



Pre and Post-Incarceration Services (PAPIS)

***Grant Application and Program Guide for
FY2019 Funding***

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

**Prerelease and Post-Incarceration Services (PAPIS):
Virginia Offender Reentry and Transition Services**
Grant Application and Program Guide for FY 2019 Funding

The Department of Criminal Justice Services (DCJS) administers general appropriation funds designated to support the Prerelease and Post-Incarceration Services (PAPIS): Virginia Offender Reentry and Transition Services program. Applications for continuation funding for Fiscal Year 2019 are currently being solicited.

Authority

Funds for this grant are provided for in the introduced 2018 Appropriation Act. DCJS administers general appropriation funds to support pre and post incarceration professional services and guidance that increase the opportunity for, and the likelihood of, successful reintegration into the community by adult offenders upon release from prisons and jails. A final budget has not been adopted by the General Assembly. If the General Assembly adopts a budget that changes the PAPIS line item, applicants will be notified accordingly.

Purpose

Funds provided by this grant should, to the extent possible, be utilized to facilitate transitional housing, treatment, employment readiness, and employment placement for individuals returning to the community. In addition to for providing basic individual needs, programs should incorporate research-informed practices that target individual criminogenic risk factors and needs associated with recidivism.

Prerelease services are intended to prepare individuals for transition from incarceration to community. Jail prerelease services include assessment, reentry and transition planning, programming, information, and referrals. Programming should focus on both basic needs and individual criminogenic needs of individuals soon to be released. Prerelease services in state correctional institutions include collaboration with prison staff in developing reentry and transition plans for difficult placement cases, and connection with community services prior to release.

Post-incarceration services are provided to individuals that have been recently released from incarceration. Services should include job readiness and employment services, emergency services such as food, clothing, transportation, and shelter. Post-incarceration services may also include risk and recidivism reduction services such as cognitive-behavioral programming and interventions.

Eligibility Requirements

Public or private nonprofit entities are eligible to receive this funding. There are currently nine (9) reentry services providers supported by these funds. DCJS anticipates level funding, which limits this grant program to the current PAPIS programs. The following programs are eligible to apply for funds under this grant: Colonial Community Corrections 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.

**Prerelease and Post-Incarceration Services (PAPIS):
Virginia Offender Reentry and Transition Services**
Grant Application and Program Guide for FY 2019 Funding

Funding

Restrictions: Grant recipients *may not* use these grant funds to:

- Cover indirect costs;
- 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; or
- Cover capital construction, renovation, or remodeling costs.

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 available funding is expected to be at level funding. Applicants may request the same amount for FY2019 that was awarded in FY2018. Any significant budget adjustments from prior grants must be justified in the grant application. DCJS anticipates \$2,286,144 will be available beginning July 1, 2018, contingent upon General Assembly appropriation. Programs may not use grant funds to duplicate services in geographical areas where a PAPIS-funded program is already established. Applicants may use grant funds to provide services to a previously unserved jurisdiction(s).

Grant Period

Applicants will be funded for the grant cycle beginning on July 1, 2018 through June 30, 2019 (FY 2019).

How to Apply

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

1. Completed DCJS Grant Application must be ***received by 5:00 p.m. on April 27, 2018.*** Applications received after the deadline will not be considered. Applications must be submitted electronically by email to grantsmgmt@dcjs.virginia.gov.
2. All parts of the application should be submitted as one pdf document. Applications must 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
 - Program Abstract (not to exceed 1 page, single-spaced)
 - Program Description (not to exceed 10 pages, double-spaced)
 - Itemized Budget
 - Budget Narrative

**Prerelease and Post-Incarceration Services (PAPIS):
Virginia Offender Reentry and Transition Services**
Grant Application and Program Guide for FY 2019 Funding

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

Review Process

DCJS will base its review on the quality and thoroughness of the applications, current and past performance, project progress and implementation, and adherence to grant guidelines and conditions.

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 Criminal Justice Services Board.

