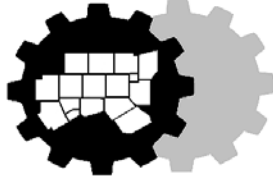


GENERAL VICTIM ASSISTANCE

FY20 GRANT APPLICATION WORKSHOP

**NORTH
CENTRAL TEXAS
COUNCIL OF
GOVERNMENTS**



WORKSHOP TOPICS

- COG's role
- Policies and Procedures
- Grant guidelines and resources
- Submittal process – DUE FEBRUARY 28, 2019
- eGrants application
- Scoring process for new projects
- Budget
- Tips and Tricks
- eGrants demo after today's session

WHO'S WHO IN THE COG GRANT WORLD

- **NCTCOG** – North Central Texas Council of Governments
- **PSO-CJD** – Office of the Governor's (OOG) Public Safety Office -Criminal Justice Division
- **CJPDC** – Criminal Justice Policy Development Committee
AKA – scorers, reviewers, readers
- **eGrants** – online application and grant management system for CJD

GRANT GUIDES AND RESOURCES

- **GVA Funding Announcement Document** (workshop handout)
- NCTCOG Criminal Justice Data Resources:
<https://www.nctcog.org/public-safety/criminal-justice/regional-criminal-justice-data>
- **OOG Resources for Applicants and Grantees:**
<https://gov.texas.gov/organization/cjd/resources>
 - ✓ Guide to Grants
 - ✓ Texas Administrative Code
 - ✓ Uniform Grant Management Standards
 - ✓ eGrants Support Page
 - ✓ DOJ Financial Guide
 - ✓ Texas State Library and Archives Commission's Resources for Grantees
 - ✓ Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards

APPLICATION GUIDELINES

Currently-funded GVA projects with 24-month grant period 10/1/2017 thru 9/30/2019:

- If you wish to submit a renewal in FY20: workshop attendance is mandatory, the GVA application will be considered "new" and will be scored, per NCTCOG Policies and Procedures. The renewal application may be for either 12 or 24 months.

Currently-funded GVA projects with 24-month grant period 10/1/2018 thru 9/30/2020:

- Per CJD, projects currently funded for 24 months (grant period 10/1/2018 through 9/30/2020) are not eligible to apply in FY20 for continuation or expansion funding.
- If you wish to apply for a new and substantially different GVA project you must create a separate 12-month application and it will be scored.
- If you are currently funded for 10/1/2018 through 9/30/2020 grant period and will *not* be submitting a GVA application for a substantially different project to be scored, you don't need to attend a GVA workshop.

GVA FUNDING LIMITATIONS: Funding limits do not apply for new GVA applications being scored.

APPLICATION GUIDELINES

GVA projects submitted as "new" in FY19 with currently-funded 12-month grant period of 10/1/2018 thru 9/30/2019:

- If you wish to resubmit an FY20 continuation application: workshop attendance is mandatory, your continuation project will cover 12 or 24 months (if continuation application covers 24 months you may request no more than twice the amount of your current 12-month project; if continuation application covers 12 months you may request no more than your current awarded amount), must maintain the same project scope as what is currently funded, and your continuation application will not be scored (per NCTCOG Policies and Procedures).
- See Eligible Amounts for Continuation Projects handout (green).
- If you wish to request funding for a new and substantially different project than what is currently funded you must create a separate 12-month application and it will be scored.

GVA FUNDING LIMITATIONS: Funding limits do not apply for new GVA applications being scored.



APPLICATION GUIDELINES

Agencies new to Office of the Governor's Criminal Justice Division (CJD) GVA funding:

- Per CJD, the request may not exceed a 12-month grant period and your GVA application will be scored. Workshop attendance is mandatory.

GVA FUNDING LIMITATIONS: Funding limits do not apply for new GVA applications.



ELIGIBILITY REQUIREMENT – ALL GVA PROJECTS

Projects must demonstrate a record of effective services to victims of crime and support from sources other than the Crime Victims Fund.

- A program has demonstrated a record of effective direct services and support when, for example, it demonstrates the support and approval of its direct services by the community, its history of providing direct services in a cost-effective manner, and the breadth or depth of its financial support from sources other than the Crime Victims Fund.
- A program has substantial financial support from sources other than the Crime Victims Fund when at least twenty-five percent (25%) of the program's funding in the year of, or the year preceding the award comes from such sources.



NCTCOG POLICIES & PROCEDURES

MINIMUM SCORE REQUIRED - A minimum score of seventy (70) is required for a NEW project to be recommended for funding regardless of funding source. After scoring by CJPDC members, NCTCOG staff will place each application in rank order according to its program category from high score to low score.

PROJECTS OUTSIDE COG'S REGION - Funding allocated to the NCTCOG 16-county region may only serve the NCTCOG region. Therefore, applicants desiring to serve counties in other COG regions must submit a separate application to that COG and follow the policies and procedures set forth by that respective council of governments/regional planning commission.

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 may result in an applicant agency being ineligible for future funding consideration.

TWO-GRANT PERIOD PRIORITY CYCLE

- NCTCOG will make GVA prioritization recommendations of no more than two consecutive grant periods.
- If funded, you must submit a complete eGrants application for the second grant period of funding consideration (and come to workshops!). Your project is NOT scored the second grant period.
- After a project is funded for two consecutive grant periods, the agency may resubmit the project and it will be scored.

TWO-GRANT PERIOD PRIORITY CYCLE

Highest Priority

Prioritized Applications scored and funded in FY18 (not scored)

Middle Priority

Prioritized Applications scored and funded in FY19 (not scored)

Lowest Priority

New FY20 Applications (scored)

CONTINUATION PROJECT INFORMATION

- Refer to FY20 Eligible Amounts for Continuation Projects handout (green) and CJPDC Policies and Procedures related to Prioritization Cycle on COG Criminal Justice Program website: <https://www.nctcog.org/public-safety/criminal-justice/policy-development-committee/criminal-justice-policy-development-committee>

Specific questions on your project? Visit with COG staff outside the workshop.

FUNDING HISTORY FOR GENERAL VICTIM ASSISTANCE – NCTCOG REGION

FY15: \$ 5.7M
 FY16: \$17.9M
 FY17: \$20.8M
 FY18: \$25.7M
 FY19: \$24.7M (includes 24-month projects running through 9-30-20)
 FY20: \$25.6M

Balance after funding continuations:
 \$21.7M for new GVA programs

REQUIREMENT: COMPUTERIZED CRIMINAL HISTORY (CCH) - ALL PROJECT CATEGORIES

In order for an applicant to be eligible for FY20 funding, the county (or counties) in which the applicant is located must have a 90% average on both adult and juvenile criminal history dispositions reported to the Texas Department of Public Safety for calendar years 2013 through 2017. This requirement must be met by August 1, 2019.

