Residential Substance Abuse Treatment (RSAT) Grant Program

Continuation Grants

Guidelines and Application Procedures
State Fiscal Year 2026

Application Due Date

Friday, April 4, 2025

5:00 pm

Late applications will not be accepted.

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, VA 23219
www.dcjs.virginia.gov

Issued March 5, 2025

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I.   Introduction

The Virginia Department of Criminal Justice Services (DCJS) is accepting applications for the State Fiscal Year (SFY) 2026 Residential Substance Abuse Treatment (RSAT) Grant Program. The awards will be for continuation grants. The goal of this funding initiative is to provide applicants with an opportunity to execute programs designed to provide evidence-based residential substance use disorder (SUD) treatment programs, which may include Medication Assisted Treatment (MAT) services, within juvenile detention centers, local and regional jails, or prisons. The funding may also be used for aftercare SUD treatment programs that serve individuals who are transitioning from a SUD treatment program in a jail or detention center. Aftercare services may include a full continuum of recovery services, human service and rehabilitation programs such as educational and job training, and peer group programs.

The applicant programs must already have a RSAT grant and include collaboration with an aftercare program that focuses on the reentry and SUD treatment needs of the justice-involved population with a goal of creating a continuity of care from incarceration to community. These programs will be required to work in collaboration with a behavioral health entity for continued services upon reentry to include lifestyle changes, behavioral health interventions, and SUD treatments. DCJS will require all RSAT subgrantees to focus on partnerships and innovative collaborations with community stakeholders to ensure that care is provided in a wraparound fashion.

Grant Period

The grant period is for 12 months, July 1, 2025, through June 30, 2026.

Grant period extensions will not be considered.

Funding Source

Funding for this grant program is made available from the federal Residential Substance Abuse Treatment for Prisoners (RSAT) program from the Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA). The federal RSAT grant awards for this grant period include 15PBJA-21-GG-00086, 15PBJA-22-GG000499, 15PBJA-23-GG-01563, and 15PBJA-24-GG-01128.

Authority, Funding Purpose, and Priority Areas

The purpose of this grant program is to break the cycle of drug addiction and violence by reducing the demand for, use, and trafficking of illegal drugs. RSAT's objectives are to enhance the capabilities of states and units of local and tribal governments to provide residential SUD treatment for incarcerated individuals, provide evidence-based SUD treatment, prepare individuals for reintegration into communities, and assist individuals and communities through the reentry process by delivering community-based treatment and other broad-based aftercare services.

Amount Available

Applicants may request up to the same amount they are currently receiving in RSAT grant funds. Applicants must have a current SUD treatment program, which may include MAT, with an established collaboration with a behavioral health entity to provide aftercare services.

Award amounts for all categories are contingent upon the availability of funding, thoroughness of applications, previous planning activities, program performance, and compliance with grant requirements.

Match

Recipients of these funds are required to provide matching funds under this funding opportunity.

Match may be in the form of cash match or in-kind match. Cash match is direct funding for the project obtained from other, non-federal funding sources. In-kind match is a contribution of something of value other than cash, such as donated items, space and services, that are used for allowable project activities. For more information on Match, see Section IX, E, Itemized Budget, Budgeting Match.

In accordance with federal guidelines, a 25% match is required. The required local match is based on the total project budget. For example, a grant would include $18,750 RSAT funding plus an applicant provided match of $6,250 for total project funding of $25,000.

To calculate the required match, use one of the following formulas:

Based on total project cost:
Total project cost x .75 = federal funds; total project cost x .25 = local match
For example, $100,000 project cost = $75,000 federal funds and $25,000 local match.

Or

Based on federal amount requested:
(Total federal funds requested / .75) – total federal funds requested
For example, $100,000 federal request / .75) - $100,000 = $33,333 local match; total grant award = $133,333 ($100,000 federal request + $33,333 local match)

Applicants must include local match in the application budget. Matching funds must be used for allowable, reasonable, and justifiable purposes. Include a description and justification for all matching funds as described in the budget section of these guidelines.

