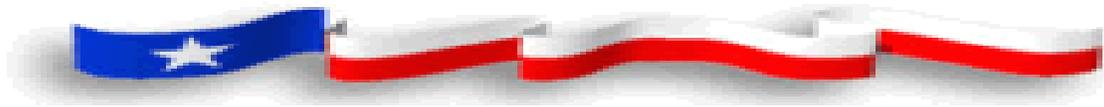




# ***GUIDE to GRANTS***



## ***Helpful Questions and Answers for Managing Grants***

**February 2014**

**Office of the Governor  
Criminal Justice Division**

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# Introduction

The Guide to Grants is a reference for questions arising in the administration of federal and state grants awarded through the Governor's Criminal Justice Division (CJD). This guide includes information on programmatic and financial policies, tips on managing your grant, and references to state and federal regulations. Our goal is to assist you in establishing sound and effective grant management systems to ensure funds are properly safeguarded and used only for the purposes for which they were awarded. By following these tips and guidance, you will experience a trouble-free process while complying with state and federal requirements.

The guide is a quick reference for the day-to-day management of your grant. This guide is not all-inclusive and is not intended to be the only document used to manage your grant. You are still required to comply with all applicable rules, regulations and guidelines. You are encouraged to contact your grant manager whenever questions arise that are not covered in the guide.

We hope this guide makes the grant management process easy and helps to ensure reporting requirements are met. In short, we want your project to succeed!

# THE VITALS

## Minimum Technology Required for Managing Grants

- Computer that supports Microsoft Windows (other operating systems may not be supported)
- Microsoft Word, Version 1997 or greater
- Microsoft Excel, Version 1997 or greater
- Internet Access, Internet Explorer 6.0 or greater
- Email Accounts (must be able to receive and send attachments)
- Adobe Reader®, Version 7.0 or greater
- Fax Machine
- Scanner

## Who is our Primary Contact at the Criminal Justice Division (CJD)?

**Grant Manager** – You will be assigned a grant manager as your primary contact at CJD. Your manager can answer questions regarding your grant, including those not covered in this guide. Check the eGrants “My.Home” tab for your Grant Manager’s email address.

## Contacting the Criminal Justice Division

**Telephone:** (512) 463-1919                      **Fax:** (512) 475-2440

**Mailing Address:** Post Office Box 12428  
Austin, Texas 78711

**Physical Address:** 1100 San Jacinto  
Austin, Texas 78701

**eGrants Home Page:** <https://egrants.governor.state.tx.us>

**eGrants Help Desk Email Address:** [egrants@governor.state.tx.us](mailto:egrants@governor.state.tx.us)

## MANAGING YOUR GRANT

### GRANT OFFICIALS

#### **Who are grant officials and what are they required to do?**

Texas Administrative Code, Title 1, Part 1, Chapter 3 (1 TAC) §3.2501

- ♦ All grants are required to have three different grant officials.
- ♦ CJD conducts its business primarily through eGrants (<https://egrants.governor.state.tx.us>). It is critical that all three officials have and maintain a current email address.

Additional information on the officials and their duties:

Authorized Official (AO)	♦ Appointed/authorized by the governing body of the organization.
	♦ Authorized to apply for, accept, reject, alter, or terminate the grant.
	♦ Authorized individuals are generally the county judge, mayor, city manager, chairman of a non-profit board, head of a state agency, etc.
	♦ Responsible for certifying 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 (or designee) for the grantee agency.
	♦ Responsible for maintaining financial records to account for all grant funds.
	♦ Responsible for requesting funds and the completion of required financial reporting at least quarterly (unless otherwise instructed by CJD) in eGrants.

These officials may perform the following actions in eGrants:

Authority in eGrants	Authorized Official	Financial Officer	Project Director	Grant Writer
♦ Create, modify, and submit an initial application.	x	x	x	x
♦ Certify an official application.	x			
♦ Create and submit responses to application Preliminary Review Reports (PRR).	x	x	x	
♦ Certify a PRR.	x			
♦ Create and submit budget and programmatic adjustments.	x	x	x	
♦ Certify budget and programmatic adjustments.	x			
♦ Create and submit financial reports/payment requests.	x	x		
♦ Designate a new individual to serve as the Financial Officer (FO), Project Director (PD) or grant writer (after the new individual has registered in eGrants).	x			
♦ Designate a new or interim AO if the position becomes vacant (after the new AO has registered in eGrants).		x		

## **AWARD AND ACCEPTANCE**

1 TAC §3.11

### ***Who receives the formal notice of a grant award?***

- ♦ *All three grant officials will receive an email announcing the award.*
  - The Authorized Official (AO) must accept the award in eGrants within 45 calendar days of the date from which the award was issued.
  - Grantees must take reasonable steps to commence project activities upon receiving notice of the grant award.

*Failure to accept your award within 45 days could result in forfeiture of grant funding.*

### **Commencement Within 60 Days**

- If your project is not operational within 60 days of the original start date of the award period or grant award date, whichever is later, the grantee should report by letter to CJD the steps taken to initiate the project, the reason for the delay, and the expected revised start date.

### **Commencement Within 90 Days**

- If your project is not operational within 90 days of the original start date of the award period or grant award date, whichever is later, the grantee should submit a statement to CJD explaining the implementation delay. CJD may cancel the project and redistribute the funds to other project areas when a grantee is unable to commence project activities in a timely manner. CJD may also, when extenuating circumstances warrant, extend the implementation date of the project past the 90-day period.

### ***How does the Authorized Official accept the award in eGrants?***

- ♦ *The AO must go to the “Accept.Award” tab in eGrants to preview and accept or decline the award. After the AO takes official action to accept or decline the grant, the award documents may be viewed under the “Summary” tab by clicking the button titled “View Grant Award Packet”.*

**NOTE:** *Your agency may be required to submit a Single Audit. For more information on Single Audit requirements, see page 28.*

## **PAYMENTS**

1 TAC §3.2507

### ***How do I let CJD know where to send our funds?***

- ♦ *CJD requires grant funds to be disbursed through direct deposit.*
  - In your eGrants application, you must enter the 9-digit State payee identification number (federal identification number or vendor identification number) that was given to your agency by the state comptroller in order to receive payments. You will designate the payment address by going to the

“Grant.Vendor” tab in eGrants and selecting the applicable payment address from the available options loaded on that tab.

- If you do not have a 9-digit State payee identification number, complete the *Texas Application for Payee Identification Number* form and email or fax it to the Office of the Governor, Financial Services Division. You can find a *Texas Application for Payee Identification Number* form at: <https://egrants.governor.state.tx.us/updates.aspx> under the “Financial Management Tools” section.
- To set-up a new direct deposit payment address, complete the *Vendor Direct Deposit Authorization* form and email or fax to the Office of the Governor, Financial Services Division. The Office of the Governor will establish your account with the State Comptroller. The *Vendor Direct Deposit Authorization* form can be found at: <https://egrants.governor.state.tx.us/updates.aspx> under the “Financial Management Tools” section.
- So as not to disrupt payment to your agency, CJD must be notified immediately if any of the information under the “Grant.Vendor” tab changes.
- The information under the “Grant.Vendor” tab is locked and can only be updated by CJD upon request.

*Your agency's payee identification form, direct deposit form and IRS form W-9 must be emailed to: vendor.dd@gov.texas.gov or faxed to: (512) 463-4114.*

**Can we still receive an advance in eGrants?**

- ♦ *Yes, advances are limited to **one time** start-up costs. You may request up to one month of funding, calculated by dividing the amount of the award by the number of months in your grant.*
- ♦ *eGrants will automatically deduct the amount of your advanced funds from the line item expenses you report. Once the amount of cumulative expenses exceeds the amount you were advanced, you may begin receiving remaining payments.*
  - Please refer to the eGrants Financial Management Guide for the step-by-step process for requesting an advance.

**How do I report expenditures and receive grant payments from CJD?**

- ♦ *A Financial Status Report (FSR) reflecting **cumulative** expenditures from the start of the grant **can** be submitted as often as monthly; however, a FSR **must** be submitted at least quarterly (unless otherwise instructed by CJD).*
- ♦ *Cumulative expenditures must be reported by line item in eGrants.*
- ♦ *When cumulative expenditures exceed the cumulative amount paid to the agency, a payment will automatically be generated upon CJD approval of the FSR in eGrants.*
- ♦ *Payments should be requested over time as project costs are incurred or anticipated. Your request should be timed to ensure the payment is sufficient to meet the minimum requirements for immediate reimbursement or spent within 10 day. You must return to CJD any funds that remain unspent within 10 days of receiving the payment.*

- ◆ Grant funds **cannot** be obligated before the beginning or after the end of the grant period.
- ◆ FSRs must be completed by the Financial Officer or Authorized Official.
  - Quarterly required FSRs are due 22 days after the end of each calendar quarter. Quarters and due dates are as follows:

Calendar Quarter	Due Date
January 1 – March 31	April 22
April 1 – June 30	July 22
July 1 – September 30	October 22
October 1 – December 31	January 22

- Please refer to the eGrants Financial Management Guide for the step-by-step process for reporting expenditures. <https://egrants.governor.state.tx.us/updates.aspx>

**NOTE:** Required FSRs not submitted to CJD could result in CJD holding reimbursement for **all** grants to your agency.

**What is the liquidation date?**

1 TAC §3.2521

- ◆ The liquidation date is the final date you can report expenses that were obligated during the grant period.
  - The liquidation date is 90 calendar days after the grant end date, unless otherwise noted in the original grant award or a grant adjustment. The grant start date, end date and liquidation date can be found on the eGrants “Profile-Details” tab or the header of each tab in eGrants.
  - Funds **not** obligated by the end of the grant period and **not** expended by the liquidation date will revert to CJD.
  - A required **Final FSR** is due to CJD on or before the grant liquidation date. Failure to submit a Final FSR by the liquidation date will result in CJD holding reimbursement for all grants to your agency.

**REPORTING**

**Do we need to tell CJD how we spent the funds?**

- ◆ Yes. CJD uses the cumulative expenditure data reported by grantees to complete federal financial reports and to comply with other state and federal requirements. (Please refer to the previous section on reporting expenditures.)

***Are we required to report on our project activities?***

- ♦ *Yes. Grantees must report their progress in meeting the goals, objectives, and measures stated in their application. CJD uses these progress reports to complete federal programmatic reports and to comply with other state and federal requirements.*

**Output and Outcome Measures**

- “OOG-Defined Project Activities” have a standard set of output and outcome measures that will automatically load onto the “Measures” tab in eGrants. You must provide the target data for all measures displayed on this tab.
- The target data entered into eGrants should reflect the expected outputs or outcomes as a direct result of the CJD grant-funded project. The data should be based on the smallest controlled group of participants or other measurable data. (Example: The grant-funded project supports a School Resource Officer (SRO) assigned to 3 campus locations. The total student population at those campuses is 5,000. During the course of the school year the SRO has a direct interaction with approximately 100 students. In this scenario, the smallest controlled group is the number of students with which the SRO has direct interaction; therefore, the number of youth served would be 100.)

*If grant funds support a portion of a grant project, only report the outputs and outcomes for the grant-funded portion, NOT the entire project or program.*

**Programmatic Reporting**

1 TAC §3.2527

- The Public Policy Research Institute (PPRI) at Texas A&M University collects programmatic progress report data for CJD. PPRI may also collect additional data to assist CJD in completing reports and complying with state and federal requirements.
- Upon acceptance of the grant award in eGrants, PPRI will email an information packet to the Project Director that contains reporting requirements specific to your grant.
- PPRI will provide each grant official with the website to the online reporting system, a user name/log-in, and password.
- The number and type of reports to be submitted to PPRI vary depending on the fund source.
- Within 30-days of receiving an award, all CJD-funded grants must complete a Programmatic Assessment that assesses the organization’s internal controls, policies and procedures, and experience with grant funds.

*Progress reports not submitted to PPRI will result in CJD holding payments to your agency.*

- Additional reports and due dates for each funding source are listed below:

Quarterly progress report due dates:

Fund Source	Report 1 Due Date	Report 2 Due Date	Report 3 Due Date	Report 4 Due Date
Crime Stoppers	January 30	April 30	July 31	October 31
JAG	January 12	April 12	July 12	October 12
RSAT	January 15	April 15	July 15	October 15

Biannual progress report due dates:

Fund Source	Report 1 Due Date	Report 2 Due Date
VAWA	January 20	May 20
VOCA	March 20	September 20
JABG	March 20	September 20
Title V	March 20	September 20
JJDP	March 20	September 20
421	March 20	September 20
Drug Courts	March 20	September 20
County Essentials	varies	
Coverdell	January 20	July 20
ICAC	March 20	September 20

- The website for PPRI is <https://cjd.tamu.edu/>. Through this website you can:
  - View details such as funding source or award amount for current and previous grant years;
  - Check due dates for upcoming reports;
  - Submit report data online;
  - View reports submitted in the past; and
  - Contact PPRI staff with questions.
- For questions related to the programmatic progress reporting and the PPRI website, please contact PPRI at (979) 845-1041 or [cjd@ppri.tamu.edu](mailto:cjd@ppri.tamu.edu).

**What is the System of Award Management (SAM) and how does it affect my grant?**

- ♦ *The System of Award Management (SAM) is a consolidated federal system that combined the following federal systems into one location: Central Contractor Registry (CCR), Federal Agency Registration (FEDREG), Online Representations and Certifications Application (ORCA), and the Excluded Parties List System (EPLS) . All CJD-funded grantees must register for a SAM account by going to <https://www.sam.gov/portal/public/SAM/>. Registration is free and assistance with this process is available by going to the “Help” tab on the SAM website.*

- ◆ Your SAM registration will expire after 12 months. You must update your registration in the federal system every 12 months to maintain an active status. CJD will only issue payments to grantee agencies with active SAM registrations.

- When you update your SAM expiration date on the federal site, you must also submit a grant adjustment through eGrants to update the SAM expiration date in the eGrants system. Please refer to the eGrants Financial Management Guide for the step-by-step process for grant adjustments.

