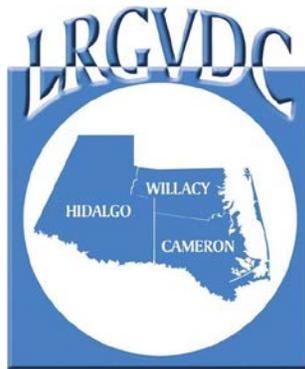


LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL

Policy Manual 2017-2018



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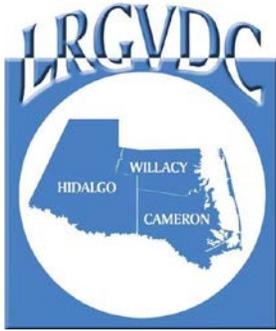
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Table of Contents

Criminal Justice Division and application process.....	1
Funding Sources.....	2
- General Victim Assistance Programs	
- Violent Crimes Against Women Programs	
- Criminal Justice Programs	
- General Juvenile Justice and Delinquency Prevention Programs	
Policies Authority.....	3
Rules and Policies (Application Review Procedures).....	5
Priority Meetings.....	6
Mandatory Grant Workshops and Strategic Planning.....	8
Funding Recommendation Policy.....	9
Conflict of Interest Statement.....	10
Local Appeals Process.....	11
COG Responsibilities and Standard Operating Procedures.....	12



Criminal Justice Division and the LRGVDC

“...a relationship between two agencies for the betterment of a State’s communities.”

The Office of the Governor's Criminal Justice Division (CJD) is the entity responsible for administering and awarding a number of grant programs across the State of Texas. The Lower Rio Grande Valley Development Council (LRGVDC) is the liaison between CJD and regional local communities and agencies. Projects can be for local, regional, or statewide services and activities. -

CJD has the final decision to any program including those administered by the Council of Governments (COG).

CJD Application Process

CJD strongly encourages programs designed to serve juvenile populations to address one of the eight priorities developed by the Governor’s Juvenile Justice Advisory Board: 1.) Family Stability. 2.) Substance Abuse Early Intervention and Prevention. 3.) Education. 4.) Disproportionate Minority Contact (DMC). 5.) Justice System Impact. 6.) Gang Prevention. 7.) Rural Access. 8.) Training. All programs serving juveniles must describe how they address the problem of Disproportionate Minority Contact in the juvenile justice system.

Funding Sources

The Criminal Justice Division has designated the Lower Rio Grande Valley Development Council's CJAC committee to prioritize the four (4) funding sources listed below.

General Victim Assistance – Direct Services Programs

Minimum grant award - \$5,000.

Required Match: Grantees, other than Native American Tribes, may be required to provide matching funds of at least twenty percent (20%) of total project expenditures. Native American Tribes may be required to provide a five percent (5%) match. This requirement may be met through either cash or in-kind contributions or a combination of both.

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

Minimum grant award - \$5,000.

Required Match: Grantees, other than Native American tribes and non-profit, non-governmental victim service providers, must provide matching funds of at least thirty-five percent (35%) of total project expenditures. This requirement may be met through either cash or in-kind contributions or a combination of both.

Criminal Justice Programs

Minimum grant award- \$10,000

Maximum award- None

Match requirement- None

General Juvenile Justice and Delinquency Prevention Programs

Minimum grant award - \$5,000

Maximum award – None

Matching requirement - None

Local Funding Source Descriptions

General Juvenile Justice and Delinquency Prevention Programs

Eligible programs are prevention, diversion, intervention, and training projects related to juvenile justice or prevention activities for youths. Other Programs include law enforcement education partnerships, school resource officers, after school projects, comprehensive neighborhood drug- and violence-prevention projects, training projects, or any projects providing services not normally provided by the school. Also, programs applying to improve the juvenile justice system and develop effective education, training, research, prevention, diversion, treatment, and rehabilitation programs in the area of juvenile delinquency.

Criminal Justice Programs

These programs target crimes committed by adults or juveniles ranging from crime prevention, special law enforcement units, special prosecution units and/or special courts that dispose of cases involving violent and drug-related crimes. These programs will enhance information sharing among criminal justice agencies and provide advanced technology for law enforcement; prevention, diversion, and service delivery for juvenile programs. They will also provide regional delivery of services to crime victims, regional training for law enforcement personnel and statewide projects. Entities applying to operate programs geared towards reducing crime and improving the criminal justice system.

