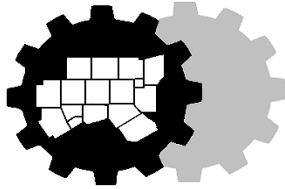


FY24 CRIMINAL JUSTICE GRANT APPLICATION WORKSHOP

**NORTH
CENTRAL TEXAS
COUNCIL OF
GOVERNMENTS**



1

WORKSHOP TOPICS

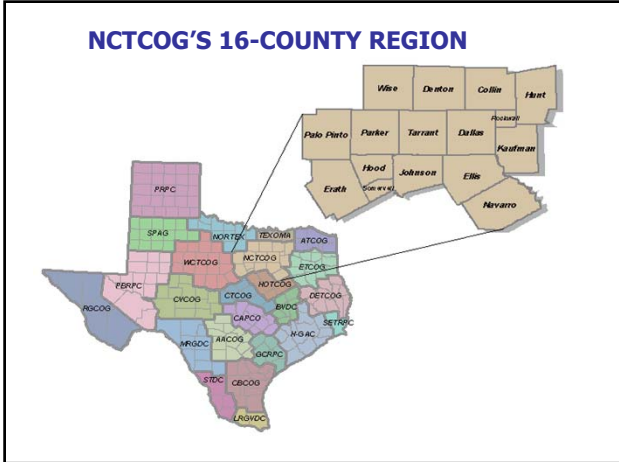
- COG's role
- Policies and Procedures
- Grant guidelines and resources
- Submittal process – DUE FEBRUARY 9, 2023
- eGrants application
- Scoring process for new or renewal projects
- Budget
- Tips and Tricks

2

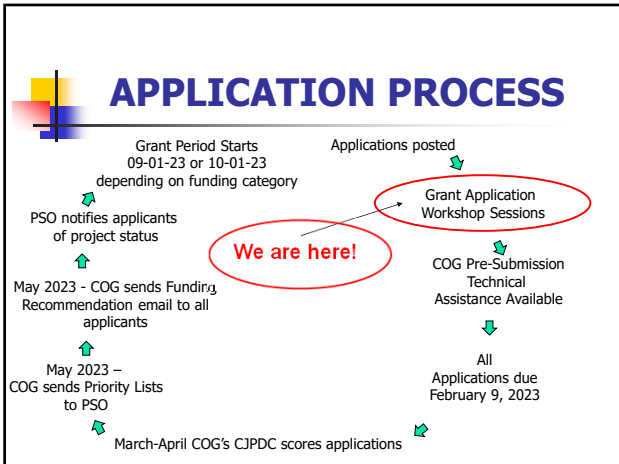
WHO'S WHO IN THE COG GRANT WORLD

- **NCTCOG** – North Central Texas Council of Governments
- **OOG** – Office of the Governor
- **PSO** – OOG's Public Safety Office
- **CJPDC** – Criminal Justice Policy Development Committee
AKA – scorers, reviewers, readers
- **eGrants** – OOG's online application and grant management system

3



4



5

- JUSTICE-RELATED CATEGORIES PRIORITIZED BY NCTCOG**
- Criminal Justice Program - Justice Assistance Grant (CJ-JAG): Edward Byrne Memorial Justice Assistance Grant Program
 - General Victim Assistance (GVA) Program: Victims of Crime Act of 1984 (VOCA) and Section 9901 of American Rescue Plan Act (ARPA)
 - Juvenile Justice & Truancy Prevention Grant Program: Texas General Appropriations Act
 - Violence Against Women Justice and Training Program (VAW): Violence Against Women Act of 2013 (VAWA)
 - Residential and Community-Based Services for Victims of Commercial Sexual Exploitation (CSE): Victims of Crime Act of 1984 (VOCA)
- At PSO's direction, CSE applications go through a special NCTCOG review process. If your agency is submitting a project in this category, you are NOT required to attend workshops and do NOT submit the NCTCOG Addendum.

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OOG GRANT CATEGORIES

FUNDING OPPORTUNITY	DETAILS	DATE AVAILABLE	DUE DATE 5 PM CST
ALBERT Travel Assistance	Announcement	8/17/2022	8/31/2022
Body Worn Camera Program	Announcement	12/12/2022	2/9/2023
Bullet-Resistant Shields	Announcement	12/12/2022	2/9/2023
County Essential Services Program (* Pre-approval Req'd)	Announcement/Amended	9/1/2024	9/31/2024
County Innovations to Address Commercial Sexual Exploitation	Announcement	12/12/2022	2/9/2023
Coverdell Forensic Sciences Improvement Program	Announcement	12/12/2022	2/9/2023
Crime Stoppers Assistance Fund	Announcement	12/12/2022	2/9/2023
Criminal Justice Program	Announcement	12/12/2022	2/9/2023
District Attorney - Testing of Forensic Evidence	Announcement	12/12/2022	2/9/2023
First Responder Mental Health Program	Announcement	12/12/2022	2/9/2023
General Victim Assistance Grant Program	Announcement	12/12/2022	2/9/2023
Internet Crime Against Children Grant Program	Announcement	12/12/2022	2/9/2023
Juvenile Justice & Training Prevention Grant Program	Announcement	12/12/2022	2/9/2023
Phone Educational and Community Programs	Announcement	8/1/2022	12/31/2022
Project Safe Neighborhoods	Announcement	12/12/2022	2/9/2023
Regional Law Enforcement Training Academy Grant Program	Announcement	12/12/2022	2/9/2023
Residential and Community Based Services for Victims of Commercial Sexual Exploitation	Announcement	12/12/2022	2/9/2023
Residential Substance Abuse Treatment (RSAT) Program	Announcement	12/12/2022	2/9/2023
Rifle-Resistant Body Armor Grant	Announcement	12/12/2022	2/9/2023
Sexual Assault Evidence Testing Program	Announcement	12/12/2022	2/13/2023
Sexual Assault Forensic Exam (SAFE) Ready Facilities Program	Announcement	12/12/2022	2/9/2023
Specialized Advocacy for Commercially Sexually Exploited Youth	Announcement	12/12/2022	2/9/2023
Specialty Courts Program	Announcement	12/12/2022	2/9/2023
State Homeland Security Program (SHSP) - LETPA Projects	Announcement	12/12/2022	2/9/2023
State Homeland Security Program (SHSP) - Regular Projects	Announcement	12/12/2022	2/9/2023
State Homeland Security Program - Competitive National Priority Area Projects (SHSP-NAPA)	Announcement	12/12/2022	2/9/2023
Violence Against Women Justice and Training Program	Announcement	12/12/2022	2/9/2023

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GRANT GUIDES AND RESOURCES

- Funding Announcement
- OOG Resources <https://gov.texas.gov/organization/cjd/resources>:
 - eGrants User Guide to Creating an Application – Dec 2020
 - PSO Guide to Grants – Sept 2022
 - eGrants Registration Guide – Nov 2020
 - Developing a Good Project Narrative Guide – May 2019
 - Texas Grant Management Standards (TxGMS)
 - eGrants Updates Page
 - DOJ Financial Guide
 - Texas State Library and Archives Commission's Resources for Grantees
 - Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards
 - Texas Administrative Code (TAC)

Last, but not least: Familiarize yourself with the *Grantee Standard Conditions and Responsibilities* document located on COG's FY24 handout section:

<https://www.nctcog.org/public-safety/criminal-justice/grant-application-workshop-information>

8

HOW GRANTS ARE SCORED

- We follow a system consistent with many government and private funding organizations that deal with a large volume of applications.
- The CJPDC may be divided into teams based on the number of applications to be scored.
- Each team is given a batch of applications to score.

