

PERMIAN BASIN REGIONAL PLANNING COMMISSION POLICIES ON GRANT APPLICATION SUBMISSION

Contact your Criminal Justice Planner at 432/563-1061 to receive information regarding the grant process.

All applicants are required to attend at least one grant application workshop each grant cycle. The Grant Workshop Training will be sponsored by the Permian Basin Regional Planning Commission. The Criminal Justice Planner will notify every potential grantee in writing of the workshop date.

Permian Basin Regional Planning Commission will comply with the Texas Administrative Code under the Criminal Justice Division's guidelines.

Community Plans

The purpose of a Community Plan is to gather citizens from a geographic area to identify problems in their Community and to find creative solutions to those gaps in service. The Criminal Justice Planner acts as a facilitator for the community plans but is not responsible for writing the plan. The Criminal Justice Planner will tell you how to get involved with the community planning group in your area. The Criminal Justice Planner also coordinates meeting schedules and reviews completed Community Plans.

There is currently one community plan in the Region. The Criminal Justice Planner will submit the Community Plan to the Office of the Governor.

Each community, consisting of a single county or a group of counties, must file with the 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.

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.

Applicants for grant funds must submit to a 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.

COG's will develop regional standards by which they will accept community plans.

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All community plans on file must contain all of the following components:

Establishing and mobilizing community leaders and a community planning team, organizing and developing focus groups, coordinating the research and review of local data, conducting a needs assessment and identifying key problems, identifying resources, assets, and unmet needs, developing, reviewing and reporting on focus group plans, establishing goals and objectives, and developing and preparing a comprehensive community plan in the format provided by the Criminal Justice Division.

Planning groups are urged to replace outdated plans on file at the Permian Basin Regional Planning Commission with new revisions whenever they are available. Community planning groups are urged to meet quarterly.

The Permian Basin Regional Planning Commission will submit to the Criminal Justice Division a summary of the priorities, goals and objectives from the community plans relating to juvenile justice and delinquency prevention issues, criminal justice issues and victim issues no later than January 20, 2011.

Grant Application Distribution

The Criminal Justice Planner will notify prospective grant applicants when Criminal Justice Funds become available. The Criminal Justice Planner maintains a mailing list of all current grantees, city, county, and school officials. Request For Proposals are also published in the Texas Register. The Criminal Justice Planner will distribute Policies on Grant Application Submission and a copy of the Criminal Justice Advisory Committee's Scoring Sheet that includes the criteria to be used in the scoring of applications. All applications will be made available on the Governor's website. (www.governor.state.tx.us).

Eligible Applicants

- ~ faith based organizations
- ~ independent school districts
- ~ local crime control and prevention districts
- ~ cities and counties
- ~ Native American Tribes
- ~ non-profit organizations
- ~ regional councils of governments
- ~ regional education service centers
- ~ state agencies
- ~ universities and colleges

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Funding Sources

Eligibility of organizations vary by funding source. See application packet for eligibility and specific requirements for funding sources. Permian Basin Regional Planning Commission will accept local and regional applications for grant funds under the following funding sources:

General Victims Assistance – Direct Services

- ~ No Maximum Years of Funding
- ~ No Depreciation Funding
- ~ 20% Match Required – Cash or In-kind
- ~ Grantee will submit application directly to Criminal Justice Division

Violent Crimes Against Women Criminal Justice and Training Projects – Domestic Violence, Sexual Assault, Dating Violence, and Stalking

- ~ No Maximum Years of Funding
- ~ No Depreciation Funding
- ~ 35% Match Required – Cash or In-Kind
- ~ Grantee will submit application directly to Criminal Justice Division

General Juvenile Justice Juvenile Services

- ~ Maximum Years of Funding: 5
- ~ Depreciation Funding at 20% per year for 5 years
With the exception of juvenile probation departments requesting funds for juvenile detention services.
- ~ No Match Required
- ~ Grantee will submit application directly to Criminal Justice Division

Criminal Justice Programs

- ~ Maximum Years of Funding: 5
With the exception of the Permian Basin Law Enforcement Academy
- ~ Depreciation Funding at 20% per year for 5 years
With the exception of the Permian Basin Law Enforcement Academy
- ~ No Match Required
- ~ Grantee will submit application directly to Criminal Justice Division

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Equipment Grants

Equipment only grants will not be considered for funding, unless Criminal Justice Division provides funds to the region for equipment only.

