



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

**Local Community-Based Probation and Pretrial Services  
Guidelines and Application Procedures  
State Fiscal Year 2023**

***Application Due Date  
Friday, April 1, 2022, 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 2023 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 currently receiving DCJS grants for CCCA/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. Private organizations may not provide local probation or pretrial services unless they were doing so on or before July 1, 1995.

The grantee for this grant program funding is the City or County. 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 monitoring 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>	<b>Tisha Skinner</b> (804) 807-1202 <a href="mailto:tisha.skinner@dcjs.virginia.gov">tisha.skinner@dcjs.virginia.gov</a>
Alexandria	Accomack	Chesapeake
Arlington	Albemarle	Gloucester
Fairfax County	Chesterfield	Greensville
Fauquier	Culpeper	Hampton
Frederick	Fredericksburg	James City County
Loudoun	Halifax	Mecklenburg
Lynchburg	Hanover	Norfolk
Pulaski	Henrico	Petersburg
Rockingham	Prince Edward	Portsmouth
Salem	Prince George	Suffolk
Staunton	Prince William	Virginia Beach
Tazewell	Richmond City	Westmoreland
Wise		

#### IV. Grant Application Deadline

Submit applications through the new DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on Friday, April 1, 2022. Early submissions are encouraged. The OGMS link is <https://ogms.dcjs.virginia.gov/index.do>.

DCJS will not consider applications received after the deadline unless there are documented technical issues with the submission in the OGMS system.

#### V. Amount Available

Applicants may request the same amount for FY2023 as awarded in FY2022 to include the salary increase amount. 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 year grants must be justified in the grant application.

#### VI. Grant Period

The grant period is for state Fiscal Year 2023 (July 1, 2022–June 30, 2023).

## VII. Match Requirement

DCJS does not require the applicant to provide funds in addition to the grant award, unless specified in the Appropriations Act language. Only Wise and Albemarle Counties have match requirements in the current Appropriations Act. Localities are encouraged to provide additional funds to support or offset the cost of implementing and operating programs established under the CCCA/PSA. Match funds (local funds, supervision fees, and in-kind) are required to be included in the grant application budget in OGMS.

## VIII. Application Review Process

DCJS will review 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, up-to-date local standard operating procedures (SOPs), whether all reporting requirements are current, and compliance with grant financial and progress reporting requirements.

Current recipients 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 the request for level funding for each CCCA/PSA agency at the March 3, 2022 meeting. The Grants Committee will then make funding recommendations to the full CJSB. **The CJSB will make conditional grant award decisions, pending grant monitor review and approval of grant applications, at its meeting on March 17, 2022.**

DCJS will issue grant awards based on the conditional approval of the CJSB and final approval of applications by the grant monitor via the Online Grants Management System (OGMS). Fiscal and programmatic revisions may be required as a condition of funding and negotiated in the OGMS prior to the grant award.

## 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 or political contributions.
  7. Pay for overtime or honoraria.
  8. Pay for bonuses unless specifically authorized in the Appropriations Act.
  9. Pay for personal entertainment, personal calls, or alcohol.
- B. Collecting 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 (<https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/correctional-services/forms/ccca-psa-guideline-1-supervision-and-intervention-fees.pdf>). The same terms, conditions, and assurances that apply to state funds also apply to supervision fees collected by CCCA agencies with the following exceptions:
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. The maximum allowable carryover amount is 25% of the total grant award.
- D. Indirect costs are 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 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.
- 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 of restitution for people placed on local supervised probation but not to collect restitution. 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 and deferred prior to a trial/preliminary hearing or deferred dispositions that have not had a disposition hearing in court so there is no finding of facts (sometimes referred to as taken under advisement).
2. Cases sentenced to community service in lieu of fines/costs.
3. Extending supervision solely to collect restitution, fines, costs, or fees beyond what is allowable by law, unless ordered by the court as a condition of probation supervision.

