



Comprehensive Opioid and Addiction Program (COAP) Grant Solicitation

**Program Guidelines and Application Procedures
State Calendar Year 2020**

***Application Due Date
Thursday, August 15, 2019, 5:00pm***

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

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I. Introduction and Purpose

The Virginia Department of Criminal Justice Services (DCJS), in collaboration with the Department of Behavioral Health and Developmental Services (DBHDS), is accepting applications for Virginia's Comprehensive Opioid Addiction Program (COAP) grant program. The intent of COAP funding is to improve cross systems collaboration between criminal justice and behavioral health stakeholders and to improve outcomes for individuals with opioid use disorders who are involved in the criminal justice system. The purpose of these grants are to assist localities develop and implement, or enhance existing evidence based programs for individuals with opioid use disorders involved in the criminal justice system.

II. Priority Areas

DCJS will prioritize proposed projects in localities with the greatest risk for prescription drug and opioid misuse and overdose deaths.

Applicants must offer programs and services targeting Intercept 3, 4, and 5 of the Sequential Intercept Model. Intercept 3 includes treatment courts or specialized dockets such as adult drug courts, mental health dockets, and veterans' treatment dockets. Intercept 4 includes transition planning by the jail or services providers that address the individual's needs, such as medication and prescription access upon release from jail or prison. Intercept 5 includes specialized community supervision caseloads for people with mental health disorders, medication-assisted treatment for substance use disorders, and access to recovery support such as benefits, housing, and employment. More information on the Sequential Intercept Model can be found at <https://www.prainc.com/wp-content/uploads/2018/06/PRA-SIM-Letter-Paper-2018.pdf>.

III. Restrictions

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

IV. Eligibility, Program Requirements, Due Dates, and Other Information

A. Available Funding

A total of \$792,000 in grant funding from the U.S. Department of Justice Comprehensive Opioid Abuse Site-based Program grant, which is funded through the Comprehensive Addiction and Recovery Act (CARA). This funding is being made available to assist localities develop or enhance existing evidence based programs to engage individuals with opioid use disorders who are engaged in the criminal justice system. Application requests must be for a minimum of \$30,000 and must not exceed \$200,000.

Applicants will be funded for 18 months beginning, January 1, 2020, through June 30, 2021.

B. Eligibility

Local and regional jails, Community Services Boards (CSBs), drug courts, and local and state probation agencies are eligible to apply. Programs must provide evidence-based programming for individuals who are involved in the criminal justice system. Programs may include jail-based services, re-entry programming, peer support services, community-based treatment programs, and drug treatment courts.

Applications may be submitted on behalf of an individual organization, a locality, a region, or a behavioral health and criminal justice collaboration. Preference will be given to those applicants that do not have existing duplicate resources available and can demonstrate a high rate of fatalities due to overdose.

C. Program Requirements

By applying for these grant funds, the applicant asserts that it has 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
- Equal Opportunity Plans: <https://ojp.gov/about/ocr/eeop.htm>
- Department of Justice Financial Guide:
<https://www.justice.gov/ovw/file/1030311/download>

D. Financial and Progress Reporting

DCJS requires online submission of quarterly financial and progress reports into the Grants Management Information System (GMIS); therefore, all recipients of grant funding must have access to the Internet for reporting purposes. 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 in a timely manner 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.

E. 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.

F. Match Requirement

This solicitation does not require a match.

G. Application Deadline

Applications must be emailed to grantsmgmt@dcjs.virginia.gov **no later than 5:00 p.m. on August 15, 2019**. 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.

H. Technical Assistance

To aid applicants in their grant application preparation, DCJS will host a webinar information session on August 5, 2019, at 10:00 a.m. Pre-registration is required. There is no registration fee. Instructions for participation will be provided on the last working day before the webinar. Visit <https://www.dcjs.virginia.gov/correctional-services/training> to register.

Please have a copy of the guidelines available during webinar training. The grant application guidelines and all attachments are available at: <http://www.dcjs.virginia.gov>.

For other questions, please contact Leslie Egen at 804-371-0531 or leslie.egen@dcjs.virginia.gov

I. Grant Application Review Process

This is a competitive grant application process in which each applicant will be competing against other applicants. 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, cost effectiveness of proposed projects, and the availability of funds. 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.

