



Residential Substance Abuse Treatment (RSAT) for Prisoners Grant Program: Traditional Residential Treatment and Medicated Assisted Treatment

Program Guidelines and Application Procedures
State Fiscal Year 2022

Application Due Date:
Friday, March 19, 2021, 5:00 pm
RSAT@dcjs.virginia.gov

Late applications will not be accepted.

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

Issued **TBD**

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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 substance use treatment programs through the use of traditional modalities of residential substance use treatment programming (Traditional RSAT) and/or Medication-Assisted Treatment (MAT) services in prisons or local and regional jails. Programs serving rural communities are encouraged to apply and will be given priority consideration.

These RSAT 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 efficiently and effectively prepare complete applications. The development of these requirements was informed by the federal RSAT requirements.

A. Grant Period

For purposes of this solicitation, there will be two application options: planning (12 months) or implementation (36 months). The grant period for awards made under these guidelines will be for state Fiscal Year (FY) 2022 (July 1, 2021 – June 30, 2022), FY2023 (July 1, 2022 – June 30, 2023), and FY2024 (July 1, 2023 – June 30, 2024).

B. Purpose

The purpose of the RSAT for Grant Program is to break the cycle of drug addiction and violence by reducing the demand for use as well as the 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 use treatment for incarcerated inmates, 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 can support local, regional, and statewide programs that provide direct services in a residential facility or an aftercare program to the justice-involved population in the Commonwealth of Virginia. Local and regional jails, state prisons, and public and private non-profit entities, including state and local governments and community-based organizations, are eligible to apply.

The following entities are eligible to apply:

- Local or Regional Jails;
- State Correctional Institutions;
- Community Services Board (CSB) with existing Memorandum of Understanding/Memorandum of Agreement (MOU/MOA) to provide Substance Use Disorder (SUD) treatment services to inmates at a local, regional, or state facility;
- Community based non-profit with existing MOU/MOA to provide SUD and/or MAT treatment services to inmates at a local, regional, or state facility; and
- Community-based aftercare programs with established collaboration working with a local, regional or state facility to provide aftercare SUD and/or MAT services with the ability to enact an MOU/MOA.

Eligible projects must:

- Provide services directly to justice-involved participants;
- Comply with DCJS requirements and provide statistical and programmatic information about staff, volunteers, and participants served;
- Provide services as defined by DCJS and the federal RSAT guidelines and measured 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, effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of RSAT funds received; and
- Meet program match requirements.

D. Program Types

Traditional RSAT Programs provide evidence-based substance use treatment programs in state, local, regional, and tribal correctional and detention facilities. Traditional RSAT programs will be required to administer risk/need assessments, create individual substance use treatment plans, conduct individual and group treatment activities, provide individual therapy relapse prevention planning, and offer cognitive/behavioral/social/vocational skills development and constructive leisure activities. All traditional RSAT programs will provide aftercare services coordinated between the correctional treatment program and other social service and rehabilitation programs, such as education and job training, parole supervision, halfway houses, and secular self-help and peer group programs.

MAT Programs provide the use of at least one antagonist (e.g. Naltrexone), agonist (e.g. Methadone), or partial-agonist (e.g. Buprenorphine) coupled with evidence-based cognitive behavioral treatment incorporated into group and individualized counseling, case planning, peer support, and intensive reentry services. 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>.

The MAT programs will be required to demonstrate a partnership with a community services board (CSB), community non-profit organization, or state agency to provide continuity of care and wrap around services for MAT participants at any point during incarceration and aftercare.

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

A. Funding Source

Federal RSAT grants are awarded to the Commonwealth of Virginia from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance and are administered by DCJS. The federal RSAT grant awards for this grant period include RT-BX-0040, J2-BX-0020, J2-BX-0058, and J2-BX-0042. 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

Up to \$800,000 in federal RSAT grant funds are available to assist localities in planning or

implementing RSAT/MAT programs.

Funding will support the following projects:

1. Planning- Applicants submitting a planning grant may apply for up to \$45,000 in federal RSAT grant funds for a planning year to prepare for the implementation of a Traditional RSAT program or a MAT Partnership Program. 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, 2021 through June 30, 2022.