Violent Crimes Against Women Criminal Justice and Training Projects

“The CJAC shall in no event have a majority of members from one discipline or interest group.”

These include projects that can aid in the training of law enforcement officers, prosecution; direct service activities for women; and courts for cases of violence against women. Another portion is set aside for discretionary funding purposes. The training of law enforcement officers and prosecutors shall serve to effectively identify and respond to violence crimes against women including sexual assault, domestic violence, and stalking/harassment. Direct service projects must address an un-served, under served and special population women in need of services. The services include crisis intervention, accompaniment, advocacy and support, safety planning and risk assessment, legal advocacy, information and referral, and public awareness and education. They also include programs applying to operate either training projects or projects within the criminal justice system (i.e. law enforcement, prosecution, or courts) focused on violent crimes against women including: domestic violence, sexual assault, dating violence.

General Victim Assistance

Provide assistance and services directly to victims of crime. Eligible projects include services to victims of assault, spousal abuse, child abuse, stalking, bias or hate crimes, abuse of the elderly, other forms of physical assault, survivors of victims of homicide, and families of kidnapped children. Programs applying will provide services directly to victims of violent crime in an effort to promote restoration to physical, mental, and emotional health.

Policies Authority

The following policies and procedures are established for the purpose of defining the rules and regulations that will govern the Lower Rio Grande Valley Development Council (LRGVDC) Criminal Justice Advisory Committee (CJAC) application review and prioritization process for designated funding streams controlled by the Criminal Justice Division (CJD) of the Governor’s Office. In addition, these policies and procedures govern the operation of LRGVDC’s Criminal Justice Planning as outlined in the Interagency Cooperation Agreement between the CJD and LRGVDC as it relates to LRGVDC’s Criminal Justice Advisory Committee (CJAC).

Criminal Justice Advisory Committee

A. The CJAC is a volunteer committee comprised of a multi-disciplinary representation of members from the region per the requirements of the Governor's Office, CJD. These discipline areas include citizens or parents, drug abuse prevention, education, juvenile justice, law enforcement, mental health, nonprofit organizations, prosecution/courts, and victim services. CJAC members are appointed by LRGVDC's Executive Committee.

The ideal tri-county representation which the CJAC will strive for is
39% Cameron,
39% Hidalgo,
14% Willacy
7% Regional

B. The primary responsibility of the CJAC is to review criminal justice grant applications from throughout the region, listen to grant application presentations, and provide funding recommendations based on a standardized scoring instrument, as well as information contained in the community plans relating to community-identified priority areas.

CJAC membership will consist of representatives from:

- o law enforcement
- o juvenile justice
- o substance abuse prevention
- o prosecution/courts
- o education
- o mental health
- o victim services
- o nonprofit organization
- o citizens or parents

No Single Group/Discipline May Constitute More Than 1/3 of the CJAC.

MINIMUM REQUIREMENT FOR REVIEW

The LRGVDC will only consider for review applications that (1) attend technical assistance training (2) address priorities in the Regional Strategic Plan and (3) applied for eligible projects and are eligible applicants as outlined in the Texas Administrative Code. Any application not meeting these criteria will not be considered or recommended by the CJAC.

Rules and Policies

Chapter

2

APPLICATION REVIEW PROCEDURES

The COG shall ensure that the funding recommendations on applications are based upon the COG's priorities, participation in the LRGVDC's Strategic Plan, applicant eligibility, reasonableness, cost effectiveness of the proposed project, and current policies. Upon notification from CJD, the COG's Criminal Justice Program Administrator will notify local eligible applicants that the new grant cycle has begun. Staff will also disseminate information regarding CJD application deadlines. All applicants regardless of funding status must meet **ALL** the necessary requirements, no exceptions. **Failure by any new or continuation grantee to follow the outlined process below will result in points being deducted from the scoring instrument.**

The Application and selection procedures will consist of the following steps:

Regional Strategic Plan facilitated by the LRGVDC

All eligible applications must address priorities outlined in the Criminal Justice Section of the Regional Strategic Plan. Applicants can obtain a copy of the most current plan on the LRGVDC's website www.lrgvdc.org.

Application(s)

The COG will notify current grantees and other requestors of the availability of CJD grant applications. All applications shall be submitted to CJD's online grant management system <https://egrants.governor.state.tx.us/>.

All submission deadlines shall be set by the Office of the Governor's Criminal Justice Division. To obtain CJD's deadline schedule please check their website at <https://egrants.governor.state.tx.us/fundopp.aspx>

Ineligible Applications

Duplicate applications submitted for more than one COG administered funding source will not be considered.

