

**FY22 GRANT APPLICATION WORKSHOP
PERMIAN BASIN REGIONAL
PLANNING COMMISSION**



WORKSHOP TOPICS

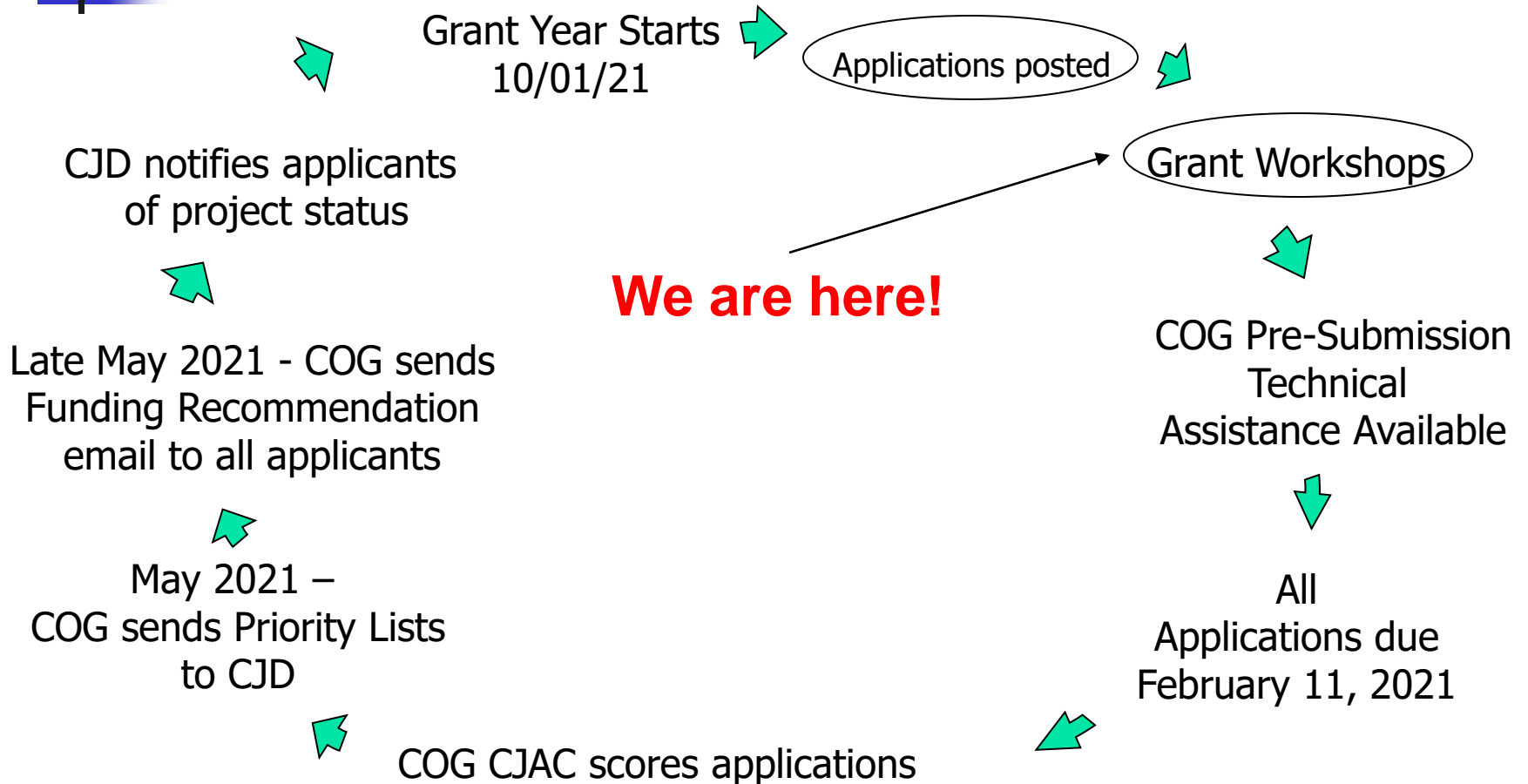
- COG's role
- Policies and Procedures
- Fund-specific guidelines
- Submittal process – DUE FEBRUARY 11, 2021
- eGrants application
- Scoring process
- Budget
- Tips and Tricks
- eGrants demo after today's session