Any entity, public or private, in a county that does not have an average of 90% or above for either adult or juvenile for 2013-2017 will be ineligible to receive grants from any state or federal fund source managed by CJD.

Do you submit an application if your county is below 90% at the time of the due date? **YES**
 – counties below 90% in either adult or juvenile have until August 1st to become compliant.

Who in your county can help with this? Start with the county judge and/or court offices. COG may be able to help with specific contact persons.

Contact the Criminal Justice Division at 512-463-1919 for compliance questions. If you have technical questions regarding data reporting requirements for your county, please contact the Texas Department of Public Safety at cjsjjs@dps.texas.gov.

COUNTY COMPLIANCE AVERAGES 2013 – 2017 (updated 1-14-19)

COUNTY	ADULT	JUVENILE
COLLIN	91%	95%
DALLAS	88%	88%
DENTON	88%	95%
ELLIS	94%	91%
ERATH	94%	95%
HOOD	96%	96%
HUNT	93%	96%
JOHNSON	92%	94%
KAUFMAN	95%	99%
NAVARRO	84%	96%
PALO PINTO	90%	95%
PARKER	91%	99%
ROCKWALL	93%	92%
SOMERVELL	89%	100%
TARRANT	91%	99%
WISE	90%	97%



REQUIREMENT: UCR REPORTS – ALL PROJECT CATEGORIES

- Eligible applicants operating a law enforcement agency must be current on reporting Part I violent crime data to TxDPS for inclusion in the annual Uniform Crime Report (UCR).
- To be considered eligible for funding, applicants must have submitted a full 12 months of accurate data to TxDPS for the most recent calendar year.

NOTE: Due to upcoming state and federal NIBRS reporting deadlines, eligibility for future grant funding may be tied to NIBRS compliance.



AND...ANOTHER REQUIREMENT: CEO/LAW ENFORCEMENT CERTIFICATIONS AND ASSURANCES FORM (ALL FUNDING CATEGORIES)

- Units of government and institutions of higher education that operate a law enforcement agency must comply with aspects of Department of Homeland Security programs and procedures regarding illegal aliens. See more details in Funding Announcement.
- Agencies must download, complete and upload this form certifying compliance with federal and state immigration enforcement requirements. Must be done for each application; form is active until August 31, 2021 or end of grant period, whichever is later.
- **Download form via link in Funding Announcement or from eGrants Narrative tab.**
- **Per OOG: CEO is defined as Mayor, County Judge or college/university President/Chair; Head of Agency will be Police Chief or Sheriff**



GENERAL VICTIM ASSISTANCE

- Continuation / Renewal projects: Grant Period 10/01/19 thru 09/30/21
- New projects: Grant Period 10/01/19 thru 09/30/20
- Minimum \$10,000
- No maximum funding limit for new GVA projects being scored
- 20% match (see slides on calculating Match)
- Two-grant-period priority cycle
- One-grant-period priority cycle for equipment-only projects (i.e., vehicles)



ORGANIZATIONS ELIGIBLE TO APPLY FOR GENERAL VICTIM ASSISTANCE FUNDS

- State Agencies
- Units of Local Government
- ISDs
- Non-profit Corporations (including hospitals and faith-based organizations)
- Native American Tribes
- Public and private institutions of higher education
- COGs that provide direct services to victims of crime

IMPORTANT: The following categories bypass the COG process and have separate Funding Announcements: Campus Victim Assistance; Long-Term Housing Victim Assistance; Preventing, Investigating, and Prosecuting the Commercial Sexual Exploitation of Children; and Residential and Community-Based Services for Victims of Commercial Sexual Exploitation of Children.

REMINDER: Agencies applying for GVA funds to support a Children's Advocacy Center or CASA program must apply through CACTX or Texas CASA. All CAC and CASA applications bypass the COG process.



PURPOSE OF GENERAL VICTIM ASSISTANCE DIRECT SERVICES PROGRAM

The purpose of this program is to provide services and assistance directly to victims of crime to speed their recovery and aid them through the criminal justice process. Services may include the following:

- responding to the emotional and physical needs of crime victims;
- assisting victims in stabilizing their lives after a victimization;
- assisting victims to understand and participate in the criminal justice system; and
- providing victims with safety and security.



NCTCOG LOCAL PRIORITIES

- Refer to NCTCOG FY20 Local Priorities handout.
- Ensure your project aligns with at least one priority.

NOTE: There isn't a specific Local Priorities section in eGrants or COG Addendum.



ELIGIBLE ACTIVITIES FOR GENERAL VICTIM ASSISTANCE PROGRAMS

- Crisis Services
- Forensic Interviews
- Legal Advocacy
- Multi-Disciplinary Teams and Case Coordination
- Peer Support Groups
- Professional Therapy and Counseling
- Program Evaluation and Assessment (*follow special instructions on eGrants Activity tab*)
- Protective Order Assistance
- Shelter
- Victim-Offender Meetings

See *ELIGIBLE ACTIVITIES* handout and GVA Funding Announcement for activity descriptions.



Vehicle Purchases

- Only non-profits will be eligible to purchase vehicles under GVA.
- The vehicles must be for the purpose of transporting victims to receive various services.



More on Victims Services Vehicles

Applicants must demonstrate that such an expenditure is essential to delivering services to crime victims. On eGrants Narrative tab, applicants must describe:

- What are the current program transportation needs that will be addressed under this project?
- What evidence exists to support the need for transportation funding that is specific to the program site?
- What current transportation services exist at each specific program site and how will these current services be enhanced?
- What transportation services will be provided?
- How will the grantee ensure the safe transportation of victims/survivors to and from the program site?

NEW VICTIM SERVICES TAB IN EGRANTS

Agency Type

Implementing Agency Type - Nonprofit

Which designation best describes your agency (select only one):

- Child abuse services organization (e.g., child advocacy center)
- Coalition (e.g., state domestic violence or sexual assault coalition)
- Domestic and family violence organization
- Faith-based organization
- Organization provides domestic violence and family violence and sexual assault services
- Organization by and/or for underserved victims of crime (e.g., drunk driving, homicide, elder abuse)
- Sexual assault services organization (e.g., rape crisis center)
- Multiservice agency
- Other - describe below

If Other is selected describe below:

Victim Services tab continued..

