

# **Criminal Justice Policy Development Committee Policies and Procedures**

The following policies and procedures define rules and regulations governing certain application processes for the Office of the Governor's (OOG) Public Safety Office Criminal Justice Division (PSO/CJD) programs. PSO/CJD has identified the following funding opportunities in which the North Central Texas Council of Governments (NCTCOG) will assist in the distribution of grant funds:

- General Victim Assistance Direct Services Program (GVA)
- Justice Assistance Grant Program (JAG)
- Juvenile Justice Local Grant Program (JJ)
- Violence Against Women Justice and Training Program (VAW)

In addition, these policies and procedures govern the operation of NCTCOG's Criminal Justice Policy Development Committee (CJPDC) as outlined in the Interlocal Cooperation Agreement between OOG and NCTCOG.

NCTCOG shall provide general planning and coordination activities for issues related to criminal justice, juvenile justice, delinquency prevention, victims services, and related topics throughout the year. Such services may include providing feedback on, input to, or communicating PSO/CJD's real or proposed priorities.

## **1. COMPLIANCE WITH ADMINISTRATIVE RULES**

- 1.1. All policies, rules, and regulations set forth in this document are in compliance with the Texas Administrative Code (TAC), Title 1, Part 1, Chapter 3.
- 1.2. Section 3.1 of the Texas Administrative Code; Applicability: Subchapters A through F of this chapter apply to all applications for funding and grants submitted to the Office of the Governor's Criminal Justice Division. Subchapter A covers the general provisions for grant funding. Subchapter B addresses budget rules for grant funding. Subchapter D provides rules detailing the conditions CJD may place on grants. Subchapter E sets out the rules related to administering grants. Subchapter F specifies rules regarding program monitoring and audits.

## **2. NOTIFICATION OF FUNDING OPPORTUNITIES**

OOG will post all Funding Announcements (FA) in the Texas Register and to the OOG eGrants Funding Schedule Calendar. OOG will notify the COGs when FAs are posted in the Texas Register. NCTCOG will post GVA, JAG, JJ and VAW funding opportunities to its website and will distribute a notification of funding availability to regional database contacts. The NCTCOG notification will contain mandatory grant application workshop information, including the schedule and the location.

OOG posts GVA, JAG, JJ and VAW funding announcements in the *Texas Register*. It is the applicant agency's responsibility to identify funding opportunities in which to apply.

### **3. APPLICATION WORKSHOP ATTENDANCE REQUIREMENT**

- 3.1. Prior to each grant cycle, NCTCOG's Criminal Justice Program staff will hold mandatory Grant Application Workshops. Workshop schedules will be posted on NCTCOG's Criminal Justice Program website.

During the application process NCTCOG staff will provide current grantees, potential applicants, and other requestors a copy of the scoring instrument, the criteria used in the scoring of applications, and other relevant materials.

In addition, NCTCOG staff will provide information on the policies and procedures to potential applicants.

#### **3.2. MANDATORY ATTENDANCE:**

- 3.2.1. Attendance is mandatory for all FY20 applicants wishing to submit a new application and/or a continuation application in JJ, JAG, or VAW.
- 3.2.2. Attendance is mandatory for agencies that are not currently funded in the GVA category and wish to submit a new FY20 GVA application.
- 3.2.3. Attendance is mandatory for agencies currently funded with a 12-month GVA grant operating 10-1-2018 through 9-30-2019 that wish to submit an FY20 GVA *continuation and/or new* application.
- 3.2.4. Attendance is mandatory for agencies currently funded with a 24-month GVA grant operating 10-1-2017 through 9-30-2019 that wish to submit an FY20 GVA *continuation and/or new* application.
- 3.2.5. Agencies currently funded with a 24-month GVA grant operating 10-1-2018 through 9-30-2020 are NOT required to attend an FY20 GVA Grant Application Workshop unless they wish to submit a distinctly different GVA project that extends beyond the scope of the currently funded GVA project.

- 3.3. TECHNICAL ASSISTANCE: Applicants may request technical assistance from NCTCOG Criminal Justice Program staff during the development of applications prior to submission. PSO/CJD staff will also provide technical assistance on grant-related questions/issues. NCTCOG technical assistance is advisory in nature and is not intended to address all possible outcomes of the grant application process.

- 3.4. NCTCOG may require additional information be submitted directly to NCTCOG for scoring purposes. NCTCOG-required items may include but not be limited to the NCTCOG Addendum, applicable Cooperative Working Agreements and/or Letters of Intent.