WHO'S WHO IN THE COG GRANT WORLD



- **PBRPC** – Permian Basin Regional Planning Commission
- **CJD** – Office of the Governor's Criminal Justice Division
- **CJAC** – Criminal Justice Advisory Committee AKA – scorers, reviewers, readers
- **eGrants** – online application and grant management system for CJD

COG FUNDING PROCESS





PROGRAM CATEGORIES

- **Justice Assistance Grant (JAG) Program: Edward Byrne Memorial Funds**
 - Applications for projects that promote public safety, reduce crime, and improve the criminal justice system
- **General Victim Assistance (GVA) Direct Services Programs: Victims of Crime Act (VOCA) V
VOCA special initiatives:**
 - **Campus Victim's Assistance Program**
 - **Internet Crimes Against Children**
 - **Residential and Community Based Services for Victims of Commercial Sexual Exploitation of Children**
 - **Sexual Assault Evidence Testing Program**
 - **Critical Incident Stress Debriefing**
- **Violence Against Women Justice and Training Programs: Violence Against Women Act (VAWA), Victims of Crime Act (VOCA), or State 421 Planning Fund***
- **Juvenile Justice Grant Program: State 421 Planning Fund or federal Juvenile Justice & Delinquency and Prevention Act (JJDP)***

***If funded, CJD will determine later in the process which funding source will pay for your grant.**

GRANT GUIDELINES



Funding Announcement Document

Texas Administrative Code (TAC)

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

Uniform Grant Management Standards (UGMS)

<https://www.comptroller.texas.gov/purchasing/docs/ugms.pdf>

Office of Justice Programs (OJP) Financial Guide

<http://www.ojp.usdoj.gov/financialguide/index.htm>

GRANT GUIDELINES CONT'D



CJD Guide to Grants

[https://egrants.gov.texas.gov/FileDirectory/Guide to Grants v
8.pdf](https://egrants.gov.texas.gov/FileDirectory/Guide%20to%20Grants%20v8.pdf)

You should have a handout titled Guide to Grants



PBRPC'S POLICIES & PROCEDURES

Handout

Review handout titled: Permian Basin Regional Planning Commission Grant Application Submission Policies.

Currently-funded Victims projects with 24-month grant period:

- All VOCA applications will be for a 12 month period.



COMPUTERIZED CRIMINAL HISTORY (CCH) ELIGIBILITY CRITERIA FOR 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 the last 5 calendar years.

REVIEW HANDOUT of each county's reporting in our Region.

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, district attorney 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 (855) 481-7070.



OFFICE OF THE GOVERNOR FUNDING ANNOUNCEMENTS

- REVIEW THE FUNDING ANNOUNCEMENT FOR THE SPECIFIC GRANT FUNDS YOU ARE APPLYING FOR:

- I HAVE PROVIDED FUNDING ANNOUNCEMENTS FOR YOUR REVIEW FOR THE FOLLOWING PROJECTS:
 - JUSTICE ASSISTANCE GRANT (JAG) PROGRAM
 - VIOLENCE AGAINST WOMEN JUSTICE AND TRAINING PROGRAM
 - JUVENILE JUSTICE GRANT PROGRAM
 - GENERAL VICTIM ASSISTANCE DIRECT SERVICES PROGRAM



ALL APPLICATIONS

Submission Deadline

THURSDAY, FEBRUARY 11, 2021

NO LATER THAN 5:00 PM CST

Review handout titled:

FY 2022 Application Process Dates





PBRPC's Strategic Plan

- Review Handout titled:
- EXECUTIVE SUMMARY

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

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

The screenshot displays the eGrants website interface. At the top, the browser address bar shows the URL <https://egrants.gov.texas.gov/Default.aspx>. The page features a navigation menu on the left with links for HOME, REGISTER, CALENDAR, CONTACT US, and UPDATES. Below this is a "Grantee Login" section with fields for "User Name:" and "Password:", a "Sign In" button, and links for "Forgot your Username?" and "Forgot your Password?". A "Grant Resources" section lists links for the Governor's Office (OOG) Homepage, Criminal Justice Division (CJD) Homepage, Homeland Security Grants Division (HSGD) Homepage, Texas Music Office (TMO), and Links to Grant Resources. The main content area includes a "Welcome to eGrants Online!" banner, a paragraph about the Office of the Governor's role, and detailed descriptions of the Criminal Justice Division's (CJD) and Homeland Security Grants Division's (HSGD) missions. The footer contains accessibility information and contact details for the eGrants Help Desk.

Office of the Governor
eGrants

Sunday, January 10, 2016

★ Grantee Login

New User? [Register here!](#)

User Name:

Password:

[Sign In](#)

[Forgot your Username?](#)

[Forgot your Password?](#)

★ Grant Resources

- ▶ Governor's Office (OOG) Homepage
- ▶ Criminal Justice Division (CJD) Homepage
- ▶ Homeland Security Grants Division (HSGD) Homepage
- ▶ Texas Music Office (TMO)
- ▶ Links to Grant Resources

★ Welcome to eGrants Online!

With responsibilities ranging from the research and creation of policy initiatives to the state's job creation efforts, the Office of the Governor plays a key role in shaping the future of the Lone Star State. OOG administers grants from a variety of [state and federal funding sources \[26KB PDF\]](#).

The **Criminal Justice Division's (CJD)** mission is to create and support programs that protect people from crime, reduce the number of crimes committed, and to promote accountability, efficiency, and effectiveness within the criminal justice system. CJD focuses on the enhancement of Texas' capacity to prevent crime, provide service and treatment options, enforce laws, train staff and volunteers, and the restoration of crime victims to full physical, emotional and mental health.

The **Homeland Security Grants Division (HSGD)** promotes strategies to prevent terrorism and other catastrophic events and to prepare communities for the threats and hazards that pose the greatest risk to the security and resilience of Texas and the Nation. The grant funding assists Texas jurisdictions in building, sustaining, and delivering core capabilities to further the National Preparedness Goal which is, "A secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.

The **Governor's Texas Music Office (TMO)** serves as the information clearinghouse and promotion office for the Texas music industry.

[Read More](#)

OOG is committed to making this website accessible to all users. We are currently working to improve accessibility for users with disabilities pursuant to the [Texas Government Code](#) Title 10, Subtitle B, Chapter 2054, Subchapter M. If you need assistance in accessing this website, please contact the eGrants Help Desk via email at: eGrants@gov.texas.gov, or via telephone at: (512) 463-1919 or dial



TECHNICAL ASSISTANCE (TA) DURING APPLICATION PROCESS

**Dana Hill
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EGRANTS PROFILE TAB – *AGENCY NAME*

Applicant Agency name –

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

EGRANTS PROFILE TAB – *PROJECT TITLE*



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

EGRANTS PROFILE TAB - *PLAN YEAR INFO*

Grant Period:

10/01/21 thru 09/30/22 (NEW Projects)

- Plan Year 2022

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, head of a state agency, executive director, etc.
- 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.



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 documents.
- Applicants (especially first-time) should allow additional time for this requirement.
- If you have multiple applications, must upload all three forms for EACH application.
- Forms will NOT be accepted in hard copy format.

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.

EGRANTS GRANT VENDOR TAB – *DUNS AND SAM*



DUNS -

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



EGRANTS APPLICATION: PROBLEM STATEMENT

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.

