



# **Pre and Post-Incarceration Services (PAPIS)**

## ***FY 2020 Grant Application Guide***

***Application Due Date***  
***Monday, March 18, 2019***

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

February 6, 2019

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## I. Introduction

The Department of Criminal Justice Services (DCJS) administers general appropriation funds designated to support Pre and Post-Incarceration Services (PAPIS) programs. Applications for continuation funding for Fiscal Year 2020 are currently being solicited.

This grant is intended specifically to facilitate transitional housing, treatment, employment readiness, and employment placement for individuals returning to the community. In addition to providing basic individual needs, programs should incorporate research-informed practices that target individual criminogenic risk factors and needs associated with recidivism.

Pre-release services are intended to prepare individuals for transition from incarceration to community. Jail pre-release 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. Pre-release services in state correctional institutions include collaboration with prison staff in developing reentry and transition plans, and connection with community services prior to release.

Post-incarceration services are intended to provide services 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.

## II. Eligibility

The following PAPIS programs are eligible to apply for funds under this grant: Colonial Community Corrections Transitional Services, Northern Neck Regional Jail Reentry and Transition Services, Northwestern Regional Adult Detention Center, OAR-Arlington, OAR-Fairfax, OAR-Jefferson Area, OAR-Richmond, STEP-UP, Inc., and Virginia CARES Inc.

## III. Grant Writing Guidance

For guidance on preparing and submitting a grant application, please contact Andy Warriner at 804-786-6534 or [andrew.warriner@dcjs.virginia.gov](mailto:andrew.warriner@dcjs.virginia.gov).

## IV. Grant Application Deadline

Applications must be emailed to, and received by, DCJS no later than 5:00 p.m. on Monday, March 18, 2019.

**Applications received later than 5:00 p.m. on March 18, 2019 will not be considered.**

## V. Amount Available

Applicants may request the same amount for FY2020 that was awarded in FY2019; however, DCJS has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to making an award.

## VI. Grant Period

Applicants will be funded for one year, July 1, 2019, through June 30, 2020 (FY 2020).

## VII. Match Requirement

Unless otherwise indicated in the Appropriations Act, there are no matching funds required for this grant; however, cash and in-kind support must be shown in the itemized budget and the narrative budget.

## VIII. Restrictions

Grant recipients may not use these grant funds to:

1. Cover indirect costs.
2. Purchase equipment unless it is a necessary part of, and incidental to, an approved project.
3. Supplant or replace, in whole or in part, federal, state, or local funds already supporting current program services.
4. Cover capital construction, renovation, or remodeling costs.
5. Pay for personal entertainment, personal calls, or alcohol.
6. Duplicate services in geographical areas where services are already established by a PAPIS-funded program.
7. Pay for professional or association membership fees or dues.

## IX. Availability of Continuation Funding

The award of a PAPIS grant does not guarantee funding awards in subsequent years. In addition to the availability of funds, a project's implementation, performance, compliance with reporting requirements, and any special conditions placed on the grant are key factors in determining eligibility for continuation funding.

## X. Grant 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, and whether all reporting requirements are current will be considered during grant review.

In addition to a program'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. The Grants Committee of the Criminal Justice Services Board (CJSB) will review grant applications and DCJS's recommendations before making funding recommendations to the CJSB.

**The CJSB will make final grant award decisions at its meeting on May 9, 2019.**

Following the CJSB's decisions, grant award packages will be issued by the DCJS Office of Grants Management in the Division of Finance and Administration. Fiscal and programmatic revisions may be required as a condition of funding.

If the CJSB does not recommend funding for an applicant, the applicant may submit a written appeal to the DCJS Office of Grants Management for consideration by an appeals panel of the CJSB. DCJS will notify any applicants eligible for appeal and the date and time of the appeals panel.