9

PSO SELECTION CRITERIA

PSO makes all final funding decisions and will consider NCTCOG rankings along with other factors including eligibility, reasonableness, cost effectiveness, availability of funding, state priorities, and local priorities.

PSO may not fund all applications or may only award part of the amount requested. In the event that funding requests exceed available funds, PSO may revise projects to address a more limited focus.

10

NCTCOG FUNDING RECOMMENDATIONS

Per PSO, COG advisory committees may recommend a project at a lower dollar amount if a program component is determined to be ineligible, unreasonable, and/or not cost effective.

Requested amounts may also be lowered to accommodate funding allocation.

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NCTCOG FUNDING RECOMMENDATION NOTICE

- This email communication to all CJ-JAG, GVA, JJ-TP and VAW applicants follows TAC language and will include ranking spreadsheets showing which projects **are/are not** recommended for funding.
- Being "recommended for funding" means your project scored 70 or higher.
- **An NCTCOG recommendation for funding does NOT guarantee funding by PSO.**
- **A score of 70 or higher does NOT guarantee funding by PSO.**
- PSO will make all funding decisions.

Don't write a check you can't cash!!

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THESE ARE COST REIMBURSEMENT GRANTS

If your project is funded, you spend your money first, and request reimbursement from PSO via Financial Status Report (FSR).

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REQUIREMENT: CYBERSECURITY TRAINING – CITIES AND COUNTIES

- Local units of governments must comply with the Cybersecurity Training requirements described in Section 772.012 and Section 2054.5191 of the Texas Government Code.
- Government entities must annually certify their compliance with the training requirements using the [Cybersecurity Training Certification for State and Local Governments](#).
- A copy of the Training Certification must be uploaded to your eGrants application.
- This certification document does NOT have to be uploaded at time of application submission.**
- For more information or to access available training programs, visit the Texas Department of Information Resources [Statewide Cybersecurity Awareness Training](#) page.

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REQUIREMENT: COMPUTERIZED CRIMINAL HISTORY (CCH) – APPLIES TO ALL APPLICANTS IN ALL PROJECT CATEGORIES

Entities receiving funds from PSO must be located in a county that has an average of 90% or above on both adult and juvenile criminal history dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the Texas Code of Criminal Procedure, Chapter 66.

Counties applying for Office of the Governor grants must commit that the county will report at least 90% of convictions within five (5) business days to the Criminal Justice Information System at DPS.

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REQUIREMENT: COMPUTERIZED CRIMINAL HISTORY (CCH) – APPLIES TO ALL APPLICANTS IN ALL PROJECT CATEGORIES

Do you submit an application if your county is below 90% at the time of the February 10th due date? **YES** – your county may come into compliance before grant start date.

Who in your county can help with this? Start with the county judge and/or court offices. COG may be able to help with specific contact persons.

Contact OOG at 512-463-1919 for compliance questions.
Contact DPS for technical questions at cjsjjs@dps.texas.gov.

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COUNTY COMPLIANCE AVERAGES 2017-2021
(updated 1-1-2023)

COUNTY	ADULT	JUVENILE
COLLIN	89%	97%
DALLAS	85%	98%
DENTON	84%	94%
ELLIS	87%	91%
ERATH	92%	98%
HOOD	90%	91%
HUNT	91%	90%
JOHNSON	91%	97%
KAUFGMAN	86%	98%
NAVARRO	86%	94%
PALO PINTO	88%	96%
PARKER	90%	98%
ROCKWALL	94%	87%
SOMERVELL	92%	100%
TARRANT	89%	96%
WISE	85%	99%

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REQUIREMENT: UCR REPORTS – ALL PROJECT CATEGORIES

- Eligible applicants operating a law enforcement agency must be current on reporting complete UCR data and Texas specific reporting mandated by 411.042 TGC to DPS for inclusion in the annual Crime in Texas publication.
- To be considered eligible for funding, applicants must have submitted a full 12 months of accurate data to DPS for the most recent calendar year by the deadline(s) established by DPS.

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REQUIREMENT: CEO/LAW ENFORCEMENT CERTIFICATIONS AND ASSURANCES FORM (ALL FUNDING CATEGORIES)

- Local units of government, including cities, counties and other general political subdivisions, as appropriate, and institutions of higher education that operate a law enforcement agency must comply with all aspects of Department of Homeland Security programs and procedures regarding illegal aliens. See more details in Funding Announcement.
- This signed form does NOT have to be uploaded at time of application submission.
- Form is active until August 31, 2024, or end of grant period, whichever is later.
- NOTE: If you completed this form for prior cycles and it expires August 31, 2023, PSO suggests you get the August 31, 2024, form signed since it'll be required for FY24 grants.
- Download form via link in Funding Announcement or from eGrants Narrative tab.
- Per PSO: CEO is defined as Mayor, County Judge or college/university President/Chair; Head of Agency will be Police Chief or Sheriff

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****NEW** REQUIREMENT IN GVA AND CSE: CEO/NON-GOVERNMENTAL ORGANIZATION (NGO) CERTIFICATIONS AND ASSURANCES FORM**

- Required for all non-profits applying in General Victim Assistance and Commercial Sexual Exploitation categories.
- Non-profits must certify that it does not have, and will continue not to have any policy procedure, or agreement (written or unwritten) that in any way encourages, induces, entices, or aids any violation of immigration laws. See more details in Funding Announcement.
- This signed form does NOT have to be uploaded at time of application submission.
- Form is active until August 31, 2024, or end of grant period, whichever is later.
- NOTE: If you completed this form for prior cycles and it expires August 31, 2023, PSO suggests you get the August 31, 2024, form signed since it'll be required for FY24 grants.
- Download form via link in Funding Announcement or from eGrants Narrative tab.

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ONE MORE **NEW REQUIREMENT.... SEXUAL ASSAULT EVIDENCE TRACKING**

- Required for all cities and counties applying in CJ-JAG, Juvenile Justice & Truancy Prevention, and Violence Against Women categories.
- Any facility or entity that collects evidence for sexual assault or other sex offenses or investigates or prosecutes a sexual assault or other sex offense for which evidence has been collected must participate in the statewide electronic tracking system developed and implemented by DPS.
- See DPS's website for more information or to set up an account to begin participating: <https://www.dps.texas.gov/section/crime-laboratory/sexual-assault-evidence-tracking-program> (Link also located in Funding Announcement.)

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NCTCOG POLICIES & PROCEDURES

MINIMUM SCORE REQUIRED - A minimum score of seventy (70) is required for a NEW or RENEWAL project to be recommended for funding regardless of funding source. **NOTE: This does not apply to CSE applications.**

LOCAL FUNDING PARAMETERS – Funding Announcements state "no maximum"; however, each COG may set suggested funding limits.

PROJECTS OUTSIDE COG'S REGION - Funding allocated to the NCTCOG 16-county region may only serve the NCTCOG region. Therefore, applicants desiring to serve counties in other COG regions must submit a separate application to that COG and follow the policies and procedures set forth by that respective COG.

EX-PARTE CONTACT - Any form of contact between a committee member and an applicant agency's representative, employee or contractor in which the application or the scoring of the application is discussed is prohibited. Such contact may result in an applicant agency being ineligible for future funding consideration.

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PROJECT TYPES

- **NEW PROJECT** – Project is NOT currently funded. NCTCOG Addendum **is** required. **WILL BE SCORED.**
- **RENEWAL PROJECT*** – Project is currently funded and is at end of prioritization cycle. Workshop attendance is mandatory. NCTCOG Addendum **is** required. **WILL BE SCORED.** ***Programmatic Program Reports and Sustainability information from previously completed grant periods will be provided to the Criminal Justice Policy Development Committee.***
- **NON-COMPETING CONTINUATION PROJECT***– Project is currently in a prioritization cycle. Project must maintain the same scope as what is currently funded. NCTCOG Addendum **is NOT** required. **MUST SUBMIT EGRANTS APPLICATION – NOT SCORED.**

*Do not generate a new application number; use your current application number to start your renewal or non-competing continuation application.