CJD will not issue payments to your agency if your SAM expiration date has expired in eGrants.

**What is the Federal Funding Accountability and Transparency Act (FFATA) and why is it important?**

- ◆ The Federal Funding Accountability and Transparency Act (FFATA) is federal legislation which requires that information on federal grants, sub-grants, loans, awards, and other forms of financial assistance is available to the public through one searchable website, <http://www.ffata.org/ffata/>.

- FFATA requires CJD to report each federally funded sub-grant's DUNS number, City, State, Zip+4, County, Grant Number, Award Amount, Award Date and Project Description. CJD uses the sub-grant information in eGrants to complete the FFATA reporting requirements. In addition, the federal reporting system pulls some data from the SAM system.

The identifying information (including zip+4) in eGrants and SAM must be complete for CJD to meet the federal reporting requirements.

- Additionally, FFATA requires CJD to report the names and total compensation of each of the five most highly compensation officers of each sub-recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded, if the sub-recipient meets the following criteria: 1) 80% or more of your annual gross revenue is from federal contracts (and sub-contracts), loans, grants (and sub-grants) and cooperative agreements; **AND** 2) \$25,000,000 or more in annual gross revenue is from federal contracts (and sub-contracts), loans, grants (and sub-grants) and cooperative agreements.

**What is Computerized Criminal History (CCH) reporting?**

- ◆ The Texas Code of Criminal Procedure, Chapter 60, requires counties to report criminal history dispositions to the Texas Department of Public Safety (DPS). This information is used by law enforcement, judges, and many public and private employers to check criminal histories.

- ◆ Counties must have an average of 90% or above on both adult and juvenile disposition completeness and maintain timely reporting of all information as required by state law in order for any unit of government or non-profit agency within the county to be eligible for CJD funding.

Disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the CCH system.

**What is Uniform Crime Reporting (UCR) and does it apply to our grant?**

- ◆ Units of government that operate a police department or sheriff’s department are required to report crime data to the UCR system through the Texas Department of Public Safety (DPS).

*CJD uses UCR data to assist in determining funding levels. The lack of UCR reporting may cause a reduction in the amount of funds available to your area of the state.*

- UCR data assists CJD in developing funding formulas based on crime statistics.
- Law enforcement agencies that are not reporting UCR data should contact DPS by phone at (512) 424-2091 or by email at [ucr@dps.texas.gov](mailto:ucr@dps.texas.gov) so that DPS can provide necessary technical assistance regarding UCR reporting.

**What is a Vendor Hold (Financial Hold) and why should I be concerned about it?**

1 TAC §3.2517

- ◆ A vendor hold results in CJD withholding payments on **all** grants to your agency.

**Remember:** If you are delinquent on **any** required reports (financial or programmatic), you could jeopardize payments to other CJD grant-funded programs within your agency.

- A grantee agency may be placed on vendor hold for any of the following reasons:
  - ◆ Delinquent FSRs
  - ◆ Delinquent programmatic progress reports
  - ◆ Pending refunds to CJD
  - ◆ Minimum match requirement not met
  - ◆ Delinquent single audit reports
  - ◆ Unresolved monitoring findings
  - ◆ Non-compliance with State or Federal rules and regulations

**GRANT ADJUSTMENTS**

**How do I submit a grant adjustment?**

- ◆ All grant changes/adjustments may be created in eGrants by any of the three grant officials and certified by the Authorized Official (AO).
  - For a step-by-step guide to creating and submitting grant adjustments refer to the eGrants Financial Management Guide at: <https://egrants.governor.state.tx.us/updates.aspx>.

**Does CJD need to know if we change our physical or mailing address or if a grant official changes?**

1 TAC §3.2501

- ◆ Yes. eGrants should be updated within 20 days when changes in positions, titles, mailing addresses, email addresses, telephone numbers, or fax numbers occur.

- Changes to the contact information (other than email address) of an existing official are done through the official’s “My.Profile” tab. (Refer to the eGrants Users Guide to Creating an Application by going to: <https://egrants.governor.state.tx.us/updates.aspx>.)
- If the email address for an existing official has changed, a new user account must be created with the new email address. eGrants does not allow changes to the email addresses on existing user accounts.
- When the email address of an existing official, or the actual grant official has changed for an active and operating project, you are required to submit a grant adjustment (and other supporting documentation, if required) to CJD. (Refer to the eGrants Financial Management Guide by going to: <https://egrants.governor.state.tx.us/updates.aspx>.)

**NOTE:** User accounts for new officials (or to update email addresses) must be created in eGrants prior to requesting an adjustment to add that official to an active grant.

**What other types of changes can be made to our grant?**

1 TAC §3.2513

- ♦ *Changes to a grant are called grant adjustments.*
- ♦ *The types of adjustments you can request are listed below:*
  - Budget – moves funds among or within approved budget categories, including increasing or decreasing the grant award amount;
  - De-obligation – reduces the grant award amount;
  - Supplemental – increases the grant award amount;
  - Programmatic – changes the scope or activities of the project;
  - Grant Period – changes the end date of the project;
  - Project Officials – changes the project officials associated with a grant record; and
  - SAM – updates the expiration date for the federal System of Award Management (SAM) registration.

**Note:** CJD allows grantees to move a cumulative total of 10% of the CJD-funded portion of the grant among or within *approved* budget line items without prior approval from CJD as long as the move does not change the **equipment** budget category, **indirect costs**, or the approved purpose of the project.

**How do we adjust our budget?**

- ♦ Requests for grant adjustments must be submitted through eGrants via the “Budget-Request Adjustment” tab. Any grant official can create a grant adjustment in eGrants. Only the Authorized Official can certify and submit the adjustment to CJD.

**How often can we adjust the budget?**

- ♦ *You may request adjustments as many times as necessary throughout the grant period.*
- CJD may not approve budget adjustment requests submitted after the end of the grant period.

*If you wait until the end of the grant period to move funds into equipment or supplies, CJD may not approve the adjustment because it may appear that the equipment or supplies were not necessary to support the project during the grant period.*

### ***Should we submit a grant adjustment if we want to change whom we serve?***

- ◆ *Yes. Changes to the approved activities or project scope must be submitted through eGrants as a programmatic adjustment.*

### ***Can we extend our grant period?***

- ◆ *Maybe. Requests to extend the grant period must be submitted through the grant adjustment process.*
  - Requests for an extension are handled on a case-by-case basis.
  - Generally, extensions are not approved for grantees that are scheduled to receive continuation funding.
  - Requests for an extension should be submitted to CJD and received no later than the last day of the grant period.
  - Requests for an extension must include information explaining why the extension is necessary. If approved and continuation funding is scheduled to start, the agency will be asked to reduce their new project by the applicable months and amount. All requests for extension must include the length of time the agency is requesting to extend the grant.

### ***How will I know if our adjustment request has been approved?***

- ◆ *If the adjustment request is approved, all three grant officials will receive an email and a notification in eGrants that the adjustment has been approved.*

## **GRANT BUDGETS**

### ***What is an approved budget category?***

1 TAC §3.3

- ◆ *Approved budget categories are personnel, contractual and professional services, travel, equipment, supplies and direct operating expenses, and indirect costs. Each line item within a budget category must contain a description of services provided or item to be purchased along with approved dollar amounts.*

- **Personnel**

1 TAC §3.75

- The line item description for each personnel position should include the grant funded duties along with the salary and fringe paid with grant funds. The percent of the annual salary must be reflected in each line item. The grant manager assigned to your project will use the percent of the annual salary to determine if the salary is reasonable.

- The percent of each personnel position's annual salary paid with grant funds is calculated by dividing the grant funds (OOG + Match) by the personnel positions total annual salary plus fringe.

Example:

- *Employee's annual salary, including fringe, is \$45,000.00*
- *Budget shows OOG funds of \$15,000.00 and Cash Match of \$5,000.00*
- *The percent of salary would be 44% (\$15,000.00 + \$5,000.00 / \$45,000.00)*

**% of Salary vs. % of Time**

- *The " % of Salary " is the percent of the personnel position's annual salary reflected in the eGrants budget.*
- *The " % of Time " is the percent of the personnel position's total time spent on grant funded activities.*

**NOTE:** *A personnel position's " % of Time " may be greater than their " % of Salary ".*

- Salaries should be reasonable, comparable to similar positions, and comply with your agency's approved classification schedule. (In other words, you cannot pay grant-funded personnel more or less than you would if they were a non-grant paid employee of the agency.)

List each position separately in the budget and include a brief description of duties specific to the project. Descriptive titles must be provided for each budgeted position with some type of identifier (e.g. *Employee Initials, Employee Last Name, etc*). Do not include sensitive or confidential information for individuals such as

**Best Practice**

*If a personnel position becomes vacant during the grant period a grant adjustment should be submitted that:*

- 1. Adjusts the line item to add the employment cease date, and reduces the line amount to the actual amount paid to the vacated employee.*
- 2. If necessary, adds a new line for the new individual filling the position with the employment start date.*

social security numbers or driver's license numbers in the budget. **Information entered into eGrants is subject to the Public Information Act** and could be made available to the public upon request. If there are multiple personnel performing the same activity, each position must be listed separately.

- CJD will not pay for any portion of the salary (or any other compensation) for an elected government official.
  - CJD should be notified in writing if any personnel position remains vacant in excess of 90 days.
  - Grantees reporting personnel expenses within an FSR must include the cumulative hours worked by personnel position from the start date of the grant through the FSR reporting period.
  - CJD approval must be given prior to paying overtime unless it was approved in the original budget. A copy of the overtime policy approved by your governing board must be uploaded to eGrants before CJD will approve paying overtime.
- 1) Federal regulations governing these funds prohibit use of grant funds to pay an individual for the same hours in which the individual is being paid by a unit of government. For example, if an officer's regular work hours are 7 a.m. to 4 p.m. and he takes a day of paid annual leave, he is not eligible to be reimbursed with grant funds for any hours he voluntarily works between 7 a.m.

and 4 p.m. He may be eligible for any hours worked that day outside of 7 a.m. to 4 p.m. provided the hours worked comply with the grantee agency's requirements for hours worked prior to eligibility for overtime pay. The regulation regarding hours of eligibility for overtime does not apply to an officer who volunteers to work on his regularly scheduled days off provided he complies with the grantee agency's requirements for hours worked prior to eligibility for overtime pay.

- 2) Hours worked is defined as physical hours on the job and does not include paid annual leave, compensatory leave, sick leave, holiday leave, or other paid leave.
- 3) On-call hours should not be included in physical hours worked or as eligible hours for overtime.
- 4) Personnel receiving grant funds for overtime must maintain time and activity reports for all time physically worked. The activity description should include detailed information about the actual activities performed.
- 5) Time should be recorded the nearest quarter hour.
- 6) Grantee records must include a clear calculation in how the overtime was computed.
- 7) Overtime payments issued outside this policy are the responsibility of the grantee agency.

**NOTE:** Employee allowances or stipends covering routine expenses such as cell phones, health insurance or vehicle usage are not allowed.

- **Contractual and Professional Services**

- 1 TAC §3.77

- CJD must pre-approve any contracted services expected to exceed \$100,000. This includes single item purchases in excess of \$100,000 and multiple items purchased from a single vendor included in one line item that exceed an overall cost of \$100,000. A Procurement Questionnaire must be uploaded to eGrants for CJD review and approval before committing to procurements in excess of \$100,000. The Procurement Questionnaire allows CJD to review the agency's policies for contractual services purchased in excess of \$100,000. (Refer to *Appendix A* for an example of the Procurement Questionnaire or download a copy by going to: <https://egrants.governor.state.tx.us/updates.aspx>.)
    - Contracts or agreements must be in writing, on file at your agency, and be made available for review upon request by CJD. Contracts must be consistent with Texas contract law and procured under your agency's procurement guidelines.

*Failure to submit a Procurement Questionnaire, when required, will result in a hold on payments for that contractual budget item.*

*You may be asked to reimburse CJD for contractual costs if contracted services are not sufficiently monitored.*

- Grantee agencies are responsible for monitoring all contracts involving CJD funds. Agencies must have an established written contract management policy. The policy should include measures to ensure that deliverables are met and that contracts are monitored on a regular basis. Agencies must also document the results of all contract monitoring reviews and retain all related files in accordance with CJD's record retention policy. (Refer to the section on Closing-Out A Grant for information on CJD's record retention policy.)
- Grantees reporting contractual expenses within an FSR must include the name of the individual or company providing the contract service. In some limited instances, CJD may allow grouped contractual line items when the value of each grouped contract is less than \$100,000.

**Best Practice**

*Grantees should only report one contractor name/company per budget line item.*

*If your agency has multiple contractors combined under one line item within your approved contractual budget, you may be asked to submit a grant adjustment to separate those contractual services into individual line items.*

**NOTE:** *If your agency does not have procurement guidelines, you are required to follow the guidelines outlined in the Uniform Grant Management Standards, Section III, Subpart C, \_\_.36.*  
*UGMS may be accessed by going to: <https://egrants.governor.state.tx.us/updates.aspx> and click on "Resources".*

- **Travel and Training**

1 TAC §3.79

- Travel and training costs are allowable for **agency employees** who are traveling on official business, or attending training, related to the grant.
- Your agency's current policy for mileage, meals, and lodging must be followed.
- Grantees must maintain records that properly document the completion of all grant-funded training courses (e.g., certificate of completion, sign-in sheet, email from vendor confirming attendance).
- Attendance at out-of-state training or conferences must be pre-approved by CJD. An explanation of: 1) how the event is related to grant activities; 2) how attendance at the event will impact the project's goals and objectives; and 3) justification as to why agency personnel must go out-of-state rather than attend a similar training in-state must be provided.

*If your agency does not have an approved travel policy, travel expenditures must be consistent with the State's travel policy found at:*  
<https://fm.xcpa.state.tx.us/fm/travel/index.php>

- **Equipment**

1 TAC §3.81

- CJD must pre-approve all requests to purchase equipment through a grant award or approved grant adjustment.
- CJD will not authorize reimbursement of equipment that exceeds the amount in the approved budget **or** the number of items approved for purchase in the budget. If the original

*When requesting reimbursement, eGrants will not allow you to enter a higher dollar amount than the current amount approved for the Equipment line item.*

approved amount is not enough to cover actual equipment expenses, a grant adjustment must be submitted to CJD via eGrants before the actual purchase of the item(s).

