline for applications

August 2014 – Corrections subcommittee reviews applications and makes recommendations for funding

September 2014 – CJSB funding decisions

October 1, 2014 – Project period begins for grants that are awarded

## 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** – Yes or No (does your proposed project replicate best practices?)

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

**Program Title** – Title of your project

**Targeted Age** – Adult

**Grant Period** – 10-1-2014 through 9-30-2015

**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.

**Please 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 2015. Narratives should include:

1. **Program Goals:** The goals of the program, the ongoing 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 up to three pages in length.
2. **Evidence-Based Practices:** Include a discussion of how evidence based practices will be utilized in proposed RSAT funded programs. Identify and discuss the evidence that shows the practice is effective, and discuss the population for which this practice has been shown to be effective; show that it is appropriate for the proposed target population. This section should be two to three pages in length.
3. **Explanation of how agency will coordinate RSAT project at the state and local levels.** Examples include coordination with state and local probation offices as well as local Community Services Boards. Partnerships with local service providers are encouraged. This portion should be two pages in length. Include MOUs/MOAs and/or letters of intent as an attachment. Consultants and/or employees should have appropriate experience and/or licensure to deliver evidence based substance abuse services.
4. **A plan for how your agency/locality plans to programmatically and financially sustain any proposed residential treatment program.** RSAT funding is awarded based on program compliance as well as the availability of federal funds. Please 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 should be one page in length.
5. **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 one to two pages in length.
6. **Detailed plan for collecting and reporting performance measures data and outcome measures.** This portion should be one page 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 [www.dcjs.virginia.gov/forms/sectionForms.cfm?code=7&program=grants](http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=7&program=grants). Please round numbers to the nearest whole dollar.

### 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 from non-federal sources.

### 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 \$.56/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 the 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. 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.
4. 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.