



Pre-Release and Post-Incarceration Services (PAPIS) Grant Program

**Program Guidelines and Application Process
State Fiscal Year 2022**

***Application Due Date
Friday, March 19, 2021, 5:00 p.m.***

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, VA 23219
www.dcjs.virginia.gov

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I. Introduction

The Department of Criminal Justice Services (DCJS) administers general funds designated to support Pre-Release and Post-Incarceration Services (PAPIS) programs. Applications for continuation funding for Fiscal Year 2022 are being solicited.

This grant is intended specifically to facilitate case management, reentry planning, transitional housing, treatment, employment readiness, and employment placement for individuals returning to the community. In addition to providing resources for basic 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 the community. Jail pre-release services include assessment, reentry and transition planning, programming, information, and referrals to resources in the community. Programming should focus on both basic needs and criminogenic needs of individuals soon to be released. Pre-release services in state correctional institutions include collaboration with Department of Corrections' staff in developing reentry and transition plans, and connection with providers in the community prior to release.

Post-incarceration services are intended to provide services to individuals that have been recently released from incarceration. These services may include job readiness and employment services, educational groups, and 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 Aja Pappas at 804-225-4127 or aja.pappas@dcjs.virginia.gov.

IV. Grant Application Deadline

Submit applications through the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on Friday, March 19, 2021. 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.

DCJS is implementing a new Online Grants Management System (OGMS) that will be live February 1, 2021. More information regarding accessing and submitting grant applications in OGMS will be provided prior to that time.

V. Amount Available

Applicants may request the same amount for FY2022 as awarded in FY2021 continuation grants plus the original amount awarded in FY2021 expansion grants; 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

The grant period is for state Fiscal Year 2022 (July 1, 2021–June 30, 2022).

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 documented in the itemized budget and the budget narrative.

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.
8. Exceed 20% of the total grant award for executive and administrative salaries and benefits.

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 Application Review Process

Staff from DCJS will evaluate each application based on information provided, and the clarity, substance, and strength of the request made for funding. Reviewers may also consider past performance, geographic location, budget justification, cost effectiveness of proposed projects, and the availability of funds.

DCJS reserves the right to change program budgets based on allowable costs, justification of items, and available funding. DCJS has the discretion to make awards for greater or lesser amounts than requested.

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 application scores and the summaries of staff evaluations of applications. The Grants Committee will then make funding recommendations to the full CJSB. **The CJSB will make final grant award decisions at its meeting in May 2021.** Funding decisions made by the CJSB are final and may not be appealed.

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.

XI. Application Instructions

Applications and required attachments will be submitted through the DCJS Online Grants Management System (OGMS). Please note that the first time you enter an application in this new system there will be substantial data entry required. More information will be provided on accessing and submitting applications in OGMS prior to the February 1, 2021 live date.

On the left side of the menu in the OGMS, click on "Funding Opportunities" and select the funding opportunity entitled "**Pre-Release and Post-Incarceration Services FY2022.**" Review the funding opportunity details and when you are ready to apply click on the green button labeled "**Start New Application.**"

A. General Information

1. **Application Title:** "Pre-Release and Post-Incarceration Services Grant"
2. **Primary Contact:** Select the name of the primary contact for the application.
3. **Organization:** Select the name of the City or County of the Administrative and Fiscal Agent applying for the grant.
4. **Additional Applicants:** Select the names of others within your organization that will also manage this grant.

B. Face Sheet

1. **Congressional District:** Select all congressional districts served by your agency.
2. **Best Practice:** Do not use.
3. **Jurisdiction(s) Served:** Select all jurisdictions served by your agency.
4. **Program Title:** Enter “Pre-Release and Post-Incarceration Services FY2022.”
5. **Certified Crime Prevention Community:** Click the link provided to see if your Community is a CCPC and select yes or no.
6. **Type of Application:** Select Continuation of Grant.
7. **Community Setting:** Check all that apply (rural, urban, suburban, or statewide).
8. **Brief Project Overview:** Provide a description of the program (maximum of 750 characters).
9. **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.
10. **Project Administrator:** Name and contact information for the administrative and fiscal agent who oversees the management of the grant.
11. **Finance Officer:** Name and contact information for the person responsible for fiscal management of the funds associated with this grant.

C. PAPIS Budget Summary

Report the amount of state funds requested by category (e.g., Personnel, Supplies and Other) on the application face sheet. Do not include the total other funds and in-kind that support this project. Round all amounts to the nearest dollar. This budget reflects only the amount of grant funds you are requesting.

D. Project Narrative

Demonstration of Need: Enter N/A in the box.

Project Description: Provide a brief description of the program, including any relevant performance data or agency evaluation procedures used that demonstrate that the program’s activities, policies, and practices contribute to the reduction of recidivism. (Maximum of 5,000 characters.)

Service Area Demographic/Target Population: Provide a brief description of the target population served by your program. (Maximum of 5,000 characters.)

Sustainment Plan: Provide a brief description of how your program has adapted operations and practices due to COVID-19. Include any long-term adjustments your program plans to continue during FY2022. (Maximum of 5,000 characters.)

E. Goals and Objectives

Goals and Objectives: This is a new section on the application to assist programs in focusing on adherence to evidence-based practices. PAPIS programs are required to

include at least one (1) goal and objective and are encouraged to include additional goals using SMART Goals¹ for FY2022. The principles include the following:

- Be **S**pecific:
- Make them **M**easurable (i.e., quantifiable)
- Be **A**ction-oriented:
- Be **R**ealistic:
- Articulate a **T**ime in which the change will occur

DCJS will provide support to programs over the next year to develop additional program specific goals for future applications.

F. **Itemized Budget**

Complete itemized budget, description, and justification for all required categories.