- If multiple units of the same item are going to be purchased, the number and cost per item (e.g., 4 computers @ \$700 each) must be included in the line item description. The line item descriptions must include justification as to how the equipment will support the project.
- Your agency must be able to produce an inventory list which includes the following information:
  - Description of the property
  - Serial Number or other identification number
  - Source of the property
  - Identification of the title holder
  - Acquisition date
  - Cost of the property
  - Percentage of the property's costs paid with grant funds
  - CJD grant number associated with the purchase of the property
  - Location of the property
  - Use and condition of the property
  - Disposition date, including the date of disposal and sale price.

*If your grant is selected for monitoring, Governor's Office monitoring staff will verify your equipment inventory and purchases against your budgeted and reported expenditures.*

- CJD must pre-approve any equipment purchase expected to exceed \$100,000. This includes single item purchases in excess of \$100,000 and multiple items from a single vendor in one line item that exceed an overall cost of \$100,000. Upload a Procurement Questionnaire into eGrants for CJD review and approval before committing to procurements in excess of \$100,000. The Procurement Questionnaire allows CJD to review the agency's policies for purchasing equipment in excess of \$100,000. (Refer to *Appendix A* for an example of the Procurement Questionnaire or download a copy by going to: <https://egrants.governor.state.tx.us/updates.aspx>. and click on the link for "Forms").

*Failure to submit a Procurement Questionnaire, when required, will result in a hold on payments for that equipment budget item.*

- Your agency's procurement policy for all equipment purchases must be followed.

**NOTE:** *If your agency does not have procurement guidelines, you are required to follow the guidelines outlined in the Uniform Grant Management Standards, Section III, Subpart C, .36. UGMS may be accessed by going to: <https://egrants.governor.state.tx.us/updates.aspx> and click on "Resources".*

- Copies of documentation related to the purchase of equipment must be maintained within your agency and retained in accordance with CJD's record retention policy. CJD may ask for copies of invoices for equipment purchases to be uploaded into eGrants. (Refer to the section on Closing-Out A Grant for information on CJD's record retention policy.)
- CJD grant-purchased equipment may only be used for approved grant activities.

**NOTE:** *Personal use of grant-funded equipment such as laptops or cell phones is not allowed.*

- Brand names should not be included in your budget line item description(s).
- CJD will not approve requests for use of grant funds to purchase vehicles or equipment for governmental agencies that are for general agency use. (This does not include law enforcement vehicles.)
- Requests to purchase law enforcement vehicles should include any additional items you are requesting for equipping the vehicle. Costs for vehicle accessories should be described in the single line item description of the vehicle if a vehicle is being purchased fully equipped from a single vendor. (e.g., Patrol Vehicle with installed mobile data terminals, radios, radar, sirens @ \$20,000).
- CJD considers equipment to be an article of non-expendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals the lesser of the capitalization level established by the grantee agency for financial statement purposes or \$1,000, or any of the following items with costs between \$500 and \$1,000: stereo systems; still and video cameras; facsimile machines; DVD players; VCRs and VCR/TV combinations; cellular and portable telephones; and computer systems.
- If your agency's capitalization level is less than \$1,000, you may leave the item within the equipment category. Make a note in your line item description stating that your agency capitalizes equipment with a value of less than \$1,000 with the exception of the above mentioned equipment items that cost between \$500 and \$1,000.
- Grantees reporting equipment expenses within a FSR must include the name of the vendor from whom the equipment item was purchased.

**Best Practice**

*Grantees should only report one vendor name/company per budget line item.*

*If your agency has multiple vendors combined under one line item within your approved equipment budget, you may be asked to submit a grant adjustment to separate those equipment purchases into individual line items.*

- **Supplies and Direct Operating Expenses**

1 TAC §3.83

- Line items must be related to the day-to-day operation of your CJD grant-funded project.
- For non-profit organizations, a fidelity bond is required and is an allowable grant expense.
- Costs must be prorated if you are sharing usage of items that are included in your budget. For example, if your agency has a copier and it is shared by the whole office – not just the CJD grant-funded project – you must prorate usage to cover only copies related to the CJD grant-funded project activities. OOG's monitoring staff may ask you to show the processes and documentation used for determining pro-rata costs.
- Costs must also be prorated when charging the grant for maintenance agreements and other items that extend beyond the grant period. For example, if you have a 12-month agreement for copier machine maintenance and only six months of the agreement falls within the grant period, you can only charge the grant for the six months.

- Costs for rent or leasing space must include the cost per square foot and the number of square feet being charged to the grant.
- Depreciation on a building or equipment is not an allowable grant expense, but a portion of it is allowed as in-kind match. (See Match section.)
- Costs for small items may be combined into one line item. (Pens, paper clips, paper, and diskettes may all be included within the standard Office Supplies line item.)
- Costs for leasing vehicles should include the number of vehicles to be leased and the estimate per vehicle unless it is a lease-to-own purchase which would then be considered an equipment purchase.

● **Indirect Costs**

1 TAC §3.85

- If the funding source for your project allows indirect costs and your agency is requesting indirect costs in excess of two percent (2%) of the CJD-funded direct costs, a copy of the agency's approval letter from its cognizant agency identifying the indirect cost rate must be submitted in eGrants under the "Upload.Files" sub-tab within the "Summary" tab.
- If your agency receives a new approval rate from its cognizant agency during the grant period, a grant adjustment updating your budget must be submitted. A copy of the new approval letter from the cognizant agency must also be uploaded into eGrants.

*CJD may negotiate the indirect cost rate if it is in excess of two percent.*

● **Match**

1 TAC §3.73

- Grantees are held to the level of match in the approved budget.
- Matching funds are considered grant funds and are subject to the same statutes, rules, regulations and guidelines applicable to the use of the CJD-funded portion of the grant project.
- Expenditures made with matching funds must be documented in the same manner as CJD reimbursed expenditures.
- Cash (hard) match is actual cash spent by your agency on the grant project. Cash does not lose its identity when it passes to another party.
- In-kind (soft) match is the value of donated services or items, and is not allowed in all fund sources. In-kind match may include:

*If you are applying for a grant that is funded under a program that does not require match and you do not want to be held to the match, do not include match in your CJD budget.*

- The fair market value of volunteer time, professional services, travel expenses, building space, non-expendable

**NOTE:** *Agency employees are not considered to be a third party; therefore, their time and services cannot be used as in-kind match.*

equipment, materials, and supplies contributed during the grant period to the grantee by a third party.

- Depreciation and use allowances for fixed assets (i.e., buildings or equipment) acquired by the grantee before the start of the grant period and used by the grant-funded project. Depreciation and use allowances are both ways to allocate the cost of fixed assets to periods benefiting from the use of those assets. You cannot combine these two methods in connection with a single class of fixed assets.
  - ◇ Depreciation - The maximum depreciation allowable is the amount that occurs during the grant period. The straight line depreciation method (with or without the salvage value) must be used to calculate depreciation. You cannot use an accelerated method to calculate depreciation.

**Depreciation Calculations**

❖ Straight Line Depreciation without the Salvage Value

- Divide the acquisition cost of the fixed asset by the useful life in years.
- Example: A building is purchased for \$100,000. The expected useful life is 50 years. Calculate the annual depreciation as follows:  $\$100,000 / 50 = \$2,000$ . The depreciation would be \$2,000 each year for 50 years.

❖ Straight Line Depreciation with Salvage Value

- Subtract the salvage value of the fixed asset from the assets acquisition cost then divide the outcome by the useful life in years.
- Example: A building is purchased for \$100,000. It has an estimated salvage value (i.e., the value of the building at the end of its useful life) of \$10,000. The expected useful life is 50 years. Calculate the annual depreciation as follows:  $(\$100,000 - \$10,000) / 50 = \$1,800$ . The depreciation would be \$1,800 each year for 50 years.

- ◇ Use Allowance – The maximum use allowance for buildings and building improvements cannot exceed two percent (2%) of the acquisition cost. The maximum use allowance for equipment cannot exceed six and two-thirds percent (6 2/3%) of the acquisition costs.

**Use Allowance Calculations**

❖ Use Allowance for Buildings

- Multiply the acquisition cost of the building by the applicable use allowance.
- Example: A building is purchased for \$100,000. The use allowance is 2% of the purchase price. Calculate the annual use allowance for the building as

follows:  $\$100,000 \times 2\% = \$2,000$ . The use allowance would be \$2,000 for the use of the building during the grant period.

- ❖ Use Allowance for Equipment
  - Multiply the acquisition cost of the equipment by the applicable use allowance.
  - Example: A copy machine is purchased for \$5,000. The use allowance is 6 2/3% of the purchase price. Calculate the annual use allowance for the copy machine as follows:  $\$5,000 \times 6 \frac{2}{3}\% = \$333.33$ . The use allowance would be \$333.33 for the use of the copy machine during the grant period.
- Records must be maintained on all in-kind contributions and include, at a minimum, the following items:
  - ◇ a full description of the item or service claimed;
  - ◇ the number of square feet donated to the project if your project is occupying donated space;
  - ◇ the name of the contributor;
  - ◇ the date of the contribution;
  - ◇ the fair market value of the contribution and how its value was determined;
  - ◇ proof of receipt of contribution which may include the signature of either the contributor or the agency staff that received the contribution; and
  - ◇ if you are counting a discount that has been given to the project, the contributor's signature on an affidavit of worth stating that they gave the discount in support of the project's purpose.
- Accounting records must clearly distinguish which funds and expenditures are match.
- Project records must clearly show the source, amount, and timing of all match (cash and in-kind) contributions. Timing means the timeframe in which you plan to contribute match to the project. For example, you may plan to contribute match each time you request reimbursement or you may plan to contribute the majority of your in-kind match following an event to be held in a certain month.
- CJD will allow state appropriated funds to be used to meet federal funding match requirements. However, CJD recommends that you contact the state awarding agency for the match source prior to the use of state appropriated funds as match to ensure this is a proper use of those funds.
- Federal funds cannot be used to meet match requirements.
- For required cash or in-kind match, CJD recommends that you report match expenditures throughout the grant period. Your final financial status report should reflect that the project met the minimum match required for your grant. If the match requirement is not met, CJD will reduce the grant award to the maximum CJD funds allowed based on total match contributions reported and a refund may be owed.

- On-call services may be used to meet match requirements when on-call services are necessary to carry out the mission of the project and there is an on-call policy approved by your governing board. The maximum value of time for a volunteer who is on-call cannot exceed 50% of the value of a volunteer's time while providing direct services. If the governing board has established a lower rate, then the lower rate must be used.

*Your approved on-call policy should be fully explained in the description field of the budgeted line item and must be uploaded to eGrants.*

- **Generated Program Income (GPI)**

1 TAC §3.87

- GPI is defined as **any** income received by a grantee that is a direct result of the CJD award.
- Direct result is defined as a specific activity or set of activities that are directly attributable to CJD grant funds and directly related to the goals and objectives of the project.
- Examples of GPI include, but are not limited to:
  - asset forfeitures;
  - interest income;
  - restitution;
  - proceeds from the sale of equipment purchased with grant funds;
  - fees; and
  - proceeds from grantee-provided training and related course materials which have been funded by a CJD grant program.
- If your project earns program income, you must submit a grant adjustment to CJD to include the program income in your budget.
- CJD approval of a grant adjustment adding GPI to the project is required **before** GPI can be spent.
- GPI should be used to offset CJD funds.
- GPI must be spent on project expenses before expending CJD grant funds.
- Program income is subject to the same statutes, rules, regulations, and guidelines applicable to the use of the CJD-funded portion of the grant.
- Grantees earning GPI from seizures and forfeitures are required to maintain documentation of the seizures and forfeitures received by the grantee agency including, but not limited to, seizure and forfeiture logs, agreements defining the distribution of seizures and forfeitures, and any other documentation required by statutes, rules, regulations, and guidelines applicable to the seizure and forfeiture of contraband.
  - All law enforcement agencies receiving CJD funds must maintain a seizure log that reflects any seizure at which grant-funded personnel (full time, part time, or overtime) were present. (If there are no grant funded personnel, the seizure does not need to be reported.)

*Be sure to maintain a log of all GPI received by the project. Income from asset seizures is not considered GPI until it has been awarded (forfeited) by the court to the grantee agency.*

- For each seizure at which grant-funded personnel were present, the grantee agency must maintain the asset sharing agreement pertaining to that seizure and make it available to CJD upon request.
- Asset sharing agreements should include all agencies that participated in the seizure and the proposed distribution should coincide with each agency's level of support in the operation.
- If no external agencies participated in the seizure and the grantee agency had grant-funded personnel and non-grant funded personnel involved in the seizure, the asset sharing agreement should be equally distributed and tracked based on the level of participation by grant-funded and non-grant-funded officers.
- A grant adjustment must be initiated to add forfeited GPI to the budget and the grantee agency must expend all GPI prior to receiving any CJD funds.
- You cannot carry forward unspent program income from one grant year to the next. Any remaining GPI must be refunded to CJD at the end of the grant period.

**NOTE:** For additional information on federal requirements for handling GPI, see Part III, Chapter 3.4 of the Office of Justice Programs Financial Guide found at: <http://www.ojp.usdoj.gov/financialguide/>.

### What is supplanting?

- ♦ *Supplanting is the deliberate replacement of state or local funds with CJD grant funds. Grant funds cannot be used to replace federal, state, or local funds that would otherwise be available for the project.*
- ♦ *Agency personnel cannot be moved into a grant-funded project unless that person's former position is filled or the person's former position was grant-funded and the grant funding ended. If duties are assigned that are in addition to a person's regular working schedule, CJD funds may be used to pay for the additional hours and duties.*
  - One example of supplanting is: If your law enforcement agency has already budgeted for 25 peace officers and you receive a CJD grant for three officers to investigate cold cases, your total number of officers increases to 28. CJD funds must support the three additional officers rather than three of the already budgeted 25 peace officers. If three officers are assigned additional duties that are in direct relation to the CJD grant, their salary may be increased accordingly and that portion may be paid for with CJD funds.
  - Another example of supplanting is: If your agency has included the replacement of three computers in its non-CJD grant-funded approved budget and the agency receives a CJD grant which has the approval to purchase one computer, your agency is still responsible for purchasing the three computers. In addition to the three regularly budgeted computers, CJD funds may be used to purchase an additional computer for a total of four computers.