Maximum Years of Funding

The Permian Basin Regional Planning Commission may waive projects from both the maximum number of years of funding if funding source permits and the decreasing funding policy if they deem important to the region.

Supplemental Grants

Permian Basin Regional Planning Commission will not consider supplemental applications.

Grant Application Submission

The Criminal Justice Planner will be available for assistance to any applicant in preparing grant applications.

Applications will be submitted directly to the Criminal Justice Division via Internet at a date specified by the Criminal Justice Division. Submission dates for applications will be listed on the Governor's website.

A complete application must be submitted every year.

When applying for a grant pursuant to a RFA published in the Texas Register by the Criminal Justice Division, applicants must submit and certify their applications according to the requirements provided in the RFA. (TAC 3.5(a))

Applicants must apply for funds using the procedures, forms and certifications prescribed by the Criminal Justice Division. (TAC 3.5(c))

The Criminal Justice Division will review applications for eligibility and submit applications to the Permian Basin Regional Planning Commission for scoring and prioritizing.

Review Process

All Criminal Justice Advisory Committee meetings and Permian Basin Regional Planning Commission Board of Director's meetings will comply with the Texas Open Meetings Act, Government Code Chapter 551.

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The Criminal Justice Advisory Committee has a multi-disciplinary representation of members from the region. This representation includes law enforcement, juvenile justice, drug abuse and prevention, non-profit organizations, victim services, mental health, prosecution and courts, education and concerned citizens or parents.

The Criminal Justice Advisory Committee prioritizes the grant applications and the Permian Basin Regional Planning Commission's Board of Directors reviews and approves the priority listings. The Permian Basin Regional Planning Commission will submit the priority listing to the Criminal Justice Division within the time periods established by the Criminal Justice Division. The Criminal Justice Division will render final funding decisions on these applications based upon the Permian Basin Regional Planning Commission's priorities, eligibility, reasonableness, availability of funding and cost-effectiveness.

The Permian Basin Regional Planning Commission will coordinate the Texas Review and Comment system (TRACS) review process established under state law (Chapter 391, Texas Local Government Code and Section 5.191, Texas Administrative Code) and federal executive order (Executive Order 12372) for the following funding sources:

- General Victims Assistance – Direct Services
- Violent Crimes Against Women Criminal Justice and Training Projects – Domestic Violence, Sexual Assault, Dating Violence and Stalking
- Juvenile Services
- Criminal Justice Programs

All applications will be scored and prioritized by the Criminal Justice Advisory Committee.

All grant applicants will appear before the Criminal Justice Advisory Committee to give an overview of their program and to answer any questions the Committee may have.

The Criminal Justice Advisory Committee members reviewing grant applications will use a standard scoring instrument to record scoring.

The Criminal Justice Planner will provide the Committee with budget pages and summaries of each application.

Prior to the scoring of grant applications by the Criminal Justice Advisory Committee, the Criminal Justice Planner will contact continuation grantees that are delinquent in submitting progress reports and financial reports and will provide the Committee with a list of grantees that were contacted and remain delinquent in submitting progress reports and financial reports.

The scoring instrument will deduct points from an application for current grantees that are on vendor hold at the time the Criminal Justice Advisory Committee scores the application.

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Members of the Permian Basin Regional Planning Commission's Board of Directors, the Criminal Justice Advisory Committee members and Permian Basin Regional Planning Commission staff must abstain from reviewing, voting, commenting, or taking any action on any grant application other than a grant application submitted by the Permian Basin Regional Planning Commission. 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 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

If a member must abstain from reviewing, voting, commenting or taking any action on any grant application, the members must also abstain from reviewing, commenting, or taking any action on any competing grant applications within that funding source during the prioritization process.

