



Residential Substance Abuse Treatment (RSAT) Grant Program: Planning, Implementation, and Continuation Grants for Substance Use Disorder Treatment and Medicated Assisted Treatment (MAT) for Adult and Juvenile Correctional Facilities with Collaborative Aftercare Programs

Program Guidelines and Application Procedures
for Competitive Funding
State Fiscal Year 2025

Application Due Date:

Friday, April 12, 2024, 5:00 pm

Late applications will not be accepted.

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

Issued February 13, 2024

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I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is accepting applications for the federal Residential Substance Abuse Treatment (RSAT) Grant Program. The awards will be made for planning, implementation, and 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 treatment programs, which may include Medication Assisted Treatment (MAT) services, within juvenile detention centers, local and regional jails, or prisons. MAT is the use of medications such as Buprenorphine, Methadone, or Naltrexone, coupled with counseling and behavioral therapies to treat substance use disorders. MAT is primarily used to treat addiction to opioids such as heroin and prescription pain relievers that contain opiates (can also be used for alcohol dependence treatment). More information on MAT can be found at www.samhsa.gov/medication-assisted-treatment/treatment.

The applicant programs must include collaboration with an aftercare program that focuses on the reentry and substance use 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 substance use 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.

These federal funds are available under the Residential Substance Abuse Treatment for Prisoners (RSAT) program from the Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA). This announcement provides guidance to aid applicants in determining eligibility, developing a program narrative, developing the itemized budget and budget narrative, and completing other related forms. Using the guidance presented in this document, applicants can efficiently and effectively prepare complete applications. The development of these requirements was informed by the Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) and other federal requirements.

A. Grant Period

The grant period is for state fiscal year (SFY) 2025 (July 1, 2024–June 30, 2025).

B. Purpose

The purpose of the RSAT 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 substance abuse treatment for incarcerated individuals, 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.

C. Eligibility

The RSAT Grant Program supports state, local, and regional programs that provide direct services to justice involved individuals in state correctional facilities, juvenile detention centers, local or regional jails, and aftercare programs that partner with a facility.

Eligible applicants include:

- Local or Regional Jails
- Local Juvenile Detention Centers
- Community Services Board (CSB) with written agreements, such as Memorandums of Understanding (MOU), Memorandums of Agreement (MOA), or contracts, to provide aftercare Substance Use Disorder (SUD) treatment services to individuals housed at a local or regional jail or detention center, or plans to establish such agreements.
- Community nonprofit organizations with written agreements, (MOU/MOA/Contract) to provide aftercare SUD treatment services to individuals housed at a local or regional jail or detention center or plans to establish such agreements.
- Virginia Department of Juvenile Justice
- Virginia Department of Corrections

D. Priority Areas

DCJS has identified the following priority areas for RSAT funding.

1. Existing partnerships between a correctional facility and community-based substance use treatment programs.
2. Programs serving rural areas. The following website will be used to determine if an applicant meets the criteria of a rural community <https://data.hrsa.gov/tools/rural-health?tab=State>
3. Small to medium correctional facilities with less than 250 jail beds.

II. Funding Source, Funding Categories and Amount Available, Program Requirements, Due Dates, Review, and Award

A. Funding Source

RSAT funds are administered to the Commonwealth of Virginia from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance. The federal RSAT grant awards for this grant period include 2020-J2-BX-0042, 15PBJA-21-GG-00086, 15PBJA-22-GG000499, and 15PBJA-23-GG-01563. The Assistance Number is 16.593.

This funding opportunity requires a 25% match. For more information about “match,” see Section II, G.

Due to uncertainty regarding future RSAT funding, programs are encouraged to develop long-term strategies and infrastructure to ensure sustainability after this grant period.

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:

- Civil Rights
- Nondiscrimination
- Limited English Proficiency Individuals
- Equal Opportunity Plans
- Department of Justice Financial Guide

B. Funding Categories and Amount Available

Planning Grant – Applicants submitting a planning grant may apply for up to \$18,750 in federal RSAT grant funds for a planning year to prepare for the implementation of the use of evidence-based substance use disorder treatment services, which may include MAT, either in the facility or as an aftercare component. Applicants should describe the planning activities that will take place in the initial year of funding to include the creation of a planning committee, descriptions of committee member roles, participating and collaborating agencies, and a timeline of planning activities. The application should address the specific needs the planning process will address, community resources that will enhance the end product, the process for collecting program data, and consultation with experts to discuss the data or to help explore the most promising approaches for implementing a substance use disorder treatment program in a correctional facility with an aftercare component.

