



# **Residential Substance Abuse Treatment (RSAT) for Prisoners Medication-Assisted Treatment**

**Program Guidelines and Application Procedures  
State Fiscal Year 2021**

***Application Due Date  
Friday, March 6, 2020, 5:00 p.m.***

Virginia Department of Criminal Justice Services  
1100 Bank Street, Richmond, VA 23219  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

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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) for Prisoners Grant Program. These RSAT grant funds will provide evidence-based residential Medication-Assisted Treatment (MAT) services in local and regional jails. 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. More information on MAT can be found at <https://www.samhsa.gov/medication-assisted-treatment/treatment>.

## **II. Eligibility, Program Requirements, Due Dates, and Other Information**

### **A. Available Funding**

A total of \$700,000 in federal RSAT grant funds is available to assist localities in planning for, implementing, or enhancing existing MAT programs in local or regional jails. Funding will support the following projects:

1. **MAT Planning**- Applicants submitting a planning grant may apply for up to \$75,000 in federal RSAT grant funds for a planning year to prepare for the implementation of MAT. Successful applicants will be eligible to apply for an implementation grant after the planning process. Applicants should describe the planning activities that will take place in the initial year of funding.

Successful applicants will be funded for a 12-month cycle, from July 1, 2020 through June 30, 2021.

2. **Program Implementation**- Applicants submitting an implementation grant may apply for up to \$250,000 in federal RSAT grant funds. Applicants must demonstrate program readiness to assess and accept participants into the MAT program. Applicants should fully describe program services and the ability to collect performance measures on program activities.

Successful applicants will be funded for a 36-month cycle, from July 1, 2020 through June 30, 2023. However, continuation of funding for after the first year is subject to program performance and availability of federal funding.

3. **Program Enhancement** – Applicants submitting a program enhancement grant may apply for up to \$100,000 in federal RSAT grant funds. Applicants must have a current MAT program. Applicants must justify the need for an enhancement.

Successful applicants will be funded for a 36-month cycle, from July 1, 2020 through June 30, 2023. However, continuation of funding for after the first year is subject to program performance and availability of federal funding.

## **B. Eligibility**

Local and regional jails are eligible to apply for RSAT funding. Awards will be made through a competitive grant review process. Only those applicants offering programs that include a combination of medication and behavioral therapies will be recommended for funding. Rural areas are encouraged to apply.

## **C. Program Requirements**

RSAT grant funds must be used to **plan** for, **implement**, or **enhance** residential MAT programs that provide individual and group therapeutic and vocational activities for participants in residential facilities operated by local or regional correctional agencies. Jail-based residential MAT programs must:

- 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. It should pinpoint needed services to minimize those risks. More information about risk assessments and effective evidence-based practices can be found at: <http://store.samhsa.gov/shin/content/QGCT44/QGCT44.pdf>
- Engage inmates for at least 3 months
- Focus on the inmate's substance abuse diagnosis 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 state or local government
- Prepare offenders for successful community reintegration that may include post-release referral to appropriate evidence-based aftercare treatment and/or service providers, including those that support the use of medication-assisted treatment
- Provide MAT practices and services that 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
- Separate jail-based treatment population from the general correctional population. Pods or wings of housing units are acceptable methods for separating the treatment population from the general population

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: <https://ojp.gov/about/ocr/statutes.htm>
- Nondiscrimination: <http://ojp.gov/about/ocr/assistance.htm>

- Limited English Proficiency Individuals:  
[https://www.lep.gov/guidance/guidance\\_DOJ\\_Guidance.html](https://www.lep.gov/guidance/guidance_DOJ_Guidance.html)
- Equal Opportunity Plans: <https://ojp.gov/about/ocr/eeop.htm>
- Department of Justice Financial Guide:  
<https://www.justice.gov/ovw/file/1030311/download>

#### **D. Restrictions on Funding**

Grant recipients may not use these grant funds for:

- Land acquisition or capital projects
- Lobbying or political contributions
- Honoraria or bonuses
- Personal entertainment
- Purchasing food and beverages

#### **E. Financial and Progress Reporting Requirements**

DCJS requires online submission of quarterly financial and progress reports into the Grants Management Information System (GMIS). Additional information about the on-line reporting system can be found on the DCJS website at:

<https://www.dcjs.virginia.gov/grants/gmis-online>.

