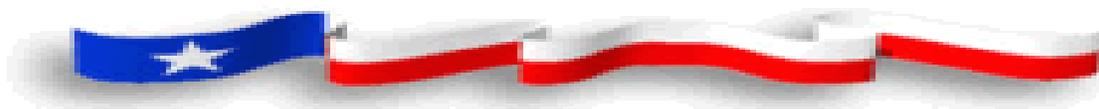




GUIDE to GRANTS



Helpful Questions and Answers for Managing Grants

October 2008

**Office of the Governor
Criminal Justice Division**

Table of Contents

INTRODUCTION	I
THE VITALS.....	II
Minimum Technology Required for Managing Your Grant	ii
Who is my Primary Contact at the Criminal Justice Division (CJD)?	ii
Contacting the Criminal Justice Division	ii
MANAGING YOUR GRANT.....	2
GRANT OFFICIALS	2
Who are they and what are they required to do?	2
AWARD AND ACCEPTANCE	3
Who receives the formal notice of a grant award?	3
How does the Authorized Official accept the award in eGrants?	3
PAYMENTS.....	3
How do I let CJD know where to send our funds?	3
Can we still receive an advance in eGrants?	4
How do I report expenditures and receive grant payments from CJD?	4
What is the “liquidation date”?	5
REPORTING	5
Do we need to tell CJD how we spent the funds?	5
Are we required to report on our project activities too?	5
What is Uniform Crime Reporting (UCR) and does it apply to my grant?	6
What is a Vendor Hold (Financial Hold) and why should I be concerned about it?	7
GRANT ADJUSTMENTS.....	7
Does CJD need to know if we change our physical or mailing address or if a grant official changes?	7
What other types of changes can be made to our grant?	7
How do I adjust my budget?	8
How often can I adjust my budget?	8
Should we submit a grant adjustment if we want to change whom we serve?	8
Can I extend my grant period?	8
How will I know if my adjustment request has been approved?	9
How do I submit a grant adjustment?	9
GRANT BUDGETS	9
What is an “approved budget category”?	9
What is supplanting?	16
Is there a list of items that grant funds cannot be used to purchase or support?	17
GRANTS MONITORING	19
WHAT IS “GRANTS MONITORING”?	19
If my agency receives a grant, will the grant be monitored?	19
What areas are reviewed by the CJD monitoring staff?	19

What do I need to do to prepare for a monitoring visit?	19
Who should be present during a CJD site review?	20
After the CJD monitoring site review is over, will the CJD monitor send me a report?.....	20
What are some of the common areas where CJD monitoring staff identify non-compliance?	20
What happens if a grantee does not cooperate with a CJD monitoring review or comply with the required actions necessary to resolve the findings?	22
SINGLE AUDITS	22
Do requirements for single audits apply to all grantees?	22
CLOSING OUT A GRANT	24
How do I close out my CJD grant?	24
How long do I have to keep CJD grant records?	25
RULES AND REGULATIONS	26
Where can I find written rules and regulations that expand on the items noted in this guide as well as provide any additional information necessary to efficiently administer the grant?	26
 APPENDICES	
Forms	A-1
Program Descriptions and Requirements	B-1
Activities and Performance Measures	C-1

Introduction

The Guide to Grants is a reference for questions arising in the administration of federal and state grants awarded through the Governor's Criminal Justice Division. This guide includes information on programmatic and financial policies, tips on managing your grant and references to state and federal regulations. Our goal is to assist you in establishing sound and effective business management systems to ensure funds are properly safeguarded and used only for the purposes for which they were awarded. By following these tips and guidance, you will experience a trouble-free process while complying with state and federal requirements.

The guide is a quick reference for the day-to-day management of your grant. This guide is not all-inclusive and is not intended to be the only document used to manage your grant. You are still required to comply with all applicable rules, regulations and guidelines. You are encouraged to contact your grant manager whenever questions arise that are not covered in the guide.

We hope this guide makes both the grant management process easy and helps to ensure reporting requirements are met. In short, we want your project to succeed!

THE VITALS

Minimum Technology Required for Managing Your Grant

- Computer (Note: Apple Macintosh operating system and software are not supported)
- Microsoft Word, Version 1997 or greater
- Microsoft Excel, Version 1997 or greater
- Internet Access, Internet Explorer 6.0 or greater
- Email Accounts (must be able to receive and send attachments)
- Adobe Reader®, Version 7.0 or greater
- Fax Machine
- Scanner

Who is my Primary Contact at the Criminal Justice Division (CJD)?

Grant Manager – You will be assigned a grant manager as your primary contact at CJD. Your manager can answer questions regarding your grant, including those not covered in this guide.

Contacting the Criminal Justice Division

Telephone: 512/463-1919

Fax: 512/475-2440

Mailing Address: Post Office Box 12428
Austin, Texas 78711

Physical Address: 1100 San Jacinto
Austin, Texas 78701

eGrants Home Page: <https://cjdonline.governor.state.tx.us>

E-Mail Address for eGrants Help Desk: egrants@governor.state.tx.us

MANAGING YOUR GRANT

GRANT OFFICIALS

Who are they and what are they required to do?

Texas Administrative Code, Title 1, Part 1, Chapter 3 (1 TAC) §3.2501

- ♦ All grants are required to have three different grant officials.
- ♦ CJD conducts its business primarily through eGrants (<https://cjdonline.governor.state.tx.us>). It is critical that all three officials have and maintain a current email address.

Additional information on the officials and their duties:

- Authorized Official (AO)

 - ♦ Appointed/authorized by the governing body of the organization.
 - ♦ Authorized to apply for, accept, reject, alter, or terminate the grant.
 - ♦ Only one Authorized Official is allowed per agency.
 - ♦ Authorized individuals are generally the county judge, mayor, city manager, chairman of a non-profit board, head of a state agency, etc.
 - ♦ Has ability to complete and submit Financial Status Reports (FSR).

- Project Director (PD)

 - ♦ Responsible for the day-to-day operations of the project.
 - ♦ May have a different Project Director per agency grant.
 - ♦ Must be an employee of the grantee agency.
 - ♦ Responsible for required programmatic reporting.

- Financial Officer (FO)

 - ♦ Required to be the chief financial officer for the grantee agency.
 - ♦ Only one Financial Officer is allowed per grantee agency.
 - ♦ Responsible for maintaining financial records to account for all grant funds.
 - ♦ Responsible for requesting funds and the completion of required financial reporting at least quarterly in eGrants.

These officials may perform the following actions in eGrants:

Authority in eGrants	Authorized Official	Financial Officer	Project Director	Grant Writer
♦ Create, modify, and submit an application.	x	x	x	x
♦ Certify an application.	x			
♦ Create and submit responses to Preliminary Review Reports (PRR).	x	x	x	
♦ Certify a PRR.	x			
♦ Create and submit budget and programmatic adjustments.	x	x	x	
♦ Certify requests for extensions and reductions or increases in CJD funds.	x			
♦ Create and submit financial reports/payment requests.	x	x		

Authority in eGrants	Authorized Official	Financial Officer	Project Director	Grant Writer
♦ Designate a new individual to serve as the Authorized Official (AO), Financial Officer (FO), Project Director (PD) or grant writer (after the new individual has registered in eGrants).	x			
♦ Designate a new or interim AO if the position becomes vacant (after the new AO has registered in eGrants).		x		

AWARD AND ACCEPTANCE

1 TAC §3.11

Who receives the formal notice of a grant award?

- ♦ All three grant officials will receive an email announcing the award.
 - The Authorized Official (AO) must accept the award in eGrants within 45 calendar days of the date from which the award was issued.

Failure to accept your award within 45 days could result in forfeiture of grant funding.

How does the Authorized Official accept the award in eGrants?

- ♦ *The Authorized Official must go to the “Accept.Award” tab in eGrants, where the award may be previewed and accepted or declined. After the AO takes official action to accept or decline the grant, the award documents may be viewed as a snapshot under the “Summary” tab.*

PAYMENTS

1 TAC §3.2507

How do I let CJD know where to send our funds?

- ♦ *CJD requires grant funds to be disbursed through direct deposit.*
 - You must enter your State payee identification number (federal identification number or vendor identification number) that was given to your agency by the state comptroller in your eGrants application in order to receive payments. If needed you can find a *Texas Application for Payee Identification Number* form at: <http://www.window.state.tx.us/taxinfo/taxforms/ap-152.pdf>.
 - For direct deposit, complete the *Vendor Direct Deposit Authorization Form* and mail to the Office of the Governor, Financial Services Division. The form can be downloaded from the State Comptroller’s website at <http://www.window.state.tx.us/taxinfo/taxforms/74-176.pdf>. The Governor’s Office will establish your account with the State Comptroller.
 - So as not to disrupt payment to your agency, CJD must be

An original copy of your agency’s payee identification form, direct deposit form and IRS form W-9 should be mailed to:
Office of the Governor, Financial Services Division,
Post Office Box 12878, Austin, Texas 78711.

notified immediately if any of the information under the “Grant.Vendor” tab has changed.

- The information under the “Grant.Vendor” tab is locked and can only be updated upon request.

Can we still receive an advance in eGrants?

- Yes, advances are limited to **one time** start-up costs. You may request up to one month of funding which is calculated by dividing the amount of the award by the number of months in your grant.
- eGrants will automatically deduct the amount of your advanced funds from the line item expenses you report. Once the amount of cumulative expenses exceeds the amount you were advanced, you may begin receiving payments.
- Please refer to the eGrants Financial Management Guide for the step-by-step process for requesting an advance.

How do I report expenditures and receive grant payments from CJD?

- A Financial Status Report (FSR) reflecting cumulative expenditures from the start of the grant must be submitted at least quarterly and may be submitted as often as monthly. **Exception:** Quarterly (not monthly) FSRs are required for grantees receiving funds under the Crime Stoppers’ Program.
- When cumulative expenditures exceed the cumulative amount paid to the agency, a payment will automatically be generated upon CJD approval of the FSR in eGrants.
- Payments are made on a reimbursement basis.
- Grant funds cannot be obligated before the beginning or after the end of the grant period.
- FSRs may be completed by the Financial Officer or Authorized Official.
- Cumulative expenditures must be reported by line item in eGrants.
- Quarterly FSRs are due 22 days after the end of each calendar quarter.

Quarterly FSRs not submitted to CJD could result in CJD holding reimbursement for all grants to your agency.

Quarters and due dates are as follows:

Calendar Quarter	Due Date*
January 1 – March 31	April 22
April 1 – June 30	July 22
July 1 – September 30	October 22
October 1 – December 31	January 22

(* If the due dates fall on a weekend or holiday, the report is due the next business day.)

- Please refer to the eGrants Financial Management Guide for the step-by-step process for reporting expenditures.

What is the “liquidation date”?

1 TAC §3.2521

- ♦ *The liquidation date is the final date you can report expenses that were obligated during the grant period.*
 - Liquidation dates may vary between 30, 60 and 90 days after the grant end date. Check your award documents and grant adjustments for the grant end date and liquidation date assigned to your project.
 - Unless otherwise noted in an original grant award or grant adjustment, the liquidation date is set 90 calendar days after your grant ends.

Funds not spent or reported to CJD by the liquidation date may result in a loss of funds for your project.

REPORTING

Do we need to tell CJD how we spent the funds?

- ♦ *Yes. CJD uses the cumulative expenditure data reported by grantees to complete federal financial reports and to comply with other state and federal requirements. (Please refer to the previous section on reporting expenditures.)*

Are we required to report on our project activities too?

- ♦ *Yes. Grantees must report their progress in meeting the goals, objectives, and measures stated in their application. CJD uses these progress reports to complete federal programmatic reports and to comply with other state and federal requirements.*

Programmatic Reporting

1 TAC §3.2527

- The Public Policy Research Institute (PPRI) at Texas A&M University collects programmatic progress report data for CJD. PPRI may also collect additional data to assist CJD in completing reports and complying with state and federal requirements.
- Upon acceptance of the grant award in eGrants, PPRI will mail an information packet that contains reporting requirements specific to your grant.
- PPRI will provide each grant official with the website to the online reporting system, a user name/log-in, and password.
- The number and type of reports to be submitted to PPRI vary depending on the fund source.

Progress reports not submitted to PPRI will result in CJD holding payments to your agency.

- Reports are due 20 days after the end of a reporting period. Reports and due dates for each funding source are listed below:

Fund Source	Report 1	Due Date	Report 2	Due Date
VAWA	4 months	January 20	8 months	May 20
VOCA	6 months	January 20	12 months	July 20
JABG	6 months	March 20	12 months	September 20
Title V	6 months	March 20	12 months	September 20
JJDP	6 months	March 20	12 months	September 20
SDFS	6 months	March 20	12 months	September 20
421	6 months	March 20	12 months	September 20
Drug Courts	6 months	March 20	12 months	September 20
RSAT	6 months	April 20	12 months	October 20
JAG	6 months	April 20	12 months	October 20
County Essentials	End of grant	varies		
Coverdell	End of grant	varies		

- The website for PPRI is <http://cjd3.tamu.edu/>. Through this website you can:
 - View details such as funding source or award amount for current and previous grant years.
 - Check due dates for upcoming reports.
 - Submit report data online.
 - View reports submitted in the past.
 - Contact PPRI staff with questions.
 - For questions related to the programmatic progress reporting and the PPRI website, please contact PPRI at 979/845-1041 or cjd@ppri.tamu.edu.