Implementation Grant – Applicants submitting an implementation grant may apply for up to \$90,000 in federal RSAT grant funds. Applicants must demonstrate program readiness to assess and accept participants into a substance use disorder treatment program, which may include MAT. Applicants should fully describe program services, partnerships, and the ability to collect performance measures on program activities. Successful applicants will be able to apply for a second year of RSAT funding prior to the end of year one subject to program performance and availability of federal funds.

Continuation Grant – Applicants submitting a continuation grant may apply for up to \$90,000 in federal RSAT grant funds. Applicants must have a current substance use disorder 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, program performance, and compliance with grant requirements.

C. Program Requirements

All grant recipients will be required to:

- Comply with DCJS requirements and provide programmatic information about planning, implementation, or ongoing activities.
- Provide data and information as defined by DCJS and the federal RSAT guidelines and collected through the BJA Performance Measurement Tool (PMT).
- Comply with federal rules regulating grants. Grant recipients must comply with the applicable provisions of the requirements of the Office of Justice Programs Financial Guide, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of RSAT funds received.
- Meet program match requirements.

Planning grant recipients will be required to:

- Utilize funds to plan for facility-based substance use disorder treatment programs, which may include MAT, that provide individual and group therapeutic activities for participants in residential facilities operated by local, regional, or state adult or juvenile correctional facilities in collaboration with a Community Services Board or community nonprofit organization to provide structured aftercare services.
- The planning year should include preparing for the evidence-based criteria for successful residential and aftercare substance use disorder treatment modalities as listed under the requirements for Implementation grants (see below).

Implementation grant recipients will be required to:

- Implement a substance use disorder treatment program, which may include MAT, that provides direct services to justice-involved participants, either in a local, regional, or state adult or juvenile correctional facility with a collaborative aftercare services component.
- Utilize a validated risk and needs assessment that will form the basis of an individualized treatment plan. A risk and needs assessment is an instrument to help identify factors that may lead a participant to reoffend and determine needed services to minimize the risks.
- Engage participants for at least three months in local adult facilities or six months in a juvenile or state facility.
- Focus on the participant's substance use disorder and addiction-related needs.
- 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 facility or program in the community.
- Prepare participants 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 MAT.
- If MAT is provided, ensure MAT practices and services have a demonstrated evidence base and are appropriate for the target population. This shall include medication assisted treatment (i.e. the use of at least one antagonist (e.g. Naltrexone), agonist (e.g. Methadone), or partial-agonist medication (e.g. Buprenorphine) in coordination with evidence-based cognitive behavioral treatment incorporated into group and individualized counseling, case planning, and peer support, as well as intensive reentry services.
- House treatment population separate from the general correctional population. Pods or wings of housing units are acceptable methods for separating the treatment population from the general population.

Continuation grant recipients will be required to:

- Ensure that the existing substance use disorder treatment program meets all requirements listed under Implementation grants (see above).
- Provide sustainability planning for longevity of program.

D. Restrictions on Funding

Grant recipients may not use these grant funds for:

- Land acquisition or capital projects (including construction)
- Purchase of vehicles
- Lobbying or political contributions
- Fundraising
- Honoraria or bonuses
- Research and studies
- Active investigation and the prosecution of criminal activities
- Personal entertainment
- Purchasing food and beverages

For additional guidance see the Allowable and Unallowable Costs section in the *Department of Justice Financial Guide* (pages 111-114).

www.ojp.gov/funding/financialguidedoj/overview

E. Disbursement of Funds

Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended. Actual expenditures must be reported quarterly and invoiced pursuant to approved line-item budget categories in the grant award package. Grantees will only be reimbursed for costs that have been incurred within the grant period, and which are reported on their financial report. Grant funds, including matching funds, may only be expended and/or obligated during the grant period. All obligations must be fulfilled no later than 45 days after the end of the grant period. Requests for reimbursement shall be submitted through the DCJS On-line Grant Management System (OGMS).

F. Financial and Status Reporting Requirements

DCJS requires online submission of quarterly financial and status reports into the DCJS OGMS. Additional information about the online reporting system can be found on the DCJS website at: www.dcjs.virginia.gov/grants/ogms-training-resources

Failure to comply may result in DCJS withholding disbursement of grant funds and/or termination of the grant. DCJS will provide grant reporting requirements at the time of grant award.