Priority Meetings

A representative from each applicant organization shall attend the prioritization meeting. A representative of the applicant agency/organization will be allowed a three (3) minute presentation of the application and shall have the opportunity to answer any questions relevant to the project posed by the CJAC members.

Vendor Hold and Special Conditions for Current Grantees

Prior to the scoring of grant applications by the CJAC, the COG will contact applicants that are current grantees that are delinquent in submitting progress and financial reports. The COG will provide the CJAC with a list of grantees that were contacted and remain delinquent in submitting both progress and financial reports. Points will be deducted from a grant application for current grantees that are on vendor hold at the time CJAC scores the application, and incorporate the point deduction into the final score for each effected application. Each application receiving a reduced score based on the vendor hold will be noted on the final prioritization list submitted to CJD. A grant application may be disqualified by CJD from the grant application process if an applicant is shown on CJD’s vendor hold list at the time the application is scored by the CJAC.

A. An applicant that has been placed on Vendor Hold for the current grant year will receive a point deduction on their application for funding for a subsequent year of their project through the LRGVDC CJAC application review process.

B. An applicant that has a current grant and has been placed on Vendor Hold for the previous plan year and again for the current plan year is ineligible to participate in the LRGVDC CJAC application review process for ONE calendar year after their current grant has ended.

Criminal Justice Advisory Committee Prioritization

CJAC will hold a prioritization meeting(s) to score and prioritize applications. **All applications must be represented at the CJAC priority meeting.** Representatives can be a grant writer, one of the three grant designated officials (i.e. Authorized Official, Project Director and Financial Officer), or any other knowledgeable designee. Applicants will be provided with an opportunity to make a three minute presentation before the CJAC and answer any questions regarding their proposals. Once all questions and comments are answered, the CJAC will proceed to score each project individually.

The local CJAC will make funding recommendations. CJD is the sole agency responsible for determining the amount of money available for projects in the region. Once CJD makes a funding decision, they will notify grantee and COGs simultaneously.

A standard scoring instrument for each funding source, mandated by the CJD will be provided for each CJAC member. During the grant priority process alternates cannot have voting privileges unless the alternate was present during the entire grant category that is being presented.

The scoring instrument used will rate:

(Rating factors will be based on the final release of the scoring instrument for each funding source by CJD. Release is pending.)

Only COG staff will compute scores. CJAC members shall be asked to remain until the end of the scoring procedure. COG staff will prepare a priority list for LRGVDC Board of Directors and CJD's approval based on these scores.

The COG will electronically submit a list to CJD with the following information:

- (1.) The funding opportunities scored and voted on during the CJAC meeting.
- (2.) A complete list of the CJAC members and the group/discipline that each member represents.
- (3.) A complete list of CJAC members attendance that abstained and voted during the prioritization process for each program area (i.e. General Victim Assistance, Violent Crimes Against Women Criminal Justice and Training Projects, Criminal Justice Programs, and General Juvenile Justice and Delinquency Prevention Programs.

Ten Regular Business Working Days for Appeals of CJAC Actions

COG staff will send a copy of the CJAC recommended priority list to applicants through email. Any applicant may appeal the actions of the CJAC based on procedural violation(s). The appeal must be submitted in writing to the LRGVDC Board of Directors Chairman within ten regular business working days from the date of the CJAC priority meeting. Please note that appeals cannot be based on areas of discretion in the CJAC scoring criteria.

Recommendations Forwarded to Board of Directors

A priority list will be forwarded to the next LRGVDC Board of Directors Meeting. The LRGVDC Board of Directors regularly meets every fourth Wednesday of the month with exceptions in November and December. Applicants will have received notification of the next LRGVDC Board of Directors Meeting with the notice of the CJAC Priority Meeting. Representatives are encouraged to be present at the LRGVDC Board of Director's meeting for any questions or comments from the Board. The LRGVDC Board of Directors will take final action on the funding source's priority lists before forwarding all materials to the Governor's Office.

Final Review by CJD

A priority list of applications recommended for funding by the local Council of Governments will be forwarded to the Office of the Governor's Criminal Justice Division. If corrections are deemed necessary, CJD will forward Preliminary Review Reports directly to the grantee. Grantees will be expected to submit the corrections to CJD and a copy to the COG. CJD staff will make funding recommendations to the Governor's Office for issuance of a Statement of Grant Award. All funding decisions made by the Criminal Justice Division's Executive Director are final. **NO APPEALS WILL BE ACCEPTED BY THE CRIMINAL JUSTICE DIVISION REGARDING THEIR FUNDING DECISIONS.**

Tie Breaking Procedure

The highest and lowest score will be removed and recalculated to obtain the new aggregated score and will not affect the overall rankings of all the other applicants.