Applications submitted on an incorrect NCTCOG Addendum will not be scored and will not be recommended for funding (for example: submitting a JAG project on a Juvenile Justice addendum).

Applications submitted on an NCTCOG Addendum from prior grant cycles will not be scored and will not be recommended for funding.

- 3.5. **DEADLINES:** Application submission deadlines will be set by PSO/CJD and eGrants applications in all program categories will be submitted directly to PSO/CJD electronically.

Egrants submissions and all NCTCOG-required documents are due by the PSO/CJD-determined due date. Deadlines are final. No late eGrants applications or NCTCOG-required information will be accepted, without exceptions. There is no appeal process.

#### **4. FUNDING GUIDELINES**

##### **4.1. LOCAL PRIORITIES AND STRATEGIC PLANNING:**

- 4.1.1. Local needs and priorities will be identified through the strategic planning process, with guidelines set forth by PSO/CJD. The criminal justice needs relevant to the plan include but are not limited to: criminal justice system improvements, juvenile justice system improvements, direct victim services, mental health, and substance abuse treatment. Local priorities will be presented to applicants during mandatory grant application workshops and will be incorporated into the scoring criteria.

Local needs and priorities for the strategic planning process may be gathered via electronic surveys, on-site meetings, or other reasonable methods.

For scoring purposes, CJPDC may identify specific issues related to the local priorities.

NCTCOG will evaluate, update and submit the Strategic Plan and an Executive Summary by a deadline set by PSO/CJD.

- 4.1.2. Grant application workshop attendees will be made aware of the importance of justice-related strategic planning. All strategic planning documents will be posted on NCTCOG's website.

- 4.2. **APPLICANT ELIGIBILITY:** Eligibility for funding is determined by PSO/CJD and applicant agencies must adhere to guidelines set forth by PSO/CJD in the Funding Announcement (FA) as posted in the Texas Register. Funding allocated to NCTCOG's 16-county region may only serve the NCTCOG region. Therefore, applicants desiring to serve counties in other NCTCOG regions must submit a separate application to that NCTCOG and follow the policies and procedures set forth by each.

- 4.2.1. Agencies receiving funds directly from their state association, from a PSO/CJD-designated fiscal agent or directly from PSO/CJD for select programs must apply directly through their state association, designated fiscal agent, or PSO/CJD and

may not apply for funds allocated to NCTCOG's region. Examples include but are not limited to: Children's Advocacy Centers, Court Appointed Special Advocates, Campus Victim Assistance projects, Transitional Housing projects.

4.2.2. PSO/CJD will make the final determination as to which funding source is most appropriate for each application.

4.3. FUNDING LIMITATIONS: For the FY20 grant cycle, the following guidelines apply to the four program categories:

4.3.1. Justice Assistance Grant (JAG) Program:

4.3.1.1. Non-Profit Applicant Agencies (including hospitals and faith-based organizations): A suggested cap of \$50,000 has been placed on new JAG applications being scored and prioritized.

4.3.1.2. Units of Local Government, ISDs, Native American tribes, Councils of Governments, State Agencies, Colleges and Universities:

4.3.1.2.1. A suggested cap of \$80,000 has been placed on new JAG applications being scored and prioritized that benefit one (1) service area/jurisdiction.

4.3.1.2.2. A suggested cap of \$160,000 has been placed on new JAG applications being scored and prioritized that benefit two (2) service areas/jurisdictions.\*

4.3.1.2.3. A suggested cap of \$240,000 has been placed on new JAG applications being scored and prioritized that benefit three (3) or more service areas/jurisdictions.\*

\* JAG collaboration projects may be subject to additional supporting documentation at the time of grant submittal. Supporting documents may include items such as Letters of Intent from all collaborators and Cooperative Working Agreements. JAG collaboration documents are due by the PSO/CJD-determined due date (see Section 3.5).

4.3.2. Juvenile Justice Grant Program: A suggested cap of \$100,000 has been placed on new applications being scored and prioritized.

4.3.3. Violence Against Women Justice and Training Program: A suggested cap of \$100,000 has been placed on new applications being scored and prioritized.

4.3.4. Continuation projects in the above program categories in year two or three for FY20 may either continue in the cycle at the currently funded amount or submit the project as "new", follow the funding limitations and enter back in the competition to be scored.

- 4.3.5. General Victim Assistance Direct Services Program: Per direction from PSO/CJD, funding limits do not apply for *new* applications submitted in this category.
- 4.3.6. All Program Categories: The CJPDC has the discretion to recommend an application at a reduced amount.

