



COMMONWEALTH of VIRGINIA

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To: Criminal Justice Services Board (CJSB) Grants Committee

From: Thomas Fitzpatrick, Division Director for Programs and Services

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Subject: Grant Application and Review Process for FY21 PAPIS Expansion Grants

During the summer of 2019, the Pre-release and Post-Incarceration Services (PAPIS) Coalition sent a letter to the Governor requesting an additional \$2.35 million in the Appropriations Act. Ultimately, the Governor proposed and the General Assembly passed only an additional \$1 million per year for PAPIS programs in the 2020 Appropriations Act. This memo provides the CJSB with the background on the process DCJS used to evaluate the PAPIS expansion grant applications.

Recognizing that the appropriated funds were significantly less than the requested amount, prior to releasing the solicitation letter for PAPIS expansion applications, I conducted one-on-one interviews with each PAPIS organization to understand their programmatic needs, their requests, and to discuss their suggestions on how DCJS should allocate the additional funds.

Based on the feedback from the programs, DCJS required each program to submit an abbreviated concept-paper application, rather than a full-fledged grant application. The feedback from the programs also informed the decision that applicants should not exceed the initial budget requests each program made in the PAPIS Coalition's budget request to the Governor. Furthermore, based on the feedback provided by the programs, DCJS limited the scope of expansion funds to "expand the current scope of services, provide new services, and for a case management or data system."

There was also near unanimous feedback for DCJS to provide more training, program oversight, support, and technical assistance. In past funding cycles, DCJS has only used about \$38,000 in administrative fees, that at times either provided for a part-time position to support PAPIS programs or a portion of a staff member's time. Several programs requested more frequent grant

monitoring visits than DCJS has historically been able to conduct, in order to provide more technical support and grant oversight. Based on this feedback, a larger share of the expansion money is allocated to provide administrative support, training, and grant oversight to the programs. This would bring the administrative costs to 5% of the overall PAPIS appropriation, in line with the administrative percent of other DCJS grant programs, such as Local Probation and Pretrial, Jail Mental Health Pilot Programs, and most of the victims services grants.

Each program's application was scored following the same methodology DCJS uses for other competitive grants. However, there was such a large variance in how much each program applied for (from \$15,000 to \$381,870), that the evaluation scores were not the ultimate factor in determining how much each program should receive. Rather, DCJS staff and two outside reviewers reviewed each program for unallowable and excessive costs and removed those costs. Additionally in order to ensure all programs received funds, those programs requesting more than \$125,000 had 25% deducted from their budget. Programs requesting less than \$125,000 only had unallowable or excessive costs removed.

This process allows for an equitable distribution of the expansion funds and ensures that most of the funds will be used for vitally-needed direct services to clients reentering society.