What is Uniform Crime Reporting (UCR) and does it apply to my grant?

- *Units of government that operate a police department or sheriff's department are required to report crime data to the UCR system through the Texas Department of Public Safety (DPS).*
- *UCR data assists CJD in developing funding formulas based on crime statistics.*
- *Law enforcement agencies that are not reporting UCR data should contact DPS by phone at 512/424-2091 or by email at ucr@txdps.state.tx.us so that DPS can provide necessary technical assistance regarding UCR reporting.*

CJD uses UCR data to assist in determining funding levels. The lack of UCR reporting may cause a reduction in the amount of funds available to your area of the state.

What is a Vendor Hold (Financial Hold) and why should I be concerned about it?

1 TAC §3.2517

- ♦ A vendor hold results in CJD holding payments on **all** grants to your agency.
 - A grantee agency may be placed on vendor hold for any of the following reasons:
 - ♦ Delinquent FSRs.
 - ♦ Pending refunds to CJD.
 - ♦ Delinquent single audit reports.
 - ♦ Non-Compliance with State and/or Federal rules and regulations.
 - ♦ Delinquent programmatic progress reports.
 - ♦ Minimum match requirement not met.
 - ♦ Unresolved monitoring findings.

Remember: If you are delinquent on **any** required reports (financial and programmatic), you could jeopardize payments to other CJD grant-funded programs within your agency.

GRANT ADJUSTMENTS

Does CJD need to know if we change our physical or mailing address or if a grant official changes?

1 TAC §3.2501

- ♦ Yes. eGrants should be updated within 20 days when changes in positions, titles, mailing addresses, email addresses, telephone numbers, or fax numbers occur.
 - Changes to the contact information of an existing official are done through the official's My.Profiles tab. Refer to the eGrants Users Guide to Creating an Application for more information on the My.Profile tab.

What other types of changes can be made to our grant?

1 TAC §3.2513

- ♦ Changes to a grant are called grant adjustments.
- ♦ The types of adjustments you can request are listed below:
 - Budget – moves funds among or within approved budget categories.
 - De-obligation – reduces the grant award amount.
 - Supplemental – increases the grant award amount.
 - Programmatic – changes the scope or activities of the project.

Note: CJD allows grantees to move a cumulative total of 10% of the CJD-funded portion of the grant among or within approved budget categories without prior approval from CJD as long as the move does not change the **equipment** budget category, **indirect costs**, or the approved purpose of the project.

How do I adjust my budget?

1 TAC §3.2513

- ◆ *Requests for grant adjustments must be submitted through eGrants. Any grant official can create and submit a grant adjustment to CJD. Only adjustments involving requests for an extension, a reduction, or increase in CJD funds are required to be certified by the Authorized Official. The Authorized Official is required to certify these items because they alter the agency's time commitment and funding level.*

How often can I adjust the budget?

- ◆ *You may request adjustments as many times as necessary throughout the grant period.*
 - CJD recommends that requests for budget adjustments be submitted prior to the last 30 days of the grant period.
 - CJD will not approve budget adjustment requests submitted after the end of the grant period.
 - Requests to extend the grant period must be submitted to CJD and received no later than the last day of the grant period.

If you wait until the end of the grant period to make equipment purchases, CJD may not approve the purchase because it may appear that the equipment was not necessary to support the project during the grant period.

Should we submit a grant adjustment if we want to change whom we serve?

- ◆ *Yes. Changes to the approved activities or project scope must be submitted through eGrants as a programmatic adjustment.*

Can I extend my grant period?

- ◆ *Maybe. Requests to extend the grant period must be submitted through the grant adjustment process.*
 - Requests for an extension are handled on a case-by-case basis.
 - Generally, extensions are not approved for grantees that are scheduled to receive continuation funding.
 - Requests for an extension must be submitted to CJD and received no later than the last day of the grant period.
 - Requests for an extension must include information explaining why the extension is necessary. If approved and continuation funding is scheduled to start, the agency will be asked to reduce their new project by the applicable months and amount. All requests for extension must include the length of time the agency is requesting to extend the grant.

How will I know if my adjustment request has been approved?

- ♦ If applicable, the Criminal Justice Planner with the Council of Government (COG) as well as all three project officials will receive an email and a notification in eGrants that the adjustment has been approved.

How do I submit a grant adjustment?

- ♦ All grant changes/adjustments should be submitted through eGrants by a grant official.

GRANT BUDGETS**What is an “approved budget category?”**

1 TAC §3.3

- ♦ Approved budget categories are personnel, contractual and professional services, travel, equipment, construction, supplies and direct operating expenses, and indirect costs. Each budget category must contain a description of services provided or item to be purchased along with approved dollar amounts.

Tips for making changes to your budget:

- **Personnel**

1 TAC §3.75

- If you are adding or changing grant-funded positions, remember to include the percent of base salary that will be paid with grant funds. The grant manager assigned to your project will use the percent of base salary to determine if the salary is reasonable.
- Salaries should be reasonable, comparable to similar positions, and comply with your agency’s approved classification schedule. (In other words, you cannot pay grant-funded personnel more than you would if they were a non-grant paid employee of the agency.)
- List each position separately in the budget and include a brief description of duties specific to the project. Do not include personal information for individuals such as name or social security number in the budget. Personal information is subject to the *Public Information Act* and could be made available to the public upon request. Descriptive titles must be provided for each budgeted position. If there are multiple personnel performing the same activity, each position must be listed separately. (Ex., *Investigator 1, Investigator 2; Counselor 1, Counselor 2, Counselor 3, etc.*)

NOTE: All grant-funded personnel must maintain on file personnel activity reports that reflect the distribution of actual time worked and activity performed, that are prepared at least monthly, and that are signed by the employee and supervisory official having first hand knowledge of the work performed by the employee. An example of an activity report can be found in the Appendix or you can download a blank form at: <https://cjonline.governor.state.tx.us/updates.aspx>

- CJD will not pay for any portion of the salary (or any other compensation) for an elected or appointed government official.
- CJD approval must be given prior to paying overtime unless it was approved in the original budget. Your agency’s policy on overtime applies to grant-funded personnel, the same as it applies to non-grant funded personnel, and must comply with any relevant statutory requirements.

- **Contractual and Professional Services**

1 TAC §3.77

- CJD must pre-approve any contracted services expected to exceed \$100,000. This includes single item purchases in excess of \$100,000 and multiple items in one line item that exceed an overall cost of \$100,000. A Procurement Questionnaire must be uploaded to eGrants for CJD review and approval before committing to procurements in excess of \$100,000. The Procurement Questionnaire allows CJD to review the agency’s policies for contractual services purchased in excess of \$100,000. See Appendix A for an example of the Procurement Questionnaire or download a copy by going to: <https://cjdonline.governor.state.tx.us/updates.aspx>.

- Written contracts or agreements must be on file at your agency and be made available for review upon request by CJD. Contracts must be consistent with Texas contract law and procured under your agency’s procurement guidelines.

- Grantee agencies are responsible for monitoring all contracts involving CJD funds. Agencies must have an established written contract management policy. The policy should include measures to ensure that

You may be asked to reimburse CJD for contractual costs if contracted services are not sufficiently monitored.

deliverables are met and that contracts are monitored on a regular basis. Document the results of all contract monitoring reviews and retain all related files in accordance with CJD’s

record retention policy. (See the section on Closing-Out a Grant for information on CJD’s record retention policy.)

NOTE: *If your agency does not have procurement guidelines, you are required to follow the guidelines outlined in the Uniform Grant Management Standards, Section III, Subpart C, __.36. UGMS may be accessed by going to <http://www.governor.state.tx.us/divisions/stategrants/guidelines/>*

- **Travel and Training**

1 TAC §3.79

- Your agency's current policy for mileage, meals and lodging must be followed.

*If your agency does not have an approved travel policy, travel expenditures must be consistent with the State's travel policy found at:
<http://www.window.state.tx.us/comptrol/texastra.html>*

- Attendance at out-of-state training or conferences must be pre-approved by CJD. An explanation of 1) how the event is related to grant activities; 2) how attendance at the event will impact the project's goals and objectives; and 3) justification as to why agency personnel must go out-of-state rather than attend a similar training in-state must be provided.

- **Equipment**

1 TAC §3.81

- CJD must pre-approve all requests to purchase equipment. CJD will not authorize reimbursement of equipment that exceeds the amount in the approved budget **or** the number of items approved for purchase in the budget. If the original approved amount is not enough to cover actual equipment expenses, a grant adjustment must be submitted to CJD via eGrants before to the actual purchase of the item(s).

When requesting reimbursement, eGrants will not allow you to enter a higher dollar amount than the current amount approved for the Equipment line item.

- If multiple units of the same item are going to be purchased, the number and cost per item (e.g., 4 computers @ \$700 each) must be included in the line item description. The line item descriptions must include justification as to how the equipment will support the project.
- Your agency must maintain an inventory of all CJD grant-purchased equipment.
- CJD must pre-approve any equipment purchase expected to exceed \$100,000. This includes single item purchases in excess of \$100,000 and multiple items in one line item that exceed an overall cost of \$100,000. Upload a Procurement Questionnaire to eGrants for CJD review and approval before committing to procurements in excess of \$100,000. The Procurement Questionnaire allows CJD to review the agency's policies for purchasing equipment in excess of \$100,000. See Appendix A for an example of the Procurement Questionnaire or download a copy by going to:
<https://cjdonline.governor.state.tx.us/updates.aspx>.

- o Your agency's procurement policy for all equipment purchases must be followed.

NOTE: If your agency does not have procurement guidelines, follow the guidelines outlined in the Uniform Grant Management Standards, Section III, Subpart C, __.36. UGMS may be accessed by going to <http://governor.state.tx.us/files/state-grants/UGMS062004.doc>

- o CJD may ask for copies of invoices for equipment purchases to be uploaded into eGrants. Copies of documentation related to the purchase of equipment must be maintained within your agency and retained in accordance with CJD's record retention policy. (See the section on Closing-Out a grant for information on CJD's record retention policy.)

- o CJD grant purchased equipment may only be used for approved grant activities.

NOTE: Personal use of grant-funded equipment such as laptops or cell phones is not allowed.

- o Brand names should not be included in your budget line item description(s).
- o CJD will not approve grant funds to purchase vehicles or equipment for governmental agencies that are for general agency use.
- o Requests to purchase law enforcement vehicles should include any additional items you are requesting for equipping the vehicle. Costs for vehicle accessories should be described in the single line item description of the vehicle. (e.g., Patrol Vehicle with installed mobile data terminals, radios, radar, sirens @ \$20,000).

If your grant is selected for monitoring, CJD's monitoring staff will verify your equipment inventory and purchases against your budget and reported expenditures.

- o CJD considers equipment to be an article of non-expendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals the lesser of the capitalization level established by the grantee agency for financial statement purposes or \$1,000; or any of the following items with costs between \$500 and \$1,000: stereo systems, still and video cameras, facsimile machines, DVD players, VCRs and VCR/TV combinations, cellular and portable telephones, and computer systems.
- o If your agency's capitalization level is less than \$1,000, you may leave the item within the equipment category. Make a note in your line item description stating that your agency capitalizes equipment with a value of less than \$1,000 with the exception of the above mentioned equipment items that cost between \$500 and \$1,000.

- **Supplies and Direct Operating Expenses**

- 1 TAC §3.83

- Line items must be related to the day-to-day operation of your CJD grant-funded project.
- For non-profit organizations, a fidelity bond is required and is an allowable grant expense.
- Costs must be prorated if you are sharing usage of items that are included in your budget. For example, if your agency has a copier and it is shared by the whole office – not just the CJD grant-funded project – you must prorate usage to cover only copies related to the CJD grant-funded project activities. CJD's monitoring staff may ask you to show the processes used for determining pro-rata costs.
- Costs must also be prorated when charging the grant for maintenance agreements and other items that extend beyond the grant period. For example, if you have a 12-month agreement for copier machine maintenance and only six months of the agreement falls within the grant period, you can only charge the grant for the six months.
- Costs for rent or leasing space must include the cost per square foot and the number of square feet being charged to the grant.
- Depreciation on a building or equipment is not an allowable grant expense, but a portion of it is allowed as in-kind match. (see Match section)
- Costs for small items may be combined into one line item. (Pens, paper clips, paper, and diskettes may all be included within the standard Office Supplies line item).
- CJD considers some small equipment purchases to be supplies. In general, small equipment with a useful life of less than one year and a purchase price of \$999 or less per unit may be listed under the Supplies category.
- Costs for leasing vehicles should include the number of vehicles to be leased and the estimated fee per vehicle unless it is a lease-to-own purchase which would then be considered an equipment purchase.

