

RGCOG Criminal Justice Advisory Committee

POLICIES AND PROCEDURES

FOR THE PLANNING ALLIANCE GROUPS

FORWARD

The following policies and procedures are established for the purpose of defining the rules and regulations that govern the Plan Year **2013** application process set forth by the Rio Grande Council of Governments, Criminal Justice Advisory Committee, herein referred to as the Committee, in regard to funding sources available through the Office of the Governor, Criminal Justice Division (CJD) which include: General Victim Assistance-Direct Services; Law Enforcement, Prosecution, Court and Training programs targeting victims of Domestic Violence, Sexual Assault and Stalking; Criminal Justice Programs; and any other funding streams directed by CJD. All applications will be submitted to the Office of the Governor, Criminal Justice Division, which will determine eligibility. Thereafter, the Rio Grande Council of Governments (RGCOG) staff will be provided with copies of all eligible applications in order to be reviewed, scored and prioritized by the Committee. The Committee will provide grant priorities and recommendations to RGCOG's Board of Directors for consideration before submitting its recommendations to CJD for approval. All funding and application policies are subject to change as determined by CJD.

APPLICANT POLICY STATEMENT

I. Decreasing Funding Ratio and Exception

- a. The committee reserves the right to implement a decreasing funding ratio to the following sources:
 - ❖ General Juvenile Justice and Delinquency Prevention Programs; and
 - ❖ Criminal Justice Programs.

- b. The decreasing funding ratio provides for funding 100% of costs in the first year, 80% in the second year, and 60% in the third year. The first year award regardless of the funding source sets the benchmark for the funding levels for any subsequent awards. (Example: An award of \$100,000 in the first year is at \$80,000 in the second year and at \$60,000 in the third year.)

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II. Project Ranking

a. Applications will be ranked in order of highest to lowest as a result of the scoring process within each of the following funds:

- ✓ General Juvenile Justice and Delinquency Prevention
- ✓ Programs Criminal Justice Programs
- ✓ General Victim Assistance-Direct Services
- ✓ Law Enforcement, Prosecution, Court and Training programs targeting victims of Domestic Violence, Sexual Assault and Stalking

b. Upon request by RGCOG Staff, applicant shall provide:

- If the applicant is a current grantee, the last completed fiscal year (FY 2010) Financial Status Report (FSR);
- If the applicant is a current grantee, last completed PPRI (End-of-the Year Report) for FY 2010;
- If the applicant is a current grantee, the six month reported data from PPRIFY2011;
- For current grantees and new applicants, a full organizational budget for the most recent completed fiscal year.
- If the applicant is a current grantee, applicant shall use a **complete** (FY2010) End of the Year PPRI data for "**Output Measures**" when completing the FY2013 fund source application.

c. Applicants are required to be present and provide a brief 10 minute presentation during the scheduled review of the application.

d. RGCOG staff will notify each applicant of the scheduled date, tentative time and location in which the application will be reviewed, scored and prioritized.

III. Project Ranking Criteria

- a. The approved Application Review Score Sheet will be used to score each application (see attachment I).
- b. The approved Definitions of Key Factors Sheet will be used to score each application (see attachment II).

The committee's grant prioritization and recommendations shall be reviewed and endorsed by the RGCOG Board of Directors. All CJAC proceedings will be documented by: 1. tape recordings, **AND** 2. written minutes - certified by the signature of a CJAC member who was in attendance.