Don't suffer from a grant identity crisis – know your project type!!!

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NCTCOG POLICY: THREE-YEAR PRIORITIZATION CYCLE

- Staffing-based projects scored and funded in FY24 will move into a three-year prioritization cycle. These are referred to as non-competing continuations.
- For year two-of-three and year three-of-three the non-competing continuation project will be recommended at an amount not to exceed 100% of the original awarded amount for the remainder of the prioritization cycle.
- Staffing-based projects only: PSO may award a lesser amount to a project due to depleted funding at the project's priority list position. In this case, the applicant may request the initial CJPDC-recommended amount when submitting that project's grant cycle two-of-three and grant cycle three-of-three applications. This policy will be applied to the FY23 staffing-based new or renewal projects that received a lesser amount, if applicable.

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THREE-YEAR PRIORITIZATION CYCLE...cont'd

- Agencies with a non-competing continuation project(s) must submit a complete eGrants application for the second and third year of funding (and attend to workshops!).
- Non-competing continuation projects are NOT scored the second or third year of the cycle.
- NOTE: FY24 non-competing continuation projects may either be submitted at an amount not to exceed 100% of the currently-funded amount or submit the project as a "renewal" and enter back in the competition to be scored.
- **NOTE: Priority cycles do NOT apply to CSE projects.**

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THREE YEAR PRIORITY CYCLE

Highest Priority

Non-Competing Continuation projects scored and funded in FY22 (not scored in FY23 or FY24)

Middle Priority

Non-Competing Continuation projects scored and funded in FY23 (not scored in FY24)

Lowest Priority

New and Renewal Applications (will be scored in FY24)

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NON-COMPETING CONTINUATION PROJECT INFORMATION

Refer to *Eligible Amounts for FY24 Non-Competing Continuation Projects* handout and CJPDC Policies and Procedures related to Prioritization Cycle:

<https://www.nctcog.org/Public-Safety/Criminal-Justice/Criminal-Justice-Policy-Development-Committee>


Specific questions on your project? Visit with COG staff outside the workshop.

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**CATEGORIES REVIEWED BY
NCTCOG**

28



**CRIMINAL JUSTICE GRANT PROGRAM
AKA JUSTICE ASSISTANCE GRANT
(CJ-JAG)**

29



CJ-JAG

The purpose is to promote public safety, reduce crime, and improve the criminal justice system.

Funding may be used to provide additional personnel, equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice purposes.

30

CJ-JAG PURPOSE CONTINUED

Criminal Justice Purposes is defined as activities pertaining to crime prevention, control, or reduction, or the enforcement of the criminal law, including, but not limited to: police efforts to prevent, control, or reduce crime or to apprehend criminals, including juveniles; activities of courts having criminal jurisdiction, and related agencies (including but not limited to prosecutorial and defender services, juvenile delinquency agencies and pretrial service or release agencies); activities of corrections, probation, or parole authorities and related agencies assisting in the rehabilitation, supervision, and care of criminal offenders; and programs relating to the prevention, control, or reduction of narcotic addiction and juvenile delinquency.

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****NEW**** CJ-JAG STATE PRIORITIES

LAW ENFORCEMENT –

- Intelligence-based Investigations (Violent Crime, Border Crime, Gangs)
- Community Policing Programs
- Specialized Officer Training
- Officer Wellness Program

PROSECUTION & COURTS –

- Pre-trial Diversion Programs
- Reduce Evidence Testing Backlog
- Courtroom Personnel training

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****NEW**** CJ-JAG STATE PRIORITIES CONT'D

CRIME PREVENTION AND EDUCATION –

- Life-Skills Training Programs
- Community-Based Prevention Programs

CORRECTIONS AND COMMUNITY CORRECTIONS –

- Probation/Parole Officer Training
- Risk/Needs Assessment for Diversion Programs
- Jail/Prison-Based Co-occurring Treatment

REENTRY PROGRAMS

ASSESSMENT AND EVALUATION PROGRAMS

33

ORGANIZATIONS ELIGIBLE TO APPLY FOR CJ-JAG FUNDS

- State agencies
- Units of local government
- Native American tribes
- Non-profit Corporations (including hospitals and faith-based organizations)
- ISDs
- COGs
- Public and private institutions of higher education

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ELIGIBLE ACTIVITIES FOR CJ-JAG PROJECTS

- Assessment and Evaluation
- Community Corrections
- Corrections
- Crime Prevention
- Law Enforcement
- Prosecution
- Reentry

See **ELIGIBLE ACTIVITIES** handout and **CJ-JAG Funding Announcement** for activity descriptions:

<https://www.nctcoq.org/public-safety/criminal-justice/grant-application-workshop-information>

The **CJ-JAG Funding Announcement**, **JAG Prohibited and Controlled Expenditure Guidance**, and **Guide to Grants** documents also list **unallowable activities/items**.

35

CJ-JAG FUNDING HISTORY – NCTCOG REGION

FY20:	\$1,408,876
FY21:	\$1,620,207
FY22:	\$1,896,468
FY23:	\$2,180,938
FY24:	????

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CRIMINAL JUSTICE PROGRAM - JUSTICE ASSISTANCE GRANT

- Grant Period 10/01/23 through 09/30/24
- Minimum \$10,000
- Non-profits (including hospitals and faith-based organizations): \$50,000 *suggested* limit for **new** projects
- All other applicants: \$100,000 *suggested* limit for **new** or **renewal** projects serving one jurisdiction; \$160,000 *suggested* limit for **new** or **renewal** projects serving two jurisdictions; \$240,000 *suggested* limit for **new** or **renewal** projects serving three jurisdictions
- No match
- ****NEW**** An agency may submit one non-collaborative and one collaborative CJ-JAG application to be scored
- Three-year priority cycle for staffing-based programs
- One-year priority cycle for equipment or training programs

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CJ-JAG FUNDING PARAMETERS PER CJPDC POLICIES

Non-Profits (including hospitals and faith-based organizations): \$50,000 suggested cap for FY24 CJ-JAG applications being scored and prioritized.

Units of Local Government, ISDs, Native American tribes, COGs, State Agencies, Public and Private Institutions of Higher Education:

\$100,000 suggested cap for FY24 CJ-JAG applications being scored and prioritized that benefit one (1) service area/jurisdiction.

\$160,000 suggested cap for FY24 CJ-JAG applications being scored and prioritized that benefit two (2) service areas/jurisdictions.*

\$240,000 suggested cap for FY24 CJ-JAG applications being scored and prioritized that benefit three (3) or more service areas/jurisdictions.*

*CJ-JAG collaboration projects are required to submit Letters of Intent from all collaborators, applicable Cooperative Working Agreements and/or Mutual Aid Agreements to COG.

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****NEW**** CJ-JAG APPLICATION LIMITS PER CJPDC POLICIES

An agency may submit one new or one renewal non-collaborative CJ-JAG application to be scored **and** may also submit one new collaborative or one renewal collaborative CJ-JAG project to be scored. (A *non-collaborative* project benefits a single entity or jurisdiction; a *collaborative* project benefits two or more entities or jurisdictions.)

A separate eGrants application and separate NCTCOG Addendum must be created if you go this route. The projects will be scored independent of each other.

EXCEPTION: Distinct local government departments may submit one new OR one renewal AND one new collaborative or one renewal collaborative CJ-JAG application to be scored.