Disbursement of Funds

Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended through a "claim" process. Actual expenditures must be reported quarterly and invoiced pursuant to approved line-item budget categories in the approved grant application. Subgrantees will only be reimbursed for costs that have been incurred within the grant period, and which are reported on the detail of expenditures (financial report). Grant funds, including matching funds, may only be expended and/or obligated during the grant period. A final claim for all obligations must be submitted within 45 days after the end of the grant period. Claims and financial reports must be submitted through the DCJS On-line Grants Management System (OGMS).

II. Applicant Eligibility Requirements

This funding opportunity is open to existing RSAT subgrantees that provide direct SUD treatment services, including MAT, in a jail or detention center or an aftercare program that serves individuals who were in a SUD treatment program in a jail or detention center.

To be eligible for funding under this grant program, organizations:
1. Must have current and active federal System of Award Management (SAM) registration and Unique Entity Identifier (UEI) number.
2. Must not be excluded or debarred from doing business with the federal government or the Commonwealth of Virginia.
3. Must be in good standing with all state and federal agencies with which they have an existing grant or contractual relationship.
4. Must hold current professional and state licenses and certifications as needed for individual grant-funded projects.
5. Must provide evidence-based SUD treatment services.
6. Must engage individuals in need of SUD treatment and those with co-occurring SUD and mental health disorders for at least three months (pretrial populations are exempt from this time requirement).
7. Must make every attempt to have a separate unit for RSAT participants (pretrial populations are exempt from this requirement).
8. Must require periodic, random drug testing of participants while they are in the program and under community supervision.
9. Must provide and/or foster connections to aftercare services.
10. Must not be a jail with a pay-to-stay program that allows individuals the opportunity to pay a fee to upgrade their accommodations.

III. Grant Project Requirements

By applying for these grant funds, the applicant asserts that they have read, understand, and will comply with the following state and federal requirements and policies (click each topic below for additional information).

RSAT Frequently Asked Questions

Civil Rights and Nondiscrimination (training required of all authorized officials and grant funded staff)

Limited English Proficiency (LEP) Individuals

Equal Employment Opportunity Plans

Department of Justice Determination of Suitability to Interact with Participating Minors (for programs serving individuals under the age of 18)

Department of Justice Grants Financial Guide

Code of Federal Regulations Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

DCJS may suspend (in whole or in part) or terminate funding, issue a Corrective Action Plan, or impose other sanctions on a subgrantee, for any of the following:

1. Failure to adhere to the standard terms and conditions or special conditions.
2. Failure to implement the project within 90 days of the start of the award period.
3. Implementing substantial program changes to the extent that the project is no longer aligned with the purpose of the funding.
4. Failure to submit reports (programmatic and/or financial) in a timely manner.
5. Filing a false certification in this application or other report or document.
6. Other significant grant compliance or implementation concerns as identified by DCJS.

IV. Grant Application Technical Assistance

DCJS staff is available to provide technical assistance regarding the funding announcement and the application procedures. For guidance on preparing and submitting a grant application, please contact Patricia Shaw at patricia.shaw@dcjs.virginia.gov or (804) 908-1749.

OGMS instructions for **registering for a new account** and OGMS instructions for **applying for funding** are found at: www.dcjs.virginia.gov/grants/ogms-training-resources.

V. Grant Application Deadline

Submit applications through the DCJS Online Grants Management System (OGMS) no later than 5:00 pm on Friday, April 4, 2025. Early submissions are encouraged. The OGMS link is https://ogms.dcjs.virginia.gov/index.do. The Funding Opportunity number is 545781.

VI. Restrictions and Limitations

A. Non supplantation

This funding opportunity is supported with federal funds. Federal funds must be used to supplement existing state and local funds for program activities and must not supplant (replace) those funds that have been appropriated for the same purpose. Additionally, requests for "new" staff positions must be justified, must not supplant state or local funds, and must result in significant additional service delivery.

B. Non-allowable expenses

RSAT grant recipients may not use these grant funds to pay for:

1. Any portion of salary for the time not dedicated to approved, grant funded activities.
2. Capital construction, renovation, remodeling, or land acquisition.
3. The purchase or lease of any vehicles.
4. Firearms, ammunition, or related equipment.
5. Lobbying or political contributions.
6. Honoraria.
7. Personal entertainment, personal calls, or alcohol.

