



**Comprehensive Community Corrections Act
&
Pretrial Services Act**

***Local Community-based Probation and Pretrial Services
Grant Application Guide for
FY 2019 Continuation Funding***

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

February 2018

COMMUNITY-BASED PROBATION AND PRETRIAL SERVICES

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The Department of Criminal Justice Services (DCJS) administers general appropriation funds designated for the purpose of supporting the Comprehensive Community Corrections Act for Local-Responsible Offenders (CCCA) and the Pretrial Services Act (PSA) as grants to local units of government. Applications for continuation funding for Fiscal Year 2019 are currently being solicited.

Authority & Purpose

This grant is intended specifically to support local community-based probation and pretrial services agencies established under the authority of the CCCA, as specified in §§[9.1-173](#) et seq. of the *Code of Virginia*, or the PSA as specified in §§[19.2-152.2](#) 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 of the *Code of Virginia*.

Funds are to be used for continuing and improving existing agencies and services.

Eligibility Requirements

Only county or city governments that currently receive CCCA and PSA funds are eligible to receive continuation 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. Private non-profit organizations may receive grant funds only through contracts with local governments for local community-based probation services. Pretrial services may not be provided by private organizations with the exception of those that were doing so on or before July 1, 1995.

The County Administrator, County Executive or County or City Manager must serve as the Project Administrator. For multi-jurisdictional efforts, the County Administrator or City Manager of the locality serving as the Administrative and Fiscal Agent must serve as the Project Administrator. It will be the responsibility of the applicant locality to ensure that funds are spent in accordance with grant requirements and local and state procurement regulations.

Each applicant is required to have a Community Criminal Justice Board (CCJB) serving as an advisory body to the local governing body on matters pertaining to local criminal justice issues. The composition and responsibilities of the CCJB are specified in §[9.1-178](#) et seq. of the *Code of Virginia*.

Funding

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

1. Supplant or replace local funds supporting functions that may be associated with the administration or operation of these agencies and/or the supervision of defendants and probationers.
2. 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).

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3. Pay for any staff not designated for CCCA or PSA operations (these grant funds must only pay for the portion of salary for the time dedicated to CCCA and/or PSA programming and operations).
4. Pay for capital construction, renovation, remodeling, or land acquisition.
5. Pay for the purchase or lease of any vehicles.
6. Pay for firearms, ammunition, or related equipment.
7. Pay for clothing and/or uniforms.
8. Pay for lobbying, political contributions, honoraria, overtime, or bonuses.
9. 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: Unless otherwise indicated in the Appropriations Act, there are no matching funds required for this grant; however, cash and in-kind support as investments by localities are strongly recommended and must be shown in the itemized budget and the narrative budget.

Supervision/Intervention 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/PSA budget and be used solely for the CCCA/PSA 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 state funded grant award.
2. Charging the grant for indirect costs cannot violate non-supplanting requirements.
3. Charging the grant for indirect costs will reduce the total amount available for defendant and probationer supervision, treatment, personnel, and other agency operating expenses.

Amount Available/Funding Limitations

The base appropriation for continuation funding that may be available is expected to be at level funding with a small increase to annualize the 11 month salary increase. Do not apply for more than this amount. Any significant sub-budget adjustments between local community-based probation and pretrial services must be justified in the grant application. If changes in state funding occur as a result of actions by the General Assembly or Governor, grantees will be notified of any necessary actions to be taken.

Grant Period

Applicants will be funded for one year, July 1, 2018, through June 30, 2019 (FY2019).

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How to Apply

Only one grant application per applicant jurisdiction will be accepted for CCCA and PSA funding. Applicants must adhere to all of the following applicant specifications for funding consideration:

1. Include your locality and your current grant number in the subject line of the email. You will receive an automated reply once you email your grant. Early submissions are appreciated.
2. All parts of the application should a) be complete, b) use page numbers, c) use the forms provided, and d) be submitted as one PDF with the name of your locality and your current grant number as the title of the PDF document (i.e., “Richmond 18U6375CC18;” spaces are allowable) in the following order:
 - a. Application Face Sheet for FY2019
 - b. Project Description for FY2019
 - c. Staff Information Form
 - d. Itemized Pretrial Services Budget for FY2019 (period of July 1, 2018 – June 30, 2019)
 - e. Pretrial Services Budget Narrative for FY2019 (period of July 1, 2018 – June 30, 2019)
 - f. Itemized Probation Budget for FY2019 (period of July 1, 2018 – June 30, 2019)
 - g. Probation Budget Narrative for FY2019 (period of July 1, 2018 – June 30, 2019)
3. The Project Administrator (or designee with signatory authorization on file with DCJS) must be listed on the grant application face sheet.
4. The complete DCJS Grant Application must be ***received by 5:00 p.m. on April 20, 2018.*** Applications received after the deadline will not be considered. Faxed applications will *not* be accepted. Applications must be e-mailed to:

grantsmgmt@dcjs.virginia.gov

Review Process

DCJS will base its review on the quality and thoroughness of the applications. Current and past performance, project progress and implementation, adherence to grant guidelines and conditions, compliance with local community-based probation and/or pretrial services minimum standards to include finalization and approval of revisions to local standard operating procedures (SOPs), 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 the review committee or 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.

