



**Residential Substance Abuse Treatment (RSAT)
Grant Program: Planning and Implementation
Grants for Medicated Assisted Treatment for
Local and Regional Jails**

Program Guidelines and Application Procedures
State Fiscal Year 2023

***Application Due Date:
Friday, April 15, 2022, 5:00 pm***

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

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Table of Contents

I. Introduction	3
A. Grant Period	3
B. Purpose.....	3
C. Eligibility	3
D. Priority Areas	4
II. Funding Categories and Amount Available, Program Requirements, Due Dates, and Review	4
A. Funding Source	4
B. Funding Categories and Amount Available.....	5
C. Program Requirements.....	5
D. Restrictions on Funding	6
E. Disbursement of Funds	7
F. Financial and Progress Reporting Requirements.....	7
G. Match Requirement.....	7
H. Application Deadline	8
I. Grant Application Training and Technical Assistance	9
J. Grant Application Review Process	9
K. Budget Determinations	10
III. Application Components	10
A. Instructions for Submitting Application - Grant Application Coversheet, Itemization Budget and Budget Narrative.....	11
IV. Important Reminders	19

I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is accepting applications for the federal Residential Substance Abuse Treatment (RSAT) Grant Program. These RSAT grant funds will provide the options to apply for a planning grant or an implementation grant to establish evidence-based residential substance use treatment programs that include Medication Assisted Treatment (MAT) services in either a local or regional jail or as an aftercare component in collaboration with a Community Services Board (CSB) or community nonprofit organization.

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 <https://www.samhsa.gov/medication-assisted-treatment/treatment>.

Guidelines and Application Procedures provide detailed guidance to aid applicants in determining eligibility, developing itemized budgets and budget narratives, and completing other related forms. Using the guidance presented in this document, applicants can 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 2023 (July 1, 2022–June 30, 2023).

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 local and regional programs that provide direct services in a local or regional jail or aftercare programs to the justice involved population in the Commonwealth of Virginia.

Eligible applicants include:

- Local or Regional Jails
- Community Services Board (CSB) with written agreements, such as Memorandums of Understanding (MOU), Memorandums of Agreement (MOA), or contracts, to provide Substance Use Disorder (SUD) treatment services to individuals housed at a local or regional facility, or plans to establish such agreements.

- Community nonprofit organizations with written agreements, (MOU/MOA/Contract) to provide SUD treatment services to individuals housed at a local or regional facility, or plans to establish such agreements.
- Local government agencies

D. Priority Areas

DCJS has identified the following priority areas for RSAT funding.

1. Existing partnerships between local and regional jail 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 jails with less than 250 jail beds.

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

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 and 15PBJA-21-GG-00086. The CFDA number is 16.593.

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

B. Funding Categories and Amount Available

Planning Grant- Applicants submitting a planning grant may apply for up to \$30,000 in federal RSAT grant funds for a planning year to prepare for the implementation of the use of evidence-based MAT services 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 MAT program in a correctional facility or as an aftercare component.

Implementation Grant- Applicants submitting an implementation grant may apply for up to \$120,000 in federal RSAT grant funds. Applicants must demonstrate program readiness to assess and accept participants into a MAT program. 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.

C. Program Requirements

All grant recipients will be required to:

- Comply with DCJS requirements and provide programmatic information about planning or implementation 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 MAT programs or aftercare programs that provide individual and group therapeutic activities for participants in residential facilities operated by local or regional correctional agencies in collaboration with a community services board or community nonprofit organization.
- The planning year should include preparing for the evidence-based criteria for successful residential and aftercare MAT programs as listed under the requirements for Implementation grants.

Implementation grant recipients will be required to:

- Implement a program that provides direct services to justice-involved participants, either in a regional or local jail, or as an aftercare 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. More information about risk assessments and effective evidence-based practices can be found at: <http://store.samhsa.gov/shin/content/QGCT44/QGCT44.pdf>.
- Engage participants for at least 3 months.
- 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 jail 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.
- 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
- 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 (including construction)
- 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).

<https://www.ojp.gov/funding/financialguidedojo/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 Online Grant Management System (OGMS).

F. Financial and Progress Reporting Requirements

DCJS requires online submission of quarterly financial and progress reports into the DCJS OGMS. Additional information about the online reporting system can be found on the DCJS website at: <https://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 Progress 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 progress reports by the 15th of the month after the close of each quarter.

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 \$30,000 RSAT funding plus an applicant provided match of \$10,000 ($\$40,000 \times .25$) for total project funding of \$40,000.