Bonuses and raises may be allowable if they are approved as part of a locality's compensation plan or approved by the Board of Directors of a non-profit organization.

Overtime pay may be allowable if it is part of the organization's compensation plan and necessary for the completion of grant approved activities.

VII. Availability of Continuation Funding

Continuation funding is not expected to be available under this grant program.

VIII. Application Review Process

This is a continuation grant application process. Applications will be reviewed and evaluated based on adherence to these grant guidelines, and the clarity, substance, and strength of the request made for funding.

Reviewers may consider current and past performance, project progress and implementation, demonstrated need, geographic location, budget justification, program design and services provided, sustainability, cost effectiveness of proposed projects, adherence to grant guidelines, and the availability of funds.

Current DCJS grant recipients will not be considered for funding if, as of the application due date, any of the required claims, financial reports (detail of expenditure reports in OGMS) or progress reports (status reports in OGMS) for the current grant are more than 30 days overdue. DCJS may waive this provision for good cause, which may be submitted via a budget amendment reporting extension in OGMS.

The Criminal Justice Services Board (CJSB) is expected to make award determinations at its meeting in June 2025. Award determinations are final and may not be appealed. In addition, subawards must be approved by the Bureau of Justice Assistance (BJA) prior to award.

DCJS will issue grant awards based on approval from the CJSB and BJA. Fiscal and/or programmatic revisions may be required as a condition of funding; such revisions must be submitted in OGMS prior to project initiation.

IX. Application Instructions

Grant applications must be entered in OGMS (https://ogms.dcjs.virginia.gov). Register and/or confirm existing registration at least two weeks prior to the application due date to ensure that the individual who will be submitting the application has OGMS access. To apply for this grant, select Funding Opportunity 545781, SFY2026RSAT.

OGMS instructions for **registering for a new account** and OGMS instructions for **applying for funding** are found here: www.dcjs.virginia.gov/grants/ogms-training-resources.

A. Instructions for Face Sheet (in OGMS)

1. **Congressional District:** Select all congressional districts served by your agency.

2. **Best Practice:** Not applicable to this grant program.

3. **Jurisdiction(s) Served:** Select all jurisdictions that are proposed to be served by this grant program.

4. **Program Title:** Program titles must include your organization's name, SFY2026RSAT.

5. **Certified Crime Prevention Community:** Not applicable to this grant program.

6. **Type of Application:** Enter "Continuation"

7. **Community Setting:** Check all that apply (rural, urban, suburban, or statewide).

8. **Brief Project Overview:** Provide a description of the project and the anticipated activities. Summarize what the funds will support, including the number of people that will be served, items that will be purchased, and the number of staff that will be supported, including position titles.

9. **Project Director:** Name and contact information for the person who will have day- to-day responsibility for managing the project and who will be the contact if DCJS needs project-related information.

10. **Project Administrator:** Name and contact information for the person who has authority to formally commit the organization, locality, or agency to complying with all the terms of the grant application, including the provision of match, if applicable. This **must be** the president of the board of directors of a nonprofit organization; the county administrator; the city, county, or town manager; the chief elected officer of the locality, such as the mayor or chairman of the board of supervisors; or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to serve as Project Administrator, attach a letter specifically delegating authority to serve in this capacity. Such letter must be specific to this funding opportunity, signed by the person granting this authority, on agency letterhead, and dated after the release of these guidelines.

11. **Finance Officer:** Name and contact information for the person responsible for fiscal management of the funds associated with this grant. For example, treasurer of the agency's board, locality financial manager and hired accountant.

Note: Appropriate internal controls necessitate that the Project Director, Project Administrator and Finance Officer are different people.

B. **Budget Summary Form (in OGMS)**

Report the amount of funds requested by category: Personnel, Fringe Benefits, Consultants, Travel, Subsistence and Other Travel, Equipment, Supplies and Other Expenses, and Indirect Costs. Funding reported on the grid should represent the whole grant period. Include matching funds in the budget grid if match is required. Round all amounts to the nearest dollar.

Funding for this grant program comes from federal funds, place requests for funding under the *Federal* column.

Place budgeted match amounts under the *Cash Match* or *In-kind Match* columns. Please see more information about match in *Section E, Itemized Budget*, below.