#### 4.4. APPLICATION LIMITATIONS:

- 4.4.1. For the FY20 grant cycle, an agency may submit no more than two (2) new distinctly different projects to be scored in the following categories:

Juvenile Justice Grant Program\*  
Violence Against Women Justice and Training Program\*

- 4.4.2. Justice Assistance Grant (JAG) Program\*: For the FY20 grant cycle, an agency may submit no more than one new JAG application to be scored.

\*EXCEPTION: The exception applies only to government entities. For cities and counties with distinct departments, each department may submit no more than two (2) new applications to be scored in Juvenile Justice and Violence Against Women and no more than one (1) new application to be scored in JAG. For example, a county's juvenile probation department, district attorney's office and sheriff's office may each submit up to two (2) new distinctly different applications in Juvenile Justice and Violence Against Women and one JAG application. A government entity is not limited in the number of their departments that apply.

- 4.4.3. General Victim Assistance Direct Services: The application limit will not apply to the General Victim Assistance category.

#### 4.5. APPLICATION CYCLES:

- 4.5.1. Justice Assistance Grant (JAG) projects:

- 4.5.1.1. A three-year prioritization cycle applies to all new FY20 JAG staffing-based projects.
- 4.5.1.2. A two-year prioritization cycle applies to all new FY20 JAG evaluation projects.
- 4.5.1.3. A one-year prioritization cycle applies to all new FY20 JAG equipment-only projects.
- 4.5.1.4. Based on scoring results, the CJPDC and NCTCOG's Executive Board will develop priority list recommendations for a period of three years for staffing-based JAG applications and a period of two years for JAG evaluation applications.

- 4.5.1.5. PSO/CJD will not make JAG funding allocations directly to NCTCOG, therefore a recommendation for a multi-year period only means the application will be scored the first year and will move up the priority level for the subsequent prioritization year(s) without being scored again.
  - 4.5.1.6. For FY20, new JAG projects will enter the application cycle at 100% of the awarded amount in the first year and will be prioritized at 100% of the original awarded amount for the remainder of the prioritization cycle.
- 4.6.1. Juvenile Justice Local Grant (JJ) projects:
- 4.6.1.1. A three-year prioritization cycle applies to all new FY20 JJ staffing-based projects.
  - 4.6.1.2. A two-year prioritization cycle applies to all new FY20 JJ evaluation projects.
  - 4.6.1.3. A one-year prioritization cycle applies to all new FY20 JJ equipment-only projects.
  - 4.6.1.4. Based on scoring results, the CJPDC and NCTCOG's Executive Board will develop priority list recommendations for a period of three years for staffing-based JJ applications and a period of two years for JJ evaluation applications.
  - 4.6.1.5. PSO/CJD will not make JJ funding allocations directly to NCTCOG, therefore a recommendation for a multi-year period only means the application will be scored the first year and will move up the priority level for the subsequent prioritization year(s) without being scored again.
  - 4.6.1.6. For FY20, new JJ projects will enter the application cycle at 100% of the awarded amount in the first year and will be prioritized at 100% of the original awarded amount for the remainder of the prioritization cycle.
- 4.7.1. Violence Against Women Justice and Training (VAW) projects:
- 4.7.1.1. A three-year prioritization cycle applies to all new FY20 VAW staffing-based projects.
  - 4.7.1.2. A two-year prioritization cycle applies to all new FY20 VAW evaluation projects.
  - 4.7.1.3. A one-year prioritization cycle applies to all new FY20 VAW equipment-only projects.
  - 4.7.1.4. Based on scoring results, the CJPDC and NCTCOG's Executive Board will develop priority list recommendations for a period of three years for staffing-based VAW applications and a period of two years for VAW evaluation applications.

