

**Comprehensive Community Corrections Act (CCCA)  
And  
Pretrial Services Act (PSA)**

**New Grant Funding for Pretrial and Local Probation Services for  
Unserved Localities**

**Fiscal Years 2017 and 2018  
Grant Application Guide**



### Grant Application Due Date

- Monday, August 15, 2016 by 11:59 p.m.

### Grant Period: Fiscal Years 2017 - 2018

- October 1, 2016 - June 30, 2018

### Grant Application Checklist

- Grant Application Face Sheet for each fiscal year
- Project Narrative for each fiscal year
- Project Work Plan for each fiscal year
- Itemized Budget Sheet for each fiscal year
- Budget Narrative for each fiscal year

### Questions?

- Contact **Ken Rose** at [Kenneth.Rose@dcjs.virginia.gov](mailto:Kenneth.Rose@dcjs.virginia.gov) or (804) 225-4329 or **Paula Harpster** at [Paula.Harpster@dcjs.virginia.gov](mailto:Paula.Harpster@dcjs.virginia.gov) or (804) 786-1140

# Table of Contents

<b>SECTION 1: OVERVIEW PSA/CCCA APPLICATION .....</b>	<b>1</b>
INTRODUCTION .....	1
AUTHORITY AND PURPOSE OF ESTABLISHING AN AGENCY .....	1
ELIGIBLE APPLICANTS .....	1
FUNDING .....	2
FUNDING RESTRICTIONS .....	2
MATCHING FUNDS.....	2
SUPERVISION/INTERVENTION FEES.....	2
INDIRECT COSTS.....	3
GRANT PERIOD.....	3
APPLICATION DUE DATE AND HOW TO APPLY .....	3
TECHNICAL ASSISTANCE AND FORMS.....	4
QUESTIONS .....	4
<b>SECTION 2: OVERVIEW PSA/CCCA SERVICES .....</b>	<b>5</b>
PRETRIAL SERVICES OVERVIEW .....	5
<i>Pretrial Services Models</i> .....	5
1. <i>Magistrate Bail Hearing</i> .....	5
2. <i>Arraignment (First Court Appearance)</i> .....	6
LOCAL COMMUNITY-BASED PROBATION OVERVIEW .....	6
<b>SECTION 3: INSTRUCTIONS FOR COMPLETING THE DCJS GRANT APPLICATION.....</b>	<b>7</b>
APPLICATION FACE SHEET .....	7
PROJECT NARRATIVE .....	9
<i>Data and System Need</i> .....	9
<i>Intervention Point and Target Population</i> .....	10
<i>Community Criminal Justice Board (CCJB) Information</i> .....	10
PROJECT BUDGET ITEMIZATION AND NARRATIVE .....	11
<i>Personnel/Employees</i> .....	11
<i>Consultants</i> .....	12
<i>Travel</i> .....	13
<i>Equipment</i> .....	13
<i>Supplies and Other Operating Expenses</i> .....	13
<i>Indirect Costs</i> .....	14
<i>Cash Funds from Sources Other than Grant Funds Supporting this Project</i> .....	14
<b>PROJECT GUIDANCE AND OPERATING REQUIREMENTS FOR PROBATION AND PRETRIAL .....</b>	<b>14</b>
<b>REVIEW PROCESS .....</b>	<b>17</b>
<b>APPLICATION CHECKLIST .....</b>	<b>19</b>
<b>DEPARTMENT OF CRIMINAL JUSTICE SERVICES PROJECT WORK PLAN FORM.....</b>	<b>20</b>

## **Section 1: Overview PSA/CCCA Application**

### **Introduction**

The Department of Criminal Justice Services (DCJS) administers state funds appropriated pursuant to the Comprehensive Community Corrections Act for Local-Responsible Offenders (CCCA) and the Pretrial Services Act (PSA). The Department awards grants to local units of government to support the services authorized by these Acts

DCJS is soliciting applications for funding for Fiscal Years 2017 and 2018 for pretrial services and local probation in localities not currently being served.

### **Authority and Purpose of Establishing an Agency**

This grant is intended specifically to support pretrial services and local probation agencies established under the authority of the PSA as specified in §§ 19.2-152.2 et seq. of the *Code of Virginia (COV)*, or the CCCA as specified in §§ 9.1-173 et seq. of the *Code of Virginia*. Sentencing to local community-based probation authorized by the CCCA is to be done in accordance with § 19.2-303.3 and statutes authorizing deferred proceedings.