For example, a county's juvenile probation department, district attorney's office and sheriff's office may each submit one new OR one renewal AND one collaborative CJ-JAG application to be scored.

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CJ-JAG COLLABORATIVE PROJECT INFO

COLLABORATION EXAMPLES: Multi-Jurisdiction Task Forces; a county purchases communications infrastructure that allows linkage with other jurisdictions; crime lab personnel to process evidence from multiple jurisdictions.

NOT REALLY A COLLABORATION: Agency purchases a mobile watch tower and will loan it out occasionally if neighboring jurisdictions need it.

NOTE: Projects \$100,000 and less may also be collaborations between more than one agency. If so, make sure to submit required supporting documentation!

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****NEW**** CJ-JAG PATROL VEHICLE REQUEST LIMIT PER CJPDC POLICY

Agencies funded for a law enforcement patrol vehicle(s) in FY23 CJ-JAG may not apply for an additional patrol vehicle(s) in the FY24 and FY25 CJ-JAG grant cycles

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PSO'S CJ-JAG REQUIREMENTS

- BODY-WORN CAMERA POLICY CERTIFICATION
- LICENSE PLATE READER (LPR) USER AGREEMENT WITH TxDPS
- INTEROPERABLE COMMUNICATIONS SWIC REVIEW
- PROHIBITED TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES AND EQUIPMENT CERTIFICATION FORM

Download forms from NCTCOG website: <https://www.nctcog.org/public-safety/criminal-justice/grant-application-workshop-information>


Forms also found in CJ-JAG application narrative section or on eGrants updates page: <https://egrants.gov.texas.gov/updates.aspx>

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**GENERAL VICTIM ASSISTANCE (GVA)
PROGRAM**

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GVA

The purpose of this program is to provide services and assistance directly to victims of crime to speed their recovery and aid them through the criminal justice process. Services may include the following:

- responding to the emotional and physical needs of crime victims;
- assisting victims in stabilizing their lives after a victimization;
- assisting victims to understand and participate in the criminal justice system; and
- providing victims with safety and security.

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ORGANIZATIONS ELIGIBLE TO APPLY FOR GVA FUNDS

<ul style="list-style-type: none"> ■ State Agencies ■ Units of Local Government ■ ISDs ■ Non-profit Corporations (including hospitals and faith-based organizations) 	<ul style="list-style-type: none"> ■ Native American Tribes ■ Public and private non-profit institutions of higher education ■ COGs that provide direct services to victims of crime
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ELIGIBLE ACTIVITIES FOR GVA PROJECTS

- Crisis Services
- Forensic Interviews
- Legal Advocacy
- Multi-Disciplinary Teams and Case Coordination
- Peer Support Groups
- Professional Therapy and Counseling
- Program Evaluation and Assessment
- Protective Order Assistance
- Shelter (includes Emergency Shelter and Transitional Housing)
- Victim-Offender Meetings

See **ELIGIBLE ACTIVITIES** handout and **GVA Funding Announcement** for activity descriptions: <https://www.nctcog.org/public-safety/criminal-justice/grant-application-workshop-information>

The **GVA Funding Announcement** and **Guide to Grants** also list **unallowable activities/items**.

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GVA FUNDING HISTORY – NCTCOG REGION

FY20: \$25.6M*
 FY21: \$14.7M – All projects 12-months from this point forward
 FY22: \$23.5M
 FY23: \$27.1M
 FY24: ????

(*included funding to accommodate 24-month grant period)

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GENERAL VICTIM ASSISTANCE (GVA)

- Grant Period: start on or after **10/01/23** and expire on or before **09/30/24**
- Minimum \$10,000
- No maximum funding limit for new or renewal GVA projects being scored (more on this later)
- Non-profits limited to one GVA application per agency; all other eligible organizations limited to one application per unit, district or division.
- No match
- Three-year priority cycle
- One-year priority cycle for equipment-only projects (i.e., vehicles)

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GVA NON-COMPETING CONTINUATION POLICIES PER CJPDC

- ****NEW**** Several agencies have GVA components that were scored separately in prior grant cycles and were "off cycle" from each other. **FY24 GVA applications containing a renewal component AND a non-competing continuation component will inherit the prioritization cycle status of the most recently-scored component (see Eligible Amounts for FY24 Non-Competing Continuation Projects spreadsheet.)**
- If you have a non-competing continuation and wish to request funding for a new, distinctly different project than what is currently funded you must include the new project AND non-competing continuation project within a single GVA application. **The NEW, DISTINCTLY DIFFERENT component will be scored.**

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JUVENILE JUSTICE & TRUANCY PREVENTION PROGRAM (JJ-TP)

50



JJ-TP

Supports projects that prevent violence in and around school; and to improve the juvenile justice system by providing mental health services, truancy prevention and intervention through community-based and school programs.

51

ORGANIZATIONS ELIGIBLE TO APPLY FOR JJ-TP GRANT FUNDS

- Units of local government
- Native American tribes
- Non-profit Corporations (including hospitals and faith-based organizations)
- ISDs
- COGs

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ELIGIBLE ACTIVITIES FOR JJ-TP PROJECTS

- Community-Based Programs and Services
- Juvenile Case Manager
- Truancy Prevention
- Mental Health Services
- School Programs

See *ELIGIBLE ACTIVITIES* handout and JJ-TP Funding Announcement for activity descriptions: <https://www.nctcog.org/public-safety/criminal-justice/grant-application-workshop-information>

The JJ-TP Funding Announcement and Guide to Grants also list **unallowable** activities/items.

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SPECIAL INFO FOR JJ-TP

- This application category has two separate funding streams.
- Truancy Prevention dollars may be used for truancy prevention and intervention services applied for by an ISD, city or county.
- PSO will determine which funding category based on the organization type and project activities.
- Our region will receive a batch of Juvenile Justice projects to prioritize and a batch of Truancy Prevention projects to prioritize.
- ISD, county and city applicants have no control over which batch your project is assigned for prioritization.

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JJ FUNDING HISTORY - NCTCOG REGION

FY20: \$1,229,968
FY21: \$1,032,204
FY22: \$ 807,043
FY23: \$ 754,196
FY24: ????

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TP FUNDING HISTORY – NCTCOG REGION

FY21: \$384,356
FY22: \$433,319
FY23: \$459,296
FY24: ????

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JUVENILE JUSTICE & TRUANCY PREVENTION

- Grant Period: Projects must begin on or after 09/01/23 and may not exceed a 12-month project period.
- Minimum \$10,000
- \$100,000 *suggested* limit for **new** and **renewal** projects
- Limit of two distinctly different FY24 JJ-TP applications to be scored per agency
- Three-year priority cycle
- No match

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MULTIPLE PROJECTS

An agency may submit no more than two (2) JJ-TP applications to be scored. The projects must be ***distinctly different*** projects. This is demonstrated with different problems, target populations, different services, and/or different geographic areas.

58

VIOLENCE AGAINST WOMEN JUSTICE & TRAINING PROGRAM (VAW)

59

VAW PURPOSE

The purpose of this funding is to solicit applications for projects that promote a coordinated, multidisciplinary approach to improve the justice system's response to violent crimes against women, including domestic violence, sexual assault, dating violence, and stalking.

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STATE PRIORITIES (eGRANTS NARRATIVE TAB)

On eGrants Activities tab, applicants must explain how project addresses one or more of these state priorities:

- Law Enforcement
- Prosecution
- Victim Services
- Courts

(More details on VAW priorities located on eGrants Activities tab.)

