




COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Date: August 24, 2018

Subject: Residential Substance Abuse and Treatment Funds (RSAT)

To: County Jails/County Work Release Centers, Single County Authorities, and/or  
County Behavioral Health Administrators

From:   
Derin Myers  
Acting Executive Director

The Office of Criminal Justice System Improvements of the Pennsylvania Commission on Crime and Delinquency (PCCD) is pleased to announce the availability of federal Residential Substance Abuse Treatment (RSAT) funds.

Under this solicitation, funds are being made available to support evidence-based programs incorporating Medication Assisted Treatment (MAT), in conjunction with other behavioral therapy treatments, to individuals incarcerated in county jails and work release centers.

Eligible applicants include County Jails/County Work Release Centers, Single County Authorities, and/or County Behavioral Health Administrators.

Applications must be submitted in PCCD's Egrants system no later than 10/02/2018.

Your interest in implementing MAT in County Jails and/or Work Release Centers combined with behavioral therapy to treat substance use disorders is greatly appreciated.



## Office of Criminal Justice System Improvements

### **2019 Residential Substance Abuse & Treatment (RSAT)**

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### **Fiscal Year 2018/2019 Solicitation**

**Please Note:** Allow adequate time to submit your application. You will be unable to submit your application, if you do not first register in Egrants. Applications will only be accepted through PCCD's Egrants system.

**Recommended Egrants Agency Registration Date:  
August 28, 2018**

**Recommended Egrants User Registration Date:  
September 4, 2018**

**Mandatory SAM Registration Deadline  
September 11, 2018**

<http://www.pccd.pa.gov/Funding/Pages/The-PCCD-Funding-and-Grants-Process-Federal-Applicants.aspx>

**Mandatory Egrants Application Deadline:  
October 2, 2018**

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY**  
**Office of Criminal Justice System Improvements**

**Funding Guidelines: 2019 Residential Substance Abuse & Treatment (RSAT)**

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**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY**

**Office of Criminal Justice System Improvements**

**Funding Guidelines for: FY 2018/2019**

**Funding Announcement Title: 2019 Residential Substance Abuse & Treatment (RSAT)**

**Funding Available: \$625,000.00 Federal Funds**

**Submission Requirements for Applications:**

- **Scoring** - All applications will be competitively reviewed and scored. Applications will be scored on the basis of the applicant's adherence to the funding announcement guidelines, and a timely submission in the PCCD Egrants system.
- **Due Date** - All applications must be submitted, electronically through PCCD's Egrants system no later than Tuesday, October 2, 2018 by 11:59 p.m., Eastern Time. **Please note:** The Egrants Help Desk is available to assist with questions until 4:00 p.m. Eastern Time. Contact the PCCD Egrants Help Desk at (717) 787-5887 or by email at: [RA-eGrantsSupport@pa.gov](mailto:RA-eGrantsSupport@pa.gov).
- **Egrants Submission** - Applications entered in Egrants by the deadline are not considered complete unless the required original signature page and any other required signed documents are also received at PCCD. Successful applications will be presented for consideration at the December 12, 2018 Commission meeting.
- **Completeness** - Applications that do not meet ALL of the listed requirements in this funding announcement may be administratively rejected.
- **Corrections** - If an application is returned by PCCD for corrections, the final application (including all corrections and required documents) must be returned to and approved by PCCD in order for the application to be awarded.

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY**  
**Office of Criminal Justice System Improvements**

**1. Overview:**

The Pennsylvania Commission on Crime and Delinquency (PCCD) is now accepting applications for funding under the Residential Substance Abuse and Treatment (RSAT) Program. RSAT provides funds to support in-house, jail-based, evidence-based programs that develop an inmate's cognitive, behavioral, social, vocational, and other skills to address the substance use and other related issues of the offender. PCCD has identified Medication Assisted Treatment (MAT) and Cognitive Behavior Treatment (CBT) that could be implemented in county jails and work release centers. The Substance Abuse and Mental Health Services Administration (SAMHSA) supports MAT, which combines behavioral therapy and medications to treat substance use disorders.