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Project Guidance and Operating Requirements for Probation and Pretrial

Pretrial Services

1. All pretrial services agencies established and operated under the authority of the PSA must follow statutes, standards, regulations and guidelines as prescribed by DCJS. This includes, but is not limited to, the Minimum Standards for Pretrial Services dated January 12, 2017, and any subsequent revisions or amendments, all guidelines issued by DCJS, and the Pretrial and Community Corrections Case Management System (PTCC). These documents are located on the [DCJS website](#).
2. Each pretrial services agency is required to develop written Standard Operating Procedures (SOPs). At a minimum, each agency is required to:
 - a. Have SOPs which address and comply with all current statutes, regulations, standards, guidelines, protocols, and policies;
 - b. Have the SOPs approved in writing by the chief executive officer of the administrative and fiscal agent; and
 - c. Review the SOPs according to the approved minimum standards.
3. All pretrial services agencies shall provide both pretrial investigation and supervision services to all localities served. **NEW**
4. The responsibility for supervision of defendants may be transferred between local agencies established and operated under the authority of the PSA only as established in DCJS [Guideline #3 Transfer of Supervision](#). Pretrial defendants on supervision may only be transferred between agencies established and operated under the authority of the PSA. This includes locally operated agencies and those contracted by an authorized Fiscal Agent.
5. All pretrial services agencies must fully utilize the PTCC case management system. 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 they are not underlined. PTCC must be the primary data source for defendant records management information and case management activities. If there are any questions or issues, send an email to the PTCC Help Desk ptcchelp@dcjs.virginia.gov.
6. Pretrial services agencies may assist adult drug courts or specialized dockets operating within their jurisdiction with the assessment and supervision of pretrial defendants.
7. All pretrial services agencies must conduct a risk assessment using the Virginia Pretrial Risk Assessment Instrument (VPRAI) as part of the pretrial investigation.
8. All pretrial services agencies must use the Praxis to guide bail recommendations and maintain a concurrence rate of no less than 85%. **NEW**
9. All placements must have a VPRAI linked to a previous screening, or a VPRAI completed if the placement is a direct placement from the magistrate or judge without benefit of a pretrial investigation report. **NEW**
10. Pretrial services agencies shall assign supervision levels based on the Praxis and must maintain a concurrence rate of no less than 85%. **NEW**

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11. All pretrial services agencies established and operated under the authority of the PSA agree to participate in initiatives endorsed by DCJS that are designed to advance the field.
12. All pretrial services 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.
13. Any pretrial services agency providing GPS/electronic monitoring shall make provisions to ensure that no defendant is prevented from release on bail or returned to jail solely based on the inability to pay fees or costs. **NEW**
14. State funds for pretrial services supervision shall be used only to assure the appearance of the accused, and to assure his good behavior pending trial. **NEW**

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. 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 unless prohibited by law pursuant to §[19.2-152.2](#) of the *Code of Virginia* or defendants screened out in accordance with DCJS policies and risk assessment requirements.
16. Pretrial services agencies may not require defendants to pay a fee to perform community service, or to perform community service in lieu of fines and costs. **NEW**
17. The collection of fees, including fees for drug testing and confirmation, from pretrial defendants for pretrial supervision is prohibited.
18. Pretrial services agencies shall not be provided by private organizations with the exception of those that were doing so on or before July 1, 1995. 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*.
19. All pretrial services agencies currently operating in an office or department that is not part of the local government must submit the current written memorandum of understanding by which the implementing office or department agrees to comply with all applicable grant terms, conditions, standards, and assurances. **NEW**

Local Community-based Probation

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 Pretrial and Community Corrections Case Management System (PTCC).
2. All agencies are required to develop written standard operating procedures (SOPs). At a minimum, each agency is required to:
 - a. Have SOPs which address and comply with all current statutes, regulations, and DCJS standards, guidelines, protocols, and policies;