Required reports include:

1. Quarterly Financial Reports, detailing quarterly expenditures
2. Quarterly Status Reports, describing activities supported with these funds
3. Quarterly Performance Measurement Tool (PMT) reports, submitted directly to the BJA PMT system and uploaded as a PDF to OGMS as an attachment.
4. Completed Quarterly Work Plan uploaded to OGMS.
5. All grant recipients are required to complete financial and status reports by the 15th of the month after the close of each quarter.

All grant recipients are required to complete financial and status 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 SFY2025 Project Status Report and Financial Report Due Dates:

1 st Quarter, July – Sept.	October 15, 2024
2 nd Quarter, Oct. – Dec.	January 15, 2025
3 rd Quarter, Jan. – Mar.	April 15, 2025
4 th Quarter, April – June	July 15, 2025

G. Match Requirement

Applicants are required to provide 25% match in cash and/or in-kind funds. Federal funds under this award may not cover more than 75% of the total cost of the project. For example, a one-year Planning Grant would include \$18,750 RSAT funding plus an applicant provided match of \$6,250 for total project funding of \$25,000.

Applicants must identify the source of the 25% non-federal portion of the total project costs and include the match funds in the itemized budget and budget narrative. Match may be in the form of cash or in-kind and must be reported on quarterly financial reports. Required match amounts must be fully met by the end of the grant period.

General Match Requirements

Match funds included in the grant budget are subject to the same requirements and conditions that apply to the federal funds awarded by DCJS.

All match on awarded grants must be:

1. Verifiable in program/organization records;
2. Included in the approved budget;
3. Derived from non-federal funding sources;
4. Not used as match in other areas;
5. RSAT-allowable costs;
6. Necessary and reasonable for efficient accomplishment of project objectives;
7. In compliance with all federal and state guidelines; and
8. Of the correct percentage as detailed in these guidelines.

Cash Match

The RSAT Guidelines define cash as “the value of direct funding for the project” ([28 CFR 94.118\(c\)\(1\)](#)). Cash cannot be derived from federal sources. Once funds are committed to match for this project, they cannot be used to support or match other projects.

In-Kind Match

Third party in-kind match (soft match) includes, but is not limited to, the valuation of non-cash contributions. “In-kind” may be in the form of services, supplies, real property, and equipment. For further information regarding in-kind match, please go to the following link for details on in-kind matching. www.ojp.gov/funding/financialguidedojo/overview.

Match Waivers

Match waivers are not available for this grant program.

H. Application Due Date

Applications must be submitted electronically via the DCJS On-line Grant Management System (OGMS) **no later than 5:00 p.m. on Friday, April 12, 2024**. Applications received at 5:01 p.m. or later on April 12, 2024, will not be considered unless there are technical issues with OGMS. Due to possible unforeseen issues, DCJS recommends completing your grant application 1–2 days in advance of the deadline. Early submissions are appreciated.

All applicants should participate in self-guided training of the recorded webinars for application submission in OGMS: OGMS Submitting Applications. If applicants have questions after watching the training webinar, please email questions to ogmssupport@dcjs.virginia.gov.

To be considered for funding, an eligible applicant must submit a completed application in accordance with these guidelines by the submission deadline.

These Fiscal Year 2025 RSAT Grant Program Guidelines and Application Procedures may be downloaded from the DCJS website at <http://www.dcjs.virginia.gov> or on the attachments tab of the funding opportunity in OGMS.

I. Grant Application Training and Technical Assistance

To aid applicants in their grant application preparation, DCJS is facilitating a webinar on **Thursday, March 7, 2024, at 11:00 a.m.** To register, please email Leslie Egen at leslie.egen@dcjs.virginia.gov. Instructions for webinar registration and participation will be provided via email to those that register. The webinar will take place virtually via Zoom. Be sure to have these guidelines available to you during the webinar training.

For questions regarding these guidelines, please contact: Leslie Egen, (804) 314-6461, leslie.egen@dcjs.virginia.gov.

J. Grant Application Review Process and Award

All applications will be evaluated as part of a competitive review process. Each application will be assessed based on information provided, adherence to these Grant Guidelines, and the clarity, substance, and strength of the request made for funding. Reviewers may consider demonstrated need, geographic location, budget justification, cost-effectiveness of proposed projects, and the availability of funds. DCJS reserves the right to change program budgets based on allowable costs, justification of items, and available funding.

