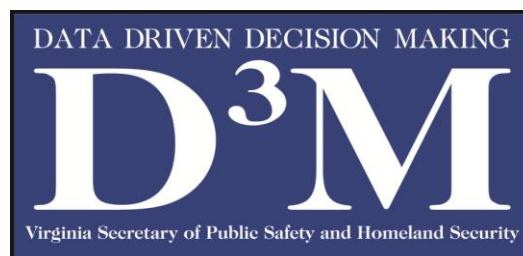# Prerelease and Post-Incarceration Services (PAPIS): Virginia Offender Reentry and Transition Services

Grant Application and Program Guide for FY 2016 Funding

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, VA 23219

March 24, 2015

Prerelease and Post-Incarceration Services (PAPIS):
Virginia Offender Reentry and Transition Services
Grant Application and Program Guide for FY 2016 Funding

INTRODUCTION

The Department of Criminal Justice Services (DCJS) administers general appropriation funds designated for the purpose of supporting the prerelease and post-incarceration services (PAPIS) programs. These funds are identified in the Appropriations Act as Offender Reentry and Transition Services. Applications for funding for Fiscal Year 2016 are currently being solicited.

The Criminal Justice Services Board of the Department of Criminal Justice Services has approved funding certain prerelease and post-incarceration services programs with the use of State General Fund Grant monies. Programs requesting continued funding to support offender transition services must submit a grant application for the funding.

Purpose

This program supports prerelease and post-incarceration professional services and guidance that increase the opportunity for, and the likelihood of, successful reintegration of adults upon release from prisons and jails into local communities. PAPIS programs funded by DCJS should incorporate research-informed recidivism reduction services into service delivery, with specific focus areas of assessing clients for risk and needs related to recidivism, evidence-based cognitive-behavioral programming, and job readiness and employment services. As a key element for successful reintegration of returning clients, employment placement services should be emphasized in the scope of service delivery by potential grant recipients.

Prerelease services are intended to prepare offenders for transition from incarceration life to community. Jail pre-release services may include assessment, reentry and transition planning, training, counseling, mentoring, tutoring, information and referral. Training programs focus on job readiness and employment skills, budgeting, consumer skills, family relationships, transition expectations, and related areas of value to offenders soon to be released. Pre-release services in state correctional institutions include assisting prison staff in delivering the Department of Corrections' Life Skills Program, developing reentry and transition plans for difficult placement cases, and connection with community services soon after release.

Post-incarceration services are provided to clients that have been recently released from incarceration and are intended to address the specific needs of individual offenders after release from prisons or jails to support successful reintegration into the community and sustain crime-free lifestyles. Risk and recidivism reduction services include assessment, training, counseling, mentoring, tutoring, information and referral, job readiness and employment services. Post-incarceration services also assist clients in obtaining stabilization and emergency services such as food, clothing, transportation, and shelter assistance.

Eligibility Requirements

Public or private nonprofit entities are eligible to receive this funding. There are currently nine reentry services providers supported by these funds. The state appropriation is stable at this time, but until the appropriation is expanded, this grant program is not open to any but the current service providers. The following programs are eligible to apply for these funds: Colonial Comm. Corr. Transitional Services, Northern Neck Regional Jail Reentry & Transition Services, Northwestern Regional Adult Detention Center, OAR-Arlington, OAR-Fairfax, OAR-Jefferson Area, OAR-Richmond, STEP-UP, Inc., and Virginia CARES, Inc.

Funding

Restrictions: Indirect costs are not allowable. Grant recipients *may not* use these grant funds to:

- Purchase equipment unless it is a necessary part of, and incidental to, an approved project;
- Supplant or replace, in whole or in part, federal, state, or local funds already supporting current program services;
- To cover capital construction, renovation, or remodeling costs.

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 for this grant; however, in-kind support and matching funds are encouraged and must be shown in the budget.