### **Eligible Applicants**

Localities not currently offering pretrial services and/or local probation are eligible to apply.

The following localities are eligible to apply for grant funds for pretrial services: Accomack, Allegany, Amelia, Amherst, Appomattox, Bath, Botetourt, Buckingham, Buena Vista, Charlotte, Covington, Craig, Culpeper, Cumberland, Dinwiddie, Franklin, Franklin City, Goochland, Henry, Isle of Wight, Lexington, Lunenburg, Martinsville, Northampton, Nottoway, Page, Patrick, Powhatan, Prince Edward, Rockbridge, Shenandoah, Southampton, Suffolk, and Warren.

The following localities are eligible to apply for grant funds for probation services: Amherst, Franklin, Henry, Martinsville and Patrick.

Only county or city governments are eligible to receive funding. For multi-jurisdictional efforts, one of the participating localities must submit the grant application on behalf of all participating jurisdictions and must assume responsibility for grant administrative and financial matters by serving as the Administrative and Fiscal Agent. Pretrial services may not be provided by private organizations, police departments, sheriff's departments or jails.

## **Funding**

The state appropriation for local probation and pretrial services was increased by \$1.5 million in fiscal year 2017 and \$2 million in fiscal year 2018.

## **Funding Restrictions**

CCCA/PSA grant recipients may not use these grant funds to:

1. Supplant or replace in whole or part other state funds supporting functions that may be associated with the administration or operation of these agencies and/or the supervision of defendants and probationers. This includes, but is not limited to, functions of the County or City Treasurer's office supported by the state and functions of the Clerk of the Court (i.e., collection of restitution).
2. Pay for any staff not designated for CCCA or PSA operations. These grant funds may only be used to pay for that portion of salary for the time in which the employee is dedicated to CCCA and/or PSA programming and operations.
3. Pay for capital construction, renovation, remodeling, or land acquisition.
4. Pay for vehicles.
5. Pay for firearms, ammunition, or related equipment.
6. Pay for clothing and/or uniforms.
7. Pay for lobbying, political contributions, honoraria, overtime or bonuses.
8. Pay for personal entertainment, personal calls, or alcohol.

Requirements and restrictions on the expenditure of grant funds, where given, must be adhered to by the applicant.

## **Matching Funds**

There are no matching funds required; however, cash and in-kind support are encouraged and demonstrate the locality's commitment to successful implementation and to sustain long-term viability of effective services.

## **Supervision and Intervention Fees**

The collection of supervision and intervention fees may only be collected by local probation agencies (see DCJS [Guideline: Supervision and Intervention Fees](#)). Pretrial Services agencies may not collect supervision fees. Supervision/intervention fees are

governed by the same terms, conditions, and assurances that apply to state funds. There are two (2) exceptions:

1. Fees collected may be used to supplant local funds contributing to the grant, and
2. Unspent or unexpended fees collected in one fiscal year must be rolled over from year to year into the CCCA agency's budget and be used solely for agency operations.

### **Indirect Costs**

Indirect costs are defined as fees charged against the grant for the local government's administration of the funds. Included in this are any administrative personnel and operational costs incurred by the locality that cannot be attributed directly to a given project. If the locality determines that charging indirect costs against the grant program is necessary the following conditions apply:

1. Indirect costs cannot exceed 1% of the total grant award.
2. Charging the grant for indirect costs cannot violate non-supplanting requirements.
3. Charging the grant for indirect costs reduces the total amount available for defendant and probationer supervision, treatment, personnel, and other agency operating expenses.

### **Grant Period**

Successful applicants will be funded through this solicitation for two grant periods, October 1, 2016 through June 30, 2017 (9 months) and July 1, 2017 through June 30, 2018 (FY2017 and FY2018). Separate face sheets, budgets, and budget narratives are required for each grant year. Our expectation is that funds will be appropriated in future years, allowing continuation funding for successful projects.

### **Application Due Date and How to Apply**

Applicants must adhere to all of the following applicant specifications for funding consideration:

1. The complete DCJS Grant Application must be received by 11:59 p.m. on Monday, August 15, 2016. Applications received after the deadline will not be considered. Applications must be e-mailed to:

[CCCAPSA@dcjs.virginia.gov](mailto:CCCAPSA@dcjs.virginia.gov)

Please put the name of the locality agreeing to be the administrative and fiscal agent applying for the funds in the subject line of the email. You will receive an automated reply once you email your grant.