Each budget line must correspond to the itemized budget forms. Prior to submitting the application, please ensure that each itemized budget form aligns with the total amount requested on the budget grid.

Funds from Other Sources: Enter all funds from other sources that support the RSAT program. If the proposed project will generate program income, enter the anticipated amount of program income that will be earned and explain how these funds will be used to support the grant project.

C. **Project Narrative Form (in OGMS)**

Demonstration of Need, 5,000 character limitation:

Provide a description of the problem or need, specific to the service population, that this grant project will address. Describe the existing resources and services (regardless of funding source) that are available to address the identified problems and indicate why these grant funds are required to address the needs.

Project Description, 5,000 character limitation:

Provide a clear and concise summary of the program, including any relevant performance data or agency evaluation procedures used that demonstrate that the program's activities, policies, and practices contribute to the reduction of recidivism and other successful outcome measures. This section should also include information regarding collaborations with aftercare partners in the community.

Service Area Demographic/Target Population, 5,000 character limitation:

Provide a description of the service area(s) and target population served by the program.

Sustainment Plan, 5,000 character limitation:

Provide a description of the agency's sustainment plan including, but not limited to, quality assurance, hiring/recruitment/retention, and succession planning. Include any adaptations to operations and practices over the past three years the agency plans to sustain in the future.

D. **Goals and Objectives Form (in OGMS)**

All applicants must complete project-specific Goals and Objectives. Awarded applicants will report on the status of their goals and objectives quarterly. Goals and objectives must be reflective of the work anticipated to occur in the grant period with awarded funds. Applicants must identify three goals. Each goal must have two to three objectives. Each objective must be "SMART," meaning they must be specific, measurable (i.e. qualifiable), action-oriented, realistic, and time-based. Additionally, objectives must be directly related to one or more items requested in the grant proposal budget.

E. **Itemized Budget Form**

In OGMS, complete an itemized budget form for each section for which funding is requested. Total amounts on each itemized budget form must match amounts listed on the applicant's budget grid.

Requirements:

- All items requested in each budget form, including those supported by match, must be allowable, reasonable, and justifiable.
- For all items, including those supported by match, under item justification, explain how the item is needed to support this grant project and the goals and objectives of the grant.

- All items, including those supported by match, must include a basis of computation in the description of the item and an explanation of how the requested cost was determined.
- At the bottom of each itemized budget form, the applicant must identify the funding source for the budgetary items. Allocate all expenses under federal funds, cash match, or in-kind match, as appropriate.
- For all items, including those supported by match, the applicant must indicate in the description whether the item is used exclusively for the proposed project. Items that are not used exclusively for the project must be prorated, and the applicant must include an explanation of how the items were prorated.
  1. Prorating means the request for funding is proportional to the use of each item for this grant program.
  2. If an item is used exclusively for this proposed project, prorating is not needed. If the item is used to support other projects in the agency, prorating is needed.
  3. How to prorate.
     a. Proration Based on Budget: If your request for funding is 15% of your total operating budget, you can prorate items that are not used exclusively for this proposed project by 15%.
     b. Proration Based on grant funded staff: If your staff is funded 50% by this grant, you can prorate this person's computer, office supplies, office furniture or other assigned items by 50%.
- Budgeting Match

  Cash match is direct funding for the project obtained from other, non-federal funding sources.

  In-kind match sources may include, but are not limited to, the following:
  - Donated supplies or equipment, the value of which shall not exceed its fair market value.
  - Donated space and facilities. The value of rent shall not exceed the fair rental value of comparable space and facilities in the same locality.
  - Volunteer services. The hourly rate of volunteers must be consistent with compensation to paid staff for similar work, or applicants may use a rate similar to what is listed on the websites https://independentsector.org/resource/value-of-volunteer-time or https://www.pointsoflight.org/blog/updated-value-of-a-volunteer-hour-in-the-u-s
    Volunteer hours should be placed under the Personnel section.

  Matching funds must be shown on the budget grid and in relevant budget itemization forms. On the budget itemization forms, under Description, describe the amount and origin of cash match (ex., $2,000 state funded grant funds). Describe in-kind match items including values (ex. 30 hours of volunteer time valued at $20/hour, totaling $500). Under Justification, describe how the item or funds will be used in the project. Match must be used for allowable purposes.