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 financial and progress reporting requirements. No current recipient of funding will be considered for continuation funding if, as of the 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 the most current grant application forms. Otherwise, please contact Andy Warriner at 804-786-6534 or Andrew.Warriner@dcjs.virginia.gov for questions regarding program requirements and application completion.

**Prerelease and Post-Incarceration Services (PAPIS):
Virginia Offender Reentry and Transition Services**
Grant Application and Program Guide for FY 2019 Funding

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) and correctional institutions (jails and prisons) 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 – This is 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 Program Description – A short, 2 – 3 sentence description of the proposed project.
DCJS- FY2019 Program Guide for Prerelease and Post-Incarceration Services (PAPIS)

**Prerelease and Post-Incarceration Services (PAPIS):
Virginia Offender Reentry and Transition Services**
Grant Application and Program Guide for FY 2019 Funding

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.

Program Abstract

The program abstract should summarize grant activities and deliverables for the twelve (12) month period of July 1, 2018 through June 30, 2019. The program abstract should be no more than one (1) page, single-spaced using a standard 12-point font (Times New Roman).

Program Narrative

The program narrative must be double-spaced, using a standard 12-point font (Times New Roman) and must not exceed 10 pages.

The program narrative must clearly describe the program’s design and implementation, goals and objectives, capabilities and competencies, and the expected impact and outcomes for the clients, institutions, and communities served by the program.

Sections in the program narrative should address the following elements:

Program Design and Implementation

- Clearly describe the scope of the problem which the program seeks to impact (e.g. number of individuals released to the communities served and by which local and state institutions, specific barriers to successful reentry, gaps in programs and services in the geographic area, etc.);
- Describe the geographic area(s) to which individuals served are returning;
- Describe the program’s current ability to ensure service quality, consistency, timing, and dosage that align with the needs of its target population.

Goals and Objectives

- Clearly articulate the program goals and objectives of the project.
- Present a clearly articulated strategy to reach the stated goals.
- Clearly describe the program’s reentry services delivery model, and how the target population will be identified.

**Prerelease and Post-Incarceration Services (PAPIS):
Virginia Offender Reentry and Transition Services**
Grant Application and Program Guide for FY 2019 Funding

Program Capabilities and Competencies

- Describe the management structure and staff of the program;
- Describe executive and collaborative support to develop and deliver reentry services;
- Describe the capability of the program (including collaborative partners and local reentry councils) to implement changes and evaluate the progress and impact of program activities.

Impact and Outcomes

- Identify the impacts, goals, and objectives anticipated for the program by establishing targets for the following performance measures:
 - Target population
 - Prerelease coordination with local reentry councils, services providers, etc.
 - Post-incarceration collaboration with probation, parole, post-release supervision, the local reentry council, and services providers
 - Evidence-based programming availability and linkage
- Describe any programmatic development or organizational implementation goals and objectives that the programs anticipate achieving over the next 12 months.
- Describe how collaborative partnerships will be leveraged to build support and resources for the program.
- Describe how program activities complement and support efforts of Community Corrections Services, State Probation & Parole Agencies, and Reentry Councils.
- Establish targets for each subcontractor providing direct reentry services.

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:

- 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, local, federal, or other state funds supporting the project.
- All amounts must be rounded to the nearest dollar.

**Prerelease and Post-Incarceration Services (PAPIS):
Virginia Offender Reentry and Transition Services**
Grant Application and Program Guide for FY 2019 Funding

Provide clear, detailed information in the budget narrative 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 for the employee and the number of annual hours devoted to the project by the employee. (Job descriptions and qualifications of staff should be on file at the local agency.)

Discuss 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 reviewed. 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 unit of 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 reasonable expenses. Unless a local policy governs, mileage is reimbursed at the federal rate. 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.

**Prerelease and Post-Incarceration Services (PAPIS):
Virginia Offender Reentry and Transition Services**
Grant Application and Program Guide for FY 2019 Funding

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 will not be funded.

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 should be included on the Grant Application Face Sheet under the appropriate column. List the source and amount of cash from the other sources (other federal or state grants, donations, private charities, etc.) that support this project.