Permian Basin Regional Planning Commission staff will tabulate the scores and compile the priority scoring sheets. When tabulating the scores, the Permian Basin Regional Planning Commission staff will discard the highest score and the lowest score of each application. Scores are derived by cumulative totals based on the number of members scoring each application. Each voting member's score will be averaged to provide a Committee ranking.

The Permian Basin Regional Planning Commission will ensure that funding recommendations on grant applications are based upon: any State strategies identified by the Criminal Justice Division; priorities identified within the region by the Permian Basin Regional Planning Commission resulting from the community planning process; participation in a local community planning process or a priority as identified in the current community plan; the eligibility, reasonableness and cost effectiveness of the proposed project; and current Permian Basin Regional Planning Commission policies and by-laws.

In the event of a tie when tabulating an average score, the Permian Basin Regional Planning Commission staff will carry the decimal point out for a score. If a tie remains between applicants, the applicant with tenure will receive the priority. If a tie continues, the Permian Basin Regional Planning Commission staff will drop the highest score and the lowest score on each application.

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Review and comment by the Criminal Justice Advisory Committee and the priority listing will be forwarded to the Permian Basin Regional Planning Commission Board of Directors for approval.

The Criminal Justice Planner will notify all grant applicants of the Priority Ranking in a letter addressed to the Project Director and copied to the Authorized Official within 10 days of the Permian Basin Regional Planning Commission Board of Directors meeting. The notice will state: “Pursuant to the provisions of the Texas Administrative Code, after the Criminal Justice Advisory Committee prioritizes the grant applications and the Permian Basin Regional Planning Commission’s Board of Directors approves the priority listing, the Permian Basin Regional Planning Commission submits the written priority listing to the Criminal Justice Division. Based upon the Permian Basin Regional Planning Commission’s priority listing, the Criminal Justice Division will verify the eligibility, reasonableness and cost-effectiveness of the proposed project, and the availability of funding and will render final funding decisions on these grant applications. The Permian Basin Regional Planning Commission will notify grantees of any changes in the funding recommendations.”

The Permian Basin Regional Planning Commission will submit priority listings to the Criminal Justice Division at a date specified by the Criminal Justice Division.

Project Ranking

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

- ~ General Victims Assistance – Direct Services
- ~ Violent Crimes Against Women Criminal Justice and Training Projects – Domestic Violence, Sexual Assault, Dating Violence, and Stalking
- ~ Juvenile Services
- ~ Criminal Justice Programs

Commitment to Continuation Projects

Continuation applications will be scored and ranked with new applications.

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General Victim Assistance – Direct Services and Violent Crimes Against Women Criminal Justice and Training Projects – Domestic Violence; Sexual Assault, Dating Violence and Stalking have no maximum years of funding.

CJD Review Process

During the review of an application, the Criminal Justice Division or its designee may request that the applicant submit additional information necessary to complete the grant review. The Criminal Justice Division or its designee may request the applicant to provide any outstanding forms and documents to clarify or justify any part of the application or to disclose other funding sources related to the project. Such requests for information, including the issuance of a preliminary review report, do not serve as notice that the Criminal Justice Division intends to fund an application. If the Criminal Justice Division is not able to adequately resolve problems within an applicant's budget through the review process, the Criminal Justice Division may make the necessary corrections to the budget to bring it into compliance with applicable state or federal requirements. Any corrections to an application's budget will be reflected in the award documentation.

Grant Funding Decisions

Once an application has been scored and prioritized by the Criminal Justice Advisory Committee and approved by the Criminal Justice Division, the grantee cannot change the scope or service of their application without approval from the Criminal Justice Advisory Committee.

All funding decisions made by the Executive Director are final and are not subject to appeal. The receipt of an application by the Criminal Justice Division does not obligate CJD to fund the grant or to fund it at the amount requested. (TAC 3.9(a))

Neither the approval of a project nor any grant award shall obligate CJD in any way to make additional, supplemental, continuation or other award. (TAC 3.9(b))

The Criminal Justice Division makes no commitment that a grant, once funded, will receive priority consideration for subsequent funding.