1. **Personnel and Employee Fringe Benefits Itemized Budget Form (If no personnel are funded by this project use $0.00 on the budget grid.)**

   This section applies to all employees and volunteers supported by any funds associated with this project, including matching funds. Staff time that is supported by grant funds may only be spent on approved grant activities.

   a. Indicate if personnel costs are included in your budget – yes or no. If "yes" under "Personnel" enter the employee's name, position title, if it is full time or part time, the total hours per week worked, the total hours per year, the total annual salary (regardless of funding source), and the amount requested under the grant. Indicate if this is a new position. If the position is vacant, enter "Vacant" in lieu of an employee name.

      All requested amounts must be reasonable given the complexity of work, and consistent with the applicant's staff compensation plan. If you are requesting funding for a position that provides services outside of these grant activities, pro-rate your request to only include time spent on this grant project.

   b. Under "Employee Fringe Benefits" select the employee's name and enter the fringe benefit costs (FICA, Retirement, Group Life, Health Insurance, Workers' Compensation, Unemployment, Disability, and other). If you are unable to enter the fringe benefits for individual employees, create an employee named "Fringe Benefit" and enter the aggregate amounts for each fringe benefit but enter zero for the salary. If you elect this process, leave the fringe amounts for each individual employee at zero.

   c. Under the Positions and Justification, select the employee's name and enter in the description of position (maximum of 500 characters) and justification for position (maximum of 500 characters) for each item.

      Under Description, describe grant-related duties performed (do not list job duties that are not under this grant), how the position was prorated, and provide basis of computation for fringe benefits.

      Under Justification, explain how the position is essential to the goals in the proposed project and justify the rate of compensation by providing assurance that the rate is approved by the Board of Directors or aligned with the locality compensation plan, and similar to other positions in the geographic area that perform similar work.

   d. Attach a job description for each new position for which funding is being requested in the attachment section of the OGMS application.

2. **Consultants Form (If no consultants are funded by this project use $0.00 on the budget grid.)**

   Services provided by a third party, regardless of whether there is a contract in place, should go under consultants; for example, training facilitators, consulting firms, employment agencies, interpreters, translation services, property management, daycare providers, etc.

Do not include membership fees in consultants. Membership fees must be placed in supplies and other expenses, and they must be in the name of the applicant organization, rather than an individual.

a. Indicate if consultants or consultant subsistence and travel costs are included in your budget – yes or no. If "yes" under "Consultant" and "Consultant Subsistence (lodging + meals) & Travel" enter the information required and the amounts under the funding source(s) as appropriate.

b. For individuals reimbursed for personal services on a fee basis: Enter each type of consultant or service (with numbers in each category and names of consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. The rate of compensation for individual consultants must be reasonable and consistent with that paid for similar services in the marketplace; however, the rate may not exceed $650.00 per day ($81.25 per hour, exclusive of travel and/or subsistence), and may not exceed the consultant's usual and customary fee.

c. For organizations, including professional associations and educational institutions, performing professional services: Enter the type of services being performed and estimated contract prices. Requests for contracted services and consultants will be very carefully screened. Consultant and contracting fees will be approved only when it is justified that the use of outside contract agencies and consultants will significantly and permanently enhance project effectiveness.

d. Consultant Travel and Subsistence: This is generally not allowable unless it is necessary, reasonable, and justified. Reimbursable costs must adhere to the recipient's established travel policy.

e. Under the Description and Justification, select the name of the consultant and enter in the description of consultant's role (maximum of 500 characters) and justification for use of consultant (maximum of 500 characters). Include a description of each service contracted for, the number of clients benefiting from each type of service, and total budgeted amount for each service and a per client/group cost. Applicants are encouraged to attach supporting documentation to justify the request.