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- b. Have the SOPs approved in writing by the chief executive officer of the Administrative and Fiscal Agent; and
 - c. Review the SOPs according to the approved minimum standards.
3. The length of supervision should not exceed the maximum sentence allowable by law and the amount of time necessary for the probationer to complete all measurable conditions of supervision. For example, if a probationer is sentenced to complete 40 hours of community service work, the length of supervision shall not exceed the amount of time that probationer takes to complete the 40 hours. If no measurable conditions apply, the length of supervision should not exceed the maximum sentence allowable by law. The generally accepted maximum time under supervision has been an average of six (6) months for misdemeanants and twelve (12) months for felons.
4. 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 determined to be effective by research. **NEW**
5. 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.
6. The collection of costs, fines, and restitution is not the responsibility of local community-based probation agencies. This responsibility lies with the clerks of circuit and district courts and the attorney for the Commonwealth. Supervision may not be extended beyond what is allowable by law solely to collect restitution unless ordered by the court as a condition of probation supervision. **UPDATED**
7. The responsibility for the supervision of probationers may be transferred between local community-based probation agencies established and operated under the authority of the CCCA only as established in DCJS [Guideline #3 Transfer of Supervision](#).
8. All agencies must fully utilize the PTCC case management system. Full utilization includes the use of all modules and sub-modules and all data elements as they apply to each probationer even if they are not underlined. PTCC must be the primary data source for defendant and probationer records management information and case management activities. If there are any questions or issues, send an email to the PTCC Helpdesk at ptcchelp@dcjs.virginia.gov.
9. Local community-based 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 services in lieu of fines/costs, or
 - d. Cases solely for the collection of restitution, fines, and costs or fees.
10. All local community-based probation agencies established and operated under the authority of the Comprehensive Community Corrections Act (CCCA) agree to participate in initiatives endorsed by DCJS that are designed to advance the field.

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11. 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.

12. All agencies currently operating in an office not part of the local government must submit the current written memorandum of understanding by which the implementing office or department agrees to comply with all applicable grant terms, conditions, standards, and assurances. **NEW**

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Instructions for Completing the Grant Application

1. Application Face Sheet
2. Project Description
3. Staff Information
4. Project Budget Itemization and Narrative

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Application Face Sheet

Grant Program – List the grant program you are applying for—Comprehensive Community Corrections Act (CCCA) and Pretrial Services Act (PSA) Grant is prefilled.

Congressional Districts – Leave blank.

Applicant – Please 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 – Is the applicant a faith-based organization? “No” is checked.

Applicant FIN – Please 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 Localities (counties and cities) served.

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

Certified Crime Prevention Community – Is your locality a DCJS [Certified Crime Prevention Community](#) (click link to see list)?

Grant Period – Provide the grant period: July 1, 2018 – June 30, 2019.

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 – “Continuation” is 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 primary 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 – This is the County Administrator or City Manager (Administrative and Fiscal Agent) who oversees the management of the grant.

Finance Officer – 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 funding category (i.e. Pretrial Services or Local Community-based Probation) on the application face sheet. Total all category budgets in the last column. Include the total local funds and fees that support this project on the bottom line only; 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.

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Project Description

Provide a brief abstract of the project, including any relevant performance data or agency evaluation procedures used that demonstrates that the agency's activities, policies and practices contribute to the reduction of recidivism for probation and the reduction of misconduct (FTA or new arrest) for pretrial services. Address the following elements for both probation and pretrial services in the Project Description (4 page maximum):

Summary of the project is to include:

1. Type of services and activities, including mandated services,
2. Actual operations,
3. Duties and responsibilities,
4. All activities related to implementing and using evidence-based practices, and
5. Optional services.

Provide a summary analysis of the agency probation activities which includes the following:

1. The number of probation placements from July 1, 2017 to December 30, 2017 that have a suspended sentence,
2. The number of probation placements from July 1, 2017 to December 30, 2017 that do not have a suspended sentence,
3. The risk distribution of probation placements from July 1, 2017 to December 30, 2017, and
4. The steps taken, if any, to apply risk informed supervision.

Provide a summary analysis of the agency pretrial activities, including the risk distributions of defendants from July 1, 2017 to December 30, 2017 by the following:

1. Number of defendants placed on pretrial supervision by risk level,
2. Number of defendants investigated with a completed VPRAI by risk level, and
3. Number of defendants placed on pretrial supervision by bond type (personal recognizance/unsecured and secured bond).

Community Criminal Justice Board (CCJB) Information

In an email to your grant manager, provide the current list of all CCJB members and include the following information by the grant due date:

- The name, professional title (if applicable), mailing address, e-mail address, phone and fax 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
- The name, professional title, and email of the criminal justice planner, if applicable.