## **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, and compliance with statutes, standards, policies, guidelines, regulations, reporting requirements, and 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, policies, guidelines, and regulations prescribed by DCJS, which are located on the DCJS website (<https://www.dcjs.virginia.gov/correctional-services/programs/comprehensive-community-corrections-act-ccca-pretrial-services-act/ccca-psa-minimum-standards>).
- B. CCCA/PSA agencies are required to have up-to-date written Standard Operating Procedures (SOPs) that address and comply with all current statutes, standards, policies, guidelines, and regulations. The SOPs must be approved by both DCJS and the administrative agent and provided to the Community Criminal Justice Board (CCJB).
- 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), or other pretrial risk assessment approved by DCJS, as part of the pretrial investigation.
  3. Must use the Praxis, or Release Conditions Matrix (RCM) approved by DCJS, to guide bail recommendations.
  4. Must assign supervision levels based on the Praxis or RCM.

5. Must make provisions, if providing GPS/electronic monitoring, to ensure that no defendant is prevented from release or returned to jail solely based on the inability to pay fees or costs.
- E. All CCCA agencies:
1. Must ensure that the length of supervision does not exceed 12 months or the maximum sentence permitted by law for the person placed on supervised probation with the local community-based probation agency to complete all requirements of supervision.
  2. Must ensure that interventions be supported by assessment results, be least restrictive, and determined to be effective by research.
  3. Must conduct a risk/needs assessment using the MOST/OST, or other assessment approved by DCJS, on all individuals referred to supervised probation with the local community-based probation agency.
  4. Must complete case plans for on all individuals scoring medium or high on the OST assessment.
  5. Must supervise individuals using appropriate frequency of contact, interventions, and dosage based on the assessment results and corresponding risks and needs.
- 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* and Minimum Standards.

## **XII. Application Instructions**

Applications and required attachments must be submitted through the OGMS at [ogms.dcjs.virginia.gov](http://ogms.dcjs.virginia.gov). After you login to OGMS, click on “Funding Opportunities” and select the funding opportunity entitled “**Community Corrections & Pretrial Services FY2023.**”

If you submitted your FY2022 grant in OGMS, you can create a copy to use as a basis for your FY2023 application. Review the following instructions, make a copy of the FY2022 application, and update the application as instructed. Be sure all information is updated and correct.

### **A. General Information**

1. **Grant Id:** This is auto generated by OGMS.
2. **Title:** “Comprehensive Community Corrections Act & Pretrial Services FY2023 [Locality Name]”
3. **Organization:** Select the name of the City or County of the Administrative and Fiscal Agent applying for the grant.



4. **Grantee Contact:** Select the name of the grantee contact (local agency director) for the application.
5. **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, for JJDP programs only.
3. **Jurisdiction(s) Served:** Select all jurisdictions served by your agency.
4. **Program Title:** Enter “Community Corrections & Pretrial Services FY2023.”
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. **Grant Number:** Provide your FY2022 grant number.
8. **Performance Statement:** Provide data on the performance of activities for the current year (maximum of 250 characters) as follows: As of December 31, 2021:
  - i. Pretrial: number of screenings, number of placements, ADC, ALOS, appearance rate, public safety rate.
  - ii. Probation: number of placements, ADC, ALOS, public safety rate
9. **Community Setting:** Check all that apply (rural, urban, suburban, or statewide).
10. **Brief Project Overview:** Provide a description of the program (maximum of 750 characters).
11. **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.
12. **Project Administrator:** Name and contact information for the County Administrator or City Manager (Administrative and Fiscal Agent) who has the authority to formally commit the organization/locality to complying with all the terms of the grant application, including the provision of the required match, if applicable. If the County Administrator or City Manager wishes to delegates this authority, please contact your grant monitor for directions.
13. **Finance Officer:** Name and contact information for the person responsible in the locality for fiscal management of the funds associated with this grant.