2. Implementation- 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 Traditional RSAT program or a MAT Partnership Program. Applicants should fully describe program services, partnerships, and the ability to collect performance measures on program activities. Successful applicants will be funded for a 36-month cycle, from July 1, 2021 through June 30, 2024. However, continuation of funding after the first and second years is subject to program performance and availability of federal funds.

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

C. Program Requirements

All Implementation Grant recipients will be required to:

- 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. Treatment plans should identify interventions or services to minimize those risks. More information about risk assessments and effective evidence-based practices can be found at: <https://www.samhsa.gov/ebp-resource-center>;
- Engage participants for at least three months;
- Focus on the participant's substance use disorder and addiction-related needs through evidence-based programs and practices. More information about evidence-based programs and practices can be found at <https://www.samhsa.gov/ebp-resource-center>; and
- 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 medication-assisted treatment.

Jail/Prison-based residential programs will be required to:

- 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; and,
- Separate jail-based treatment population from the general correctional population. Utilizing pods or wings of housing units are acceptable methods to meet this condition.

Community Services Board or Community Non-Profit Organization-based programs will be required to:

- Require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants, including both periodic and random testing.

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; or
- Purchasing food and beverages.

See the Allowable and Unallowable Costs for RSAT funding – For additional guidance, see pages 111-114 in the [Department of Justice Financial Guide](#)

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.

F. Financial and Progress Reporting Requirements

DCJS requires online submission of quarterly financial and progress reports into the DCJS grants management system. 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.

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 the DCJS grants management system as an attachment; and
4. Completed Quarterly Work plan uploaded to the DCJS grants management system.

DCJS requires submission of these reports into the online grants management platform.

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 matching funds. Federal funds under this award may not cover more than 75% of the total cost of the project. Applicants must identify the source of the 25% non-federal portion of the total project costs and how they will use match funds. Match funds must be reported on quarterly financial reports. Required match amounts must be fully met by the end of the grant period.

For example, a one-year Planning Grant would include \$45,000 federal RSAT funding plus an applicant-provided match of \$15,000 for total project funding of \$60,000.

$\$45,000 \text{ (Federal Funds)} \div .75 = \$60,000 \text{ (Total award)}$

$\$60,000 \text{ (Total Award)} \times .25 \text{ (Percentage Local Match)} = \$15,000 \text{ match}$

The federal share of a grant-funded project may not exceed 75% of the total cost of the project.

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;
8. Of the correct percentage as detailed in these guidelines.

Cash Match

The RSAT Guidelines define cash as “the value of direct funding for the project”

([28 CFR 94.118\(c\)\(1\)](#)). Cash cannot be derived from federal sources. Once funds are committed to match for this project, they cannot be used to support or match other projects.

In-Kind Match

Third party in-kind match (soft match) includes, but 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 emailed to RSAT@dcjs.virginia.gov **no later than 5:00 p.m. on Friday, March 19, 2021**. Applications received at 5:01 p.m. or later on March 19, 2021, will not be considered unless technical issues with the submission are documented by the applicant and accepted by DCJS. Due to possible unforeseen issues, DCJS recommends sending your emailed grant application 1–2 days in advance of the deadline. Early submissions are appreciated.

I. Grant Application Training and Technical Assistance

All interested applicants are encouraged to attend an RSAT Symposium to be held January 25, 2021, from 9:00 a.m. to 1:00 p.m. that will include presentations on traditional residential substance use treatment programs and MAT services. An overview of the RSAT solicitation requirements, FAQs, and application instructions will be held from 12:00 p.m. to 1:00 p.m. Please register at: <https://www.dcjs.virginia.gov/eventRegistration/register.cfm?eventid=3458>

J. Grant Application Review Process

All applications will be reviewed as part of a competitive review process. External/non-DCJS staff and DCJS staff will rate each application 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 competitive 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 total possible points of 65 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 |