Each application can earn a weighted score of 60 points, with a total possible points of 64 if bonus points are applied. The primary grant program elements are evaluated based on ratings of Excellent, Acceptable, Marginal, and Unacceptable. The weighted rating points that can be awarded for each primary grant program element are:

- Itemized Budget (10%) 0–6 points
- Budget Narrative (15%) 0–9 points
- Needs Justification (20%) 0–12 points
- Project Description (20%) 0–12 points
- Implementation Steps (15%) 0–9 points
- Goals and Objectives (15%) 0–9 points
- Technical Compliance (5%) 0–3 points

Applications that serve traditionally underserved rural localities will receive two bonus points. The following website will be used to determine if an applicant meets the criteria of a rural community <https://data.hrsa.gov/tools/rural-health?tab=State>

Applications that include small and medium correctional facilities (less than 250 bed capacity) will receive 2 bonus points.

The Grants Committee of the Criminal Justice Services Board (CJSB) will review grant application scores and the summaries of staff evaluations of applications. The Grants Committee will then make funding recommendations to the full CJSB. **The CJSB is expected to make final grant award decisions at its meeting in June 2024.** Funding decisions made by the CJSB are final and may not be appealed.

DCJS Office of Grants Management in the Division of Finance and Administration will issue grant award packages based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

K. Budget Determinations

In accordance with federal guidelines, only those costs directly related to and essential to providing direct substance use treatment services to the justice-involved population in a residential or aftercare program format can be supported with RSAT grant funds. Requests must be allowable under state and federal guidelines and must be reasonable, appropriate, and justified.

Applicants should **carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs.** Applicants should also consider how the project will be sustained if funding through this grant program becomes unavailable.

III. Application Components

All RSAT applicants are required to submit their SFY2025 applications in the OGMS system, using the OGMS Funding Opportunities tab. OGMS has an internal checklist to ensure completion of each application component before final submission. Instructions for submitting applications as well as additional resources can be found at the DCJS OGMS Training & Resources page www.dcjs.virginia.gov/grants/ogms-training-resources.

A. Instructions for Submitting Application

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.

Follow these steps to begin an application for this funding opportunity in OGMS.

1. Log into OGMS. If you have never registered for OGMS, select the Registration button on the OGMS home page.
2. Select Funding Opportunities.
3. Select #523993, Residential Substance Abuse Treatment for Prisoners (RSAT - Competitive) SFY2025
4. Select Start New Application

5. Under Application Title, enter the name of the Proposed RSAT Project. Include your agency name in the title. For example, “Agency Name RSAT Project SFY2025”
6. Under Primary Contact, select the name of the person completing the application. This can be changed later in the application process if needed. Select Save Form Information. You will be taken to a new screen.
7. Under Organization, select the organization and then select Save Form Information. This will take you to a new screen.
8. Under Additional Contacts, select any organization members who should have access to this application and to the grant if it is awarded. Grant recipients can also add or subtract people after the grant is awarded. If you do not see the name of a person who should have access to the application/grant, it could mean they are not registered in OGMS. Select Save Form Information. This will take you to a new screen.
9. Under the Application Details screen, complete all sections by clicking on each line. You cannot submit the application until all sections are complete. A green check mark indicates the section is complete. Refer to the DCJS OGMS Training and Resource webpage for technical assistance with the OGMS system.

B. Face Sheet

1. **Grant Program:** RSAT should be listed
2. **Congressional Districts:** List the [congressional districts](#) that will benefit from the program.
3. **Best Practice:** Yes or No
4. **Jurisdiction(s):** List all localities to be served and include zip codes
5. **Program Title:** Enter the name of the program (or project) that this grant will fund
6. **Certified Crime Prevention Community:** Select Yes or No
7. **Type of Application:** Planning, Implementation, or Continuation (please choose one)
8. **Grant Number and Performance Statement:** If this is a continuation grant, enter grant FY2024 OGMS grant number and provide data on the performance of activities for the current year (maximum of 250 characters)
9. **Community Setting:** Rural, Urban or Suburban. Check the box(es) that best describes the applicant service area.
10. **Brief Project Overview:** Provide a short description of the project in 100 words or less. The description must include a brief synopsis detailing planning activities.
11. **Project Director:** List the person who will have day-to-day responsibility for managing the project.
12. **Project Administrator:** The person who has authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application, including the provision of the required match.
13. **Finance Officer:** List the individual who will be responsible for fiscal management of the funds.
14. **Signature of Project Administrator:** This field may be completed with a typed name of the Project Administrator, which represents legal binding acceptance of the terms of

the application, that all statements are true and correct and have been duly authorized by the governing body of the locality and/or entity.