*If it is a routine budgeted item by your agency, you cannot use CJD grant funds to replace your agency's funds. All CJD grant funds and matching funds should be in addition to existing projects.*

***Is there a list of items that grant funds cannot be used to purchase or support?***

- ♦ *Yes. Each CJD grant program has specific items that are not allowable. Refer to Appendix B of this document to locate the program under which your grant is funded.*

In general, grant funds cannot be used to purchase or support the following items:

- lobbying;
- promotional gifts;
- medical services;
- food, meals, beverages, or other refreshments;
- admission fees or tickets to any amusement park, recreational activity or sporting event;
- inherently religious activities such as prayer, worship, religious instruction, or proselytizing;
- any expense or service that is readily available at no cost to the grant project, or that is provided by other federal, state or local funds;
- vehicles or equipment for government agencies that are for general agency use;
- prepaid credit, debit or store cards; and
- any other prohibition imposed by federal, state, or local law.
- legal services for adult offenders;
- fundraising;
- membership dues for individuals;
- new construction;

**TIME SHEETS AND ACTIVITY REPORTS**

***Are time sheets and activity reports required?***

- ♦ *Yes. Each CJD grant-funded personnel position must maintain a time sheet that accounts for the total hours worked by the employee.*

- **Employees Working Solely (100% of Time) on a single Grant**

- Employees working solely (100% of time) on a single federal or state award, must maintain time sheets and periodic certifications that the employees worked solely on that program for the period covered by the certification.

***Periodic Certifications***

*Minimum Requirements:*

- *Must be prepared at least semi-annually (i.e., every 6 months)*
- *Must be signed by the employee and supervisory official having firsthand knowledge of the work performed by the employee.*

- Activity reports are not required for employees that work solely on a single CJD-funded grant.

- **Employees NOT Dedicated to a single Grant**

- Employees not dedicated solely (LESS THAN 100% of the time) on a single federal or state award must maintain on file personnel activity reports that:
  - Reflect an after the fact determination of the actual time worked and activity performed;
  - Account for the total activities for which employees are compensated;
  - Are prepared at least monthly and coincide with one or more pay periods; and

- Are signed by the employee and a supervisory official having firsthand knowledge of the work performed by the employee.
- If your agency's time sheets only track the employee's time worked then a separate activity report must be maintained that tracks the actual work performed. If the activity reports and time sheets are two separate documents, both must bear the required signatures and they must reconcile. For instance, activity reports should not be maintained on a monthly basis if time sheets are maintained on a bi-weekly basis.
- An example of an activity report can be found in *Appendix A* or you can download a blank form at <https://egrants.governor.state.tx.us/updates.aspx>.

**NOTE:** *ALL CJD-funded employees, both those solely funded on a single grant and those not solely funded on a single grant, **MUST** maintain time sheets.*

- **Employees working APPROVED overtime on a single Grant**

- Employees working approved overtime on a single federal or state award must maintain on file personnel activity reports that:
  - Reflect an after the fact determination of the actual time worked and activity performed;
  - Account for the total activities (regular and overtime) for which employees are compensated;
  - Are prepared at least monthly and coincide with one or more pay periods; and
  - Are signed by the employee and a supervisory official having firsthand knowledge of the work performed by the employee.
- If your agency's time sheets only track the employee's time worked then a separate activity report must be maintained that tracks the actual work performed. If the activity reports and time sheets are two separate documents, both must bear the required signatures and they must reconcile. For instance, activity reports should not be maintained on a monthly basis if time sheets are maintained on a bi-weekly basis.
- An example of an activity report can be found in *Appendix A* or you can download a blank form at <https://egrants.governor.state.tx.us/updates.aspx>.

## GRANTS MONITORING

### **WHAT IS MONITORING?**

1 TAC §3.2601

- ♦ *The purpose of Monitoring is to enhance the integrity of CJD's grant administration through reviews of grantees' financial and programmatic compliance with laws and guidelines applicable to each grant.*
  - Monitoring staff also provides technical assistance to grantees in the following areas:
    - Accountability and stewardship of public funds; and
    - Deterrence of misuse and abuse of grant funds.
  - Monitoring reviews may be conducted on site at the grantee's offices or through a desk review that involves telephone consultations and review of materials submitted by the grantee. Monitors may also make contact visits with grantees.
  - Monitors also perform reviews of the Single Audit Reports.

### ***If our agency receives a grant, will the grant be monitored?***

- ♦ *All grants are subject to a monitoring review.*
  - Monitored grants may be selected through a risk analysis, an emphasis on a specific fund source, or upon request.
  - Reviews may be conducted at any time and may be unannounced.
  - The Compliance and Oversight Division (COD) within the Office of the Governor conducts Financial Monitoring Reviews that focus on:
    - examining accounting records, invoices, receipts, contracts, and other documents of grant expenditures including, CJD funds, cash match, in-kind match, and program income;
    - sampling and testing General Subgrant Administration (GSA) processes as well as transactions from various budget categories; and
    - verifying inventories and expenditures.
  - CJD Grant and Program Managers conduct Programmatic Reviews that focus on:
    - observing how the program works;
    - reviewing processes and procedures related to subgrant management;
    - discussing data collection systems;
    - examining documents such as timesheets, invoices, and inventory lists; and
    - providing technical assistance.

**What areas are reviewed when a grant is monitored?**

- ♦ *Monitors review financial records, supporting documents, agency policies and procedures, time records, equipment inventory, contracts, and other grant records pertinent to the award.*

**What do we need to do to prepare for a monitoring visit?**

- ♦ *You should provide monitors with the following information, upon request:*
  - chart of accounts
  - detailed listing of the general ledger accounts
  - revenue accounts
  - detailed listing of cash match accounts
  - list of personnel assigned to the grant, including name, position, and current salary
  - payroll records
  - internal policies and procedures
  - equipment inventory list
  - program records
  - copies of contracts
  - travel logs and expenditures
  - personnel files on grant-paid staff and staff used as match
  - time and attendance records for all grant staff and volunteers
  - invoices and receipts for grant-funded purchases

**Who should be present during a CJD site review?**

- ♦ *At a minimum, the Project Director and the Financial Officer, or their designees should be present.*

**After the monitoring review is over, will the monitor send us a report?**

- ♦ *Yes. A report will be issued that explains any noted findings and recommendations, along with the necessary corrective action.*
  - If findings are noted, the project officials will be asked to provide a response within a specified timeframe.
  - The response should include a corrective plan for each finding.
  - A final report will be issued upon receipt of the grantee's response informing each grant official that the review has been completed and has been closed.
  - If findings have not been adequately addressed, a final report with unresolved findings will be issued that will require:
    - Project officials to take actions to correct and resolve the outstanding findings.
    - When all findings have been resolved, a close-out letter will be issued informing each grant official that the review has been completed and has been closed.

**NOTE:** Grantees may be placed on Vendor Hold if a response is not received within the specified timeframe or if outstanding findings remain unresolved.

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**What are some of the common areas of non-compliance?**

- **Reporting**
  - **Financial Status Reports (FSR)**
    - FSR and accounting records (e.g., grant or general ledger) do not reconcile.
    - Invoices or other supporting documentation does not reconcile with reported expenditures.
    - Late or missing reports.
  - **Progress Reports**
    - Late or missing reports.
- **Budget**
  - eGrants budget does not reconcile with actual purchases.
  - Ineligible or questioned items purchased with grant funds.
  - Budget line items need to be separated into multiple line items.

**Personnel**

- Personnel expenditures reported on the FSR do not reconcile to grantee's accounting records.
- Percent of salary charged to grant is inconsistent with budgeted percent.
- Insufficient Time and Activity Records:
  - ◇ Grantee does not maintain time sheets or activity reports.
  - ◇ Copies of timesheets do not include the approval of both the employee and his supervisor.
  - ◇ Copies of activity reports do not include the approval of both the employee and his supervisor.
  - ◇ **Time and activity reports do not denote the total activity performed each day (grant and non-grant).**
  - ◇ Records reflecting the grant activities do not correspond to the actual number of hours grant-paid personnel worked on the grant each day. See *Appendix A* for a sample timesheet. The forms can also be downloaded from CJD's website:  
<https://egrants.governor.state.tx.us/updates.aspx>.
  - ◇ Records of volunteer activities and hours worked are not provided when their time is being used to meet matching requirements.
- Records are not provided to demonstrate that overtime is consistent with CJD policy.
- Grantee has supplanted (replaced) agency funds with CJD grant funds.
- Employees' salaries include stipends for routine expenses such as cell phones, health insurance or vehicle usage.

**Contractual and Professional Services**

- Contractual and Professional Services expenditures reported on the FSR do not reconcile to the grantee's accounting records.
- Grantee has not submitted a CJD-prescribed Procurement Questionnaire when procurement is expected to exceed \$100,000.
- Grantee contracts or agreements are not in writing and not consistent with Texas contract law.
- Grantee does not have:
  - ◇ A system in place for contract administration.
  - ◇ A documented contract monitoring policy that includes the frequency of monitoring the contracts.
  - ◇ Documentation of the monitoring activities of grant-funded contracts per the contract monitoring policy by the identified frequency.
  - ◇ Documentation of compliance with the grantee agency's guidelines for procurements.
  - ◇ Invoices supporting contractual services during the grant period.

*If your agency does not have procurement guidelines, the agency must follow the guidelines outlined in the Uniform Grant Management Standards, Section III, Subpart C.36.*

### **Travel and Training**

- Travel and Training expenditures reported on the FSR do not reconcile to the grantee's accounting records.
- Invoices supporting the Travel and Training are not within the applicable grant period.
- Missing or insufficient records that properly document the completion of all grant-funded training courses (e.g., certificates of completion, sign-in sheets, email from vendor confirming attendance).
- Travel and Training expenditures reported on FSR are for non-grant related activities.
- Grantee has not complied with:
  - ◇ The agency's travel policy for meals, hotel, mileage, and other expenses; or
  - ◇ Maintenance of a travel log that includes mileage traveled, dates, destinations, and activities performed during the travel.

*If your agency does not have an approved travel policy, travel expenditures should be consistent with the State's travel policy found at:*

<https://fm.xcpa.state.tx.us/fm/travel/index.php>

### **Equipment**

- Equipment expenditures reported on the FSR do not reconcile to the grantee's accounting records.
- Grantee has not submitted a CJD-prescribed Procurement Questionnaire when procurement is expected to exceed \$100,000.
- Grantee inventory of purchased equipment does not include:
  - ◇ Description of the property;

- ◇ Serial Number or other identification number;
  - ◇ Source of the property;
  - ◇ Identification of the title holder;
  - ◇ Acquisition date;
  - ◇ Cost of the property;
  - ◇ Percentage of the properties costs paid with grant funds;
  - ◇ CJD grant number associated with the purchase of the property;
  - ◇ Location of the property;
  - ◇ Use and condition of the property; or
  - ◇ Disposition date, including the date of disposal and sale price.
- If your grant is selected for monitoring, Governor's Office monitoring staff will verify your equipment inventory and purchases against your budgeted and reported expenditures.*
- Equipment purchases were not made within the grant period.
  - Missing or insufficient invoices supporting the equipment procured during the grant period.

#### **Supplies and Direct Operating Expenses**

- Supplies and Direct Operating Expenses reported on the FSR do not reconcile to grantee's accounting records.
- Grantee has not maintained receipts, invoices, or other acceptable documentation.
- Grantee has used CJD grant funds to purchase disallowed items such as:
  - ◇ Admission fees to amusement parks, recreational activities or sporting events;
  - ◇ Promotional gifts;
  - ◇ Food or beverages for activities other than events tied to an approved activity;
  - ◇ Membership dues for individuals;
  - ◇ Decorations or supplies for parties; or
  - ◇ Employee stipends/reimbursement for communication devices (cell phones, pagers, etc.).
- Missing or insufficient invoices supporting the Supplies and Director Operating Expenses purchased during the grant period.

#### **Match**

- Grantee has not accounted for cash match in the grantee's accounting records.
- Grantee has claimed match for services not directly related to the services provided.
- Grantee has not maintained records of all in-kind contributions including a full description of the item or service claimed and how the fair market value of the item or service was determined.
- Grantee has not used match in accordance with the same statutes, rules, regulations, and guidelines applicable to the use of the CJD-funded portion of the grant.
- Missing or insufficient documentation supporting the source or use of matching funds.

- **Civil Rights**
  - Agency policies are missing or do not adequately meet the civil rights requirement.
  - The Civil Rights Liaison shown in eGrants is inaccurate.
- **Conflict of Interest**
  - Grantee has allowed a grant-paid employee to continue to work after they filed to run for public office.
 

*Grant-paid employees are required to resign from their grant-paid position at the time they officially file for a campaign. (See the Hatch Act for additional information.)*
  - Grantee allowed two relatives to work on the same CJD grant without documentation stating that the employee will not be supervised by the relative and that the relative had no authority over hiring the employee.