- **Indirect Costs**

1 TAC §3.85

- If the funding source for your project allows indirect costs and your agency is requesting indirect costs in excess of two percent (2%) of the CJD-funded direct costs, a copy of the agency's approval letter from its cognizant agency identifying the indirect cost rate must be uploaded into eGrants under the "Upload.Files" sub-tab within the "Summary" tab.
- If your agency receives a new approval rate from its cognizant agency during the grant period, a grant adjustment updating your budget must be submitted. A copy of the new approval letter from the cognizant agency must also be uploaded into eGrants.

CJD may negotiate the indirect cost rate if it is in excess of two percent.

- **Match**

1 TAC §3.73

- Grantees are held to the level of match in the approved budget.
- Matching funds are subject to the same statutes, rules, regulations and guidelines applicable to the use of the CJD-funded portion of the grant project.
- Cash (hard) match is actual cash spent by your agency on the grant project.
- In-kind (soft) match is the value of donated services or items, and is not allowed in all fund sources. In-kind match may include:
 - The fair market value of volunteer time, professional services, travel expenses, building space, non-expendable equipment, materials, and supplies contributed during the grant period to the grantee by a third party.
 - Depreciation and usage fees for buildings or equipment acquired by the grantee before the start of the grant period and used by the grant-funded project. The maximum depreciation allowable is the amount that occurs during the grant period.
 - Records must be maintained on all in-kind contributions and include, at a minimum, the following items:
 - ♦ a full description of the item or service claimed;

If you are applying for a grant that is funded under a program that does not require match and you do not want to be held to the match, do not include match in your CJD budget.

- ♦ the number of square feet donated to the project if your project is occupying donated space;
 - ♦ the name of the contributor;
 - ♦ the date of the contribution;
 - ♦ the fair market value of the contribution and how its value was determined; and
 - ♦ if you are counting a discount that has been given to the project, the contributor's signature on an affidavit of worth stating that they gave the discount in support of the project's purpose.
- Project records must clearly show the source, amount, and timing of all match (cash and in-kind) contributions. Timing means the timeframe in which you plan to contribute match to the project. For example, you may plan to contribute match each time you request reimbursement or you may plan to contribute the majority of your in-kind match at an event to be held in a certain month.
 - Federal funds cannot be used to meet match requirements.
 - For required cash or in-kind match, CJD recommends that you report match expenditures throughout the grant period. Your final financial status report should reflect that the project met the minimum match required for your grant. If the match requirement is not met, CJD will reduce the grant award to the maximum CJD funds allowed based on total match contributions reported and a refund may be owed.
 - Some fund sources allow program income to be used as match. See the following section for additional information on program income.
 - On-call services may be used to meet match requirements when on-call services are necessary to carry out the mission of the project and there is an on-call policy approved by your governing board. The maximum value of time for a volunteer who is on-call cannot exceed 50% of the value of a volunteer's time while providing direct services. If the governing board has established a lower rate, then the lower rate must be used.
- Your approved on-call policy should be fully explained in the description field of the budgeted line item and must be uploaded to eGrants.*
- **Generated Program Income (GPI)**
 - 1 TAC §3.87
 - GPI is defined as **any** income received by a grantee that is a direct result of the CJD award.
 - Direct result is defined as a specific activity or set of
- Be sure to maintain a log of all GPI received by the project. Income from asset seizures is not considered GPI until it has been awarded (forfeited) by the court to the grantee agency.*

activities that are directly attributable to CJD grant funds and directly related to the goals and objectives of the project.

- Examples of GPI include, but are not limited to:
 - ◆ asset forfeitures;
 - ◆ interest income;
 - ◆ restitution;
 - ◆ proceeds from the sale of equipment purchased with grant funds; and
 - ◆ fees (Note: drug court fees collected from program participants are not considered program income and should not be reported to CJD.)
 - ◆ proceeds from grantee-provided training and related course materials which have been funded by a CJD grant program.

- If your project earns program income, you must submit a grant adjustment to CJD to include the program income in your budget.

- CJD approval of a grant adjustment adding GPI to the project is required **before** GPI can be spent.

- GPI should be used to offset CJD funds.

- GPI must be spent on project expenses **before** expending CJD grant funds.

- Program income is subject to the same statutes, rules, regulations, and guidelines applicable to the use of the CJD-funded portion of the grant.

- You cannot carry forward unspent program income from one grant year to the next. Any remaining GPI must be refunded to CJD at the end of the grant period.

NOTE: For additional information on federal requirements for handling GPI, see Part III, Chapter 4 of the Office of Justice Programs Financial Guide found at <http://www.ojp.usdoj.gov/financialguide/>.

What is supplanting?

- ◆ *Supplanting is the deliberate replacement of state or local funds with CJD grant funds. Grant funds cannot be used to replace federal, state, or local funds that would otherwise be available for the project.*

*If it is a routine budgeted item by your agency, you cannot use CJD grant funds to replace your agency's funds. All CJD grant funds and matching funds should be **in addition to** existing projects.*

- ♦ *Agency personnel cannot be moved into a grant-funded project unless that person's former position is filled or the person's former position was grant-funded and the grant funding ended. If duties are assigned that are in addition to a person's regular working schedule, CJD funds may be used to pay for the additional hours and duties.*

If you assign non-CJD grant paid personnel to a CJD funded project, you may only use CJD grant funds to pay for the individual's travel and expenses incurred while performing grant-funded activities.

- One example of supplanting is: If your law enforcement agency has already budgeted for 25 peace officers and you receive a CJD grant for three officers to investigate cold cases, your total number of officers increases to 28. CJD funds must support the three additional officers rather than three of the already budgeted 25 peace officers. If three officers are assigned additional duties that are in direct relation to the CJD grant, their salary may be increased accordingly and that portion may be paid for with CJD funds.
- Another example of supplanting is: If your agency has included the replacement of three computers in its non-CJD grant-funded approved budget and the agency receives a CJD grant which has the approval to purchase one computer, your agency is still responsible for purchasing the three computers. **In addition to** the three regularly budgeted computers, CJD funds may be used to purchase an additional computer for a total of four computers.

Is there a list of items that grant funds cannot be used to purchase or support?

- ♦ *Yes. Each CJD grant program has specific items that are not allowable. Refer to Appendix B of this document to locate the program under which your grant is funded.*

In general, grant funds cannot be used to purchase or support the following items:

- ♦ proselytizing or sectarian worship;
- ♦ lobbying;
- ♦ promotional gifts;
- ♦ medical services;
- ♦ admission fees or tickets to any amusement park, recreational activity or sporting event;
- ♦ food, meals, beverages, or other refreshments unless the expense is for a working event where full participation by participants mandates the provision of food and beverages, and the event is not related to amusement or social activities in any way;
- ♦ any expense or service that is readily available at no cost to the grant project, or that is provided by other federal, state or local funds;
- ♦ legal services for adult offenders;
- ♦ fundraising;
- ♦ membership dues for individuals;
- ♦ new construction;

- ♦ vehicles or equipment for government agencies that are for general agency use; and
- ♦ any other prohibition imposed by federal, state, or local law.

GRANTS MONITORING

WHAT IS “GRANTS MONITORING”?

1 TAC §3.2601

- ♦ *The Grants Monitoring Section is a division within CJD. The purpose of the monitoring section is to enhance the integrity of CJD’s grant administration through reviews of grantee’s financial and programmatic compliance with laws and guidelines applicable to each grant.*
 - CJD monitoring staff also provides technical assistance to grantees to support them in the following areas:
 - accountability and stewardship of public funds, and
 - deterrence of misuse and abuse of grant funds.
 - Monitoring reviews may be conducted on site at the grantee’s offices or through a desk review that involves telephone consultations and review of materials submitted by the grantee.

If my agency receives a grant, will the grant be monitored?

- ♦ *All grants are subject to a monitoring review.*
 - Grants to be monitored may be selected through a risk analysis, emphasis on a specific fund source, or upon request.
 - Reviews may be conducted at any time and may be unannounced.

What areas are reviewed by the CJD monitoring staff?

- ♦ *Monitors review financial records, supporting documents, agency policies and procedures, time records, contracts, and other grant records pertinent to the award.*

What do I need to do to prepare for a monitoring visit?

- ♦ *You should provide CJD’s monitors with the following information:*
 - ♦ chart of accounts
 - ♦ detailed listing of the general ledger accounts
 - ♦ revenue accounts
 - ♦ cash match accounts
 - ♦ list of personnel assigned to the grant, including name, position, and current salary
 - ♦ payroll records
 - ♦ internal policies and procedures
 - ♦ equipment inventory list
 - ♦ program records
 - ♦ copies of contracts
 - ♦ travel logs and expenditures
 - ♦ personnel files on grant paid staff and staff used as match
 - ♦ time and attendance records for all grant staff and volunteers
 - ♦ invoices and receipts for grant-funded purchases

Who should be present during a CJD site review?

- ♦ At a minimum, the Project Director and the Financial Officer, or their designee(s) should be present.

After the CJD monitoring site review is over, will the CJD monitor send me a report?

- ♦ Yes. CJD will issue a draft report with a list of any noted findings and recommendations.
 - Project officials will be asked to provide a management response within a specified timeframe.
 - The response should include a corrective plan for each finding.
- A second draft report will be issued if findings have not been adequately addressed.
 - Project officials will be asked to submit a second management response.
- CJD will evaluate the management response and send each grant official a final report that includes a determination on all findings.
- When all findings have been resolved, CJD will issue a close-out letter informing each grant official that the review has been completed and has been closed.

What are some of the common areas where CJD monitoring staff identify non-compliance?

- **Personnel**
 - Insufficient Time and Activity Records:
 - Time and activity reports do not denote the grant activities performed each day.
 - Records reflecting the grant activities do not correspond to the actual number of hours grant-paid personnel worked on the grant each day. See *Appendix A* for a sample timesheet. The forms can also be downloaded from CJD's website: <https://cjdonline.governor.state.tx.us/updates.aspx>
 - Case numbers for grant-paid personnel are not provided for law enforcement and prosecution projects.
 - Records of volunteer activities and hours worked are not provided when their time is being used to meet matching requirements.
 - Copies of timesheets do not include the approval of both the employee and their supervisor.
 - Records are not provided to demonstrate that salaries, overtime, and compensatory time are allowable and consistent with local policy.
 - Grantee has supplanted (replaced) agency funds with CJD grant funds.

- **Contractual and Professional Services**

- Grantee contracts or agreements are not in writing and not consistent with Texas contract law.
- Grantee does not have:
 - A system in place for contract administration.
 - Documentation of the monitoring of grant-funded contracts.
 - Documentation of compliance with the grantee agency's guidelines for procurements.
 - Invoices supporting contractual services within the applicable grant period.
- Grantee has not submitted a CJD-prescribed Procurement Questionnaire when procurement is expected to exceed \$100,000.

If your agency does not have procurement guidelines, the agency must follow the guidelines outlined in the *Uniform Grant Management Standards, Section III, Subpart C, ___36*.

- **Travel and Training**

- Grantee has not complied with:
 - The agency's travel policy for meals, hotel, mileage, and other expenses.
 - Maintenance of a travel log that includes mileage traveled, dates, destinations, and activities performed during the travel.

If your agency does not have an approved travel policy, travel expenditures should be consistent with the State's travel policy found at:
<http://www.window.state.tx.us/comptrol/texastra.html>

- **Equipment**

- Grantee has not maintained:
 - An inventory of all CJD grant-purchased equipment.
 - Documentation of a physical inventory performed at least once every two years.
 - Invoices supporting equipment purchases within the applicable grant period.
- Grantee has allowed equipment to be used for purposes other than those for which it was purchased.
- Grantee has not submitted a CJD-prescribed Procurement Questionnaire when procurement is expected to exceed \$100,000.

- **Supplies and Direct Operating Expenses**

- Grantee has used supplies for purposes other than daily operation of the project.
- Grantee has not maintained receipts, invoices, or other acceptable documentation.
- Grantee has used CJD grant funds to purchase disallowed items such as:
 - Admission fees to amusement parks, recreational activities or sporting events.
 - Promotional gifts.

- Food or beverages for activities other than events tied to an approved activity.
- Membership dues for individuals.
- **Match**
 - Grantee has not maintained records of all in-kind contributions including a full description of the item or service claimed and how the fair market value of the item or service was determined.
 - Grantee has not used match in accordance with the same statutes, rules, regulations and guidelines applicable to the use of the CJD-funded portion of the grant.
- **Conflict of Interest**
 - Grantee has allowed a grant-paid employee to continue to work after they filed to run for public office.