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IV. Minimum and Maximum Score and Non-Compliance Information

- a. No minimum score is required to be recommended for funding.
- b. Maximum points 100.
- c. High and low scores in each category will not be counted; this is an aggregated score.
- d. **Non-compliance (attachment II: docking columns- columns 11 & 12)**
 - ✘ Minus 1 (one) pt. for not attending a planning alliance community meeting (up to 2points total will be total)
 - ✘ Minus 2 (two) pts. for late reports or the non-submittal of CJD (six months/end of the year report or Financial Status Report, FSRs, report)
 - ✘ Minus 5 (five) pts. for not attending the mandatory workshop
 - ✘ Minus 2 (two) pts. may be used for Committee's discretion
 - ✘ **The Committee may choose to exercise its discretion to waive the deduction under extraordinary circumstance(s).**
- e. The funding sources included in this requirement are:

General Juvenile Justice and Delinquency Prevention Programs; Criminal Justice Programs; General Victim Assistance-Direct Services and Law Enforcement, Prosecution, Court and Training programs targeting victims of Domestic Violence, Sexual Assault and Stalking.

V. Years of Funding and Budget Exceptions

- a. Projects will be funded on a yearly basis. All applicants will be considered as “**new**” applicants until the review of these polices/procedures during each grant cycle.
- b. The Committee will analyze the availability of funding resources from previous funding year and review priorities and goals for the six-county planning area of West Texas. Upon the Committee’s recommendations, RGCOG staff will seek RGCOG Board of Directors’ approval and endorsement in regard to the Committee’s recommendations. The RGCOG Board of Directors reserves the right to endorse or disallow the Committee’s recommendations.
- c. Budget Exceptions: The Committee reserves the right to recommend an amount less than the requested amount based on the budget cost effectiveness, reasonableness or whether the proposed project costs are realistic and previous performance under all funding sources.
- d. Budget Exceptions: The Committee reserves the right to decline to recommend funding on any application, ineligible activity or line

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item that is not permitted under the funding source. In the event that the Committee deems not to recommend full or partial funding of an application, RGCOG staff will notify the Office of the Governor, Criminal Justice Division.

VI. Commitment to Continuation Projects

- a. For Plan Year **2013**, the Committee will not make a commitment to continuation projects.

VII. Additional Information and Community Planning

- a. New applicants are required to submit additional information as requested.
- b. New applicants are required to fully participate in the regional community planning group for their service area.
- c. The development and implementation of the Region's Community Plans will be on-going, submitting a summary of each plan (rural and urban) to the Office of the Governor, Criminal Justice Division, each year. The Committee will recognize the unmet needs that are identified in each community plan. The Committee will describe the steps taken in the coordination and collaboration initiatives, as indicated by the Office of the Governor, Criminal Justice Division.
- d. Potential applicants are required to attend and participate in the El Paso County Planning Alliance or the Far West Texas Planning Alliance Community Planning meetings and any assigned subcommittees. The development and implementation of the Region's Community Plan will be on-going, submitting a yearly summary of each plan (rural and urban) to the Office of the Governor, Criminal Justice Division each winter. Additionally, potential applicants and grantees are required to attend a mandatory application workshop hosted by the RGCOG Regional Services Division staff during the Fall/Winter of the new fiscal year.

The RGCOG staff will notify potential applicants and grantees of the scheduled workshop(s). The notification may be in the form of email, newspaper announcement(s), RGCOG's website www.riocog.org and/or the Texas Register.

VIII. Attendance Requirements

- a. The grant cycle begins September 1, 2012 and runs through August 31, 2013.
- b. Each potential applicant or grantee is responsible for designating an agency or department representative to attend and participate in

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the Planning Alliance meetings (El Paso County Planning Alliance/Far West Texas Planning Alliance), mandatory workshop(s) and other relevant meetings as assigned by the RGCOG staff. There must be an assigned representative from each fiscal agent seeking funding through the Office of the Governor, Criminal Justice Division. In the event that the fiscal agent is seeking funding under multiple funding sources, the fiscal agent must designate a representative for each funding source.

- c. In the event that an applicant submits an application to the Office of the Governor, Criminal Justice Division, without having attended and participated in the Urban and Rural Planning Alliance meetings, mandatory workshop(s) and other required meetings as assigned by the RGCOG staff; the Committee:
 1. "Will deduct 1 (one) pt. from the applicant's total score for each missed Planning Alliance meeting;
 2. "Will deduct 5 (five) pts. from the applicant's total score for missing the mandatory workshop(s); and
 3. The Committee may choose to exercise its discretion to waive the deduction under extraordinary circumstance(s).

