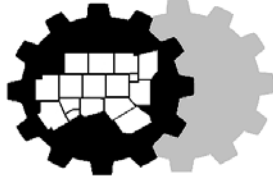


JUVENILE JUSTICE
FY20 GRANT APPLICATION WORKSHOP

**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

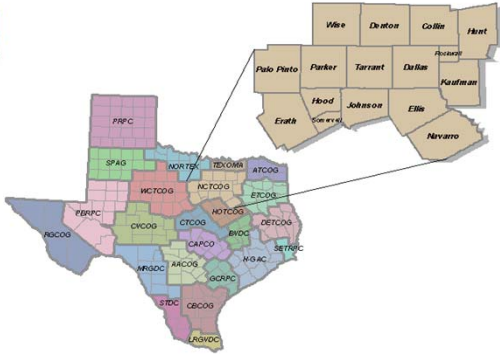
**WHAT ABOUT PENDING FY19
JUVENILE JUSTICE
APPLICATIONS?**

NCTCOG encourages attendance at an FY20 workshop session. Updates on the FY19 funding status will be shared with applicants as we receive them.

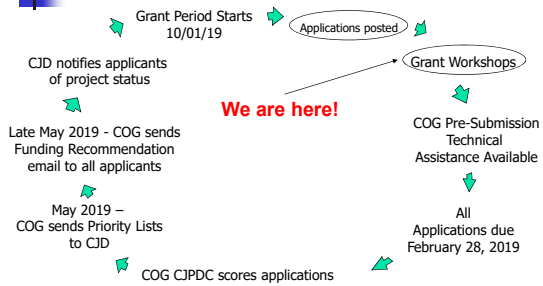
WHO'S WHO IN THE COG GRANT WORLD

- **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

NCTCOG'S 16-COUNTY REGION



COG FUNDING PROCESS



PROGRAM CATEGORIES PRIORITIZED BY NCTCOG

- Criminal Justice Program (Justice Assistance Grant): Edward Byrne Memorial Justice Assistance Grant Program – no match requirement
- General Victim Assistance (GVA) Programs: Victims of Crime Act of 1984 (VOCA) and Violence Against Women Act of 2013 (VAWA) – 20% match requirement
- Violence Against Women Justice and Training Programs (VAW): Violence Against Women Act of 2013 (VAWA) – 29% match requirement
- Juvenile Justice Grant Program: Juvenile Justice and Delinquency Prevention, Federal Assistance for State and Local Programs – no match requirement

GRANT GUIDES AND RESOURCES

- Juvenile Justice 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

NCTCOG'S POLICIES & PROCEDURES HIGHLIGHTS

THESE POLICIES ARE SET EACH GRANT CYCLE BY CJPDC

A *suggested* cap of \$100,000 for new JJ applications being scored and prioritized.

APPLICATION LIMIT – An agency may submit no more than two (2) new JJ applications. Exception: The exception applies only to government entities. For cities and counties with distinct departments, the department may submit no more than two (2) new applications to be scored per funding category.

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.

MULTIPLE PROJECTS

An agency may submit no more than two (2) new JJ applications. The projects must be ***distinctly different*** projects. This is demonstrated with different problems, target populations, different services, and/or different geographic areas.

3-YEAR FUNDING CYCLE

- Funded JJ projects will remain at 100 percent throughout the three-year prioritization cycle.
- If funded, you must submit a complete eGrants application for the second and third year of funding consideration (and come to workshops!). Your project is NOT scored the second or third year of the cycle.
- NOTE: Continuation projects in year two or three for FY19 may either continue in the 3-year cycle at the currently-funded amount or submit the project as "new" and enter back in the competition to be scored.

FY20 PRIORITY CYCLE

Highest Priority	Third Year Prioritized Applications (not scored)
Middle Priority	Second Year Prioritized Applications (not scored)
Lowest Priority	New 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 JUVENILE JUSTICE – NCTCOG REGION

FY16:	\$1,272,694
FY17:	\$1,287,956
FY18:	\$1,277,741
FY19:	\$1,201,836
FY20:	\$1,229,968

**Balance after funding continuations:
\$127,026 for new JJ 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 cjsjjis@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.

MORE REQUIREMENTS: Local Government and Public Institution of Higher Education Certification of Compliance with 8 U.S.C. 1373


- Agencies must download, complete and upload this form certifying compliance with the Department of Justice’s 8 U.S.C. § 1373 regarding citizenship and immigration status.
- Must be signed by applicant agency’s Chief Legal Officer.
- Must be uploaded onto eGrants Upload Files tab prior to the submission and certification of application.
- Make sure you complete the correct form – there’s one for Government Entities and one for Public Institutions of High Education
- **Download form via link in Funding Announcement or from eGrants Narrative tab.**

MORE REQUIREMENTS: 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**


JUVENILE JUSTICE

- Grant Period 10/01/19 through 09/30/20
- Minimum \$10,000
- \$100,000 *suggested* limit for new projects
- Limit of 2 new applications per agency
- Three-year priority cycle
- No match
- Substantially different projects should be submitted on separate applications



ORGANIZATIONS ELIGIBLE TO APPLY FOR JUVENILE JUSTICE GRANT FUNDS


- State agencies
- Units of local government
- Native American tribes
- Non-profit Corporations (including hospitals and faith-based organizations)
- ISDs
- COGs
- Public and private institutions of higher education



JJ PURPOSE AREA

Supports projects that prevent violence in and around schools; and to improve the juvenile justice system and develop effective education, training, prevention, diversion, treatment, and rehabilitation programs.

