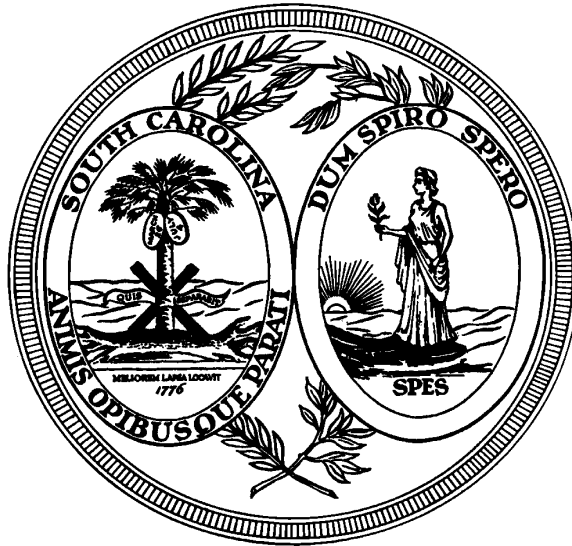


# **Residential Substance Abuse Treatment for State Prisoners Grant Program**

**Federal Fiscal Year 2020**



## **Application Guidelines and Procedures**

**Applications Due By: August 21, 2020, 5:00 P.M.**

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**South Carolina Department of Public Safety  
Office of Highway Safety and Justice Programs**

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# **RESIDENTIAL SUBSTANCE ABUSE TREATMENT FOR STATE PRISONERS GRANT PROGRAM**

## **Application Guidelines and Procedures**

### **I. Introduction**

The South Carolina Department of Public Safety, Office of Highway Safety and Justice Programs, has been designated to administer the Residential Substance Abuse Treatment for State Prisoners (RSAT) program as authorized by statute 34 U.S.C. § 10422. The purpose of the RSAT Grant Program is to assist states and units of local government to develop and implement residential substance abuse treatment programs within state and local correctional and detention facilities in which prisoners are incarcerated for a period of time sufficient to permit substance abuse treatment, as well as in the creation and maintenance of community reintegration services for formerly incarcerated individuals, with a strong emphasis on evidence-based best practices. Additionally, the program encourages the establishment and maintenance of drug-free prisons and jails and developing and implementing specialized residential substance abuse treatment programs that identify and provide appropriate treatment to inmates with co-occurring mental health and substance abuse disorders or challenges.

### **II. Submission Guidelines**

The grant application must be completed using the South Carolina Department of Public Safety's grants management system (SCDPS Grants), which is an online application process. SCDPS Grants can be accessed through the South Carolina Department of Public Safety website at <http://www.scdps.sc.gov/ohsjp>.

The application must be fully complete and submitted via SCDPS Grants by the deadline. Supporting documents, letters of cooperation and appendices relating to the application may be uploaded as attachments to the application on SCDPS Grants or forwarded to the address below. Note: Any supporting documentation must be received by the South Carolina Department of Public Safety by 5:00 PM on the application due date. Postmarked dates are not acceptable.

**DEADLINE: August 21, 2020**

Ms. Kayla Boston  
Office of Highway Safety and Justice Programs  
S.C. Department of Public Safety  
Post Office Box 1993  
Blythewood, South Carolina 29016

Please contact Alicia C. Smith in the Office of Highway Safety and Justice Programs regarding any programmatic questions at (803) 896-7640 or [AliciaSmith@scdps.gov](mailto:AliciaSmith@scdps.gov). Contact Robyn

Conyers in Accounting-Grants for any financial questions at (803) 896-9355 or [RobynConyers@scdps.gov](mailto:RobynConyers@scdps.gov).

### **III. Program Design and Implementation**

The RSAT grant funds may be used to implement residential substance abuse programs that provide individual and group treatment activities for offenders in residential facilities operated by state or local correctional agencies. These programs must:

- A. Last between six and 12 months. Each offender must participate in the program for not less than six months, unless he or she drops out or is terminated, nor more than 12 months;
- B. Be provided in residential treatment facilities set apart from the general correctional population (totally separate facilities or a dedicated housing unit within a facility exclusively for use by program participants);
- C. Focus on the inmate's substance abuse diagnosis and addiction-related needs;
- D. Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
- E. 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;
- F. Prepare inmates 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; and
- G. Address the inclusion of opioid abuse reduction treatment and services.