In reference to:

1. Urban (City/County of El Paso):
If a fiscal agent is submitting an application that addresses and identifies urban unmet needs in the City/County of El Paso, the designated representative must attend the El Paso County Planning Alliance meetings. Each agent shall provide appropriate data from the most current relevant statistical crime data in order to assist in the development of the community plan.
2. Rural (Hudspeth, Culberson, Jeff Davis, Brewster and Presidio):
If a fiscal agent is submitting an application that addresses and identifies rural unmet needs in Hudspeth, Culberson, Jeff Davis, Brewster and/or Presidio counties, the designated representative must attend the Far West Texas Planning Alliance meetings. Each agent shall provide appropriate data from the most current relevant statistical crime data in order to assist in the development of the community plan.
3. Urban and Rural:
If a fiscal agent is addressing and identifying unmet needs in both urban and rural settings, the designated representative must attend both Planning Alliance meetings. Each agent shall provide appropriate data from the most current relevant statistical crime data in order to assist in the development of the community plan.
4. Mandatory application workshop:

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All applicants are required to attend RGCOG mandatory grant application workshop(s) each grant cycle. The RGCOG staff will notify potential applicants and grantees of the scheduled workshop(s) via email, newspaper announcement(s) and/or the Texas Register (www.sos.state.tx.us). All grant application workshop(s) will be conducted under the guidance of the Office of the Governor, Criminal Justice Division. Current or first-time grantees that are unable to attend the application workshop shall be required to attend a technical assistance visit with the RGCOG staff before applying for grant funding.

IX. Due Dates and Late Applications

- a. All applications must be submitted via eGrants located at <https://cjdonline.governor.state.tx.us> as indicated in the Office of the Governor, Criminal Justice Division, website and application kit. The Office of the Governor, Criminal Justice Division determines whether a late application will be accepted. The Committee designates the RGCOG Regional Services Division staff to inform potential applicants and grantees of the four (4) fund sources available through the Office of the Governor, Criminal Justice Division which include: General Victim Assistance-Direct Services; Law Enforcement, Prosecution, Court and Training programs targeting victims of Domestic Violence, Sexual Assault and Stalking; General Juvenile Justice and Delinquency Prevention Programs; and Criminal Justice Programs and the application submission deadlines. Potential applicants and grantees will be notified of funding opportunities and application submission deadlines through the El Paso County Planning Alliance and the Far West Texas Planning Alliance.
- b. RGCOG staff will notify applicants regarding the Committee's grant priorities (scoring and ranking) in writing within ten (10) calendar days of its decision. The statement will state:

“Pursuant to the provision of the Texas Administrative Code, after the Committee prioritizes the grant applications and the RGCOG's governing body approves the priority listings, the RGCOG submits the written priority listing to the Office of the Governor, Criminal Justice Division (CJD). Based upon the RGCOG's priority listing, CJD will verify the eligibility, reasonableness and cost-effectiveness of the proposed project, and the availability of funding, and will render final funding decision on these grant applications. The RGCOG

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will notify grantees of any changes in the funding recommendations.”

X. Appeal Process

- a. Applicants must first pursue a remedy at the RGCOG level.

XI. Conflict of Interest Rule

- a. Members of the RGCOG Board of Directors, the CJAC, and RGCOG staff must abstain from reviewing, voting, commenting or taking any action on any grant application, other than a grant application submitted by the RGCOG, during the prioritization process if the member or an individual related to the member within the third degree by consanguinity or within the second degree by affinity:
 - Is employed by the applicant agency and works for the unit or division that would administer the grant, if awarded;
 - Serves on any board that oversees the unit or division that would administer the grant, if awarded;
 - Owns or controls any interest in a business entity or other non-governmental organization that benefits, directly or indirectly, from activities with the applicant agency;
 - Receives any funds from the applicant agency as a result of the grant, if awarded; or
 - Uses or receives a substantial amount of tangible goods, services or funds from the applicant agency.
- b. Conflict of Interest Rule: A member must abstain from reviewing, voting, commenting or taking any action on any grant application, and the member must also abstain from reviewing, voting, commenting or taking any action on any competing grant applications within that funding source during the prioritization process.

