



Comprehensive Community Corrections Act (CCCA) and Pretrial Services Act (PSA)

**Program Guidelines and Application Procedures
For Funding
State Fiscal Year 2025**

***Application Due Date:
Friday, March 15, 2024, 5:00 pm***

Late applications will not be accepted.

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

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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 need-based funding for State Fiscal Year 2025 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) 2025: July 1, 2024, through June 30, 2025.

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 CCCA/PSA programming and services in FY2025. 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.

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

Unless otherwise indicated in the State Appropriations Act or *Code of Virginia*, there are no matching funds required for this grant; however, additional funds to support programs must be documented in the Funds From Other Sources section in the DCJS Online Grants Management System (OGMS). Currently, Albemarle County and Wise County are the only localities that have match requirements in the Appropriations Act. Localities are encouraged to contribute local funds to ensure the program is fully resourced based on local needs.

VI. Availability of Continued Funding

CCCA/PSA funding is made through discretionary grants to the extent funded in the Appropriations Act. 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 operation, performance, measurable impacts, compliance with grant requirements, and any special conditions placed on the grant are key factors in determining eligibility for continued funding.

VII. Programmatic Compliance Measures

CCCA/PSA programs are expected to strive to meet minimum compliance performance data measures. DCJS will provide technical assistance to help programs show significant improvement in the following measures with the goal of meeting or exceeding minimum compliance.

1. Pretrial Services
 - a. Minimum Pretrial Investigation Rate of 85%
 - b. Minimum Supervision Level (Release Level) Concurrence Rate of 85%
 - c. Minimum Appearance Rate of 95%
 - d. Minimum Public Safety Rate of 95%
 - e. Minimum Compliance Rate of 90%

2. Local Probation
 - a. Minimum Risk Assessment Completion Rate of 90%
 - b. Minimum Success Plan Development Rate of 90%
 - c. Minimum Success Rate of 90%
 - d. Minimum Public Safety Rate of 95%
 - e. Minimum Compliance Rate of 90%

VIII. Restrictions

- A. Grant recipients may not use these grant funds to:
 1. Pay for any staff designated to programs other than CCCA/PSA or use these funds to pay any portion of staff salary or fringe benefits for the time not dedicated to

- CCCA/PSA programming and operations. For example, if a director's time is split between the CCCA/PSA grant operations and another program (e.g., drug court, litter control, etc.), CCCA/PSA grant funds can only be used for the portion of the director's salary and benefits dedicated to CCCA/PSA operations.
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 or preapproved by DCJS when done in accordance with a local human resources policy.
 9. Pay for personal entertainment, personal calls, or alcohol.
- B. Collecting fees from pretrial individuals 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.
- 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 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 individuals 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*.

- G. CCCA agencies may not use state CCCA funds to supervise placements specifically for:
 1. Cases 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. Extended 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.

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 Reporting on Program Income.
3. 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 the next business day.

Projected FY2025 Project Status Report and Financial Report Due Dates:

1 st Quarter, July – Sept.	October 30, 2024
2 nd Quarter, Oct. – Dec.	January 30, 2025
3 rd Quarter, Jan. – March	April 30, 2025
4 th Quarter, April – June	July 30, 2025

IX. Grant Application Due Date

Applications must be submitted in OGMS **no later than 5:00 p.m. on Friday, March 15, 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 Angelica Brown at (804) 659-6762 or angelica.brown@dcjs.virginia.gov

XI. 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 will also consider justification of needs and the data to support such needs, historical use of funds, historical delivery of programming, demonstrated data driven decision-making, performance, the provision of effective services, 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 FY2025 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 Grants Committee of the Criminal Justice Services Board (CJSB) is expected to review and make funding recommendations to the full CJSB. **The CJSB will make final grant award decisions at its meeting in June 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 FY2025**".

If you submitted your FY2024 grant in OGMS, you can create a copy to use as a basis for your FY2025 application. Review the following instructions, make a copy of the FY2024 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 Act FY2025 [Locality Name]"
3. **Organization:** This is automatically copied.

4. **Grantee Contact:** Verify the name of the grantee contact (local program director) for the application.
5. **Additional Applicants:** Add or delete the names of others within the locality that will also manage this grant. Include all applicable users with the agency that should have access to the 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 Act & Pretrial Services Act FY2025 [your locality name without brackets].”
5. **Certified Crime Prevention Community:** Select yes or no.
6. **Type of Application:** Select Continuation of Grant.
7. **Grant Number:** Provide your FY2024 OGMS grant number.
8. **Performance Statement:** Provide data on the performance of activities for the current year (maximum 250 characters) as follows: As of December 31, 2024:
 - i. Pretrial: number of screenings, number of placements, Average Daily Caseload (ADC), Average Length of Supervision (ALOS), appearance rate, public safety rate, and compliance rate.
 - ii. Probation: number of placements, ADC, ALOS, public safety rate, and success 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). This description should provide the reviewer with the overall purpose and mission of the agency.
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 authority to formally commit the organization/locality to complying with the terms of the grant application, including the provision of the required match, if applicable. Please note, if someone other than one of these officials has been delegated the authority to sign, and provides a signature on the grant application, your locality must: 1) provide a letter, memorandum, or other document by which the signing authority was delegated on an official organization letterhead, 2) provide an effective date, 3) list of applicable grant numbers, and 4) the contact information of the person being granted signatory authority. The letter can be uploaded to the Attachments component in the funding opportunity. An updated letter of delegation will be required for each new grant period or change to current delegation.
13. **Finance Officer:** Name and contact information for the person responsible 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) on the application face sheet. Do not include the 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. This amount may be more or less than previous awards.

