



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

**Local Community-based Probation and Pretrial Services  
Guidelines and Application Procedures  
State Fiscal Year 2021**

***Application Due Date  
Friday, March 13, 2020, 5:00 p.m.***

Virginia Department of Criminal Justice Services  
1100 Bank Street, Richmond, VA 23219  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

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## I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is accepting applications for Fiscal Year 2021 from local units of government currently funded for the Comprehensive Community Corrections Act for Local-Responsible Offenders (CCCA) and the Pretrial Services Act (PSA).

This grant is specifically to support local community-based probation and pretrial services agencies established and operating under the authority of the CCCA, as specified in §§ 9.1-173 *et seq.* of the *Code of Virginia*, and/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*.

## II. Eligibility

Only county or city governments that currently receive DCJS grants for CCCA/PSA funds are eligible to receive funding. For multi-jurisdictional efforts, one of the participating localities must submit the grant application on behalf of all participating jurisdictions and must assume responsibility for grant administrative and financial matters by serving as the Administrative and Fiscal Agent. Private non-profit organizations may receive grant funds only through contracts with local governments for local community-based probation services. Private organizations may not provide pretrial services unless they were doing so on or before July 1, 1995.

The County Administrator, County Executive, 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. The applicant locality is responsible for ensuring that the use of funds are in accordance with grant requirements and local and state procurement regulations.

## III. Grant Technical Assistance

For technical assistance with preparing and submitting a grant application, refer to the table below for the DCJS staff person responsible for your grant.

<b>Ken Rose</b> (804) 225-4329 <a href="mailto:kenneth.rose@dcjs.virginia.gov">kenneth.rose@dcjs.virginia.gov</a>	<b>Paula Harpster</b> (804) 786-1140 <a href="mailto:paula.harpster@dcjs.virginia.gov">paula.harpster@dcjs.virginia.gov</a>
Alexandria	Accomack
Arlington	Albemarle
Fairfax County	Chesapeake
Fauquier	Chesterfield
Frederick	Culpeper
Gloucester	Fredericksburg
Greensville	Halifax

<b>Ken Rose</b> (804) 225-4329 <a href="mailto:kenneth.rose@dcjs.virginia.gov">kenneth.rose@dcjs.virginia.gov</a>	<b>Paula Harpster</b> (804) 786-1140 <a href="mailto:paula.harpster@dcjs.virginia.gov">paula.harpster@dcjs.virginia.gov</a>
Hampton	Hanover
James City County	Henrico
Loudoun	Norfolk
Lynchburg	Petersburg
Mecklenburg	Portsmouth
Pulaski	Prince Edward
Rockingham	Prince George
Salem	Prince William
Tazewell	Richmond City
Wise	Staunton
Virginia Beach	Suffolk
	Westmoreland

#### IV. Grant Application Deadline

Email applications to [cccapsa@dcjs.virginia.gov](mailto:cccapsa@dcjs.virginia.gov) no later than 5:00 p.m. on Friday, March 13, 2020. Early submissions are encouraged.

**DCJS will not consider applications received after the deadline unless there are documented technical issues with the submission accepted by DCJS.**

#### V. Amount Available

Applicants should request the same amount for FY2021 as awarded in FY2020. If the General Assembly and Governor approve an Appropriations Act with a change in state funding, DCJS will notify applicants and provide additional guidance. Any significant budget adjustments from prior grants must be justified in the grant application.

#### VI. Grant Period

Funding is for July 1, 2020 through June 30, 2021 (FY 2021).

#### VII. Match Requirement

Matching funds from Wise and Albemarle Counties are required for these funds as indicated in the Appropriations Act language.