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:

- Demonstrated Need (30%) 0-18 points
- Evidence of Collaboration (20%) 0-12 points
- Project Design and Implementation (25%) 0-15 points
- Comprehensive Plan for Data Collection (5%) 0-3 points

- Program sustainability (10%) 0-6 points
- Project Itemized Budget and Narrative: (10%) 0-6 points

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 October 10, 2019.**

DCJS Office of Grants Management 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.

V. 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: Not applicable to this grant program.

Jurisdiction(s): List all localities to be served and include zip code plus 4 digit code.

Program Title: Indicate program title, i.e. "COAP 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: 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 president 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.

Be sure to provide email addresses and phone numbers for each of the three people listed above. Also provide the zip code plus 4 digit code for each person.

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: (10 percent)

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 COAP activities.

All additional funds supporting the program must be included in the itemized budget in each line item under “Cash” and in Section 7 of the itemized budget form under “Cash Funds,” and in the budget as narrative appropriate. 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 grant-related duties performed. Additionally, please 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 COAP 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. For Individual Consultants: 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
www.doa.virginia.gov/

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

If funding is available, 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 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.

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.

6. Indirect Costs

These are costs that cannot be assigned to a particular category but are necessary to the operation of the organization and the performance of the project. Indirect costs will only be approved if the applicant has an approved rate from a cognizant federal agency. A copy of that approval must be submitted with the grant application.

7. Non-Supplantation

The federal Department of Justice (DOJ) 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 “new” 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-COAP 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:

Provide a brief narrative to address the following:

1. Demonstrated Need (30 percent)

- a. Document the impact of the opioid epidemic based on local and regional data.
- b. Detail known efforts and activities currently taking place to support individuals with opioid use disorder involved in the criminal justice system and how the current proposal can support/enhance those efforts.
- c. Describe any opioid treatment or recovery support services to inmates in the jail or on probation provided by the local Community Services Board.
- d. Describe any grant funds (state or federal) the proposed collaborative partners receive related to this population and what the outcomes are.

2. Evidence of Collaboration (20 percent)

- a. Provide a brief description of current collaborations between the jail(s), probation, service providers, and any other history of collaboration between the criminal justice system and the behavioral health system.
- b. Describe the key behavioral health and criminal justice partners and stakeholders and how they will remain involved to ensure successful implementation and program sustainability (e.g., development of, or utilization of a Behavioral Health/Criminal Justice advisory group or working group)

3. Project Design and Implementation (25 percent)

- a. Clearly articulate the goals established for this project and how it will support or enhance the local capacity to respond to opioid misuse. If a multi-jurisdictional approach is proposed, explain how the proposed activities will address multi-jurisdictional challenges.
- b. Describe the processes for early identification, assessment, linkage to treatments, services and supports and other programmatic activity
- c. Approximate number of individuals to be served

4. Comprehensive Plan for Data Collection (5 percent)

- a. Describe data collection processes and outcomes measures in place or planned and expected outcomes

5. Program Sustainability (10 percent)

- a. Provide a plan for how the agency/locality will work towards programmatically and financially sustaining any proposed program. Describe how this project will utilize community partners and stakeholders that have a vested interest in the success of the proposed program.

VI. Application Checklist

- One (1) PDF containing the following:
 - Cover Page for CY 2020 (*Attachment 1*)
 - Itemized Budget for CY 2020 (*Attachment 2*)
 - Budget Narrative for CY 2020 (*Attachment 3*)
 - Project Description for CY 2020 (*Attachment 4*)

- One (1) PDF containing the following forms and attachments:
 - U.S. Department of Justice Certifications (*Attachment 5A*) ALL APPLICANTS
 - Certification of Compliance with Regulations (Civil Rights) (*Attachment 5B*) ALL APPLICANTS
 - DCJS MTDC Worksheet (*Attachment 6A*) SOME APPLICANTS
 - Certification of De Minimis Indirect Cost Rate Form (*Attachment 6B*) SOME APPLICANTS
 - Applicant's Indirect Cost Rate Agreement letter/documentation (*labeled Attachment 6C*) SOME APPLICANTS
 - Job Description (*labeled Attachment 7*) SOME APPLICANTS
 - Internal Revenue Service 501(c)(3) letter (*labeled Attachment 8*) SOME APPLICANTS
 - Proof of SAM Registration (*labeled Attachment 9*) ALL APPLICANTS

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

The Project Administrator (or designee with signatory authorization on file with DCJS) must be listed on the grant application face sheet and they must sign the application face sheet.