Grant-paid employees are required to resign from their grant-paid position at the time they officially file for the campaign. (See the Hatch Act for additional information.)

- Grantee allowed two relatives to work on the same CJD grant without documentation stating that the employee will not be supervised by the relative and that the relative had no authority over hiring the employee.

What happens if a grantee does not cooperate with a CJD monitoring review or comply with the required actions necessary to resolve the findings?

- ♦ *The agency may be placed on vendor hold until issues are resolved or may be required to reimburse CJD for the grant funds that were paid to the agency for unresolved findings.*

SINGLE AUDITS

1 TAC §3.2603

Do requirements for single audits apply to all grantees?

- ♦ *Grantees that expend \$500,000 or more in combined federal grant funding, or \$500,000 or more in combined state grant funding must submit an annual single audit to CJD. The audit must be conducted by an independent auditor.*
- Grantees that meet the audit threshold must provide CJD with their most current single audit. The audit, including the grantee’s response and corrective plan, if applicable, must be submitted to CJD within 30 calendar days after the grantee receives the audit results or nine months after the end of the audit period, whichever is earlier.

If a grantee meets the requirement for submitting a single audit and does not submit one to CJD, the grantee may be placed on vendor hold and may also not be awarded new grants.

- If a grantee is required to submit a Single Audit report to CJD, for the report to be acceptable, an electronic copy must be submitted by e-mail to egrants@governor.state.tx.us or faxed to 512/475-2440, Office of the Governor, Criminal Justice Division, Attn: Single Audit Point of Contact.
- Grantees must contact CJD's Monitoring Section if preparation of the single audit is being delayed for any reason.

CLOSING OUT A GRANT

How do I close out my CJD grant?

- ♦ *Grants are closed programmatically and financially when all programmatic and financial reports have been submitted **and** approved by CJD. There are four important steps in this process:*
 1. Submit a Final Financial Status Report (FSR) to CJD that includes the cumulative expenses incurred under the grant. The Final FSR lets CJD know that you do not expect to report any additional expenses for your grant project.
 - You must demonstrate that the match requirement, if applicable, has been met by accounting for all cash and in-kind match on the Final FSR. If you are short of meeting the match requirement on your Final FSR, it will be returned to you for correction or you will be asked to reduce your overall CJD award amount and refund the difference to CJD. If your grant was approved with matching funds that exceeded the minimum match requirement, you are still responsible for meeting the higher level of match
 - You may submit a Final FSR prior to the grant liquidation date if you have expended all grant funds or do not anticipate any additional expenses under your grant. Any grant balances remaining upon submission of the Final FSR will revert to CJD.
 2. Demonstrate that all budgeted GPI has been expended on the Final FSR.
 - If you have earned GPI that is not reflected in the approved budget, you must submit a grant adjustment request to CJD to add the additional GPI before submitting your Final FSR.
 - If all the GPI is not spent during the grant period, you will be asked to revise your Final FSR to show reductions in CJD funded line item expenditures and increases in GPI line item expenditures. If GPI exceeds the amount of CJD-funded line items, you will be required to send the balance to CJD.
 3. Submit your final progress report online to the Public Policy Research Institute (PPRI) at Texas A&M University. Once your report has been approved by CJD, your grant will be considered programmatically closed.
 4. Request disposition of equipment purchased with grant funds.
 - If you purchased equipment with grant funds and your project is not receiving a continuation grant, one of the project officials must submit a request to CJD to retain the items for continued operation of the project **if** the current fair market value is \$5,000 or more.
 - Equipment with a market value of less than \$5,000 may be retained by the grantee agency without CJD permission.

- CJD may also request that the grant-purchased equipment be transferred to another agency if the equipment will not be used to continue operation of the project or is no longer needed for the project.

Note: If you need to revise a final expenditure report on a grant that has been closed by CJD, your grant manager will assist you in this process. Grantees are occasionally asked to revise their final financial status report because of findings by CJD monitoring staff or audits conducted by the grantee agency.

How long do I have to keep CJD grant records?

1 TAC 3.2505; UGMS, Section III, Subpart C, __.42(c); OJP Financial Guide, Part III, Chapter 12

- Your agency must maintain all financial records, supporting documents, statistical records, and all other records pertinent to your grant for at least three years following the closure of the most recent audit report or submission of the final expenditure if the audit report requirement has been waived. Records retention is required for the purposes of federal or state examination and audit. Grantees may retain records in an electronic format. All records are subject to audit or monitoring during the entire retention period.
- Your agency must retain records for equipment, non-expendable personal property, and real property for a period of three years from the date of the item's disposition, replacement, or transfer.
- If any litigation, claim, or audit is started before the expiration of the three-year records retention period, your agency must retain the records under review until the completion of the action and resolution of all issues which arise from it or until the end of the regular three-year period, whichever is later.
 - Example: Sample County's Law Enforcement Project Grant ended July 1, 2006. Sample County's single audit for FY 2006 is completed in March 2007. Sample County is required to retain the grant records until March 2010.

RULES AND REGULATIONS

Where can I find written rules and regulations that expand on the items noted in this guide as well as provide any additional information necessary to efficiently administer the grant?

Note: Multiple documents may apply to your project.

- Applies to all CJD grants:
 - Texas Administrative Code, Title 1, Part 1, Chapter 3 (1 TAC): Contains additional information about CJD rules and policies regarding grants.
<https://cjdonline.governor.state.tx.us/updates.aspx>
 - Uniform Grant Management Standards (UGMS): Contains additional grant management policies for local and state units of government.
<http://governor.state.tx.us/files/state-grants/UGMS062004.doc>
 - OMB Circular A-133: Audits of States, Local Governments, and Non-Profit Organizations: Contains the responsibilities for non-federal entities in managing federal assistance programs and the responsibilities for auditors in respect to the scope of the audit.
<http://www.whitehouse.gov/omb/circulars/index.html>
- Applies to all CJD grants to state and local governments:
 - Common Rule for OMB Circular A-102: Grants and Cooperative Agreements with State and Local Governments: Establishes consistency and uniformity among federal agencies in the management of grants and cooperative agreements with state and local governments and federally recognized Indian tribal governments.
<http://www.whitehouse.gov/omb/circulars/index.html>
 - 2 CFR Part 225: Cost Principles for State, Local, and Indian Tribal Governments: Establishes principles and standards for determining costs for federal awards carried out through grants, cost reimbursement contracts, and other agreements with state and local governments, and federally-recognized Indian tribal governments.
<http://www.whitehouse.gov/omb/circulars/index.html>

- Applies to all federal grants with the exception of the Safe and Drug-Free Schools and Communities Act:
 - Office of Justice Programs Financial Guide (OJP)
<http://www.ojp.usdoj.gov/financialguide/>

- Applies only to grants funded under the Safe and Drug-Free Schools and Communities Act:
 - Education Department General Administrative Regulations (EDGAR)
<http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>

- Applies to all CJD grant to universities, colleges, hospitals and private non-profits:
 - 2 CFR Part 215: Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Private Nonprofit Organizations: Contains standards for obtaining consistency and uniformity among federal agencies in the administration of grants and agreements with institutions of higher education, hospitals, and other non-profit organizations.
 - 2 CFR Part 220: Cost Principles for Educational Institutions: Establishes principles for determining costs applicable to grants, contracts, and other agreements with education institutions.
 - 2 CFR Part 230: Cost Principles for Private Nonprofit Organizations: Establishes principles for determining costs of grants, contracts, and other agreements with non-profit organizations.

Link to all circulars: <http://www.whitehouse.gov/omb/circulars/index.html>

**POST-AWARD PROCUREMENT
QUESTIONNAIRE**

OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE DIVISION

P.O. BOX 12428
AUSTIN, TEXAS 78711
PH: 512/463-1919
FAX: 512/475-2440

WWW.GOVERNOR.STATE.TX.US

This form along with supporting documentation **MUST** be completed by the designated grant financial officer and submitted to the Governor’s Criminal Justice Division (CJD) before obligating grant funds for a single procurement of goods (including equipment) and/or services expected to exceed \$100,000. CJD considers groups of contracts with a single vendor or groups of purchases for the same or similar items as a single procurement.

PART I: CJD GRANT INFORMATION

Grantee Name:				
Project Title:				
Grant Number (ex: 16000-02):				
Project Period:	From		To	

PART II: VENDOR INFORMATION

Vendor Name:			
Procurement Item as it appears on the CJD “Approved Budget Summary”:			
Item Amount (\$):			

• Part III: Procurement Information

1. What procurement procedures are administered by the awarding agency (SELECT One)?						
<input type="checkbox"/>	State	<input type="checkbox"/>	Local	<input type="checkbox"/>	Other (please DESCRIBE):	
2. Are the proposed procurement procedures compliant with federal, state and local laws and regulations and the standards identified in the Uniform Grant Management Standards (SELECT One)?			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
3. For purchases expected to exceed \$100,000, SELECT <u>any</u> of the following conditions that apply:						
a) The procurement is to be awarded without competition and/or only one bid or offer is received in response to a solicitation.			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
b) The procurement specifies a "brand name" product.			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
c) The proposed contract/ purchase is to be awarded to an entity other than the evident low bidder under a sealed bid procurement.			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If the answer is ‘Yes’ to statements 3 a), b), or c) above, grantees must submit all related procurement documents for review to CJD (such as request for proposals or invitations for bids, independent cost estimates, etc.) prior to the obligation or expenditure of grant funds.						

• Part IV: Contract Monitoring Information

1. If the procurement involves a contract:						
a) Has the awarding agency established a contract monitoring function to regularly ensure that deliverables are being provided as specified in the contract?			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
b) Has the awarding agency established a process to regularly document the results of contract monitoring reviews?			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
c) Has the awarding agency created a filing system to maintain all files and results of contract monitoring reviews?			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

• Part V: Authorizing Signature

I certify that to the best of my knowledge and belief this questionnaire and any supporting documentation is correct and complete.

Printed Name of Financial Officer

Signature of Financial Officer

Date

GRANTEE PERSONNEL ACTIVITY
REPORT (TIMESHEET)
REQUIREMENTS

OFFICE OF THE GOVERNOR
 CRIMINAL JUSTICE DIVISION

P.O. BOX 12428
 AUSTIN, TEXAS 78711
 PH: 512-463-1919
 FAX: 512-475-2440

WWW.GOVERNOR.STATE.TX.US

The following information is provided to assist grantees in complying with timesheet requirements. Grant-funded CJD projects that have budgets with personnel expenses and volunteers used as in-kind match must comply with governing directives. Grantees may have timesheets which already include the required information listed below in the "Requirements" section. If not, grantees need to revise their forms to include the required information. A sample timesheet and a blank timesheet may be downloaded from the links below. The use of these specific forms is not required; however this format contains the required information for personnel timesheets. Questions regarding these forms should be directed to Rebecca Martinez (rmartinez@governor.state.tx.us) at CJD by email, telephone, or regular mail.

REQUIREMENTS:

- Timesheets for each grant-funded employee must provide brief descriptions of the daily grant activities performed. If an employee works on multiple grants, activities must be recorded separately for each grant.
- Timesheets for each grant-funded employee must contain all activities and all hours worked.
- Timesheets must be prepared at least monthly and they must coincide with one or more pay periods.
- Timesheets must be signed by the employee and his or her supervisor.

Note: These requirements also apply to volunteers used as in-kind match on the grant.

FORMS:

To obtain a Sample Timesheet, Blank Timesheet form, or the Requirements (PDF), download these documents at: <https://cjdonline.governor.state.tx.us/updates.aspx>. [See a sample of the timesheet on the following page.]

REFERENCES:

Uniform Grant Management Standards (UGMS) II (B) (11) (h) (5, 7)

"h. Support of salaries and wages. These standards regarding time distribution are in addition to the standards for payroll documentation.

... (5) Personnel activity reports or equivalent documentation must meet the following standards:

- (a) They must reflect an after-the-fact distribution of the actual activity of each employee.
- (b) They must account for the total activity, for which each employee is compensated.
- (c) They must be prepared at least monthly and must coincide with one or more pay periods; and
- (d) They must be signed by the employee and the supervisory official having first hand knowledge of the work performed by the employee. The employee's signature is not required in the event the employee cannot be reached due to termination of employment, lack of forwarding address, death or other documented reason...

...(7) Salaries and wages of employees used in meeting cost sharing or matching requirement of Federal or *state* awards must be supported in the same manner as those claimed as allowable costs under Federal or *state* awards."

Texas Administrative Code (TAC) 3.75 (b)

"Personnel compensated with grant funds must maintain on file personnel activity reports that reflect a distribution of actual time worked and activity performed, that are prepared at least monthly, and that are signed by the employee and a supervisory official having first hand knowledge of the work performed by the employee. Law enforcement and prosecution grant personnel whose primary function is investigating or enforcing laws or prosecuting alleged offenders are required to include the project's case or cause number (or other indicators of assignment) in the personnel activity report."