PCCD intends to support jail-based MAT programs, which also contain programs identified in SAMHSA's National Registry of Evidence Based Programs and Practices including but not limited to: Seeking Safety; Helping Men and Helping Women Recovery; Co-Occurring Disorders Program by Dartmouth University and other Evidence Based Programs deemed effective or promising as listed by OJP CrimeSolutions.gov or SAMHSA that fulfill the "behavioral therapy" component that must be implemented with MAT county projects. \*

The Pennsylvania Department of Corrections (PA DOC) and local county jail administrators have identified 15 Pennsylvania counties that have the highest rate of returning inmates with drug usage: 1. Philadelphia; 2. Dauphin; 3. Allegheny; 4. Indiana; 5. Delaware; 6. York; 7. Fulton; 8. Lackawanna; 9. Northampton; 10. Clarion; 11. Monroe; 12. Centre; 13. Montgomery; 14. Schuylkill; and 15. Berks. However, the competitive solicitation will be open to all counties. These offenders often violate the terms of their parole due to issues related to alcohol and other drug (AOD) problems. PCCD intends to use RSAT funds to implement programs at the county jail and county work release level. As part of PCCD's competitive solicitation process, eligibility for these funds will apply exclusively to counties (county jails/work release centers). Priority for RSAT funding will be given to those counties that have been identified as having a high rate of returning inmates with drug usage.

*\*Please note: Successful applicants will receive training and curricula from PCCD's identified training and technical assistance provider.*

**2. Funding Availability:**

A total of approximately \$625,000 in federal funds is being announced to support this initiative. PCCD expects to fund up to five grants with budgets not to exceed \$125,000 over a 24-month project period. **A 25% cash or in-kind match is required** and awards will be conditioned upon counties providing required federal match capabilities.

Award letters will be emailed as soon as possible after the applications are approved and will also be available in Egrants.

PCCD is not liable for costs incurred prior to the official start date of the award.

**3. Non-supplantation:**

Funding must not be used to supplant/replace state, federal or local funds that would otherwise be available to provide for program-related services. PCCD funding is to be used in addition to other funds that are made available for services.

**4. Project Dates:**

Contingent upon availability of funds, applications approved at the December 12, 2018 Commission meeting will be 24-month projects and have a start date of January 1, 2019 and an end date of December 31, 2020.

**5. Eligible Applicants:**

County Jails/County Work Release Centers, Single County Authorities, and/or County Behavioral Health Administrators are eligible to apply under this funding opportunity:

- a. Funds apply exclusively to county jail and/or county work release center projects.
- b. Priority for RSAT funding will be given to those counties that have been identified as having a high rate of returning inmates with drug and/or alcohol usage; however, funding is not limited to only those counties. All counties that have a demonstrated need are encouraged to apply.
- c. Successful applicants will be required to participate in training and technical assistance with PCCD's identified training and technical assistance provider.

**6. Program Goals, Objectives and Anticipated Impact:**

- a. The goal of the RSAT program is to further the Department of Justice's (DOJ) mission of assisting state and local efforts in breaking the cycle of drugs and violence by reducing the demand for, use of and trafficking of illegal drugs.
- b. To implement MAT in county jails and/or work release centers combined with behavioral therapy to treat substance use disorders with development of jail specific protocol and implementation.
- c. Support of jail-based MAT programs which also contain programs identified in SAMHSA's National Registry of Evidence Based Programs and Practices that include; but are not limited to: Seeking Safety; Helping Men and Helping Women Recovery; Co-Occurring Disorders Program by Dartmouth University and other Evidence Based Programs deemed effective or promising as listed by OJP Crime Solutions.gov or SAMHSA.
- d. Implementation of standardized detoxification protocol for correctional settings.
- e. Implementation of specific treatment planning and implementation tool such as *Rubric for CBT Addictions Treatment, Individual Treatment Plan, Biopsychosocial Evaluation*, etc. in coordination with education training on Effective Principles of Addictions Treatment for Correctional Settings, Addiction Counselor Competencies, and Best Practices for Addictions Assessments and Treatment in Correctional Settings.
- f. Provide training and technical assistance to correctional staff to ensure effective MAT programs and behavioral therapies are successfully implemented.

## **7. Eligible Program Activities and Expenses:**

Funds for the proposed program must be for county jails and/or work release centers for the following activities:

- a. Implementation of MAT with the development of jail-specific protocol and implementation.
- b. Cost of treatment for individuals in work release centers.
- c. Implementation of standardized detoxification protocol for correctional settings.
- d. Cost of travel for staff to attend required trainings in the Harrisburg area with training and technical assistance provider.

