



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

**FY 2019 Medication Assisted Treatment
Program Guide
Residential Substance Abuse Treatment (RSAT)
for Prisoners**

Applications must be received by 5:00 p.m. on April 27th, 2018

Virginia Department of Criminal Justice Services
1100 Bank Street • Richmond, VA 23219

www.dcjs.virginia.gov

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

Introduction

The Virginia Department of Criminal Justice Services (DCJS) is accepting applications 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 funding assists Virginia in maintaining and enhancing substance abuse treatment programs for incarcerated offenders. The funding will provide evidence-based residential Medication Assisted Treatment (MAT) services in local and regional jails 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. Applicants may apply for a total grant award of \$204,538.

In response to the current opioid crisis that has impacted all Virginia communities, this program is initiating an additional tool for the treatment of substance use disorders for incarcerated individuals. The U.S. Food and Drug Administration (FDA) has approved three types of medication for the treatment of opioid use disorder:

- Methadone has been used effectively for over 50 years to treat opioid use disorder. U.S. law requires that when methadone is used to treat addiction. It can only be prescribed and dispensed in an opiate treatment program (OTP) that is approved by the US Drug Enforcement Agency (DEA) and the federal Substance Abuse and Mental Health Services Administration; state law requires that these clinics be licensed by the Department of Behavioral Health and Developmental Disabilities.
- Buprenorphine products have been used for the treatment of opioid use disorder since 2003. When used to treat addiction, buprenorphine products can only be prescribed by a prescriber who has met certain training criteria and been approved by the United States Drug Enforcement Administration. In addition, there are legal restrictions about how buprenorphine products can be dispensed.
- Naltrexone is highly effective in treating alcohol use disorders and has recently been approved by the FDA to treat opioid use disorder. It can be prescribed and administered by any licensed prescriber.

Eligibility

Local units of government on behalf of local and regional jails are eligible to apply for RSAT funding. DCJS anticipates funding up to two jails beginning July 1, 2018.

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. Only those applicants offering programs that include a combination of MAT and behavioral therapies will be considered. These programs shall meet all RSAT program requirements in addition to providing clinical assessment and appropriate treatment. Funding for FY 2019 will support the following projects:

1. **Planning**—Applicants that wish to use the first year (of possible four funding years) for planning may do so under the Planning purpose area. Applicants should describe the activities that will take place in the initial year of funding. Successful applicants will be

ready to provide MAT services at the start of the second possible year of funding (July 1, 2019) *or* prior to the end of the first year of funding. Instructions for applying under the Planning purpose are can be found in Appendix A.

2. **Program Implementation**—Applicants that demonstrate program readiness to assess and accept participants into the MAT program may do so under the Program Implementation purpose area. Applicants should fully describe program services and the ability to collect performance measures on program activities. Instructions for applying under the Program Implementation purpose areas can be found in Appendix A.

Program Design and Implementation

Program Requirements—The Residential Substance Abuse Treatment grant funds may be used to implement or enhance residential MAT 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 Medication Assisted Treatment (MAT) programs must:

1. Utilize at least one antagonist such as Naltrexone, agonist medication such as methadone, or partial agonist medication such as buprenorphine in coordination with other evidence based behavioral treatment components.
2. Last between three and six months. Each offender must participate in the RSAT program for at least three months and no more than six months, unless he or she drops out or is terminated for cause.
3. Provide residential treatment facilities in a completely separate facility or dedicated housing unit in a facility exclusively for use by RSAT participants set apart from the general correctional population. Pods or wings of housing units are acceptable methods for separating the treatment population from the general population.
4. Focus on the substance use disorder and related problems of the inmate.
5. Develop the inmate's cognitive, behavioral, social, vocational and other skills to address the substance abuse and related problems.
6. Provide MAT practices and services that have a demonstrated evidence base and are appropriate for the target population. This shall include medication assisted treatment and evidence based cognitive behavioral treatment incorporated into group and individualized counseling, case planning, peer support, as well as intensive reentry services.
7. 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 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>
8. 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 and will be released directly into the community from the program as opposed to going back into and ultimately being released from general population.

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 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 from jail.

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. Applicants may apply for up to an award total of \$272,717. This total award amount includes the required 25% cash match of \$68,179 and 75% federal funds of \$204,538 to begin on July 1, 2018 through June 30, 2019. 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. Grantees should expect their contribution to the total budget to be 25% in years one and two, 50% in year three, and 75% in year four.

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 12th working day following the end of each quarter. Performance measures are reported in the following ways:

1. **Performance Measures**—These are used to measure outcomes of program activities. Numeric and narrative data reported in this form are 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.
2. **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 12th working day following the end of each quarter, including the 4th 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.

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; or luxury vehicles.

How to Apply

Applications must be submitted via email 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 5:00 p.m. Friday, April 27th, 2018. 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 RSAT and the locality name in the subject line.