Texas Administrative Code (TAC) 3.73 (a)

"An applicant must ensure that it possesses or can acquire the required matching funds to satisfy the matching funds requirement. An applicant's use of matching funds must comply with the same statutes, rules, regulations, and guidelines applicable to the use of the CJD-funded portion of a grant project."

Grant Personnel Activity Report

INSTRUCTIONS: Enter % of salary assigned to each grant and grant #. Enter hours worked in hourly increments. Enter total time worked for each day in the appropriate column. For all hours worked, enter each grant # and the description of work activity. When sick leave, vacation leave, or holiday leave is taken, enter the number of hours taken in the appropriate day column. By signing the Grant Personnel Activity Report, you are certifying the report to be correct.

Agency Name:	Crisis Center of West Texas	Volunteer Name:	Elizabeth Williams	Month / Year:	Jul-03																															
	Grant #	13537-04	Grant #	14286-04	Grant #																															
	% Assigned	50	% Assigned	50	% Assigned																															
Grant #	Description of Work Activity	Day of the Month																														Total				
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
12	13537-04 Crisis intervention/counseling	4																																	8	
13	14286-04 Crisis intervention/counseling	4																																	8	
14	13537-04 Trained new counselors		4																																4	
15	14286-04 Trained new counselors			4																															4	
16	13537-04 Assisted victims with compensation claims		4																																4	
17	14286-04 Assisted victims with compensation claims			4																															4	
18	13537-04 Holiday Leave																																		4	
19	14286-04 Holiday Leave			4																															4	
20	Weekend				0							0	0								0	0						0	0					0		
21	13537-04 Assisted victims with professional therapy								3																										3	
22	14286-04 Assisted victims with professional therapy								3																										3	
23	13537-04 Answered hotline calls & referred callers																3							3		3									9	
24	14286-04 Answered hotline calls & referred callers															3									1		3								10	
25	13537-04 Drove victim to doctor							1																											1	
26	14286-04 Drove victim to doctor																									1						1			2	
27	13537-04 Transported victims to shelter															1																1			2	
28	14286-04 Transported victims to shelter							1																											2	
29	14286-04 Attended YAWA conference							8	8																										16	
30	13537-04 Child care while victim receives services										1																								5	
31	14286-04 Child care while victim receives services										1																								5	
32	13537-04 Assisted victims with housing										3																								6	
33	14286-04 Assisted victims with housing										3																								6	
34	13537-04 Vacation Leave											4																							4	
35	14286-04 Vacation Leave											4																							4	
36	13537-04 Transported victim to court proceedings																1																1	1	3	
37	13537-04 Attended court proceedings with victim																7																		7	
38	14286-04 Transported victim to court proceedings																	1																		1
39	14286-04 Attended court proceedings with victim																	7																	7	
40	13537-04 Criminal Justice Advocacy																																		2	
41	14286-04 Criminal Justice Advocacy																																		2	

Sample Only

Ready

Program Descriptions and Requirements

The following pages contain information on the state and federal rules and regulations governing CJD's grant programs. Eligible activities are not inclusive of all federal purpose areas – they list only those for which CJD is currently funding projects.

COVERDELL FORENSIC SCIENCES PROGRAM

Source	U.S. Department of Justice, Title I of the Omnibus Crime Control and Safe Streets Act of 1968, codified as amended at 42 U.S.C. § 3797j et seq.
CFDA Number	16.742
Purpose	Improve the quality, timeliness and credibility of forensic science and medical examiner services for criminal justice purposes.
Project Requirements	<p>Projects are required to comply with 1 TAC §3.19.</p> <p>Laboratories are required to comply with the following operational requirements:</p> <ol style="list-style-type: none"> 1. Use generally accepted laboratory practices and procedures established by accreditation organizations or appropriate certifications that are acceptable within the criminal justice system. 2. Demonstrate improvement over current operations in the average number of days between submission of a sample to a forensic science laboratory and the delivery of test results to the requesting office or agency. 3. Assure that all project personnel comply with 28 C.F.R. Part 22 regarding protection of personally identifiable information that may be collected for research or statistical purposes. 4. Certify that a government entity exists and an appropriate process is in place to conduct independent external investigations into allegations of serious negligence or misconduct by employees or contractors substantially affecting the integrity of forensic results. <p>Allowable expenditures are limited to the following:</p> <ol style="list-style-type: none"> 1. Laboratory and computer equipment including upgrading, replacing, and purchasing laboratory equipment, instrumentation, and computer hardware or software for forensic analyses and data management. 2. Supplies including laboratory items needed to perform analyses and to conduct validation studies, and other expenses directly attributable to conducting various types of forensic analyses. 3. Costs associated with forensic science or medical examiner personnel for overtime, fellowships, visiting scientists, interns, consultants or contracted staff in order to reduce a backlog. 4. Maintenance fees charged by appropriate accrediting bodies including the American Society of Crime Laboratory Directors/Laboratory Accreditation Board, and the National Association of Medical Examiners.
Eligible Applicants	State agencies and units of local government that operate laboratories currently accredited by the Texas Department of Public Safety Laboratory Accreditation Board of the American Society of Crime Laboratory Directors, the National Association of Medical Examiners, or other appropriate accrediting bodies.
Eligible Activities	Equipment Only Purchases Investigation
Performance Measures	See Appendix C for a description of each approved activity and corresponding performance measures.

CRIME STOPPERS ASSISTANCE FUND

Source	A biennial appropriation by the Texas Legislature established by the Texas Code of Criminal Procedure, Article 102.013.
CFDA Number	Not Applicable
Purpose	Enhance and assist community efforts in solving crime.
Project Requirements	Projects are required to comply with 1 TAC §3.19 to be certified by the Crime Stoppers Advisory Council. If a grantee is decertified by the Crime Stoppers Advisory Council or its certification expires, the grant project will be terminated on the date of decertification or loss of certification, and the grantee will be required to return all unexpended funds to CJD.
Eligible Applicants	Crime Stoppers organizations as defined by Section 414.001 of the Texas Government Code that are certified by the Crime Stoppers Advisory Council to receive repayments under Articles 37.073 and 42.152 of the Texas Code of Criminal Procedure, or payments from a defendant under Article 42.12 of the Texas Code of Criminal Procedure.
Eligible Activities	Crime Stoppers Assistance
Performance Measures	See Appendix C for a description of each approved activity and corresponding performance measures.

JUSTICE ASSISTANCE GRANT PROGRAM (JAG)

Source	U. S. Department of Justice, Omnibus Crime Control and Safe Streets Act of 1968, as amended, Title I, codified as amended at 42 U.S.C. §3750 et seq.
CFDA Number	16.738
Purpose	Support state and local agencies in preventing and reducing violent crime.
Project Requirements	Projects are required to comply with 1 TAC §3.19. Units of government operating law enforcement agencies are required to be current on reporting crime data to the Texas Department of Public Safety for the Uniform Crime Report and to have been current in reporting for at least the three previous years.
Eligible Applicants	State agencies and units of local government.
Eligible Activities	<ul style="list-style-type: none"> Court Services / Improvements (Including Specialized Courts except Drug Courts) Data/Information Sharing Systems Drug Court –Adult Drug Court – Family Drug Court – Juvenile Equipment Only Purchases Gangs – Adult Investigation Prosecution Substance Abuse Training and Technology
Performance Measures	See Appendix C for a description of each approved activity and corresponding performance measures.

JUVENILE ACCOUNTABILITY BLOCK GRANT PROGRAM (JABG)

Source	U.S. Department of Justice, Omnibus Crime Control and Safe Streets Act of 2002, Public Law 107-273, 42 U.S.C. 3796ee et seq., as amended.
CFDA Number	16.523
Purpose	Develop programs that promote greater accountability in the juvenile justice system.
Project Requirements	Projects are required to comply with 1 TAC §3.19 and §3.53.
Waiver of Application	<p>Any entity receiving a local allocation may waive their ability to apply for funds. Funds may be waived to CJD or to another larger or neighboring city, county, or Native American tribe that will still benefit the waiving entity's area.</p> <ol style="list-style-type: none"> 1. To waive funds to a larger or neighboring city, county, or Native American tribe, the entity's governing body must complete and forward the JABG Waiver of Funds Form to the governing body of the city, county, or Native American tribe intended to receive the funds. 2. Failure to complete either a grant application or JABG Waiver of Funds Form will result in the local allocation reverting to CJD. <p>Cities, counties, and Native American tribes requesting funds through the Juvenile Accountability Block Grant program are responsible for obtaining written authorization from each entity that chooses to waive an allocation. CJD will not award waived funds to a city, county, or Native American tribe until a signed JABG Waiver of Funds Form is received.</p>
JABG Local Advisory Board	<p>Each unit of local government that receives a direct allocation under Eligible Applicants is required to establish an advisory board consisting of individuals representing police departments, sheriffs' offices, prosecutors, probation officers, juvenile courts, schools, businesses, and faith-based, fraternal, nonprofit, or social service organizations involved in juvenile crime and delinquency prevention.</p> <p>The local advisory board must develop a coordinated enforcement plan for the use of grant funds based on an analysis of the local juvenile justice system needs. The analysis determines the most effective use of grant funds within the sixteen program purpose areas that apply to those grant funds. The plan serves as the project narrative and summary and must follow the general format for a project narrative and summary as outlined in the application.</p>
Eligible Applicants	<p>Twenty-five percent of this fund is available for state discretionary set-aside grants to state agencies, units of local government (including crime control and prevention districts), Native American tribal governments, COGs, nonprofit corporations, and faith-based organizations. Faith-based organizations must be certified by the Internal Revenue Service as tax-exempt nonprofit entities. Grantees may not use grant funds or program income for proselytizing or sectarian worship. Discretionary projects are eligible for funding only under the specific program purpose areas selected by the Governor's Juvenile Justice Advisory Board.</p> <p>Seventy-five percent of this fund is available for local/regional formula grants to cities and counties based on a federal formula.</p> <ol style="list-style-type: none"> 1. Cities and counties qualifying for a direct formula allocation of \$10,000 or more will receive notice of such allocation. 2. Cities and counties that do not qualify for the \$10,000 minimum

	local/regional formula allocation grants, Native American tribal governments, and COGs are eligible to apply for funding to benefit local governments in accordance with a current Request for Applications (RFA) issued by CJD.
Eligible Activities	<p>Accountability</p> <p>Corrections / Detention Facilities</p> <p>Corrections / Detention Personnel</p> <p>Court Services / Improvements (Including Specialized Courts except Drug Courts)</p> <p>Data Information / Sharing Systems</p> <p>Drug Court – Juvenile</p> <p>Graduated or Progressive Sanctions</p> <p>Juvenile Gun Control Programs</p> <p>Juvenile Probation</p> <p>Juvenile Records Systems</p> <p>Prosecution</p> <p>Prosecutors (Funding)</p> <p>Reentry of Offender into the Community</p> <p>Restitution / Community Service</p> <p>Risk and Needs Assessment</p> <p>School Safety Enhancement</p> <p>Training for Law Enforcement and Court Personnel</p>
Performance Measures	See Appendix C for a description of each approved activity and corresponding performance measures.

JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT FUND (JJDP)

Source	U. S. Department of Justice, Juvenile Justice and Delinquency Prevention Act of 2002, Public Law 107-273, 42 U.S.C. 5601 et seq., as amended.
CFDA Number	16.540
Purpose	Develop more effective education, training, research, prevention, diversion, treatment, and rehabilitation programs in the area of juvenile delinquency and programs to improve the juvenile justice system.
Project Requirements	Projects are required to comply with 1 TAC §3.19 and §3.53 and to provide services under one of the eligible activities.
Eligible Applicants	State agencies, units of local government, nonprofit corporations, Native American tribes performing law enforcement functions, crime control and prevention districts, universities, colleges, independent school districts, and faith-based organizations are eligible to apply for grants under this fund. Faith-based organizations must be certified by the Internal Revenue Service as tax-exempt nonprofit entities. Grantees may not use grant funds or program income for proselytizing or sectarian worship.
Eligible Activities	<p>Alternatives to Detention</p> <p>Community Assessment Centers</p> <p>Court Services / Improvements (Including specialized courts except drug courts)</p> <p>Data Information / Sharing Systems</p> <p>Delinquency Prevention</p> <p>Disproportionate Minority Contact</p> <p>Diversion</p> <p>Drug Court – Juvenile</p> <p>Gangs – Juvenile</p> <p>Jail Removal</p> <p>Juvenile Probation</p> <p>Juvenile Sex Offender Programs</p> <p>Mentoring</p> <p>Professional Therapy and Counseling</p> <p>Reentry of Offenders into the Community</p> <p>Removal of Juvenile Status Offenders from Secure Facilities</p> <p>School Based Delinquency Prevention</p> <p>Services to Children of Incarcerated Parents</p> <p>Substance Abuse</p> <p>Training and Technology</p> <p>Youth Advocacy</p> <p>Youth Courts / Teen Courts</p>
Performance Measures	See Appendix C for a description of each approved activity and corresponding performance measures.