***Please note:*** Applicants should not include the cost of EBP and/or CBT training and curricula as part of the budget request. EBP and/or CBT curricula and training will be provided to successful applicants by the training and technical assistance provider identified by PCCD.

## **8. Required Egrants Sections/Documents:**

- a. Required Egrants Sections: All sections identified in Egrants are required. You will not be able to submit your grant application in Egrants until all sections are marked as complete.
- b. Required Signed Documents:
  - Letter of Support;
  - Signature Page (page 2 of the application); and
  - CJAB Letter of Support.

## **9. Scoring:**

The following application sections in Egrants have a point value associated with them and will be scored as described below:

- a. **Executive Summary – Maximum 5 points**  
Applications must include an executive summary identifying the applicant's name, title of the project, and dollar amount requested. The Executive Summary must also include goals of the project, a listing of key or major deliverables, and project impact/outcomes.
- b. **Statement of Problem – Maximum 15 points**  
Provide an accurate assessment of the problem. Supporting data/facts/figures must be specific to your project's geographic area and relevant to the problem and your proposed request. Proposed projects should demonstrate consistency between the scope of effort and the resources to be used in the project.

c. **Project Description - Maximum 40 points**

Explain the implementation plan and methods to be used to accomplish the stated objectives, as well as any activities added by the applicant. This description should include who will perform the work, what actions are proposed to accomplish these activities, timeframes for completing each activity, and any other details necessary to clearly establish how this project will be implemented. Describe the work that will be accomplished in the first year of the project and the work anticipated for the second year, if funding is available. Identify plans for subcontracting any part of the project, including the role to be performed by each subcontractor, if applicable. Describe internal quality assurance processes that will be used to monitor the implementation of this project.

d. **Impacts/Outcomes/Performance Measures – Maximum 10 points**

Describe how you are going to demonstrate program effectiveness. Describe how you are going to perform ongoing assessments to determine if the program is meeting its intended outcomes. Review the Performance Measurement Matrix and select the data that will be collected, confirm how it will be collected, and confirm how it will be assessed/analyzed.

e. **Sustainability – Maximum 10 points**

Explain, in detail, if and how you will continue to support your proposed project once the awarded grant funds expire. If you have a viable sustainability plan that involves partnerships with other entities, you must provide letters of support from those partners indicating their willingness to accept some or all financial responsibility for the continuation of your proposed project post grant funds. Describe the sustainability plan to include the following:

- How ongoing community support for this program will be generated;
- How commitments from key stakeholders necessary for successful sustainability of the program will be obtained; and
- Identify sources of financial support once grant funding expires.

f. **Budget Detail– Maximum 20 points**

Provide an accurate budget detail and clearly explain the relationship between the budgeted costs and the proposed project activities/operation.

**10. Ineligible Program Activities and Expenses:**

The following activities are not eligible for funding and will be administratively rejected:

- a. RSAT funds shall not be used for security, land acquisition or construction projects.

**11. Performance Measures:**

Under this funding announcement, successful applicants are required to comply with all reporting, data collection and evaluation requirements, as prescribed by law and detailed by DOJ in program guidance for the RSAT Program.

DOJ developed specific Programmatic Measures that must be tracked and reported on for all applications awarded as part of this announcement. The programmatic performance measures are customized dependent upon the activity type(s) within each purpose area(s) supported under the awarded application. Applicants are not required to report on all RSAT Programmatic Measures; only those that apply to their application.



The full list of programmatic measures and other supporting documentation is available on the BJA website (<http://www.ojp.usdoj.gov/BJA/recoveryJAG/recoveryjag.html>).

Successful applicants will be required to report on the RSAT Programmatic Measures through the BJA Performance Measurement Tool (PMT) at the end of each calendar quarter. Training for the PMT will be made available through BJA. Refer to the BJA Website for additional information. PCCD will establish the award for successful applicants in the PMT identifying which activities apply to their award.

Within 20 days of the end of each calendar quarter you will be required to access the PMT, enter the required performance measurement information, and submit the report for review and approval. The PMT only pertains to BJA RSAT data collection requirements. Any other reporting requirements associated with this funding announcement are identified elsewhere in this document. Refer to those sections for details.