D. Project Narrative

The project narrative should be completed and attached to the application in OGMS to allow applicants the space needed to provide complete demonstration of need, project description, service area demographic/target population, and sustainment plan.

- **Demonstration of Need:** Describe the problem which the project intends to address and provide the data to support this need. Summarize local and multi-jurisdictional criminal justice and jail population data and information which describes the current situation and the trends and factors defining or demonstrating the growth or magnitude of the problems being addressed.
- **Project Description:** Provide a clear and concise summary of the program, including any relevant performance data or agency evaluation procedures used to demonstrate the program's activities, policies, and practices contribute to the reduction of recidivism for individuals placed on local probation supervision and the reduction of pretrial misconduct (failure to appear or new arrest) for individuals placed on pretrial services supervision. Include the number and types of courts served and the number and type of jails served.
- **Service Area Demographic/Target Population:** Provide a description of how the program and services will be used and the intended target population served by the program. In addition, describe the intended local system impact and expected outcomes.
- **Sustainment Plan:** Provide a description of the locality's sustainment plan including, but not limited to, staff resources, operational budgets, quality assurance, hiring/recruitment/retention, and succession planning. Include any adaptations to operations and practices over the past three years the agency plans to sustain in the future.

E. Goals and Objectives

This section on the application is designed to assist agencies in focusing on adherence to research-informed practices. This section is comprised of the predetermined performance and outcome measures from section VII of this document. The performance and outcome measures are automated for the goals and objectives section. These goals cannot be edited. Objectives and activities for each goal should demonstrate how the program intends to strive to achieve each goal throughout the grant award period.

This section will also include an option for additional goals related to a local initiative, project, or special programming. This is an opportunity to highlight the work of the program beyond the required performance and outcome measures. Each objective must

be specific, measurable, action-oriented, realistic, time bound, and directly related to the program. Applicants will report on the status of their goals and objectives quarterly.

1. Pretrial Investigations Rate

Goal: Our pretrial services agency will have a minimum pretrial investigation rate of **85%**.

Objective: Within FY2025, our pretrial services agency will improve the investigation rate by ___%.

Indicator Data:

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

2. Pretrial Supervision Level Concurrence Rate

Goal: Our pretrial services agency will assign supervision levels by using the Praxis without staff overrides a minimum of **85%** of the time.

Objective: Within FY2025, our pretrial services agency will improve the Praxis supervision assignment concurrence percentage by ___%.

Indicator Data:

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

3. Pretrial Appearance Rate

Goal: Our pretrial services agency will have an appearance rate of at least **95%**.

Objective: Within FY2025, our pretrial services agency will improve appearance rate by ___%.

Indicator Data:

- Total number of successful placements closed.
- Total number of unsuccessful placements closed.
- Total number of successful and unsuccessful placements closed other than failure to appear (FTA).

4. Pretrial Public Safety Rate

Goal: Our pretrial services agency will have a public safety rate of at least **95%**.

Objective: Within FY2025, our pretrial services agency will improve the public safety rate by ___%.

Indicator Data:

- Total number of successful placements closed.
- Total number of unsuccessful placements closed.
- Total number of successful and unsuccessful placements closed other than a new arrest.

5. Pretrial Compliance Rate

Goal: Our pretrial services agency will have a compliance rate of at least **90%**.

Objective: Within FY2025, our pretrial services agency will improve the minimum compliance rate by ___%.

Indicator Data:

- Total number of successful placements closed.
- Total number of unsuccessful placements closed.
- Total number of successful and unsuccessful placements closed other than due to a violation of conditions.

6. Probation Risk Assessment Completion Rate

Goal: Our local probation agency will have a minimum risk assessment completion rate of **95%**.

Objective: Within FY2025, our local probation agency will improve the successful completion rate by ___%.

Indicator Data:

- Total number of completed MOST.
- Total number of completed OST.

7. Probation Success Plan Development Rate (Case Plans)

Goal: Our local probation agency will develop success plans for a minimum of **90%** of the individuals that score medium or high on the Offender Screening Tool (OST).

