

# GOVERNOR'S OFFICE of CRIME CONTROL and PREVENTION

## FY 2018 Residential Substance Abuse Treatment (RSAT) for State Prisoners Grant Program

### Notice of Funding Availability Application Guidance Kit



**Online Submission Deadline: April 1, 2019 3 pm**

**Funded through:  
Department of Justice, Office of Justice Programs, Bureau of Justice Assistance  
(CFDA# 16.593)**

Governor's Office of Crime Control and Prevention  
100 Community Place  
Crownsville, Maryland 21032-2022  
[www.goccp.maryland.gov](http://www.goccp.maryland.gov)  
(410) 697-9338

Larry Hogan, Jr., Governor  
Boyd K. Rutherford, Lt. Governor  
V. Glenn Fueston, Jr., Executive Director

**Note: Hard copy applications are no longer being accepted.**

#### **ELIGIBILITY**

Funding through this application is available to state and local government agencies. Nonprofit organizations may apply to provide aftercare services only.

#### **IMPORTANT NOTES**

Applicants are required to apply for grant funding through the Governor's Office of Crime Control and Prevention online application process located at <http://goccp.maryland.gov/grants/>. Instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Additionally, all applicants **MUST** provide proof that they have a valid federal **DUNS** number and be **currently registered** with the [System for Award Registration \(SAM\)](#). A screenshot reflecting this information is sufficient.

## Getting Started

Thank you for applying for the **Residential Substance Abuse Treatment (RSAT) for State Prisoners Program** from the **Governor's Office of Crime Control and Prevention (GOCCP)**. The primary purpose of RSAT is to assist in the development and implementation of substance abuse treatment programs in state and local correctional and detention facilities. Funds are also available to create and maintain community reintegration services for offenders after they are released from incarceration. This supports GOCCP's objective of maximizing the public safety returns on Maryland's corrections spending.

Prospective applicants are encouraged to implement programs to address the treatment needs of pre- and post-release prisoners identified as having a substance use disorder. The Governor's Office of Crime Control and Prevention encourages programs that involve partnerships, collaboration, and best practices to meet the treatment needs of these individuals.

If you need application assistance, please contact:

Jackie Adams, Program Manager

410-697-9312

[Jacqueline.Adams1@maryland.gov](mailto:Jacqueline.Adams1@maryland.gov)

Justice Schisler, Chief of Programs

410-697-9334

[Justice.Schisler@maryland.gov](mailto:Justice.Schisler@maryland.gov)

The Governor's Office of Crime Control and Prevention's success is measured by sub-recipient success. It is critical that we hear from you, our customers. To share your ideas of how the Governor's Office of Crime Control and Prevention can serve you better, email your program manager.

## Governor's Office of Crime Control and Prevention Mission:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

# Table of Contents

<b>ELIGIBILITY CRITERIA</b>	<b>4</b>
<b>PROGRAM DESCRIPTION</b>	<b>4</b>
<b>PROGRAM REQUIREMENTS</b>	<b>4</b>
<b>APPLICATION PROCESS</b>	<b>8</b>
<b>TRAINING/TECHNICAL ASSISTANCE (TA)</b>	<b>8</b>
<b>IMPORTANT DATES</b>	<b>8</b>
<b>APPLICATION EVALUATION</b>	<b>8</b>
<b>FUNDING SPECIFICATIONS</b>	<b>9</b>
<b>DISTRIBUTION OF FUNDS &amp; REPORTING REQUIREMENTS</b>	<b>10</b>
<b>APPLICATION CHECKLIST</b>	<b>11</b>

## **I. ELIGIBILITY CRITERIA**

### **A. General**

The following entities in Maryland are eligible to submit an application for RSAT funding:

- State government agencies
- Local government agencies
- Nonprofit organizations requesting funding to provide aftercare services

**Only one application may be submitted per agency.**

## **II. PROGRAM DESCRIPTION**

### **A. Requiring Agency**

Governor's Office of Crime Control and Prevention (GOCCP)

### **B. Opportunity Title**

Residential Substance Abuse Treatment (RSAT) for State Prisoners Grant Program

### **C. Submission Date**

April 1, 2019 by 3 pm

### **D. Anticipated Period of Performance**

July 1, 2019 to June 30, 2020

### **E. Funding Opportunity Description**

GOCCP announces the availability of up to \$417,838 in funding from the RSAT program and anticipates making up to three awards to agencies to enhance their capabilities to provide residential substance abuse treatment for incarcerated and post-release inmates. Awards will range from \$75,000 to a maximum of \$250,000.