2. All parts of the application should a) be complete, b) comply with any page limitations, c) use the forms provided, and d) be submitted as one PDF titled with the name of the applicant locality and in the following order:
  - Application Face Sheet for FY2017
  - Project Description for FY2017 – 2018
  - Work plan for FY2017
  - Itemized Budget for FY2017 (9 months)
  - Budget Narrative for FY2017
  - Application Face Sheet for FY2018
  - Work plan for 2018
  - Itemized Budget for FY2018
  - Budget Narrative for FY2018
3. The Project Administrator (or designee with signatory authorization on file with DCJS) must be listed on the grant application face sheet.
4. Only one grant application per eligible applicant jurisdiction will be accepted for CCCA and PSA funding.
5. Faxed applications will not be accepted.
6. Number all pages.

### **Technical Assistance and Forms**

The following grant application forms may be obtained online at the DCJS website:

- Application face sheet
- Itemized budget
- Work Plan
- Grant application checklist

### **Questions**

Applicants can direct questions regarding this application to Ken Rose, Pretrial Coordinator, 804-225-4329, [Kenneth.Rose@dcjs.virginia.gov](mailto:Kenneth.Rose@dcjs.virginia.gov) or Paula Harpster, Local Probation Coordinator, 804-786-1140, [Paula.Harpster@dcjs.virginia.gov](mailto:Paula.Harpster@dcjs.virginia.gov).

## **Section 2: Overview PSA/CCCA Services**

### **Pretrial Services Overview**

The purpose of pretrial services is to provide defendant background information and recommendations that will assist judicial officers in determining or reconsidering bail decisions and conditions and to provide supervised release on bail in lieu of a secured bond. A pretrial services program also provides assurances that defendants will comply with other conditions when released to supervision of a pretrial services agency.

Judicial officers face a difficult situation in deciding whether to release an accused on bail or to commit to jail, and in setting appropriate conditions of bail. Pretrial services programs provide pretrial reports containing defendant information intended to assist judicial officers with this process, especially at initial appearance in General District Court and at subsequent bail hearings. The pretrial screening, interview, and background investigation provides the criminal history and community stability of a defendant including indications of a risk of flight or the potential for criminal activity if released pending trial.

Supervision services are primarily targeted for an accused arrested and admitted to bail but detained in jail in lieu of a secure bond. Pretrial services are intended to replace the use of secure bond as a condition of bail with release on recognizance and to the custody and supervision of a pretrial services agency with or without an unsecured bond, advocating for the use of non-secure bond including pretrial supervision.

The *Code of Virginia* authorizes the release of an accused to the custody and supervision of a pretrial services agency: Article 1 (§19.2-121 et seq.) of chapter 9 of Title 19.2 and §§19.2-152.2 – 19.2-152.7.

### **Pretrial Services Models**

Pretrial supervision and services programs must be consistent with one of the following models:

#### **1. Magistrate Bail Hearing**

This model is designed to provide defendant-based information and bail release recommendations to magistrates at the initial bail hearing. The benefit of this model is that it assists magistrates with discharging their duties pursuant to Article 1 (§ 19.2-119 et seq.) at a critical decision point. Pretrial services agencies will provide a pretrial risk assessment with a bail recommendation to the magistrate. The magistrate may place a defendant on pretrial supervision in lieu of jail. Pretrial services agencies may also provide a pretrial risk assessment with recommendation to the court at future bond hearings. Supervision placements may also be made by the court.



## **2. Arraignment (First Court Appearance)**

This model is designed to provide defendant-based information and bail release recommendations to judges at arraignment/first court appearance. It is primarily designed to provide information to the district court judge(s) at the initial appearance for defendants who have been admitted to bail but not released due to an inability to meet the requirements of a secure bond, or who have been denied bail. Supervision and services are provided for those released to the custody of the program.

The success of the model is reliant upon a meaningful arraignment/first appearance where the defendant's bail status can be reconsidered. This may require the presence of an attorney from the Commonwealth's Attorney's Office and representation by defense counsel.

### **Local Community-Based Probation Overview**

The purpose of local community-based probation (local probation) is to provide localities with effective alternatives to jail for certain misdemeanants and non-violent felons. Local probation provides probationers with supervision, including applying sanctions and incentives in response to probationer behavior with the goal of increasing engagement and motivation, and reducing recidivism. Local probation agencies promote efficiency and economy in the delivery of correctional services while enhancing public safety and increasing offender accountability.