NOTE: Applicant should use the PERFORMANCE MANAGEMENT section to demonstrate how the Project Approach & Activities will address this problem. Applicants should use the SUPPORTING DATA section to provide numbers that back up the description of the problem.

Reviewers will rate the potential impact the project will have on addressing a local need.



EGRANTS APPLICATION: PROJECT APPROACH & ACTIVITIES

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

NOTE: Applicants should use the EVIDENCE-BASED PRACTICES section to cite the specific research, evidence, or established best/promising practices that provide the basis for the approach and activities described in this section. DO NOT SKIP this section..

Reviewers will evaluate the Project Approach & Activities section as it relates to the goal and its necessity to make the project successful. Details provided should be clear, accurately described, organized, well planned and feasible.



EGRANTS APPLICATION: CAPACITY & CAPABILITIES

Describe the applicant organization'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.

Reviewers will rate the extent to which the applicant demonstrates that the organization has a track record of success, that it has the staff capabilities and capacity needed to deliver strong results and that it has the administrative and financial capability to manage the grant and the project well. Provide information on any collaborative partnership(s) necessary in carrying out the project.



EGRANTS APPLICATION: PERFORMANCE MANAGEMENT

Provide an understanding of how the applicant organization 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?

- Goals are broad statements that indicate the general intentions of the project to achieve some outcome. They do need to be measurable in and of themselves and may be abstract in nature.
- Objectives are clear, tangible, and specific statements of what the project is trying to achieve. Objectives should be expressed in the following form: To [reduce/increase/enhance/etc.] [something], by [x amount], by [dd/mm/yy date]. A project can have multiple objectives.

EGRANTS APPLICATION: PERFORMANCE MANAGEMENT continued



- Measures (separate eGrants tab): Use data to provide verifiable, numeric information that ties to one or more objectives and indicates progress toward its achievement. Measures might include volume, time savings, cost savings, resource savings, success rates, conformance rates, timeliness, perception shifts, or other factors. (The most relevant and impactful project-specific measures must be included under the Measures tab in eGrants.)

Reviewers will rate the project's overall goal (benefit to target population) and the degree to which the goal ties back to the problem statement. Reviewers will rate the degree to which objective(s) and measures appears to be reasonable, achievable and have the potential to impact the problem.



EGRANTS APPLICATION: DATA MANAGEMENT

Provide an understanding of how the applicant organization plans to collect, track and maintain the data needed to determine whether the project is meeting the goals, objectives, and measures. 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.

Reviewers will rate the adequacy of the method in which each measure is tracked, collected, maintained and evaluated.



EGRANTS APPLICATION: TARGET GROUP

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 the 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.

Reviewers will rate how well the target audience aligns with the problem statement.



EGRANTS APPLICATION: EVIDENCE-BASED PRACTICES

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. Failure to adequately provide justification for the project design may result in the project not being funded in favor of other projects based on evidence, established best/promising practices, or adequately explained. DO NOT SKIP THIS SECTION.

Reviewers will rate how well the project aligns with logical practices, as well as on established evidence, research, science, or best or promising practices.



EGRANTS APPLICATION: SUSTAINABILITY

Applicants must be able to provide the number of years that are planned to request for continuation funding, a longer term sustainment plan or why a plan is not possible.



EGRANTS ACTIVITIES TAB SECTIONS

- Choose the activity listed that best describes your project's activities. Then click the "edit box" and specify your program's activities.



EGRANTS MEASURES TAB SECTIONS

- Selecting an activity on the 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.
- Some measures are marked as a “*Required*”. With rare exceptions, applicants should be able to supply estimates for these *Required* measures because they selected the linked activity on the Activities tab. If for some reason that is not possible, an applicant must explain why in the “Performance Management” section on the Narrative tab.
- CJD encourages grantees to add any 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!