RSAT assists state and local government agencies in the development and implementation of substance abuse treatment programs in state and local correctional and detention facilities. Funds are also available to create and maintain community reintegration services for offenders after they are released from incarceration.

The goal of RSAT is to break the cycle of drugs and violence by reducing the demand for, use, and trafficking of illegal drugs. RSAT enhances the capability of states and units of local government to provide residential substance abuse treatment for incarcerated inmates; prepares offenders for their reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs; and assists offenders and their communities through the reentry process through the delivery of community-based treatment and other broad-based aftercare services. Treatment practices/services should be, to the extent possible, evidence-based.

## **III. PROGRAM REQUIREMENTS**

### **A. Purpose Areas**

To qualify for funding under this grant, the applicant **must propose to implement one or more of the following types of programs:**

- Residential/Prison-based
- Jail-based
- Aftercare

Applications involving partnerships with community-based substance abuse treatment programs will be given priority consideration.

RSAT funds should be used to implement:

*Residential/Prison-based Programs that:*

- Engage participants for a period between 6 and 12 months.
- 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.
- Focus on the inmate's substance use diagnosis and addiction related needs.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to address the substance use and related problems.
- 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.

If possible, RSAT participation should be limited to inmates with 6 to 12 months remaining in their confinement so they can be released from prison instead of returning to the general prison population after completing the program.

Program design should be based on effective, scientific practices.

*Jail-Based Programs that:*

- Engage participants for at least 3 months.
- Focus on the inmate's substance use diagnosis and addiction related needs.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance use and related problems.

If possible, jail-based programs should separate the treatment population from the general correctional population and program design should be based on effective, scientific practices.

Aftercare:

Per 42 U.S.C. 3796ff-1(c), to be eligible for funding under the RSAT Program, a state shall ensure that individuals who participate in the substance abuse treatment program established or implemented with assistance provided under this program will be provided with aftercare services. Aftercare services must involve coordination between the correctional treatment program and other social service and rehabilitation programs, such as education and job training, parole supervision, halfway houses, self-help, and peer group programs. To qualify as an aftercare program, the head of the substance abuse treatment program must work in conjunction with state and local authorities and organizations involved in substance abuse treatment to assist in the placement of program participants into community substance abuse treatment facilities on release. In addition, states shall coordinate these activities with any Substance Abuse and Mental Health Services Administration- (SAMHSA) funded state and/or local programs that address the needs of this target population. A state may use amounts received for aftercare if the chief executive officer of the state certifies that the state is providing, and will continue to provide, an adequate level of residential treatment services.

As required, preference will be given to programs that provide aftercare services. This includes coordination between the correctional treatment program and other human service and rehabilitation programs, such as education and job training, probation or parole supervision, halfway houses, and self-help and peer groups, which may help rehabilitate offenders.

**Promising Practices Guidelines for Residential Substance Abuse Treatment**

RSAT programs are based on the therapeutic community model, for which a considerable body of research supports the effectiveness of therapeutic community treatment for offenders, particularly in a continuum of care that involves prison treatment followed by community treatment. Therapeutic communities have a history of treating clients involved in

the criminal justice system, and the therapeutic community focus on treating the whole person (as opposed to drug problems exclusively) is particularly appropriate for RSAT populations.

Therapeutic communities using CBT are the most supported model. Key components of this include having counselor and peer-led groups; providing a process for participants to increase his or her role; using the group to establish norms to socialize the group; having individuals reward others; creating an environment that supports change; having separate housing units; instilling a sense of unity and pride; and including family treatment to develop a social support network.

#### *Core Elements of an RSAT Program*

RSAT programs should have clear eligibility criteria, primarily based on substance use disorder screening and assessments and criminogenic risk assessments. To the extent possible, the following elements should be incorporated in an RSAT Program.