All probationers sentenced, or placed, pursuant to §19.2-303.3 of the COV, shall be considered to be on local probation supervision for these purposes. Anyone convicted of a misdemeanor or nonviolent felony as an adult and for whom the court imposes a total sentence of 12 months or less is eligible for placement within an agency established under the authority of the CCCA.

Local probation supervision practices in Virginia are guided by Evidence-Based Practices (EBP). EBP for probation supervision are approaches or interventions which have been empirically researched and proven to have measureable positive outcomes, e.g., a reduction in recidivism and an increase in supervision compliance. In addition to providing the court with sentencing alternatives, local probation services in Virginia aim to reduce offender risk and subsequent recidivism that leads to a positive long-term and meaningful contribution to public safety.

All local probation agencies in Virginia use the Offender Screening Tool (OST) and the Modified Offender Screening (MOST) to identify effective interventions and treatment programs supported by EBPs to accomplish risk reduction objectives and meet the rehabilitative needs of selected probationers without jeopardizing public safety.

## Section 3: Instructions for Completing the DCJS Grant Application

### Application Face Sheet

**Grant Program** – "Comprehensive Community Corrections Act (CCCA) and Pretrial Services Act (PSA) Grant for Unserved Localities" is prefilled.

**Congressional Districts** – Leave blank.

**Applicant** – Provide the name of the City or County (Administrative and Fiscal Agent) applying for the grant. (Do not list the local agency.)

**Faith Based Organization** – "No" is checked.

**Applicant FIN** – Provide the Federal Identification Number for the Administrative and Fiscal Agent, not the jail or agency.

**Best Practice** – Leave blank.

**Jurisdiction(s) Served** - List all eligible localities (counties and cities) that will be served.

**Program Title** – Check the appropriate category—Community Corrections, Pretrial Services or both.

**Certified Crime Prevention Community** – Is your locality a certified crime prevention community by DCJS?

**Grant Period** – Provide the grant period for each year on each face sheet: October 1, 2016 – June 30, 2017 and July 1, 2017 – June 30, 2018.

**DUNS Number** – Provide the Data Universal Numbering (DUNS) number. DUNS number is a unique nine-character identification number provided by Dun and Bradstreet. If you do not have a number for the locality or organization, please go to the website <http://fedgov.dnb.com/webform>.

**Type of Application** –"NEW" is checked.

**Rural, Urban or Suburban** – Check all that apply to describe the applicant locality or localities.

**Project Director, Project Administrator, and Finance Officer** – Provide the zip + four, e-mail address, fax number, and telephone number for each person.

**Project Director** – Provide the daily contact for DCJS regarding the operations of the CCCA and PSA agencies. If there is more than one, please attach additional contact information on a separate page.

**Project Administrator** – Provide the County Administrator or City Manager (Administrative and Fiscal Agent) who oversees the management of the grant.

**Finance Officer** – Provide the person who will be responsible for fiscal management of funds at the local government level.

**Brief Project Description** – A short, 2 – 3 sentence description of the proposed project.

**Project Budget Summary** – Report the amount of state funds requested from the itemized budget forms by category (i.e. Personnel, Supplies and Other) and by agency component category (i.e. Pretrial Services or Local Community-based Probation) on the application face sheet. Total all category budgets in the last column. Do not include local funds and fee totals in the “Local Match” or “Total Requested” column. All amounts must be rounded to the nearest dollar.

## **Project Narrative**

Describe the project, addressing the following elements for need for pretrial services and/or local probation in the Project Description:

### **Data and System Need**

#### ***Pretrial Services Act (PSA)***

For PSA applications, include data analysis that supports the need and projected agency utilization (capacity needs). Applicants are encouraged to consider the following data and information:

- Number of magistrate bail determinations annually, monthly
  - Of those, the number and percentage of defendants released on non-financial conditions
  - Number and percentage committed to jail
    - On a secured bond
    - Denied bail
- Jail population annually, monthly
  - Jail admission trends overall and by custody status, e.g., local responsible, state responsible, other
  - Of those admitted to jail that are local responsible, trend data for the awaiting trial population
  - Average length of stay for awaiting trial population
- Arraignment/First Court Appearance
  - Average number of jail inmates arraigned
- Projected number of pretrial investigations completed each court day
- Projected number of annual placements placed on supervision
- Anticipated target population for pretrial supervision

The narrative should discuss the Pretrial services model that will be used (intervention point) and target population for supervision (annual number).

