

## **PERMIAN BASIN REGIONAL PLANNING COMMISSION GRANT APPLICATION SUBMISSION POLICIES**

Contact your Criminal Justice Director at 432/563-1061 to receive information regarding the grant process.

All applicants are required to attend at least one grant application workshop each grant cycle. The Grant Workshop Training will be sponsored by the Permian Basin Regional Planning Commission. The Criminal Justice Director will notify every potential grantee in writing of the workshop date. The dates of grant workshops are listed on pbrpc.org website. If an applicant is unable to attend the scheduled Grant Workshop, one on one training will be provided by contacting the Criminal Justice Director.

Permian Basin Regional Planning Commission will comply with the Texas Administrative Code under the Criminal Justice Division's guidelines.

### **Compliance with Administrative Rules**

All policies, rules and regulations set forth in this document are in compliance with the Texas Administrative Code (TAC), Title 1, Part 1, Chapter 3.

Section 3.1 of the Texas Administrative Code; Applicability: Subchapters A through F of this chapter apply to all applications for funding and grants submitted to the Criminal Justice Division Office of the Governor. Subchapter A covers the general provisions for grant funding. Subchapter B addresses budget requirements for grant funding. Subchapter D provides rules detailing the conditions CJD may place on grants. Subchapter E sets out the rules related to administering grants. Subchapter F specifies rules regarding program monitoring and audits. Grantees must comply with all applicable state and federal statutes, rules, regulations, and guidelines. In instances where both federal and state requirements apply to a grantee, the more restrictive requirement applies.

Permian Basin Regional Planning Commission Policies and Procedures will also comply with Texas Government Code, Chapter 551 – Texas Open Meeting Act.

### **Strategic Plan**

The purpose of a Strategic Plan is to gather citizens from a geographic area to prioritize criminal justice needs in the Region. The Strategic Plan includes priorities in the region for the following criminal justice needs:

- ~ Criminal justice system improvements
- ~ Juvenile justice system improvements
- ~ Direct victim services
- ~ Mental health/substance abuse treatment

## **GRANT APPLICATION SUBMISSION POLICIES**

### **PAGE TWO**

There is currently one Strategic Plan in the Region.

Local priorities will be presented to applicants during mandatory grant application workshops and will be incorporated into the scoring criteria as a separate scoring factor.

The Criminal Justice Division of the Governor's Office requires that Strategic Plans be developed and maintained by counties and regions throughout Texas.

Planning groups are urged to continue to meet monthly to network with other agencies in their region.

Contact your Criminal Justice Director for information in participating in the Strategic Planning Meetings.

#### **Grant Application Distribution**

The Criminal Justice Director will notify prospective grant applicants when Criminal Justice Funds become available. The Permian Basin Regional Planning Commission's Criminal Justice staff maintains a mailing list of all current grantees, city, county, non profit agencies and school officials. Request For Proposals are also published in the Texas Register. Information regarding grant application process is posted on pbrpc.org website. The Criminal Justice Director will distribute Policies on Grant Application Submission and a copy of the Criminal Justice Advisory Committee's Scoring Sheet that includes the criteria to be used in the scoring of applications. The Criminal Justice Director will also distribute the Permian Basin Regional Planning Commission's strategic vision related to Criminal Justice issues. All applications will be made available on the Governor's website. (<https://egrants.gov.texas.gov>).

#### **Eligible Applicants**

- ~ Faith based organizations
- ~ Independent school districts
- ~ Local crime control and prevention districts
- ~ Cities and counties
- ~ Native American Tribes
- ~ Non-profit organizations
- ~ Regional councils of governments
- ~ Regional education service centers
- ~ State agencies
- ~ Universities and colleges

## **GRANT APPLICATION SUBMISSION POLICIES**

### **PAGE THREE**

#### **Funding Sources**

Eligibility of organizations varies by funding source. See application packet for eligibility and specific requirements for funding sources. Permian Basin Regional Planning Commission will accept local and regional applications for grant funds under the following funding sources:

##### **General Victims Assistance – Direct Services**

- ~ No Maximum Years of Funding
- ~ No Depreciation Funding
- ~ 20% Match Required – Cash or In-kind
- ~ Grantee will submit application directly to Criminal Justice Division

##### **Violent Crimes against Women Criminal Justice and Training Projects – Domestic Violence, Sexual Assault, Dating Violence, and Stalking**

- ~ No Maximum Years of Funding
- ~ No Depreciation Funding
- ~ 29% Match Required – Cash or In-Kind - With the exception of Native American Tribes and non-profit, non- governmental victim service organizations that assist domestic violence, dating violence, sexual assault or stalking victims
- ~ Grantee will submit application directly to Criminal Justice Division

##### **General Juvenile Justice Juvenile Services**

- ~ No Maximum Years of Funding
- ~ No Depreciation Funding
- ~ No Match Required
- ~ Grantee will submit application directly to Criminal Justice Division

##### **Criminal Justice Programs**

- ~ No Maximum Years of Funding
- ~ No Depreciation Funding
- ~ No Match Required
- ~ Grantee will submit application directly to Criminal Justice Division

#### **Supplemental Grants**

Permian Basin Regional Planning Commission will not consider supplemental applications.