Amount Available/Funding Limitations

The appropriation for funding that may be available is expected to be at level funding. Any significant sub-budget adjustments must be justified in the grant application. DCJS anticipates that total funds of $2,248,146.00 will be available beginning July 1, 2015. You may request the same amount that you were awarded in FY15.

Grant Period

Applicants will be funded for the grant cycle beginning on July 1, 2015 through June 30, 2016 (FY 2016).

HOW TO APPLY

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

1. An original and two (2) copies (total of 3) of the completed DCJS Grant Application must be *received by 5:00 p.m. on April 24, 2015.* Applications received after the deadline will not be considered. Applications may be mailed or delivered to:

   > Department of Criminal Justice Services
   > Attn: Janice D. Waddy, Grants Administrator
   > 1100 Bank Street, 12th Floor
   > Richmond, VA 23219

2. All parts of the application should a) be complete, b) comply with any page limitations, c) use the correct forms, and d) be submitted in the following order:

   - Application Face Sheet
   - Project Description (not to exceed 3 pages)
   - Itemized Budget
   - Budget Narrative

3. The Project Administrator (or designee with signatory authorization on file with DCJS) must sign the grant application face sheet.

   Faxed applications will *not* be accepted. Do not submit bound grants. Copies should be either stapled or clipped. Number all pages. Use 8 ½" by 11" white paper only.

Review Process

DCJS will base its review on the quality and thoroughness of the applications. Current and past performance, progress and implementation of research-informed and evidence-based practices, adherence to grant guidelines and conditions, and whether all reporting requirements are current will be considered during grant review.

Applicants will be advised if significant reductions in their proposals have been recommended and will be given an opportunity to provide additional supporting information for consideration by a subcommittee of the CJSB.

In addition to a project's performance, and the availability of funds, a key factor in determining eligibility for continuation funding will be compliance with grant financial and progress reporting requirements**. No current recipient of funding through this grant will be considered for continuation funding if, as of the continuation application due date, any of the required Financial or Progress Reports for the current grant are more than 30 days overdue.** For good cause submitted in writing by the grant recipient, DCJS may waive this provision.

Technical Assistance

For general grant application assistance, please visit the DCJS Grant Programs website and choose PAPIS to obtain proper grant application forms.

Otherwise, please contact Rebecca McNees at (804) 786-1165 or Rebecca.mcnees@dcjs.virginia.gov for questions regarding program requirements and application completion.

INSTRUCTIONS FOR COMPLETING THE GRANT APPLICATION

Application Face Sheet

Grant Program – prefilled *Offender Reentry and Transition Services*

Congressional Districts – Leave blank.

Applicant – Name of locality, public or state agency or private non-profit entity.

Faith Based Organization – Is the *applicant* a faith-based organization? "No" is pre-checked.

Applicant FIN – Please provide the Federal Identification Number for the Applicant Agency.

Best Practice – Leave blank.

Jurisdiction(s) Served - List all localities (counties and cities) served.

Program Title – Name of the transitional services/reentry agency.

Certified Crime Prevention Community – Leave blank.

Grant Period – date is prefilled.

DUNS Number – Provide the Data Universal Numbering (DUNS) Number. 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 –"Continuation" is pre-checked.

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

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

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

> **Project Administrator –** The person who has authority to formally commit the applicant to complying with all the terms of the grant application. Usually this is the city, county or town manager, state agency director, or private non-profit agency director/president/CEO/executive board chair.

> **Finance Officer –** The person who will be responsible for fiscal management of funds.

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). Total all category budgets in the last column. Include the total local funds that support this project on the bottom line. All amounts must be rounded to the nearest dollar. The "Federal" column should be blank even if the applicant is receiving federal funds in addition to state funds. The federal funds, as well as funds from any other funding source, may be reported under Number 7 of the Itemized Budget.