Projects that demonstrate serving traditionally underserved rural localities will receive 5 bonus points. Rural communities, as defined by 34 U.S.C. § 12291(a)(26) mean (a) any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget; (b) any area or community, respectively, that is (i) within an area designated as a metropolitan statistical area or considered part of a metropolitan statistical area; and (ii) located in a rural census tract; or (c) any federally recognized Indian tribe. Note that all areas outside of this definition cannot be served with funding from this Program. The following website will be used to determine if an applicants meets the criteria of a rural community <https://data.hrsa.gov/tools/rural-health?tab=StateCounty>

Points will be subtracted if the applicant fails to include necessary attachments. See Addendum for more details.

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 May 2021.** 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.

Addendum - Application Forms and Instructions

A. Instructions for Submitting Application

Email your application to RSAT@dcjs.virginia.gov. In the subject line of your email, enter the following: “RSAT FY22 *type of application* (planning or implementation), *Name of Applicant Agency*” Your email must include the following documents organized as follows:

1. One *Grant Application Cover Sheet*
2. One completed Itemized Budget Form
3. Budget Narrative in Word format and saved as a PDF
4. Project Description that should include sections for the Needs Justification, Project Description, Implementation Steps, and Goals and Objectives, data collection plan, and proposed project timeline
5. One PDF document named “Federal Forms,” containing the following:

U.S. Department of Justice Certifications. This attachment is required of all applicants. Be sure to complete the top of page 2 concerning other agency locations. One point will be subtracted from the applicant’s score if this attachment is not submitted.

DCJS MTDC Worksheet. This attachment is only required for applicants requesting indirect costs. Directions for completing this document are on the Worksheet. One point will be subtracted from the applicant’s score if this attachment is needed and not submitted.

Certification of De Minimis Indirect Cost Rate Form. This attachment is only required for applicants requesting indirect costs who are not submitting an Indirect Cost Rate Agreement letter/documentation. Directions for completing this document are on the form. Applicants may have to select “view” then “edit document” to enter information. One point will be subtracted from the applicant’s score if this attachment is needed and not submitted.

Applicant’s Indirect Cost Rate Agreement letter/documentation. This attachment is only required for applicants requesting indirect costs who are not submitting a Certification of De Minimis Indirect Cost Rate Form. Applicants must self-label this attachment as “*ICRA*.” One point will be subtracted from the applicant’s score if this attachment is needed and not submitted.

Internal Revenue Service 501(c)(3) letter. This attachment is only required of non-profit organizations. Applicants must self-label this attachment as “*501(c)(3)*.” One point will be subtracted from the applicant’s score if this attachment is needed and not submitted.

Proof of SAM Registration. This attachment is only required of applicants who currently have a SAM registration. If the applicant does not currently have a SAM registration, it will be required before a grant can be awarded. Applicants must self-label this attachment as “Sam Registration.”

6. One PDF document named “Partnership Activities,” which should include any applicable Letters of Intent, Memorandum of Agreement or Memorandum of Understanding.

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

An email with a complete attached application must be received by DCJS no later than 5:00 p.m., Friday, March 19, 2021. Due to possible unforeseen issues, DCJS recommends emailing your complete grant application 1–2 days in advance of the deadline.

B. Grant Application Coversheet, Itemized Budget, and Budget Narrative

1. Grant Application Cover Sheet Instructions:

Grant Program: “RSAT” should be listed

Congressional Districts: In the box to the right, 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 “Evidence-Based Residential Substance Use Treatment” or “Medicated-Assisted Treatment Partnership Program”

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

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

Grant Period: 7/1/21–6/30/22 (12 months) for Planning grants; 7/1/21–6/30/24 (36 months) for Implementation grants.

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 or Implementation

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 (including plus-four zip code) 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 accompanied by “/s/” 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 an estimate of the total number of individuals to receive program services during the grant period and a brief summary of services to be provided.

Project Budget Summary: The Budget Summary provides total figures from the itemized budget and must match the Itemized Budget sheets.

2. 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.

a. 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 of 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.

b. 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.

c. 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

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.

d. 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 agreement. 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.”