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ORGANIZATIONS ELIGIBLE TO APPLY FOR VAW FUNDS

- State Agencies
- Units of Local Government
- ISDs
- Non-profit Corporations (including hospitals and faith-based organizations)
- Native American Tribes
- Public and private non-profit institutions of higher education
- COGs

62



CAN A NON-PROFIT APPLY IN VAW FOR DIRECT VICTIM SERVICES?

Per VAW Funding Announcement, non-profits seeking to provide direct services to victims of crime are not eligible under this solicitation and should apply under the General Victim Assistance category.

63

ELIGIBLE ACTIVITIES FOR VAW PROJECTS

- Court Services / Improvements (including Specialized Courts)
- Crisis Services
- Forensic Interviews
- Investigation
- Legal Advocacy
- Peer Support Groups
- Victim-Offender Meetings
- Professional Therapy and Counseling
- Multi-Disciplinary Teams and Case Coordination
- Prosecution
- Protective Order Assistance
- Technology
- Training

See **ELIGIBLE ACTIVITIES** handout and VAW Funding Announcement for activity descriptions: <https://www.nctcog.org/public-safety/criminal-justice/grant-application-workshop-information>

The Funding Announcement and Guide to Grants also list **unallowable** activities/items.

64

VAW FUNDING HISTORY – NCTCOG REGION

FY20:	\$1,433,046
FY21:	\$1,304,421
FY22:	\$1,064,727
FY23:	\$1,209,587
FY24:	????

65

VIOLENCE AGAINST WOMEN

- Grant Period: Projects must start on or after **09/01/23** and end on or before **08/31/24**
- Minimum \$5,000
- ****NEW**** \$150,000 *suggested* limit for **new** and **renewal** VAW projects
- Limit of two distinctly different FY24 VAW applications to be scored per agency
- Match requirement: 30% of the total project cost (Non-profits are exempt from match requirement.)
- Three-year priority cycle
- One-year priority cycle for equipment-only projects (i.e., technology)

66

MULTIPLE PROJECTS

An agency may submit no more than two (2) VAW applications to be scored. The projects must be ***distinctly different*** projects. This is demonstrated with different problems, target populations, different services, and/or different geographic areas.

67

VIOLENCE AGAINST WOMEN (VAW) MATCH INFO

- 30% of total project cost. (Non-profits are exempt from match requirement.)
- Matching funds are considered grant funds and may only be used for eligible, approved budget items.
- Matching funds must be acquired during the grant period.
- Donations must be received during the grant period to be eligible for in-kind match.
- If you exceed the match requirement and your project is awarded, you will be held to the higher amount.

68

VAW MATCH INFO...continued

- You must provide source(s) of in-kind and cash match on the eGrants Budget tab > Source of Match subtab.
- **NOTE: eGrants does not calculate the match amount for you. When you submit the application the errors section of eGrants will alert you if the match is not met.**

69

CALCULATING VAW MATCH

VAW Match Formula: Determine the minimum match requirement using the following formula example:

\$150,000 request sample:

- Step 1: Determine the Total Project Cost by dividing the Amount of OOG Funds Requested by the % OOG Can Pay.
 $\$150,000 / .70 = \$214,286$
- Step 2: Determine the Minimum Match Required by multiplying the Total Project Cost by the % of Match Required.
 $\$214,286 \times 30\% = \$64,286$ **required match**

70

RESIDENTIAL AND COMMUNITY-BASED SERVICES FOR VICTIMS OF COMMERCIAL SEXUAL EXPLOITATION (CSE) PROGRAM

71

CSE PURPOSE

The purpose of this funding is to support programs for children and transition-age youth through age 24 who have experienced commercial sexual exploitation and support their healing through immediate and long-term services.

SPECIAL SCORING PROCESS: PSO will forward CSE applications with a regional or local scope to NCTCOG. Our advisory committee reviewers will give each CSE application a score from 1-5 based on how well the proposed program meets RFA requirements. PSO will take into consideration the COG's score and will make all final funding decisions.

NOTE: Scorers will review ONLY the eGrants application; **no NCTCOG Addendum required.**

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ORGANIZATIONS ELIGIBLE TO APPLY FOR CSE FUNDS

- State Agencies
- Units of Local Government
- Non-profit Corporations (including hospitals and faith-based organizations)
- Native American Tribes
- Public and private non-profit institutions of higher education
- ISDs

73

ELIGIBLE ACTIVITIES FOR CSE PROJECTS

- Community-Based Drop-In Centers
- Emergency Residential Placements / Stabilization and Assessment Centers
- Innovative Services for Commercially Sexually Exploited Persons
- Long-Term Residential / Residential Treatment
- Specialized Behavioral Health Services

See *ELIGIBLE ACTIVITIES* handout and CSE Funding Announcement for activity descriptions <https://www.nctcog.org/public-safety/criminal-justice/grant-application-workshop-information>

The CSE Funding Announcement and Guide to Grants also list **unallowable activities/items**.

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RESIDENTIAL AND COMMUNITY-BASED SERVICES FOR VICTIMS OF COMMERCIAL SEXUAL EXPLOITATION (CSE) PROGRAM

- Grant Period: Projects must start on or after **10/01/23** and end on or before **09/30/24**. Projects may not exceed a 12-month project period.
- Minimum **\$10,000**
- No maximum limit
- No match

75

GVA, VAW and CSE - VICTIM SERVICES TAB IN EGRANTS

This section addresses:

- Agency Type
- Purpose of Award
- Type of Crime Funding Distribution
- Use of Funds
- Types of Victimitizations
- Budget and Staffing Profile

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ALL APPLICATIONS

Submission Deadline

THURSDAY, FEBRUARY 9, 2023

NO LATER THAN 5:00 PM CST

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APPLICATION SUBMISSION PROCESS

Go to eGrants website at:

<https://egrants.gov.texas.gov>

ALL FY24 New, Renewal and Non-Competing Continuation projects: Submit grant application(s) via eGrants system.

New Projects and Renewal Projects to be Scored: In addition to eGrants must submit applicable NCTCOG Addendum by **February 9, 2023, 5:00 pm CST** via email to: cjapplications@nctcog.org

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Use the "eGrants User's Guide to Creating an Application" and "eGrants Registration Guide" to start the application process.
<https://egrants.gov.texas.gov>

All Applicants – Log in to eGrants and go to APPLY tab to start application.



79

CERTIFY – CERTIFY – CERTIFY!!!!


- After the grantwriter hits "submit" in eGrants, the Authorized Official must log in to eGrants and "Certify" each application before PSO accepts it.
- The certification **MUST** be done no later than **5:00 PM CST on February 9, 2023**.
- Applications that are not certified by the deadline will be **INELIGIBLE!**

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PRE-SUBMISSION TECHNICAL ASSISTANCE (TA)

- PSO**
Provides TA for questions related to the application process. egrants@gov.texas.gov or [\(512\) 463-1919](tel:5124631919)
- COG**
Provides TA for questions related to the actual content used to fill in the eGrants application and the NCTCOG Addendum.

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PRE-SUBMISSION TA


Kelly Schmidt
 817-608-2383
kschmidt@nctcog.org

Use email for TA reviews; COG cannot log into eGrants to see a draft of your application.

Please do not send a partially completed Addendum or eGrants draft for TA – it's easier to provide assistance when all sections are completed.

Please allow 2 business days for TA feedback to be returned to you. Feedback will be sent via email.


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PRE-SUBMISSION TA

- COG will provide TA to interested applicants for new, renewal and/or non-competing continuation projects.
- How to get eGrants to COG for review: Log into application, go to Summary tab, click "*Printer Friendly*" link to open box with entire grant, select/copy/paste all info into either a Word doc, pdf, or body of an email and send to COG.
- Email the **eGrants** info and **Addendum (if applicable)** for feedback.