Purpose of Award

Check all that apply:

- Continue an OOG-funded victim project funded in a previous year
- Expand or enhance an existing project not funded by OOG in the previous year
- Start up a new victim services project
- Start up a new Native American victim services project
- Expand or enhance an existing Native American project

Victim Services tab continued..

NOTE: Per CJD, percentages must be 5% or greater.

Type of Crime Funding Distribution

Identify the percent of funding dedicated to each type of victimization. The percentages provided below should not include matching funds. Cumulative total for all types of victimization must equal 100%.

Type of Crime	Percent of Funds Dedicated to Crime <small>Enter whole percentages only</small>	Funds Dedicated to Crime <small>Current Award's Percent Entered</small>
Child Physical Abuse	\$ <input type="text"/>	\$ <input type="text"/>
Child Sexual Abuse	\$ <input type="text"/>	\$ <input type="text"/>
Domestic and Family Violence	\$ <input type="text"/>	\$ <input type="text"/>
Child Sexual Assault	\$ <input type="text"/>	\$ <input type="text"/>
Adult Sexual Assault	\$ <input type="text"/>	\$ <input type="text"/>
DUCDRT Crashes	\$ <input type="text"/>	\$ <input type="text"/>
Assault	\$ <input type="text"/>	\$ <input type="text"/>
Adults Molested As Children	\$ <input type="text"/>	\$ <input type="text"/>
Elder Abuse	\$ <input type="text"/>	\$ <input type="text"/>

Victim Services tab continued..

- Robbery
- Stalking/harassment
- Survivors of homicide victims
- Teen dating victimization
- Terrorism (domestic/international)
- Other

If Other is TRUE provide explanation:

Victim Services tab continued..

Budget and Staffing

Answer the questions below based on your current fiscal year. Report the total budget available to the victim services program by source of funding. Do not report the entire agency budget, unless the entire budget is devoted to victim services program.

Annual funding amounts allocated to all victimization programs and/or services for the current fiscal year:

Identify by source the amount of funds allocated to the victimization program/services budget for your agency. DO NOT COUNT FUNDS IN MORE THAN ONE CATEGORY. OTHER FEDERAL includes all federal funding except the award amount for this grant.

ODG Current Budget:	\$0.00
Other State Funds:	<input type="text"/>
Other Local Funds:	<input type="text"/>
Other Federal Funds:	<input type="text"/>
Other Non-Federal Funds:	<input type="text"/>
Total Victimization Program Budget:	\$0.00

Victim Services tab continued..

Total number of paid staff for all grantee victimization program and/or services:
 COUNT each staff member once. Both full and part time staff should be counted as one staff member. DO NOT prorate based on FTE.

Total number of staff:

Number of staff hours funded through THIS grant award (plus match) for grantee's victimization programs and/or services:
 Total COUNT of hours to work by all staff supporting the work of this award, including match.

Total number of hours:

Number of volunteer staff supporting the work of this award (plus match) for grantee's victimization programs and/or services:
 COUNT each volunteer staff once. DO NOT prorate based on FTE.

Total number of volunteer staff:

Number of volunteer hours supporting the work of this award (plus match) for grantee's victimization programs:
 Total COUNT of hours to work by all volunteers supporting the work of the award, including match.

Total hours to work by all volunteers:



ALL APPLICATIONS

Submission Deadline

THURSDAY, FEBRUARY 28, 2019

NO LATER THAN 5:00 PM CST



CERTIFY – CERTIFY – CERTIFY!!!!

- After the grantwriter hits "submit" in eGrants, the Authorized Official must log in to eGrants and "Certify" each application before CJD accepts it.
- The certification **MUST be done no later than 5:00 PM CST on February 28, 2019.**
- Applications that are not certified by the deadline will be **INELIGIBLE!**



Applicants must use the "eGrants User's Guide to Creating an Application" to start the application process

<https://egrants.gov.texas.gov>



APPLICATION SUBMISSION PROCESS

Go to CJD's eGrants website at:
<https://egrants.gov.texas.gov>

All FY20 GVA Projects – New and Continuations: Submit grant application via eGrants system.

New Projects to be Scored: In addition to eGrants must submit GVA Addendum by **February 28, 2019, 5:00 pm CST** via email to: cjapplications@nctcog.org

NCTCOG ADDENDUM – ONLY FOR PROJECTS BEING SCORED!

- This is a separate Word document applicants are required to email to COG in addition to submitting the online eGrants application.
- Addendum form ([pink handout](#)) must be downloaded from COG website's GVA Handouts section.
<https://www.nctcog.org/public-safety/criminal-justice/fy20-grant-applications/fy20-general-victim-assistance>
- Per CJPDC Policy:
 - Applications submitted on incorrect NCTCOG addendum will not be scored and will not be recommended for funding
 - Applications submitted on NCTCOG Addendum from prior grant cycles will not be scored and will not be recommended for funding.
 - Late addendums will not be accepted, without exceptions. There is no appeal process.

COG ADDENDUM SUBMISSION INSTRUCTIONS

Email completed Addendum to cjapplications@nctcog.org no later than 5:00 pm CST on February 28, 2019.

IMPORTANT:

Do not upload Addendum to eGrants

PRE-SUBMISSION TECHNICAL ASSISTANCE

- CJD
Provides technical assistance for all questions related to the application process.
egrants@gov.texas.gov or (512) 463-1919
- COG
Provides technical assistance for questions related to the actual content used to fill in the eGrants application and the Addendum.

TECHNICAL ASSISTANCE (TA) DURING APPLICATION PROCESS

Kelly Schmidt
817-608-2383

kschmidt@nctcog.org

Use email for technical assistance reviews; COG cannot log into eGrants to see a draft of your application.

Please do not send a partially completed addendum draft in for TA – it's easier to provide assistance when all sections are completed.

Please allow 2 business days for technical assistance feedback to be returned to you. Feedback will be sent via email.

PRE-SUBMISSION TECHNICAL ASSISTANCE

- COG will provide technical assistance to interested applicants - new and continuation projects.
- How to get eGrants to COG for review: Go to Summary tab, click on "*Printer Friendly*" link and box will open with entire grant, select/copy/paste all info into either a Word doc or body of an email and send to COG.
- Email the **eGrants** info and **Addendum (if applicable)** for feedback.

PRE-SUBMISSION TECHNICAL ASSISTANCE - CONT'D.

- COG will read your draft to check that there are responses to the scoring criteria and CJD's requirements. The technical assistance does not address the quality of your responses.
- COG will make sure budget line item descriptions have required info.
- COG technical assistance is advisory in nature and is not intended to address all possible outcomes of the grant application process.
- Technical assistance is provided by COG as an additional service to our grant applicants.