#### ***Comprehensive Community Corrections Act (CCCA)***

For CCCA applications, include data analysis that supports the need and projected agency utilization. Applicants are encouraged to consider the following data and information:

- Jail population for each jail
  - Annual jail admissions
  - Annual jail admissions trend data for last 3 years:
    - By custody status, e.g., local responsible, state responsible, other.
    - Of those admitted to jail who are local responsible, trend data for the sentenced population.
    - Average length of stay for local responsible sentenced population.

- District court case processing
  - Annual number of misdemeanor (jailable offenses only) trials/sentencing events
  - Annual number of plea negotiations accepted by the court.
  - Estimated specialty populations – domestic violence, substance involved, mental health, veterans, etc.
- Community Resources available – e.g., to address specialty populations – domestic violence, substance involved, mental health, veterans, etc.

### **Intervention Point and Target Population**

For PSA applications, indicate the pretrial services model that would be used (from pages 5 & 6). Use data and other information to describe and support why this model is the best fit for the localities served by pretrial services. The narrative should, at a minimum, provide an estimate of the annual number of pretrial services investigations conducted and placements on supervision expected.

For CCCA applications, indicate the courts that would be the primary consumers of local probation for adult probationers (GDC, JDR). Give estimates of the annual placements and the types of offenses and sentences (deferred proceeding, suspended sentence, etc.). Applications should describe how risk/needs tools (MOST/OST) will be utilized to refer or link probationers to in-house or community treatment services or programming. Discuss the types of local evidence-based interventions and services that would be available for local probationers.

### **Community Criminal Justice Board (CCJB) Information**

Provide the following information related to your Community Criminal Justice Board (CCJB):

1. Indicate whether the CCJB will be newly established or will be part of an already existing CCJB.
2. If there is an existing CCJB, include the list of all members and include the following information:
  - The name, professional title (if applicable), mailing address, e-mail address, and phone numbers of each member
  - The CCJB position each person holds, if not clear by professional title (for example, JDR judge, police, or jail positions)
  - Identification of the chair and, if appropriate, vice-chair of the CCJB
  - The name, professional title, and email of staff to the CCJB (if known)
  - The name, professional title, and email of the criminal justice planner, if applicable.
3. If it will be a newly established CCJB, provide a plan for establishing the CCJB in the work plan and provide the expected membership list.

## **Project Budget Itemization and Narrative**

The overall project budget is a vital part of the grant application. Separate itemized budget forms and narratives must be completed for each of the Local Community-based Probation and Pretrial Services components for each year of the grant cycle. 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 the proposed project or they may be deleted from the budget and the total award reduced.

When completing the itemized budget forms and budget narrative, remember that:

- State funding portions of the itemized budgets must match the totals on the Application Face Sheet.
- Staff, services, office space, or supplies shared across the various agency component budgets should be appropriately split (i.e.: 60%: 40%), and identifiable on the narrative and itemized budget forms.
- All additional funds supporting this project must be included in the itemized budget in each line item, in Section 7 of the itemized budget form, and in the budget narrative. Additional funds include, but are not limited to, fees, local, federal, or other state funds supporting the project. Fees must be identified in Section 7 of the itemized budget form.
- All amounts must be rounded to the nearest dollar.
- Any funding from DCJS for specific purposes (i.e., PTCC, training) must be identified in the itemized and narrative budget.

## **Personnel/Employees**

This applies to all local employees who will be supported by funds (state, federal, or local) associated with this project.

- a. Salaries: List each position by title on the itemized budget form (and name of employee, if available). Show the total annual salary rate for the employee (regardless of funding source), the number of annual hours to be devoted to CCCA/PSA grant activities and if the employee is full time or part time.

Using interns or volunteers for professional (investigation/case management/supervision) positions is not permitted. Professional positions may only be held by individuals with the required training and credentials.

Explain the positions and their functions in the narrative and indicate if positions are split between pretrial and local probation or other projects. Identify all staff and/or positions that are responsible for investigating or supervising probationers/defendants.

The workload must justify creating or maintaining full-time positions. State General Funds may be utilized for the provision of activities consistent with the *Code of Virginia* and any standards, guidelines and implementation or policy memorandums

issued by DCJS. DCJS may not fund case management supervision staff (or functional equivalent)-to-probationer/defendant average ratios of less than 1:40 for pretrial services, or less than 1:60 for local community-based probation. This does not preclude smaller jurisdictions with lower populations from state funding. Staff requests should be in proportion to the population served. Management and support staff should be in direct proportion to probationer/defendant supervision staff and should be well justified. As always, DCJS encourages administrative efficiencies with state funding. Every effort should be made to coordinate supervision among the various system components (ASAP, State Probation and Parole) so as to promote efficiencies at the local level.