Under this funding announcement, successful applicants are required to submit Quarterly Progress Reports to PCCD via the Egrants system. Subgrant recipients under this funding announcement will be required to accept and report on performance measures selected by the staff of the PCCD Office of Criminal Justice System Improvements which will fulfill federal guidelines for the use of RSAT funding. Subgrant recipients may want to develop additional performance measures specifically related to the activities outlined in their application and may track and report all measures on a quarterly basis through the PCCD Egrants system.

Proposed projects must report quarterly on the following pre-selected performance measures via the Egrants system:

- a. Number of inmates who were enrolled in the program;
- b. Number of inmates who completed the program;
- c. Number of inmates who enrolled but did not complete the program;
- d. For only those inmates who have completed the program: Report the average number of days between the first and last program sessions attended by all inmates who completed the program;
- e. Number of inmates who completed the program who have been reincarcerated (within a 90-day period from release date) due to committing an alleged criminal offense; tracked by Adult Probation records;
- f. Number of inmates who completed the program who have been reincarcerated (within a 91–180-day period from release date) due to committing an alleged criminal offense; tracked by Adult Probation records;
- g. Number of inmates who completed the program who have been reincarcerated (within a 181-day or more period from release date) due to committing an alleged criminal offense; tracked by Adult Probation records;
- h. Number of inmates who completed the program who have been reincarcerated (within a 90-day period from release date) due to committing

an alleged drug and/or alcohol related criminal offense; tracked by Adult Probation records;

- i. Number of inmates who completed the program who have been reincarcerated (within a 91-180-day period from release date) due to committing an alleged drug and/or alcohol related criminal offense; tracked by Adult Probation records;
- j. Number of inmates who completed the program who have been reincarcerated (within a 181-day time, or more, period from release date) due to committing an alleged drug and/or alcohol related criminal offense; tracked by Adult Probation records;
- k. Number of inmates who completed the program who have been reincarcerated (within a 90-day period from release date) due to committing an alleged technical violation of parole; tracked by Adult Probation records;
- l. Number of inmates who completed the program who have been reincarcerated (within a 91-180-day period from release date) due to committing an alleged technical violation of parole; tracked by Adult Probation records; and
- m. Number of inmates who completed the program who have been reincarcerated (within a 181-day period or more from release date) due to committing an alleged technical violation of parole; tracked by Adult Probation records.

## **12. Keywords:**

You are required to select "Keywords" from the dropdown menu in Egrants. It is located on the Main Summary screen, when entering your application.

*Keywords: Residential Substance Abuse and Treatment (RSAT), Medication-Assisted Treatment (MAT), evidence-based substance abuse treatment, Cognitive Behavior Treatment (CBT), behavioral therapy.*

## **13. Competitive Bidding/Sole Source Procurement:**

All procurement transactions shall be conducted in a manner that provides open and free competition. Grant recipients must follow the Procurement Standards section beginning on page 16 of PCCD's [Applicant's Manual](#).

Procurements by noncompetitive proposal are strongly discouraged and must demonstrate an economic benefit or lack of alternate resources to justify a procurement by noncompetitive proposal. If a request is made, the prospective applicant must identify the request as a procurement by noncompetitive proposal and provide a **substantial justification** for the request **within** their funding request. (See PCCD's Applicant's Manual, page 18, for Procurement by Noncompetitive Proposal Approval Procedure.)

