

# South Plains Association of Governments

## Criminal Justice Advisory Committee Operating Policies and Procedures

### 1.0 COMPLIANCE WITH TEXAS ADMINISTRATIVE CODE

- 1.1 All policies, rules, and regulations set forth in this document are in compliance with the Texas Administrative Code (TAC), and can be viewed on the Internet at: [www.governor.state.tx.us/CJD/library.html](http://www.governor.state.tx.us/CJD/library.html)

### 2.0 APPLICATION

- 2.1 An application must include the following information to be considered complete (this list may be modified if the application changes):

- Grant Application Certification Form
- Eligibility Certification Section
- Designation of grant officials
- Project narrative and summary
- Resolution
- Comprehensive Certification and Assurances Form
- Cooperative Working Agreement (if applicable)
- Cooperative Working Agreement Purpose and Participant Form (if applicable)
- Civil Rights and Liaison Certification Form (if applicable)
- Financial Capability Questionnaire Form (if applicable)
- Budget

### 3.0 APPLICATION WORKSHOP

- 3.1 In order to be eligible to apply for funds, all applicants are required to attend a mandatory grant application workshop or a make-up session with the SPAG CJ planner prior to submitting an application.

### 4.0 STRATEGIC PLANNING

- 4.1 Strategic plans are required and must be updated annually.
- 4.2 A strategic plan must be on file with a COG before agencies and organizations may submit an application for local funding to a COG.
- 4.3 A strategic planning committee may be formed to develop the plan. The committee shall include representatives from public agencies, nonprofit corporations, faith-based organizations, concerned citizens, and persons representing the interest of groups involved in education, health, juvenile justice, criminal justice, child welfare, law enforcement, community development, and victim's services. Strategic plans may cover a county area at a minimum.
- 4.4 All projects must also meet a need identified within the strategic plan covering their county or regional plan. The strategic plan must detail the specific local area that the plan targets. To be eligible for funding through the South Plains Association of Governments (SPAG) allocation process, the applying agency's application must only include the counties of Bailey, Lamb, Hale, Floyd, Motley, Cochran, Hockley, Lubbock, Crosby, Dickens, King, Yoakum, Terry, Lynn and Garza; the 15-county area known as the SPAG region.
- 4.5 Agencies within the SPAG region may expand their services outside of the SPAG 15-county region, however the CJAC will only consider applications for funding that will provide services WITHIN the SPAG region. Funding for areas OUTSIDE of the SPAG region must be submitted to the appropriate COG.
- 4.6 The strategic plan must address the affected community's general public safety needs and identify the specific local needs, problems, and gaps in resources that the community believes the grant projects should address.
- 4.7 Organizations must tailor proposed projects to the needs and problems defined by the strategic plan. Regional law enforcement academy grants funded by a COG and grants submitted directly to CJD are exempt from this eligibility rule. If a community does not have a filed strategic plan, then no organization or agency within that community may apply to a COG for local grant funding.

### 5.0 CONFLICT OF INTEREST

5.1 Criminal Justice Advisory Committee (CJAC) members, COG staff and SPAG Board of Directors must abstain from voting or commenting on any application during the prioritization process where a conflict of interest has been identified. A conflict of interest is applicable if the following occurs:

- the application is submitted from the organization/agency in which the member is on the governing body;
- the application is submitted from the unit of the organization/agency in which the member is employed;
- the member is related within the second degree by affinity (marriage) or within the third degree by consanguinity (blood) to any member of the governing or staff from the unit of the organization/agency submitting the application;
- the member uses or receives a substantial amount of tangible goods, services or funds from the applicant;
- the member serves on any board that oversees the unit or division that would administer the grant; and
- the member owns or controls any interest in a business entity or other nongovernmental organization that benefits, directly or indirectly, from activities with the applicant;

Proxy Representation: CJAC members cannot vote by phone or cannot send a proxy.

## **6.0 TEXAS OPEN MEETING'S ACT**

6.1 SPAG Board meeting and CJAC will be conducted in accordance with the Texas Open Meetings Statute.

## **7.0 REASONABLE BUDGET EXPECTATIONS (RBE)**

7.1 For applications seeking funding through a COG from the State Criminal Justice Planning Fund, the Juvenile Justice and Delinquency Prevention Act Fund, or the Safe and Drug-Free Schools and Communities Act Fund, CJD will allocate funding to the COGs through a formula based upon population figures and crime rates. No set funding allocation exists for applications submitted to COGs that seek grants from other funding sources.