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

C. Demonstration of Need

The demonstration of needs should be completed and attached to the application in OGMS to allow applicants the space needed to provide a complete description of the needs or issues that this grant project will address. Describe the population to be served, 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.

D. RSAT Project Narrative

The project narrative should be completed and attached to the application in OGMS to allow applicants the space needed to provide a complete description of the project. All applicants must complete a Project Narrative that includes the following sections: Needs Justification, Project Description, Implementation Steps, and Goals and Objectives to include a data collection plan and proposed project timeline. The scores will be based on the completeness of the form, adherence to these guidelines, how the project will address the problem and needs described in the Needs Justification, and whether the goals and objectives address the proposed project. There is a 15 page limit for the project narrative.

Planning Grants (To be completed by planning grant applicants only)

- a. **Program Goals:** Describe the goals of the planning committee regarding the substance use disorder treatment program. Describe activities such as meetings, trainings, site visits, and collaboration intent with community partners. Discuss how these activities will assist your agency in planning for program implementation.
 - i. Organizational capacity to accommodate the provisions of MAT services (storage, administration, compliance with federal and state laws and regulations, as well as staff competence through training and/or licensing), if applicable.
 - ii. Timelines of activities and persons responsible for executing those timelines.
 - iii. Program partnership explanation/goal of collaborative efforts to provide wrap around substance use disorder treatment services.
- b. **Program Coordination:** Provide an explanation of how the organization will coordinate the RSAT project. Examples include coordination and collaboration with local probation offices, community service boards, drug treatment courts, service providers, and peer support organizations. Partnerships with local service providers are encouraged. Include letters of intent to demonstrate planning activities as attachments.
- c. **Program Sustainability:** RSAT funding is awarded based on program compliance, as well as the availability of federal funds. Please provide a plan for how the organization will programmatically and financially sustain any proposed residential treatment program. Describe how this project will utilize community partners and stakeholders that have a vested interest in the success of the proposed residential treatment program.

- d. **Award Disclosure:** A description of any current or pending federal or state awards which also will support substance use disorder treatment program efforts. Include how these awards will be coordinated with the funding sought by this application. For each include the program/project title, the grantor agency, the award amount, and a brief description of its purpose.
- e. **Data Collection:** During the planning year, grantees will only be required to submit narrative data. Program specific data is not required as the program will not yet be operational. However, during the planning phase programs will be required to develop a detailed plan for collecting and reporting performance measures, data, and outcome measures.

Implementation Grants: (To be completed by implementation grant applicants only)

- a. **Program Goals:** Describe the goals of the substance use disorder treatment program. Describe relevant programmatic activities required to maintain program structure and activities such as meetings, trainings, site visits, and collaboration with community partners. Discuss how these activities will assist your agency in program implementation.
 - i. Organizational capacity to accommodate the provisions of MAT treatment services (storage, administration, compliance with federal and state laws and regulations, as well as staff competence through training and/or licensing), if applicable.
 - ii. Timelines of activities and persons responsible for executing those timelines.
 - iii. Program partnership explanation/goal of collaborative efforts to provide wrap around substance use disorder treatment services.
 - iv. Description of substance use disorder treatment modalities and staffing.
 - v. Medication(s) that will be utilized by the MAT program, if applicable.
 - vi. Description of program location. If in a facility, provide assurance of separation of program population from general population.
- b. **Program Coordination:** Provide an explanation of how the agency will coordinate the RSAT project at the local level. Examples include coordination and collaboration with local probation offices, community service boards, drug treatment courts, service providers, and peer support organizations. Partnerships with local service providers are encouraged. Include as attachments Memorandums of Understanding (MOU), Memorandums of Agreement (MOA), or contracts, to provide aftercare substance use disorder treatment services to individuals housed in correctional facilities or plans to establish such agreements.
- c. **Program Sustainability:** RSAT funding is awarded based on program compliance, as well as the availability of federal funds. Please provide a plan for how the organization will programmatically and financially sustain any proposed residential treatment program beyond the end date of the award. Describe how this project will utilize community partners and stakeholders that have a vested interest in the success of the proposed residential treatment program.
- d. **Award Disclosure:** A description of any current or pending federal or state awards which also will support substance use disorder treatment program efforts. Include how these awards will be coordinated with the funding sought by this application.

For each include the program/project title, the grantor agency, the award amount, and a very brief description of its purpose.

- e. **Data Collection:** During the implementation year, grantees will be required to submit program specific data based on their detailed plan for collecting and reporting performance measures, data, and outcome measures.