A complete application must include:

1. [**Grant Application Cover**](#).
2. Program Narrative. *Instructions in Appendix A*
3. Budget Narrative. Provide thorough justification for each line item request in the itemized budget form. Each line item should be described in detail. *Instructions in Appendix A*
4. Itemized Budget. Form and instructions found [here](#).
5. 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.
6. Signature page of the [**General Grant Conditions and Assurances**](#), signed by the city, county or town manager.

Application Timeline

March 2018: Announcement of the availability of funds

April 27th, 2018: Deadline for applications

May 2018: Corrections subcommittee reviews applications and makes recommendations for funding

June 2018: CJSB funding decisions

July 1, 2018: Project period begins for grants that are awarded

Inquiries about this solicitation should be made to Stephanie Arnold, RSAT Coordinator, at stephanie.arnold@dcjs.virginia.gov

GRANT APPLICATION FORM
Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, VA 23219

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 – 7-1-18 through 6-30-2019

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 2019. Narratives should include:

1. Program Goals:

- a. **Planning Applications:** Applicants should indicate the goals of the Medication Assisted Treatment (MAT) program. Describe activities such as meetings, trainings, site visits, hiring of program staff and other planning activities. Discuss how these activities will assist your agency in planning for program implementation. 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). Provide timelines of activities and persons responsible for executing those timelines. Explanation of program goals may be up to three pages in length.
- b. **Implementation Applications:** 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.

2. Evidence-Based Treatment Practices:

- a. **Planning Applications:** 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, discuss the population for which this practice has been shown to be effective, and show that it is appropriate for the proposed target population. If treatment practices and/or target population will be developed during the planning year please indicate what agencies, individuals, stakeholders or other resources will be accessed as part of the planning year for this project. This section may be three pages in length.
- b. **Implementation Applications:** Include a discussion of how evidence based practices will be utilized in proposed RSAT funded MAT program. The application of all treatment modalities should be described as well as discussion of how these have been vigorously tested and proven effective for criminal justice involved persons. This section may be five pages in length. Consent to treatment and other related medical disclosure forms should be included as an attachment to the application. Each participant must sign an indication of their understanding of medication and health indications.

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

- i. **Screening and Assessment:** This section should include a description of the process by which inmates 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 inmates 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 demonstrate that MAT practices and modalities have been recognized by peer reviewed publications and/or national leading criminal justice and behavioral health organizations such as or including 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 (www.crimesolutions.gov/default.aspx), the American Society of Addiction Medicine (www.asam.org/), and the Training and Technical Assistance website for the Residential Substance Abuse Treatment for Offenders grant program (www.rsat-tta.com/Home). The program *must* utilize at least one antagonist such as Naltrexone, agonist medication such as methadone, or partial agonist medication such as 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/home>.

3. Program Coordination:

- a. **Planning Applications:** Explanation of how agency will coordinate the RSAT project at the state and local levels. Examples include coordination with local probation offices, community service boards, drug treatment courts, local private and nonprofit services provider, peer support organizations, and medical providers. Partnerships with local service providers are encouraged. Include letters of intent to demonstrate planning activities as attachments. This portion may be two pages in length.
- b. **Implementation Applications:** Explanation of how agency will coordinate the RSAT project at the state and local levels. Examples include coordination with local probation offices, community service boards, drug treatment courts, local private and nonprofit services provider, peer support organizations, and medical providers. Partnerships with local service providers are encouraged. Include letters of intent to demonstrate program planning and readiness as attachments. This portion may be two pages in length.

4. Program Sustainability:

- a. **Planning Applications:** A plan for how the agency/locality will 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 may be one page in length.
- b. **Implementation Applications:** 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 may be one page in length.

5. Award Disclosure:

- a. **Planning and Implementation Applications:** Provide a description of any current or pending federal for 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 information is requested to document enhanced coordination among agencies in addressing state and local needs. This portion may be one to two pages in length.

6. Data Collection:

- a. **Planning Applications:** Provide a detailed plan for collecting and reporting performance measures, data, and outcome measures. A full description of performance measures can be found [here](#). During the planning year, grantees will not be required to submit program specific data as the program will not yet be operational. Applicants should prepare to provide [work plan status reports](#) along with the narrative portion of the performance measures. This portion of the application may be one page in length.
- b. **Implementation Applications:** Applicants should describe the process of 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. This will require a systematic and streamlined collaboration with community partners to collect this information. Applicants should prepare to provide [work plan status reports](#) along with the narrative portion of the performance measures. A full description of performance measures can be found [here](#). This portion of the application may be one page in length.

ITEMIZED BUDGET INSTRUCTIONS

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1100 Bank Street, Richmond, Virginia 23219

Use the “Itemized Budget” forms to detail all proposed expenditures to be made with grant funds, including matching funds. 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% of the total costs of the project. The 25% matching funds must be in the form of a cash match from non-federal sources. The 75/25 percent split must be demonstrated on each line item on the budget worksheet and budget narrative.

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. Funds may be requested to hire program staff during the planning phase.
- 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 \$650.00 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 mileage, 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 \$.545/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. Applicants may indicate the cost of medication associated with this program in this line item.

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. Planning and Implementation applicants may request RSAT funds for the purchase of medication. **All requested items must be thoroughly justified and clearly relate 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.