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Applicant Notification

The Criminal Justice Planner will notify applicants when the grant notifications are sent by CJD.

The Criminal Justice Division will inform applicants in writing of funding decisions on their grant applications through either a Statement of Grant Award or a Notification of Denial. For applications prioritized by the Permian Basin Regional Planning Commission that do not receive funding recommendations, the Permian Basin Regional Planning Commission notification of the decision not to recommend funding serves as the applicant's notification of denial.

Appeal Process

Each applicant will be allowed to utilize the appeal procedures when action of the Criminal Justice Advisory Committee are requested. All appeals must be handled in accordance with the following procedural guidelines:

An applicant must notify the Criminal Justice Advisory Committee Chairperson and the Criminal Justice Planner in writing of the alleged specific violation of the Criminal Justice Advisory Committee procedures within ten working days following the date when the Criminal Justice Advisory Committee's scores are made available to the applicants.

Within ten working days following the receipt of an appeal, the Criminal Justice Advisory Committee Chairperson or the Criminal Justice Planner will notify the applicant that the Criminal Justice Advisory Committee will reconvene to hear the appeal.

In an open meeting, the Criminal Justice Advisory Committee shall consult with the appellant applicant and consider the appeal. With a simple majority quorum present, the Criminal Justice Advisory Committee will vote to either deny the appeal or to sustain the appeal.

If the appeal is unresolved, the Criminal Justice Planner will forward the appeal to the next scheduled Permian Basin Regional Planning Commission's Board of Directors meeting. The Criminal Justice Planner will notify the applicant of the meeting. The Permian Basin Regional Planning Commission's Board of Directors will vote to deny or sustain the appeal. The Permian Basin Regional Planning Commission's Board of Directors decision is final.

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Grant Acceptance

The award documentation constitutes obligation of funds for use by the grantee in execution of the program or project covered by the award. Such obligation may be terminated without cause if the grantee's authorized official fails to accept the grant award within 45 calendar days of the date when the Criminal Justice Division issues the Statement of Grant Award. CJD may extend this deadline on written request from the applicant. Funds will be disbursed until acceptance of grant by the grantee. (TAC Section 3.11)

Special Conditions

After the award of the grant, grantees should refer to the Statement of Grant Award for specific special conditions applicable to the approved project. Until satisfied, these special conditions will affect the grantee's ability to access funds.

Use of the Internet

Criminal Justice Division requires an applicant or grantee to submit grant application, progress reports, financial reports, and other information to CJD via the Internet or other electronic means. (TAC 3.21)

Responsibility for Grants

The governing body for the grantee is, without exception, the entity legally and financially responsible for the grant.

Evaluation

The Criminal Justice Planner will make an on-site visit to each first year grant project and will complete a Criminal Justice Division prescribed assistance checklist for each on-site visit. The on-site visit will occur within 6 months of the acceptance date or start date of the grant, whichever is later. The Criminal Justice Planner will submit to the Criminal Justice Division copies of each Technical Assistance Checklist within 15 calendar days of the review.

The Criminal Justice Planner may at anytime, conduct an on-site visit to a continuation applicant. The Criminal Justice Planner will report to the Criminal Justice Division any findings following the on-site visit.

The Criminal Justice Planner will contact every applicant placed on vendor hold from the Criminal Justice Division.

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Records Maintenance and Retention

The Permian Basin Regional Planning Commission staff will maintain the following documents: scoring sheets, prioritization documents, minutes, tape recordings, grant applications, written records of meetings.

Grant applicants must retain records for three years following final payment by the Criminal Justice Division. Any records relating to dispute, litigation, or settlement of claim arising from audit exceptions shall be maintained for three years following the resolution. The Criminal Justice Division is authorized to access any records housed by the grantee and the Permian Basin Regional Planning Commission.

Amendments

These policies may be amended by the Criminal Justice Advisory Committee according to policy changes at the Governor's office.

Local Policies and By-Laws will be submitted to the Criminal Justice Division on November 1, 2010.

Texas Administrative Code (TAC) citations published in the Texas Register.