Project Description

Address the following elements in the Project Description (3 page maximum):

1. Provide a brief abstract of the project, *summarizing* the project to include type of services, and activities including mandated services, actual operations, duties and responsibilities, all activities related to implementing and using evidence-based practices and optional services.

2. Accomplishments and/or challenges during FY2015 as reported in the grant application, including the number of clients served and the type of service provided, whether direct services provided by program staff (e.g. programming, counseling, training, completing identification documents, vouchers provided, etc.) or indirect services (e.g. referrals to other agencies). Compare this, if appropriate, to the statistics in FY15.

3. Describe the program's goals and objectives for FY2016, ensuring the goals/objectives are quantitative, measurable, and realistic. Programs should clearly describe how grant funds are targeted primarily to those direct services to clients that are currently incarcerated nearing release or have recently been released from incarceration in a state or local correctional facility.

4. Describe any difference in services or service area foreseen in the FY2016 grant year and how the program intends to adjust services and personnel to accommodate these differences. If the program received additional funding (funds other than this state appropriation) in FY2015, please explain how these additional funds enhanced the services provided by the program to date.

Project Budget Itemization and Narrative

The overall project budget is a vital part of the grant application. 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 narrative budget, remember that:

- State funding portions of the budgets must match with totals given on the Application Face Sheet.

- 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.

Provide clear, detailed information in the budget as follows:

1. **Personnel/Employees**
   a. Salaries: List each position by title on the itemized budget form (and name of employee, if available). Show the annual salary rate for the employee and the number of annual hours to be devoted to the project by the employee. (Job descriptions and qualifications of staff should be on file at the local agency.)

   Justify the necessity of creating new positions, and the workload must justify creating or maintaining full-time positions.

   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.

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 consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. Consultant rates should not exceed $650.00/day.

   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. These 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. Total budgeted amount for each service and a per client/group cost.

   f. 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.

3. **Travel**
Itemize total travel expenses of project personnel by local mileage, non-local, 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](currently 57.5 cents/mile). 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.

4. **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 service), 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.

5. **Supplies and Other Operating Expenses**
All costs should be itemized within this category by major types with the basis for computation ("x" dollars per month, "y" dollars per person, etc.). If necessary, major expenses can be itemized within major categories in each subheading with justification in the narrative. 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, utilities, telephone services, internet access/internet provider contracts, cellular phone services, office supplies (including printing expenses - do not separate), training, vendor maintenance contracts/agreements, postage, and/or special printing projects.

6. **Indirect Costs**
Indirect costs are not allowable for this grant program.

7. **Cash Funds from Sources Other than Grant Funds Supporting this Project**
Funds from sources other than this award, including project income, local or federal funds supporting the project must be included in the budget summary (and on the itemized budget and the narrative budget). Funds shown in this item are not governed by the terms, conditions, and assurances which apply to the grant award. Local funds and fees should be included on the Grant Application Face Sheet under the appropriate column. List source and amount of cash from the other sources (other federal or state grants, donations, private charities, etc.) that support this project.

Project Description Guidance

Purpose

This program supports prerelease and post-incarceration professional services and guidance that increase the opportunity for, and the likelihood of, successful reintegration of adults upon release from prisons and jails into local communities. PAPIS programs funded by DCJS should incorporate research-informed recidivism reduction services into service delivery, with specific focus areas of assessing clients for risk and needs related to recidivism, evidence-based cognitive-behavioral programming, and job readiness and employment services. As a key element for successful reintegration of returning clients, employment placement services should be emphasized in the scope of service delivery by potential grant recipients.

Research evidence for effective reintegration and recidivism reduction for reentry services include several key components of effective programs. These components include focusing intensive reentry services to those clients at higher risk for reoffending as indicated by validated, actuarial risk and needs assessment, employing comprehensive interventions that match the individual risk and needs of the client, providing programming that is cognitive-behavioral and aids clients in recognizing their antisocial behaviors, learning new skills and prosocial replacement behaviors, employing professional, appropriately trained, and qualified staff, and having a quality assurance and continuous quality improvement process in place to monitor the program staffs' ongoing compliance with standardized tools. For additional information about effective and research-supported reentry programs, please visit http://www.crimesolutions.gov/ and the What Works in Reentry Clearinghouse.