RESIDENTIAL SUBSTANCE ABUSE TREATMENT GRANT PROGRAM (RSAT)

Source	U.S. Department of Justice, Omnibus Crime Control and Safe Streets Act of 1968, §1001, as amended, Public Law 90-351, 42 U.S.C. 3796ff et seq.
CFDA Number	16.593
Purpose	Provide individual and group treatment for offenders in residential facilities operated by state and local correctional agencies, or jail-based substance abuse projects that provide individual and group treatment activities for offenders in jails and local correctional facilities.
Project Requirements	<p>Projects are required to comply with 1 TAC §3.19 and give priority to inmates who have six to 12 months remaining in their confinement so they can be released from prison instead of returning to the general prison population after completing the program.</p> <p>Develop an individualized plan for each offender when the offender enters a residential treatment project. Corrections treatment projects and state or local substance abuse treatment projects are required to work together to place project participants in appropriate aftercare placement when these individuals complete the program.</p> <p>Residential substance abuse projects must:</p> <ol style="list-style-type: none"> 1. be designed to last not less than six nor more than 12 months; 2. provide treatment in residential treatment facilities that are set apart from the general correctional population in a completely separate facility or a dedicated housing unit within a facility for the exclusive use of project participants; 3. focus on the substance abuse problems of the inmate; 4. develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems; and 5. require urinalysis or other reliable methods of drug and alcohol testing for those enrolled in the residential substance abuse project and post program while they remain in the custody of the state or local government. <p>Jail-based substance abuse projects must:</p> <ol style="list-style-type: none"> 1. be designed to last not less than three months; 2. make every effort to set apart the treatment population from the general correctional population; 3. focus on the substance abuse problems of the inmate; 4. develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems; and 5. be science-based and effective.
Eligible Applicants	State agencies and counties that operate secure correctional facilities and community supervision and corrections departments.
Eligible Activities	Capacity Building for Substance Abuse Treatment Programs Substance Abuse
Performance Measures	See Appendix C for a description of each approved activity and corresponding performance measures.

SAFE AND DRUG-FREE SCHOOLS AND COMMUNITIES ACT FUND (SDFSCA)

Source	U.S. Department of Education, No Child Left Behind Act of 2001, Title IV - 21st Century Schools, Part A - Safe and Drug-Free Schools and Communities, Subpart 1, §§4001 - 4117, 20 U.S.C. 7101 et seq., as amended.
CFDA Number	84.184
Purpose	Support programs that: (1) prevent violence in and around schools; (2) prevent the illegal use of alcohol, tobacco and drugs; (3) involve parents and communities; and (4) are coordinated with federal, state, school, and community efforts and resources to foster a safe and drug-free learning environment that supports student academic achievement.
Project Requirements	<p>Projects are required to comply with 1 TAC §3.19 and §3.53, and meet the following principles of effectiveness:</p> <ol style="list-style-type: none"> 1. be based on an assessment of objective data regarding the incidence of violence and illegal drug use in the elementary schools and secondary schools and communities to be served, including an objective analysis of the current conditions and consequences regarding violence and illegal drug use, including delinquency and serious discipline problems among students who attend such schools (including private school students who participate in the drug and violence prevention program) that is based on ongoing local assessment or evaluation activities; 2. be based on an established set of performance measures aimed at ensuring that the elementary schools, secondary schools, and communities to be served by the program have a safe, orderly, and drug-free learning environment; 3. be based on scientifically-based research that provides evidence that the program to be used will reduce violence and illegal drug use; 4. be based on an analysis of the data reasonably available at the time, of the prevalence of risk factors, including high or increasing rates of reported cases of child abuse and domestic violence; protective factors, buffers, assets; or other variables in schools and communities in the State identified through scientifically-based research; and 5. include meaningful and ongoing consultation with and input from parents in the development of the application and administration of the program or activity.
Eligible Applicants	COGs, cities, counties, universities, colleges, independent school districts, nonprofit corporations, crime control and prevention districts, state agencies, Native American tribes, faith-based organizations, regional education service centers, community supervision and corrections departments, and juvenile boards are eligible for grants. Faith-based organizations must be certified by the Internal Revenue Service as tax-exempt nonprofit entities. Grantees may not use grant funds or program income for proselytizing or sectarian worship.
Eligible Activities	<p>Community Assessment Centers Data Information / Sharing Systems Delinquency Prevention Gangs – Juvenile Mentoring Professional Therapy and Counseling School Based Delinquency Prevention Services to Children of Incarcerated Parents Substance Abuse Training and Technology Youth Advocacy Youth Courts / Teen Courts</p>
Performance Measures	See Appendix C for a description of each approved activity and corresponding performance measures.

STATE CRIMINAL JUSTICE PLANNING (421) FUND

Source	A biennial appropriation by the Texas Legislature from funds collected through court costs and fees. Texas Code of Criminal Procedure, §102.056. Texas Government Code, § 772.006 designates CJD as the agency to administer funds.
CFDA Number	Not Applicable
Purpose	Support a wide range of projects designed to reduce crime and improve the criminal and juvenile justice systems.
Eligible Activities: Juvenile Justice	<ul style="list-style-type: none"> Alternatives to Detention Community Assessment Centers Court Services / Improvements (Including Specialized Courts except Drug Courts) Data Information / Sharing Systems Delinquency Prevention Diversion Gangs - Juvenile Jail Removal Juvenile Probation Juvenile Sex Offender Programs Mentoring Professional Therapy and Counseling Prosecution Reentry of Offenders into the Community Removal of Juvenile Status Offenders from Secure Facilities School Based Delinquency Prevention Services to Children of Incarcerated Parents Substance Abuse Training / Technology Youth Advocacy Youth Courts / Teen Courts
Eligible Activities: Victim Services	<ul style="list-style-type: none"> Crisis Services Forensic Interviews Legal Advocacy Multi-Disciplinary Teams and Case Coordination Peer Support Groups Training and Technology Professional Therapy and Counseling Protective Order Assistance Public Presentations Shelter Victim – Offender Meetings
Eligible Activities: Criminal Justice	<ul style="list-style-type: none"> Data Information / Sharing Drug Courts – Adult Drug Courts – Family Equipment Only Purchases Gangs – Adult Investigations Prosecution Training and Technology
Performance Measures	See Appendix C for a description of each approved activity and corresponding performance measures.

S.T.O.P. VIOLENCE AGAINST WOMEN ACT FUND (VAWA)

Source	U.S. Department of Justice, Violence Against Women Act of 1994 (VAWA) and reauthorized and amended by the Violence Against Women Act of 2000 (VAWA 2000) and by the Violence Against Women Act of 2005 (VAWA 2005) as amended (42 U.S.C. §§ 3796gg-through 3796gg-5).
CFDA Number	16.588
Purpose	Assist in developing and strengthening effective law enforcement and prosecution strategies to combat violent crimes against women and to develop and strengthen victim services in such cases.
Project Requirements	Projects are required to comply with 1 TAC §3.19 and 28 C.F.R. §90.
Eligible Applicants	State agencies, units of local government, nonprofit corporations, faith-based organizations, Native American tribal governments, COGs, universities, colleges, community supervision and corrections departments, and crime control and prevention districts are eligible to apply for grants under this fund. Faith-based organizations must be certified by the Internal Revenue Service as tax-exempt nonprofit entities.
Eligible Activities	<p>Court Services / Improvements (Including Specialized Courts Except Drug Courts)</p> <p>Crisis Services</p> <p>Forensic Interviews</p> <p>Investigations</p> <p>Legal Advocacy</p> <p>Multi-Disciplinary Teams and Case Coordination</p> <p>Peer Support Groups</p> <p>Training and Technology</p> <p>Professional Therapy and Counseling</p> <p>Prosecution</p> <p>Protective Order Assistance</p> <p>Public Presentations</p> <p>Shelter</p> <p>Victim-Offender Meetings</p>
Performance Measures	See Appendix C for a description of each approved activity and corresponding performance measures.

TITLE V DELINQUENCY PREVENTION ACT FUND

Source	U.S. Department of Justice, Justice and Delinquency Prevention Act of 2002, Title V, Public Law 107-273, 42 U.S.C. 5781 et seq., as amended.
CFDA Number	16.548
Purpose	Reduce juvenile delinquency and youth violence by supporting communities in providing their children, families, neighborhoods, and institutions with the knowledge, skills, and opportunities necessary to foster a healthy and nurturing environment that supports the growth and development of productive and responsible citizens.
Project Requirement	Projects are required to comply with 1 TAC §3.53 and §3.19, and provide juvenile delinquency prevention programs and activities for youth who have had contact with the juvenile justice system or who are likely to have contact with the juvenile justice system.
Eligible Applicants	Units of local government are eligible to apply for grants under this fund. For this fund, a unit of local government means any city, county, town, village, or other general purpose political subdivision of the state, and any Indian tribe which performs law enforcement functions as determined by the U.S. Secretary of the Interior.
Years of Funding	Projects are funded on a year-to-year basis up to a maximum of three years.
Prevention Policy Board	Before an applicant may receive CJD grant funds, the applicant is required to have a local prevention policy board that will direct the project and develop a three-year delinquency prevention plan in accordance with the Juvenile Justice and Delinquency Prevention Act of 2002, Title V, Public Law 107-273, 42 U.S.C. 5783. The plan should be incorporated into the project narrative section of the eGrants application.
Eligible Activities	<ul style="list-style-type: none"> Delinquency Prevention Diversion Gangs – Juvenile Mentoring Professional Therapy and Counseling School Based Delinquency Prevention Services to Children of Incarcerated Parents Substance Abuse Youth Courts / Teen Courts
Performance Measures	See Appendix C for a description of each approved activity and corresponding performance measures.

VICTIMS OF CRIME ACT FUND (VOCA)

Source	U.S. Department of Justice, Victims of Crime Act of 1984 (VOCA), as amended, 42 U.S.C. 10601, et seq.
CFDA Number	16.575
Purpose	Provide services to victims of crime that (1) respond to the emotional and physical needs of crime victims; (2) assist victims in stabilizing their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims with safety and security.
Project Requirements	<p>Projects are required to comply with 1 TAC §3.19, and the requirements of the Victims of Crime Act of 1984 (VOCA), as amended, 42 U.S.C. 10601, et seq.</p> <p>Projects are required to demonstrate the following:</p> <ol style="list-style-type: none"> 1. a record of providing effective services to crime victims; 2. use volunteers, unless the executive director of CJD determines that a compelling reason exists to waive this requirement; 3. promote community efforts to aid crime victims; 4. assist victims in applying for crime victims' compensation benefits; 5. maintain civil right information on victims served; 6. provide equal services to victims of federal crimes; 7. provide grant-funded services at no charge to victims; 8. maintain the confidentiality of all client-counselor information and research data, as required by state and federal law; and, 9. not discriminate against victims because they disagree with the way the state is prosecuting the criminal case.
Eligible Applicants	State agencies; units of local government; hospital districts; nonprofit corporations; Native American tribes; crime control and prevention districts; universities; colleges; community supervision and corrections departments; COGs that provide direct services to victims of crime; faith-based organizations that provide direct services to victims of crime; and hospitals and emergency medical facilities that offer crisis counseling, support groups, and/or other types of victim services. Faith-based organizations must be certified by the Internal Revenue Service as tax-exempt nonprofit entities. In-patient treatment facilities, such as those designated to provide treatment to individuals with drug, alcohol, or mental health-related conditions, are not eligible to apply for grant funds.
Eligible Activities	<p>Crisis Services</p> <p>Forensic Interviews</p> <p>Legal Advocacy</p> <p>Multi-Disciplinary Teams and Case Coordination</p> <p>Peer Support Groups</p> <p>Professional Therapy and Counseling</p> <p>Protective Order Assistance</p> <p>Shelter</p> <p>Victim – Offender Meetings</p>
Performance Measures	See Appendix C for a description of each approved activity and corresponding performance measures.

DRUG COURTS

Source	Texas Code of Criminal Procedure, Article 102.0178.
CFDA Number	Not Applicable
Purpose	Develop drug court programs that incorporate the ten essential characteristics as defined in the Texas Health and Safety Code, Chapter 469.
Project Requirements	Projects are required to comply with 1 TAC §3.19.
Eligible Applicants	Counties and Municipalities.
Eligible Activities	Drug Court – Adult Drug Court – Family Drug Court – Juvenile
Performance Measures	See Appendix C for a description of each approved activity and corresponding performance measures.