***What happens if a grantee does not cooperate with a monitoring review or comply with the required actions necessary to resolve the findings?***

- ♦ *The agency may be placed on vendor hold until issues are resolved or may be required to reimburse CJD for the grant funds that were paid to the agency for unresolved findings.*

## **SINGLE AUDITS**

1 TAC §3.2603

***Do requirements for single audits apply to all grantees?***

- ♦ *Grantees that expend \$500,000 or more in combined federal grant funding, or \$500,000 or more in combined state grant funding must electronically submit an annual single audit to the Governor's Office of Compliance and Oversight Division (COD). The audit must be conducted by an independent auditor.\**

*\*This requirement changes to \$750,000 or more in combined federal grant funding for fiscal years beginning on or after December 26, 2014.*
- Grantees that meet the audit threshold must electronically submit to COD their most current single audit. The audit, including the grantee's response and corrective plan, if applicable, must be submitted to COD within 30 calendar days after the grantee receives the audit results or nine months after the end of the audit period, whichever is earlier.
- If a grantee is required to submit a Single Audit report to COD, an **electronic copy** must be submitted by e-mail to: [COD-FMU@governor.state.tx.us](mailto:COD-FMU@governor.state.tx.us) or faxed to (512) 936-0255, Office of the Governor, Compliance and Oversight Division, Attn: Single Audit Point of Contact.
- Grantees must contact the COD if preparation of the single audit is being delayed for any reason.

***NOTE:*** *If a grantee meets the requirement for submitting a single audit and does not submit one to COD, the grantee may be placed on vendor hold by CJD and may also not be awarded new grants. In addition, significant deficiencies in your Single Audit that remain unresolved may result in a loss of CJD funding.*

## CLOSING OUT A GRANT

### HOW DO WE CLOSE OUT OUR CJD GRANT?

- ♦ *Grants are closed programmatically and financially when all programmatic and financial reports have been submitted **and** approved by CJD. There are four important steps in this process:*
  - 1) Submit a Final Financial Status Report (FSR) to CJD that includes the cumulative expenses incurred under the grant. The Final FSR lets CJD know that you do not expect to report any additional expenses for your grant project.
    - You must demonstrate that the match requirement, if applicable, has been met by accounting for all cash and in-kind match on the Final FSR. If you are short of meeting the match requirement on your Final FSR, it will be returned to you for correction or you will be asked to reduce your overall CJD award amount and refund the difference to CJD. If your grant was approved with matching funds that exceeded the minimum match requirement, you are still responsible for meeting the higher level of match.
    - You may submit a Final FSR prior to the grant liquidation date if you have expended all grant funds or do not anticipate any additional expenses under your grant. Any grant balances remaining upon submission of the Final FSR will revert to CJD.

**Note:** *If you need to revise a FSR on a grant that has been closed by CJD, your grant manager will assist you in this process. Grantees are occasionally asked to revise their Final FSR because of monitoring findings or audits conducted by the grantee agency.*

- 2) Demonstrate that all budgeted GPI has been expended on the Final FSR.
  - If you have earned GPI that is not reflected in the approved budget, you must submit a grant adjustment request to CJD to add the additional GPI before submitting your Final FSR.
  - If all the GPI is not spent during the grant period, you will be asked to revise your Final FSR to show reductions in CJD funded line item expenditures and increases in GPI line item expenditures. If the GPI exceeds the amount of CJD-funded line items, you will be required to send the balance to CJD.
- 3) Submit your final progress report online to the Public Policy Research Institute (PPRI) at Texas A&M University. Once your report has been approved by CJD, your grant will be considered programmatically closed.
- 4) Request disposition of equipment purchased with grant funds.
  - Disposition is defined as an explanation of how the agency plans to use the equipment after the grant ends and the agency's process for disposal if the item is no longer operational or needed to continue the grant funded activities under which the item was purchased.
  - If you purchased a piece of equipment with grant funds that has a current fair market value of \$5,000 or more. You must explain the disposition of the equipment item in your Final FSR.

- Equipment with a market value of less than \$5,000 may be retained by the grantee agency without CJD permission.
- CJD may also request that the grant-purchased equipment be transferred to another agency if the equipment will not be used to continue operation of the project or is no longer needed for the project.

## **HOW LONG DO WE HAVE TO KEEP CJD GRANT RECORDS?**

1 TAC §3.2505

- Your agency must maintain all financial records, supporting documents, statistical records, and all other records pertinent to your grant for at least three years following the closure of the most recent single audit report or submission of the final expenditure if the audit report requirement has been waived. Records retention is required for the purposes of federal or state examination and audit. Grantees may retain records in an electronic format. All records are subject to audit or monitoring during the entire retention period.
- Your agency must retain records for equipment, non-expendable personal property, and real property for a period of three years from the date of the item's disposition, replacement, or transfer.
- If any litigation, claim, or audit is started before the expiration of the three-year records retention period, your agency must retain the records under review until the completion of the action and resolution of all issues which arise from it or until the end of the regular three-year period, whichever is later.
  - Example: Sample County's Law Enforcement Project Grant ended July 1, 2006. Sample County's single audit for FY 2006 is completed in March 2007. Sample County is required to retain the grant records until March 2010.

## CIVIL RIGHTS COMPLIANCE

### Why is Civil Rights compliance relevant to grant funding?

- ◆ You may not discriminate in **employment** or in the right to participate in programs and activities operated or funded by CJD on the basis of race, color, national origin, religion, sex, and disability.
- ◆ You may not discriminate in the **delivery of services** or benefits on the basis of race, color, national origin, religion, sex, disability, and age.
- ◆ You must notify the public (employees and those served by the agency) about your non-discrimination policies.
- ◆ When you accepted your grant award from CJD your agency agreed to comply with all civil rights requirements contained in the nondiscrimination statutes and regulations noted below. Notification regarding these requirements is contained in the Certification and Assurances form located on the Documents tab in eGrants.
  - The Omnibus Crime Control and Safe Streets Act of 1968, as amended, which prohibits discrimination on the basis of race, color, national origin, religion, or sex, in OJP and COPS funded programs or activities ([42 U.S.C. §3789d](#) and [28 C.F.R. §42.201 et seq.](#)).
  - Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in OJP and COPS funded programs or activities ([42 U.S.C. §2000d](#) and [28 C.F.R. §42.101 et seq.](#)).

*These laws prohibit CJD and its subrecipients from retaliating against an individual for taking action or participating in action to secure rights protected by these laws.*

#### Notes:

- Title VI's prohibition of discrimination on the basis of national origin has been interpreted by courts to include discrimination on the basis of English proficiency. Under Title VI (and the Safe Streets Act), recipients are required to provide Limited English Proficiency (LEP) individuals with meaningful access to their programs and services.
- Providing "meaningful access" will generally involve some combination of oral interpretation services and written translation of vital documents.
- For additional guidance and resources to assist with implementing LEP requirements you can visit the Office of Justice Programs' LEP website at <http://www.ojp.usdoj.gov/about/ocr/lep.htm>.
- Section 504 of the Rehabilitation Act, which prohibits discrimination on the basis of disability in OJP and COPS funded programs or activities ([29 U.S.C. §794](#) and [28 C.F.R. §42.501 et seq.](#)).
- Section 1407 of the Victims of Crime Act (VOCA), which prohibits discrimination on the basis of race, color, national origin, religion, sex, or disability in VOCA funded programs or activities ([42 U.S.C. §10604](#)).
- Title II of the Americans with Disabilities Act of 1990, as it relates to discrimination on the basis of disability in OJP or COPS funded programs or activities ([42 U.S.C. §12132](#) and [28 C.F.R. Part 35](#)).

- Title IX of the Education Amendments of 1972, as it relates to discrimination on the basis of sex in OJP and COPS funded training or educational programs ([20 U.S.C. §1681](#) and [28 C.F.R. Part 54](#)).
- The Age Discrimination Act of 1975 as it relates to services discrimination on the basis of age in OJP or COPS funded programs or activities ([42 U.S.C. §6102](#) and [28 C.F.R. §42.700 et seq](#)).
- Equal Treatment for Faith-Based Organizations ([28 C.F.R. Part 38](#) and [Executive Order 13279](#)).

Notes:

This regulation ensures a level playing field for the participation of faith-based organizations and other community organizations by:

- Prohibiting discrimination for or against an organization on the basis of religion, religious belief, or religious character in the administration or distribution of funds;
- Allowing a religious organization that participates in funded programs to retain its independence and continue to carry out its mission, provided that direct grant funds do not support any inherently religious activities. While inherently religious activities are permissible, they must be separate in time or place from the funded program, and participation in such activities by individuals receiving services must be voluntary;
- Clarifying that faith-based organizations can use space in their facilities to provide Department-funded services without removing religious art, icons, scriptures, or other religious symbols; and
- Ensuring that no organization that receives direct financial assistance can discriminate against a program beneficiary, or prospective beneficiary, on the basis of religion or religious belief.

### ***What are my agency's responsibilities related to non-discrimination?***

- ◆ *Your agency must have procedures in place for responding to discrimination complaints filed directly with your agency and **you must notify** your clients, customers, and program participants of prohibited discrimination and the procedures for filing a services discrimination complaint.*
  - If your agency receives a complaint alleging services discrimination, you may either:
    - 1) Investigate the complaint and respond directly to the complaining party in writing, or
    - 2) Refer the complaint to the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights (OCR) and notify the complainant and CJD of the referral.

### ***How do I file a discrimination complaint directly with the Office for Civil Rights (OCR)?***

- ◆ *OCR investigates complaints from members of the public who believe that an agency that receives funding from the U.S. Department of Justice (USDOJ) has discriminated against them, either in employment or in the delivery of services or benefits.*

- OCR has jurisdiction to investigate agencies that receive funding from the [Office of Community Oriented Policing Services \(COPS Office\)](#), the [Office on Violence Against Women \(OVW\)](#), and the [Office of Justice Programs](#) and its components.
- OCR can investigate not only recipients that receive funding directly from USDOJ (i.e., CJD), but it can also investigate agencies that receive USDOJ funding from state and local government agencies (i.e., CJD's grantees).
- To file a civil rights complaint, download and complete the [Complaint Verification Form \(CVF\)](#) and the [Identity Release Statement \(IRS\)](#) and return both forms to the OCR at the following address:

Office for Civil Rights  
Office of Justice Programs  
U.S. Department of Justice  
810 7th Street, NW  
Washington, DC 20531

- If you believe that you have been the target of discrimination, you should file a complaint with the OCR as soon as possible. In most circumstances, you may have no longer than one year from the date of the discriminatory incident to file a complaint.
- For more information on Civil Rights go to: <http://www.ojp.usdoj.gov/about/offices/ocr.htm>.

## RULES AND REGULATIONS

***Where can we find written rules and regulations that expand on the items noted in this guide as well as provide any additional information necessary to efficiently administer the grant?***

**NOTE:** Multiple documents may apply to your project.

- Applies to all CJD grants:
  - Texas Administrative Code, Title 1, Part 1, Chapter 3 (1 TAC): Contains additional information about CJD rules and policies regarding grants.  
<https://egrants.governor.state.tx.us/updates.aspx>
  - Uniform Grant Management Standards (UGMS): Contains additional grant management policies for local and state units of government.  
<https://egrants.governor.state.tx.us/updates.aspx> and click on “Resources”
  - OMB Circular A-133: Audits of States, Local Governments, and Non-Profit Organizations: Contains the responsibilities for non-federal entities in managing federal assistance programs and the responsibilities for auditors in respect to the scope of the audit.  
<http://www.whitehouse.gov/omb/circulars/index.html>
- Applies to all CJD grants to state and local governments:
  - Common Rule for OMB Circular A-102: Grants and Cooperative Agreements with State and Local Governments: Establishes consistency and uniformity among federal agencies in the management of grants and cooperative agreements with state and local governments and federally recognized Indian tribal governments.  
<http://www.whitehouse.gov/omb/circulars/index.html>
  - 2 C.F.R. Part 225: Cost Principles for State, Local, and Indian Tribal Governments: Establishes principles and standards for determining costs for federal awards carried out through grants, cost reimbursement contracts, and other agreements with state and local governments, and federally-recognized Indian tribal governments.  
<http://www.whitehouse.gov/omb/circulars/index.html>
- Applies to all federal grants:
  - Office of Justice Programs Financial Guide (OJP)  
<http://www.ojp.usdoj.gov/financialguide/>
- Applies to all CJD grants to universities, colleges, hospitals, and private non-profits:
  - 2 C.F.R. Part 215: Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Private Non-Profit Organizations: Contains

- standards for obtaining consistency and uniformity among federal agencies in the administration of grants and agreements with institutions of higher education, hospitals, and other non-profit organizations.
- 2 C.F.R. Part 220: Cost Principles for Educational Institutions: Establishes principles for determining costs applicable to grants, contracts, and other agreements with education institutions.
  - 2 C.F.R. Part 230: Cost Principles for Private Non-Profit Organizations: Establishes principles for determining costs of grants, contracts, and other agreements with non-profit organizations.

Link to all circulars: <http://www.whitehouse.gov/omb/circulars/index.html>

# Post-Award Procurement Questionnaire

OFFICE OF THE GOVERNOR  
 CRIMINAL JUSTICE DIVISION  
 P.O. Box 12428  
 AUSTIN, TEXAS 78711  
 PHONE: 512/463-1919  
 FAX: 512/475-2440

<https://egrants.governor.state.tx.us>

This form along with supporting documentation MUST be completed by the designated grant financial officer and submitted to the Governor's Criminal Justice Division (CJD) before obligating grant funds for a single procurement of goods (including equipment) and/or services expected to exceed \$100,000.