COG technical assistance will not save you from a bad idea for a project.

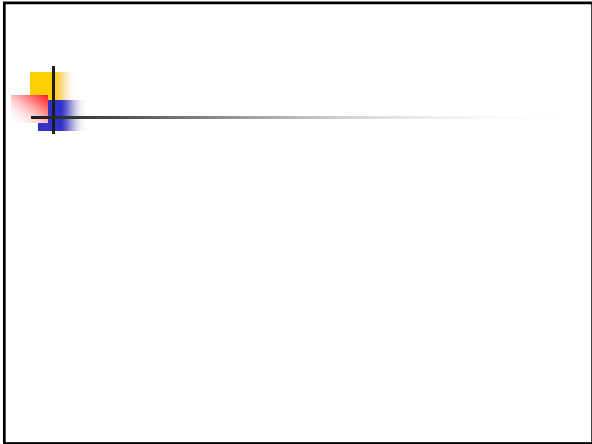
HOW GRANTS ARE SCORED

- We follow a system that is consistent with many government and private funding organizations that deal with a large volume of applications.
- The Criminal Justice Policy Development Committee is divided into teams based on the number of applications to be scored.
- Each team is given a batch of applications to score.

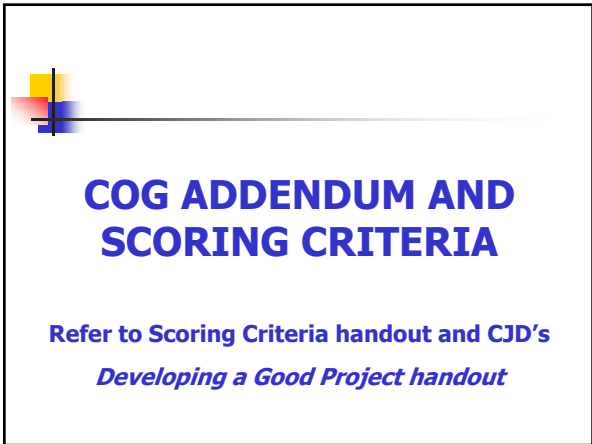
SELECTION CRITERIA

CJD's Executive Director will consider rankings along with other factors and make all final funding decisions. Other factors may include cost effectiveness, overall funds availability, CJD or state government priorities and strategies, legislative directives, need, geographic distribution, balance of focuses and approaches, or other relevant factors.

CJD may not fund all applications or may only award part of the amount requested. In the event that funding requests exceed available funds, CJD may revise projects to address a more limited focus.







**NCTCOG ADDENDUM:
AGENCY INFO**

- Agency Name
- Application title (must match project title in eGrants application)
- Application # (7-digit # generated from eGrants)
- Location of Agency Headquarters
- CJD amount requested for this project (do not include match in this figure)

NCTCOG ADDENDUM: PROJECT SUMMARY (No points assigned for this section)

In **100 words or less**, briefly summarize the proposed project.

Yes, some scorers will count words to make sure Summary isn't over the limit!

NCTCOG ADDENDUM: SUPPORTING DATA (up to 10 points)

Provide at least three (3) years of supporting data - including baseline statistics and the sources of your data - to provide evidence that the problem exists, its size and scope, and its effects on the target population.

Do not use statewide data for a local problem or national data for a statewide problem.

HINTS:

- Using data from outside sources is helpful; however, your agency's internal data may also be included to support the problem.
- Describe how the data supports the problem to be addressed.

NOTE: All data must be cited, verifiable and describe local conditions.

NCTCOG ADDENDUM: CAPACITY & CAPABILITIES – AGENCY COLLABORATION TABLE

- This information will be assessed with the Capacity & Capabilities section in eGrants.
- Using the table, list no more than five (5) of the most important collaborations that your agency has with other entities in order to carry out this project.
- If no collaborations are needed, please put N/A.

NCTCOG ADDENDUM: DUPLICATION OF SERVICES (No points assigned for this section)

Describe how this project avoids duplication of overlapping of existing resources or programs available within project’s proposed service area and target population.

NCTCOG ADDENDUM: SUSTAINABILITY (up to 5 points)

Describe your strategy to sustain this project beyond the grant period.

For equipment or technology projects, describe agency’s plan to maintain equipment beyond the grant period (i.e., routine maintenance, repairs, upgrades, etc.)

HINTS FOR COMPLETING THE ADDENDUM

- DO NOT exceed the 3-page limit; DO NOT remove instructional information or change font size / margins / page orientation.
- DO make sure to use the correct addendum for your program category.
- DO make use of tables, charts and/or graphs in the data section to convey trends and patterns. Data in paragraph format is cumbersome to read through. NOTE: The eGrants Supporting Data section will not allow for tables, charts, etc.; you'll have to describe data in sentence format. This is why COG reviewers use the addendum to evaluate your supporting data.
- All text and tables should be in black/white. Scorers will not receive color copies of your addendum.

NOTE: COG will print your eGrants application for scoring purposes. DO NOT copy/paste any eGrants information into the COG Addendum.

EGRANTS APPLICATION: PROBLEM STATEMENT (up to 10 points)

Provide a description of the nature and scope of the problem in your service area that this proposed project will address.

This must be a statement of the core, underlying problem. A lack of resources is not, in and of itself, a problem.

Include aspects of the problem relevant to the project's approach and activities.

NOTE: Applicants should use SUPPORTING DATA section to provide stats that back up the problem description.

EGRANTS APPLICATION: TARGET GROUP (up to 5 points)

Describe the population that this project plans to provide or support direct services to.

Include the size and basic demographics for the people served, as well as challenges they face, and any other information relevant to the project.

Be specific and use supporting data.

Applicants should demonstrate that they understand their target group well enough to effectively carry out the project.



EGRANTS APPLICATION: PROJECT APPROACH & ACTIVITIES (up to 20 points)

Provide core information needed to understand methodologies, approaches, and activities to be employed by the project.

Provide a rationale for choosing this particular model.

Any therapy or licensed counseling provided should include a description of the modality/framework used.

The reader should also be able to understand how the approach and activities tie to solving the stated problem.



EGRANTS APPLICATION: CAPACITY & CAPABILITIES (up to 5 points)

NOTE: Collaboration table in Addendum will also be used to evaluate this section.

Describe your agency's background as well as organizational and staff capabilities and qualifications to carry out this specific project using the approaches and activities.