EGRANTS APPLICATION: BUDGET

All budget line items must have sufficient detail to justify the item to be included in the project. Budget line items should be eligible, essential and reasonable to carrying out the project.



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.

EGRANTS BUDGET LINE

ITEM: *PERSONNEL*

- Grant staff must be on separate line items – don't combine two identical positions in one line item.
- Per CJD, if grant staff are current employees put their initials in budget description. If new position, indicate as NEW in description.
- Budget line item description must include a brief summary of the position's responsibilities. Do not describe grant personnel job duties as “and other duties as assigned” or “as needed”.



EGRANTS BUDGET LINE ITEM: *PERSONNEL continued*

- If applicable, include fringe benefits in the salary amount. The line item description **MUST** have the fringe amount listed separately. For example: “\$40,000 annual salary plus \$15,000 fringe benefits.” For a total of \$55,000. 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 (including match)**.



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!
- Follow the Office of Justice Programs Procurement Procedures Guidelines
<http://cjpa.gov.mp/pdf/OJPprocguide.pdf>



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.
- Per CJD, if you include training in your budget, you must also select "*Training, Professional Development, or Technical Assistance Received*" on the eGrants activity tab.



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 (including information technology systems) having a useful life of more than one year and a per-unit cost of \$5,000 or more, or less if the grantee chooses to capitalize items costing less.
- Equipment under \$5,000 should be placed in Supplies & Direct Operating Expenses category.
- In the equipment description, be specific on how the equipment will be used to accomplish the activities.
- Purchasing equipment without going through a procurement process violates federal administrative regulations.
- 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.
- Follow the Office of Justice Programs Procurement Procedures Guidelines
<http://cjpa.gov.mp/pdf/OJPprocguide.pdf>



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.”



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.



EGRANTS BUDGET LINE ITEM: *INDIRECT COSTS*

- Up to 2% of CJD-funded direct costs can be charged to Indirect.
- An excess of 2% can be charged if the grantee has an approved cost allocation plan submitted to CJD for review.
- Provide a brief description of Indirect charges.



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.

Application Common Errors

Application Common Errors

Personnel

	OOG-Defined Line Item	OOG Funds	Cash Match	In Kind Match	GPI	Total Project	
	Clerk	\$17,748.00	\$0.00	\$0.00	\$0.00	\$17,748.00	
Edit	Grantee-Defined Line Item	OOG Funds	Cash Match	In Kind Match	GPI	Total Project	Qty / % of Salary
	1 Clerical, Administrative Office Clerk	\$17,748.00	\$0.00	\$0.00	\$0.00	\$17,748.00	100
	Certified Peace Officer - Sheriff's Office	\$183,744.00	\$0.00	\$0.00	\$0.00	\$183,744.00	
Edit	Grantee-Defined Line Item	OOG Funds	Cash Match	In Kind Match	GPI	Total Project	Qty / % of Salary
	6 Law Enforcement Deputies	\$183,744.00	\$0.00	\$0.00	\$0.00	\$183,744.00	100

- Missing Job Description
- Each deputy on a separate line item
- Missing Unique Identifiers (e.g. deputy initials, vacant, or #)
- Missing Salary/Fringe Breakdown

Description should substantiate how the position will address the issue identified in the narrative

Application Common Errors

General Updates Application Common Errors

Equipment

OOG-Defined Line Item		OOG Funds	Cash Match	In Kind Match	GPI	Total Project	
	Police / Sheriff Department Vehicle (from a single vendor with law enforcement equipment installed)	\$274,909.80	\$0.00	\$0.00	\$0.00	\$274,909.80	
Edit	Grantee-Defined Line Item	OOG Funds	Cash Match	In Kind Match	GPI	Total Project	Qty / % of Salary
	law enforcement vehicles	\$274,909.80	\$0.00	\$0.00	\$0.00	\$274,909.80	6

- Missing Vehicle Description
- Missing Equipment Description e.g. (Radio, MDT, CAD, LPRs)