Continuation Grants: (to be completed by continuation grant applicants only)

- a. **Program Goals:** Describe the goals of the substance use disorder treatment program. Describe the relevant programmatic activities required to maintain program structure and activities such as meetings, trainings, site visits, and collaboration with community partners.
 - i. Organizational capacity to accommodate the provisions of MAT services (storage, administration, compliance with federal and state laws and regulations, as well as staff competence through training and/or licensing), if applicable.
 - ii. Timelines of activities and persons responsible for executing those timelines.
 - iii. Program partnership explanation/goal of collaborative efforts to provide wrap around substance use disorder treatment services.
 - iv. Description of substance use disorder treatment modalities and staffing.
 - v. Medication(s) that will be utilized by the MAT program, if applicable.
 - vi. Description of program location. If in a facility, provide assurance of separation of program population from general population.
- b. **Program Coordination:** Provide an explanation of how the agency will coordinate the RSAT project at the local level. Examples include coordination and collaboration with local probation offices, community service boards, drug treatment courts, service providers, and peer support organizations. Partnerships with local service providers are encouraged. Include as attachments Memorandums of Understanding (MOU), Memorandums of Agreement (MOA), or contracts, to provide aftercare substance use disorder treatment services to individuals housed in correctional facilities or plans to enhance current agreements.
- c. **Program Sustainability:** RSAT funding is awarded based on program compliance, as well as the availability of federal funds. Please provide a plan for how the organization will programmatically and financially sustain any proposed residential treatment program. Describe how this project will utilize community partners and stakeholders that have a vested interest in the success of the proposed residential treatment program.
- d. **Award Disclosure:** A description of any current or pending federal or state awards which also will support substance use disorder treatment program efforts. Include how these awards will be coordinated with the funding sought by this application. For each include the program/project title, the grantor agency, the award amount, and a brief description of its purpose.
- e. **Data Collection:** During the implementation year, grantees will be required to submit program specific data based on their detailed plan for collecting and reporting performance measures, data, and outcome measures.

Collaborative Agreements:

Applicants should provide a list of all proposed or finalized cooperative agreements and/or memorandums of understanding related to the collaborative efforts of the residential or aftercare substance use treatment programs. Include the date the agreement was signed or proposed start date. It is preferred that all listed agreements be dated within the last three years. If funded, the agency may be asked to supply copies of these agreements.

E. Goals and Objectives

Each applicant must identify three goals. Each goal must have 2-3 objectives. Each goal must serve to address the problem identified in the *Demonstration of Need* section.

Each objective must be measurable and directly related to one or more items requested in the grant proposal budget. For each objective, include the following:

1. The position(s) responsible for achieving the objective.
2. The intended outcome or impact of completing the objective including how the objectives will solve the problem(s) or need(s) previously identified in the *Need Justification* section.
3. How the program will measure steps toward achieving the objective (“Data Collection”).
4. A proposed timeline.

F. Project Itemized Budget and Narrative:

The project budget and budget narrative are for the period of July 1, 2024, through June 30, 2025.

Applicants must explain the reasons for each requested budget item and how requested amounts were determined. Requested items not thoroughly justified will not be approved for funding. Be sure that your Budget Grid in OGMS is consistent with your Budget Narrative requests.

Itemize all budget amounts and place them in the appropriate category for each line item. Each item should reflect expenditures for a twelve-month grant period. Round all amounts to the nearest dollar.

Applicants must document that the personnel costs and items requested are for the exclusive use of the program or staff supported with the RSAT Grant. DCJS encourages frugality to the extent possible without seriously affecting program quality. Applicants are encouraged to utilize existing personnel and volunteers instead of paid staff or consultants, to request a minimum of non-local travel, to request a minimum of expensive equipment, to rent rather than purchase expensive equipment when more cost effective, and to investigate the availability of used, reconditioned or surplus equipment when appropriate. The dollar amounts assigned to in-kind match must be thoroughly justified.

- **Budget Narrative** (located in the Budget tab) The budget narrative should detail anticipated expenses for SFY2025. Applicants must explain the reasons for each requested budget item. Complete the Budget Narrative Tab(s) in OGMS for each specific category applicable to your request for funding.

- **Personnel Budget Category**

List each position by title (and name of employee, if available). Show the annual and hourly salary rates for the employee, and the hours to be devoted to the project by the employee. Typically, full-time employees work 2,080 hours annually.

The position description should describe the grant-related duties that will be performed. Indicate in the position description whether this position is a current position or a new, proposed position. Indicate each type of benefit included and the total cost to employees assigned to the project. NOTE: For Planning Grants, the entire award cannot be applied to a single position, only partially to an existing person designated for the planning committee.