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.

#### **F. Disbursement of Funds**

The federal government requires that disbursement of these funds only occur on a cost reimbursement basis for actual funds expended. Actual expenditures should 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. Grant funds may only be expended and/or obligated during the grant period. All obligations must be fulfilled no later than 90 days after the end of the grant period. Requests for reimbursement shall be submitted through DCJS GMIS.

#### **G. Match Requirement**

The federal RSAT grant guidelines require a 25 percent cash match. The federal share of a grant-funded project may not exceed 75 percent of the total costs of the project. The 25 percent cash match must be from non-federal sources and be included in each item of the budget worksheet and budget narrative. Match funds included in the grant budget are subject to the same requirements and conditions that apply to the federal funds awarded by DCJS.

## H. Application Deadline

Applications must be emailed to [rsat@dcjs.virginia.gov](mailto:rsat@dcjs.virginia.gov) no later than 5:00 p.m. on March 6, 2020.

**Applications received after the deadline will not be considered unless technical issues with the submission are documented by the applicant and accepted by DCJS.** Early submissions are appreciated.

See the application checklist for specific requirements for submitting the applications.

## I. Technical Assistance

For guidance on preparing and submitting a grant application, please contact Aja Ferguson at 804-225-4127 or [aja.ferguson@dcjs.virginia.gov](mailto:aja.ferguson@dcjs.virginia.gov) or Leslie Egen at 804-371-0531 or [leslie.egen@dcjs.virginia.gov](mailto:leslie.egen@dcjs.virginia.gov).

To aid applicants in their grant application preparation, DCJS will be facilitating a webinar training on January 16, 2020 at 10.00 a.m.. Go to <https://www.dcjs.virginia.gov/correctional-services/training> on the DCJS website to register for the webinar.

## J. Grant Application Review Process

This is a competitive grant application process. Staff from DCJS and DBHDS will evaluate and score each application based on information provided, and the clarity, substance, and strength of the request made for funding. Reviewers may consider past performance, geographic location, budget justification, program design and services provided, sustainability, cost effectiveness of proposed projects, and the availability of funds.

Each application can earn a weighted total maximum score of 60 points. The primary grant program elements are evaluated based on ratings of Excellent, Acceptable, Marginal, or 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  |

DCJS may amend budgets based on a review of unallowable and/or unreasonable costs, and the availability of funds. DCJS has the discretion to make awards for greater or lesser

amounts than requested and to negotiate the scope of work and budget with applicants prior to making an award.

The Grants Committee of the Criminal Justice Services Board (CJSB) will review grant application scores and recommendations and make funding recommendations to the CJSB. **The CJSB will make final grant award decisions at its meeting on May 21, 2020.**

DCJS 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.

### III. Application Forms and Instructions

#### A. Grant Application Coversheet

The first page of the application is the Grant Application Coversheet. Use of the Grant Application Coversheet template form is required. Complete the following items.

**Congressional Districts:** List the congressional districts that will benefit from the program.

**Applicant:** Official name of organization applying for the grant.

**Faith-Based Organization:** Check the box indicating whether or not your program is a faith-based organization.

**Federal ID Number:** List your locality/agency federal identification number.

**Best Practice:** Write “Evidence-Based Residential Medication-Assisted Treatment”

**Jurisdiction(s):** List all localities to be served, and the zip codes plus-four digit code.

**Program Title:** Write “RSAT Grant”

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

**DUNS Number:** Provide the Data Universal Numbering (DUNS) Number. A DUNS number is a unique nine-character identification number provided by Dun & Bradstreet. If you do not have a DUNS number, please go the website <http://fedgov.dnb.com/webform>.

**Rural, Urban or Suburban:** Check the box that best describes the applicant service area.

**Project Director:** List the person who will have day-to-day responsibility for managing the project.

**Project Administrator:** List 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.

This **must** be the chairperson of the board of directors of a nonprofit organization; 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 sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.

**Finance Officer:** List the individual who will be responsible for fiscal management of the funds.

*Provide email addresses, phone numbers, and mailing address (including and plus-four zip code) for each of the three people listed above.*

**Signature of Project Administrator:** This field must be completed with an actual signature, not a typed name.

**Brief Project Description:** Provide a short description of the project. The description must include an estimate of the total number of individuals to receive program services during the calendar year and a brief summary of services to be provided.