3. **Travel Form (If no travel is funded by this project use $0.00 on the budget grid.)**

The OGMS travel form is for mileage only. Mileage reimbursement must be for staff or volunteers of this grant project to assist them with meeting the goals of the grant. Mileage is separated in this grant solicitation because many programs have differing mileage rates for local and non-local mileage. **Local mileage** is considered travel within the immediate service area (satellite offices, court, meetings, etc.). **Non-local mileage** is outside of the immediate service area (trainings, conferences, meetings, etc.).

a. Indicate if travel (mileage) costs are included in your budget – yes or no. If "yes" under "Local Mileage" or "Non-local mileage" enter the number of miles and the mileage rate.

b. Itemize total travel expenses of program personnel by local mileage and non-local mileage. Unless a local policy governs, mileage is reimbursed at the federal rate (www.irs.gov/tax-professionals/standard-mileage-rates). Local mileage is travel within the immediate service area (satellite offices, court, meetings, etc.). Non-local mileage is outside of the immediate service area (trainings, conferences, meetings, etc.).

c. Under the Description and Justification, select the mileage being requested and enter in the description of mileage (maximum of 500 characters) and justification for mileage (maximum of 500 characters) for each item. If local travel policy differs from the federal/state travel policy, please provide or describe the policy in the justification. State in the description whether the request is based on the federal/state travel policy or the agency's policy.

4. **Subsistence and Other Travel Costs Form (If not funded by this project use $0.00 on the budget grid.)**

Subsistence and other travel costs must be for staff or volunteers of this grant project to assist them with meeting the goals of the grant.

a. Indicate if subsistence and other travel costs are included in your budget – yes or no. If "yes" under "Subsistence" enter the event title, under "Lodging" enter the number of rooms required, number of nights and rate cost and under "Meals" enter the number of people, number of days, and the per diem rate.

b. Recipients must follow the federal per diem rates (https://www.gsa.gov/travel/plan-book/per-diem-rates) unless there is a written local travel policy. Transportation costs, such as air and rail fares, are at coach rates. Subsistence is paid according to a per diem rate.

c. Under Other Travel Costs, enter the event title, number of people attending, number of trips with airfare, the rate, and other travel costs.

d. Under the Description and Justification, select the event item being requested and enter in the description of costs (maximum of 500 characters) and justification for costs (maximum of 500 characters) for each item. If local travel policy differs from the federal/state travel policy, please provide or describe the policy in the justification. State in the description whether the request is based on the federal/state travel policy or the agency's policy.

5. **Equipment Form (If no equipment is funded by this project use $0.00 on the budget grid.)**

Grant funds may be used to purchase equipment needed to meet the goals of the grant. Grant funded equipment must be tracked, managed, and disposed of in a manner consistent with the subrecipient's policies and the DOJ Financial Guide.

a. Equipment means tangible personal property (including information technology systems) having 1) a useful life of more than one year and 2) a per-unit acquisition cost of $5,000 or greater (or the organization's capitalization policy, if it is less than $5,000). If the organization does not have a capitalization policy in place, the amount of $5,000 must be followed.

b. Indicate if equipment is included in your budget – yes or no. If "yes" enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item.

c. Under the Description and Justification, select the equipment item being requested and enter in the description (maximum of 500 characters) and justification (maximum of 500 characters) for each item.

Under Description, provide the basis of computation for the requested amount and explain how the item is prorated to its support of the grant project. Provide an explanation of how the amount being requested is reasonable. Grant reviewers will want to know whether the cost of the item is typical for similar items. Explain how you determined the cost of an item, for example, you received a quote from a vendor. Attach applicable documentation of estimated cost.

Under Justification, explain how the item is essential to the goals in the proposed project. If equipment is requested to replace outdated or "old" equipment, briefly describe why replacement is necessary and when the "old" equipment was acquired.

6. **Supplies and Other Expenses (If not funded by this project use $0.00 on the budget grid.)**

Supplies are all other items of tangible personal property that are not equipment. This includes computing devices that cost less than $5,000 per unit (or the organization's capitalization threshold, if that is less than $5,000). Supplies and Other Expenses include, but are not limited to, the following: office supplies, postage, training registration, telephone services, cell phone services, equipment maintenance, internet provider contracts, membership fees and printing projects. All computers purchased with DCJS grant funds must be equipped with updated anti-virus protection software.