Provide a brief summary of any collaborative partnerships created for the purpose of the proposed project (also complete Collaboration table in NCTCOG Addendum).

If your agency indicates on the Activities section that licensed or certified personnel will perform work, list each license or certification and upload a list of each person and their relevant corresponding license or certification.* Empty positions requiring a license or certification should be noted.


*CJD prefers you upload this list during your initial submission if possible. If unable to do so, your application may be set aside until the upload is complete.



EGRANTS APPLICATION: PERFORMANCE MANAGEMENT (up to 20 points)


■ Provide an understanding of how your agency will measure success for this project.

- What are the project's goals and objectives and what are the project's performance measures, both output and outcome?
- How do these goals, objectives, and measures tie to the problem that the project seeks to solve?
- What is the current baseline information for these measures as well as the goals for the project period?



MORE ON PERFORMANCE MANAGEMENT


- **Goals** are broad statements that indicate the general intentions of the project to achieve some outcome.
- **Objectives** are clear, tangible, and specific.
 - To [reduce/increase/ enhance/etc.] [something], by [x amount], by [dd/mm/yy date].
 - A project can have multiple objectives.
- **Measures (separate eGrants tab):** Use data to provide verifiable, numeric information that ties to one or more objectives and indicates progress toward its achievement.



MORE ON PERFORMANCE MANAGEMENT AND MEASURES

- Selecting an activity on the eGrants Activities tab will cause all CJD measures linked to that activity to display on the Measures tab. Applicants should estimate quantities for each measure that applies to their project, or enter a "0" if a measure is not applicable. Measures should be estimates only of activities that occur during the project period.
- Applicants may add custom measures that would help CJD and the reviewers better understand the project's activities and performance. To do so, click on the "Create Custom Performance Measures" button.

NOTE: Make sure target levels cover the duration of the grant period!



And...MORE ON PERFORMANCE MANAGEMENT AND MEASURES

Describe how your agency will collect, track and maintain the relevant data needed to determine if the project is achieving these standards throughout the grant period.

Describe any methods, mechanisms, or tools used to generate measures.

Applicants should give confidence that the data they collect will be accurate, maintained, and analyzed in a manner that enables them to adapt to changing assessments of the problem or project performance, and to evaluate and document the effectiveness of the project.

EGRANTS APPLICATION: EVIDENCE-BASED PRACTICES (up to 5 points)

Justify the selection of the methods, approach, and activities.

Applicants should preferably be able to cite the research, evidence, or published best/promising-practices model used as the basis for the project's design.

In case of an equipment or technology grant, what evidence or best/promising practices model is there to support the purchase?

Wherever possible, provide at least one citation or link.

If the project approach and activities are not based on existing evidence, the applicant must describe why they believe the method to be promising.

LOCAL PRIORITIES (up to 10 points)

When assigning Local Priorities points, scorers will take into consideration the overall scope of the project.

GRANTWRITER



EGRANTS APPLICATION: BUDGET (up to 10 points)

- Budget items should be eligible, reasonable, essential, and correlate to the goal and activities of the project.
- All budget line items must have sufficient detail to justify the item to be included in the project.
- **IMPORTANT! See Funding Announcement for list of unallowable costs**

COMPLETING THE BUDGET IN EGRANTS

- Refer to the eGrants **"User's Guide for Creating an Application"** document when creating your budget.
- Refer to the **"CJD Guide to Grants"** for specific information on budgetary line items.

Both of these documents can be found on NCTCOG's website and on CJD's Resource website at <https://egrants.gov.texas.gov/updates.aspx>

EGRANTS BUDGET LINE ITEM: *PERSONNEL*

- Grant staff must be on separate line items – don't combine two identical positions in one line item.
- Each personnel line item description should state the following:
 - the specific job title;
 - brief summary of position's responsibilities;
 - first and last name of the employee in that position (except for the volunteer line item), *OR* note if position is currently vacant, *OR* indicate as NEW if position will be created if application is funded;
 - Full-time or part-time (with hours per week); and
 - annual salary and fringe benefits amounts.

EGRANTS BUDGET LINE ITEM:
PERSONNEL continued

- If applicable, include fringe benefits in the salary amount. The line item description **MUST** have the fringe amount noted separately. For example: "\$40,000 annual salary plus \$15,000 fringe benefits." Don't include fringe benefits as a separate line item.
- Volunteer line item should include: description of GVA-eligible services provided by volunteers; number of volunteer hours; and rate per hour to support the total.
- If using volunteers with different valuation rates, please separate these into two separate line items.

EGRANTS BUDGET LINE ITEM:
PERSONNEL continued

- The % of salary cell refers to the **percentage of salary to be funded from the grant (including match)**.
- Do not describe grant personnel job duties as "and other duties as assigned" or "as needed".

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EGRANTS BUDGET LINE ITEM:
PROFESSIONAL AND CONTRACTUAL SERVICES

- Each contract should be listed on a separate line item. If the contract includes several services, it should be explained in the line item description.
- Describe each contractual deliverable, rate, number of clients served if applicable, location where services will be performed, and a brief explanation and purpose for the contract.
- Contracting services out without going through a procurement process violates federal administrative regulations.
- Vendors or contractors **must not** be identified by name in the description unless you have gone through your agency's procurement process.

**EGRANTS BUDGET LINE ITEM:
PROFESSIONAL AND CONTRACTUAL
SERVICES *continued***

- CJD must pre-approve any contract services expected to exceed \$150,000 for a single vendor. Must complete CJD Procurement Questionnaire if project is funded.
- Keep in mind, grantee defines contract deliverables, not the vendor!
- Grantees must establish a contract administration system to consistently ensure contract deliverables are being provided as specified in the contract.

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**EGRANTS BUDGET LINE ITEM:
TRAVEL AND TRAINING**

Each travel and training line item description must include:

- the purpose and description of the travel
- the applicant agency's travel guidelines along with the mileage, per diem, and lodging rates.

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**BUDGET LINE ITEM:
TRAVEL AND TRAINING *continued***

- Out of state and international travel MUST include the following in the description:
 - how the event is related to grant activities
 - how attendance at the event will impact the project's goals and objectives
 - justification as to why agency personnel must go out-of-state rather than attend a similar training in-state

EGRANTS BUDGET LINE ITEM: *EQUIPMENT*

- CJD defines equipment as tangible personal property having a useful life of more than one year and a per-unit cost of \$5,000 or more, or less if grantee chooses to capitalize items costing less.
- Equipment under \$5,000 should be placed in Supplies & Direct Operating Expenses.
- In equipment description, be specific on how equipment will accomplish the activities.
- Purchasing equipment without going through a procurement process violates federal administrative regulations.
- Your agency must have written Procurement policies.
- Vendors must not be identified by name in the description unless you've gone through your agency's procurement process.