MANDATORY GRANT WORKSHOPS

All applicants are required to attend at least one Grant Workshop sponsored by the LRGVDC Criminal Justice staff prior to submitting an application to be eligible for funding.

COG staff will electronically submit workshop materials and strategic plan provided, a list of workshops held to include the name, organization, address and telephone number of each attendee.

Applicants must have knowledge of the criminal justice priorities in the COG's Region and submit solicitation application(s) in accordance with the priorities identified in the strategic plan. The criminal justice needs relevant to the strategic plan include, but are not limited to, Criminal Justice System Improvements, Juvenile Justice System Improvements, Direct Victim Services, and Mental Health/Substance abuse treatment.

Applicants who fail to attend a mandatory grant workshop should be placed in a second tier of the category and prioritized by the committee to be eligible for any excess funding that may be available.

The responsibility of attending a technical assistance workshop will lie with the applying agency. Representatives can be a grant writer, one of the three Grant Designated Officials, or any other knowledgeable designee.

STRATEGIC PLANNING

The regions' strategic plan describes the following:

- a. How local communities are engaged in the planning process;
- b. The data used to support the plan;
- c. The stakeholders participating in the planning process;
- d. The gaps in resources for criminal justice needs;

- e. The criminal justice priorities identified during the planning process; and
- f. How the plan will be used by the CJAC during the prioritization process.

FUNDING RECOMMENDATION POLICY

The Committee will analyze the availability of funding resources from previous funding years and review priorities and goals for the tri county area. Upon the Committee's recommendations, LRGVDC staff will seek LRGVDC Board of Director's approval and endorsement in regard to the Committee's recommendations. The LRGVDC Board of Directors reserves the right to endorse or disallow the Committee's recommendations.

The Committee reserves the right to recommend an amount less than the requested amount based on the budget cost effectiveness, reasonableness or whether the proposed project costs are realistic and previous performance under all funding sources.

The Committee reserves the right to deny recommendation for funding on any application, ineligible activity or line item that is not permitted under the funding source. In the event that the Committee deems not to recommend full or partial funding of an application, LRGVDC staff will notify the Criminal Justice Division.

Criminal Justice Program Solicitation

Equipment Only Funding Requests: Applicants requesting funding only for equipment and no programmatic services, will be considered a biennium only applicant.

**FUNDING IS NOT
GUARANTEED AT
ANY LEVEL.**

The Regional Police Academy's application is not subject to the decreasing ratio rule and will be given priority above all other grants and ranked number one.

CONFLICT OF INTEREST STATEMENT

Under the conflict of interest provisions (Section 570.489 (h), which are included in the regulations governing state administration) no persons who exercise or have exercised any function or responsibilities with respect to CJD activities, or who are in a position to participate in a decision making process, or gain inside information regarding activities, may obtain a financial interest or benefit from the activity, or have interest in any contract, subcontract, or agreement or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure, or for one year thereafter. These conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official of the state, or of a unit of

general local government, or of any designated public agencies, or sub-recipient which are receiving funds.

When a potential conflict of interest exists, CJAC Members and members of the COG governing body must abstain from REVIEWING, VOTING, COMMENTING, OR TAKING ACTION ON ANY grant application during the prioritization process if the member, planner, or an individual related to the member within the third degree by consanguinity or within the, second degree by affinity:

- is employed by the applicant agency and works for the unit or division that would administer the grant, if awarded;
- serves on any board that oversees the unit or division that would administer the grant, if awarded;
- owns or controls any interest in a business entity or other non-governmental organization that benefits, directly or indirectly, from activities with the applicant agency;
- receives any funds from the applicant agency as a result of the grant, if awarded; or
- uses or receives a substantial amount of tangible goods, services, or funds from the applicant agency.

