



Comprehensive Community Corrections Act (CCCA) and Pretrial Services Act (PSA) One-Time Funding

**Program Guidelines and Application Procedures
State Fiscal Year 2024**

Application Due Date:

Friday, February 16, 2024, 5:00 p.m.

Late applications will not be accepted.

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

Issued January 25, 2024

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I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) administers general funds designated to support Comprehensive Community Corrections Act (CCCA) and Pretrial Services Act (PSA) programs.

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*.

Applications for one-time funding for State Fiscal Year 2024 are now being accepted. The Comprehensive Community Corrections Act (CCCA) and Pretrial Services Act (PSA) Grant Program Guidelines and Application Procedures provide detailed guidance to aid applicants in determining eligibility, developing itemized budgets and budget narratives, and completing other related forms. Using the guidance presented in this document, applicants can efficiently and effectively prepare complete applications.

II. Grant Period

The grant period is for state fiscal year (FY) 2024: January 1, 2024, through June 30, 2024.

III. Eligibility

Only county or city governments currently receiving 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 the operation and evaluation of programs and services established under the CCCA/PSA and for the grant administrative and financial matters by serving as the Administrative and Fiscal Agent. 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.

IV. Amount Available

Applicants should submit a needs-based application and budget requesting the anticipated amount needed for the successful implementation of their proposal. 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. **Requests for funding under this**

solicitation are capped at \$30,000 per agency. Awarded funds must be expended by June 30, 2024.

Award amounts will be determined by justification of need, past funding, and availability of funds. Applicants will be expected to revise budgets based on the final award amount.

V. Match Requirement

There are no matching funds required for this funding opportunity.

VI. Availability of Continued Funding

This is a one-time funding opportunity that is unlikely to be available in subsequent years.

VII. Restrictions and Allowances

A. Grant recipients may **not** use these grant funds to:

1. Pay for personnel costs.
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.
9. Pay for personal entertainment, personal calls, or alcohol.
10. Supplant local funding.

B. Grant recipients may use these grant funds to:

1. Pay for staff development (trainings, skill-building, training consultants, etc.).
2. Pay for training materials.
3. Pay for resources to assist with success planning.
4. Pay for a consultant to help the agency (improve SOPs, conduct program evaluation, system mapping, or system preparation for the PSA implementation).
5. Pay for supplies for FY2024.
6. Pay for equipment.
7. Pay for treatment group materials (workbooks, etc.).
8. Pay for other approved one-time expenditures.

VIII. Financial and Status Reporting Requirements

Grant recipients must submit quarterly Financial and Status Reports (aka Progress Reports) through 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.

Required reports include:

1. Quarterly Financial Expenditures, detailed in quarterly claims.
2. Quarterly Status Reports, describing activities supported with these funds.

Grant recipients are required to complete Financial and Status Reports by the 30th of the month after the close of each quarter. If that date falls on a weekend or state recognized holiday, the reports are due on the next business day.

IX. Grant Application Due Date

Applications must be submitted in OGMS **by 5p.m. on Friday, February 16, 2024**. After such time, OGMS will no longer permit applications to be submitted. Early submissions are encouraged. The OGMS link is <https://ogms.dcjs.virginia.gov/index.do>.

X. Grant Technical Assistance

For technical assistance with preparing and submitting a grant application, please contact Alex MacDougall at (804) 845-0643 or alexander.macdougall@dcjs.virginia.gov

XI. Grant Application Review Process

DCJS will consider each application based on content, clarity, and strength of the request made for funding. Reviewers will also consider justification of needs, historical use of funds, historical delivery of programming, and compliance with grant requirements.

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 funding will be compliance with grant financial and progress reporting requirements. No current recipient of funding through this grant will be considered for additional FY2024 funding if, as of the application due date, any of the required Financial or Status 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 Criminal Justice Services Board (CJSB) is expected to make final grant award decisions at its meeting in March 2024. 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.

XII. Application Instructions

Applications and required attachments must be submitted through the OGMS at ogms.dcjs.virginia.gov. After you login to OGMS, click on "Funding Opportunities" and

select the funding opportunity entitled “**Community Corrections & Pretrial Services Supplemental Funding FY2024.**”

A. General Information

1. **Grant Id:** This is auto generated by OGMS.
2. **Title:** Update the title to “Comprehensive Community Corrections & Pretrial Services Supplemental Funding FY2024 [Locality Name]”
3. **Organization:** This is automatically copied.
4. **Grantee Contact:** Verify the name of the grantee contact (local agency director) for the application.
5. **Additional Applicants:** Add or delete 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 “Comprehensive Community Corrections & Pretrial Services Supplemental Funding FY2024 [your locality name].”
5. **Certified Crime Prevention Community:** Select yes or no.
6. **Type of Application:** Select New.
7. **Grant Number:** Do not use.
8. **Community Setting:** Check all that apply (rural, urban, suburban, or statewide).
9. **Brief Project Overview:** Provide a description of the program (maximum of 750 characters).
10. **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.
11. **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.

If the County Administrator or City Manager wishes to delegate this authority, please contact your grant monitor for directions.
12. **Finance Officer:** Name and contact information for the person responsible in the locality for fiscal management of the funds associated with this grant.

C. Budget Summary

Report the amount of state funds requested by category (e.g., consultant, travel, equipment, supplies and other) and by funding category (e.g., Pretrial Services or Local Community-based Probation) on the application face sheet. Round all amounts to the nearest dollar.

D. Itemized Budget

Complete itemized budget, description, and justification for all required categories. Services, equipment, 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 supplemental funds being requested must be included for each line item under “DCJS FUND – state,” **Round all amounts to the nearest dollar.**

1. *Personnel and Employee Fringe Benefits*

Not Applicable

2. *Consultants (include membership fees in supplies and other expenses)*

Indicate if consultants or consultant subsistence and 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 the 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. Costs should not exceed \$650 per day or \$81.25 per hour.
- b. For organizations, including professional associations and educational institutions, performing professional services: Enter the type of services being performed and estimated contract prices.
- 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 individuals on probation benefiting from each type of service.
- f. Total budgeted amount for each service and a per individual or group cost.

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 costs (maximum of 500 characters) for each item.

Grantees must follow the federal/state travel policy, which utilizes the GSA approved rates (<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. 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 means tangible personal property (including information technology systems) having 1) a useful life of more than one year and 2) a per-unit acquisition cost of \$5,000 or greater (or the organization’s capitalization policy, if it is less than \$5,000). If the organization does not have a capitalization policy in place, the amount of \$5,000 must be followed.

6. **Supplies and Other Expenses (including membership fees)**

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 means all items of tangible personal property that are not equipment. This includes computing devices that cost less than \$5,000 per unit (or the organization’s capitalization threshold, if that is less than \$5,000).

7. **Indirect Costs**

Not Applicable.

E. **Attachments**

Upload attachments that may support the request for funding; if applicable.

F. **Non-Supplantation**

Review and select “yes”, if appropriate, and provide the date, and name and title of the Project Administrator.

G. **Authority Certification**

Enter the date and name and title of the authorized individual.

XII. How and Where to Submit Application

Submit applications and required attachments through the DCJS Online Grants Management System (OGMS) by 5:00p.m. on Friday, February 16, 2024. For technical assistance completing or submitting the grant application in OGMS, please contact ogmssupport@dcjs.virginia.gov. For technical assistance preparing the application, please contact Alex MacDougall at alexander.macdougall@dcjs.virginia.gov or (804) 845-0643.