## C. CCCA/PSA Budget Summary

Report the amount of state funds requested 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. For this section, do not include the total local funds, fees, and in-kind that support this project unless a match is required. 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:** Provide a description of the needs or issues that this grant project will address (for example, jail crowding, alternative sentencing to jail, supervision, and services and interventions to address client needs to ensure public safety). Describe the existing resources and services (regardless of funding source) that are available to address the identified problems and indicate why these grant funds are required address the needs. (Maximum of 5,000 characters.)

**Project Description:** Provide a brief description of the program; include the number and types of courts served and the number and type of jails served. Include relevant performance data or agency evaluation procedures used that demonstrate that the agency's activities, policies, and practices contribute to the reduction of recidivism for people placed on probation and the reduction of pretrial misconduct (failure to appear or new arrest) for defendants placed on pretrial services. (Maximum of 5,000 characters.)

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

**Sustainment Plan:** Provide a brief description of your agency's sustainment plan including, but not limited to, quality assurance, hiring/recruitment/retention, and succession planning. Include any adaptations to operations and practices due to COVID and include any adjustments your agency plans to sustain in the future. (Maximum of 5,000 characters.)

## E. Goals and Objectives

**Goals and Objectives:** This section on the application is designed to assist agencies in focusing on adherence to evidence-based practices. For FY2023, DCJS provided statewide goals and objectives. Local probation and pretrial services agencies are required to include the following goals and objectives and encouraged to include additional goals using SMART Goals<sup>1</sup>. The principles include the following:

- Be **Specific**:
- Make them **Measurable** (i.e., quantifiable)
- Be **Action-oriented**:
- Be **Realistic**:
- Articulate a **Time** in which the change will occur

### 1. Probation Public Safety Rate (Successful Closure)

**Goal:** Our local probation agency will have a minimum public safety rate (successful probation completions) of \_\_\_\_%.

**Objective:** Within fiscal year 2023, our local probation agency will improve the successful completion rate by \_\_\_\_%.

**Indicator Data:**

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<sup>1</sup> 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/>

- Number of probation completions.
- Number of successful closures.

## 2. *Probation Success Plans (Case Plans)*

**Goal:** Our local probation agency will develop success plans (case plans) for a minimum of \_\_\_% of the individuals that score medium or high on the Offender Screening Tool (OST).

**Objective:** Within fiscal year 2023, our local probation agency will increase the number of success plans (case plans) developed by \_\_\_%.

**Indicator Data:**

- Total number of people placed on probation supervision that score medium or high on the OST.
- Total number of success plan (case plans) developed for people that scored medium or high on the OST.

## 3. *Pretrial Investigations*

**Goal:** Our pretrial services agency will have a minimum pretrial investigation rate of \_\_\_%.

**Objective:** Within fiscal year 2023, our pretrial services agency will improve the investigation rate by \_\_\_%.

**Indicator Data:**

- Total number of defendants available at screening.
- Total number of defendants screened in.
- Total number of defendants investigated.
- Total number of defendants not investigated (this indicator is needed to identify the reasons a pretrial investigation is not completed so that action may be taken to resolve).

## 4. *Pretrial Supervision*

**Goal:** Our pretrial services agency will assign supervision levels by using the Praxis without staff overrides a minimum of \_\_\_% of the time.

**Objective:** Within fiscal year 2023, our pretrial services agency will improve the Praxis supervision assignment concurrence percentage by \_\_\_%.

**Indicator Data:**

- Total number of defendants Praxis recommends supervision level Monitoring.
- Total number of defendants agency assigned to supervision level Monitoring.
- Total number of defendants Praxis recommends supervision to Level 1.
- Total number of defendants agency assigned to Level 1.
- Total number of defendants Praxis recommends supervision to Level 2.
- Total number of defendants agency assigned to Level 2.
- Total number of defendants Praxis recommends supervision to Level 3.
- Total number of defendants agency assigned to Level 3.

## 5. *Pretrial Appearance Rate*

**Goal:** Our pretrial services agency will have an appearance rate of at least \_\_\_%.

**Objective:** Within fiscal year 2023, our pretrial services agency will improve appearance rate by \_\_\_%.

**Indicator Data:**

- Total number of defendants closed.
- Total number of defendants closed with failure to appear (FTA).