EGRANTS BUDGET LINE ITEM: *EQUIPMENT continued*

- If multiple units of the same item are going to be purchased, the number and cost per item (e.g., 4 computers @ \$5,000 each) must be included in the line item description.
- CJD must pre-approve any equipment purchases from a single vendor expected to exceed \$150,000. Must complete CJD Procurement Questionnaire if project is funded.

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More on Procuring Equipment or Services

From Office of Justice Programs (OJP) Financial Guide:

"For a specific procurement, you must exclude from bidding or proposal submission any contractors who have been involved in development of the procurement. For example, you must not accept bids or proposals from contractors who have developed or drafted specifications, requirements, statements of work, and/or requests for proposals for the procurement."

What does this mean? A potential vendor or contractor may **NOT** help you write the application.



EGRANTS BUDGET LINE ITEM: *SUPPLIES AND DIRECT OPERATING EXPENSES*

- Items with a per-unit cost of less than \$5,000, are directly related to the delivery of services and do not fall under one of the other budget categories should be itemized under supplies with a brief description and justification.
- This budget category also includes other direct costs such as leases for space, project supplies, office supplies, communications, utilities, etc.
- All costs must be prorated.
- NOTE: When calculating cost for space and utilities, ensure that costs are based on percent of square footage. You must indicate amount of square footage and rate per square foot in the budget description.

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EGRANTS BUDGET LINE ITEM: *INDIRECT COSTS*

- Up to **10%** of CJD-funded direct costs can be charged to Indirect.
- An excess of **10%** can be charged if the grantee has an approved cost allocation plan submitted to CJD for review.
- Provide a brief description of Indirect charges.

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MATCH

- Match 20% (cash and/or in-kind)
- Will need to provide source(s) of in-kind and cash match on the Match tab in eGrants.

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- **NOTE: eGrants does not calculate the match amount for you. When you submit the application the errors section of eGrants will alert you if the match is not met.**



MORE INFO ON MATCH

- All agencies applying in GVA must provide matching funds equal to 20% of the total project cost.
- Matching funds are considered grant funds and may only be used for eligible, approved budget items.
- Matching funds must be acquired during the grant period.
- Donations must be received during the grant period to be eligible for in-kind match.
- If you exceed the 20% limit and your project is awarded, you will be held to the higher amount.



CALCULATING MATCH

▪ **Formula for Match:**

Applicants can determine the minimum match requirement using the following method:

\$80,000 request:

- Step 1: Determine the Total Project Cost by dividing the Amount of CJD Funds Requested by the % CJD Can Pay.
 $\$80,000 / .80 = \$100,000$
- Step 2: Determine the Minimum Match Required by multiplying the Total Project Cost by the % of Match Required.
 $\$100,000 \times 20\% = \$20,000$ **required match**



CALCULATING MATCH continued

\$100,000 request:

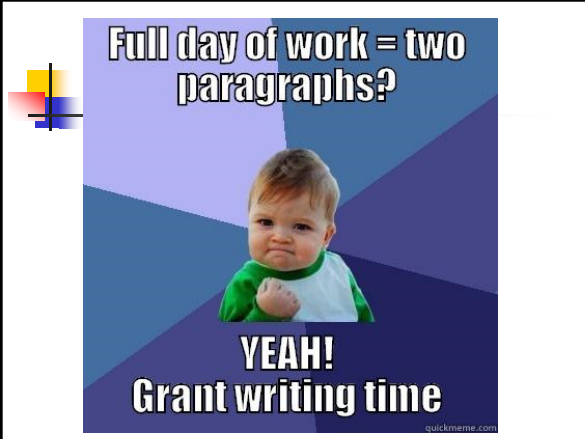
- Step 1: Determine the Total Project Cost by dividing the Amount of CJD Funds Requested by the % CJD Can Pay.
 $\$100,000 / .80 = \$125,000$
- Step 2: Determine the Minimum Match Required by multiplying the Total Project Cost by the % of Match Required.
 $\$125,000 \times 20\% = \$25,000$ **required match**

\$500,000 request:

- Step 1: Determine the Total Project Cost by dividing the Amount of CJD Funds Requested by the % CJD Can Pay.
 $\$500,000 / .80 = \$625,000$
- Step 2: Determine the Minimum Match Required by multiplying the Total Project Cost by the % of Match Required.
 $\$625,000 \times 20\% = \$125,000$ **required match**

BUDGET HINTS

- Budget expenses should be focused on accomplishing the project's activities.
- Provide enough detailed information so that the reader understands what the project is funding – if the reader has to guess what something is to be used for, then you don't have enough detail.
- The line item description should answer: Is the line item reasonable? necessary? and allocable (does it fit in this project)?
- Understand what costs are eligible and what are ineligible – refer to the list of prohibited items in the Funding Announcement handout.
- Explain what you'll be buying (equipment, supplies), quantity, what it's used for, who uses it.
- Costs in the budget must support the activities.



FUNDING RECOMMENDATIONS

Per CJD, COG advisory committees may recommend a given project at a lower dollar amount if a program component is determined to be ineligible, unreasonable, and/or not cost effective.

FOR NEW PROJECTS - NOW THAT THE APPLICATION IS COMPLETE, WHAT DO YOU SEND TO COG?

Email the Addendum as a Word attachment to cjapplications@nctcog.org no later than 5:00 pm CST on **February 28, 2019**.

Do not send COG Addendum as a pdf file!

You will receive an email confirming COG has received your document.

NOTE - Identify your agency name in the email subject line.

NCTCOG FUNDING RECOMMENDATION NOTICE

- This email communication to all applicants follows TAC language and will include ranking spreadsheets showing which projects **are/are not** recommended for funding.
- Being "recommended for funding" means your project scored 70 or higher in the CJDPC prioritization.
- **A score of 70 or higher does NOT guarantee funding by CJD.**
- CJD will make all funding decisions.

GRANT PRELIMINARY REVIEW REPORT (PRR) PROCESS AFTER YOU SUBMIT APPLICATION

- What's a PRR? CJD staff will perform an in-depth compliance review on the eGrants application.
- The PRR review of an application requesting revisions does not guarantee funding nor is it meant to suggest the project will be funded.
- CJD staff may contact you for eGrants revisions before the application is scored and prioritized.
- **The original submission of your eGrants application is the version that will be scored.**
- A PRR is NOT performed on the Addendum.