- Programs should screen and assess individuals for co-occurring mental disorders.
- Individuals should receive a full biopsychosocial assessment to inform the development of individualized treatment plans and case management.
- Participation in RSAT should not depend on an individual's motivation for change.
- Treatment should target factors associated with criminal behavior in addition to substance use disorders.
- RSAT programs should offer treatment interventions that are evidence-based or based on promising practices.
- Medications should be considered part of the contemporary standard of care for the treatment of individuals with alcohol and opioid use disorders and also for individuals with co-occurring mental illness.
- RSAT length requirements should be considered minimum, and RSAT programming should be offered in phases.
- RSAT programs should be provided in flexible phases, based on participants having reached specified behavioral and recovery milestones.
- RSAT programs should be culturally competent.
- Positive programming should account for the majority of the participants' day.
- Recovery support is a critical component of ongoing recovery success during RSAT and after release.
- There should be more rewards than sanctions to encourage pro-social behavior and treatment participation.
- In group activities, the ratio of RSAT participants to staff should be no more than 20 to 1.
- Both treatment and security staff should receive training about substance use disorders, mental illness, and trauma, as well as specific training about the RSAT program itself, including its mission, operations, policies, and practices.
- Correctional officers with specific training and interest in working with RSAT programs should be assigned to RSAT pods.
- Treatment and correctional officers should be represented in program administration.
- RSAT programming should be responsive to a diverse population; include both group and individual counseling delivered in a way that supports and reinforces the acquisition of skills that aid and sustain recovery; and be periodically reviewed to ensure adopted methods are the best fit for participants.
- Cognitive behavioral therapy (CBT) and interventions should not be limited to specific CBT sessions, but instead should be practiced and reinforced by all program and staff, including both treatment staff and correctional officers.
- Therapeutic communities should be adapted to function within a prison or jail without sacrificing the essential components of a therapeutic community.
- Motivational interviewing for substance use disorders can help strengthen participants' motivation to stop using substances and constitutes an important component of RSAT programming.
- Treatment plans must be assessed and modified periodically to meet changing needs of participants and must incorporate a plan for transition into the community.

- RSAT programs should include compatible treatment and social services.
- RSAT programs should be trauma-informed regardless of whether trauma-specific services are provided.
- RSAT programs that serve individuals with co-occurring disorders should offer integrated treatment as appropriate.
- If RSAT participants require hospitalization, RSAT programs should recommend out-of-institution in-patient care as appropriate with security needs to reduce institutional health care costs.
- Urine testing should be supervised, periodic, and random. In addition, it should be done to ensure abstinence for participants who will be provided medication-assisted treatment prior to their release.
- Continuity of care is essential for people with substance use disorders who are reentering the community.
- Pre-and post-release case management systems should be included in RSAT programming to help support a smooth transition to the community.
- RSAT programs should work with their correctional systems to encourage state Medicaid managed care contract provisions that require plans to provide care coordination services to individuals upon release from jail or prison and recommend that eligible participants enroll in them.
- If individuals will be under correctional supervision upon release, the RSAT program should collaborate with probation/parole workers to incorporate aftercare treatment and services.
- Treatment planning for people with substance use disorders who are reentering the community should include strategies to prevent and treat serious chronic medical conditions such as HIV/AIDS, hepatitis B and C, and tuberculosis, as well as overdose prevention.
- RSAT participants should be screened for their eligibility for Medicaid—and any other health insurance or public benefits—and should receive education on basic health care literacy.

Any gains in substance use disorders treatment obtained in RSAT may dissipate upon release, especially if RSAT graduates return to the same environments and peers that contributed to their drug activity. RSAT should be considered preliminary, or the first phase of, treatment for long-term recovery. Insurance or access to free care is essential for the necessary continued treatment in the community.

## **B. Performance Measures**

Grantees will be required to track and measure program outputs and outcomes. Outputs and outcomes must be recorded and submitted to GOCCP on a quarterly basis.

The outputs and outcomes vary based on program(s) (jail/prison based programs and aftercare programs) funded under the award.

The following is a sample list, and is not inclusive of all outputs and outcomes that will be included in final awards:

- Number of treatment staff cross-trained in the jail/prison-based portion of the RSAT program.
- Number of program participants administered a risk and/or needs assessment
- Number of program participants eligible for medication assisted treatment, and of those eligible how many received MAT.
- Number of program participants with a continuity of care arrangement or reentry or transitional plan.

In addition, grantees will be required to complete and submit quarterly reports through the Bureau of Justice Assistance (BJA) Performance Measurement Tool at <https://bjapmt.ojp.gov/>.

A complete list of the federal reporting measures can be accessed at <https://bjapmt.ojp.gov/help/RSATPerformanceMeasures.pdf>.

#### **IV. APPLICATION PROCESS**

Applicants are required to apply for grant funding through the GOCCP web-based application process, which may be accessed through the web URL [www.goccp.maryland.gov](http://www.goccp.maryland.gov) and clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

**In order to use GOCCP’s web-based application you must have a User ID.**

If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password: <http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is March 15, 2019. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the GOCCP, **but do not have your User ID, or are having technical issues with the system**, contact the helpdesk via email at [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com) for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Jackie Adams at 410-697-9343 or [Jacqueline.Adams1@maryland.gov](mailto:Jacqueline.Adams1@maryland.gov).