Prerelease services are intended to prepare individuals that are incarcerated for transition from incarceration life within the community. Jail pre-release services may include assessment, reentry and transition planning, training, counseling, mentoring, tutoring, information and referral. Training programs focus on job readiness and employment skills, budgeting, consumer skills, family relationships, transition expectations, and related areas of value to those individuals soon to be released. Prerelease services in state correctional institutions include assisting prison staff in delivering the Department of Corrections' Life Skills Program, developing reentry and transition plans for difficult placement cases, and connection with community services soon after release.

Post-Incarceration services are provided to clients that have been recently released from incarceration and are intended to address the specific needs of those individuals after release from prisons or jails to support successful reintegration into the community and sustain crime-free lifestyles. Risk and recidivism reduction services include assessment, training, counseling, mentoring, tutoring, information and referral, job readiness and employment services. Post-incarceration services also assist clients in obtaining stabilization and emergency services such as locating food, clothing, transportation, and shelter assistance.

Program Descriptions should include all of the following:

Describe how the program will target and deliver intensive reentry services primarily to those clients currently incarcerated nearing release or that have been recently released from incarceration.

Describe the components of an Intensive Reentry Services model that delivers direct services to those assessed as medium and high risk for recidivism and minimizes the involvement of low-risk clients.

Describe how transitional, emergency, and stabilization services are delivered to clients, focusing primarily on those currently incarcerated or recently released.

Describe how the following components will be administered or delivered by the program:
1. Risk and needs assessment;
2. Evidence-based programming/interventions to reduce antisocial thinking/cognition;
3. Substance abuse referrals and/or treatment;
4. Job readiness programming and training;
5. Employment placement services;
6. Promoting positive family or community relations;

7. Educational/vocational improvement referrals and/or services;
8. Access to/or referrals to health and/or mental health services;
9. Referrals to, placement in, or direct financial assistance for long and short-term housing; and
10. Mentoring.

All programs funded in whole or part by the Virginia Offender Reentry and Transition Services grants agree to participate in research and/or evaluation projects supported or initiated by DCJS.

Guidance for Writing Goals and Objectives

One goal is already established for this program: to prepare and assist incarcerated adult offenders in achieving successful reintegration into society. It is the responsibility of the applicant to devise objectives which will accomplish that goal. When describing goals and objectives in the project description, be sure to include these required objectives, as well as any additional goals and objectives which were developed when designing the project.

An objective is a statement that sets forth a particular result which is hoped to be accomplished and the attainment of which will contribute to the accomplishment of the goal. The objective statement contains four parts: the "what," "how much," "to whom," and "when" of program operation. A program objective statement should:

1. Begin with an action verb (**Provide** Thinking for a Change to 600 adult clients incarcerated at XXX Jail.)

2. Specify a single key result (the "what") to be accomplished, which relates directly to the need being addressed. (Example: Provide **risk and needs assessment** to at least 90% of clients enrolled in the program.)

3. Be quantified (or verifiable) and stated in terms that can be measured (the "how much"). (Provide Thinking for a Change to **600** adult clients incarcerated at XXX Jail.)
4.
5. Indicate the intended targets of the program (the "to whom"). (Provide Thinking for a Change to 600 **adult clients incarcerated at XXX Jail**.)

6. Be intended for accomplishment within the grant period ("the when"). (Example: **Over the next 12 months**, provide job readiness programming to 100 clients resulting in 60 employment placements).

7. Relate directly to the data provided in the need justification.

8. Be challenging but realistically attainable with the resources that are requested for the program.

9. Stand alone, independent from any other objective, for its accomplishment.

10. Be brief, no more than two sentences in length per objective.