- b. Employee Benefits: Indicate each type of benefit included and the total cost allowable to employees assigned to the project. If this is percentage based, indicate the percentage.

### **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 consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services.
- b. For organizations, including professional associations and educational institutions, performing professional services: State the type of services being performed and estimated contract prices. Requests for contracted services and consultants will be very carefully screened. Consultant and contracting fees will be approved only when it is justified that the use of outside contract agencies and consultants will significantly and permanently enhance project effectiveness.
- c. Consultant Travel and Subsistence: This is generally not allowable for this grant program unless it is necessary, reasonable, and justified. Costs must be reasonable and adhere to the grantee's established travel policy. High mileage should be explained and justified.
- d. Description of each service contracted for and the name of the service provider.
- e. The number of defendants and/or probationers benefiting from each type of service.
- f. Total budgeted amount for each service and a per defendant/probationer/group cost.
- g. Description of what services the Community Services Board (CSB) provides and the cost (including services that are provided free of charge). If using services other than through the CSB, the decision should be explained.
- h. If services are contracted, include, as an attachment, a copy of a current Memorandum of Understanding (MOU) and/or contract (if a private provider is

currently utilized and expected to continue) or a description of what the contract will include and a description of how the service provider will be or has been selected.

## **Travel**

Itemize total travel expenses of project personnel by local mileage, non-local mileage, and subsistence. Grantees must follow the state's travel policy unless there is a written local travel policy. The state allows reimbursement for actual reasonable expenses. Unless a local policy governs, mileage is reimbursed at the federal rate (\$0.54/mile as of 1/1/2016). Transportation costs, such as air and rail fares, are at coach rates. Subsistence is paid according to a per diem rate. Justify travel by explaining its relevance to job duties.

## **Equipment**

Equipment includes, but is not limited to, the purchase or lease of items such as office furniture, copiers, fax machines, telephones (but NOT line/wiring service), PTCC wiring, 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. The budget narrative must explain the relevance of each item to the project. Items not justified may be deleted. A newly established agency must provide for a VCIN coordinated through the Virginia State Police.

CCCA and PSA budgets must include a line item under equipment for the PTCC network equipment and hardware replacement and repair for no less than 1% of the total state funding. In addition, newly established agencies must provide for a local server compatible with PTCC, router and VPN for newly established agencies or new satellite offices. All computer equipment, software, and networking must meet DCJS specifications, including the mandatory secure, 24/7 site-to-site Virtual Private Network (VPN) tunnel between the DCJS offsite central servers and the local server and be compatible with the Pretrial/Local Community-based Probation (PTCC) case management system.

DCJS requires that ALL staff have business email and internet access with valid virus protection that is updated regularly and conforms to your local IT policies. Part of the PTCC 1% may be used for this purpose.

## **Supplies and Other Operating Expenses**

All costs should be itemized within this category by major types and provide the basis for computation ("x" dollars per month, "y" dollars per person, etc.). Office rental costs must be reasonable and consistent with rents charged in the area. Supplies and Other Operating Expenses include, but are not limited to, the following:

- Rent
- Training
- Utilities
- Vendor maintenance contracts/agreements
- Telephone services



- On-site drug testing and lab confirmations
- Internet access/internet provider contracts
- Postage
- Cellular phone services
- Special printing projects
- Office supplies (including printing expenses - do not separate)

All new staff will be required to complete the DCJS C.O.R.E. training within the first 3 months of hire. Applicants are encouraged to request funding to support attendance at DCJS sponsored training events. At the time of the guidelines, no DCJS trainings have been scheduled. However, applicants are encouraged to set aside funds to cover training costs. Please feel free to contact Donna Shiflett, Training Coordinator, at 804-225-4127 or donna.shiflett@dcjs.virginia.gov for more information.

### **Indirect Costs**

Indirect costs are costs that cannot be assigned to a particular budget category but are necessary to the operation of the organization and the performance of the project. Indirect costs may include fiscal administration, accounting, payroll services, financial reporting, and auditing. The following specifications apply to the indirect costs portion of the budget:

- Per the *Code of Virginia* (§9.1-183), indirect costs are limited to 1% of the total state grant funds awarded.
- Localities may not charge the grant for indirect costs if it would violate non-supplanting rules.

