



Prerelease and Post Incarceration Services (PAPIS) Grant Program

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

Application Due Date Friday, March 31, 2023, 5:00 p.m.

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

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Table of Contents

I.	Introduction.....	3
II.	Eligibility	3
III.	Grant Technical Assistance	3
IV.	Grant Application Deadline	3
V.	Amount Available.....	4
VI.	Grant Period.....	4
VII.	Match Requirement	4
VIII.	Restrictions	4
IX.	Availability of Continuation Funding.....	4
X.	Grant Application Review Process.....	4
XI.	Application Instructions.....	5
XII.	Grant Reporting Requirements	10
XIII.	How and Where to Submit Application.....	10

I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) administers general funds designated to support Prerelease and Post Incarceration Services (PAPIS) programs. Applications for continuation funding for Fiscal Year 2024 are being accepted.

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.

Prerelease 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. Prerelease services in state correctional institutions include collaboration with the Virginia 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, treatment 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, family reunification, trauma responses, and peer support.

II. Eligibility

The following PAPIS programs are eligible to apply for funds under this grant:

- Colonial Community Corrections
- 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.
- Virginia CARES Inc.

III. Grant Technical Assistance

For technical assistance with preparing and submitting a grant application, please contact Cynthia Nwarache at (804) 659-2264 or cynthia.nwarache@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 31, 2023. 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 FY2024 as awarded in FY2023; 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 2024 (July 1, 2023–June 30, 2024).

VII. Match Requirement

Unless otherwise indicated in the State 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. Pay for professional grant writing and report writing services.
9. 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

DCJS will base its review on the quality and thoroughness of the application. DCJS will consider each application based on content, clarity, 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 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 Executive Committee of the Criminal Justice Services Board (CJSB) will review the request for level funding for each PAPIS agency at the March 17, 2023 meeting. **The Executive Committee of the CJSB will make conditional grant award decisions, pending grant monitor review and approval of grant applications.**

DCJS will issue grant awards based on the conditional approval of the Executive Committee 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.

XI. 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 "**PAPIS FY2024.**"

If you submitted your FY2023 grant in OGMS, you can create a copy to use as a basis for your FY2024 application. Review the following instructions, make a copy of the FY2023 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:** "Prerelease and Post Incarceration Services FY2024 [Locality Name]"
3. **Organization:** Select the name of the Organization or Locality of the Administrative Agent and Fiscal Agent applying for the grant.
4. **Grantee Contact:** Select the name of the primary contact (local program 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.
3. **Jurisdiction(s) Served:** Select all jurisdictions served by your agency.

4. **Program Title:** Enter “Prerelease and Post Incarceration Services FY2024 [your locality name].”
5. **Certified Crime Prevention Community:** 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: Provide a description of the needs or issues that this grant project will address. 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 to address the needs. (Maximum of 5,000 characters.)

Project Description: Provide a 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 description of the target population served by your program. (Maximum of 5,000 characters.)

Sustainment Plan: Provide a 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-19 and include any adjustments your agency plans to sustain in the future. (Maximum of 5,000 characters.)

E. Goals and Objectives

This section on the application is designed to assist agencies in focusing on adherence to evidence-based practices. PAPIS programs are required to include two to four SMART goals and corresponding objectives for FY2024.

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

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 funding source), the number of annual hours to be devoted to PAPIS grant activities and the full-time or part-time designation of the position.
- 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 full time or part time status.

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. 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. 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 individuals benefiting from each type of service.
- f. Total budgeted amount for each service and a per participant/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 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 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, referral agencies, 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 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 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.

5. *Equipment*

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.

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.

6. *Supplies and Other Expenses*

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. Supplies and Other Operating Expenses include, but are not limited to, rent, utilities, cell/land/fax/internet services, educational information, 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 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.

7. *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.

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 5:00p.m. on March 31, 2023.