## **GRANT APPLICATION SUBMISSION POLICIES**

### **PAGE FOUR**

#### **Grant Application Submission**

The Criminal Justice Director will be available for assistance to any applicant in preparing grant applications. One on one training can be provided by calling the Criminal Justice Director at the Permian Basin Regional Planning Commission 432/563-1061.

Applications will be submitted directly to the Criminal Justice Division via Internet at a date specified by the Criminal Justice Division. Submission dates for applications will be listed on the Governor's website and on Permian Basin Regional Planning Commission's website.

When applying for a grant pursuant to a RFA published in the Texas Register by the Criminal Justice Division, applicants must submit and certify their applications according to the requirements provided in the RFA.

Applicants must apply for funds using the procedures, forms and certifications prescribed by the Criminal Justice Division.

The Criminal Justice Division will review applications for eligibility and submit applications to the Permian Basin Regional Planning Commission for scoring and prioritizing.

#### **Review Process**

All Criminal Justice Advisory Committee meetings and Permian Basin Regional Planning Commission Board of Director's meetings will comply with the Texas Open Meetings Act, Government Code Chapter 551.

The Criminal Justice Advisory Committee has a multi-disciplinary representation of members from the region. This representation includes law enforcement, juvenile justice, drug abuse and prevention, non-profit organizations, victim services, mental health, prosecution and courts, education and concerned citizens or parents.

The Criminal Justice Advisory Committee prioritizes the grant applications and the Permian Basin Regional Planning Commission's Board of Directors reviews and approves the priority listings. The Permian Basin Regional Planning Commission Criminal Justice staff will submit the priority listing to the Criminal Justice Division within the time periods established by the Criminal Justice Division. The Criminal Justice Division will render final funding decisions on these applications based upon the Permian Basin Regional Planning Commission's priorities, eligibility, reasonableness, availability of funding and cost-effectiveness.

## **GRANT APPLICATION SUBMISSION POLICIES**

### **PAGE FIVE**

The Criminal Justice Advisory Committee will score applications for the following funding sources:

- General Victims Assistance – Direct Services
- Violent Crimes Against Women Criminal Justice and Training Projects – Domestic Violence, Sexual Assault, Dating Violence and Stalking
- Juvenile Services
- Criminal Justice Programs

All grant applicants will appear before the Criminal Justice Advisory Committee to give an overview of their program and to answer any questions the Committee may have. An applicant is not allowed to contact any member of the Criminal Justice Advisory Committee and lobby for their agency's application.

The Criminal Justice Advisory Committee members reviewing grant applications will use a standard scoring instrument to record scoring.

The Criminal Justice Director will provide the Committee with budget pages and summaries of each application.

Prior to the scoring of grant applications by the Criminal Justice Advisory Committee, the Criminal Justice Director will contact applicants that are shown on CJD's vendor hold list and inform them that the hold could jeopardize payments to the CJD funded projects and their ability to receive new grant funding from CJD. The Criminal Justice Director will provide the Committee with a list of grantees that were contacted and the reason those grantees were shown on the vendor hold list.

The Permian Basin Regional Planning Commission shall ensure that members of the governing body, the Criminal Justice Advisory Committee, and Permian Basin Regional Planning Commission staff abstain from scoring and voting on any grant application, other than a grant application submitted by the Permian Basin Regional Planning Commission; 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:

## **GRANT APPLICATION SUBMISSION POLICIES**

### **PAGE SIX**

- ~ 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, or a substantial amount of tangible goods, or routine services, from the applicant agency as a result of the grant, if awarded

If a Criminal Justice Advisory Committee member has a conflict of interest regarding a particular grant application, the Permian Basin Regional Planning Commission will ensure that the CJAC member is not assigned, and will not review, that application. A CJAC member that has a conflict of interest regarding a particular grant application must vacate the CJAC meeting room whenever that application is presented to or reviewed by the CJAC, and the member must not take part in or be present for any discussion on the application with any other member of the CJAC.

If an applicant, CJAC member or Permian Basin Regional Planning Commission personnel or other individual has reason to believe that favoritism or inappropriate actions occurred during the scoring prioritization of CJD projects, the Permian Basin Regional Planning Commission shall ensure that the concerns are shared with the Criminal Justice Division as soon as possible.