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.

e. 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. *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.

3. 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.

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.

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 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 emailed to 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 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.

4. 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.

C. Project Narrative and Collaborative Agreements Documentation

All applicants must complete a Project Description 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 Problem Statement/Needs Assessment, and whether the goals and objectives address the proposed project.

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

- a. Program Goals: Describe the goals of the Traditional RSAT program or MAT Partnership 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 provision of residential treatment and/or 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
 - iii. Program partnership explanation/goal of who you will be partnering with to provide residential treatment or wrap around MAT services
- b. Program Coordination: Provide an explanation of how the agency will coordinate the RSAT project at the local level. Partnerships with local service providers are encouraged. Include Letters of Intent, Memorandum of Agreement, or Memorandum of Understanding to demonstrate planning activities as attachments. This portion may be up to two pages in length.
- c. Program Sustainability: Please provide an explanation as to how the agency/locality will programmatically and financially sustain any proposed Traditional RSAT or MAT Partnership Program. Describe how this project will utilize community partners and stakeholders that have a vested interest in the success of the proposed program. This portion may be up to one page in length.
- d. Award Disclosure: Provide a description of any current or pending federal or state awards which also support RSAT/ 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 one half page 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. This portion may be up to two pages in length.

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

- a. Program Goals: Describe the overall goals of the traditional RSAT or MAT Partnership Program. Explanation of program goals may be up to three pages in length and identify the following:
 - i. Ongoing implementation processes and a timetable for implementation with persons responsible for activities
 - ii. Description of traditional RSAT treatment modalities and staffing
 - iii. Description of partner(s) to provide MAT Partnership services (MAT applications only)
 - iv. Medication(s) that will be utilized for a MAT Partnership Program: organizational capacity to accommodate the use of MAT medications (storage, administration, compliance with federal and state laws and regulations, as well as staff competence through training and/or licensing). (MAT applications only)
 - v. Detail any relevant or necessary Memorandums of Agreement (MOAs) or Memorandums of Understanding (MOUs) between community partners
 - vi. 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. (MAT programs only)
 - 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).
 - iii. Additional information about effective and promising practices for the application of substance use 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>). MAT-based programs 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>. (MAT applicants only)

- c. Program Coordination: Provide an explanation of how the agency will coordinate the RSAT project at the local level. 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.
- d. 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.
- e. Award Disclosure: Provide a description of any current or pending federal or state awards which also will support RSAT/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.
- f. Data Collection: Provide 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.

Application Checklist

- ☐ Cover page, signed by the Project Administrator (or designee with signatory authorization; please provide letter so designating with grant application)
- ☐ Itemized Budget in Excel format
- ☐ Budget Narrative in Word and PDF format
- ☐ Project Description in Word and PDF format
- ☐ One PDF named “Federal Forms,” containing the following forms and attachments:
- ☐ [U.S. Department of Justice Certifications](#) (ALL APPLICANTS)
- ☐ [DCJS MTDC Worksheet](#) (ONLY APPLICANTS REQUESTING INDIRECT COSTS)
- ☐ [Certification of De Minimis Indirect Cost Rate Form](#) OR Applicant’s **Indirect Cost Rate Agreement letter/documentation** (ONLY APPLICANTS REQUESTING INDIRECT COSTS)
- ☐ **Internal Revenue Service 501(c)(3) letter** (ONLY APPLICANTS THAT ARE NON-GOVERNMENTAL AND NOT FOR PROFIT)
- ☐ **Proof of SAM Registration** (ALL APPLICANTS)
- ☐ One PDF document named “**Partnership Activities,**” which should include any applicable Letters of Intent, Memorandum of Agreement or Memorandum of Understanding.

Applications must be emailed to RSAT@dcjs.virginia.gov no later than 5:00 p.m. on Friday, March 19, 2021. Keep all documents in this order so that grant reviewers can find each item during their review of your application. Late applications will not be accepted. If you have any questions or concerns regarding this solicitation, please contact Leslie Egen, at Leslie.Egen@dcjs.virginia.gov. Thank you for your interest.