- 4.7.1.5. PSO/CJD will not make VAW funding allocations directly to NCTCOG, therefore a recommendation for a multi-year period only means the application will be scored the first year and will move up the priority level for the subsequent prioritization year(s) without being scored again.
  - 4.7.1.6. For FY20, new VAW projects will enter the application cycle at 100% of the awarded amount in the first year and will be prioritized at 100% of the original awarded amount for the remainder of the prioritization cycle.
- 4.8.1. General Victim Assistance (GVA) projects:
- 4.8.1.1 All funded FY20 GVA staffing-based and evaluation projects will have a 12-month (new projects) or 24-month grant period (continuation projects). NCTCOG will make prioritization recommendations of no more than two consecutive grant periods.
  - 4.8.1.2. A one-year prioritization cycle applies to all new FY20 GVA equipment-only projects.
  - 4.8.1.3. Based on scoring results, the CJPDC and NCTCOG's Executive Board will develop priority list recommendations for a period of two consecutive grant periods for GVA staffing-based and evaluation applications.
  - 4.8.1.2 PSO/CJD will not make GVA funding allocations directly to NCTCOG, therefore a recommendation for two consecutive grant periods only means the application will be scored during the initial submission and will move up the priority level for the second grant period without being scored again.
  - 4.8.1.3 For FY20, new staffing-based and evaluation projects funded in the GVA program category will enter the two-grant period prioritization cycle at 100% of the awarded amount in the first grant period and will be prioritized at 100% of the original awarded amount for the subsequent grant period.\*
- \*If the first grant period covers 12 months and PSO/CJD allows subsequent grant period to cover 24 months, the 24-month continuation application may request no more than twice the amount awarded for the 12-month project.
- 4.8.2 All Funding Categories:
- 4.8.2.1 All final funding decisions are made by PSO/CJD, and an NCTCOG recommendation is not a guarantee of funding.
  - 4.8.2.2 Applications funded by PSO/CJD out of prioritization order will be one-grant period commitments.
  - 4.8.2.3 Grant Adjustment Policy: An authorized person for a funded project will notify NCTCOG in writing prior to submitting a grant adjustment request

through the PSO/CJD eGrants system. Should NCTCOG staff determine the adjustment results in a deviation from the scope of services presented in the original application, the grant adjustment request may be forwarded to CJPDC for review. If CJPDC determines the change in budget or scope of the funded project impacts how the project would have been prioritized, the prioritization may be withdrawn, and future recommendations may be affected.

## **5 APPLICATION REVIEW AND SCORING PROCESS**

- 5.1. Applications will be scored by members of the CJPDC.
- 5.2. **PROJECT SCORING CRITERIA:** The CJPDC-approved scoring criteria will be used to evaluate each new application submitted for review.
- 5.3. **MINIMUM SCORE:** A minimum score of seventy (70) is required for a project to be recommended for funding regardless of program category.
- 5.4. **PROJECT SCORING PROCESS:**
  - 5.4.1. Once PSO/CJD determines the eligibility of applications within a program category, the applications will be forwarded to NCTCOG for scoring and prioritization.
  - 5.4.2. In order to be able to score applications, each CJPDC member must participate in scoring training provided by NCTCOG Criminal Justice Program staff.
  - 5.4.3. When necessary, as a result of the number of submitted applications for review, scoring, and prioritization, NCTCOG staff will divide the CJPDC members into scoring teams. NCTCOG Criminal Justice program staff will attempt to divide members into teams with a system that maintains diversity of PSO/CJD multi-disciplinary representation of members and considers prior history of individual member's scoring average.
  - 5.4.4. Scores from each scoring team member will be recorded, totaled, and averaged with the other team member scores for each individual project. The average score for each application will be used to rank the applications from high to low which will determine the NCTCOG-recommended priority within each program category.
  - 5.4.5. In the event of a tie score when the projects are ranked, staff will delete a high score and a low score until the tie is broken. Projects will be placed on the priority list in the order of the tiebreaker score.

For example: Project 1 and Project 2 both have an average of 85.0000. After removing the high and low individual scores from each project, Project 1 now has an average of 84.333333 and Project 2 has an average of 86.55555. Project 2 will be listed above Project 1 on the priority ranking list.



- 5.5 NCTCOG will provide Vendor Hold technical assistance to grantees. At time of scoring/prioritization, NCTCOG staff will notify CJPDC of agencies that appear to have persistent vendor hold issues.

## **6. NCTCOG RECOMMENDATIONS FOR FUNDING**

- 6.1. The CJPDC must make funding recommendations on applications based upon local criminal justice priorities identified in the NCTCOG's strategic plan; any PSO/CJD-identified state priorities, the eligibility, reasonableness, and cost-effectiveness of the proposed project; and current NCTCOG policies and procedures. The CJPDC has the discretion to recommend an application at a reduced amount.

- 6.1.1. The CJPDC will make priority recommendations to NCTCOG's Executive Board. The Executive Board will make the final determination on the CJPDC priority lists.