### PART I: CJD GRANT INFORMATION

Grantee Name:				
Project Title:				
Grant Number (ex: 16000-02):				
Project Period:	From		To	

### PART II: VENDOR INFORMATION

Vendor Name:				
Contract Period (N/A for Equipment):	From		To	
Line Item as it appears on CJD approved budget:				
Item Amount (\$):				

### PART III: PROCUREMENT INFORMATION

1. What procurement procedures are used by the grantee agency (SELECT One)?	
<input type="checkbox"/> State   <input type="checkbox"/> Local   <input type="checkbox"/> Other (please DESCRIBE):	
2. Are the proposed procurement procedures compliant with federal, state and local laws and regulations and the standards identified in the Uniform Grant Management Standards (SELECT One)?	<input type="checkbox"/> Yes   <input type="checkbox"/> No
3. For purchases expected to exceed \$100,000, SELECT any of the following conditions that apply:	
a) The procurement is to be awarded without competition and/or only one bid or offer is received in response to a solicitation. <b>If YES:</b>	<input type="checkbox"/> Yes   <input type="checkbox"/> No
i. Was the purchase made through/from:	
• An authorized cooperative purchasing program,	<input type="checkbox"/> Yes   <input type="checkbox"/> No
• Federal supply schedules of the United States General Services Administration, or	<input type="checkbox"/> Yes   <input type="checkbox"/> No
• A vendor listed on a schedule developed by the Texas Facilities Commission?	<input type="checkbox"/> Yes   <input type="checkbox"/> No
<i>If Yes to any of the above 3 conditions the requirement for competitive bids is satisfied.</i>	
ii. If ALL responses under i. are NO, do any of the following conditions apply:	
• Item or service is available only from a single source, <b>If YES, ATTACH documentation supporting this assertion.</b>	<input type="checkbox"/> Yes   <input type="checkbox"/> No
• A true public exigency or emergency exists, or <b>If YES, ATTACH a statement describing emergency and need for item/service.</b>	<input type="checkbox"/> Yes   <input type="checkbox"/> No
• After competitive solicitation, competition is considered inadequate. <b>If YES, ATTACH a statement describing solicitation process and results.</b>	<input type="checkbox"/> Yes   <input type="checkbox"/> No
b) The procurement specifies a "brand name" product. <b>If YES, ATTACH a statement describing why "equal" products from other companies are either not available or have been precluded from consideration.</b>	<input type="checkbox"/> Yes   <input type="checkbox"/> No
c) The proposed contract/ purchase is to be awarded to an entity other than the evident low bidder under a sealed bid procurement. <b>If YES, ATTACH a statement describing the low bidder's non-conformance with the bid specifications and/or inability to meet the requirements/deliverables.</b>	<input type="checkbox"/> Yes   <input type="checkbox"/> No
<b>If the answer is 'Yes' to statements 3 a), b), or c) above, grantees must submit the requested written justification prior to the obligation or expenditure of grant funds. Upon request from CJD, grantees must also submit procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.</b>	

**PART IV: CONFLICTS OF INTEREST**

1. Any employee, officer, agent, or any member of their immediate family who has a financial or other interest in any prospective vendor WILL BE EXCLUDED from participating in the selection, award, or administration of the contract.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Any contractors involved in the development of the procurement WILL BE EXCLUDED from bidding or proposal submission.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**PART V: CONTRACT MONITORING INFORMATION**

1. If the procurement involves a contract:		
a) Has the awarding agency established a contract monitoring function to regularly ensure that deliverables are being provided as specified in the contract?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b) Has the awarding agency established a process to regularly document the results of contract monitoring reviews?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c) Has the awarding agency created a filing system to maintain all files and results of contract monitoring reviews?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**PART V: AUTHORIZING SIGNATURE**

I certify that to the best of my knowledge and belief this questionnaire and any supporting documentation is correct and complete.

\_\_\_\_\_  
Printed Name of Financial Officer

\_\_\_\_\_  
Signature of Financial Officer

\_\_\_\_\_  
Date



## Program Descriptions and Requirements

The following pages contain information on the state and federal rules and regulations governing the fund sources administered by CJD. Eligible activities are not inclusive of all federal purpose areas – they list only those for which CJD is currently funding projects.

### COVERDELL FORENSIC SCIENCES PROGRAM

<b>Source</b>	U.S. Department of Justice, Title I of the Omnibus Crime Control and Safe Streets Act of 1968, codified as amended at 42 U.S.C. § 3797j et seq.
<b>CFDA Number</b>	16.742
<b>Purpose</b>	Improve the quality, timeliness and credibility of forensic science and medical examiner services for criminal justice purposes.
<b>Project Requirements</b>	<ul style="list-style-type: none"> <li>• Projects are required to comply with all applicable state and federal regulations.</li> <li>• Laboratories are required to comply with the following operational requirements:             <ul style="list-style-type: none"> <li>○ Use generally accepted laboratory practices and procedures established by accreditation organizations or appropriate certifications that are acceptable within the criminal justice system.</li> <li>○ Demonstrate improvement over current operations in the average number of days between submission of a sample to a forensic science laboratory and the delivery of test results to the requesting office or agency.</li> <li>○ Assure that all project personnel comply with 28 C.F.R. Part 22 regarding protection of personally identifiable information that may be collected for research or statistical purposes.</li> <li>○ Certify that a government entity exists and an appropriate process is in place to conduct independent external investigations into allegations of serious negligence or misconduct by employees or contractors substantially affecting the integrity of forensic results.</li> </ul> </li> <li>• Allowable expenditures are limited to the following:             <ul style="list-style-type: none"> <li>○ Laboratory and computer equipment including upgrading, replacing, and purchasing laboratory equipment, instrumentation, and computer hardware or software for forensic analyses and data management.</li> <li>○ Supplies including laboratory items needed to perform analyses and to conduct validation studies, and other expenses directly attributable to conducting various types of forensic analyses.</li> <li>○ Costs associated with forensic science or medical examiner personnel for overtime, fellowships, visiting scientists, interns, consultants or contracted staff in order to reduce a backlog.</li> </ul> </li> </ul>
<b>Eligible Applicants</b>	State agencies and units of local government that operate laboratories currently accredited by the Texas Department of Public Safety, Laboratory Accreditation Board of the American Society of Crime Laboratory Directors, the National Association of Medical Examiners, or other appropriate accrediting bodies.
<b>Eligible Activities</b>	Equipment Investigation

**COUNTY ESSENTIALS**

<b>Source</b>	A biennial appropriation by the Texas Legislature.
<b>CFDA Number</b>	Not Applicable
<b>Purpose</b>	Provide emergency funding for counties who experience unanticipated expenses related to criminal justice activities, especially expenses related to capital murder cases.
<b>Project Requirements</b>	Projects are required to comply with all applicable state guidelines.
<b>Eligible Applicants</b>	Counties
<b>Eligible Activities</b>	Equipment Essential County Services Extraordinary Costs Associated with Prosecuting Capital Cases

### **CRIME STOPPERS ASSISTANCE FUND**

<b>Source</b>	A biennial appropriation by the Texas Legislature established by the Texas Code of Criminal Procedure, Article 102.013.
<b>CFDA Number</b>	Not Applicable
<b>Purpose</b>	Enhance and assist community efforts in solving crime.
<b>Project Requirements</b>	Projects are required to comply with state requirements and to be certified by the Texas Crime Stoppers Council. If a grantee is decertified by the Texas Crime Stoppers Council or its certification expires, the grant project will be terminated on the date of decertification or loss of certification, and the grantee will be required to return all unexpended funds to CJD.
<b>Eligible Applicants</b>	<p>Crime Stoppers organizations as defined by Section 414.001(2) of the Texas Government Code that are certified by the Texas Crime Stoppers Council to receive repayments under Articles 37.073 and 42.152 of the Texas Code of Criminal Procedure, or payments from a defendant under Article 42.12 of the Texas Code of Criminal Procedure.</p> <p>Section 414.001(2) of the Texas Government Code defines a "crime stoppers organization" as follows:</p> <ul style="list-style-type: none"> <li>• a private, nonprofit organization that is operated on a local or statewide level, that accepts and expends donations for rewards to persons who report to the organization information about criminal activity and that forwards the information to the appropriate law enforcement agency; or</li> <li>• a public organization that is operated on a local or statewide level, that pays rewards to persons who report to the organization information about criminal activity, and that forwards the information to the appropriate law enforcement agency.</li> </ul>
<b>Eligible Activities</b>	Crime Stoppers Assistance

**INTERNET CRIMES AGAINST CHILDREN (IC)**

<b>Source</b>	A biennial appropriation by the Texas Legislature from General Revenue.
<b>CFDA Number</b>	Not Applicable
<b>Purpose</b>	Support law enforcement agencies with responding to online enticement of children by sexual predators, child exploitation, child obscenity, and pornography cases.
<b>Project Requirements</b>	Agencies should be designated by the U.S. Department of Justice (DOJ) as Internet Crimes Against Children Task Forces. Project will supports state and local law enforcement agencies that address violent crime or statistically supported major crime initiatives at the local level.
<b>Eligible Applicants</b>	Units of Local Governments
<b>Eligible Activities</b>	Investigations

### **JUSTICE ASSISTANCE GRANT PROGRAM (JAG)**

<b>Source</b>	U.S. Department of Justice, Omnibus Crime Control and Safe Streets Act of 1968, as amended, Title I, codified as amended at 42 U.S.C. §3750 et seq.
<b>CFDA Number</b>	16.738
<b>Purpose</b>	Support state and local agencies in preventing and reducing violent crime.
<b>Project Requirements</b>	<ul style="list-style-type: none"> <li>• Projects must provide law enforcement, corrections, or judicial services.</li> <li>• The county (or counties) in which the grantee agency is located must have a 90% average on both adult and juvenile criminal history dispositions reported to the Texas Department of Public Safety.</li> <li>• Law enforcement agencies must be current on reporting Part I violent crime data to the Texas Department of Public Safety for inclusion in the annual Uniform Crime Report (UCR) and must have been current for the three previous years.</li> <li>• Grantee agencies must have a DUNS (Data Universal Numbering System) number assigned to its agency (to request a DUNS number, go to <a href="http://fedgov.dnb.com/webform/displayHomePage.do">http://fedgov.dnb.com/webform/displayHomePage.do</a>).</li> <li>• Grantee agencies must be registered in the federal System for Award Management (SAM) database located at <a href="https://www.sam.gov/">https://www.sam.gov/</a> and maintain an active registration throughout the grant period.</li> </ul>
<b>Eligible Applicants</b>	State agencies, units of local government, independent school districts, Native American tribes, and community supervision and correction departments.
<b>Eligible Activities</b>	<p>Court Services / Improvements (Including Specialized Courts except Drug Courts)</p> <p>Enhanced Patrols</p> <p>Equipment</p> <p>Gangs – Adult</p> <p>Investigation</p> <p>Prosecution</p> <p>Reentry of Offender into the Community</p> <p>Substance Abuse</p> <p>Technology</p> <p>Training</p>

## JUVENILE ACCOUNTABILITY BLOCK GRANT PROGRAM (JABG)

<b>Source</b>	U.S. Department of Justice, Omnibus Crime Control and Safe Streets Act of 2002, Public Law 107-273, 42 U.S.C. 3796ee et seq., as amended.
<b>CFDA Number</b>	16.523
<b>Purpose</b>	Develop programs that promote greater accountability in the juvenile justice system.
<b>Project Requirements</b>	<ul style="list-style-type: none"> <li>• The county (or counties) in which the grantee agency is located must have a 90% average on both adult and juvenile criminal history dispositions reported to the Texas Department of Public Safety.</li> <li>• Grantee agencies must have a DUNS (Data Universal Numbering System) number assigned to its agency (to request a DUNS number, go to <a href="http://fedgov.dnb.com/webform/displayHomePage.do">http://fedgov.dnb.com/webform/displayHomePage.do</a>).</li> <li>• Grantee agencies must be registered in the federal System for Award Management (SAM) database located at <a href="https://www.sam.gov/">https://www.sam.gov/</a> and maintain an active registration throughout the grant period.</li> <li>• Juvenile justice projects or projects serving delinquent or at-risk youth will address at least one of the following priorities developed in coordination with the Governor's Juvenile Justice Advisory Board to be eligible for funding: <ul style="list-style-type: none"> <li>○ Diversion</li> <li>○ Job Training</li> <li>○ Professional Therapy and Counseling/Mental Health</li> <li>○ School Based Delinquency Prevention</li> <li>○ Substance Abuse</li> <li>○ Training and Technology/Juvenile Justice System Improvements (for Statewide project only)</li> </ul> </li> </ul>
<b>Waiver of Application</b>	<ul style="list-style-type: none"> <li>• Any entity receiving a local allocation may waive their ability to apply for funds.</li> <li>• Funds may be waived to CJD or to another larger or neighboring city, county, or Native American tribe that will still benefit the waiving entity's area.</li> <li>• To waive funds to a larger or neighboring city, county, or Native American tribe, the entity's governing body must complete and forward the JABG Waiver of Funds Form to the governing body of the city, county, or Native American tribe intended to receive the funds.</li> <li>• Once the grantee completes the waiver of funds form, the grantee is required to upload the form into eGrants.</li> <li>• Failure to complete either a grant application or JABG Waiver of Funds Form will result in the local allocation reverting to CJD.</li> <li>• Cities, counties, and Native American tribes requesting funds through the Juvenile Accountability Block Grant program are responsible for obtaining written authorization from each entity that chooses to waive an allocation. CJD will not award waived funds to a city, county, or Native American tribe until a signed JABG Waiver of Funds Form is received.</li> </ul>
<b>JABG Local Advisory Board</b>	<p>Each unit of local government that receives a direct allocation under Eligible Applicants is required to establish an advisory board consisting of individuals representing police departments, sheriffs' offices, prosecutors, probation officers, juvenile courts, schools, businesses, and faith-based, fraternal, nonprofit, or social service organizations involved in juvenile crime and delinquency prevention.</p> <p>The local advisory board must develop a coordinated enforcement plan for the use of grant funds based on an analysis of the local juvenile justice system needs. The analysis determines the most effective use of grant funds within the defined program purpose areas that apply to those grant funds. The plan serves as the project narrative and summary and must follow the general format for a project narrative and summary as outlined in the application.</p>

<p><b>Eligible Applicants</b></p>	<p>Twenty-five percent of this fund is available for state discretionary set-aside grants to state agencies, units of local government (including crime control and prevention districts), Native American tribal governments, COGs, nonprofit corporations, and faith-based organizations. Faith-based organizations must be certified by the Internal Revenue Service as tax-exempt nonprofit entities. Grantees may not use grant funds or program income for inherently religious activities such as prayer, worship, religious instruction or proselytization. Discretionary projects are eligible for funding only under the specific program purpose areas selected by the Governor’s Juvenile Justice Advisory Board.</p> <p>Seventy-five percent of this fund is available for local/regional formula grants to cities and counties based on a federal formula.</p> <ul style="list-style-type: none"> <li>• Cities and counties qualifying for a direct formula allocation of \$10,000 or more will receive notice of such allocation.</li> <li>• Cities and counties that do not qualify for the \$10,000 minimum local/regional formula allocation grants, Native American tribal governments, and COGs are eligible to apply for funding to benefit local governments in accordance with a current Request for Applications (RFA) issued by CJD.</li> </ul>
<p><b>Eligible Activities</b></p>	<p>Accountability            Corrections / Detention Facilities            Corrections / Detention Personnel            Court Services/Improvements (Including Specialized Courts except Drug Courts)            Data Information / Sharing Systems            Graduated or Progressive Sanctions            Juvenile Probation            Juvenile Records Systems            Reentry of Offender into the Community            Restitution / Community Service            Risk and Needs Assessment            School Safety Enhancement            Specialty Court – Juvenile            Training for Law Enforcement and Court Personnel</p>

**JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT FUND (JJDP)**

<b>Source</b>	U. S. Department of Justice, Juvenile Justice and Delinquency Prevention Act of 2002, Public Law 107-273, 42 U.S.C. 5601 et seq., as amended.
<b>CFDA Number</b>	16.540
<b>Purpose</b>	Develop more effective education, training, research, prevention, diversion, treatment, and rehabilitation programs in the area of juvenile delinquency and programs to improve the juvenile justice system.
<b>Project Requirements</b>	<ul style="list-style-type: none"> <li>• The county (or counties) in which the grantee agency is located must have a 90% average on both adult and juvenile criminal history dispositions reported to the Texas Department of Public Safety.</li> <li>• Law enforcement agencies must be current on reporting Part I violent crime data to the Texas Department of Public Safety for inclusion in the annual Uniform Crime Report (UCR) and must have been current for the three previous years.</li> <li>• Grantee agencies must have a DUNS (Data Universal Numbering System) number assigned to its agency (to request a DUNS number, go to <a href="http://fedgov.dnb.com/webform/displayHomePage.do">http://fedgov.dnb.com/webform/displayHomePage.do</a>).</li> <li>• Grantee agencies must be registered in the federal System for Award Management (SAM) database located at <a href="https://www.sam.gov/">https://www.sam.gov/</a> and maintain an active registration throughout the grant period.</li> <li>• Juvenile justice projects or projects serving delinquent or at-risk youth will address at least one of the following priorities developed in coordination with the Governor's Juvenile Justice Advisory Board to be eligible for funding: <ul style="list-style-type: none"> <li>○ Diversion</li> <li>○ Job Training</li> <li>○ Professional Therapy and Counseling/Mental Health</li> <li>○ School Based Delinquency Prevention</li> <li>○ Substance Abuse</li> <li>○ Training and Technology/Juvenile Justice System Improvements (for Statewide project only)</li> </ul> </li> </ul>
<b>Eligible Applicants</b>	State agencies, units of local government, nonprofit corporations, Native American tribes performing law enforcement functions, universities, colleges, independent school districts, and faith-based organizations are eligible to apply for grants under this fund. Faith-based organizations must be certified by the Internal Revenue Service as tax-exempt nonprofit entities. Grantees may not use grant funds or program income for inherently religious activities such as prayer, worship, religious instruction or proselytization.
<b>Eligible Activities</b>	<p>Diversion  Job Training  Professional Therapy and Counseling  School Based Delinquency Prevention  Substance Abuse  Training for Law Enforcement and Court Personnel</p>

**RESIDENTIAL SUBSTANCE ABUSE TREATMENT GRANT PROGRAM (RSAT)**

<b>Source</b>	U.S. Department of Justice, Omnibus Crime Control and Safe Streets Act of 1968, §1001, as amended, Public Law 90-351, 42 U.S.C. 3796ff et seq.
<b>CFDA Number</b>	16.593
<b>Purpose</b>	Provide individual and group substance abuse treatment for offenders in residential facilities operated by state and local correctional agencies, or jail-based substance abuse projects that provide individual and group treatment activities for offenders in jails and local correctional facilities.
<b>Project Requirements</b>	<ul style="list-style-type: none"> <li>• RSAT funds must be used for the treatment component only.</li> <li>• Grantee is responsible for all costs related to housing, meals, snacks, clothing, transportation, dental care and medical treatment for offenders in the program.</li> <li>• Programs must include urinalysis and/or other proven reliable forms of drug and alcohol testing, including periodic and random testing, for program participants and former participants while they remain in the custody of the state or local government.</li> <li>• Projects must focus on the substance abuse problems of the offender using cognitive, behavioral, social, vocational, and other skills to resolve the substance abuse and related problems.</li> <li>• Individualized treatment plans must be developed for each offender when the offender enters the program.</li> <li>• Programs must be science based and proven effective.</li> <li>• Juvenile projects must comply with the Juvenile Justice and Delinquency Prevention Act of 2002 (Public Law 107-273, 42 U.S.C. 5601 et seq., as amended).</li> <li>• Projects must work with social service and rehabilitation programs to place offenders in appropriate aftercare programs upon completion of the treatment program.</li> <li>• Programs should be designed to give priority to offenders who have six to twelve months remaining in their term of confinement so that they may be released from jail or prison instead of returning to the general jail or prison population after completing the treatment program.</li> <li>• No more than ten percent of the award may be used for treatment of parolees for a period not to exceed one year after release from a state correctional facility.</li> <li>• Programs operated in local, secure correctional or detention facilities must last a minimum of six months and a maximum of twelve months and must provide treatment in a completely separate facility or a dedicated housing unit within a facility for the exclusive use by participating offenders.</li> <li>• Programs offered in jails must last at least three months and make every effort to separate the participants from the general correctional population.</li> <li>• The county (or counties) in which the grantee agency is located must have a 90% average on both adult and juvenile criminal history dispositions reported to the Texas Department of Public Safety.</li> <li>• Law enforcement agencies must be current on reporting Part I violent crime data to the Texas Department of Public Safety for inclusion in the annual Uniform Crime Report (UCR) and must have been current for the three previous years.</li> <li>• Grantee agencies must have a DUNS (Data Universal Numbering System) number assigned to its agency (to request a DUNS number, go to <a href="http://fedgov.dnb.com/webform/displayHomePage.do">http://fedgov.dnb.com/webform/displayHomePage.do</a>).</li> <li>• Grantee agencies must be registered in the federal System for Award Management (SAM) database located at <a href="https://www.sam.gov/">https://www.sam.gov/</a> and maintain an active registration throughout the grant period.</li> </ul>
<b>Eligible Applicants</b>	State agencies and counties operating secure correctional facilities and community supervision and corrections departments operating community corrections facilities.
<b>Eligible Activities</b>	Substance Abuse

## SEXUAL ASSAULT SERVICES PROGRAM (SASP)

<b>Source</b>	U.S. Department of Justice, Violence Against Women and Department of Justice Reauthorization Act of 2013 (VAWA 2013), 42 U.S.C. §14043g.
<b>CFDA Number</b>	16.017
<b>Purpose</b>	Support the establishment, maintenance, and expansion of rape crisis centers and other programs and projects to assist those victimized by sexual assault.
<b>Project Requirements</b>	<ul style="list-style-type: none"> <li>• SASP funds shall be used for programs and activities that provide direct intervention and related assistance such as: <ul style="list-style-type: none"> <li>○ 24-hour hotline services providing crisis intervention services and referral;</li> <li>○ Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;</li> <li>○ Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;</li> <li>○ Information and referral to assist the sexual assault victim and family or household members;</li> <li>○ Community-based, linguistically and culturally specific services and support mechanisms, including outreach activities for underserved communities; and</li> <li>○ The development and distribution of materials on issues related to the services described in the previous bullets.</li> </ul> </li> <li>• Grantees must promote collaboration and coordination among local service systems that involve multiple disciplines and support a seamless delivery of a continuum of services that focus on each individual's return to full physical, mental, and emotional health while incorporating an emphasis on cultural competency in underserved populations. An example of this type of approach is advocacy, law enforcement, prosecution, and other government and non-government services working together in a professional environment of cooperation and respect among service providers.</li> <li>• The county (or counties) in which the grantee agency is located must have a 90% average on both adult and juvenile criminal history dispositions reported to the Texas Department of Public Safety.</li> <li>• Grantee agencies must have a DUNS (Data Universal Numbering System) number assigned to its agency (to request a DUNS number, go to <a href="http://fedgov.dnb.com/webform/displayHomePage.do">http://fedgov.dnb.com/webform/displayHomePage.do</a>).</li> <li>• Grantee agencies must be registered in the federal System for Award Management (SAM) database located at <a href="https://www.sam.gov/">https://www.sam.gov/</a> and maintain an active registration throughout the grant period.</li> </ul>
<b>Eligible Applicants</b>	Nonprofit corporations
<b>Eligible Activities</b>	Crisis Services Peer Support Groups Professional Therapy and Counseling

**SPECIALTY COURTS**

<b>Source</b>	Texas Code of Criminal Procedure, Article 102.0178.
<b>CFDA Number</b>	Not Applicable
<b>Purpose</b>	<p>The purpose of the program is to support specialty courts as defined in Chapter 121 of the Texas Government Code, which incorporate the essential characteristics of:</p> <ul style="list-style-type: none"> <li>• Family Drug Court Programs from Chapter 122 of the Texas Government Code;</li> <li>• Drug Court Programs from Chapter 123 of the Texas Government Code;</li> <li>• Veterans Court Programs from Chapter 124 of the Texas Government Code; or</li> <li>• Mental Health Court Programs from Chapter 125 of the Texas Government Code.</li> </ul>
<b>Project Requirements</b>	<ul style="list-style-type: none"> <li>• Pursuant to Texas Government Code, Section 123.006, counties with populations of more than 200,000 are required to establish a drug court.</li> <li>• The court must be registered with CJD as required in the Texas Government Code, Section 121.002, and must maintain a current registration throughout the grant period.</li> <li>• The court must also be registered with the Texas Department of State Health Services, Clinical Management for Behavioral Health Services database. Information about registration procedures may be accessed at <a href="http://www.dshs.state.tx.us/cmbhs/default.shtm">http://www.dshs.state.tx.us/cmbhs/default.shtm</a>.</li> <li>• The presiding judge of a drug court funded through this program must be an active judge holding elective office, an associate judge or magistrate assigned to preside over drug court, or a retired judge available as a sitting judge.</li> <li>• Any portion of fees collected from program participants and retained by the grantee is considered generated program income (GPI) and must be applied to the grant through a grant adjustment. GPI must be used to offset project costs and must be expended prior to seeking payment from CJD.</li> <li>• The county (or counties) in which the grantee agency is located must have a 90% average on both adult and juvenile criminal history dispositions reported to the Texas Department of Public Safety.</li> <li>• Grantee agencies must have a DUNS (Data Universal Numbering System) number assigned to its agency (to request a DUNS number, go to <a href="http://fedgov.dnb.com/webform/displayHomePage.do">http://fedgov.dnb.com/webform/displayHomePage.do</a>).</li> <li>• Grantee agencies must be registered in the federal System for Award Management (SAM) database located at <a href="https://www.sam.gov/">https://www.sam.gov/</a> and maintain an active registration throughout the grant period.</li> </ul>
<b>Eligible Applicants</b>	Counties and Judicial Districts.
<b>Eligible Activities</b>	<p>Specialty Court – Adult  Specialty Court – Family  Specialty Court – Juvenile  Specialty Court – Mental Health  Specialty Court – Prostitution Prevention  Specialty Court – Veterans</p>

## STATE CRIMINAL JUSTICE PLANNING (421) FUND

<b>Source</b>	A biennial appropriation by the Texas Legislature from funds collected through court costs and fees. Texas Code of Criminal Procedure, §102.056. Texas Government Code, § 772.006 designates CJD as the agency to administer funds.
<b>CFDA Number</b>	Not Applicable
<b>Purpose</b>	Support a wide range of projects designed to reduce crime and improve the criminal and juvenile justice systems.
<b>Project Requirements</b>	<ul style="list-style-type: none"> <li>• The county (or counties) in which the grantee agency is located must have a 90% average on both adult and juvenile criminal history dispositions reported to the Texas Department of Public Safety.</li> <li>• Law enforcement agencies must be current on reporting Part I violent crime data to the Texas Department of Public Safety for inclusion in the annual Uniform Crime Report (UCR) and must have been current for the three previous years.</li> <li>• Grantee agencies must have a DUNS (Data Universal Numbering System) number assigned to its agency (to request a DUNS number, go to <a href="http://fedgov.dnb.com/webform/displayHomePage.do">http://fedgov.dnb.com/webform/displayHomePage.do</a>).</li> <li>• Grantee agencies must be registered in the federal System for Award Management (SAM) database located at <a href="https://www.sam.gov/">https://www.sam.gov/</a> and maintain an active registration throughout the grant period.</li> </ul>
<b>Eligible Activities: Juvenile Justice</b>	Diversion Job Training Professional Therapy and Counseling School Based Delinquency Prevention Substance Abuse Training for Law Enforcement and Court Personnel
<b>Eligible Activities: Victim Services</b>	Crisis Services Forensic Interviews Legal Advocacy Multi-Disciplinary Teams and Case Coordination Peer Support Groups Professional Therapy and Counseling Protective Order Assistance Shelter Victim – Offender Meetings
<b>Eligible Activities: Criminal Justice</b>	Court Services / Improvements (Including Specialized Courts except Drug Courts) Enhanced Patrols Equipment Gangs – Adult Investigation Prosecution Reentry of Offender into the Community Substance Abuse Technology Training