All costs must be itemized within this category by major types e.g., office supplies, equipment use fees (which must be supported by usage logs), printing, postage, telecommunications. If the item includes more than one component, identify subcomponents under the Description.

a. Indicate if supplies and other expenses is included in your budget – yes or no. If "yes" enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item.

b. Under the Description and Justification, select the supply or item being requested and enter in the description (maximum of 500 characters) and justification (maximum of 500 characters) for each item. Under Description, explain what the item is and provide a basis of computation that explains how the total cost of the item was determined. Under Justification, explain why the item is needed to meet the goals of the grant. If the item is replacing an older item, include the age of the older item and explain why it must be replaced.

Also under Description, explain whether the item is for exclusive use of this grant project. Grant funds cannot support the entire cost of an item that is not used for activities solely related to this grant program; however, grant funds can support a prorated share of such an item. Prorating calculations must be provided under Description.

Applicants are encouraged to limit computer purchase requests to $1,500 per workstation.

Membership fees should be requested under this category. Grant funds may support a maximum of three memberships per year. Memberships must be in the name of the organization, not an individual. Under Description, describe the organization or association, membership rate, and the benefits the applicant will receive with membership. Under Justification, explain how the membership is essential to the goals in the proposed project.

7. **Indirect Costs (If no indirect costs are funded by this project use $0.00 on the budget grid.)**

Indirect costs are allowable under this grant program. Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Indirect costs are those that benefit more than one activity and are common or joint purpose costs. For example, costs of an office manager or receptionist position that answers general phone calls and greets clients are considered indirect costs.

Indirect costs requested may only be used for allowable purposes. For example, the applicant cannot use indirect costs to support lobbying activities as lobbying is an unallowable cost under this grant program.

The salaries of administrative and clerical staff should generally be treated as indirect costs. Salaries of administrative and clerical staff may be appropriate to include as direct costs only if all the following conditions are met:

1. Administrative or clerical services are integral to the grant project or activity.

2. Individuals involved can be specifically identified with the grant project or activity.

3. Such costs are explicitly included in the budget or have the prior written approval of the awarding agency.

4. The costs are not also recovered as indirect costs on the proposed project or other grant programs.

Requesting Indirect Costs:

a. Indicate if indirect costs are included in your budget – yes or no.

b. Determine the indirect costs rate that will be used for this grant program. Applicants have two rate options.
   1. Applicants may have a negotiated indirect cost rate agreement (NICRA). To use a NICRA, the applicant must attach a current, signed, federally approved (or DCJS approved) indirect cost rate agreement. Applicants may apply with a provisional rate; however, if their final rate is lower, they will need to pay back the difference in any funds paid out with the higher rate.
   2. Applicants without a current NICRA may elect to use the de minimis rate of 15%.

c. Complete the OGMS de minimis rate certification. If the applicant will use the de minimis rate of 15%, answer "yes." If the applicant will use a NICRA, answer "no." This certification must be signed by the Project Administrator.

d. Under Direct Expenditures, enter the amount of funds in the application budget per each category. Do not include anticipated indirect costs in this grid. Save the form before continuing.

e. Under Expenditure Totals, enter the indirect costs rate (either the de minimis 15% or the applicant's NICRA).

f. Under DCJS funds, enter the total allowable amount of indirect costs (or less if needed to fit into the budget) under the appropriate funding category.

g. Applicants using a NICRA must attach a copy of their current, signed, final or provisional agreement to this OGMS form.

Indirect Costs Reporting Requirements

Subrecipients who request reimbursement for indirect costs will include their reimbursement requests on quarterly claims. The amounts requested must be based on the actual MTDC amount incurred each quarter. This amount will likely vary from quarter to quarter. The amount of indirect costs requested for reimbursement each quarter cannot simply be the total for the year divided by four. For assistance determining the appropriate amount of indirect costs that can be claimed, subrecipients may use the MTDC Worksheet each quarter.

F. Attachments

Upload in OGMS the following attachments.

1. If applicable, A letter designating signing authority is required if someone other than the specified individual signs any of the certifications in the application. The letter must be on official organization letterhead, include an effective date, list applicable grant numbers or application titles, and include the contact information of the person being granted signatory authority.

2. Applicants seeking funding under Personnel must attach job descriptions for each new staff/position for which they are requesting funding. Job descriptions must correspond to each new staff person/position listed on the application.

3. Memorandums of Agreement / Understanding with aftercare service providers or correctional institutions (for aftercare service providers).