COUNTY ESSENTIALS

Source	A biennial appropriation by the Texas Legislature
CFDA Number	Not Applicable
Purpose	Provide emergency funding for counties who are experiencing unanticipated expenses related to criminal justice activities. Especially expenses related to capital murder cases.
Project Requirements	Projects are required to comply with 1 TAC §3.19
Eligible Applicants	Counties
Eligible Activities	Equipment Only Purchases Essential County Services Extraordinary Costs Associated with Prosecuting Capital Cases
Performance Measures	Measures will be developed based on individual requests.

COVERDELL (CD) ACTIVITIES AND PERFORMANCE MEASURES

Activity	Activity Description	Outputs	Outcomes
Equipment Only Purchases	Purchase of an article of non-expendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals the lesser of the capitalization level established by the grantee for financial statement purposes or \$1,000; or any of the following items with costs between \$500 and \$1,000: stereo systems, still and video cameras, facsimile machines, VCRs and VCR/TV combinations, cellular and portable telephones, and computer systems. Any computer equipment or software purchased with grant funds must be compatible with the Global Justice Extensible Markup Language (XML) Data Model (GJXDM), Version 3.0. For additional information, please visit the following website: http://www.it.ojp.gov/index.jsp .	Number of units purchased. <hr/> Number of staff with access to equipment purchased with grant funds.	No outcomes.
Investigation	Examination of forensic evidence by accredited laboratories.	Number of hours of overtime worked. <hr/> Number of temporary or contracted scientists hired to process the backlog of evidence. <hr/> Number of days to process a piece of evidence prior to the grant start date.	Number of pieces of evidence processed. <hr/> Number of pieces of evidence processed by the temporary or contracted scientists. <hr/> Number of days to process a piece of evidence at the end of the grant end date.

CRIME STOPPERS (CR) ACTIVITIES AND PERFORMANCE MEASURES

Activity	Activity Description	Outputs	Outcomes
<p>Crime Stoppers Assistance</p>	<p>Support for 24-hour hotlines for receiving calls from anonymous informants, assigning each informant a code number, completing a report based on the information provided by the informant, and forwarding the report to the crime stoppers program coordinator for investigation. Information systems also include local telephones and toll-free lines, fax line, cellular service, Internet connection to provide access to Crime Stoppers web site, as well as, computer system hardware/software and technology upgrades to support crime stopper hotline tip reporting, statistical tracking, financial record keeping and program planning activities. Support also includes presentations, workshops or conferences limited to travel costs for the annual Campus Crime Stoppers Conference and Basic Campus Course.</p>	<p>Number of calls to hotline.</p>	<p>Number of felony arrests made as a result of hotline tips.</p>
		<p>Number of Campus Crime Stoppers Participants receiving training.</p>	<p>Number of trained Campus Crime Stoppers participants who assume leadership roles.</p>

JUSTICE ASSISTANCE GRANTS (DJ) ACTIVITIES AND PERFORMANCE MEASURES

Activity	Activity Description	Outputs	Outcomes
<p>Court Services / Improvements (Including Specialized Courts except Drug Courts)</p>	<p>Improve the effectiveness of the court system. Services include expanded use of probation, mediation, restitution, treatment, electronic monitoring, as well as secure confinement.</p>	<p>Number of cases referred.</p>	<p>Number of cases dismissed.</p>
		<p>Number of cases filed.</p>	<p>Number of cases convicted.</p>
		<p>Number of cases prosecuted.</p>	<p>Number of cases declined.</p>
			<p>Number of cases acquitted.</p>
<p>Data Information / Sharing Systems</p>	<p>Establishing and maintaining information sharing systems including equipment and networks that enable the courts, law enforcement, prosecution, social service and other agencies to record, share and store data to make more informed decisions.</p>	<p>Number of partner agencies.</p>	<p>Percent of staff time required to access client data from outside agencies.</p> <p>Time from information request to information receipt (in hours).</p>
		<p>Number of systems to be developed.</p>	<p>Number of systems developed and implemented.</p>
<p>Drug Court - Adult</p>	<p>Court-supervised substance abuse treatment to adult offenders as an alternative to traditional criminal or civil sanctions.</p>	<p>Number of people assessed for eligibility to participate in the program.</p>	<p>Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.</p>
		<p>Number of new enrollments in the program.</p>	<p>Number of participants employed or enrolled in school at time of drug court graduation (part time or full time).</p>
		<p>Number of participants in the program. ("Participants" should include the number in the program at the beginning of the reporting period plus the number of enrollments, i.e., total number served.)</p>	<p>Number of participants that successfully complete the program.</p>

Activity	Activity Description	Outputs	Outcomes
Drug Court - Family	Serve participants who enter the drug court program in relation to suits affecting the parent-child relationship, child welfare/CPS cases, child support cases, or other civil matters.	Number of people assessed for eligibility to participate in the program.	Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.
		Number of new enrollments in the program.	Number of participants employed or enrolled in school at time of drug court graduation (part time or full time).
		Number of participants in the program. ("Participants" should include the number in the program at the beginning of the reporting period plus the number of enrollments, i.e., total number served.)	Number of participants that successfully complete the program.
Drug Court - Juvenile	Provide continuing judicial supervision over juvenile offenders with substance abuse problems and integrate administration of other sanctions and services for such offenders.	Number of people assessed for eligibility to participate in the program.	Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.
		Number of new enrollments in the program.	Number of participants employed or enrolled in school at time of drug court graduation (part time or full time).
		Number of participants in the program. ("Participants" should include the number in the program at the beginning of the reporting period plus the number of enrollments, i.e., total number served.)	Number of program youth who offend or reoffend. Number of program youth exhibiting a decrease in substance use. Number of program youth completing program requirements.

Activity	Activity Description	Outputs	Outcomes
Equipment Only Purchases	<p>Purchase of an article of non-expendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals the lesser of the capitalization level established by the grantee for financial statement purposes or \$1,000; or any of the following items with costs between \$500 and \$1,000: stereo systems, still and video cameras, facsimile machines, VCRs and VCR/TV combinations, cellular and portable telephones, and computer systems. Any computer equipment or software purchased with grant funds must be compatible with the Global Justice Extensible Markup Language (XML) Data Model (GJXDM), Version 3.0. For additional information, please visit the following website: http://www.it.ojp.gov/index.jsp.</p>	<p>Number of units purchased.</p> <hr/> <p>Number of staff with access to equipment purchased with grant funds.</p>	<p>No Outcomes.</p>
Gangs - Adult	<p>Projects that target criminal activities of violent adult gangs.</p>	<p>Number of gang members arrested for felony offenses.</p> <hr/> <p>Number of gangs targeted.</p> <hr/> <p>Number of weapons seized.</p> <hr/> <p>Number of cash seizures.</p> <hr/> <p>Number of drug seizures.</p>	<p>Percent of reduction in drug activity.</p> <hr/> <p>Percent of reduction in drug transactions.</p> <hr/> <p>Percent of reduction in violent crime.</p> <hr/> <p>Number of felony charges filed.</p> <hr/> <p>Number of felony convictions.</p> <hr/> <p>Value of cash forfeitures (in dollars).</p> <hr/> <p>Number of gangs disrupted.</p> <hr/> <p>Cash value of drug seizures (using DPS calculations).</p>

Activity	Activity Description	Outputs	Outcomes
Investigation	Provide support for officers involved in the investigation of violent crimes and/or organized crime to ensure complete and thorough investigation is conducted to gather adequate evidence to prosecute cases. Activities include, but are not limited to, conducting interviews, taking statements, assisting with crime scene photos, evidence collection and other covert/overt operations.	Number of cases Investigated.	Number of felony charges filed.
		Number of cases referred for prosecution.	Number of felony convictions.
		Number of incident reports.	Percent of reduction in violent crime.
		Number of arrests made.	Percent of reduction in drug activity.
		Number of individuals arrested for felony offenses.	Percent of reduction in drug transactions.
		Number of individuals arrested for felony offenses that can be attributed to gang related organized or violent crime.	Value of cash forfeitures (in dollars).
		Number of illegal storage units closed.	
		Number of cash seizures. Number of weapons seized.	Number of multi-agency operations conducted.
Prosecution	Specialized prosecutors to reduce backlogs and workloads or to rapidly address and reduce specific violations of the law.	Number of cases referred.	Number of cases dismissed or acquitted.
		Number of cases filed.	Number of cases resulting in conviction or deferred adjudication.
		Number of cases prosecuted.	Number of cases acquitted.
			Number of cases convicted. Number of cases declined.

Activity	Activity Description	Outputs	Outcomes
Substance Abuse	Programs or other initiatives designed to address the use and abuse of illegal and other prescription and nonprescription drugs and the use and abuse of alcohol. Programs include control, prevention, and treatment.	Number of program youth assessed.	Number of program youth completing program requirements.
		Number of program youth referred.	Number of program youth complying with aftercare plan.
		Number of program youth screened.	Number of program youth exhibiting desired change in substance abuse.
		Number of program youth served.	Number of program youth who offend or reoffend.
Training and Technology	Training and/or technology improvements.	Number of professionals trained (does not include program staff).	Number of professional with increased knowledge.
		Number of training events provided.	
		Number of training hours.	

JUVENILE ACCOUNTABILITY AND BLOCK GRANT (JB) ACTIVITIES AND PERFORMANCE MEASURES

Activity	Activity Description	Outputs	Outcomes
Accountability	Establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies.	Number of eligible program youth served using Graduated Sanctions approaches.	Number of program youth completing program requirements.
		Number of staff trained in accountability programming.	Number of program youth who reoffend.
		Number of accountability program slots.	Number of program youth who enter an accountability program.
			Number of days of program participation per program youth.
Corrections / Detention Facilities	Building, expanding, renovating, or operating temporary or permanent juvenile corrections, or detention facilities, including the training of personnel.	Number of eligible program youth served using Graduated Sanctions approaches.	Number of program youth completing program requirements. Number of program youth who offend or reoffend. Number of programs/initiatives employing best practices. Number of program youth with whom a best practice was used.
Corrections / Detention Personnel	Hiring detention and corrections personnel, and establishing and maintaining training programs for such personnel, to improve facility practices and programming.	No Output Measures.	Number of programs/initiatives employing best practices. Number of eligible program youth served using Graduated Sanctions approaches. Number of program youth with whom a best practice was used. Number of program youth who reoffend.
Court Services / Improvements (Including Specialized Courts except Drug Courts)	Improve the effectiveness of the court system. Services include expanded use of probation, mediation, restitution, treatment, electronic monitoring, as well as secure confinement.	Number of eligible program youth served using Graduated Sanctions approaches.	Number of program youth completing program requirements.
		Number of judges hired.	Number of program youth with whom a best practice was used.
		Number of probation officers hired.	Number of program youth who reoffend.
		Number of defenders hired.	Number of programs/initiatives employing best practices.
		Number of special advocates hired. Number of pretrial service staff hired.	

Activity	Activity Description	Outputs	Outcomes
Data Information / Sharing Systems	Establishing and maintaining information sharing systems including equipment and networks that enable the courts, law enforcement, prosecution, social service and other agencies to record, share and store data to make more informed decisions.	Number of partner agencies.	Time from information request to information receipt (in hours). Number of eligible program youth served using Graduated Sanctions approaches. Number of programs/initiatives employing best practices. Number of youth with whom a best practice was used. Number of program youth who reoffend.
Drug Court - Juvenile	Provide continuing judicial supervision over juvenile offenders with substance abuse problems and integrate administration of other sanctions and services for such offenders.	Number of eligible program youth served using Graduated Sanctions approaches. Number of people assessed for eligibility to participate in the program. Number of new enrollments in the program. Number of participants in the program. ("Participants" should include the number in the program at the beginning of the reporting period plus the number of enrollments, i.e., total number served.)	Number of programs/initiatives employing best practices. Number of youth with whom a best practice was used. Number of program youth who reoffend. Number of participants that earn a GED, high school diploma, or vocational training credential while in the program. Number of participants employed or enrolled in school at time of drug court graduation (part time or full time). Number of participants that successfully complete the program. Number of program youth completing program requirements.
Graduated or Progressive Sanctions	Set of integrated intervention strategies designed to operate in unison to enhance accountability, ensure public safety, and reduce recidivism by preventing future delinquent behavior. The term graduated sanctions implies that the penalties for delinquent activity should move from limited interventions to more restrictive (i.e., graduated) penalties according to the severity and nature of the crime.	Number of eligible program youth served using Graduated Sanctions approaches.	Number of program youth completing program requirements. Number of programs/initiatives employing best practices. Number of program youth with whom a best practice was used. Number of program youth who reoffend.