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

LOCAL APPEALS PROCESS

An applicant applying for local funding may appeal the disposition of its application based on one or more of the following grounds:

- Misplacement of an application. (if all or a portion of an application is lost, misfiled, etc. by COG staff resulting in unequal consideration of the applicant's proposal)
- Mathematical error. (in rating the application, the score on any selection criteria is arrived at incorrectly by the COG staff due to human or computer error)

All appeals must include the specific alleged procedural violation(s) and must be submitted in writing to the LRGVDC Board of Directors. The Board of Directors may take one of the following actions:

- Concur with the appeal and make the appropriate adjustments to the applicant's scores.
- Disagree with the appeal and provide the basis for rejecting the appeal to the applicant.

If an applicant appeals a decision made by the CJAC, it must submit its appeal in writing to the LRGVDC Board of Directors Chairperson within 10 working days from the date of denial. Appeals cannot be based on the scoring discretion of CJAC members.

An applicant must base their appeal upon a verifiable error made during the prioritization of review process and the applicant must show that the error actually caused the denial of the application (or a portion of the application). The applicant must submit written documentation supporting the appeal.

Appeals made regarding a CJAC decision will be handled by the COG only. If an applicant appeals such a decision to CJD, they will be requested to go back to their COG for resolution. CJD does not accept or provide an appeals process.

The applicant will be entirely responsible to begin the appeals process within the given time frame. The responsibility and decision to consider initially filed appeals lies solely with the LRGVDC Board of Directors.

COG RESPONSIBILITIES AND STANDARD OPERATING PROCEDURES

- A. The COG shall provide the services to current and potential CJD applicants and grantees in Cameron, Hidalgo and Willacy counties (“the COG’s Region”).
- B. General Services and Coordinating Activities

The COG shall provide general planning and coordination activities for issues related to criminal justice, juvenile justice, delinquency prevention, victims services, and related topics throughout the year. Such services may include

providing feedback on, input to, or communicating CJD's real or proposed priorities.

C. Local Policies or Bylaws

1. The COG shall ensure that written policies or bylaws concerning the COG's duties under this Agreement are developed and adopted by the COG's governing body in accordance with applicable laws and regulations. Governing policies must include guidance concerning the following:
 - a. Notification of potential applicants regarding grant application submission deadlines;
 - b. Attendance requirements for prioritization meetings;
 - c. Prioritization of grant applications;
 - d. COG governing body's review and approval process;
 - e. Notification of applicants regarding funding decisions;
 - f. COG's strategic vision related to criminal justice issues;
 - g. Conflicts of interest;
 - h. Compliance with the requirements described in Texas Government Code, Chapter 551 (Texas Open Meetings Act);
 - i. Local funding recommendation limitations, including but not limited to minimum or maximum application requested amounts, competition cycles, or decreasing fund ratios, if applicable; and
 - j. Grant application workshop attendance requirements.
2. The COG shall inform current grantees and other requestors of the availability of relevant COG policies and bylaws, and shall provide such policies and bylaws to current grantees and other requestors upon request.
3. No later than November 3, 2015, the COG shall upload into CJD's eGrants website, located at <https://egrants.gov.texas.gov>, a copy of the COG's current written policies and.

D. Notification of the Availability of Funding

1. The COG shall notify current grantees and other requestors in the COG's Region regarding the availability of current CJD grant applications for the following funding opportunities:
 - a. General Victim Assistance – Direct Services Programs;
 - b. Violent Crimes Against Women Criminal Justice and Training Projects – Domestic Violence, Sexual Assault, Dating Violence, and Stalking;

- c. Criminal Justice Programs; and
 - d. General Juvenile Justice and Delinquency Prevention Programs.
2. The notifications must include the following:
- a. Name of the funding opportunity;
 - b. Instructions for viewing the Request for Applications posted on CJD's eGrants website;
 - c. CJD's eGrants website address: <https://egrants.gov.texas.gov>; and
 - d. Due dates for the submission of applications for the funding opportunities listed in the CJD and COG agreement.
3. No later than January 5, 2016, the COG shall upload into CJD's eGrants website a list of the individuals and agencies notified about the funding, which includes the name and contact information for each person notified.