### **IV. Eligible Applicants**

Grant awards may be made to state agencies and local units of government. A "local unit of government" is defined as any city, county, town, township or other general purpose political subdivision of a state.

Subgrant applicants must ensure that offenders who participate in the treatment program will be provided aftercare services. Aftercare services must involve coordination between the correctional treatment program and other human service and rehabilitation programs, such as education and job training, parole supervision, halfway houses, and self-help and peer group programs that may aid in rehabilitation. When possible, participation in the residential program should be limited to inmates who have six to 12 months left in their term of confinement so that they can be released from prison after completing the treatment program, rather than returning to the general correctional population.

Additionally, applicants should coordinate with the federal assistance for substance abuse treatment and aftercare services currently provided by the Department of Health and Human Services' Substance Abuse and Mental Health Services Administration (SAMHSA). Applicants must agree to implement or continue to require urinalysis and/or other proven reliable forms of drug and alcohol testing of individuals assigned to residential substance abuse treatment programs in correctional facilities. Such testing shall include individuals released from residential substance abuse treatment programs who remain in the custody of the State. As a part of this application for funds, the applicant must describe its current drug testing programs, the number of offenders tested and plans to expand or continue these programs.

## **V. Funding Policy**

Projects may be renewed on a yearly basis, based on an annual evaluation of current-year grant performance. (Note: There is no guarantee that federal appropriations will be available for multi-year funding).

## **VI. Matching Requirement**

The matching requirement for grants made under the formula grant program is 75% federal and 25% non-federal. The following points should be noted regarding the non-federal match:

- A. The non-federal portion of the expenditures must be paid in cash.
- B. Existing appropriated resources available for treatment programs may not be used as matching funds. The non-federal portion of the cost of each program or project shall be in addition to funds that would otherwise be made available by the recipient of the grant funds.
- C. Expenditures need to be charged proportionately to the federal and non-federal funds over the life of the project with a line-item match.

## **VII. Guidelines for the Use of Formula Grant Funds**

### **A. Allowable Expenses:**

1. Personnel, training, and operating expenses as a component of an overall program. Equipment and supplies are allowable expenses if they are related to the residential substance abuse treatment program. All expenditures must be related to the implementation of an actual program. This program must be defined in the program narrative sections of the application.

It is the sense of Congress, as conveyed through the Omnibus Appropriations Act, that to the greatest extent practicable, all equipment and products purchased with grant funds should be American made.

2. All grant-funded personnel must have one hundred percent of their time dedicated to grant activities (See also all non-supplanting provisions in the Grant Terms and Conditions and item 3 of Section VII, Part B of this document.)

3. Up to ten percent of RSAT funds may be used to fund treatment of parolees. Only those individuals who have successfully completed an RSAT program are eligible to receive aftercare treatment. The request to use a portion of RSAT funds must accompany the application and include a detailed plan as to how the funds will be used.

B. Unallowable Expenses

1. Residential aftercare facilities not operated by state or local correctional agencies;
2. Any expenditures that are not a part of an approved program or project are not allowable;
3. Formula grant funds may not be used to supplant existing state or local criminal justice funds. Any expenditures must increase the existing amount of funds available for eligible activities;
4. The purchase of land is not an allowable expense;
5. Formula grant funds for construction projects are prohibited; and
6. Evaluation of RSAT projects.

## **VIII. Application Review Process**

The following factors will be considered in the review of applications:

A. Design quality of the proposal

1. Program Definition - Any funds requested must be for the implementation of a project that meets the requirements of the RSAT program.
2. Project Impact - The program should be designed to address the problems and needs of the area to be served. An analysis of how these problems could be improved through the project should be shown.
3. Budgetary Review - Each application will be reviewed to ensure budgetary reasonableness and allowability of costs.
4. Project Feasibility - Applicants should describe sufficiently and clearly how the project will be implemented.
5. Coordination and Cooperation - Where applicable, proposals should indicate what type of coordination will be established between the applicant and other state and local agencies in the development and implementation of the project. Written agreements should be included where possible.