**S.T.O.P. VIOLENCE AGAINST WOMEN ACT FUND (VAWA)**

<b>Source</b>	U.S. Department of Justice, Violence Against Women Act of 1994 (VAWA) and reauthorized and amended by the Violence Against Women Act of 2000 (VAWA 2000) and by the Violence Against Women Act of 2005 (VAWA 2005) and by the Violence Against Women of 2013 (VAWA 2013) as amended (42 U.S.C. §§ 3796gg- through 3796gg-5).
<b>CFDA Number</b>	16.588
<b>Purpose</b>	Assist in developing and strengthening effective law enforcement and prosecution strategies to combat violent crimes against women and to develop and strengthen victim services in such cases.
<b>Project Requirements</b>	<ul style="list-style-type: none"> <li>• The county (or counties) in which the grantee agency is located must have a 90% average on both adult and juvenile criminal history dispositions reported to the Texas Department of Public Safety.</li> <li>• Law enforcement agencies must be current on reporting Part I violent crime data to the Texas Department of Public Safety for inclusion in the annual Uniform Crime Report (UCR) and must have been current for the three previous years.</li> <li>• Grantee agencies must have a DUNS (Data Universal Numbering System) number assigned to its agency (to request a DUNS number, go to <a href="http://fedgov.dnb.com/webform/displayHomePage.do">http://fedgov.dnb.com/webform/displayHomePage.do</a>).</li> <li>• Grantee agencies must be registered in the federal System for Award Management (SAM) database located at <a href="https://www.sam.gov/">https://www.sam.gov/</a> and maintain an active registration throughout the grant period.</li> <li>• Grantees must explain how their organization is culturally competent when providing services to victims. Here are some guidelines to follow: Victim service providers must have the ability to blend cultural knowledge and sensitivity with victim restoration skills for a more effective and culturally appropriate recovery process. Cultural competency occurs when: a) cultural knowledge, awareness and sensitivity are integrated into action and policy; b) the service is relevant to the needs of the community and provided by trained staff, board members, and management; and c) an advocate or organization recognizes each client is different with different needs, feelings, ideas and barriers.</li> <li>• Grantee agrees to implement comprehensive strategies that are sensitive to the concerns and safety of the victims and hold offenders accountable for their crimes. Applicants must indicate the percentage of their project that benefits Victim Services, Law Enforcement, Prosecution, Courts or other areas. Program emphasis decisions should be made based on the beneficiary of the funded activities. For example, a victim services coalition who provides training to police throughout the state would fall under the "law enforcement" category because the training is to benefit law enforcement.</li> <li>• Grantees must comply with the following requirements: <ul style="list-style-type: none"> <li>○ Forensic Medical Examination Payments – Health care facilities shall conduct a forensic medical examination of a victim of an alleged sexual assault if the victim arrived at the facility within 96 hours after the assault occurred and the victim consents to the examination. The victim is not required to participate in the investigation or prosecution of an offense as a condition of receiving a forensic medical examination, nor pay for the forensic examination or the evidence collection kit. The evidence collection portion of the exam is to be paid by law enforcement per state law. Crime Victim Compensation funds may be used to pay for the medical portion of the exam unless the victim of sexual assault is required to seek reimbursement for the examination from their insurance carrier. If a health care facility does not provide diagnosis or treatment services for sexual assault victims, the facility is required to refer the victim to a facility that provides those services.</li> <li>○ Polygraph Testing Prohibition – A peace officer or attorney representing the state may not require an adult or child victim of an alleged sex offense to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense. In addition, the refusal of a victim to submit to a polygraph or other truth telling examination will not prevent the investigation, charging, or prosecution of an alleged sex offense or on the basis of the results of a polygraph examination.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Protective Orders – Neither victims applying for a protective order nor their attorney may bear the costs associated with the filing, modification, enforcement, dismissal or withdrawal of an order of protections.</li> <li>○ Judicial Notification – Offenders subject to a protection order are not allowed to possess a firearm unless the offender is a peace officer who is actively engaged in employment as a sworn, full-time paid employee of a state agency or political subdivision.</li> <li>○ Criminal Charges - In connection with the prosecution of any misdemeanor or felony domestic violence offense, the victim may not bear the costs associated with the filing of criminal charges against a domestic violence offender, issuance or service of a warrant, or witness subpoena.</li> <li>○ Nondisclosure of Confidential or Private Information – Personally identifying information or individual information collected in connection with services requested, utilized, or denied may not be disclosed. Individual client information may not be revealed without informed, written, reasonably time-limited consent of the person about whom information is sought. If release of information is compelled by statutory or court mandate, reasonable attempts to provide notice to victims affected by the disclosure of information will be made and steps necessary will be taken to protect the privacy and safety of the persons affected by the release of information.</li> <li>● Projects must meet one of the following statewide priorities:             <ul style="list-style-type: none"> <li>○ Improve the criminal justice system response to victims of violence against women;</li> <li>○ Improve court services regarding domestic violence, sexual assault, dating violence, and stalking;</li> <li>○ Strengthen victim restoration; or</li> <li>○ Increase collaboration and communication across all levels of government and among all victim services.</li> </ul> </li> </ul>
<p><b>Eligible Applicants</b></p>	<p>State agencies, units of local government, Native American tribal governments, COGs, universities, colleges, and community supervision and corrections departments are eligible to apply for grants under this fund.</p>
<p><b>Eligible Activities</b></p>	<p>Court Services / Improvements (Including Specialized Courts Except Drug Courts)              Crisis Services              Forensic Interviews              Investigations              Legal Advocacy              Multi-Disciplinary Teams and Case Coordination              Prosecution              Protective Order Assistance              Training              Technology              Victim-Offender Meetings</p>

## TITLE V DELINQUENCY PREVENTION ACT FUND

<b>Source</b>	U.S. Department of Justice, Justice and Delinquency Prevention Act of 2002, Title V, Public Law 107-273, 42 U.S.C. 5781 et seq., as amended.
<b>CFDA Number</b>	16.548
<b>Purpose</b>	Reduce juvenile delinquency and youth violence by supporting communities in providing their children, families, neighborhoods, and institutions with the knowledge, skills, and opportunities necessary to foster a healthy and nurturing environment that supports the growth and development of productive and responsible citizens.
<b>Project Requirements</b>	<ul style="list-style-type: none"> <li>• The county (or counties) in which the grantee agency is located must have a 90% average on both adult and juvenile criminal history dispositions reported to the Texas Department of Public Safety.</li> <li>• Grantee agencies must have a DUNS (Data Universal Numbering System) number assigned to its agency (to request a DUNS number, go to <a href="http://fedgov.dnb.com/webform/displayHomePage.do">http://fedgov.dnb.com/webform/displayHomePage.do</a>).</li> <li>• Grantee agencies must be registered in the federal System for Award Management (SAM) database located at <a href="https://www.sam.gov/">https://www.sam.gov/</a> and maintain an active registration throughout the grant period.</li> <li>• Each community applying for funds is required to have a prevention strategy based on an assessment of risk factors associated with the development of delinquent behavior in the community's children. The risk factors applicable to this funding are: <ul style="list-style-type: none"> <li>○ Individual characteristics (e.g., alienation, rebelliousness, and lack of bonding);</li> <li>○ Family influences (e.g., parental conflict, child abuse, poor family management, family history of substance abuse);</li> <li>○ School experiences (e.g., early academic failure and lack of commitment to school);</li> <li>○ Peer group influences (e.g., friends who engage in problem behavior); and</li> <li>○ Neighborhood and community factors (e.g., economic deprivation, high rates of substance abuse/crime, and neighborhood disorganization). The plan serves as the project narrative and must follow the general format described in this solicitation.</li> </ul> </li> <li>• A Prevention Policy Board (PPB) must be established to provide oversight in the development of this application, has approved the submission of this application, and will make recommendations to the responsible agency for the distribution of funds and evaluation of funded activities. The PPB membership shall consist of the following: not fewer than 15 and not more than 21 members; a balanced representation of public agencies and private nonprofit organizations serving juveniles, their families, and business and industry; to the extent possible, at least one member under age 21; at least one parent or guardian with children who have had contact or are at risk of having contact with the juvenile justice system; and, an overall membership that generally reflects the racial, ethnic, and cultural composition of the community's youth population.</li> <li>• Projects must meet one of the following statewide priorities: <ul style="list-style-type: none"> <li>○ Improve the criminal justice system response to victims of violence against women;</li> <li>○ Improve court services regarding domestic violence, sexual assault, dating violence, and stalking;</li> <li>○ Strengthen victim restoration; or</li> <li>○ Increase collaboration and communication across all levels of government and among all victim services.</li> </ul> </li> </ul>
<b>Eligible Applicants</b>	Unit of local government
<b>Eligible Activities</b>	Diversion

**VICTIMS OF CRIME ACT FUND (VOCA)**

<b>Source</b>	U.S. Department of Justice, Victims of Crime Act of 1984 (VOCA), as amended, 42 U.S.C. 10601, et seq.
<b>CFDA Number</b>	16.575
<b>Purpose</b>	Provide services to victims of crime that: (1) respond to the emotional and physical needs of crime victims; (2) assist victims in stabilizing their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims with safety and security.
<b>Project Requirements</b>	<ul style="list-style-type: none"> <li>• The county (or counties) in which the grantee agency is located must have a 90% average on both adult and juvenile criminal history dispositions reported to the Texas Department of Public Safety.</li> <li>• Grantee agencies must have a DUNS (Data Universal Numbering System) number assigned to its agency (to request a DUNS number, go to <a href="http://fedgov.dnb.com/webform/displayHomePage.do">http://fedgov.dnb.com/webform/displayHomePage.do</a>).</li> <li>• Grantee agencies must be registered in the federal System for Award Management (SAM) database located at <a href="https://www.sam.gov/">https://www.sam.gov/</a> and maintain an active registration throughout the grant period.</li> <li>• Applicants must explain how their organization is culturally competent when providing services to victims. Here are some guidelines to follow: Victim service providers must have the ability to blend cultural knowledge and sensitivity with victim restoration skills for a more effective and culturally appropriate recovery process. Cultural competency occurs when: a) cultural knowledge, awareness and sensitivity are integrated into action and policy; b) the service is relevant to the needs of the community and provided by trained staff, board members, and management; and c) an advocate or organization recognizes each client is different with different needs, feelings, ideas and barriers.</li> <li>• Applicants must certify that they will comply with the following requirements:             <ul style="list-style-type: none"> <li>○ Services to Victims of Crime - Applicant agrees to provide services to victims of crime which include: responding to the emotional and physical needs of crime victims; assisting victims in stabilizing their lives after victimization; assisting victims to understand and participate in the criminal justice system; and providing victims with safety and security.</li> <li>○ Effective Services - Applicant must demonstrate a record of providing effective services to crime victims. If the applicant cannot yet demonstrate a record of providing effective services, the applicant must demonstrate that at least 25 percent of its financial support comes from non-federal sources.</li> <li>○ Volunteers - Applicant agrees to use volunteers to support either the project or agency-wide services, unless CJD determines that a compelling reason exists to waive this requirement.</li> <li>○ Community Efforts - Applicant agrees to promote community efforts to aid crime victims. Applicants should promote, within the community, coordinated public and private efforts to aid crime victims. Coordination efforts qualify an organization to receive these funds, but are not activities that can be supported with these funds.</li> <li>○ Crime Victims' Compensation - Applicant agrees to assist crime victims in applying for crime victims' compensation benefits.</li> <li>○ Records - Applicant agrees to maintain daily time and attendance records specifying the time devoted to allowable victim services.</li> <li>○ Civil Rights Information - Applicant agrees to maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability of victims served, within the timeframe established by CJD. This requirement is waived when providing services, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.</li> <li>○ Victims of Federal Crime - Applicant agrees to provide equal services to victims of federal crime. (Note: A victim of a federal crime is a victim of an offense that violates a federal criminal statute or regulation. Federal crimes also include crimes that occur in an area where the federal government has jurisdiction, such as Indian reservations, some national parks, some federal buildings, and military installations.)</li> <li>○ No Charge - Applicant agrees to provide grant-funded services at no charge to</li> </ul> </li> </ul>

	<p>victims of crime.</p> <ul style="list-style-type: none"> <li>○ Confidentiality - Applicant agrees to maintain the confidentiality of client-counselor information and research data, as required by state and federal law.</li> <li>○ Discrimination - Applicant agrees not to discriminate against victims because they disagree with the State's prosecution of the criminal case.</li> <li>○ Forensic Medical Examination Payments – Health care facilities shall conduct a forensic medical examination of a victim of an alleged sexual assault if the victim arrived at the facility within 96 hours after the assault occurred and the victim consents to the examination. The victim is not required to participate in the investigation or prosecution of an offense as a condition of receiving a forensic medical examination, nor pay for the forensic examination or the evidence collection kit. The evidence collection portion of the exam is to be paid by law enforcement per state law. Crime Victim Compensation funds may be used to pay for the medical portion of the exam unless the victim of sexual assault is required to seek reimbursement for the examination from their insurance carrier. If a health care facility does not provide diagnosis or treatment services for sexual assault victims, the facility is required to refer the victim to a facility that provides those services.</li> <li>○ Protective Orders – Victims applying for a protective order or their attorney may not bear the costs associated with the filing of an order of protections.</li> <li>○ Nondisclosure of Confidential or Private Information – Personally identifying information or individual information collected in connection with services requested, utilized, or denied may not be disclosed; or, individual client information may not be revealed without informed, written, reasonably time-limited consent of the person about whom information is sought. If release of information is compelled by statutory or court mandate, reasonable attempts to provide notice to victims affected by the disclosure of information will be made and steps necessary will be taken to protect the privacy and safety of the persons affected by the release of information.</li> </ul>
<p><b>Eligible Applicants</b></p>	<p>State agencies; units of local government; hospital districts; nonprofit corporations; Native American tribes; universities; colleges; community supervision and corrections departments; COGs that provide direct services to victims; faith-based organizations that provide direct services to victims of crime; and hospitals and emergency medical facilities that offer crisis counseling, support groups, and/or other types of victim services. Faith-based organizations must be certified by the Internal Revenue Service as tax-exempt nonprofit entities. Grantees may not use grant funds for inherently religious activities such as prayer, worship, religious instruction or proselytization.. In-patient treatment facilities, such as those designated to provide treatment to individuals with drug, alcohol, or mental health-related conditions, are not eligible to apply for grant funds.</p>
<p><b>Eligible Activities</b></p>	<p>Crisis Services          Forensic Interviews          Legal Advocacy          Multi-Disciplinary Teams and Case Coordination          Peer Support Groups          Professional Therapy and Counseling          Protective Order Assistance          Shelter          Victim – Offender Meetings</p>