83




PRE-SUBMISSION TA

- COG will read your draft to check that there are responses to the scoring criteria and PSO's requirements. TA does not address the quality of your responses.
- COG will review budget line item description detail.
- COG TA is advisory in nature and is not intended to address all possible outcomes of the grant application process.
- TA is provided by COG as an additional service to our grant applicants.

COG TA will not save you from a bad idea for a project.


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COG ADDENDUM AND SCORING CRITERIA

Download applicable NCTCOG Addendum and Scoring Criteria handouts located at:
<https://www.nctcog.org/public-safety/criminal-justice/grant-application-workshop-information>

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NCTCOG ADDENDUM – ONLY FOR **NEW OR RENEWAL** PROJECTS BEING SCORED!


- Addendum is an additional document used in tandem with eGrants.
- Addendum is a Word document that applicants must email to COG in addition to submitting the online eGrants application.
- Addendum form must be downloaded from COG FY24 webpage’s Handouts section.
<https://www.nctcog.org/public-safety/criminal-justice/grant-application-workshop-information>

Per CJPDC Policy:

- Applications submitted on incorrect NCTCOG addendum will not be scored and will not be recommended for funding.
- Applications submitted on NCTCOG Addendum from prior grant cycles will not be scored and will not be recommended for funding.
- Late addendums will not be accepted, without exceptions. There is no appeal process.

NOTE: CSE applicants are not required to submit Addendum.

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COG ADDENDUM SUBMISSION INSTRUCTIONS

Email completed Addendum as a Word document to cjapplications@nctcog.org no later than 5:00 pm CST on February 9, 2023.

IMPORTANT:

- You will receive an email confirming COG has received your document.
- Identify your agency name in the email subject line.
- Do not send COG Addendum as a pdf file!
- *Do not upload Addendum to eGrants*

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NCTCOG ADDENDUM: AGENCY INFO

- Agency Name
- Project title (must match project title in eGrants application)
- Application # (7-digit number generated from eGrants)
- Location of Agency Headquarters

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NCTCOG ADDENDUM: AGENCY INFO CONTINUED..

- **ALL PROJECTS:** Provide OOG funding amount requested for this new or renewal project
- **CJ-JAG ADDENDUM:**
 - Is this a collaboration project? YES/NO
 - (If YES, submit applicable MOUs/letters of intent)
 - Make sure you check "YES" if CJ-JAG project is \$100,000 or less and is collaboration with another agency!
- **GVA ADDENDUM:**
 - Provide total OOG amount of non-competing continuation project(s) (if applicable)
 - **IMPORTANT:** If your agency has a GVA application with a non-competing continuation component AND a new, distinctly different component: The GVA addendum sections should ONLY address the new component.

89

NCTCOG ADDENDUM: PROJECT SUMMARY (No points assigned for this section)

In **100 words or less**, briefly summarize the proposed project.

Yes, some scorers will count words to see if you went over the limit!

90

NCTCOG ADDENDUM: SUPPORTING DATA (up to 10 points)

Provide at least three (3) years of local, comparable data that demonstrates the problem exists, demonstrates the problem's size and scope, and demonstrates the problem's negative effects on the target population.

All data MUST be cited.

HINTS:

- Do not use statewide data for a local problem or national data for a statewide problem.
- Using data from outside sources is helpful; however, your agency's internal data may also be included to support the problem.
- Describe how the data supports the problem to be addressed.
- Make sure data is verifiable and describes local conditions.

91

NCTCOG ADDENDUM: CAPACITY & CAPABILITIES – AGENCY COLLABORATION TABLE

- Using the table, list no more than five (5) of the most important collaborations that your agency has with other entities in order to carry out this project.
- Collaborative relationships do NOT involve an exchange of funds. Don't list contractors in this table; the reader will see contractor info in your budget.
- If no collaborations are needed, please put N/A.
- This information will be assessed with the Capacity & Capabilities section in eGrants.

NOTE for CJ-JAG: If you check YES for collaboration don't put N/A in this table – you should list your collaborators!

92

NCTCOG ADDENDUM: DUPLICATION OF SERVICES (No points assigned for this section)

In 100 words or less, describe how this project avoids duplication or overlapping of existing resources or programs available within project's proposed service area and target population.

Remember word limit....!

93

**NCTCOG ADDENDUM:
SUSTAINABILITY (up to 5 points)**

In 100 words or less, describe your strategy to sustain this project beyond the grant period.

For equipment or technology projects, describe agency's plan to maintain equipment beyond the grant period (i.e., routine maintenance, repairs, upgrades, etc.)

Did we mention word limit????

94

**NCTCOG ADDENDUM: RENEWAL BUDGET
INCREASE JUSTIFICATION (No points
assigned for this section)**

In 100 words or less, if this renewal has an increase in OOG funds from what is currently funded, describe justification for the funding request increase.

Put N/A if this is NOT a renewal project.

or

Put N/A if this is a renewal with NO budget increase.

Look....it's another section with a word limit!

95

****NEW** FOR CJ-JAG NCTCOG ADDENDUM:
PATROL VEHICLE INFORMATION (No points
assigned for this section)**

In 100 words or less, provide the following:

- total number of patrol vehicles in the fleet and how many of those have over 100,000 miles;
- your agency's annual patrol fleet maintenance budget; and
- funding source(s) of your agency's patrol fleet budget (i.e., general funds, other grants, Crime Control Prevention District funds).

(Put N/A if this is NOT a request for patrol vehicles.)

Last reminder for word count!

96

HINTS FOR COMPLETING THE ADDENDUM

- **DO NOT** exceed the 3-page limit; DO NOT remove instructional information or change font size / margins / page orientation to give yourself more space.
- **DO** make sure to use the correct addendum for your program category.
- **DO** make use of tables, charts and/or graphs in the data section to convey trends and patterns. Data in paragraph format is cumbersome to read through. NOTE: The eGrants Supporting Data section will not allow for tables, charts, etc.; you'll have to describe data in sentence format. This is why COG reviewers use the addendum to evaluate your supporting data.
- All text and tables should be in black/white. Scorers will not receive color copies of your addendum.

NOTE: COG will print your eGrants application for scoring purposes. DO NOT copy/paste any eGrants information into the COG Addendum.

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IMPORTANT eGRANTS INFO FOR GVA APPLICANTS

If your GVA application covers a non-competing continuation AND a new, distinctly different project, **please** make use of capitalization in eGrants narrative sections to make it easier for reader to discern between **NON-COMPETING CONTINUATION** components and **NEW** components.

98

eGRANTS APPLICATION: PROBLEM STATEMENT (up to 10 points)

Describe the nature and scope of the problem in your service area that this proposed project will address.

This must be a statement of the core, underlying problem.

A lack of resources is not, in and of itself, a problem.

HINT: Use SUPPORTING DATA section to provide stats that back up the problem description. Try to avoid bogging down your problem statement section with data.

99



**eGRANTS APPLICATION:
TARGET GROUP (up to 5 points)**

Describe the agencies, individuals, or other groups who will be served by the proposed project.

Include the size and basic demographics for the people served, challenges they face, and any other information relevant to the project.

Applicants should demonstrate that they understand their target group well enough to effectively carry out the project.

100



**eGRANTS APPLICATION: PROJECT
APPROACH & ACTIVITIES (up to 20
points)**

Provide core information needed to understand the methodologies, approaches, and activities to be employed by the project.

Provide a rationale for choosing this particular model.

Include any relevant timelines.

Any therapy or licensed counseling provided should include a description of the modality/framework used.

The reader should be able to understand how the approach and activities tie to solving the stated problem.

HINT: Focus on what grant is paying for – extra info can cause confusion.

