

RIO GRANDE COUNCIL OF GOVERNMENTS
REGIONAL CRIMINAL JUSTICE ADVISORY COMMITTEE
POLICIES AND PROCEDURES

I. NAME

The Committee shall be known as the Rio Grande Council of Governments Regional Criminal Justice Advisory Committee, herein referred to as the Committee.

II. AUTHORITY

The Committee is created under authority of the Bylaws of the Rio Grande Council of Governments (RGCOG) and in compliance with the Governor's Office of General Counsel and Criminal Justice Guidelines. The Committee shall advise the RGCOG Board of Directors on all matters relating to criminal justice plans, unmet priorities and programs within the six-county area of Brewster, Culberson, El Paso, Hudspeth, Jeff Davis and Presidio and the Ysleta del Sur Pueblo Tribe. The Committee reserves the right to appoint such sub-committees as are necessary to accomplish these duties.

III. ACTIVITIES

The Committee will provide review and comment on proposed projects and grant applications concerning criminal justice programming and will make its recommendations to the RGCOG Board of Directors.

Notification of Application Submission Deadlines

The Committee designates the RGCOG Regional Services Division staff, herein referred to as staff, to inform potential applicants and grantees of the four (4) funding 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 will be notified of funding opportunities and applications submission deadlines through the El Paso County Planning Alliance and the Far West Texas Rural Planning Alliance.

Attendance Requirement

Each potential applicant or grantee is responsible for designating an agency or department representative to attend and participate in the Planning Alliance meetings that will be held twice a year (November/June) in their respective regions (El Paso County Planning Alliance/Far West Texas Planning Alliance), mandatory workshop(s) and other meetings as assigned by the RGCOG staff. Potential applicants and current grantees will be notified of all meetings and workshops as assigned by RGCOG staff which may include email, newspaper announcement(s), RGCOG's website www.riocog.org and/or the Texas Register.

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 of the funding sources they intend to apply for.

Failure to attend a Planning Alliance meeting: the Committee will deduct 1 (one) pt. from the applicant's total score for each missed Planning Alliance meeting. The Committee may choose to exercise its discretion to waive the deduction under extraordinary circumstance(s).

In reference to:

- **Urban (City/County of El Paso):**

If a fiscal agent is submitting an application that addresses and identifies urban (City/County of El Paso) unmet needs, the designated representative must attend the El Paso County Planning Alliance quarterly meetings, mandatory workshop(s) and any other relevant meetings called by the RGCOG staff. 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.

- **Rural (Hudspeth, Culberson, Jeff Davis, Brewster and Presidio):**

If a fiscal agent is submitting an application that addresses and identifies unmet rural needs in Hudspeth, Culberson, Jeff Davis, Brewster and/or Presidio, the designated representative must attend the Far West Texas Planning Alliance quarterly meetings, mandatory workshop(s) and any other relevant meetings called by the RGCOG staff. 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.

- **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 urban and rural Planning Alliance quarterly meetings, mandatory workshop(s) and any other relevant meetings called by the RGCOG staff. 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.

- **Mandatory application workshop:**

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). The notification may be in the form of email, newspaper announcement(s), RGCOG's website www.riocog.org and/or the Texas Register. 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 who are unable to attend the application workshop(s) shall be required to attend a technical assistance visit with the RGCOG staff before applying for grant funding.

Failure to attend the mandatory application workshop: the Committee will deduct 5 (five) pts. from the applicant's total score for missing the mandatory workshop(s). The Committee may choose to exercise its discretion to waive the deduction under extraordinary circumstance(s).

Community Planning Process

The development and implementation of the Region's Community Plans is on-going, and requires submitting a yearly summary of each plan (Rural and Urban) to the Office of the Governor, Criminal Justice Division. 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 collaborative initiatives, as indicated by the Office of the Governor, Criminal Justice Division. The Committee designates the RGCOG's staff to submit a community plan summary and the regional priority listing to the Office of the Governor, Criminal Justice Division. The regional priority listing requires RGCOG Board of Director endorsement before submittal to the Office of Governor Criminal Justice Division.

