



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

FY 2020 Grant Application Guide

Application Due Date

March 22, 2019

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

February 22, 2019

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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>.

Funding for FY 2020 will support the following projects:

- A. **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
- B. **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.

II. 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.

III. Grant Writing Guidance

For guidance on preparing and submitting a grant application, please contact Aja Ferguson at 804-225-4127 or aja.ferguson@dcjs.virginia.gov or Lesley Egen at 804-371-0531 or leslie.egen@dcjs.virginia.gov

IV. Grant Application Deadline

Applications must be emailed to DCJS no later than 5:00 p.m. on March 22, 2019.

Applications received later than 5:00 p.m. on March 22, 2019 will not be considered.

V. Grant Review Process

Grant application reviewers will rate each application based on the information provided in response to these guidelines and the clarity, substance, and strength of the case made for funding. Reviewers will also consider geographic location, budget justification, cost effectiveness of proposed projects, availability of funds, and the ability to complete the goals of the grant based on programmatic design, applicant's financial health, and organizational

capacity. 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.

The Grants Committee of the Criminal Justice Services Board (CJSB) will review grant applications and recommendations and make funding recommendations to the CJSB.

The CJSB will make final grant award decisions at their meeting on May 9, 2019.

Following the CJSB's decisions, grant award packages will be issued by the DCJS Office of Grants Management in the Division of Finance and Administration. Fiscal and programmatic revisions may be required as a condition of funding.

If the CJSB does not recommend funding for an applicant, the applicant may submit a written appeal to the DCJS Office of Grants Management for consideration by an appeals panel of the CJSB. DCJS will notify any applicants eligible for appeal and the date and time of the appeals panel.

VI. Grant Period

Applicants will be funded for one year, July 1, 2019, through June 30, 2020 (FY 2020).

VII. 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.

VIII. Restrictions

Grant recipients may not use these grant funds for:

- A. Land acquisition or capital projects.
- B. Lobbying or political contributions.
- C. Honoraria or bonuses.
- D. Personal entertainment.
- E. Purchasing food and beverages, including alcohol.

IX. Availability of Continuation Funding

The award of a RSAT grant does not guarantee funding awards in subsequent years. In addition to the availability of funds, a project's implementation, performance, compliance with reporting requirements, and any special conditions placed on the grant are key factors in determining eligibility for continuation funding.

X. Application 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. To be eligible for consideration, jail-based residential MAT programs must:

- A. 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>
- B. Engage inmates for at least 3 months.
- C. Focus on the inmate's substance abuse diagnosis and addiction-related needs.
- D. 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.
- E. 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.
- F. 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.
- G. 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.

XI. Application Forms and Instructions

A. Grant Application Face Sheet:

1. Grant Program: RSAT.
2. Congressional District: Leave blank.
3. Applicant: Name of locality or public agency applying for the grant.
4. Faith Based Organization: Select No.
5. Applicant FIN: Federal Identification Number for the Administrative and Fiscal Agent.
6. Best Practice: Yes or No.
7. Jurisdiction(s) Served and Zip Codes: List all jurisdictions
8. Program Title: Title of your project.
9. Certified Crime Prevention Community: Leave Blank
10. Grant Period: July 1, 2019 to June 30, 2020.
11. DUNS Number: Provide your locality's or organization's Data Universal Numbering System (DUNS) number. The DUNS number is a unique nine-character identification number issued by Dun and Bradstreet. If you do not have a DUNS number, go to <http://fedgov.dnb.com/webform>
12. Type of Application: Select New.
13. Rural, Urban, Suburban: Select the check the box that best describes your locality.
14. Project Director: Name and contact information for the person who will have day-to-day responsibility for managing the program and who will be the contact if DCJS needs program-related information.
15. Project Administrator: This is the administrative and fiscal agent who oversees the management of the grant.
16. Finance Officer: Name and contact information for the person responsible for fiscal management of the funds associated with this grant.
17. Signature of Project Administrator: The signature of the administrative and fiscal agent who oversees the management of the grant.
18. Brief Project Description: In 100 words or less, provide a description of the program.
19. Project Budget Summary: Total figures from the Itemized Budget. All amounts must be rounded to the nearest dollar. Federal and match funding must be included.

B. Program 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 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.

C. Project Itemized Budget and Narrative: (To be completed by all grant applicants)

The project budget is a vital part of the grant application. 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 the 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

This applies to all employees who will be supported by funds associated with this program.

- a. All tasks, duties, and responsibilities must relate directly to RSAT activities. All consultant services must directly relate to RSAT service to participants.
- b. Salaries: List each position by title on the itemized budget form (and name of employee, if available). Show the total annual salary rate for the employee (regardless of funding source), the number of annual hours to be devoted to RSAT grant activities and if the employee is full-time or part-time.
- c. Explain the positions and their functions in the narrative.
- d. Employee Benefits: Indicate each type of benefit included and the total cost allowable to employees assigned to the project. If this is percentage based, indicate the percentage.

2. Consultants

- a. Consultant expenses must be itemized and include the type of consultant or service, the proposed rate, and the amount of time to be devoted to such services.
- b. For contracted services, include, as an attachment, a copy of a current Memorandum of Understanding (MOU) and/or contract (if a private provider is currently utilized and expected to continue) or a description of what the contract will include and a description of how the service provider will be or has been selected.

3. Travel

Itemize total travel expenses of program personnel by local mileage, non-local, subsistence, and lodging. Grantees must follow the state’s travel policy unless there is a written local travel policy. The state allows reimbursement for actual reasonable expenses. Unless a local policy governs, mileage is reimbursed at the federal rate. Transportation costs, such as air and rail fares, are at coach rates. Subsistence is paid

according to a per diem rate. Justify all travel by explaining its relevance to job duties and services to participants.

4. Equipment

Equipment includes, but is not limited to, the purchase or lease of items such as 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.

XII. Grant Reporting Requirements

Grant recipients must submit Quarterly Financial and Progress Reports online to DCJS. 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.

XIII. How and Where to Submit Application

The completed DCJS Grant Application packet must be received by 5:00 p.m. on March 22, 2019, and must be submitted electronically. Applicants must email all of the following documents to: grantsmgmt@dcjs.virginia.gov

1. Completed Excel file for Itemized budget, and
2. A Word file containing the Project Narrative, and
3. A Word file containing the Budget Narrative, and
4. A PDF copy of the Letters of support
5. A PDF copy of the Approved indirect cost letter
6. One (1) PDF copy of the entire complete signed 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.

XIV. Grant Application Checklist

Submit the following items for the grant application in the order specified below:

- Application Face Sheet
 - Signed by the Project Administrator
 - FIN number included
 - DUNs number included
 - Zip + 4 used
- Program Narrative
- Project Budget Itemizations and Narratives
 - Itemized budget
 - Budget narrative
 - Letters of support
 - Approved indirect cost letter