Indirect Costs

OOG-Defined Line Item		OOG Funds	Cash Match	In Kind Match	GPI	Total Project	
	Indirect Costs - Approved Rate	\$8,055.27	\$0.00	\$0.00	\$0.00	\$8,055.27	
Edit	Grantee-Defined Line Item	OOG Funds	Cash Match	In Kind Match	GPI	Total Project	Qty / % of Salary
	Indirect costs as approved.	\$8,055.27	\$0.00	\$0.00	\$0.00	\$8,055.27	0

- What is the approved rate?
- Who is the federal cognizant agency?
- De Minimis Rate: 10% of Modified Total Direct Cost

Application Common Errors

General Updates

Application Common Errors

Travel/Training

OOG-Defined Line Item		OOG Funds	Cash Match	In Kind Match	GPI	Total Project	
	In-State Registration Fees, Training, and/or Travel	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	
Edit	Grantee-Defined Line Item	OOG Funds	Cash Match	In Kind Match	GPI	Total Project	Qty / % of Salary
	In-state training	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0
	In-State Incidentals and/or Mileage	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	
Edit	Grantee-Defined Line Item	OOG Funds	Cash Match	In Kind Match	GPI	Total Project	Qty / % of Salary
	Mileage and parking for trainings	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0

- Missing training description
- Who is attending?
- What is the purpose?
- Detailed breakdown (Hotel, airfare, per diem)
- Mileage rate

Application Common Errors

General Updates

Application Common Errors

Contractual and Professional Services

OOG-Defined Line Item		OOG Funds	Cash Match	In Kind Match	GPI	Total Project	
	Installation of Grant-funded Equipment and Data System	\$119,571.00	\$0.00	\$0.00	\$0.00	\$119,571.00	
Edit Grantee-Defined Line Item		OOG Funds	Cash Match	In Kind Match	GPI	Total Project	Qty / % of Salary
	Professional Services	\$119,571.00	\$0.00	\$0.00	\$0.00	\$119,571.00	0

- What services rendered? Contract Deliverables?
- Federal Consultant Rate. Max. \$650 per day or \$81.25 per hour.

Supplies and Direct Operating Expenses

OOG-Defined Line Item		OOG Funds	Cash Match	In Kind Match	GPI	Total Project	
	Equipment	\$1,254,995.00	\$0.00	\$0.00	\$0.00	\$1,254,995.00	
Edit Grantee-Defined Line Item		OOG Funds	Cash Match	In Kind Match	GPI	Total Project	Qty / % of Salary
	Specialty Cameras and Accessories	\$27,720.00	\$0.00	\$0.00	\$0.00	\$27,720.00	
	Rifle Flashlights (252 units at \$110.00 ea) To assist with officer safety during low light conditions such as executing a high risk search warrant or clearing a dark building.	\$27,720.00	\$0.00	\$0.00	\$0.00	\$27,720.00	252

- Equipment under \$5k per unit should be listed under Supplies Category
- Include Quantity and Cost per Unit

FUNDING

RECOMMENDATIONS

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

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 Advisory Committee scores applications.
- Review handout titled: Permian Basin Regional Planning Commission Criminal Justice Advisory Committee. This is the scoring sheet



SELECTION CRITERIA

CJD's Executive Director will consider merit review 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. Per Rule 3.9 of the Texas Administrative Code, all funding decisions made by the Executive Director are final and are not subject to appeal. The receipt of an application by CJD does not obligate CJD to fund the grant or to fund it at the amount requested.



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
- 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.