## **XI. Application Forms and Instructions**

### **A. Grant Application Face Sheet**

1. Grant Program: Pre and Post-Incarceration Services
2. Congressional District: Leave blank.
3. Applicant: Name of locality, public or state agency or private non-profit entity applying for the grant.
4. Faith Based Organization: Select No.
5. Applicant FIN: Federal Identification Number for the Administrative and Fiscal Agent.
6. Best Practice: Leave blank.
7. Jurisdiction(s) Served and Zip Codes: List all jurisdictions and Zip Codes in which the project will operate.
8. Program Title: Check the appropriate category - Name of the transitional services/reentry agency
9. Certified Crime Prevention Community: Leave Blank
10. Grant Period: July 1, 2019 to June 30, 2020.
11. DUNS Number: Provide your locality's or organization's Data Universal Numbering System (DUNS) number. The DUNS number is a unique nine-character identification number issued by Dun and Bradstreet. If you do not have a DUNS number, go to <http://fedgov.dnb.com/webform>
12. Type of Application: Select Continuation.
13. Rural, Urban, Suburban: Select the check the box that best describes your locality.
14. Project Director: Name and contact information for the person who will have day-to-day responsibility for managing the program and who will be the contact if DCJS needs program-related information.
15. Project Administrator: This is the administrative and fiscal agent who oversees the management of the grant.
16. Finance Officer: Name and contact information for the person responsible for fiscal management of the funds associated with this grant.
17. Signature of Project Administrator: The signature of the administrative and fiscal agent who oversees the management of the grant.
18. Brief Project Description: In 100 words or less, provide a description of the program.

19. **Project Budget Summary:** Report the amount of state funds requested from the itemized budget forms by category (e.g., Personnel, Supplies and Other) and by funding category 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.

**B. Project Description**

The description of the program must clearly define the program design and implementation, goals and objectives, capabilities and competencies, and the expected impact and outcomes for the clients and communities served. The program description must address the following elements:

**1. Program Design and Implementation**

- a. Clearly describe the scope of the problem 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.).
- b. Describe the geographic area(s) the program will serve.
- c. Describe the program’s current ability to ensure service quality, consistency, timing, and dosage that align with the needs of the target population.

**2. Goals and Objectives**

- a. Articulate the program goals and objectives.
- b. Present a strategy to reach the stated goals.
- c. Describe the program’s reentry services delivery model, and how the target population will be identified.

**3. Program Capabilities and Competencies**

- a. Describe the organization structure of the program.
- b. Describe executive and collaborative support to develop and deliver reentry services.

**4. Program Impact**

- a. Identify the anticipated impact of the program on:
  - i. The target population.
  - ii. Local reentry councils, services providers, etc.
  - iii. Collaboration with probation, parole, post-release supervision, the local reentry council, and service providers.
  - iv. The availability of, and linkage to, evidence-based programming.
  - v. Individuals under the supervision of Community Corrections Services, State Probation & Parole Agencies.

### C. Project Itemized Budget and Narrative

The program 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 PAPIS activities.

All additional funds supporting the program must be included in the itemized budget in each line item under “Cash” and in Section 7 of the itemized budget form under “Cash Funds,” and in the budget narrative. Additional funds include, but are not limited to local, federal, or other state funds supporting the program. All amounts must be rounded to the nearest dollar.

Cash is defined as direct funding for the project obtained from local government funds, other state funds, federal funds, program income, or private sources.

#### 1. Personnel/Employees

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

- a. All tasks, duties, and responsibilities must relate directly to PAPIS activities.
- b. 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 PAPIS grant activities and if the employee is full-time or part-time.
- c. Explain the positions and their functions in the narrative.
- d. 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.
- e. The use of state grant funds for executive and administrative salaries and benefits may not exceed 20% of the total grant award.

#### 2. Consultants

- a. Consultant expenses must be itemized and include the type of consultant or service, the proposed rate, and the amount of time to be devoted to such services.
- b. For contracted services, 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.
- 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.

#### 3. Travel

Itemize total travel expenses of program 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. 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.

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, training, vendor maintenance contracts/agreements, postage, and/or special printing projects.

6. Indirect Costs

Indirect costs are not allowable for this grant.

## **XII. Grant Reporting Requirements**

Grant recipients must submit Quarterly Financial and Progress Reports online to DCJS. Failure to comply in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the grant. DCJS will provide grant-reporting requirements at the time of grant award.

## **XIII. How and Where to Submit Application**

The completed DCJS Grant Application packet must be received by 5:00 p.m. on Friday, March 18, 2019, and must be submitted electronically. Applicants must email all of the following documents to: [papis@dcjs.virginia.gov](mailto:papis@dcjs.virginia.gov) (please note new email address):

- A. Completed Excel file for Itemized budget, and
- B. A Word file containing the Project Description, and
- C. A Word file containing the Budget Narrative, and
- D. One (1) PDF copy of the entire complete signed application.

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

#### **XIV. Grant Application Checklist**

Submit the following items for the grant application in the order specified below:

- Application Face Sheet
  - Signed by the Project Administrator
  - FIN included
  - DUNs number included
  - Zip + 4 used
- Project Description
- Project Budget Itemizations and Narratives
  - Itemized budget
  - Budget narrative