#### **V. TRAINING/TECHNICAL ASSISTANCE (TA)**

To help applicants prepare and submit applications that reflect GOCCP’s established guidelines and procedures, training is provided through training videos posted on the GOCCP website. These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the training videos prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Applicants are encouraged to review these instructions prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

#### **VI. IMPORTANT DATES**

Deadline to Request a User ID	March 15, 2019
Deadline to Submit an Online Application	April 1, 2019
Award Documents/Denial Letters Emailed	June 15, 2019
Sub-award Start Date	July 1, 2019
Sub-award End Date	June 30, 2020

#### **VII. APPLICATION EVALUATION**

GOCCP will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/grants/programs/>) and score each application accordingly:

- Problem statement/needs justification (15 points total)

- Program goals and objectives (20 points total)
- Program strategy/program logic (10 points total)
- Performance measurement (outputs, outcomes, and impacts) (20 points total)
- Timeline (5 points total)
- Spending plan and Budget (reasonableness, cost effectiveness, detailed justification per line item) (20 points total)
- Management capabilities (5 points total)
- Sustainability (5 points total)

RSAT is a competitive application process. GOCCP may conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. As part of the internal review, GOCCP staff will also review the following for each application:

- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- GOCCP audit findings
- Performance history with previous awards with GOCCP

As required, preference will be given to programs that provide aftercare services. This includes coordination between the correctional treatment program and other human service and rehabilitation programs, such as education and job training, probation or parole supervision, halfway houses, and self-help and peer groups, which may help rehabilitate offenders.

Additionally, priority will be given to applicants who propose to implement an evidence-based, promising, or proven program. Applicants are encouraged to review national best practices and evidence-based, proven, and promising program examples in selecting a strategy for implementation. Applicants should also provide details on how they will maintain fidelity to the proposed evidence-based, promising, or proven program.

The OJP CrimeSolutions.gov website at <https://www.crimesolutions.gov/> is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

## **VIII. FUNDING SPECIFICATIONS**

### **A. Funding Cycle**

Commencement of awards funded under RSAT for Federal Fiscal Year 2018 will begin July 1, 2019 and end on June 30, 2020. Funds are paid on a reimbursable basis.

### **B. Allowable Costs**

The following is a listing of services, activities, and costs that are eligible for support with RSAT funds within a sub-recipient's organization:

- Personnel - including certified addictions counselors, licensed behavioral health providers, peer recovery specialists, case managers, licensed medical providers, or contracted staff
- Costs necessary and essential to providing direct services
- Staff training
- Urine testing

### **C. Unallowable Costs**

RSAT funds shall not be used for land acquisition or construction projects.

**The list above is not exhaustive. GOCCP reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.**

### **D. Consultant Rates**

Compensation for consultant services is \$650 per day.

## **IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS**

GOCCP will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:  
<http://www.goccp.maryland.gov/grants/general-conditions.php>.

### **A. Electronic Funds Transfer (EFT)**

GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

[http://comptroller.marylandtaxes.gov/Vendor\\_Services/Accounting\\_Information/Static\\_Files/GADX10Form20150615.pdf](http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf).

### **B. Match**

There is a 25% non-federal match requirement imposed on grant funds under this program (cash or in-kind). Sub-awards made under RSAT may not cover more than 75% of the total cost of each project. Cash or in-kind resources used as match must be directly related to the project goals and objectives, documented, and clearly show the source, amount, and timing of all matching contributions. Additionally, sources of match are restricted to the same uses allowed under the RSAT program and must be documented in the same manner as RSAT program funds (including financial and programmatic reports).

For guidance on calculating match please refer to the match calculator:  
<http://goccp.maryland.gov/grants/tips-and-guidance/grant-match/>.

### **C. Supplanting, Transparency, and Accountability**

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the Office of Justice Programs Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

## X. APPLICATION CHECKLIST

### What an Application Should Include:

- Face Sheet
- Project Summary
- Narrative
  - Problem Statement/Needs Justification
  - Program Goals
  - Program Strategy
  - Program Measurement
  - Timeline
  - Spending Plan
  - Management Capabilities
  - Sustainability
- DUNS/SAM Registration
- Letters of Support/Commitment (if required)
- Budget and Budget Justification
  - Personnel
  - Operating Expenses
  - Travel
  - Contractual Services
  - Equipment
  - Other
- Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- Budget Prioritization
- Certified Assurances
- Certification Regarding Lobbying
- Audit Findings/Corrective Action Plan (if applicable)
- Single Audit Requirements (if applicable)
- Proof of 501 (c)(3) Status (if applicable)

**More information on each item above can be found in the NOFA Application Instructions found here:**

<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>