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 defines 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 are 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. <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#k6897k>

Match Waivers

Match waivers are not available for this grant program.

H. Application Deadline

Applications must be submitted electronically via the DCJS On-line Grant Management System (OGMS) **no later than 5:00 p.m. on Friday, April 15, 2022**. Applications received at 5:01 p.m. or later on April 15, 2022, 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 2023 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 Tuesday, March 8, 2022, at 10:30 a.m. Registration is required but there is no registration fee. Instructions for webinar registration and participation will be provided via email to eligible applicants. Be sure to have these guidelines available to you during the webinar training. This event will take place as a Zoom event, all interested parties should RSVP to RSAT@dcjs.virginia.gov.

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

J. Grant Application Review Process

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 66 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 demonstrate existing partnerships between local and regional correctional facilities and community-based substance use treatment programs will receive 2 bonus points.

Applications that serve traditionally underserved rural localities will receive 2 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 jails (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 will make final grant award decisions at its meeting in June 2022.** 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 past the funding dates.

III. Application Components

All RSAT applicants are required to submit their FY 2023 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 <https://www.dcjs.virginia.gov/grants/ogms-training-resources>

Required application elements include:

- General Information
- Face Sheet
- Project Narrative
- Goals and Objectives
- Itemized Budget and Budget Narrative
- Indirect Costs
- Attachments:
 - Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements Form, signed by the Program Administrator
 - General Grant Conditions and Assurances Form, signed by the Program Administrator
 - 501(c)(3) confirmation letter (nonprofit agencies only)
 - Modified Total Direct Cost (MTDC) Worksheet (if applicable)
 - Certification of De Minimis Indirect Cost Rate form (if applicable)
 - Engagement and Evaluation (2 attachments)
 - Verification of registration in the federal System for Award Management (“SAM”)
- Non-Supplantation
- Civil Rights Certification
- Authority Certification

A. Instructions for Submitting Application

1. Application Cover Sheet: template form instructions:

Grant Program: “RSAT” should be listed

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 the applicant’s federal identification number

Best Practice: write “Planning for Evidence-Based Residential Substance Use Treatment Medicated- Assisted Treatment”

Jurisdiction(s): List all localities to be served and include zip code

Program Title: Enter the name of the program (or project) that this grant will fund

Grant Period: 7/1/22- 6/30/23, 12 months (Planning)

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

Type of Application: Planning

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

Project Director: 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 county administrator; the city, county or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to 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 for each of the three people listed above.

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.

Brief Project Description: Provide a short description of the project in 100 words or less. The description must include a brief synopsis detailing planning activities.

Project Budget Summary: Report the amount of federal funds requested by category (e.g., personnel, supplies and other) on the application face sheet. For this section, include the required match total (25%). Round all amounts to the nearest dollar.

2. Project Itemized Budget and Narrative:

The project budget and budget narrative are for the period of July 1, 2022 through June 30, 2023.

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 FY 2023. 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.

a. 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 and filled position or a new, proposed position. Indicate each type of benefit included and the total cost to employees assigned to the project. NOTE: 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.

b. 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.

c. 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 2022 Internal Revenue Service (IRS) mileage rate of .58.5 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.

d. **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

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.

e. **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 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.

f. Supplies and Other Operating Expenses

Supplies are 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).”

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.

g. 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 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.

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

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.

h. Requirement Demonstrating Non-supplanting

Non-supplanting defined: The federal DOJ 2017 Grants Financial Guide describes non-supplanting 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." Additionally, requests for "new" staff positions must be justified, must not supplant other funds, and must result in significant additional service delivery.

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.

3. PROJECT NARRATIVE

All applicants must complete a Project Narrative that should include 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.

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.
 - 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).
 - ii. Timelines of activities and persons responsible for executing those timelines.
 - iii. Program partnership explanation/goal of collaborative efforts to provide wrap around MAT services.
- 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.
- 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.
- 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 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 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.

- 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).
 - ii. Timelines of activities and persons responsible for executing those timelines.
 - iii. Program partnership explanation/goal of collaborative efforts to provide wrap around MAT services.
 - iv. Description of MAT treatment modalities and staffing.
 - v. Medication(s) that will be utilized by the MAT program.
- 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.
- 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 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 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.
- 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.

***All applications** must identify three goals. Each goal must have 2-3 objectives. For competitive grant applicants, 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.

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.

IV. Important Reminders:

The FY 2023 RSAT Grant Application is due in OGMS on Friday, April 15, 2022 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. Thank you!