**6. Pretrial Public Safety Rate**

**Goal:** Our pretrial services agency will have public safety rate of at least \_\_\_%.

**Objective:** Within fiscal year 2023, our pretrial services agency will improve the public safety rate by \_\_\_%.

**Indicator Data:**

- Total number of defendants closed.
- Total number of defendants closed with new arrest.

**7. Supervision Fees**

**Goal:** Our agency will only have supervision fees on hand that is less than or equal to 25% of our total state grant funding.

**Objective:** Our agency will monitor and ensure we have supervision fees on hand at the end of each quarter and the end of each fiscal year that is 25% or less than the total state grant funding.

**F. Itemized Budget**

Complete itemized budget, description, and justification for all required categories. Staff, services, office space, or supplies shared across the CCCA and PSA projects should be appropriately split and identifiable in the budget forms.

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,” “MATCH - Fees,” or “- In-kind – match.” Additional funds include, but are not limited to, fees, local, federal, or other state funds supporting the project. **Round all amounts to the nearest dollar.**

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

Fees are supervision and intervention fees collected from people placed on probation to offset the cost of supervision.

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 section applies to all local employees supported by any funds (state, federal, or local) associated with this project. For state grant funded positions, all tasks, duties, and responsibilities must relate directly to CCCA/PSA activities consistent with the Code of Virginia and any statutes, standards, policies, guidelines, and regulations issued by DCJS.

Indicate if personnel costs are included in your budget: yes or no. If “yes” under “Personnel”, list each position by:

- Employee Name (if the position is vacant, use “vacant” as the name),
- Position title,
- Position (full time or part time),
- Total hours per week, if applicable,
- Total hours per year, total annual salary (all funding sources),
- Percent of salary being requested,
- Number of grant funded hours devoted to the CCCA/PSA grant activities per year,
- Total salary requested from grant funds
- Indicate if it is a new position (yes /no),
- Salary amounts for state funds, cash match, supervision fees, and in-kind for pretrial and probation, as appropriate.

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. Enter the amounts for pretrial and probation under the funding source(s) as appropriate. 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.

In Position and Justification, for each employee, provide a description of the position to include if the position does both probation and pretrial duties, if the position is administrative, supervisory, probation only, pretrial only, dual probation and pretrial. Under justification for position include the function of the employee (supervision, investigation, both) and if the position is required to take the oath of office. Be sure to identify all staff and/or positions that are responsible for investigating defendants or supervising people on probation/pretrial.

## **2. Consultants**

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.

- 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 defendants and/or people on probation 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 must be explained.

### 3. *Travel*

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.

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.

#### **4. Subsistence and Other Travel Costs**

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.

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.

#### **5. Equipment**

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. Enter the amounts for pretrial and probation under the funding source(s) as appropriate. 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.

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.

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. DCJS requires that all staff have professional email and internet access.

#### **6. Supplies and Other Expenses**

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.

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.

#### **7. Indirect Costs**

Indicate if indirect costs are being requested: yes or no. If “yes” enter “Indirect Costs” in “Item Description” and provide a brief justification (maximum of 250 characters). Enter the amount of indirect costs for pretrial and probation under “DCJS FUNDS – State” and leave the other funding sources as “\$0.”

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.

#### **G. Attachments**

Upload the following attachments, if applicable.

- a. MOU for PTCC (Virginia Beach)
- b. MOU for non-government services (Albemarle, Arlington, Fairfax, Frederick, Fredericksburg, James City, Portsmouth, Salem, Tazewell, and Westmoreland)
- c. CCJB member list (all agencies)

#### **H. Non-Supplantation**

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

#### **I. Authority Certification**

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

### **XIII. Grant Reporting Requirements**

Grant recipients must submit Quarterly Status Reports and reimbursement Claims 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.

### **XIV. 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, April 1, 2022.