### **Cash Funds from Sources Other than Grant Funds Supporting this Project**

Funds from sources other than this award, including supervision and intervention fees, project income, and local or federal funds supporting the project must be included in the budget summary, on the itemized budget in each line item and the narrative budget. With the exception of supervision and intervention fees, funds shown in this item are not governed by the terms, conditions, and assurances which apply to the grant award. Local funds and fees must be included on the Grant Application Face Sheet under the appropriate column (“Local Probation” or “Pretrial Services”). The “Local Match” column should be left blank on the Application Face Sheet. NOTE: DCJS is periodically asked how much local support these programs receive. In order for us to accurately respond, agencies must provide information about their complete budget, including cash and in-kind support.

### **Project Guidance and Operating Requirements for Probation and Pretrial:**

1. All agencies established and operated under the authority of the CCCA and/or PSA must follow statutes, standards, regulations, and guidelines as prescribed by DCJS. This includes, but is not limited to, minimum standards, all guidelines issued by

DCJS, and the use of the Pretrial and Community Corrections Case Management System (PTCC).

2. Each agency is required to develop written Standard Operating Procedures (SOPs). At a minimum, each agency is required to:
  - Have SOPs which address and comply with all current statutes, regulations, standards, guidelines, protocols, and policies;
  - Have the SOPs approved in writing by the chief executive officer of the administrative and fiscal agent; and
  - Review the SOPs according to the approved minimum standards.
3. CCCA: Substance abuse treatment recommendations should be based on the results of a validated substance abuse assessment. Interventions should be supported by assessment results, be least restrictive, and be determined by research to be effective.
4. CCCA: These funds are not to be used for long-term residential treatment or long-term residential placements (i.e. 28 days or more)
5. CCCA: In accordance with § 9.1-182 of the *Code of Virginia*, a statewide system of supervision and intervention fees to be paid by probationers has been established by DCJS. Fees include, but are not limited to, any payment for supervision, drug testing, or intervention or program service participation charged by the supervising agency. No supervision or intervention fees are to be collected from probationers by agencies without prior DCJS approval
6. CCCA: The responsibility for the collection and reporting of fines, costs, and restitution lies with the clerks of circuit and district courts and the attorney for the Commonwealth, as outlined in §§ 19.2-305.1, 19.2-348, 19.2-349, 19.2-354, and 19.2-358 of the *Code of Virginia*. Agencies that monitor or facilitate the payment of restitution as an optional duty may not accept direct payment (in the name of the agency, agency staff, or directly related entity) for any such obligations. Supervision may not be extended solely to collect restitution unless ordered by the court as a condition of probation supervision.
7. Supervision may be transferred between local agencies established and operated under the authority of the CCCA or PSA only as established in the guideline: [Transfer of Supervision](#).
8. The PTCC case management system must be fully utilized. Full utilization includes the use of all modules and sub-modules AND all data elements as they apply to each defendant and probationer even if the elements are not underlined. PTCC must be the primary data source for defendant and probationer records management information and case management activities.

9. PSA: Pretrial services agencies may assist adult drug courts or specialized dockets operating within their jurisdiction with the assessment and supervision of pretrial defendants.
  10. PSA: All pretrial services agencies must conduct a risk assessment using the Virginia Pretrial Risk Assessment Instrument (VPRAI) as part of the pretrial investigation.
  11. CCCA: All local probation agencies must conduct a risk and needs screening using the Modified Offender Screening Tool (MOST) and, if indicated, an assessment using the Offender Screening Tool (OST) on all probationers placed on supervision. The results of the assessment must be used to inform supervision and services for probationers.
  12. PSA: Pretrial services may not be provided by private organizations. Service providers must be a local unit of government and have criminal justice agency status as defined by § 9.1-101 of the *Code of Virginia*.
  13. PSA: The collection of intervention and/or supervision fees, including fees for drug testing and confirmation, from pretrial defendants for pretrial supervision is prohibited.
  14. PSA: Pretrial services agencies funded with state funds shall not accept referrals specifically for:
    - a. the purpose of evaluating a defendant's performance on supervision or treatment,
    - b. an extended period of time for an assessment, evaluation or community service hours,
    - c. a specified period of pretrial supervision established by court order,
    - d. any period of supervision following trial as a condition of any case taken under advisement, deferred judgment, or a deferred proceeding where the court does not make a finding of guilt (commonly referred to as "pretrial diversion"),
    - e. where there is an "accord and satisfaction" agreement, or
    - f. defendants appealing their conviction or sentence in circuit court.
- Note:** This does not include the court extending the period of supervision for a defendant already under supervision through the pre-sentence investigation period in lieu of bail revocation.
15. PSA: Pretrial services agencies must not recommend a defendant's release to be conditioned by a secure bond.
  16. PSA: Except for defendants charged with an offense that is punishable by death, defendants screened out in accordance with DCJS policies, and risk assessment requirements, no pretrial services agency shall withhold investigation of or

recommendations for defendants based on the nature of the charge or deny supervision to any pretrial defendant placed by any judicial officer.