In this budget section of the application, all funds supporting this project must be included for each line item under “DCJS FUND – state,” “MATCH - Cash,” or “MATCH -In-kind.” 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.

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

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

- **Materials/equipment.** The value of donated materials and equipment shall not exceed its fair market value.
- **Space and facilities.** The value of rent 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 and Employee Fringe Benefits

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 PAPIS activities consistent with the *Code of Virginia* and any statutes, standards, policies, guidelines, and regulations issued by DCJS.
- b. 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

¹ See EBDM Starter Kit published by the National Institute of Corrections for more information about developing Goals and Objectives by using SMART Goal principles at <http://starterkit.ebdmoneless.org/starter-kit/6a-measuring-your-performance/>

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 description and justification for each position and indicate if positions are split between PAPIS and other projects.
- d. Employee Benefits: Indicate each type of benefit and the total cost of each benefit for each employee assigned to the project. If this is percentage based, indicate the percentage.

Indicate if personnel costs are included in your budget – yes or no. If “yes” under “Personnel” enter the employee name, position title, and if it is full time or part time. The total hours per week worked, the total hours per year, and the total annual salary. Indicate the percentage of salary being requested, the number of grant funded hours per year, and the total salary amount requested from the grant (regardless of funding source). Indicate if this is a new position.

Under “Employee Fringe Benefits” select the employee name and enter the fringe benefit costs (FICA, Retirement, Group Life, Health Insurance, Workers’ Comp, Unemployment, Disability, and other) for each position. If you are unable to enter the fringe benefits for individual employees, create an employee named “Fringe Benefit” and enter the aggregate amounts for each fringe benefit but enter zero for the salary. If you elect this process, leave the fringe amounts for each individual employee at zero.

Under the Positions and Justification, select the employee name and enter in the description of position (maximum of 500 characters) and justification for position (maximum of 500 characters) for each item.

2. Consultants

- a. For individuals reimbursed for personal services on a fee basis: Enter 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: Enter 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 clients benefiting from each type of service.
- f. Total budgeted amount for each service and a per client/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.

Indicate if consultants or consultant subsistence & travel costs are included in your budget – yes or no. If “yes” under “Consultant” and “Consultant Subsistence (lodging + meals) & Travel enter the information required and the amounts for pretrial and probation under the funding source(s) as appropriate. Under the Description and Justification, select the name of the consultant and enter in the description of consultant’s role (maximum of 500 characters) and justification for use of Consultant (maximum of 500 characters) for each item.

3. *Travel*

Itemize total travel expenses of program personnel by local mileage and non-local mileage. Unless a local policy governs, mileage is reimbursed at the federal rate (<https://www.irs.gov/tax-professionals/standard-mileage-rates>).

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.

Indicate if travel (mileage) costs are included in your budget – yes or no. If “yes” under “Local Mileage” or “Non-local mileage” enter the number of miles and the mileage rate. Enter the amounts for pretrial and probation under the funding source(s) as appropriate. Under the Description and Justification, select the mileage being requested and enter in the description of mileage (maximum of 500 characters) and justification for mileage (maximum of 500 characters) for each item.

4. *Subsistence and Other Travel Costs*

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*. Transportation costs, such as air and rail fares, are at coach rates. Subsistence is paid according to a per diem rate. The state allows reimbursement for actual reasonable expenses. Justify all travel by explaining its relevance to job duties.

Indicate if subsistence and other travel costs are included in your budget – yes or no. If “yes” under “Subsistence” enter the event title, under “Lodging” enter the number of rooms required, number of nights and rate cost and under “Meals” enter the number of people, number of days, and the per diem rate. Enter the amounts for pretrial and probation under the funding source(s) as appropriate. Under the Description and Justification, select the event item being requested and enter in the

description of cost (maximum of 500 characters) and justification for cost (maximum of 500 characters) for each item.

Under Other Travel Costs, enter the event title, number of people attending, number of trips with airfare, the rate and other travel costs. Enter the amounts for pretrial and probation under the funding source(s) as appropriate. Under the Description and Justification, select the event item being requested and enter in the description of costs (maximum of 500 characters) and justification for cost (maximum of 500 characters) for each item.

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), database 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.

Indicate if equipment is included in your budget – yes or no. If “yes” enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item. Under the Description and Justification, select the equipment item being requested and enter in the description (maximum of 500 characters) and justification (maximum of 500 characters) for each item.

5. *Supplies and Other Expenses*

Supplies and Other Operating Expenses include, but are not limited to, rent, utilities, cell/land/fax/internet services, on site drug tests, lab confirmations, postage, and office supplies.

Indicate if supplies and other included in your budget – yes or no. If “yes” enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item. Enter the amounts for pretrial and probation under the funding source(s) as appropriate. Under the Description and Justification, select the supply or item being requested and enter in the description (maximum of 500 characters) and justification (maximum of 500 characters) for each item.

6. *Indirect Costs*

Indirect costs are not allowable for this grant.

G. *Non-Supplantation*

Select “yes” and provide the date, and name and title of the Project Administrator.

H. *Civil Rights Certification of Compliance*

For Certification of Compliance, select “yes.”

For Project Director Certification, select “yes” and select the appropriate certification based on the menu provide.

I. Authority Certification

Enter the date and name and title of the authorized individual (identified in XII.B.)

XII. Grant Reporting Requirements

Grant recipients must submit Quarterly Financial and Status Reports (aka Progress Reports) through the DCJS Online Grants Management System (OGMS). 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

Submit applications and required attachments through the DCJS Online Grants Management System (OGMS) by 5:00 p.m. on Friday, March 19, 2021.

More information will be provided by DCJS prior to the OGMS live implementation date of February 1, 2021 on how to access and enter applications in the system.