Permian Basin Regional Planning Commission Criminal Justice staff will tabulate the scores and compile the Priority scoring sheets. When tabulating the scores, the Permian Basin Regional Planning Commission Criminal Justice staff will discard the highest score and the lowest score of each application. Scores are derived by cumulative totals based on the number of members scoring each application. Each voting member's score will be averaged to provide a Committee ranking.

The Permian Basin Regional Planning Commission Criminal Justice staff will ensure that funding recommendations on grant applications are based upon: any State strategies identified by the Criminal Justice Division; the eligibility, reasonableness and cost effectiveness of the proposed project; current Permian Basin Regional Planning Commission policies and by-laws; the Permian Basin Regional Planning Commission's strategic vision and priorities identified within the Permian Basin Region related to criminal justice issues.

In the event of a tie when tabulating an average score, the Permian Basin Regional Planning Commission Criminal Justice staff will carry the decimal point out for a score. If a tie remains between applicants, the applicant with tenure will receive the priority.

## **GRANT APPLICATION SUBMISSION POLICIES**

### **PAGE SEVEN**

Review and comment by the Criminal Justice Advisory Committee and the priority listing will be forwarded to the Permian Basin Regional Planning Commission Board of Directors for approval.

The Criminal Justice Director will notify all grant applicants of the Priority Ranking in a letter addressed to the Project Director and copied to the Authorized Official within 10 days of the Permian Basin Regional Planning Commission Board of Directors meeting. The notice will state: “Pursuant to the provisions of the Texas Administrative Code, after the Criminal Justice Advisory Committee prioritizes the grant applications and the Permian Basin Regional Planning Commission’s Board of Directors approves the priority listing, the Permian Basin Regional Planning Commission submits the written priority listing to the Criminal Justice Division. Based upon the Permian Basin Regional Planning Commission’s priority listing, the Criminal Justice Division will verify the eligibility, reasonableness and cost-effectiveness of the proposed project, and the availability of funding and will render final funding decisions on these grant applications. The Permian Basin Regional Planning Commission will notify grantees of any changes in the funding recommendations.”

The Permian Basin Regional Planning Commission Criminal Justice staff will submit priority listings to the Criminal Justice Division at a date specified by the Criminal Justice Division.

#### **Project Ranking**

Applications will be ranked in order of highest to lowest as a result of the scoring process within each of the following funds:

- ~ General Victims Assistance – Direct Services
- ~ Violent Crimes Against Women Criminal Justice and Training Projects – Domestic Violence, Sexual Assault, Dating Violence, and Stalking
- ~ Juvenile Services
- ~ Criminal Justice Programs

#### **Commitment to Continuation Projects**

Continuation applications will be scored and ranked with new applications.

#### **CJD Review Process**

During the review of an application, the Criminal Justice Division may request that the applicant submit additional information necessary to complete the grant review. Such requests for information, do not serve as notice that the Criminal Justice Division intends to fund an application. The Criminal Justice Division may make the necessary corrections to an application to bring it into compliance with state or federal requirements. Any corrections to an applicant’s budget will be reflected in the award documentation.

## **GRANT APPLICATION SUBMISSION POLICIES**

### **PAGE EIGHT**

#### **Grant Funding Decisions**

Once an application has been scored and prioritized by the Criminal Justice Advisory Committee and approved by the Criminal Justice Division, the grantee cannot change the scope or service of their application without approval from the Criminal Justice Advisory Committee.

All grant funding decisions rest completely within the discretionary authority of CJD. The receipt of an application for grant funding by CJD does not obligate CJD to fund the grant or to fund it at the amount requested.

Neither the approval of a project nor any grant award shall commit or obligate CJD in any way to make any additional, supplemental, continuation, or other award with respect to any approved project or portion thereof. CJD makes no commitment that a grant, once funded, will receive priority consideration for subsequent funding.

#### **Applicant Notification**

The Criminal Justice Director will notify applicants when the grant notifications are sent by CJD.

CJD will inform applicants in writing of funding decisions on their grant applications through either a Statement of Grant Award or a notification of denial. For applications prioritized by a COG that do not receive funding recommendations, the COG notification of the decision not to recommend funding serves as the applicant's notification of denial.

All funding decisions made by the Executive Director of the Criminal Justice Division are final and are not subject to appeal.

#### **Appeal Process**

Each applicant will be allowed to utilize the appeal procedures when action of the Criminal Justice Advisory Committee is requested. All appeals must be handled in accordance with the following procedural guidelines:

An applicant must notify the Criminal Justice Advisory Committee Chairperson and the Criminal Justice Director in writing of the alleged specific violation of the Criminal Justice Advisory Committee procedures within ten working days following the date when the Criminal Justice Advisory Committee's scores are made available to the applicants.