REPORTING and AUDIT REQUIREMENTS FOR FUNDED PROJECTS

- Quarterly financial reporting via eGrants
- Programmatic reporting via eGrants
- CJD monitoring staff will conduct either an on-site audit or desk review audit of all funded projects.
- Budget and programmatic adjustments for funded projects must be approved by COG prior to being submitted to CJD.
- **Last, but not least:** Familiarize yourself with the *Grantee Conditions and Responsibilities* document located on COG website – handouts section:
<https://www.nctcog.org/public-safety/criminal-justice/fy20-grant-applications/fy20-general-victim-assistance>

EGRANTS REQUIREMENTS, REMINDERS, TIPS, AND TRICKS



EGRANTS PROFILE TAB - PLAN YEAR INFO

Grant Period:

10/01/19 thru 09/30/20 (BRAND NEW Projects)

10/01/19 thru 09/30/21 (CONTINUATIONS or RENEWALS)

Plan Year 2020

EGRANTS PROFILE TAB – AGENCY NAME

Applicant Agency name –

- CORRECT: Anywhere, City of
- INCORRECT: *Anywhere Police Department
or City of Anywhere*

EGRANTS PROFILE TAB – PROJECT TITLE

- Project title should be related to the project, NOT the name of the application program category. Don't use "General Victim Assistance" as your project title.
- CJD discourages the use of lengthy project titles

EGRANTS PROFILE TAB – GRANT OFFICIALS

- 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, police chief, sheriff, head of a state agency, executive director.
 - 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, Auditor or Treasurer of the Board (or designee) for the grantee agency.
 - Responsible for maintaining financial records to account for all grant funds.
 - Responsible for requesting funds and completing required financial reporting in eGrants.

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EGRANTS VENDOR TAB - VENDOR INFORMATION

- All applications must have all three Vendor Information forms uploaded before submission:
 - Direct Deposit form
 - New Payee ID form
 - IRS W-9
- eGrants will not allow an applicant to submit or certify their application without these required forms.
- Applicants (especially first-time) should allow additional time for this requirement.
- MUST USE UPLOAD FEATURE ON VENDOR TAB - Forms will NOT be accepted in hard copy format.
- Per CJD, forms must reflect current date.

Where are these forms? Profile tab > Grant Vendor sub tab > click **"Forms"** link located in Instructions section

EGRANTS GRANT VENDOR TAB – DUNS AND SAM

DUNS -

- Applicants must have a DUNS (Data Universal Numbering System) number assigned to its agency
<https://fedgov.dnb.com/webform>
- Do not enter dashes with your DUNS number.

EGRANTS GRANT VENDOR TAB continued

SAM registration -

All applicants must be registered in the federal system for award and management (SAM) database located at www.sam.gov and maintain an active registration throughout the grant period.

- If project is funded, an expired SAM will result in the project being placed on "fund hold".
- This service is FREE!! Some websites offer SAM registration for a fee.

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EGRANTS NARRATIVE TAB

- Culturally Competent Victim Restoration
- Culturally Specific and Underserved Populations
- Victim Referral Process
- Vehicle Purchases
- Certifications – **very important**
- Civil Rights Liaison info
- Project Narrative

EGRANTS FISCAL CAPABILITY TAB

- This tab only completed by **non-profits**.
- Requires info on agency's IRS tax exempt status, accounting methods and internal control systems.

EGRANTS DOCUMENTS TAB – *SOURCE OF FINANCIAL SUPPORT*

- Sources of Financial Support section should identify **all** state and federal grant funds expended for the applicant agency, not the division applying for the grant.
- For example – do not provide just the police department's state and federal grant funds, provide the **entire city's** state and federal grant funds.

EGRANTS DOCUMENTS TAB - *EEOP REQUIREMENT*

Equal Employment Opportunity Plan (EEOP) is a tool to identify possible discriminatory practices.

- All applicants must complete the **EEOP Certification Form located on eGrants Documents tab.**
- Form is submitted to Department of Justice's Office of Civil Rights via email to eeopforms@usdoj.gov . **This form does NOT have to be submitted to OCR by February 28, 2019, but take care of it at your earliest convenience. CJD will verify submittal of certification form if project is funded.**
- Type III entities must also develop an EEOP to be on file at agency's office. **CJD will verify EEOP plan if the project is funded.**
- HINT – When determining which type entity, the criteria pertains to the applicant agency, not the department/division applying for funds.
- Go to www.ojp.usdoj.gov/about/offices/ocr.htm for more information on agency EEOP obligations. EEOP short form template: <https://external.ojp.usdoj.gov/eeop/SurveyIntro.jsp>

EGRANTS DOCUMENTS TAB – *CONTRACT MONITORING*

If contractual costs are shown in the budget, the applicant must explain how they will monitor the contracts for compliance with deliverables. Part of contract administration includes contract monitoring. The general premise of contract monitoring is how you ensure that you get what you are paying for.

A monitoring plan should include who will perform the monitoring, what will be monitored, the frequency of monitoring, documentation that will be maintained to prove monitoring was conducted, and the location of the documentation. The plan may provide general statements that contract monitoring will be conducted, who is responsible for the monitoring, that checklists or specific monitoring requirements will be developed for each contract, and where the documentation resides. When this type of monitoring plan is developed, the plan should include an example of each checklist that will be used. Please note that monitoring is more than confirming the invoice is correct.

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EGRANTS DOCUMENTS TAB – *RESOLUTION FROM GOVERNING BODY*

Non-profit corporations, local units of government, and other political subdivisions must upload a resolution from its governing body (city council, county commissioners' court, school board, board of directors).

The signed resolution does NOT have to be uploaded in eGrants by the February 28th due date but take care of this at your earliest convenience.

All resolutions must address these four items:

- Authorization by your governing body for the submission of the application to CJD that clearly identifies the name of the project for which funding is requested.
- A commitment to provide all applicable matching funds.
- A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must submit a new resolution to CJD should the official change during the grant period.)
- A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to CJD.

Need to see a sample resolution? COG can send one to you.

EGRANTS UPLOAD FILES TAB – CEO/LAW ENFORCEMENT CERTIFICATIONS AND ASSURANCES FORM

ALL FUNDING CATEGORIES

- All units of local government and institutions of higher education that operate a law enforcement agency must download, complete and update this form via the Upload Files tab.
- MUST USE UPLOAD FEATURE ON UPLOAD FILES TAB - Forms will NOT be accepted in hard copy format.

Where is this form? Narrative tab > click link in *Compliance with State and Federal Laws, Programs and Procedures* section.

