



Virginia Specialty Dockets Grant Application

For grant period July 1, 2026 to June 30, 2027
Submissions due no later than Friday June 5, 2026, by 4:30 pm.



Judicial Services
Office of the Executive Secretary
Supreme Court of Virginia

A. Introduction

The Office of Executive Secretary (OES) is now accepting applications for the Fiscal Year 2027 Specialty Dockets Grant. The grant period for the award is July 1, 2026 to June 30, 2027. Expenditures under this program must be directly related to the operation and sustainability of the local specialty docket, to increase capacity and promote graduation success rate.

1. **Amount Available** - The amount available for funding is based on the sustainability formula created by the Recovery Court Advisory Committee. The sustainability formula was created to ensure the funds are distributed fairly. Award amounts are contingent upon the availability of funding. OES has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to making an award. Award amounts will be determined by funding eligibility as indicated in the sustainability formula, justification of need, past funding, and availability of funds. Applicants will be expected to revise budgets based on final award amount. This grant does not guarantee funding awards in subsequent years. In addition to the availability of funds, a program's operation, performance, measurable impacts, compliance with grant requirements, current and accurate data entry into the specialty docket database, and any special conditions placed on the grant are key factors in determining eligibility for continued funding.
2. **Match** - There are no matching funds required for this grant; however, additional funds to support programs must be documented in the "Funding Sources" tab of the Itemized Budget workbook. Based on sustainability, we encourage all dockets to work with local support to assist with any funding gaps.
3. **Funding Eligibility** - This funding opportunity is open to local government (city/county manager) that have an active/or is approved to establish a recovery court, behavioral health docket, and/or veterans treatment docket. To be eligible for this grant you must:

- a. Have a city/county eligible to receive grant funds (serve as fiscal agent) and is willing to complete all required financial documents.
- b. Must be approved to operate by the corresponding local advisory committee.
- c. For active dockets, have an average of 10 active participants over a three-year period.
- d. Provide evidence-based treatment services.
- e. Provide a letter of support from your local advisory committee and/or judge.
- f. Provide current/active and any future expected funding information.
- g. Maintain current data in the Specialty Dockets DIMS Database (SDDD). A database review will be conducted before any grant is awarded and during the grant cycle.
- h. Comply with applicable [Virginia Best Practice Standards](#).
- i. Allow eligible participants into the program who are prescribed medications (MAT) for treating a substance use disorder.
- j. Allow eligible participants to remain in a program and graduate if he/she is prescribed medications for the treatment of a substance use disorder.

4. **Suspension/Denial** - Funding or future funding will be denied if:

- a. Funding requirements, special conditions, and restrictions are not followed, or
- b. Accurate and timely data is not entered into the SDDD per quarterly reviews.

B. Technical Assistance

Staff are available to provide technical assistance regarding the grant application and the grants database. All grant related questions should be sent to specialtydocketsgrants@vacourts.gov where one of our team members will assist you. All grant related tasks should be completed in the grants database, <https://vacourts.smapply.us>. Please contact Celin Job, cjob@vacourts.gov for assistance with the Specialty Dockets DIMS Database (SDDD).

C. Application Deadline

All applications must be submitted through the grants Apply database, <https://vacourts.smapply.us>, no later than 4:30 pm on **Friday June 5, 2026**. Our team will work with you if you need more time. All grant related questions should be sent to specialtydocketsgrants@vacourts.gov where one of our team members will assist you.

D. Restrictions

Due to close monitoring of these state funds, grant recipients may **not** use these funds for the following reasons:

1. The purchase of food and/or beverages for any meeting, conferences, training, and associated travel or other event, such as graduation ceremonies.
2. Supplant state or local funds that would otherwise be available for the same purpose.
3. The payment of Association membership fees.
4. The purchase, lease, rental, or maintenance of a vehicle.
5. Mileage reimbursement not approved in advance by OES.
6. Land acquisition or capital projects.
7. Lobbying or political contributions.
8. Honoraria or bonuses.
9. Personal entertainment.
10. Equipment.
11. Out-of-state travel for training, site visits or other.
12. To pay overtime rate/off duty rate, holiday pay, and PTO for any staff.
13. These funds cannot be used for converting unused paid time off into a cash payment.
14. To enhance any team members' salary being paid from another source.
15. Existing contracts and/or MOU/MOAs that were created without the review of the Office of the Executive Secretary.
16. Gifts with a monetary value, such as gift cards.
17. Our funding is not adjusted for salary increases; therefore, the awarded funding amount is unable to be adjusted for salary increases.