**Project Budget Summary:** The Budget Summary provides total figures from budget categories. These figures should match the Itemized Budget sheets.

## **B. Project Itemized Budget and Narrative:**

The budget narrative should explain the reason for each requested budget item and provide the calculation basis for its cost. All requested items must be justified and related to RSAT activities.

All additional funds supporting the program must be included in Section 7 of the itemized budget form under *Cash Funds*. Identify the source and use of additional funds in the budget in the budget narrative. All amounts must be rounded to the nearest dollar. Cash match is defined as direct funding for the project obtained from local government funds or private sources.

### **1. Personnel/Employees**

List each position by title (and name of employee, if available). Column 4, *Total Salary Amount Requested from Grant*, refers to grant-funded salary amounts requested from the grant (do not include fringe benefits here). 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 and filled position, a current yet un-filled position, or a new, proposed position. Indicate each type of benefit included and the total cost to employees assigned to the project.

The justification should explain how the position is essential and allowable under the RSAT Grant Guidelines. Applicants must justify all requested salaries. Justification may include documentation demonstrating that requested salaries are consistent with salaries paid to other positions with similar responsibilities within the program or at other organizations in the service area. All requested amounts must be reasonable given the complexity of work and consistent with the applicant's staff compensation plan.



## 2. Consultants

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:*** Reasonable expenses may be reimbursed.

## 3. Travel

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](http://www.gsa.gov/travel/plan-book/per-diem-rates)  
[https://www.doa.virginia.gov/reference/CAPP/CAPP\\_Topics\\_Cardinal/20335-2019-July.pdf](https://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.

## 4. 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 *2017 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 policy amount of \$5,000 must be followed.”

## **5. Supplies and Other Operating Expenses**

All costs should be itemized within this category by major types with the basis for computation (“x” dollars per month, “y” dollars per person, etc.). If necessary, major expenses can be itemized within major categories in each subheading with justification in the narrative. Other operating expenses include, but are not limited to, the following: telephone services, internet access/internet provider contracts, cellular phone services, office supplies, training, postage, and printing projects.

*Supplies* are defined is defined in the *2017 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).”

## **6. Indirect Costs**

***Defining Indirect Costs:*** 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.

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.*

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:

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

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

Applicants have two options when requesting Indirect Costs: using a **formal Indirect Cost Rate Agreement (ICRA)** or using a **“De Minimis” rate**. These two options are outlined below.

**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
- Can request the percentage (as outlined in the ICRA) of the Modified Total Direct
- Costs (MTDC) of their budget for indirect costs

**“De Minimis” Rate**

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

**Use the “MTDC Worksheet”** to calculate your 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:** MTDC Worksheet (Excel document)

**AND** Certification of De Minimis Indirect Cost Rate form

**OR** A copy of your agency’s Indirect Cost Rate Agreement letter/documentation

***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 should be emailed to [grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov) 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 should/will 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.

## **7. Non-Supplantation**

The *2017 Grants Financial Guide* describes supplantation as follows: “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.” Requests for staff positions must be justified, must not supplant other funds, and must result in significant additional service delivery.

Applicants under this grant program must describe non-grant funds supporting their projects and must identify records that document the level of non-RSAT support and satisfy the non-supplantation requirement. Be sure to describe whether the expenses requested in this grant application compliment, and do not duplicate, other existing and anticipated funding sources/amounts.

## **C. Project Narrative:**

### **1. Planning Grants (To be completed by planning grant applicants only)**

- a. **Program Goals:** Describe the goals of the MAT 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. Explanation of program goals may be up to three pages in length and identify the following:
  - i. Organizational capacity to accommodate the use of MAT (storage, administration, compliance with federal and state laws and regulations, as well as staff competence through training and/or licensing).
  - ii. Timelines of activities and persons responsible for executing those timelines.
- 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 letters of intent to demonstrate planning activities as attachments. This portion may be up to two pages in length.

- 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 agency/locality 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. This portion may be up to one page in length.
- d. Award Disclosure: A description of any current or pending federal or state awards which also will support MAT 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. This portion may be up to two pages in length.
- 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.