#### **14. Other Administrative Requirements:**

- a. Egrants Agency and User Registration: The applicant agency and at least two users from the applicant agency must be registered in Egrants in order to submit a grant application. Be sure to allow enough lead time so your agency has enough time to work on your application in Egrants prior to the submission deadline. Please go to the [Registering in Egrants page](#) on PCCD's website for further information.
- b. Fiscal Accountability: See the [Fiscal Accountability page](#) on PCCD's website for further information.
- c. Time and Effort Reporting: See the [Time and Effort Reports](#) page on PCCD's website for further information.
- d. Grant Payments:
  - i. Payments will not be released until all applicable special conditions on the grant award have been satisfied. All grantees are required, at a minimum, to submit quarterly fiscal reports. PCCD will only make payments to reimburse actual expenditures reported on the fiscal reports. An agency experiencing cash flow problems may submit fiscal reports monthly and PCCD will reimburse reported expenditures. Non-submission or late submission of the required reports will result in payment delays.
  - ii. ACH Payments: PCCD will make payments to grant recipients through ACH. When your application is submitted to PCCD, your agency must submit or must have already submitted its ACH information using the [Pennsylvania Electronic Payment Program \(PEPP\) Enrollment Form](#) to the Commonwealth's Payable Service Center, Vendor Data Management Unit at (717) 214-0140 (fax).
- e. Federal Application Requirements (DUNS Number and SAM Registration): See the [Federal Application Requirements page](#) on PCCD's website for further information.
- f. Reporting Requirements: Programmatic reports are due quarterly and must be submitted through the Egrants system. Fiscal reports are due quarterly for all projects and must be submitted through Egrants.
- g. UCR Reporting: Every criminal justice entity who is required to submit UCR report data and is participating in this project must submit Uniform Crime Report (UCR) data to the Pennsylvania State Police. If a required entity is not submitting UCR data, they may be ineligible for funding.
- h. Information Technology Conditions: PCCD is required to include mandated subgrant conditions for Information Technology (IT) Grants. These conditions are required in order to ensure that technology projects funded by PCCD are compatible with state and federal IT standards and requirements. Additional information regarding the federal and state IT conditions can be found on PCCD's website at: <http://www.pccd.pa.gov/Funding/Pages/Technology-Conditions.aspx>

## **15. PCCD Contact Information and Resources:**

- a. Due to the competitive nature of these awards, PCCD Program Staff will not be able to answer questions about how an applicant should respond to any section of this funding announcement. PCCD may only field questions to clarify the funding announcement. If applicants require assistance, questions should be submitted by email to [ra-pccd-ocjsi@pa.gov](mailto:ra-pccd-ocjsi@pa.gov). PCCD Staff will monitor this account on a regular basis, and all questions and answers will be posted on [PCCD's website](#). All questions regarding this funding announcement must be received by close of business on September 21, 2018. PCCD Staff will post responses to all questions received by close of business on September 26, 2018.
- b. Egrants Funding Announcement: The Funding Announcement can be found by logging into the Egrants system and searching under the "Funding Announcement" tab for 2019 Residential Substance Abuse & Treatment (RSAT).
- c. PCCD Guidelines and Documents: All applicants should be familiar with PCCD's Applicants [Applicant's Manual](#), Standard Subgrant Conditions and other documents common to PCCD's grant application process. Those documents can be found on the [Grant Information](#) page of PCCD's website.
- d. Egrants Technical Questions: Questions concerning the Egrants system should be made directly to the Egrants Help Desk by phoning (717) 787-5887. Please note: While Egrants will accept your application up until midnight of the due date, Help Desk Staff will not be available after 4:00 p.m.
- e. PCCD Webmaster: Please address any technical problems you may have with the website or online forms to the [PCCD Web Master](#).
- f. Reporting Potential Fraud, Waste and Abuse: If you know about waste, fraud, abuse, conflict of interest, bribery, gratuity, or other similar misconduct, or whistleblower reprisal relating to a Pennsylvania Commission on Crime and Delinquency (PCCD) employee, program, contract, or grant you may report it to the PCCD Fraud Hotline. More information about reporting fraud, waste and abuse is available on our website at <https://www.pccd.pa.gov/Funding/Pages/Reporting-Fraud,-Waste-and-Abuse.aspx>.

**16. Mailing Information:**

The application must be entered in Egrants **no later than Tuesday, October 2, 2018 by 11:59 p.m., Eastern Time.**

The original Signature Page and any additional required information that could not be submitted electronically must be **received or postmarked by Wednesday, October 31, 2018** and either mailed or sent via express delivery services to:

Via U.S. Mail: PA Commission on Crime and Delinquency  
Attention: Grants Management  
P.O. Box 1167  
Harrisburg, PA 17108-1167

Via Express Delivery Services: 3101 North Front Street  
Harrisburg, PA 17110 \*\*

**\* Please note: PCCD considers the United States Postal Service date stamp as the official postmark. Applicant postage meters, or stamps administered by the applicant will not be considered the official postmark.**

**\*\*** Since staff is not available at this location on Saturday and Sunday, Applications should not be sent by Express Mail or courier service on Friday. Use U.S. Mail when mailing over a weekend, as long as the document is postmarked Tuesday, October 31, 2018.

The Pennsylvania Commission on Crime and Delinquency is an equal opportunity employer.