E. Grant Application Workshops

1. The COG shall create and conduct grant application workshops to provide technical assistance to potential applicants in the COG's Region for the funding opportunities listed in Section D. Application workshops must include the following:
- a. Who can apply and what activities are eligible under each funding opportunity;
 - b. Requirements for project problem statements with supporting data, goal statement, project activity explanations, current and target output and outcome measures, and budget categories and line items;
 - c. The project period for each funding opportunity as stated in the Request for Application issued by CJD;
 - d. Applicable rules, regulations and certifications required for each funding opportunity;
 - e. Any prohibitions stated in the Request for Applications issued by CJD;
 - f. Civil rights rules related to applicant employees and projects or activities;
 - g. State strategies or funding preferences identified by CJD;
 - h. Priorities identified in the COG's strategic plan related to criminal justice issues.
 - i. Local policies and procedures that affect the COG's prioritization process;
 - j. Due dates for applicants to submit and certify applications for the funding opportunities;
2. No later than March 2, 2016, the COG shall upload into CJD's eGrants website:
- a. All application workshop materials, including presentations, workbooks, handouts, or any other documents provided to workshop participants; and
 - b. A list of grant application workshops held which includes the name of each attendee present at such workshops, the organization represented by each

attendee, and the address and telephone number of each attendee.

F. Oversight of the Criminal Justice Advisory Committee (“CJAC”)

1. The COG shall ensure that the CJAC has a multi-disciplinary representation of members from the COG’s Region. The CJAC’s membership must include individuals from the following groups or disciplines: citizens or parents, substance abuse prevention, education, juvenile justice, law enforcement, mental health, nonprofit organizations, prosecution or courts, and victim services. No single group or discipline may constitute more than one-third (1/3) of the CJAC.
2. No later than May 13, 2016, the COG shall upload into CJD’s eGrants website a list with the following information:
 - a. The funding opportunities scored and voted on during the CJAC meeting;
 - b. A complete list of the members of the CJAC and the group or discipline that each member represents (i.e., citizens or parents, substance abuse prevention, education, juvenile justice, law enforcement, mental health, nonprofit organizations, prosecution or courts, and victim services);
 - c. All members of the CJAC who attended the CJAC meeting;
 - d. All members of the CJAC who abstained from scoring and voting and the funding opportunity affected; and
 - e. All members of the CJAC who participated in the scoring and voting for each funding opportunity considered during the CJAC meeting.
3. The COG shall ensure that members of the COG’s governing body, the CJAC, and COG staff abstain from scoring and voting on any grant application, other than a grant application submitted by a COG, during the prioritization process if the member or an individual related to the member within the third degree by consanguinity or within the second degree by affinity:
 - a. Is employed by the applicant agency and works for the unit or division that would administer the grant, if awarded;
 - b. Serves on any board that oversees the unit or division that would administer the grant, if awarded;
 - c. Owns or controls any interest in a business entity or other non-governmental organization that benefits, directly or indirectly, from activities with the applicant agency;
 - d. Receives any funds from the applicant agency as a result of the grant, if awarded; or
 - e. Uses or receives a substantial amount of tangible goods, services, or funds from the applicant agency.

If a member must abstain from scoring and voting on any grant application, the member must also abstain from scoring and voting on any competing

grant applications within that funding opportunity during the prioritization process.

4. The COG shall document all CJAC proceedings related to CJD business by recording the CJAC proceedings or by preparing written minutes of the CJAC proceedings.
5. The COG shall ensure that all COG governing board meetings and CJAC meetings at which CJD- related matters are discussed comply with the requirements listed in Texas Government Code, Chapter 551 (Texas Open Meetings Act).

G. Strategic Planning

1. The COG shall create a new strategic plan for prioritizing the criminal justice needs in the COG's Region. The criminal justice needs relevant to this plan include, but are not limited to, criminal justice system improvements, juvenile justice system improvements, direct victim services, and mental health/substance abuse treatment.
2. The strategic plan must describe the following:
 - a. How local communities are engaged in the planning process;
 - b. The data used to support the plan;
 - c. The stakeholders participating in the planning process;
 - d. The gaps in resources for criminal justice needs;
 - e. The criminal justice priorities identified during the planning process; and
 - f. How the plan will be used by the CJAC during the prioritization process.
3. The plan must also include an executive summary, not to exceed two (2) pages, written for a general public audience that describes the following:
 - a. The strategic planning process; and
 - b. The top five (5) priorities for each of the following criminal justice needs:
 - i. Criminal justice system improvements;
 - ii. Juvenile justice system improvements;
 - iii. Direct victim services; and
 - iv. Mental health/substance abuse treatment.
4. No later than March 2, 2016, the COG upload the new strategic plan and executive summary into CJD's eGrants website.

H. Application Prioritization Process

1. The COG shall implement the scoring instrument developed by CJD, and ensure the CJAC members reviewing applications prioritize the applications

using this scoring instrument to record and tabulate application scoring.