**2. Implementation and Enhancement Grants:** (To be completed by implementation and enhancement grant applicants only)

- a. Program Goals: Describe the overall goals of the MAT program. Explanation of program goals may be up to three pages in length.

This section should include the following:

- i. Ongoing implementation processes and a timetable for implementation with persons responsible for activities.
- ii. Medication(s) that will be utilized.
- iii. Organizational capacity to accommodate the use of MAT (storage, administration, compliance with federal and state laws and regulations, as well as staff competence through training and/or licensing).
- iv. Priorities and/or special activities to be funded, including a description of how the preference for programs with aftercare services will be implemented. Memorandums of Understanding (MOUs) between community partners.
- v. Outline programmatic policy and procedures

- b. **Evidence-Based Treatment Practices:** This portion may be up to two pages in length. The following program components should be described in the Evidence-Based Treatment Practices Section of Program Narrative:
- i. **Screening and Assessment:** Include a description of the process by which participants are identified, screened, and assessed as well as the application of a risk assessment tool. Identify and discuss the evidence that shows the practice is effective. Examples of how the participants will be educated about the use of MAT and its impact on their health and likely treatment outcomes should also be included.
  - ii. **Treatment Modalities and Practices:** Applicants must utilize recognized peer reviewed publications and/or national leading criminal justice and behavioral health organizations to develop treatment modalities and practices (such as the Substance Abuse and Mental Health Services Administration-SAMHSA, National Institute on Drug Abuse-NIDA, National Institute on Alcohol Abuse and Alcoholism-NIAAA, and the National Association of Drug Court Professionals-NADCP).  
  
Additional information about effective and promising practices for the application of substance abuse treatment for the criminal justice population can be found at the following websites: the National Institute of Justice (<https://www.crimesolutions.gov/default.aspx>), the American Society of Addiction Medicine (<https://www.asam.org/>), and the Training and Technical Assistance website for the Residential Substance Abuse Treatment for Participants grant program (<http://www.rsat-tta.com/Home>).
  - iii. The program must utilize at least one antagonist (e.g. Naltrexone), agonist (e.g. Methadone), or partial-agonist medication (e.g. Buprenorphine), in coordination with other evidence-based behavioral treatment components. Applicants should describe the medication(s) that will be utilized and evidence to support its efficacy with the target population and must demonstrate capacity to meet all federal and state regulatory requirements governing the prescribing, storage, dispensing, and administering of these medications. SAMHSA provides Treatment Improvement Protocols (TIPs) that describe these standards and regulations. TIPs 40, 43 and 63 should be adhered to when providing MAT. They can be found on the SAMHSA website at <https://store.samhsa.gov>.
- c. **Program Coordination:** An explanation of how the agency will coordinate the RSAT project at the local level. Examples include coordination with local probation offices, community services boards, drug treatment courts, service providers, and peer support organizations. Partnerships with local service providers are encouraged. Include letters of intent which demonstrate planning activities as attachments. This portion may be up to two pages in length.

- i. **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 agency/locality 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. This portion may be up to one page in length.
- ii. **Award Disclosure:** A description of any current or pending federal or state awards which also will support MAT 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. This portion may be up to two pages in length.
- iii. **Data Collection:** A description of the proposed process for collecting residential and aftercare program data. The data collection required for this grant opportunity includes post release information on those who have participated in the program and have since been released from jail. Performance measures can be found at: <https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/correctional-services/forms/performance-measures-rsat.pdf>. This portion of the application may be up to one page in length.

#### **IV. Application Checklist**

- Cover Page for FY 2020, signed by the Project Administrator (or designee with signatory authorization; please provide letter so designating with the grant application)
- Itemized Budget in Excel format for FY 2020
- Budget Narrative in Word and PDF format for FY 2020
- Project Description in Word and PDF format for FY 2020
- Certification of Compliance with Regulations (Civil Rights) ALL APPLICANTS
- Certification of De Minimis Indirect Cost Rate Form SOME APPLICANTS
- Applicant's Indirect Cost Rate Agreement letter/documentation SOME APPLICANTS
- Modified Total Direct Costs (MTDC) Worksheet SOME APPLICANTS

Please keep all documents in this order so that grant reviewers can find each item during their review of your application.