Civil Rights Protected Classes



Race	Sex
Color	Religion
National Origin	Disability
Age	

If a person files an employment or service discrimination complaint, regardless of its merits, an employer or service provider cannot retaliate against the person who filed the complaint.


Retaliation claims are often easier to prove than the underlying discrimination claim.


Title VI, Civil Rights Act of 1964



- Provides the basis for civil rights protection in Federally assisted programs.
- Applies to the whole organization receiving Federal funds, not just the specific grant funded program.
- Prohibits the following on the basis of race, color or national origin:
 - Treating individuals differently when determining eligibility for services.
 - Denying the opportunity to participate as a member of a planning or advisory body.
 - Selecting a program's location with the purpose or effect of excluding individuals.

Disability Discrimination




	<p>Section 504 of the Rehabilitation Act of 1973</p> <ul style="list-style-type: none"> • Applies to recipients of federal funding and prohibits discrimination against qualified individuals on the basis of disability.
	<p>Title II of the Americans with Disabilities Act of 1990 (ADA)</p> <ul style="list-style-type: none"> • Applies to public entities, whether or not they receive federal funding and prohibits discrimination against qualified individuals on the basis of disability.

Department of Justice (DoJ) Program Statutes

<p>Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act)</p>	<p>Victims of Crime Act (VOCA)</p>	<p>Juvenile Justice and Delinquency Prevention Act (JJDP)</p>
<p>→ The Safe Streets act prohibits discrimination against any person on the grounds of race, color, religion, national origin, or sex.</p>	<p>→ VOCA prohibits the exclusion of benefits, services or employment to individuals on the grounds of race, color, religion, national origin, handicap, or sex.</p>	<p>→ JJDP prohibits discrimination on the basis of race, color, religion, national origin, sex, and handicap.</p>

These Acts applies to both employment in connection with the agency and services offered by the agency.

Ways to Prove Discrimination



<p>Disparate Treatment</p>	<p>Disparate Impact</p>
<p><u>Intentionally</u> treating individuals in a protective class differently.</p>	<p>Neutral policy or procedure has the <u>effect</u> of discriminating against individuals of a protected class.</p>

National Origin Discrimination

Includes Discrimination on the basis of LEP

A Limited English Proficient person has a first language other than English and has a limited ability to read, speak, write, or understand English.

Avoid Discrimination Against LEP Persons

- Take reasonable steps to ensure meaningful access to the programs, services and information free of charge.
- Establish and implement policies and procedures for language assistance services that provide LEP persons with meaningful access.

Provide Language Services

- Oral (Interpretation) Services – Ensure interpreter is competent. NOTE: In most instances, family members, friends and uncertified persons are NOT appropriate.
- Written (Translation) Services – Provide translation of written materials, especially vital documents.

Develop a Language Access Plan (Go to www.LEP.gov for more information)

- Ensures consistent application of policies and practices
- Provides the basis for training staff on how best to serve LEP persons
- Informs LEP persons about available language access services

Faith Based Organization (FBO) Guidance



FBO Practices

- FBOs may not use Federal funding to advance inherently religious activities.
- FBOs may not discriminate against beneficiaries based on religion or religious belief.
- FBO Regulations do not alter existing statutory non-discrimination provisions against employment discrimination.

FBO Treatment

- Obstacles to the inclusion of FBOs in funding programs must be eliminated
- FBOs must be given equal treatment as other organizations

Filing a Discrimination Complaint



CJD's Civil Rights Complaint Coordinator

- The following must be promptly sent to the Coordinator:
 - A pertinent complaint of services or employment discrimination against CJD or a DOJ-funded sub-recipient
 - Information about potential discrimination issues involving CJD or DOJ-funded sub-recipient
- The Coordinator will refer pertinent services discrimination complaints to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice
- The Coordinator will refer pertinent employment discrimination complaints to the U.S. Equal Employment Opportunity Commission

How does this affect my agency as it pertains to CJD grants?

- All funded agencies, regardless of type, must comply with Civil Rights statutes.
- Civil Rights compliancy will be monitored by CJD auditors should your project be funded. CJD monitors were very thorough in their review of agency Civil Rights policies during FY19 grant audits.
- Make sure you have adequate written policies and staff are appropriately trained.

HINTS FOR EGRANTS

- Project Narrative instructions are located in *Developing a Good Project* guide (see handout or link in Funding Announcement document). Respond to everything within these instructions. If you do not address all Project Narrative components (i.e., Abstract, Problem Statement, Data, etc.), CJD will consider it incomplete. You may not put N/A in any Project Narrative sections!
- There's a 2 hour time-out feature on each tab. Use the Save button frequently to make sure you don't lose information.
- You can't do any formatting in eGrant cells – i.e., bullet points, bolding, tabs, tables.
- For areas that do not apply to your project: You must respond with 0 or N/A to prevent errors when submitting.
- Complete narrative sections in Word so you can spellcheck, then copy/paste to eGrants cell.

SUPPLANTING



Definition: To deliberately reduce local funds because of the existence of federal funds.

Awarded funds must be used to supplement existing funds for program activities and not replace (supplant) funds that have been appropriated, allocated or disbursed for the same purpose. Grant monitors and auditors will look for potential supplanting during reviews. Violations may result in a range of penalties, including suspension of future funds, suspension or debarment from receiving federal or state grants, recoupment of monies provided under the grant, and civil or criminal penalties.

Example: Your agency has budgeted funds to hire a rocket scientist and purchase a vehicle for him/her. You may not apply for grant funds to pay for your rocket scientist or that vehicle in order to "free" up money in your agency's budget. If you replace your local funds with federal funds, that is considered "supplanting".

THESE ARE COST REIMBURSEMENT GRANTS

If your project is funded, you spend your money first, and request reimbursement from CJD via Financial Status Report (FSR).



APPLICATION MELTDOWN PREVENTION



It's never a good idea to wait until February 28th to log into eGrants for the first time and/or start the addendum.

Sending your draft to COG for technical assistance at 4:30 pm on February 28th is probably not a terrific strategy either.

CERTIFY – CERTIFY – CERTIFY!!!!

- After the grantwriter hits "submit" in eGrants, the Authorized Official must log in to eGrants and "Certify" each application before CJD accepts it.
- The certification **MUST be done no later than 5:00 PM CST on February 28, 2019.**
- Applications that are not certified by the due date will be **INELIGIBLE!**

QUESTIONS?
ANSWERS?
COMMENTS?
EMOTIONAL OUTBURSTS?
WE'RE DONE!

...stick around if you want to see a quick eGrants demo