2. The COG shall provide current grantees and other requestors with copies of scoring instruments, the criteria used in scoring grant applications, and other relevant materials upon request.
3. Prior to the scoring of grant applications by the CJAC, the COG shall contact applicants that are shown on CJD's vendor hold list and inform them that the hold could jeopardize payments to the CJD-funded grant projects and their ability to receive new grant funding from CJD. The COG shall provide the CJAC with a list of grantees that were contacted and the reason those grantees were shown on the vendor hold list. The scoring instrument will deduct points from a grant application that is shown on CJD's vendor hold list any time during the last two plan years, and the point deduction will be incorporated into the final score for each effected application. Each application receiving a reduced score based on the vendor hold point deduction must be noted on the final prioritization list submitted to CJD. A grant application may be disqualified by CJD from the grant application process if an applicant is on vendor hold at the time funding decisions are finalized.
4. The COG shall ensure that the CJAC prioritizes grant applications under the funding opportunities listed in Section D.
5. The COG shall ensure that the COG's governing body reviews and approves priority listings under the funding opportunities in compliance with the applicable provisions of Texas Administrative Code, Title 1, Part 1, Chapter 3.
6. The COG shall tabulate scores and compile accurate priority listings for submission to CJD using a format provided by CJD. In the event of a tie, the COG is responsible for breaking all ties.
7. The COG shall ensure that funding recommendations on grant applications are based upon:
 - a. Any state strategies identified by CJD;
 - b. Criminal justice priorities identified in the COG's strategic plan;
 - c. The eligibility, reasonableness, and cost-effectiveness of the proposed project; and
 - d. Current COG policies and bylaws.
8. The COG shall notify all applicants of the approved priorities in writing within ten (10) calendar days of its decisions. The notice must state: "Pursuant to the provisions of the Texas Administrative Code, after the CJAC prioritizes the grant applications and the COG's governing body approves the priority listing, the COG submits the written priority listing to CJD. Based upon the COG's priority listing, CJD will verify the eligibility, reasonableness and cost-effectiveness strategy of the proposed project, and the availability of funding, and will render final funding decisions on these grant applications. The COG will notify grantees of any changes in the funding recommendations."

9. No later than May 2, 2016, the COG shall submit, through CJD's eGrants website, the approved priority listings for the funding .
 10. The priority listing is the sole means of communicating COG grant allocation recommendations from the COG to CJD. The priority listing is one element upon which CJD bases funding decisions. The COG is responsible for ensuring the appropriateness and accuracy of the priority listing, and for correcting any inaccuracies or errors that occur on the priority listing prior to submission to CJD.
- I. Cooperation with CJD.
1. The COG shall ensure that all personnel who work on CJD business are qualified by their education, training, and experience to fulfill the responsibilities of the position for which they are employed.
 2. The COG shall provide sufficient personnel, equipment, materials, supplies, and facilities to perform the duties and responsibilities listed in this Agreement, and to support the CJAC and their meetings related to CJD business.
 3. The COG shall inform grantees and applicants that technical assistance, to include but not limited to assistance with grant applications and vendor hold notification, is available through the COG and shall provide technical assistance to grantees and applicants upon request.
 4. The COG shall prepare and submit all forms, reports, and records required by CJD in accordance with CJD-established deadlines.
 5. The COG shall notify CJD of any Public Information Act or media request received by the COG relating to any application for CJD funding or CJD-funded grant program no later than one (1) business day after receiving the request. The notification shall include the name of the requestor, the date the request was received by the COG, and a description of the information requested.
 6. The COG shall notify CJD as to its response to any Public Information Act or media request received by the COG relating to any application for CJD funding or CJD-funded grant program no later than one (1) business day after providing its response to a requestor. The notification shall include a description of the response (or a copy of the response, if the request was made to the requestor in writing), any responsive documents, the date the response was provided to the requestor, and the name of the COG staff person who responded to the request.
 7. The COG shall fully cooperate with CJD, its authorized representatives, and CJD-designated contractors.

J. Monthly Reports

The COG shall submit to CJD each month, along with the payment invoice, a report that outlines the activities completed during the billing cycle including the deliverables completed and any necessary numbers of volumes needed to understand the deliverables. The monthly report shall also include the total number of COG staff hours on CJD activities during the reporting period.