Objective: Within FY2025, our local probation agency will increase the number of success plans developed by ____%.

Indicator Data:

- Total number of individuals placed on probation supervision that score medium or high on the OST.
- Total number of success plans developed for individuals that scored medium or high on the OST.

8. Probation Success Rate

Goal: Our local probation agency will have a minimum success rate of **90%**.

Objective: Within FY2025, our local probation agency will improve the success rate by ___%.

Indicator Data:

- Total number of successful probation closures.
- Total number of unsuccessful probation closures.

Probation Public Safety Rate

Goal: Our local probation agency will have a minimum public safety rate of **95%**.

Objective: Within FY2025, our local probation agency will improve the successful completion rate by ___%.

Indicator Data:

- Total number of successful probation closures.
- Total number of unsuccessful probation closures.
- Total number of new arrests.
- Total number of new convictions.

9. Probation Minimum Compliance Rate

Goal: Our local agency will have a minimum compliance rate of **90%**.

Objective: Within FY2025, our local probation agency will improve the minimum compliance rate by ___%.

Indicator Data:

- Total number of successful probation closures.
- Total number of unsuccessful probation closures.
- Total number of successful and unsuccessful placements closed other than due to a violation of conditions.

F. Itemized Budget

Complete an itemized budget, including description and justification for all seven budget categories: 1) Personnel/Benefits; 2) Consultants; 3) Travel; 4) Subsistence/Other Travel Costs; 5) Equipment; 6) Supplies and Other Expenses; and 7) Indirect Costs. If you are not requesting funds in a budget category, you must still complete the form by opening the form, selecting “no” indicating that you are not requesting funds in that category, and selecting “Mark as Complete.” Budget categories shared across the CCCA and PSA programs should be appropriately split and identified in the budget forms. All amounts must be rounded to the nearest dollar.

Funds from Other Sources: Enter all funds from other sources that support the agency. Please include all awards/subawards from all sources, locality contributions, and supervision fees.

1. Personnel and Employee Fringe Benefits

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

- Indicate if personnel costs are included in your budget. If “yes” enter the employee’s name, position title, full or part-time status, total hours worked per week, total hours worked per year, and the total annual salary. Indicate the percentage of the salary amount requested from the grant (regardless of funding source) and if this is a new position.
- Under Positions and Justification, select employee name and enter the description (maximum 500 characters) and justification (maximum 500 characters) for each position. Indicate if positions are split between CCCA/PSA and other projects. Enter all tasks, duties, and responsibilities related directly to CCCA/PSA activities consistent with the *Code of Virginia* and any statutes, standards, policies, guidelines, and regulations issued by DCJS.
- Under Employee Benefits, select the employee’s name and indicate each type of benefit (FICA, Retirement, Group Life, Health Insurance, Worker’s Comp, Unemployment, Disability, and other) and the total cost of each benefit for each employee assigned to the project. If this is percentage based, indicate the percentage. 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.

2. Consultants

- Indicate if consultants or consultant subsistence and travel costs are included in your budget. If “yes” under “Consultant” and “Consultant Subsistence (lodging + meals) & Travel” enter the information required and the amounts requested from the grant.
- 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.
- Include the number of individuals benefiting from each type of service and a per participant/group cost, where applicable.
- 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.
- For organizations, including professional associations and educational institutions, performing professional services: Enter the type of services 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.

- 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.
- 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.

3. *Travel*

- Indicate if travel (mileage) costs are included in your budget. If "yes" under "Local Mileage" or "Non-local mileage" enter the number of miles and the mileage rate amounts requested from the grant.
- 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.).
- 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*

- Indicate if subsistence and other travel costs are included in your budget. 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 individuals, number of days, and the per diem rate requested from the grant.
- Grantees must follow the federal/state travel policy, which utilizes the GSA approved rate (<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. Justify all travel by explaining its relevance to job duties.
- 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*

- Indicate if equipment is included in your budget. If "yes" enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item requested from the grant. 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.

- 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*

- Indicate if supplies and other are included in your budget. If “yes” enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item requested from the grant. 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.
- 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*

- Indicate if indirect costs are being requested. 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.”
- Indirect costs are fees charged against the grant for 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. Indirect costs may not exceed 1% of the total grant award.

G. Attachments

Upload the following attachments, if applicable,

- MOU for PTCC (Virginia Beach)
- MOU for non-governmental services (Albemarle, Arlington Pretrial Services, Frederick, Fredericksburg, Portsmouth, Tazewell, and Westmoreland)
- CCJB member list (all agencies)

H. Non-Supplantation

Project Administrator or delegated official should review and select “yes” as appropriate and provide the date, and their name and title.

I. Authority Certification

Date, Name, and Title should be entered by the Authorizing Official.

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 15, 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 Angelica Brown at angelica.brown@dcjs.virginia.gov or (804) 659-6762.