- 6.1.2. Following Executive Board endorsement, applicants will be notified within fourteen (14) calendar days that their application was either "Recommended for Funding" or "Not Recommended for Funding" to the Criminal Justice Division. Spreadsheets identifying the scores and priority ranking for each program category will be posted on the NCTCOG website, which will include the following statement:

"After the Criminal Justice Advisory Committee prioritizes the grant applications and the NCTCOG's governing body approves the priority listing, the NCTCOG submits the written priority listing to PSO/CJD. Based upon the NCTCOG's priority listing, PSO/CJD will verify the eligibility, reasonableness and cost-effectiveness strategy of the proposed project, and the availability of funding, and will render final funding decisions on these grant applications. The NCTCOG will notify grantees of any changes in the funding recommendations."

### **6.2. PRIORITY RANKING PROCEDURE:**

- 6.2.1. NCTCOG staff will place all continuation projects in their priority ranking from the previous year in each program category. All applications will maintain their initial score until the prioritization period expires.
- 6.2.2. New projects will be placed in priority (according to score, high to low) immediately following continuation projects in each program category.
- 6.2.3. If a project is deemed ineligible by OOG, it will be noted as such on the priority ranking list. If a project is not recommended by CJPDC, it will be noted as such on the priority ranking list.
- 6.2.4. In the event more than one agency submits an application for identical services serving the same geographical area and each receives a "recommended for funding" score, the CJPDC will determine if the geographic area to be served is

sufficient to support more than one program. If not, the organization receiving the highest score will be recommended for funding and the lower-scored application(s) will not be recommended for funding.

- 6.2.5. The CJPDC reserves the right not to recommend a project based upon chronic or egregious violations including but not limited to PSO/CJD monitoring reports verifying non-compliance, failure to complete PSO/CJD-required program progress reports and/or PSO/CJD-required financial reports, misuse of PSO/CJD funds, or at the discretion of the PSO/CJD.
- 6.2.6. In the event PSO/CJD provides NCTCOG with projected allocations for a project category, and if there are insufficient applications recommended for funding with a minimum score of 70 points to expend the allocation, the CJPDC may continue to recommend projects in ranking order until the funding is expended or a minimum score of 60 points is reached.
- 6.3. EX-PARTE CONTACT: Any form of contact between a committee member and an applicant agency's representative, employee or contractor in which the application or the scoring of the application is discussed is prohibited. Such contact should immediately be reported to NCTCOG's Criminal Justice Programs staff. Such contact may result in an applicant agency being ineligible for future funding consideration.

## **7. CRIMINAL JUSTICE POLICY DEVELOPMENT COMMITTEE**

- 7.1. MEMBERSHIP: The CJPDC is a multi-disciplinary representation of members from the North Central Texas region.
  - 7.1.1. The representation must include citizens or parents, substance abuse prevention, education, juvenile justice, law enforcement, mental health, non-profit organizations, municipalities, counties, prosecution or courts, and victim services. No single group may constitute more than one-third (1/3) of the Committee.
  - 7.1.2. Membership shall roughly reflect a county's percentage of the region's population. Every attempt will be made to have at least one representative from each of the region's 16 counties.
  - 7.1.3. NCTCOG's Executive Board will appoint new members, to serve staggered three-year terms, ending December 31<sup>st</sup> of each calendar year, with a maximum committee size of fifty members. Every effort will be made to balance committee representation based on county population.
  - 7.1.4. The Committee includes a permanent representative for each of the following agencies: City of Dallas and City of Fort Worth Police Departments; Dallas County and Tarrant County Sheriff's Offices; Dallas County and Tarrant County District Attorney's Offices; Dallas County and Tarrant County Juvenile Probation Departments; Dallas County and Tarrant County Community Supervision and Corrections Department (Adult Probation).
    - 7.1.4.1. One alternate may be designated for the above referenced permanent representatives. If the designated alternate is scoring applications for a

program category, the alternate must attend a CJPDC Scoring Training session and be present at the program category scoring review(s).

- 7.1.5. New member nominations may be solicited from a variety of sources, including elected officials, current members, strategic planning participants, and community contacts. Members in good standing may serve two consecutive 3-year terms.
- 7.1.6. Appointed members are expected to attend each meeting to carry out the grant review and prioritization process and other CJPDC business.
- 7.1.7. A quorum is at least 50% of the Committee's active membership. A vote may be carried by a majority of those Committee members participating at a meeting at which a quorum is present.

## 7.2. OFFICERS & DUTIES:

7.2.1. During the last quarter of the calendar year, a Nominations Subcommittee will be appointed by the Chairperson to develop a list of candidates for the committee's consideration. This Subcommittee will include the Chair, or in the Chair's absence, the Vice-Chair and at least four (4) other Committee members.