K. Quarterly Reports

1. The COG shall submit quarterly reports to Texas A&M University's Public Policy Research Institute ("PPRI") as follows:
 - a. No later than December 15, 2015, a quarterly report covering the reporting period of September 1, 2015, through November 30, 2015, shall be submitted electronically to PPRI;
 - b. No later than March 14, 2016, a quarterly report covering the reporting period of December 1, 2015, through February 29, 2016, shall be submitted electronically to PPRI;
 - c. No later than June 15, 2016, a quarterly report covering the reporting period of March 1, 2016, through May 31, 2016, shall be submitted electronically to PPRI; and
 - d. No later than September 15, 2016, a quarterly report covering the reporting period of June 1, 2016, through August 31, 2016, shall be submitted electronically to PPRI.
2. Each quarterly report shall include the following information:
 - a. The number of current and potential grantees notified of CJD funding opportunities by the COG. Notification of available grant funding opportunities to current grantees and other requestors in the COG's Region are limited to the funding opportunities listed in Section D.
 - b. The number and purpose of CJAC meetings held at which business relating to the services was conducted;
 - c. The number of grant application workshops conducted and the number of attendees at such workshops;
 - d. The number of times the COG provided technical assistance to new applicants;
 - e. The number of times the COG provided technical assistance to continuation applicants;
 - f. The number of times the COG provided technical assistance to grantee organizations placed on CJD's vendor hold list; and
 - g. The number of Public Information Act requests or requests from the media;
 - h. The number of strategic planning meetings conducted and the number of attendees at such meetings; and

- i. Any other information requested by CJD regarding the services provided.

L. Training

1. The COG shall ensure that COG employees who work on CJD business have a working knowledge of Texas Administrative Code, Title 1, Part 1, Chapter 3; CJD's Guide to Grants; and the state and federal statutes, rules, regulations, documents, and forms applicable to the funding opportunities listed in Section D.
2. The COG shall ensure that one employee who works on CJD business attends and participates in mandatory training workshops, meetings, webinars and conference calls sponsored by CJD. The Executive Director of CJD or an authorized representative may waive this requirement upon receipt of a written request from the Executive Director of the COG.

M. Vacancies

The COG shall notify CJD of a vacancy involving any staff position that provides criminal justice services within fourteen (14) calendar days of the vacancy. The COG shall also notify CJD when a replacement is hired to fill a vacancy involving any staff position that provides services under this Agreement within fourteen (14) calendar days of the replacement.

N. Access to Records, Records Retention

1. The COG shall maintain adequate record-keeping procedures and shall retain all documents and working papers stored on paper, electronic, or other media ("Records") related to the services and requirements identified in the Interlocal Cooperative Agreement.
2. The COG agrees to follow all legal requirements for maintaining the confidentiality and security of all Records.
3. The COG shall provide originals or copies of all Records to CJD upon the request of CJD. The COG shall permit CJD or its designee to audit and inspect Records related to this Agreement at any time. The COG shall provide reasonable access to all Records required to accomplish a CJD review of activities, services, expenditures, and the accuracy of reviews and reports. The COG shall also provide reasonable access to its employees by CJD or other designated representatives of the Office of the Governor. Access to Records is not limited to the required retention periods. CJD and any of its authorized representatives shall have access to any and all Records, for any reason, upon request for as long as the records are maintained.
4. The COG shall retain the Records for a period of three (3) years after the final payment by CJD under the terms of this Agreement with the following qualification: if any audit, claim, or litigation is initiated before the expiration of the three-year period, the Records shall be retained until the audit, claim, or litigation is resolved or until the end of the regular three-year period, whichever is later. At the end of the three-year period, the COG shall

request disposition instructions for the Records from CJD, and shall dispose of the Records in accordance with CJD's instructions

5. Audits conducted pursuant to this subsection shall be in accordance with generally accepted auditing standards and established procedures and guidelines for the review or audit of an agency.
6. Where the audit concerns the COG, the auditing entity will afford the COG an opportunity for an audit exit conference and an opportunity to comment on the pertinent portions of the draft audit report. The final audit report will include the written comments, if any, of the audited parties.
7. CJD reserves the right to require the reimbursement of any over-payments determined as a result of any audit or inspection of Records kept by the COG on work performed under this Agreement.
8. The COG shall ensure that the requirements listed in Section N, Paragraphs 1-4 of this document are included in any subcontract it awards.

O. Adoption and Amendment of these Standard Operating Procedures

This policy manual is reviewed on an annual basis by the LRGVDC Criminal Justice Staff, Criminal Justice Advisory Committee and COG Board of Directors.

All policies written are subject to change at any given time upon receipt of directives from the Office of Governor's Criminal Justice Division