NEW EGRANTS REQUIREMENTS, REMINDERS, TIPS, AND TRICKS





EGRANTS FISCAL CAPABILITY TAB

This tab is 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

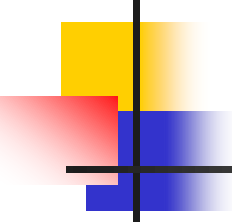
- Sources of Financial Support section should identify **all** state and federal grant funds expended for the applicant agency, not the division applying for the grant.
- For example – do not provide just the police department's state and federal grant funds, provide the **entire city's** state and federal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

EGRANTS DOCUMENTS

TAB - *EEOP REQUIREMENT*

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

- Type I and Type II entities must complete the EEOP *Certification Form* located on eGrants Documents tab. Form is submitted to Department of Justice's Office of Civil Rights (address on form). **This form does NOT have to be submitted to OCR by February 11, 2021, but take care of it at your earliest convenience. CJD will verify submittal of certification form if project is funded.**
- Type III entities must maintain on file, submit to DOJ for review, and implement an EEOP in accordance with 28 C.F.R §§ 42.301-.308. **Does NOT have to be submitted by February 11, 2021 due date, but take care of it at your earliest convenience. CJD will verify submittal of EEOP plan if the project is funded.**
- HINT - Criteria for # of employees 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 the 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.



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 11th 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 DOCUMENTS TAB – *CERTIFICATION AND ASSURANCES*

CIVIL RIGHTS LAWS:

- 1. Title VI of the Civil Rights Act of 1964:** Prohibiting discrimination in programs or activities on the basis of race, color and national origin.
- 2. Federal Program Statutes:** Prohibiting discrimination in employment practices or in programs and activities on the basis of race, color, religion, national origin, and sex.
- 3. Section 504 of the Rehabilitation Act of 1973:** Prohibiting discrimination in employment practices or in programs and activities on the basis of disability.
- 4. Title II of the Americans with Disabilities Act of 1990:** Prohibiting discrimination in services, programs, and activities on the basis of disability.
- 5. Age Discrimination Act of 1976:** Prohibiting discrimination in programs and activities on the basis of age.
- 6. Title IX of the Education Amendments of 1972:** Prohibiting discrimination in educational programs or activities on the basis of sex.

Civil Rights Protected Classes



Race

Color

National Origin

Age

Sex

Religion

Disability

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)

- ➔ The Safe Streets act prohibits discrimination against any person on the grounds of race, color, religion, national origin, or sex.
- ➔ This Act applies to both employment in connection with the agency and services offered by the agency.

Victims of Crime Act (VOCA)

- ➔ VOCA prohibits the exclusion of benefits, services or employment to individuals on the grounds of race, color, religion, national origin, handicap, or sex.

Juvenile Justice and Delinquency Prevention Act (JJDP)

- ➔ JJDP prohibits discrimination on the basis of race, color, religion, national origin, sex, and handicap.

Ways to Prove Discrimination



Disparate Treatment

Intentionally treating individuals in a protective class differently.

Disparate Impact

Neutral policy or procedure has the effect of discriminating against individuals of a protected class.

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

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 FY17 grant audits.
- Make sure you have adequate written policies and staff are appropriately trained.



HINTS FOR EGRANTS

- Project Narrative instructions are located in the Funding Announcement. Make sure you 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 of the Project Narrative sections!
- There is 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 (and there will likely be several): You must respond with 0 or N/A to prevent errors when submitting.
- Complete narrative sections in Word so you can spellcheck, then copy/paste to eGrants cell.



SUPPLANTING



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

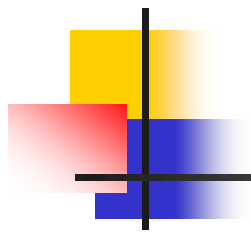
Awarded funds must be used to supplement existing funds for program activities and not replace (supplant) funds that have been appropriated, allocated or disbursed for the same purpose. Grant monitors and auditors will look for potential supplanting during reviews. Violations may result in a range of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

Example: Your agency has budgeted funds for a stated purpose and federal funds are awarded for that same purpose. If you replace your local funds with federal funds, that is considered “supplanting”.

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 11, 2021**
- 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**