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Staff Information

Please provide the following agency staffing information for all positions in your agency regardless of funding source (federal, state grant funds or local funds including fees) or status (filled /vacant). If the position is vacant put “vacant” for the name. Use additional pages if necessary. [See Staff information form and instructions on located on the DCJS website]

1. Indicate the working title used by your agency.
2. Indicate whether the position is fulltime or part-time based on your agency definition.
3. Indicate the total hours worked per year in this position – do not include overtime (2080 maximum).
4. Indicate whether this position requires that the employee take the oath of office.
5. Indicate the position/employee’s and **all** areas of responsibility, percentage of time allocated, and funding source associated:
 - a. Pretrial Supervision
 - b. Pretrial Investigation
 - c. Local Probation Intake
 - d. Local Probation Supervision
 - e. Administrative support (no supervision or investigation responsibilities)
 - f. Staff supervisor (little or no supervision or investigation responsibilities)
 - g. Director/Coordinator (little or no supervision or investigation responsibilities)

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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. 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 operations of Local Community-based Probation and Pretrial Services 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.
- Staff, services, office space, or supplies shared across the various project 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 under “match” or “in-kind,” in Section 7 of the itemized budget form under “Cash Funds,” and in the budget narrative as appropriate. 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., Salary increases, PTCC, and Training) must be identified in the itemized and narrative budget.

1. 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 local probation and pretrial 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 Funds associated with this grant 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 1:60 for local community-based probation, or **less** than 1:40 for pretrial services. This does not preclude smaller jurisdictions with lower populations from state funding. Staffing requests should be in proportion to the population

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served. Management and support staff should be in direct proportion to probationer or 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 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.

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.
- 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 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. 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 all services the Community Services Board (CSB) provides and the cost (including services that are 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.

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](#) (\$0.545/mile as of 1/1/2018). Transportation costs, such as air and rail fares, are at coach rates. Subsistence is paid according to a per diem rate. **Justify all travel by explaining its relevance to job duties.**

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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), 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.

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. For any new positions established, funds must be budgeted for computer equipment, software, licensing, and networking. 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. All office moves and connectivity changes require additional expenses both at the local project level and for DCJS, so all moves or changes should be planned for and budgeted in advance, if possible. DCJS requests one (1) month notice for any physical moves or connectivity changes.

DCJS requires that ALL staff have professional 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.

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.). 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)
- Training, including DCJS training fees
- Vendor maintenance contracts/agreements
- On-site drug testing and lab confirmations
- Postage
- Special printing projects

Note: *The portion of the grant award designated as training funds must be set aside in your budget to meet training requirements as mandated by the Department.*

NEW

6. 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:

- a. Per the *Code of Virginia* [§9.1-183](#), indirect costs are limited to 1% of the total grant state funded award.

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- b. Localities may not charge the grant for indirect costs if it would violate non-supplanting rules.

7. Cash Funds from Sources Other than Grant Funds Supporting this Project

Funds from sources other than this award, including supervision/intervention fees, project income, local or federal funds supporting the project must be included in the budget summary, on the itemized budget, and the narrative budget. *With the exception of supervision/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. Local investment into probation and pretrial services is strongly encouraged.

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Grant Application Checklist

Please submit the following items for the grant application in the order specified below:

- Application Face Sheet
 - Signed by the city manager or county executive
 - FIN number included
 - DUNs number included
 - Zip + 4 used

- Project Descriptions
 - Pretrial Services
 - Local Community-based Probation
 - Staff Information

- Project Budget Itemizations and Narratives
 - Itemized pretrial budget
 - Pretrial budget narrative
 - Itemized probation budget
 - Probation budget narrative

COMMUNITY-BASED PROBATION AND PRETRIAL SERVICES

Grant Application Guide for FY 2019 Funding

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COMMUNITY-BASED PROBATION AND PRETRIAL SERVICES

Grant Application Guide for FY 2019 Funding

Technical Assistance

For general grant application assistance or if you have questions, please contact your grant manager below:

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Alexandria	Albemarle	Accomack
Arlington	Chesterfield	Chesapeake
Fairfax County	Culpeper	Gloucester
Fauquier	Fredericksburg	Greensville
Frederick	Halifax	Hampton
Loudoun	Hanover	James City County
Lynchburg	Henrico	Mecklenburg
Pulaski	Petersburg	Norfolk
Rockingham	Prince Edward	Portsmouth
Salem	Prince George	Suffolk
Tazewell	Prince William	Virginia Beach
Wise	Richmond City	Westmoreland
	Staunton	