6. Project Evaluation - Simple, specific and measurable objectives should be presented and each objective must be matched with a performance indicator. The performance indicators describe how the grant's objectives will be measured. Evaluation measures the effectiveness of your program by comparing your objectives with actual accomplishments.

B. Design quality of the project

1. The only projects that South Carolina will fund through the RSAT will be residential treatment facilities set apart from the general correctional or detention population that target previously unserved or underserved populations and provide treatment that lasts between six and 12 months, focuses on the substance abuse problems of the offender and develops the offenders' cognitive behavioral, social, vocational and other skills to solve the substance abuse and related problems.
2. Each applicant must submit as part of their grant application a description of the inclusion of opioid abuse reduction treatment and services. Additionally, include a description of aftercare services that will be available to graduates of the residential substance abuse treatment unit. This description must include, but is not limited to: a list of funding sources for aftercare services; types of services provided; and information on whether graduates of the residential substance abuse treatment unit receive preference for aftercare services, such as halfway houses or other community-based treatment services.

C. Current or past grant performance

D. Probability of success

E. Projects whose goal is self-sufficiency at some time in the future

F. Effective utilization of resources

G. Requested grant amounts

**IX. Grant Application/Proposal Review Check List**

- A. Budget and Description - Proposed expenditures are reasonable and adhere to the RFP guidelines, equipment/personnel are documented as necessary and each expenditure is explained in detail in the budget narrative.
- B. Problem Statement - Is clearly defined and based upon analytical research.
- C. Project Purpose - Tells the reader exactly what the program plans to do. It is clear to the reader that the project has been well thought out, excellent planning is evident and chances of success are documented as good

- D. Project Objectives - Are relevant, specific and measurable. They specify what the program will accomplish in concrete terms. Each objective corresponds to each performance indicator.
- E. Performance Indicators - Each performance indicator corresponds to each objective and, collectively, they are useful measurements to assess the effectiveness of the project.
- F. Project Evaluation - The evaluation component is supported by the performance indicators and includes a comprehensive plan to provide an overall assessment of project effectiveness.
- G. Other Relevant Requirements - All signature pages completed, project continuation addressed, grant-funded personnel training requirements stated, implementation schedule contains detailed information, total project area population addressed, letters of support from all entities involved in multi-agency projects attached, etc. The application must be fully complete.

## **X. Evaluation Plan**

- A. Identify by position who will be responsible to collect and analyze data and prepare quarterly progress reports.
- B. Explain what quantitative and qualitative information will be collected and how this information will be maintained (e.g., manual or electronic log). Quantitative information is a numerical measurement such as the number of clients or the number of graduates. Qualitative information is information that cannot be numerically defined. It includes such things as survey comments or improved communication between inmates and correctional officers. Qualitative information can be documented through photos, interviews, observation, media reports or community reaction to expansion of a project. An explanation must be provided that details how information will be collected and what measures exist to ensure that a reliable system has been developed to collect all project information.
- C. Discuss how this information will be analyzed to determine success (e.g., comparison to prior year or baseline year, compilation of survey results, etc.). Each objective must be constructed to show success through data analysis or by compiling qualitative information. If an objective cannot be measured or proven successful through collection and analysis of quantitative or qualitative information, it must be deleted or rewritten so it can be measured. Similar periods of time must be compared to show improvements (in other words, calendar year 2017 should be compared to calendar year 2018, or fiscal year 2017 to fiscal year 2018). Prior year or baseline data should be compiled and included as part of the problem statement. Obviously, it is impossible to document improvement or increases or decreases in crime rates or trends as a result of the project if prior year or baseline data were never collected.
- D. Express clear intent to cooperate with National Institute of Justice funded national and local evaluations.