#### VIII. Application Review Process

DCJS will base its review on the quality and thoroughness of the applications. DCJS will consider the following factors in reviewing grant 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, approved up-to-date local standard operating procedures (SOPs), whether all reporting requirements are current, and compliance with grant financial and progress reporting requirements. Current recipient of funding through this grant will not 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 to make funding recommendations to the CJSB. **The CJSB will make final grant award decisions at its meeting on May 21, 2020.**

DCJS will issue grant award packages based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

## IX. Restrictions

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

1. Pay for any staff not designated for CCCA/PSA operations, and may not be used to pay for any portion of salary for the time not dedicated to CCCA/PSA programming and operations. For example, if a director or staff person's time is split between the CCCA/PSA grant operations and another program (e.g., drug court, litter control, etc.) only the state grant funds contributing to the salary and fringe for CCCA/PSA grant operations can be paid for using state grant funds.
2. Pay for capital construction, renovation, remodeling, or land acquisition.
3. Pay for the purchase or lease of any vehicles.
4. Pay for firearms, ammunition, or related equipment.
5. Pay for clothing and/or uniforms.
6. Pay for lobbying, political contributions, honoraria, or overtime.
7. Pay for bonuses unless specifically authorized in the Appropriations Act.
8. Pay for personal entertainment, personal calls, or alcohol.

B. The collection of fees from pretrial defendants for pretrial supervision is prohibited; including fees for drug testing and confirmation.

C. Probation supervision fees for CCCA agencies are governed by § 9.1-182 of the *Code of Virginia* and the statewide policy for supervision and intervention fees established by DCJS. The same terms, conditions, and assurances that apply to state funds also apply to supervision fees collected by CCCA agencies.

1. Supervision/Intervention fees collected may replace local funds contributing to the grant.
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.

- D. 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 local government that cannot be attributed directly to a given project. If charging indirect costs against the grant 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 will reduce the total amount available for defendant and probationer supervision, treatment, personnel, and other agency operating expenses.
- E. 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.
- F. It is the responsibility of CCCA officers to monitor the collection and payment of restitution to the victims of crime for offenders placed on local supervised probation. Extending supervision solely to collect restitution beyond what is not allowable by law, unless ordered by the court as a condition of probation supervision. The responsibility for the collection of costs, fines, and restitution is with the clerks of circuit and district courts and Commonwealth's Attorneys pursuant to § 19.2-305.1 of the *Code of Virginia*. CCCA agencies may not use state or local CCCA funds to supervise placements specifically for:
  - 1. 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).
  - 2. Cases sentenced to community services in lieu of fines/costs.
  - 3. Cases solely for the collection of restitution, fines, costs, or fees.

## **X. Availability of Continuation Funding**

The award of a CCCA/PSA 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.

## **XI. Application Requirements**

- A. Any agency established and operated under the authority of the CCCA/PSA must follow statutes, standards, regulations and policies prescribed by DCJS, which are located on the DCJS website.
- B. CCCA/PSA agencies are required to have written Standard Operating Procedures (SOPs) that address and comply with all current statutes, regulations, standards, guidelines, protocols, and policies.
- C. All CCCA/PSA 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.

D. All PSA agencies:

1. Must provide both pretrial investigation and supervision services to all localities served.
2. Must conduct a risk assessment using the Virginia Pretrial Risk Assessment Instrument (VPRAI) as part of the pretrial investigation.
3. Must use the Praxis to guide bail recommendations.
4. Must assign supervision levels based on the Praxis.
5. Must make provisions, if providing GPS/electronic monitoring, 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.

E. All CCCA agencies:

1. Should ensure that the length of supervision does not exceed the maximum sentence allowable by law and the amount of time necessary for the probationer to complete all measurable conditions of supervision. The generally accepted maximum time under supervision has been an average of six (6) months for misdemeanants and twelve (12) months for felons.
2. Should ensure that interventions be supported by assessment results, be least restrictive, and determined to be effective by research.

F. 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*.

## XII. Application Forms and Instructions

### A. Grant Application Coversheet (Face Sheet)

The first page of the application is the Grant Application Coversheet. Use of the Grant Application Coversheet template form is required. Complete the following items.

**Grant Program:** Comprehensive Community Corrections Act (CCCA) and Pretrial Services Act (PSA) Grant.

**Congressional District:** Leave blank.

**Applicant:** Name of the City or County of the Administrative and Fiscal Agent applying for the grant.

**Faith Based Organization:** Select No.

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

**Best Practice:** Leave blank.

**Jurisdiction(s) Served and Zip Codes:** List all jurisdictions for which the project will operate.

**Program Title:** Check the appropriate category - Community Corrections, Pretrial Services or both.

**Certified Crime Prevention Community:** Not applicable to this application.

**Grant Period:** July 1, 2020 to June 30, 2021.

**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>.

**Type of Application:** Select Continuation.

**Rural, Urban, or Suburban:** Select the check the boxes that best describes your locality.

**Project Director:** Name and contact information for the person who will have day-to-day responsibility for managing the project and who will be the contact if DCJS needs project-related information.