7.2.2. The Chair will:

- Preside at all meetings of the CJPDC
- Call regular and special meetings of the CJPDC
- Appoint temporary sub-committees at his/her discretion to perform specific tasks related to the business of the CJPDC
- Appoint special sub-committees at his/her discretion

7.2.3. The Vice-Chair will:

- Act as the presiding officer during the absence or incapacity of the Chair and shall have all the duties, responsibilities, powers, and privileges of the Chair

7.2.4. TERM OF OFFICE - Term of office for officers shall be limited to two one-year terms. He/she must be a Committee member and not a designated alternate and be recommended to NCTCOG's Executive Board for confirmation annually.

7.2.5. VACANCY- In the event of a vacancy for the position of any officer, the Committee will recommend a replacement to the Executive Board no later than the next regular meeting following notification that such vacancy exists.

7.3. NCTCOG will ensure that all NCTCOG governing board meetings and meetings of the CJPDC (with a quorum present) at which PSO/CJD related matters are discussed comply with the Texas Open Meetings Act, Texas Government Code Chapter 551.

7.4. Regular meetings will be held to review and modify the Policies and Procedures for a new grant cycle and to address other business the CJPDC deems necessary. Special

sessions will be held for new member orientation, scoring training, and grant application team reviews.

- 7.5. NCTCOG will maintain a written record documenting all CJPDC proceedings related to PSO/CJD business. Processed minutes must be certified with the signature of a CJPDC member who was in attendance at the meeting.
- 7.6. NCTCOG shall retain the Records for a period of seven (7) years after the final payment by PSO/CJD under the terms of this Agreement with the following qualification: if any audit, claim, or litigation is initiated before the expiration of the seven-year period, the Records shall be retained until the audit, claim, or litigation is resolved or until the end of the regular seven-year period, whichever is later. At the end of the seven-year period, NCTCOG shall request disposition instructions for the Records from PSO/CJD and shall dispose of the Records in accordance with PSO/CJD's instructions.
- 7.7. CONFLICT OF INTEREST POLICY: NCTCOG shall ensure that members of NCTCOG's governing body, the CJPDC, and NCTCOG staff abstain from scoring and voting on any grant application, other than a grant application submitted by NCTCOG, during the prioritization process if the member or an individual related to the member within the third degree by consanguinity or within the second degree by affinity:
  - Is employed by the applicant agency and works for the unit or division that would administer the grant, if awarded;
  - Serves on any governing board that oversees the unit or division that would administer the grant, if awarded;
  - Owns or controls any interest in a business entity or other non-governmental organization that benefits, directly or indirectly, from activities with the applicant agency; or
  - Receives any funds, or a substantial amount of tangible goods or routine services, from the applicant agency as a result of the grant, if awarded.

If a CJPDC member has a conflict of interest regarding a particular grant application, NCTCOG will ensure the committee member abstains from voting, commenting, or otherwise influencing the prioritization process for that application. A CJPDC member with a conflict of interest regarding a particular grant application must vacate the room whenever that application is presented to or reviewed by CJPDC, and the member must not take part in or be present for any discussion on the application with any other member of CJPDC.

If any applicant, CJPDC member, NCTCOG personnel or other individual has reason to believe that favoritism or inappropriate actions were displayed during the scoring or prioritization of projects, NCTCOG shall ensure that the concerns are shared with PSO/CJD as soon as possible.

## **8. PUBLIC INFORMATION ACT REQUESTS**

- 8.1. NCTCOG shall notify PSO/CJD of any Public Information Act or media request received by NCTCOG relating to any application for PSO/CJD funding or PSO/CJD-

funded grant program no later than one (1) business day after receiving the request. The notification shall include the name of the requestor, the date the request was received by NCTCOG, and a description of the information requested. NCTCOG shall give PSO/CJD opportunity to review any information prior to release, if requested by PSO/CJD.

- 8.2. NCTCOG shall notify PSO/CJD as to its response to any Public Information Act or media request received by the NCTCOG relating to any application for PSO/CJD funding or PSO/CJD-related grant program no later than one (1) business day after providing its response to the requestor. The notification shall include a description of the response (or a copy of the response, if the request was made to the requestor in writing), any responsive documents, the date the response was provided to the requestor, and the name of the NCTCOG staff person who responded to the request. NCTCOG shall provide PSO/CJD with any responsive documents provided to the requestor, if requested by PSO/CJD.