Justify the position requested for funding with the grant. Describe the duties, responsibilities, and qualifications of each grant funded position. Indicate how the position will add to the planning activities listed.

- **Fringe Benefits Budget Category**

Under Requested Total, enter the total request of fringe benefits for each employee listed. If the applicant is not seeking fringe benefits for one of the listed positions, enter zero. Under Description of Fringe Benefits/Basis of Computation, provide the basis of computation and the total amount of each fringe benefit in each respective space. If the applicant is not seeking fringe benefits for one of the listed positions, enter zero.

- **Consultants Budget Category**

List each type of consultant or service, the proposed hourly fee rate, the amount of time to be devoted to such services, and the total cost requested. Document how the use of outside consultants will significantly enhance project effectiveness and that consultant use is cost effective. The rate of compensation for individual consultants must be reasonable and consistent with that paid for similar services in the marketplace. The rate may not exceed \$650.00 per day (\$81.25 per hour).

For organizations performing professional services, including professional associations and educational institutions, indicate the type of services being performed, and estimated hourly contract price.

Travel and Subsistence for Consultants: Estimate actual cost. The cost must be reasonable and adhere to the applicant's travel policy or the 2024 Internal Revenue Service (IRS) mileage rate of .67 cents per mile. Requests for consultants will be carefully scrutinized. Only when it can be clearly justified that the use of outside consultants will significantly and permanently enhance project effectiveness will consultant fees be approved.

- **Travel Category**

Itemize total travel expenses of project personnel by local mileage, non-local mileage, and subsistence (food and lodging). If the applicant does not have an established local travel policy, then the applicant must adhere to federal/state travel policy. If local travel policy differs from the federal/state travel policy, please provide or describe the policy in the justification. Refer to the following U.S. General Services Administration (GSA) and Virginia Department of Accounts (DOA) websites for the most current travel rates and policies: www.gsa.gov/travel/plan-book/per-diem-rates

www.doa.virginia.gov/reference/CAPP/CAPP_Topics_Cardinal/20335-2019-July.pdf

Clearly explain the basis for all calculations. The mileage/travel reimbursement must be for the support of the RSAT grant.

DCJS will consider requests to support attendance at appropriate national training conferences. Applicants must document that the requested training is needed and is unavailable within the state. **Registration fee expenses** should be detailed in the “Supplies and Other Expenses” category. DCJS may approve requests for funds to support out-of-state travel, or airfares to attend training conferences, with adequate justification. Applicants should demonstrate that attendance is cost effective and will facilitate essential improvements in service delivery.

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.). Include a description for each request and justify why the request is necessary.

- **Equipment**

Equipment includes, but is not limited to, the purchase or lease of items such as computers, telephones (but not line service), and cellular phones. Each major item to be purchased must be listed separately with unit cost. Each item to be leased or rented must be listed separately with the cost associated with the lease or rental. The budget narrative must explain the relevance of each item to the project. Items not justified will not be funded.

Equipment is defined in the federal Department of Justice *2022 Grants Financial Guide* as “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 Federal amount of \$5,000 must be followed.”

Each major item to be purchased, leased, or rented must be listed separately with unit cost or the cost associated with the lease or rental agreement.

Under ***Description of Equipment Item***, describe the item being requested. Provide a statement as to whether the item is exclusively for the RSAT grant or if it has been prorated. Provide the basis of computation for the requested amount. 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. Pro-rating calculations must be documented.

Under ***Justification of Equipment Item***, explain how the item is essential to the goals in the proposed project and allowable. Additionally, provide an explanation of how the amount being requested is reasonable. If equipment is requested to replace outdated or “old” equipment, briefly describe why replacement is necessary and when the “old” equipment was acquired.

Funds through this solicitation may **not** be used for new vehicle leasing agreements or vehicle purchases.

- **Supplies and Other Operating Expenses**

Supplies are defined in the 2022 Grants Financial Guide as “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).”

Operating expenses under Supplies include, but are not limited to, the following: telephone services, internet access/internet provider contracts, mobile phone services, office supplies, training, postage, training registration, and printing projects.

Office space rental and equipment maintenance requests must be prorated to support this RSAT project alone.

All computers purchased with DCJS grant funds must be equipped with updated anti-virus protection software. Applicants are encouraged to limit computer purchase requests to \$1500 per workstation.