17. CCCA: Probation agencies funded with state funds shall not accept placements specifically for:
  - a. Cases with a deferred prosecution which are deferred prior to a trial/preliminary hearing or deferred dispositions that have not had a disposition hearing in court (sometimes referred to as “taken under advisement” or TUA),
  - b. Traffic infractions,
  - c. Cases sentenced to community service in lieu of fines/costs, or
  - d. Cases solely for the collection of restitution, fines, and costs or fees.
18. All agencies established and operated under the authority of the CCCA and/or PSA must participate in initiatives endorsed by DCJS that are designed to advance the field.
19. All agencies must have a signed Memorandum of Understanding (MOU) for the Pretrial and Community Corrections Case Management System (PTCC) between the administrative agent and DCJS.

## Review Process

The Department of Criminal Justice Services will review the applications using information provided in the project narrative, itemized budget and budget narrative, and the project plan of action/timetable.

Applications will be scored based on the following criteria:

- **Demonstration of Need:** DCJS is committed to data driven decision making. Priority will be given to applications that use data to demonstrate the need for services, appropriate intervention points and target populations. The demonstration of need will identify the appropriate intervention point for pretrial services and the appropriate target population for supervision.
- **Locality Commitment:** Local commitment is a key component for implementing pretrial and local probation services. DCJS will give priority to applications that demonstrate and show evidence of local commitment. This may be demonstrated by providing stakeholder letters of support, and by the locality’s willingness to contribute to project costs, either through cash match or in-kind support.
- **Collaboration:** Successful implementation requires collaboration among criminal justice stakeholders. Priority will be given to applications that provide examples of recent successful collaboration that resulted in successful implementation of criminal justice initiatives, i.e., drug court, mental health dockets, Crisis Intervention Teams, etc.

**Innovation:** A locality's willingness to explore and plan for innovative responses to adult corrections which use evidence-based practices will be given priority. Services should focus on the reduction of pretrial failure (failure to appear in court and new arrest on pretrial release), the reduction of probation failure and the reduction of recidivism upon completion of probation supervision. The application should demonstrate the locality's willingness to modify practices based on data and evidence-based research that focuses on improving outcomes.

DCJS will make the final recommendations regarding approval of all grant application budgets submitted.

## Application Checklist

Does the application contain all sections?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Application Face Sheet for FY2017:	
• Signed by the city manager or county executive	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Congressional District(s) listed	Yes <input type="checkbox"/> No <input type="checkbox"/>
• DUNs number included	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Zip + 4 used?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Application Face Sheet for FY2018:	
• Signed by the city manager or county executive	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Congressional District(s) listed	Yes <input type="checkbox"/> No <input type="checkbox"/>
• DUNs number included	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Zip + 4 used?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Project Description	
• Pretrial Services	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
• Community-Based Probation	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
• Project Summary(s)	
Pretrial Services	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Community-Based Probation	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
• FY2017 Project Work Plan:	
Pretrial Services	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Community-Based Probation	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
• FY2018 Project Work Plan:	
Pretrial Services	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Community-Based Probation	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Itemized and Narrative Budgets for FY2017	
Pretrial Services	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Community-Based Probation	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Itemized and Narrative Budgets for FY2018	
Pretrial Services	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Community-Based Probation	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
CCJB Information	Yes <input type="checkbox"/> No <input type="checkbox"/>
Letters of commitment from stakeholders	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Department of Criminal Justice Services Project Work Plan Form

Applicants must complete and submit a *Implementation Plan* with their application. It is recommended that applicants choose one goal and no more than three objectives. Each objective must be **S**pecific, **M**easurable, **A**chievable, **R**elated to the project goal, and **T**ime-bound (SMART). A separate form must be submitted for each objective.

<b>Goal</b>				
<b>Objective 1</b>				
<b>Activity/Deliverable</b>	<b>Projected Start</b>	<b>Projected Finish</b>	<b>Actual Finish</b>	<b>Responsible Individual/ Organization/ Notes</b>