101



**eGRANTS APPLICATION: CAPACITY &
CAPABILITIES (up to 5 points)**

NOTE: Collaboration table in Addendum will also be used to evaluate this section.

Describe your agency's background, organizational capabilities, staff capabilities and qualifications (including contractors), and performance history to carry out this specific project.

If licensed or certified staff (including contractors) will perform work, describe required license or certification. Empty positions requiring a license or certification should be noted.

Briefly summarize any collaborative partnerships created for the purpose of the proposed project.

102

eGRANTS APPLICATION: PERFORMANCE MANAGEMENT (up to 20 points)

NOTE: This scoring factor based on info provided in eGrants Performance Management section AND on info provided on eGrants Measures tab

- Describe project's goals and objectives.
- Describe methods, mechanisms, or tools used to generate outcome and output measures.
- Describe how your agency will collect, track, and maintain the relevant data needed to determine if the project is achieving its goals and objectives throughout grant period.
- Describe how data is analyzed.
- Describe what the baseline, or current state is, for output and outcome measures.

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...MORE ON PERFORMANCE MANAGEMENT

Hints for addressing Performance Management:

- **Goals** focus on the target population and are broad statements that indicate the general intentions of the project to achieve some outcome.
- **Objectives** are clear, tangible, and specific:
 - To [reduce/increase/ enhance/etc.] [something], by [x amount], by [dd/mm/yy date].
 - A project can have multiple objectives.

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...and MORE ON PERFORMANCE MANAGEMENT

Applicants should give confidence that the collected data will be accurate, maintained, and analyzed in a manner that enables agency to adapt to changing assessments of the problem or project performance, and to evaluate and document the project's effectiveness.

Data Collection → Data Analysis → Good Decision Making

Baseline hint: Baseline info is numeric and is the "current state" – it's a 12-month estimate of what you're doing now for the output/outcome measures. This helps the reader compare current levels to the projected target levels.


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TIPS/TRICKS FOR eGRANTS MEASURES TAB

- Selecting an activity on the eGrants Activities tab will cause all outputs/outcome measures linked to that activity to display on the Measures tab.
- Estimate quantities for each measure that apply to the project or enter a "0" if a measure is not applicable.
- Measures should be estimates only of activities that occur during the project period and are achieved with grant funds.
- Make sure target levels cover the duration of the grant period!
- **IMPORTANT! Per PSO – CSE is the ONLY category in which custom measures may be created.**

106



eGRANTS APPLICATION: EVIDENCE-BASED PRACTICES (up to 5 points)


Describe the research or evidence used to select the methods, approach, and activities described in the other narrative sections.

Where possible, cite specific research, evidence, or published best/promising-practices model used as the basis for the project's design.

In case of an equipment or technology project, describe evidence or best/promising practices model to support the purchase.

If the project approach and activities are not based on existing evidence, you must describe why you believe the method to be promising.

107



LOCAL PRIORITIES (up to 10 points)
CJ-JAG Equipment-Only projects: up to 15 points

- When assigning Local Priorities points, scorers will take into consideration the overall scope of the project and rate the degree to which the project addresses a local priority(ies).
- Ensure your project aligns with at least one priority.
- Refer to NCTCOG FY24 Local Priorities handout at <https://www.nctcog.org/public-safety/criminal-justice/grant-application-workshop-information>

NOTE: There is not a "Local Priorities" narrative section on the application or on the Addendum.

108

**eGRANTS APPLICATION:
BUDGET (up to 10 points)**

CJ-JAG Equipment-Only projects: up to 5 points

- Budget items should be eligible, reasonable, essential, and correlate to the goal and activities of the project.
- All budget line items must have sufficient detail to justify the item to be included in the project.

IMPORTANT! See Funding Announcement and Guide to Grants for list of unallowable costs

109

**COMPLETING THE BUDGET
IN EGRANTS**

Refer to PSO's "**User's Guide for Creating an Application**" and "**Guide to Grants**" for specific information on budgetary line items.

These documents are on NCTCOG's FY24 webpage and on PSO's Resource website at

<https://egrants.gov.texas.gov/updates.aspx>

110

**eGRANTS BUDGET LINE
ITEM: *PERSONNEL***

- Grant personnel positions must be on separate line items – don't combine two identical positions in one line item.
- Each personnel line item description should state the following:
 - the specific position title;
 - brief summary of position's responsibilities related to the project;
 - first and last name of the employee in that position (except for the volunteer line item), *OR* note if position is currently vacant, *OR* indicate as *NEW* if position will be created if application is funded;
 - Full-time or part-time (with hours per week); and
 - annual salary and fringe benefits amounts.

111

**eGRANTS BUDGET LINE ITEM:
PERSONNEL *continued***

- If applicable, include fringe benefits in the description. The line item description **MUST** have the fringe amount noted separately. For example: "\$50,000 annual salary plus \$15,000 fringe benefits." Don't include fringe benefits as a separate line item.
- The % of salary cell refers to the **percentage of salary to be funded from the grant (including match, if applicable)**. See page 17 of *eGrants User Guide for % of salary calculation formula*.
- VAW applicants using volunteers as in-kind match:
 - The volunteer line item should include description of eligible services provided by volunteers; number of volunteer hours; and rate per hour to support the total.
 - If using volunteers with different valuation rates, please separate these into two separate line items.

112

**eGRANTS BUDGET LINE ITEM:
PROFESSIONAL AND CONTRACTUAL
SERVICES**

- Each contracted service should be listed on a separate line item. If a contract includes several services, it should be explained in the line item description.
- Describe each contractual deliverable, rate, number of clients served if applicable, location where services will be performed, and a brief explanation and purpose for the contract.
- Contracting services out without going through a procurement process violates federal administrative regulations.
- Vendors or contractors should not be identified by name in the description unless you have gone through your agency's procurement process.
- Keep in mind, grantee defines contract deliverables, not the contractor/vendor!

113

**eGRANTS BUDGET LINE ITEM:
TRAVEL AND TRAINING**

Each travel and training line item description must include:

- the purpose and description of the travel **AND**
- the applicant agency's travel guidelines along with the mileage, per diem, and lodging rates.

If known at time of submission, PSO prefers you describe specific conferences/trainings...and list those on separate line items.

114

BUDGET LINE ITEM:
TRAVEL AND TRAINING continued

- Out of state and international travel MUST include the following in the description:
 - how the event is related to grant activities
 - how attendance at the event will impact the project's goals and objectives
 - justification as to why agency personnel must go out-of-state rather than attend a similar training in-state

115

eGRANTS BUDGET LINE ITEM: EQUIPMENT

- PSO defines equipment as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit cost of \$5,000 or more, or less if grantee chooses to capitalize items costing less.
- Equipment under \$5,000 should be placed in Supplies & Direct Operating Expenses.
- In equipment description, be specific on how equipment will accomplish the activities.
- Purchasing equipment without going through a procurement process violates federal administrative regulations. Your agency must have written Procurement policies.
- Vendors must not be identified by name unless you've gone through your agency's procurement process.
- If multiple units of the same item are to be purchased, the number and cost per item must be included in the line item description. (Example: 4 computers @ \$5,000 each.)

116

More on Procuring Equipment or Contracted Services

From Office of Justice Programs (OJP) Financial Guide:

"For a specific procurement, you must exclude from bidding or proposal submission any contractors who have been involved in development of the procurement. For example, you must not accept bids or proposals from contractors who have developed or drafted specifications, requirements, statements of work, and/or requests for proposals for the procurement."

What does this mean? A potential vendor or contractor may **NOT** help you write the application.