G. General Conditions and Assurances

All applicants must complete this form. It must be signed by the Project Administrator.

H. Lobbying and Debarment Certification

All applicants must complete this form. It must be signed by the Project Administrator.

I. SAM Registration

All applicants must complete this form. Upload proof SAM registration with the Unique Entity Identifier number (UEI) and a non-expired expiration date.

J. Non-Supplantation

All applicants must complete the Non-Supplantation form. The form must be signed by the Project Administrator.

Note: Federal funds must be used to ***supplement*** existing state and local funds for program activities and must not ***supplant (replace)*** those funds that have been appropriated for the same purpose. Additionally, requests for "new" staff positions must be justified, must not supplant other funds, and must result in significant additional service delivery.

K. Civil Rights Certification of Compliance

The Civil Rights Certification of Compliance is applicable to all projects under this funding opportunity. All applicants should select "Yes" on the Certification of Compliance in OGMS.

The Project Director must certify that they have viewed the civil rights training offered by the Office for Civil Rights (OCR) and that they will ensure all grant funded staff will be trained to understand their responsibilities as outlined in the OCR training. A link to the OCR training is attached to the certification form. All applicants should select "Yes" on the Project Director Certification in OGMS and then complete the form with their information.

The Project Administrator must select whether the applicant agency falls under Equal Employment Opportunity Plan (EEOP) Certification A or Certification B. Awarded applicants that fall under EEOP Certification B must have an EEOP on file and provide it to DCJS upon request. All applicants should select "Yes" on the Project Administrator Certification in OGMS and then complete the form.

L. Determination of Suitability

The Determination of Suitability Certification of Compliance is applicable to all projects under this funding opportunity that serve individuals under the age of 18. Applicable applicants should select "Yes" on the Certification of Compliance in OGMS and upload a supporting letter signed by the Project Administrator.

Information on the requirements for compliance with this federal provision can be found at: www.ojp.gov/funding/explore/interact-minors

M. Authority Certification

All applicants must complete this form. It must be signed by the Project Administrator.

X. Grant Reporting Requirements

Failure to comply with grant reporting requirements in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the award. DCJS will provide grant reporting requirements at the time of grant award. Listed below are the anticipated requirements.

A. Financial Reports (called Claims and Detail of Expenditures in OGMS)
Grant recipients must submit quarterly financial reports in (OGMS). All grant recipients are required to complete financial reports by the 15th of the month after the close of each quarter. If that date falls on a weekend or state recognized holiday, the reports are due on the next business day.

Projected Financial Report Due Dates for SFY Grants:

1st Quarter, July – September	October 15
2nd Quarter, October – December	January 15
3rd Quarter, January – March	April 15
4th Quarter, April – June	July 15

B. Progress reports (called Status Reports in OGMS)
Grant recipients must submit quarterly status reports through the DCJS Online Grants Management System (OGMS).

If the status report due date falls on a weekend or state recognized holiday, the reports are due on the next business day.

Projected Quarterly Status Report Due Dates for SFY Grants:

1st Quarter, July – September	October 15
2nd Quarter, October – December	January 15
3rd Quarter, January – March	April 15
4th Quarter, April – June	July 15

Additionally, subrecipients must report program income to DCJS, quarterly. Program income is defined as any income earned as a result of grant funded activities. Subrecipients must use program income to offset total allowable costs of the grant project thus reducing the Federal award and non-Federal entity contributions. Please see the DOJ Financial Guide for more information on program income. Activities that are anticipated to generate program income should be noted in the budget section of the application.

XI. How and Where to Submit Application

Submit applications and required attachments through the DCJS Online Grants Management System (OGMS) by 5:00 pm on Friday, April 4, 2025. After such time, OGMS will no longer permit applications to be submitted.

For technical issues and questions regarding OGMS, email ogmssupport@dcjs.virginia.gov (and include your grant name and application number) or visit OGMS Training & Resources at www.dcjs.virginia.gov/grants/ogms-training-resources.

DCJS staff are available to provide technical assistance and support during the application process via email at patricia.shaw@dcjs.virginia.gov or (804) 908-1749. You may also use the "Question" feature in the funding opportunity in OGMS. A response will be sent within two business days.