

INSTRUCTIONS FOR COMPLETING THE GRANT APPLICATION COVER SHEET

Please complete the following items on the Grant Application Cover Sheet:

Grant Program - Virginia Drug Treatment Court Docket Grants

Applicant Jurisdiction - Use this space to provide the name of the locality applying.

Applicant Federal Identification Number – Locality’s FIN

Jurisdiction(s) Served - List all localities to be served.

Program Title – (Locality Name) Drug Treatment Court Docket Program

Grant Period –July 1, 2020 – June 30, 2021

Type of Application – New or Continuation

Project Director, Project Administrator, and Finance Officer – Provide complete name, title, address, phone, fax and email contact for each.

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 locality to complying with all the terms of the grant application. **This must be the city manager, or county administrator.** This individual must sign the grant application. 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 - The person who will be responsible for fiscal management of funds. This person must sign and submit all financial reporting documents.

Please note: It is extremely important that you provide fax as well as telephone numbers, and e-mail address for each person.

Brief Project Description – A detailed description of the proposed project. Include the resources included in this project to support program medication, providers, associated fees, counseling providers, and patient monitoring. Include all Memoranda of Understanding and Policies and Procedures.

Project Budget Summary – Total figures from “Itemized Budget.” State appropriated general fund amounts will be reflected in your Statement of Grant Award.

APPLICATION PROCESS

Applications must be submitted by a unit of general local government (city or county). Applications for funding effective July 1, 2020 are due at specialtydocketsgrants@vacourts.gov. (the Supreme Court of Virginia, Office of the Executive Secretary, Judicial Services Department, 100 North Ninth Street, Richmond, Virginia 23219) by **June 21, 2020 at 4:30pm**.

REQUIREMENTS

Grant Applicants **must** provide the following:

1. Cover Sheet signed by the Chief Executive Officer of the applicant locality.
2. Description of Services - A detailed description of the services to be provided by the local drug court, including a description of the participant population, the projected duration of the program for individual participants and the specific service components of the program which must include but are not limited to the following:
 - a. Community-based and residential substance abuse treatment,
 - b. Offender supervision and case management,
 - c. Moral Reconciliation Therapy
 - d. Medication Assisted Treatment (MAT)
 - e. Offender appearances before the court,
 - f. Random or periodic drug testing,
 - g. Substance abuse screening and assessment,
 - h. Participant criminal records check prior to graduation
 - i. Copies of all forms, letters and documents used for the program
 - j. Ancillary services such as: community service work placements, vocational training/educational assistance, employment placement and psychological or psychiatric treatment including family therapy as indicated, and
 - k. Current policy and procedures manual
 - l. A copy of all signed and current memorandums of agreement (MOAs) used in the operation of your drug treatment court program.
3. A letter of support for the grant application from the local Drug Court Treatment Court Advisory Committee.
4. Compliance with the Best Practices and Virginia Adult Drug Treatment Court Standards. In areas of non-compliance report your corrective action plan to comply in those areas in the comments area.
5. The applicant must agree to **fully use the specialty docket database** provided by the OES and **maintain accurate & current data**.

6. A copy of any local drug court evaluation reports.

INSTRUCTIONS FOR ITEMIZED BUDGET SHEET AND BUDGET NARRATIVE

Use the "Itemized Budget Sheet" forms to detail all proposed expenditures to be made with these grant funds and awarded by reimbursement of actual expenditures.

Matching Funds

25% Match cash, in-kind or combination is required. Please note in-kind sources and type of services/items.

Allowable Expenditures

Expenditures under this program must be directly related to the operation of the local drug treatment court docket.

Non-Allowable Expenditures

- **Due to the close monitoring of these state funds no grant funds administered by the Supreme Court of Virginia may not be use for the following:**
- **The purchase of food and/or beverages for any meeting, conferences, training, or other event, such as graduation ceremonies**
- **The payment of Association membership fees**
- **The purchase, lease, or maintenance of a vehicle**
- **Land acquisition or capital projects**
- **Lobbying or political contributions**
- **Honoraria or bonuses**
- **Personal entertainment**

Restrictions

- **Grant funds administered by the Supreme Court of Virginia are restricted as follows:**
- **Grants funds cannot be used to supplant state or local funds that would otherwise be available for the same purposes**
- **Reimbursement will be based on paid invoices for approved expenditures or through requested advance drawdowns with expected expenditures**
- **Changes to the grant budget after award must be approved by OES prior to expending funds based on the changes**
- **Transactions occurring outside of the grant period will not be eligible for reimbursement**

Budget Narrative

In addition to completing the Budget Itemization forms, you must also provide a Budget Narrative which explains the reason for each requested budget item and provides the basis for its cost. All requested items must be thoroughly justified and clearly related to the proposed project or they will be deleted from the budget.

Budget Categories

1. Personnel/Employees

Staff positions must be clearly identified, and an hourly/annual cost must be provided with staff person's name. If position is vacant, indicate vacant for name.

2. Consultants

- a) For individuals to be reimbursed for personal services on a fee basis: List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services.
- b) Consultant Travel and Subsistence: Estimate actual costs. These must be reasonable and adhere to the sub-grantee's (city /county) established travel policy.

3. Travel

Only local travel expenses (mileage reimbursement) are included with this award

4. Equipment

No equipment items are approved.

5. Supplies and Other Operating Expenses

All costs should be itemized within this category by major types (e.g., office supplies, medication, fees, materials, research forms, telephone, and postage). The basis for cost computations should be shown ("x" dollars per month for office supplies; "y" dollars per person for training registration, materials; telephone long distance at "z" dollars per month, etc.).

6. Indirect Costs – Costs that cannot be assigned to a category above are not allowable.

7. Cash Funds From Sources Other Than The Grant including Drug Treatment Court Fees

This item is included to show any additional support which localities may be providing to the proposed project, beyond the funds actually applied for in the grant application

budget. Funds shown in this item are not governed by the terms, conditions and assurances which apply to the grant award. List the source and amount of funds, other than required matching funds, that will help support this project. **Include all federal grant** and/or **foundation funds** awarded to the drug treatment court docket program. Also note expected participant fees to be collected.

Submit your completed grant application and additional documents electronically to:

specialtydocketsgrants@vacourts.gov