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eGRANTS BUDGET LINE ITEM: *SUPPLIES AND DIRECT OPERATING EXPENSES*

- Items with a per-unit cost of less than \$5,000, are **directly** related to the delivery of services and do not fall under one of the other budget categories should be itemized under supplies with a brief description and justification.
- This budget category also includes other direct costs such as leases for space, project supplies, office supplies, communications, utilities, etc.
- All costs must be prorated.
- NOTE: When calculating cost for space and utilities, ensure that costs are based on percent of square footage. You must indicate amount of square footage and rate per square foot in the budget description.

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eGRANTS BUDGET LINE ITEM: *INDIRECT COSTS*

- If you have never received a federally recognized or state approved indirect cost rate, PSO may approve indirect costs in an amount **not to exceed 10%** of the approved modified total direct costs (MTDC). **See page 27 of Guide to Grants for MTDC Calculation instructions.**
- An **excess of 10%** can be charged if the applicant has an approved cost allocation plan from their federal or state cognizant agency. Must be submitted to PSO for review.
- Provide a brief description of Indirect charges.

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BUDGET HINTS

- Budget expenses should be focused on accomplishing the project's activities. Provide enough detailed information so the reader understands what the project is funding – if the reader has to guess what something is to be used for, then you don't have enough detail.
- The line item description should answer: Is the line item reasonable? necessary? and allocable (does it fit in this project)?
- Understand what costs are eligible and what are ineligible – refer to the lists of prohibited items in the Funding Announcement handout and Guide to Grants.
- Explain what you'll be buying (equipment, supplies), quantity, what it's used for, who uses it. Costs in the budget must support the activities.
- GVA applicants with non-competing continuation AND new components: **make notation of CONTINUATION or NEW within EACH budget line item description.**

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**eGRANTS REQUIREMENTS,
REMINDERS, TIPS, AND TRICKS**

**Use the "eGrants User Guide to
Creating an Application"!!**



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**eGRANTS PROFILE TAB -
PLAN YEAR INFO**

Grant Period:

**Make sure you enter the correct
grant period based on the program
category's Project Period**

122

**eGRANTS PROFILE TAB –
GRANT OFFICIALS**

Authorized Official (AO):

- Appointed/authorized by the governing body of the organization.
- AOs are generally the county judge, mayor, city manager, chairman of a non-profit board, head of a state agency, executive director.
- Authorized to apply for, accept, reject, alter, or terminate the grant.
- Responsible for certifying initial submission and subsequent changes made to applications or grants.

Project Director (PD):

- Responsible for the day-to-day operations of the project.
- Must be an employee of the grantee agency.
- Responsible for required programmatic reporting.


Financial Officer (FO):

- Required to be the chief financial officer, Auditor or Treasurer of the Board (or designee) for grantee agency.
- Must be either an employee or a Board member.**
- Responsible for maintaining financial records to account for all grant funds.
- Responsible for requesting funds and completing required financial reporting in eGrants.

Grant Writer (GW)

- Responsible for creating an application.

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eGRANTS PROFILE TAB > VENDOR SUBTAB

- All applicants must be registered in the federal System for Award Management (SAM) database and have a Unique Entity ID (UEI) number assigned to its agency. Go to www.sam.gov to get registered and request a UEI number.
- All applications must upload all three Vendor Information forms **before** submission:
 - Direct Deposit form
 - New Payee ID form
 - IRS W-9

Where are these Vendor forms?
 On our website: <https://www.nctcog.org/public-safety/criminal-justice/grant-application-workshop-information>
 or
 download from eGrants Profile tab > Grant Vendor sub tab > click "Forms" link located in Instructions section


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eGRANTS DOCUMENTS TAB – SEE USER GUIDE FOR DETAILS ON THESE SECTIONS

- Resolution from Governing Body: Non-profit corporations, local units of government, and other political subdivisions must upload a resolution from its governing body (city council, county commissioners' court, school board, board of directors). Download resolution template from our website <https://www.nctcog.org/public-safety/criminal-justice/grant-application-workshop-information> or from eGrants Documents tab. **The signed resolution does NOT have to be uploaded in eGrants by the February 9th due date but take care of this at your earliest convenience.**
- Contract Compliance: If contractual costs are shown in the budget, the applicant must explain how they will monitor the contracts for compliance with deliverables.
- Lobbying
- Fiscal Year
- Sources of Financial Support
- Single Audit
- Equal Employment Opportunity Plan
- Debarment
- FFATA Certification

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HINTS FOR eGRANTS

- Read ALL Fund Source Information and Requirements on the Narrative tab.
- Respond to all Project Narrative components. Don't put N/A in any Project Narrative sections – if you do, PSO will consider it incomplete!
- Non-Profits have a Fiscal Capability tab which requires info on agency's IRS tax exempt status, accounting methods and internal control systems.
- There's a 2-hour time-out feature on each tab. Use the Save button frequently to make sure you don't lose information.
- You can't do any formatting in eGrants – i.e., bullet points, bolding, tabs, tables.
- For areas that do not apply to your project: You must respond with 0 or N/A to prevent errors when submitting.

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GRANT PRELIMINARY REVIEW REPORT (PRR) PROCESS AFTER YOU SUBMIT APPLICATION

- What's a PRR? PSO grant managers will perform an in-depth compliance review on the eGrants application.
- The PRR review of an application requesting revisions does not guarantee funding nor is it meant to suggest the project will be funded.
- Your PSO grant manager may contact you for eGrants revisions before the application is scored and prioritized.
- **The original submission of your eGrants application is the version that will be scored.**
- A PRR is NOT performed on the Addendum.

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BE AWARE OF REPORTING, MONITORING, AND CIVIL RIGHTS REQUIREMENTS FOR FUNDED PROJECTS

- Quarterly financial reporting via eGrants
- Programmatic progress reporting via eGrants
- OOG monitoring staff will conduct either an on-site audit or desk review audit of all funded projects.
- Civil Rights:
 - All funded agencies, regardless of project type, must comply with Civil Rights statutes.
 - Civil Rights compliancy is heavily monitoring by OOG staff.
 - A Civil Rights Training document and other information is provided on OOG's resource page in the Civil Rights section:
<https://egrants.gov.texas.gov/updates.aspx>.

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SUPPLANTING



Definition: To deliberately reduce local funds because of the existence of federal funds.

Awarded funds must be used to supplement existing funds for program activities and not replace (supplant) funds that have been appropriated, allocated or disbursed for the same purpose. Grant monitors and auditors will look for potential supplanting during reviews. Violations may result in a range of penalties, including suspension of future funds, suspension or debarment from receiving federal or state grants, recoupment of monies provided under the grant, and civil or criminal penalties.

Example: Your agency has already budgeted funds to hire a rocket scientist and purchase a vehicle for him/her. You may not apply for grant funds to pay for your rocket scientist or that vehicle in order to "free" up money in your agency's budget. If you replace your local funds with federal funds, that is considered "supplanting".

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APPLICATION MELTDOWN PREVENTION



It's never a good idea to wait until February 9th to log into eGrants for the first time and/or start the NCTCOG Addendum.

Sending your draft to COG for technical assistance at 4:30 pm on February 9th is probably not a terrific strategy either.

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CERTIFY – CERTIFY – CERTIFY!!!!

- After the grantwriter hits "submit" in eGrants, the Authorized Official must log in to eGrants and "Certify" each application before PSO accepts it.
- The certification **MUST be done no later than 5:00 PM CST on February 9, 2023.**
- Applications that are not certified by the due date will be **INELIGIBLE!**


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CONTACT INFORMATION


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ALL DONE!



QUESTIONS?
ANSWERS?
COMMENTS?
EMOTIONAL OUTBURSTS?

...stick around if you want to see a quick eGrants demo

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