## **9.0 NOTIFICATION TO APPLICANTS/APPEALS**

- 9.1 The COG shall notify potential applicants regarding grant application submission deadlines.
- 9.2 Applicants may appeal recommendations made by the Criminal Justice Advisory Committee to the SPAG Board of Directors regarding local projects.
- 9.3 Requests to appeal recommendations of the Criminal Justice Advisory Committee must be made to the SPAG Executive Director in writing within five working days of the meeting at which the Criminal Justice Advisory Committee adopted its recommendations. The written notification to the executive director must specify what action is being requested of the Board of Directors.
- 9.4 Applicants will be offered one opportunity to present this appeal to the SPAG Board of Directors. The decision of the SPAG Board of Directors regarding an appeal is final.
- 9.5 The COG shall notify applicants of grant priorities in writing within ten (10) calendar days of its decisions.

## **10.0 ONE-YEAR SPECIAL PURPOSE APPLICATIONS**

10.1 Special purpose projects requiring funding for one year only will compete on a case-by-case basis and be treated as a new application. These grants will need to meet the approval of the Criminal Justice Division and should be based on the following factors:

- 1) the inherent value of the project's impact;
- 2) whether the project has the potential to be a model program;
- or 3) whether delaying the application would have a significant negative impact on the immediate need for the project.

## **11.0 CONTINUATION APPLICATIONS**

- 11.1 Applicants resubmitting for a grant previously funded may resubmit a grant, contingent upon their satisfactory completion of performance and as long as they meet all the requirements of the Criminal Justice Division.
- 11.2 The CJAC must make the funding recommendations on applications based upon the COG's priorities, the community plan, applicant eligibility, the reasonableness of the proposed project, the availability of funding, and current policies and procedures.

## **12.0 Duplication of Funding**

12.1 Applicants receiving direct funds (by way of a state association or any other allocation) from the Office of the Governor Criminal Justice Division will be ineligible to apply for the same funding source through the SPAG allocation process.

## **13.0 PRIORITIZATION OF APPLICATIONS & MEETING ATTENDANCE REQUIREMENTS**

- 13.1 All grantees applying for funds are required to send a representative to attend the CJAC application scoring meeting to make a presentation. The presentations should not exceed five minutes, with additional time allotted for CJAC to address questions. Presentations will be grouped according to category (i.e. SDFS, General Victims Services-Direct Victim Assistance, etc.). SPAG staff will assign a random number to determine the order of presentations.
- 13.2 If an applicant does not attend to make a presentation, they may be disqualified for funding; however, CJAC will evaluate extenuating circumstances on a case-by-case basis.
- 13.3 After all presentations in a funding category are made, each CJAC member scores the applications using the SPAG Scoring Ranking Sheet (see attached). The scoring sheets are collected and SPAG staff calculates the scores. The scores are presented at the same meeting so that CJAC may approve the order of ranking. SPAG staff will notify CJAC and the applicants of the order of ranking.
- 13.4 Each application within a funding category would have all of the scores for the application totaled and divided by the number of CJAC scoring sheets to arrive at an average score. The scores are presented at the next meeting of the SPAG Board of Directors for their action.
- 13.5 If a program/project is not approved at the local or state level, funding will automatically be awarded to the next program in the order of ranking recommended by CJAC. If there are no other applications, CJAC may authorize SPAG to prepare a Regional Equipment Application or the process may be opened for new applications.
- 13.6 In the event that there is only one application for a funding source, CJAC will hear the grantee presentation, discuss the grant, ask any questions and automatically rank the grant in the number one position.
- 13.7 If more than one application within the same funding score ties with the same score, then the applications that are tied will be rescored by themselves by the CJAC. The new scores will only be used to determine ranking order for the tying applications.

## **14.0 TECHNICAL ASSISTANCE**

- 14.1 Technical assistance appointments are not required for grantees; however, the SPAG criminal justice planners will be available to address any questions regarding the application process. To schedule a technical assistance appointment, please call in advance.

## **15.0 REQUIRED APPLICANT SUPPLEMENTAL INFORMATION**

15.1 The Criminal Justice Advisory Committee will receive the following supplemental information for each applicant prior to each scoring meeting:

- Previous three (3) years of requested CJD funds
- Previous three (3) years of actual CJD funds received
- Uniform Crime Report Verification for previous three (3) years (\*Applicable only to JAG fund source)
- Computerized Criminal History Reporting Compliance Percentage for applicant's County.

Approved by the SPAG Board of Directors on \_\_\_\_\_

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Tom Head, President

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Attest: Tim Pierce, Executive Director