XII. Texas Open Meetings Act

- a. All meetings will be conducted in accordance with the Texas Open Meetings Act. The Open Meetings Act specifically provides that all meetings must be convened in open session pursuant to notice published as required by statute. If a closed or executive session is to be held, the presiding officer must announce that fact during the open session. Additionally, he/she is required to identify the section or sections under the Act which authorized the session to be closed (§ 551.101 [art. 6252-17, § 2(a)]). This may be done by description

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of the exception (e.g., to confer with the agency's attorney regarding a pending case) even though the exception is not described by section number. Lone Star Greyhound Park, Inc. v. Texas Racing Commission, 863 S.W.2d 742 (Tex. App.--Austin 1993, writ denied)

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Application Review
(Date)
OFFICIAL SCORESHEET

Project	Region	1 Project Summary (4pts.)	2 Problem Statement (4pts.)	3 Goal Statement (4pts.)		4 Target Group (16pts.)	5 Project Activities (16pts.)	6 Output Measures (16pts.)	7 Outcome Measures (16pts.)		8 Current Data (8pts.)	9 Target Levels (8pts.)	10 Budget (8pts.)		11 Pre-Scored by RGCOG Staff	12 Committee Member Discretionary Deduction -2pts MAX	TOTAL (Done by Staff)
	0800														0	0	0

Please note that categories are now weighted. Maximum points to be awarded to each are listed; total maximum points 100.
High and low scores in each category will not be counted.
Please be ready to justify a maximum or minimum ranking given in any category.

Non-compliance (docking columns- column 11 & 12):

- Minus 1 (one) pt. for not attending a quarterly planning alliance community meeting (up to 4 points total will be total)
- Minus 2 (two) pts. for any reports not submitted to CJD (six/end of the year report or expenditure report)
- Minus 5 (five) pts. for not attending the mandatory workshop
- Minus 2 (two) pts. may be used for Committee's Discretion

Name (Please Print) _____
Proxy: _____
SIGNATURE _____
DATE _____

Definitions of Key Factors

As you note, the score sheet now contains weighed categories (Key factors). Each category is explained below.

You may rank each category from zero to the minimum numbers of points. (If you give a zero or maximum rating, be prepared to justify your rating).

Problem Summary (4 points):

A synopsis of the proposed project. It should be straightforward and easy to understand by a person not familiar with the project.

Problem Statement (4 points):

Statement of the specific problem or problems this project would target.

Goal Statement (4 points):

A general statement reflecting the overall impact grantee intends the project to obtain.

Target Group (16 points):

Includes geographic area targeted, number of people to be target, and the relevant characteristics of the group. If the application is for a law enforcement investigative project, then it should explain the jurisdiction including geographic boundaries and populations of the jurisdiction.

Project Activities (16 points):

This should include a sound work plan that explains what activities the project will undertake, a summary of a relevant curricula, the work products of the project staff and any other information that explain the specifics of the project's regular activities.

Output Measures (16 points):

The level of activity of a project.

Outcome Measures (16 points):

The measure of the overall success of a project. All outcome measures must be relevant to the project and reasonable in showing a clear correlation between the work of the grant and the outcome.

Current Data (8 points):

Show why the project is relevant to the target area, group or population according to the most recent data available.

Target Levels (8 points):

The expected level of each outcome and output measure during the grant, if the application is funded.

Quality Review (up to -2 points):

The Committee members may "dock" points from the applicants' total score, if the RGCOG staff has shown that the applicant has been non-compliant.