Within ten working days following the receipt of an appeal, the Criminal Justice Advisory Committee Chairperson or the Criminal Justice Director will notify the applicant that the Criminal Justice Advisory Committee will reconvene to hear the appeal.



## **GRANT APPLICATION SUBMISSION POLICIES**

### **PAGE NINE**

In an open meeting, the Criminal Justice Advisory Committee shall consult with the appellant applicant and consider the appeal. With a simple majority quorum present, the Criminal Justice Advisory Committee will vote to either deny the appeal or to sustain the appeal.

If the appeal is unresolved, the Criminal Justice Director will forward the appeal to the next scheduled Permian Basin Regional Planning Commission's Board of Directors meeting. The Criminal Justice Director will notify the applicant of the meeting. The Permian Basin Regional Planning Commission's Board of Directors will vote to deny or sustain the appeal. The Permian Basin Regional Planning Commission's Board of Directors decision is final.

### **Grant Acceptance**

The award documentation constitutes the operative documents obligating and reserving funds for use by the grantee in execution of the program or project covered by the award. Such obligation may be terminated without further cause if the grantee's authorized official fails to sign the Grantee Acceptance Notice, resolve special conditions listed on the Statement of Grant Award, and return them to CJD within 45 calendar days of the date upon which CJD issues the Statement of Grant Award. CJD may extend this deadline upon written request from the applicant. No funds will be disbursed to the grantee until the signed Grantee Acceptance Notice has been received by CJD.

Grant projects should be fully operational within 60 days from the start date of the grant award. If you cannot do so, notify your grant manager. If the project is still not operational within 90 days without sufficient reason, CJD can terminate the grant award.

### **Special Conditions**

After the award of the grant, grantees should refer to the Statement of Grant Award for specific special conditions applicable to the approved project. Until satisfied, these special conditions will affect the grantee's ability to access funds.

### **Use of the Internet**

(a) CJD may transmit notices, forms, or other information to an applicant or grantee via the Internet or other electronic means.

(b) CJD may require an applicant or grantee to submit grant applications, progress reports, financial reports, and other information to CJD via the Internet or other electronic means. Completion and submission of information via electronic means meets the relevant requirements contained within this chapter for submitting information in writing.

## **GRANT APPLICATION SUBMISSION POLICIES**

### **PAGE TEN**

#### **Responsibility for Grants**

The governing body for the grantee is, without exception, the entity legally and financially responsible for the grant.

Grantees are responsible for reviewing and maintaining the document “Guide to Grants”, Statement of Grant Award and all other resources CJD provides the grantee to review.

#### **Evaluation**

The Criminal Justice Director may at any time, conduct an on-site visit to an applicant at the request of the Criminal Justice Division.

The Criminal Justice Director will contact every applicant placed on vendor hold from the Criminal Justice Division.

#### **Records Maintenance and Retention**

The Permian Basin Regional Planning Commission Criminal Justice staff will maintain the following documents: scoring sheets, prioritization documents, minutes, tape recordings, grant applications, written records of meetings.

Grant applicants must retain records for seven years following final payment by the Criminal Justice Division. Any records relating to dispute, litigation, or settlement of claim arising from audit exceptions shall be maintained for three years following the resolution. The Criminal Justice Division is authorized to access any records housed by the grantee and the Permian Basin Regional Planning Commission.

#### **Amendments**

These policies may be amended by the Criminal Justice Advisory Committee according to policy changes at the Governor’s office.

Local Policies and By-Laws will be submitted to the Criminal Justice Division on October 19, 2017.

**PERMIAN BASIN REGIONAL PLANNING COMMISSION  
CRIMINAL JUSTICE ADVISORY COMMITTEE**

Each grant application will be judged and scored based on the criteria described below. The total score for each application will be used to establish a rank order upon which funding recommendations will be based. Each question below can be scored between 0-10 points.

10	9 8	7 6	5 4	3 2	1	0
Excellent	Good	Average	Marginal	Unacceptable	Not Apparent	Missing

Applicant:  
Project Title:

Rating Criteria	Score
Is the problem to be solved documented, real and tied to appropriate target group?	
Is approach sound and clearly address the problem?	
Does the organization have a documented track record of doing this type of work and have the right staff members to do so?	
Does the organization have a clear plan to generate, collect, and assess output and outcome measures to support evaluation of results?	
Has the organization shown progressive results in previously funding grants?	
How realistic and reasonable are the project costs?	
Are the budget items in the application adequately justified?	
Does the application clearly describe the activities that will be performed?	
Is the percentage of requested CJD amount combined to total agency budget reasonable?	
Was the agency representative able to provide adequate justification and answer questions?	
<b>TOTAL</b>	

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

---

Signature and Printed Name of Committee Member or Designated Alternate

\_\_\_\_\_ I cannot score this application due to a conflict of interest

