

# STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

Supreme Court of Virginia  
Office of the Executive Secretary  
Judicial Services Department  
100 North Ninth Street  
Richmond, Virginia 23219

## For the Supreme Court of Virginia Drug Treatment Court Grant to Localities

**Subrecipient:** City of Hampton

**Title:** Hampton Behavioral Health Docket

**Date:** September 1, 2020

The following conditions are attached to and made a part of this grant award:

1. By signing the Statement of Grant Award/Acceptance, the grant recipient agrees:
  - to use the grant funds to carry out the activities described in the grant application, as modified by the terms and conditions attached to this award or by subsequent amendments approved by the OES;
  - to adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions;
  - and to comply with all terms, conditions and assurances either attached to this award or submitted with the grant application.
2. The subrecipient agrees to submit such reports as requested by the OES on forms provided by the OES. Funds from this grant will not be disbursed, if any of the required Financial or Progress reports are overdue by more than 30 days unless you can show good cause for missing the reporting deadline.
3. Grant funds, including local match, may be expended and/or obligated during the grant period. All legal obligations must be liquidated no later than 60 days after the end of the grant period. The grant recipient agrees to supply a final grant financial report and return all received and unexpended grant funds (exclusive of local match) to the OES within 60 days after the end of the grant liquidation period.
4. By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.
5. Subrecipient may follow their own established travel rates if they have an established travel policy. If a subgrantee does not have an established policy, then they must adhere to state travel policy. The state allows reimbursement for actual reasonable expenses. The state allows \$0.55 per mile for mileage. Transportation costs for air and rail must be at coach rates.
6. Within 60 days of the starting date of the grant, the subgrantee must initiate the project funded. If not, the subgrantee must report to the OES, by letter, the steps taken to initiate the project, the reasons for the delay, and the expected starting date. If the project is not operational within 90 days of the start date, the subgrantee must obtain approval in writing from the OES for a new implementation date or the OES may cancel and terminate the project and redistribute the funds.

7. **No amendment to the approved budget may be made without the prior written approval of OES. No more than two (2) budget amendments will be permitted during the grant period. Budget amendments must be requested using the enclosed budget amendment request form accompanied with a narrative. No budget amendments will be allowed after Monday April 15, 2021.**
8. The subrecipient agrees to forward a copy to the OES of the scheduled audit of this grant award.
9. All purchases for goods and services must comply with the Virginia Public Procurement Act. Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. An exemption to this regulation requires the prior approval of the OES and is only given in unusual circumstances. Any request for exemption must be submitted in writing to the OES. Permission to make sole source procurements must be obtained from the OES in advance.
10. Acceptance of this grant award by the local government applicant constitutes its agreement that it assumes full responsibility for the management of all aspects of the grant and the activities funded by the grant, including assuring proper fiscal management of and accounting for grant funds; assuring that personnel paid with grant funds are hired, supervised and evaluated in accord with the local government's established employment and personnel policies; and assuring that all terms, conditions and assurances—those submitted with the grant application, and those issued with this award—are complied with.
11. Any delegation of responsibility for carrying out grant-funded activities to an office or department not a part of the local government must be pursuant to a written memorandum of understanding by which the implementing office or department agrees to comply with all applicable grant terms, conditions and assurances. Any such delegation notwithstanding, the applicant acknowledges by its acceptance of the award its ultimate responsibility for compliance with all terms, conditions and assurances of the grant award.
12. **PROJECT INCOME:** Any funds generated as a direct result of the OES grant funded projects are deemed project income. Project income must be reported on forms provided by the OES. The following are examples of project income: Service fees; Client fees; Drug test fees; Usage or Rental fees; sales of materials; income received from sale of seized and forfeited assets (cash, personal or real property included).
13. Prior to the OES disbursing funds, the Subgrantee must comply with the following special conditions:

**The Peer Support Specialist position may be a shared position for both the Hampton and the Newport News General District Court Behavior Health Docket programs at the judge's decision.**

**Please schedule to complete the last half of the required Mental Health Court training in Spring 2021, to be completed no later than June 30, 2021.**