18. Long-term residential treatment and long-term residential placements (i.e., 28 days or more) are not an appropriate use of these state funds and not a substitute for supervision.

19. Monitoring devices/applications in place of in-person supervision.

E. Report(s) & Reimbursement

Grant recipients must submit quarterly progress and financial reports through the grants Apply database. All recipients are required to complete both reports by the 15th of the month following the end of each quarter. If the date falls on a weekend or state recognized holiday the report is due on the next business day. Failure to comply in a timely manner may result in OES withholding disbursement of grant funds and/or termination of the grant. If an extension is needed, please let email specialtydocketsgrants@vacourts.gov.

Report Due Dates:

| | |
|------------------------------|--------------|
| 1st Quarter July-September | October 15th |
| 2nd Quarter October-December | January 15th |
| 3rd Quarter January-March | April 15th |
| 4th Quarter April-June | July 15th |

Reimbursement requests must be for actual incurred expenses during the same reporting period. Receipts may be required if applicable. Advance drawdowns are not approved. Changes to the grant after award must be approved by OES prior to expending funds. Transactions that occur outside of the grant period are not eligible for reimbursement.

F. Budget Amendments:

Awarded programs are allowed to request up to one (1) budget amendments each fiscal year. This may be requested up to the Quarter 3 due date. Budget amendments are required to move funds from one budget category to another. All budget amendments submitted must be approved by OES.

Required:

- 1) An OES budget amendment form.
- 2) A budget narrative detailing the reason(s) for the request and the expected outcome.

Required Application Documents

Below you will find the list of required application documents and grant submission details. **Please review carefully as changes have been made to this grant cycle.**

Provide name and contact information for the following positions:

- a. **Project Director**-the person who will have day-to-day responsibility managing the grant requirements and be the point of contact to answer any grant related questions.
- b. **Project Administrator** -this person must be the City /County Manager who has the authority to commit the locality to comply with the terms and conditions of the grant. **NEW If someone other than city/county manager submits the grant application, a letter must be provided stating the authority has been delegated and list the person's name and contact information who has been granted permission to submit the application. The letter must be on official letterhead and have the signature of the city/county manager.**
- c. **Finance Officer** -this person is responsible for managing funds associated with the grant. The same person should not be listed as more than one position to practice good internal control protocol.

Itemized Budget Contains all proposed expenditures listed in the correct budget category. (Include itemized costs where applicable)

1. Contains only allowable costs.
2. Round all amounts to the nearest dollar.
3. Fringe benefits are allowances and services provided to employees as compensation in addition to regular salaries and wages. These are allowable, provided such benefits are reasonable and are required by law, organization-employee agreement, or an established written policy of the applicant/recipient organization. If requesting, indicate employee fringe/benefits separately from salary/personnel requests for each position requested.
4. Employee fringe/benefits should be for anticipated costs. For example, don't include health insurance premium amount if the employee has no plans on exhausting it (covered under spouse's employer, etc.).

5. Services provided by a third party regardless of where there is a contract in place, should go under consultants, ex: treatment providers, peer recovery specialist, etc.

Funding Sources Spreadsheet - Enter all funds from other sources that support the program, this includes awards/subawards from all sources, federal grants, city/county funding, foundation funds, fund raising events, and participant fees.

Budget Narrative- Thoroughly describes the reason for each request on the Itemized Budget. It should:

1. Provide justification for all requests.
2. Personnel and consultant positions are clearly defined and proposed costs are detailed. Include staff's name and position title. If vacant, indicate so.
3. Supplies and other operating costs are allowable and itemized.
4. Detail all other funding sources related to the proposed expenditures.

Project Narrative - Includes detailed description of the target population/service area demographics, provide a concise summary of the program, describe how the program is used for the target population and the impact it has on the community and lastly provide a sustainability plan. Narrative should not exceed more than 4 pages.

SMART Goals and Objectives Form - Minimum of (3) goals that are specific, measurable, achievable, relevant, and time bound, must be submitted. The objectives and/or activities listed under each goal should demonstrate how the docket intends to strive to achieve each goal throughout the grant period. A target date should be provided beside each objective/activity, and **all target dates should not be the last day of the grant period, September 30, 2027.**

Letter of Support - **Minimum of one letter of support** from a judge and/or local Advisory Committee team member.

Operations Manual - Updated and aligned with best practice standards.

Participant Handbook - Consistent with the Operations Manual and updated and aligned with best practice standards.

MOU(s) - MOU(s) must be current and signed.

Copies of program evaluations, plea agreement(s), and all forms used by the program.