**Project Administrator:** List the County Administrator or City Manager (Administrative and Fiscal Agent) who oversees the management of the grant and has authority to commit the organization, locality, or state agency to complying with all the terms of the grant application, including the provision of the required match.

**Finance Officer:** Name and contact information for the person responsible in the locality for fiscal management of the funds associated with this grant.

*Provide email addresses, phone numbers, and mailing address (including and plus-four zip code) for each of the three people listed above.*

**Signature of Project Administrator:** The County Administrator, City Manager, Town Manager, or Mayor must sign the application in the designated location.

**Brief Project Description:** In 100 words or less, provide a description of the program.

**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 (e.g., 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. Round all amounts to the nearest dollar.

B. **Project Description:** Provide a brief abstract of the program, 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 (failure to appear or new arrest) for pretrial services. This portion may be four pages in length.



- C. Project Itemized Budget and Narrative:** Complete separate itemized budget forms and narratives for CCCA and PSA 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 CCCA/PSA or they may not be funded. Staff, services, office space, or supplies shared across the CCCA and PSA projects should be appropriately split and identifiable in the narrative and itemized budget forms.

All additional funds supporting this project must be included in the itemized budget in each line item under “Cash” or “In-kind,” and 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, and must be shown in the itemized budget and the narrative budget to quantify local investment and actual resources needed for agency operations. 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 (fees), or private sources.

In-Kind sources may include, but are not limited to, the following:

- Materials/equipment. The value of lent or donated equipment shall not exceed its fair market value.
- Space and facilities. The value of shall not exceed the fair rental value of comparable space and facilities in the same locality.
- Direct services, coordinating or supervising those services.
- Staff training.

**1. Personnel/Employees**

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

- a. All tasks, duties, and responsibilities must relate directly to CCCA/PSA activities consistent with the *Code of Virginia* and any standards, guidelines and implementation or policy memorandums issued by DCJS.
- 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 CCCA/PSA grant activities and if the employee is full-time or part-time.
- c. 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.
- 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.

## 2. *Consultants*

- a. For individuals 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.

## 3. *Travel*

Itemize total travel expenses of program personnel by local mileage, non-local, and subsistence. Grantees must follow the federal/state travel policy (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) *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 (<https://www.irs.gov/tax-professionals/standard-mileage-rates>). 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.

**Local mileage** is travel within the immediate service area (satellite offices, court, meetings, etc.). **Non-local mileage** is outside of the immediate service area (trainings, conferences, meetings, etc.). Include a description for each request and justify why the request is necessary.

## 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 not be funded.

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.

#### **5. *Supplies and Other Operating Expenses***

Itemize costs 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 provider contracts
- Cellular phone services
- Office supplies (including printing expenses)
- Training
- Vendor maintenance contracts/agreements
- On-site drug testing and lab confirmations
- Postage
- Special printing projects

#### **6. *Indirect Costs***

Indirect costs are fees charged against the grant for the local government’s administration of the funds. Included in this are administrative personnel and operational costs incurred by the local government not directly attributed to the project. If charging indirect costs against the grant 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.

### **XIII. 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.

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

Email the completed DCJS Grant Application to [cccapsa@dcjs.virginia.gov](mailto:cccapsa@dcjs.virginia.gov) by 5:00 p.m. on Friday, March 13 2020.

1. Completed Excel file for Itemized budget (one file for CCCA and one for PSA if applying for both), and
2. A Word file containing the Project Description, and
3. A Word file containing the Budget Narrative (one file for CCCA and one for PSA if applying for both), and
4. One (1) PDF copy of the entire complete signed application.

List the Project Administrator (or designee with signatory authorization on file with DCJS) on the grant application face sheet and ensure they sign the application face sheet.

## **XV. Grant Application Checklist**

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

Keep all documents in this order so that grant reviewers can find each item during their review of your application.