In adhering to the Texas Administrative Code (Title 1/Part 1, Chapter 3/Subchapter B Division 1 Rule 3.51):

(a) Each community, consisting of a single county or a group of counties, must file with a COG a community plan that addresses the community's criminal justice priorities. A community plan should assess local trends and data; identify problems, resources, and priorities; develop effective strategies; and set goals and objectives;

(b) A community planning committee must be formed to develop the plan. A committee must include a wide range of members from entities such as public agencies, nonprofit corporations, faith-based organizations, and concerned citizens;

(c) Applicants for grant funds must submit to a Council of Governments (COG) documentation that demonstrates participation in a local community planning process or describes how the application addresses a criminal justice priority as identified in the plan; and

(d) COGs will develop regional standards by which they will accept community plans.

Prioritization of Grant Applications

The Committee will analyze the availability of funding resources from the prior 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.

In regard to the application review process, unless directed otherwise by the Office of the Governor, Criminal Justice Division, the Committee shall:

- Have the right to recommend an amount less than the requested amount based on the budget cost effectiveness, reasonableness, whether the proposed project costs are realistic and previous performance under all funding sources.

- Have the right to decline to recommend funding of any application, ineligible activity, or line item that is not permitted under the funding source. In the event that the Committee declines to recommend full or partial funding of an application, RGCOG staff will notify the Office of the Governor, Criminal Justice Division.

Notification of the CJAC's Priority Recommendations

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

Conflict of Interest Rule

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; and
- 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.

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.

Texas Open Meeting 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 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).

IV. MEMBERSHIPS

The membership of the committee must be composed of representatives from each of the following categories: law enforcement, juvenile justice, drug abuse prevention, nonprofit organizations, victim services, adult corrections, mental health, prosecution/courts, education, and citizens/parent at large. No single group may constitute more than 30% of the committee. The committee may not exceed a membership of twenty-three. The committee may recommend for appointment of additional persons as the committee may deem appropriate. All committee members shall be approved by the RGCOG Board of Directors. Each member may designate an alternate for any scheduled meeting. Alternates will possess all of the privileges and powers of the appointed member for the duration of the meeting. However, if a committee members choose to present an application for any scheduled meetings he/she will not be allowed to participate during that scheduled meeting or their designee.

V. MEMBERSHIP TERM

The term of membership will be every year. Membership will be reviewed by the RGCOG Board of Directors every year to ensure the direction and focus for the region is maintained. Failure to attend meetings may result in removal from the Committee.

VI. OFFICERS

The officers of the Committee will be the Chairperson and the Vice-Chairperson. The President of the RGCOG Board of Directors shall serve as the Chairperson of CJAC and shall be responsible for appointing the Vice-Chairperson from the members of CJAC. In lieu of serving as Chairperson, the President may designate a member of CJAC to serve as Chairperson and to officiate at CJAC. The Chairperson will preside at all meetings of the Committee and will be the representative of the Committee in all matters. In the absence of the Chairperson, the Vice-Chairperson shall officiate at CJAC. In the absence of both the Chairperson and Vice-Chairperson and having established a quorum, the Committee shall appoint a member of CJAC to act as Chairperson for the meeting. When not serving as the Chairperson of a CJAC meeting, the Chairperson shall have the right to have a proxy present and sit as a regular member of the Committee.

VII. MEETINGS

The Committee will meet when scheduled by the Chairperson at the offices of the RGCOG. Notice of meetings will be sent at least five (5) working days prior to the meeting. A majority of the total number of the voting members or appointed alternates shall constitute a quorum for the transaction of business. The committee's grant prioritization recommendation shall be reviewed and endorsed by the RGCOG Board of Directors prior to submittal to the Office of the Governor Criminal Justice Division. All CJAC proceedings should be documented by: 1. tape recordings, **and** 2. written minutes - certified by the signature of a CJAC member who was in attendance.

VIII. AMENDMENTS

These policies may be amended at any meeting by the Committee. Policy changes will be submitted to the RGCOG Board of Directors for approval.

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.