- **Indirect Costs**

Applicants requesting Indirect Costs must complete section six (6) on the Budget Narrative Template and they must include the necessary Indirect Cost Rate attachments. If this section is not completed, or if the necessary attachments are not included with the application, Indirect Costs may not be awarded.

According to 2 CFR Part 200.56, indirect costs are defined as: *Those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved.*

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/receptionist position that answers general phone calls, greets clients, etc. are considered indirect costs.

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

1. Administrative or clerical services are integral to a project or activity;
2. Individuals involved can be specifically identified with the project or activity;
3. Such costs are explicitly included in the budget or have the prior written approval of the awarding agency; and
4. The costs are not also recovered as indirect costs.

Requesting Indirect Costs: Requesting indirect costs is optional. Applicants do not have to request indirect costs, but it is allowable. To calculate indirect costs, applicants must first determine the Modified Total Direct Costs (MTDC) amount of the project budget. Indirect costs that can be requested are not based on the entire project budget, but on the MTDC amount. Applicants are not required to describe or itemize what is included in the indirect costs.

Applicants have three options when requesting indirect costs.

1. Indirect Cost Rate Agreement (ICRA)

- This is a formal rate agreement that an organization has applied for and received from the federal cognizant agency (DCJS does not approve ICRA's).
- Organizations will have a letter or other documentation that lists the federally negotiated rate.
- The rate in the ICRA must be accepted, unless otherwise specified by federal awarding agency.
- Applicants can request the percentage (as outlined in the ICRA) of the Modified Total Direct Costs (MTDC) of their budget for indirect costs.

2. De Minimis Rate

- This can be used by organizations that have never had a federally approved Indirect Cost Rate Agreement.
- Organizations can use a rate of up to 10 percent of the Modified Total Direct Costs (MTDC) of their budget for indirect costs.

3. Other Appropriate Rate

- This can be used by organizations that do not have a federally approved Indirect Cost Rate Agreement.
- Such rates must be consistent with the requirements of 2 C.F.R. Part 200, and are negotiated between DCJS and the subrecipient.

Use the [MTDC Worksheet](#) to calculate the MTDC amount. The Worksheet will also calculate the amount of indirect costs that can be requested.

If Indirect Costs are requested, applicants must submit two additional documents with the grant application:

- a. [MTDC Excel Worksheet](#) (*Attachment*)
- b. [Certification of De Minimis Indirect Cost Rate form](#) (*Attachment*) **OR** a copy of the applicant's Indirect Cost Rate Agreement letter/documentation (if this document is provided in your grant application, label it *Attachment*).

Additional Indirect Costs Reporting Requirements: For organizations that request and receive Indirect Costs, the MTDC Worksheet must be completed each quarter, based on actual expenses. The MTDC Worksheet must be uploaded to OGMS each quarter.

The actual MTDC amount will determine the amount of Indirect Costs to be reimbursed for that quarter. In other words, the amount of Indirect Costs reimbursed 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; the amount must be based on actual MTDC amounts.

- **Requirement Demonstrating Non-Supplantation**

All applicants must complete the Non-Supplantation form. The form must be signed by the Project Administrator. On the Budget Narrative, provide a statement that addresses whether the expenses requested in this grant application compliment, and do not duplicate, other existing and anticipated funding sources/amounts.

Non-supplanting: 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.

G. Civil Rights Certification of Compliance

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

H. General Conditions and Assurances

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

I. Lobbying and Debarment Certification

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

J. SAM Registration

All applicants must complete this form. Upload proof of valid, non-expired SAM Registration, with the Unique Entity Identifier number (UEI), on Federal email or letterhead, that includes the expiration date.

K. Authority Certification

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

L. Attachments

- Demonstration of Need.
- Project Narrative.
- Additional documentation you wish DCJS to consider as part of your application.

IV. Important Reminders

The SFY2025 RSAT Grant Application is due in OGMS on Friday, April 12, 2024, at 5:00 p.m.

For questions regarding OGMS, email: ogmssupport@dcjs.virginia.gov (and include the current Funding Opportunity – RSAT) or visit OGMS Training & Resources (<https://www.dcjs.virginia.gov/grants/ogms-training-resources>). You may also use the “Question” feature in OGMS.

The RSAT Grant Program Coordinator will be available to provide technical assistance and support during the application process via email at leslie.egen@dcjs.virginia.gov or phone (804) 314-6461. The RSAT Grant Monitor will be available for application and OGMS technical questions via email at patricia.shaw@dcjs.virginia.gov or phone (804) 908-1749.