- Juvenile specialty courts authorized under Chapter 121 of the Texas Government Code are not eligible to apply under this announcement. Eligible entities may apply in the Specialty Courts Program category, which bypasses the COG process.
- Juvenile Case Managers as defined in Article 45.056 of the Code of Criminal Procedure are not eligible to apply under this announcement. Eligible entities may apply in the Truancy Prevention and Intervention Program category, which bypasses the COG process.



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 JUVENILE JUSTICE PROGRAMS

- Aftercare / Reentry
- Child Abuse and Neglect Programs
- Community-Based Programs and Services
- Delinquency Prevention
- Disproportionate Minority Contact
- Diversion
- Job Training
- Mental Health Services
- School Programs

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



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 Juvenile Justice Projects – New and Continuations: Submit grant application via eGrants system.

New Projects to be Scored: In addition to eGrants, must submit Juvenile Justice Addendum to COG 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 JJ Handouts section.
<https://www.nctcog.org/public-safety/criminal-justice/fy20-grant-applications/fy20-juvenile-justice>
- 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.







COG ADDENDUM AND SCORING CRITERIA

Refer to Scoring Criteria handout and CJD's *Developing a Good Project handout*



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



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.



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

CJD Guide to Grants – page 19

**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.

CJD Guide to Grants – page 21

**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.

CJD Guide to Grants – page 25

**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.

CJD Guide to Grants – page 23

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.

CJD Guide to Grants – page 24



EGRANTS BUDGET LINE ITEM: *INDIRECT COSTS*

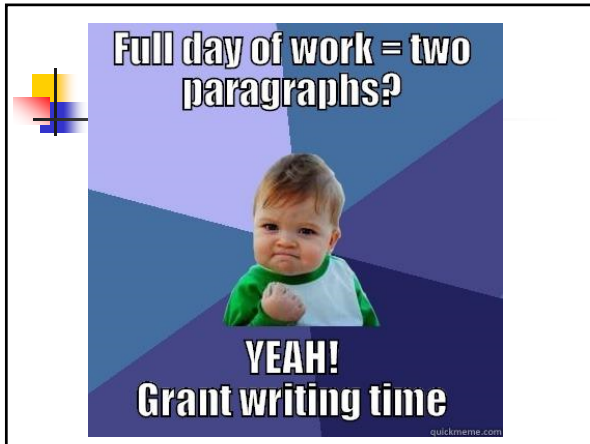
- Up to **10%** of CJD-funded direct costs can be charged to Indirect.
- An excess of **10%** can be charged if the grantee has an approved cost allocation plan submitted to CJD for review.
- Provide a brief description of Indirect charges.

CJD Guide to Grants – page 26



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-juvenile-justice>

**EGRANTS REQUIREMENTS,
REMINDERS, TIPS, AND TRICKS**



**EGRANTS PROFILE TAB -
PLAN YEAR INFO**

Grant Period:

10/01/19 thru 09/30/20

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 "Juvenile Justice Grant" 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.
CJD Guide to Grants – page 14

EGRANTS NARRATIVE TAB

- Certifications – **very important**
- Compliance with State and Federal Laws, Programs and Procedures
- 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

Don't forget your forms!

- **REQUIRED:** Department of Justice's 8 U.S.C. § 1373
- **REQUIRED:** CEO/Law Enforcement Certifications and Assurances Form

**MUST USE UPLOAD FEATURE ON UPLOAD FILES TAB -
Forms will NOT be accepted in hard copy format.**

Where are the forms? Narrative tab > click links

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



Section 504 of the Rehabilitation Act of 1973

- Applies to recipients of federal funding and prohibits discrimination against qualified individuals on the basis of disability.

Title II of the Americans with Disabilities Act of 1990 (ADA)

- 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

Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act)	Victims of Crime Act (VOCA)	Juvenile Justice and Delinquency Prevention Act (JJDPA)
<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>➔ JJDPA 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

Disparate Treatment	Disparate Impact
<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.



SUPLANTING



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

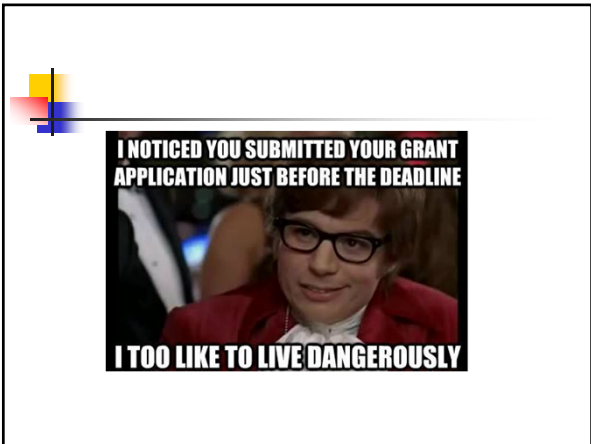
Awarded funds must be used to supplement existing funds for program activities and not replace (supplant) funds that have been appropriated, allocated or disbursed for the same purpose. Grant monitors and auditors will look for potential supplanting during reviews. Violations may result in a range of 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