Activity	Activity Description	Outputs	Outcomes
<p>Juvenile Gun Control Programs</p>	<p>Programs (excluding programs to purchase from juveniles) designed to reduce the unlawful acquisition and illegal use of guns by juveniles, including the establishment of juvenile gun courts for the prosecution and adjudication of juvenile firearms offenders.</p>	<p>Number of eligible program youth served using Graduated Sanctions approaches.</p>	<p>Number of program youth completing program requirements.</p> <p>Number of programs/initiatives employing best practices.</p> <p>Number of program youth with whom a best practice was used.</p> <p>Number of program youth who reoffend.</p>
<p>Juvenile Probation</p>	<p>Enable juvenile courts and probation officers to be more effective and efficient in holding juvenile offender accountable and reducing recidivism while permitting them to remain in their communities under conditions that the juvenile court prescribes.</p>	<p>Number of eligible program youth served using Graduated Sanctions approaches.</p>	<p>Number of program youth completing program requirements.</p> <p>Number of program youth who reoffend.</p> <p>Average number of youth per probation officer.</p> <p>Number of program youth to complete their justice requirements successfully.</p>
<p>Juvenile Records Systems</p>	<p>Establishing and maintaining a system of juvenile records designed to promote public safety.</p>	<p>Number of cases that are in the automated juvenile records system.</p>	<p>Number of programs/initiatives employing best practices.</p> <p>Number of juvenile case files that are completely automated.</p> <p>Number of staff with access to the automated juvenile records system.</p> <p>Number of eligible program youth served using Graduated Sanction approaches.</p> <p>Number of program youth with whom a best practice was used.</p> <p>Number of program youth who reoffend.</p> <p>Number of data queries.</p> <p>Number of different standard reports that are programmed into the system.</p> <p>Time from contact to information being entered into the juvenile records system (in hours).</p>
<p>Prosecution</p>	<p>Specialized prosecutors to reduce backlogs and workloads or to rapidly address and reduce specific violations of the law.</p>	<p>Number of new prosecutors hired.</p> <p>Number of cases involving violent offenders per prosecutor.</p>	<p>Number of programs/initiatives employing best practices.</p> <p>Number of eligible program youth served using Graduated Sanctions approaches.</p> <p>Number of program youth with whom a best practice was used.</p> <p>Number of program youth who reoffend.</p>

Activity	Activity Description	Outputs	Outcomes
Prosecutors (Funding)	Providing funding to enable prosecutors to address drug, gang, and youth violence problems more effectively and for technology, equipment, and training to assist prosecutors in identifying and expediting the prosecution of violent juvenile offenders.	Number of prosecutors trained in topics related to drugs, gangs, or youth violence.	Number of programs/initiatives employing best practices. Number of eligible program youth served using Graduated Sanction approaches. Number of program youth with whom a best practice was used. Number of program youth who reoffend.
Reentry of Offender into the Community	Prepare offenders and the community for offenders to successfully return to their communities after serving a period of secure confinement. Programs focus on preparing offenders and the community for release and providing a continuum of supervision, treatment (including community-based treatment) and broad-based aftercare services.	Number of program youth served. Number of full and part-time agency staff trained in offender reentry. Average length of time from program entrance to the completion of a finalized reentry plan (in days).	Number of program youth who reoffend. Number of program youth completing program requirements. Number of program staff with increased knowledge of program area. Number of program youth with whom a practice was used. Number of program/initiatives employing best practices. Number of eligible program youth served using Graduated Sanctions approaches.
Restitution / Community Service	Programs to hold offenders accountable for their offenses by requiring community service or repayment to the victim.	Number of eligible program youth served using Graduated Sanctions approaches. Number of program youth to participate in restitution or community service activities. Number of restorative justice program slots. Number of program youth to participate in victim offender mediation/dialogue, victim/community impact panels, community/neighborhood impact statements, or victim empathy groups/classes.	Number of program youth completing program requirements. Number of program youth who reoffend.

Activity	Activity Description	Outputs	Outcomes
Risk and Needs Assessment	Establishing and maintaining programs to conduct risk and need assessments of juvenile offenders that facilitate the effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to such offenders.	Number of eligible program youth served using Graduated Sanctions approaches.	Number of program youth completing program requirements. ----- Number of program youth who reoffend. ----- Number of program youth fully assessed using risk and needs assessments. ----- Number of times services identified through youth assessment are actually received by the assessed youth.
School Safety Enhancement	Establishing and maintaining accountability based programs that are designed to enhance school safety.	Number of eligible program youth served using Graduated Sanctions approaches. ----- Number of different accountability programs operating.	Number of program youth completing program requirements. ----- Number of program youth who reoffend. ----- Number of program youth to receive a sanctions schedule at school orientation. ----- Number of formal incident reports.
Training for Law Enforcement and Court Personnel	Establishing and maintaining training programs for law enforcement, judges, other court personnel and prosecutors to more effectively identify and respond to preventing and controlling juvenile crime, victims of violent crimes, and violent crimes against women.	Number of law enforcement staff trained in preventing or controlling juvenile crime. ----- Number of court personnel trained in preventing or controlling juvenile crime.	Number of programs/initiatives employing best practices. ----- Number of eligible program youth served using Graduated Sanctions approaches. ----- Number of program youth with whom a best practice was used. ----- Number of program youth who reoffend. ----- Number of staff to rate the training received as helpful.

JUVENILE JUSTICE DELINQUENCY AND PREVENTION ACT (JA) ACTIVITIES AND PERFORMANCE MEASURES

Activity	Activity Description	Outputs	Outcomes
Alternatives to Detention	Court-ordered alternative services issued to a juvenile offender, following the detention hearing, in lieu of placement in a detention facility.	Number of program youth served.	Number of program youth who offend or reoffend.
		Number of detention alternative program options available.	Number of program youth completing program requirements.
		Average length of stay in program.	Number of program youth returning to court for scheduled hearing.
Community Assessment Center	A centralized point of intake and assessment or single point of entry for juveniles who have or are likely to come into contact with the juvenile justice system. CAC's typically involve partnerships between juvenile justice agencies and youth-service providers that are located together and provide a central intake point for youth who have been taken into custody by law enforcement. While specific approaches vary, centers generally seek to: 1) provide comprehensive assessments of the needs of youth; 2) improve case management and treatment; 3) make efficient use of law enforcement, juvenile justice, and treatment resources; 4) avoid unnecessary detention; 5) enhance information sharing across agencies; and, 6) improve monitoring of system performance.	Number of program youth served. <hr/> Number of program youth screened/evaluated. <hr/> Number of referrals made for program youth.	Number of program youth who offend or reoffend. <hr/> Number of program youth completing program requirements.
Compliance Monitoring for Secure Facilities	Programs or other initiatives designed primarily to enhance or	Funds allocated to adhere to Section 223	Submission of complete annual monitoring report to OJJDP

(A)(14) of the JJDP Act

Activity	Activity Description	Outputs	Outcomes
	maintain the state's ability to adequately monitor jails, detention facilities, and other facilities.	of 2002. Number of activities that address compliance with Section 223 (a) (14) of the JJDP Act of 2002. Number of facilities receiving Technical Assistance.	
Court Services / Improvements (Including Specialized Courts except Drug Courts)	Improve the effectiveness of the court system. Services include expanded use of probation, mediation, restitution, treatment, electronic monitoring, as well as secure confinement.	Number of program youth served. Number of pre-adjudication service options funded by the grant. Number of post-adjudication service options funded by the grant. Number of full and part-time employees of the grantee agency trained in court services.	Number of program youth who offend or reoffend. Number of youth completing program requirements. Average length of time between intake and referral for program youth. Number of full and part-time employees of the grantee agency with increased knowledge of court services.
Data / Information Sharing Systems	Establishing and maintaining information sharing systems including equipment and networks that enable the courts, law enforcement, prosecution, social service and other agencies to record, share and store data to make more informed decisions.	Number of programs implemented. Number of program youth served. Number of system-wide information technology improvements implemented. Number of program materials developed. Number of system improvement initiatives.	Number of youth completing program requirements. Number of program youth exhibiting a decrease in substance use. Number of program youth exhibiting a decrease in antisocial behavior. Number of program youth exhibiting an improvement in family relationships. Average length of time between initial court appearance and disposition. Number of programs modified based on evaluation/research study results. Number of agencies sharing automated data.

Delinquency Prevention	Programs or other initiatives designed to reduce the incidence of delinquent acts and directed to the general youth population thought to be at risk of becoming delinquent. This category includes what is commonly referred to as "primary prevention" (e.g., parent education, peer counseling). This program area excludes programs targeted at youth already adjudicated delinquent and those programs designed specifically to prevent gang-related or substance abuse activities undertaken as part of the "Gangs" and "Substance Abuse" purpose areas.	Number of program youth served.	Number of program youth exhibiting a decrease in substance use.
		Number of parents served.	Number of program youth exhibiting a decrease in antisocial behavior.
		Number of service hours completed.	Number of program youth exhibiting an improvement in family relationships.
			Number of program youth exhibiting an improvement in school attendance.
			Number of program youth exhibiting a decrease in pregnancies.
			Number of youth completing program requirements.
Disproportionate Minority Contact	Programs or other initiatives designed primarily to address the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system, pursuant to Section 223(a)(22) of the JJDP Act of 2002.	Number of program implemented.	Number of state agencies reporting improved data collection systems.
		Number of program youth served.	Number of local agencies reporting improved data collection systems.
			Number of program youth who offend or reoffend.
			Number of program youth exhibiting a decrease in substance use.
			Number of program youth exhibiting a decrease in antisocial behavior.
			Number of program youth exhibiting an improvement in family relationships.
			Number of program youth exhibiting an improvement in school attendance.
			Number of program youth completing program requirements.
			Number of contributing factors determined from assessment studies.

			<p>Number of contact points reporting reduction in disproportionality at the state level.</p> <p>Number of contact points reporting reduction in disproportionality at the local level.</p> <p>Number of recommendations from assessment studies implemented.</p>
<p>Diversion</p>	<p>Programs to divert juveniles from entering the juvenile justice system.</p>	<p>Number of program youth served.</p>	<p>Number of program youth who offend or reoffend.</p> <p>Number of program youth completing program requirements.</p> <p>Number of program youth exhibiting a decrease in substance use.</p> <p>Number of program youth exhibiting a decrease in antisocial behavior.</p> <p>Number of program youth exhibiting an improvement in family relationships.</p> <p>Number of program youth exhibiting an improvement in social competencies.</p>
<p>Drug Court - Juvenile</p>	<p>Provide continuing judicial supervision over juvenile offenders with substance abuse problems and integrate administration of other sanctions and services for such offenders.</p>	<p>Number of people assessed for eligibility to participate in the program.</p> <p>Number of new enrollments in the program.</p> <p>Number of participants in the program. ("Participants" should include the number in the program at the beginning of the reporting period plus the number of enrollments, i.e., total number served.)</p>	<p>Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.</p> <p>Number of participants employed or enrolled in school at time of drug court graduation (part time or full time).</p> <p>Number of program youth who offend or reoffend.</p> <p>Number of program youth exhibiting a decrease in substance use.</p> <p>Number of program youth completing program requirements.</p>

<p>Gangs - Juvenile</p>	<p>Programs or other initiatives designed primarily to address issues related to juvenile gang activity. This program area includes prevention and intervention efforts directed at reducing gang-related activities.</p>	<p>Number of program youth served.</p>	<p>Number of program youth who offend or reoffend. ----- Number of program youth exhibiting a decrease in substance use. ----- Number of program youth exhibiting a decrease in antisocial behavior. ----- Number of program youth exhibiting an improvement in family relationships. ----- Number of program youth exhibiting an improvement in social competencies. ----- Number of youth completing program requirements. ----- Number of program youth with a new gang offense.</p>
<p>Jail Removal</p>	<p>Programs or other initiatives designed to eliminate or prevent the placement of juveniles in adult jails and lockups.</p>	<p>Number of programs implemented. ----- Number of program youth served.</p>	<p>Change in the number of violations of the jail removal requirement.</p>
<p>Juvenile Probation</p>	<p>Enable juvenile courts and probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism while permitting them to remain in their communities under conditions that the juvenile court prescribes.</p>	<p>Number of program youth served.</p>	<p>Number of program youth who offend or reoffend. ----- Number of program youth exhibiting a decrease in substance use. ----- Number of program youth exhibiting an improvement in school attendance. ----- Number of program youth exhibiting a decrease in antisocial behavior. ----- Number of program youth exhibiting an improvement in family relationships. ----- Number of program youth exhibiting an improvement in social competencies. ----- Number of program youth completing program requirements.</p>

<p>Juvenile Sex Offender Programs</p>	<p>Programs to support the assessment, treatment, rehabilitation, supervision, and accountability of juvenile sex offenders.</p>	<p>Number of program youth served.</p>	<p>Number of program youth who offend or reoffend.</p>
		<p>Number of program youth with a new sex offense.</p>	<p>Number of youth exhibiting a decrease in anxiety.</p>
			<p>Number of youth exhibiting a decrease in depression.</p>
			<p>Number of youth exhibiting an increase in self-esteem.</p>
			<p>Number of youth exhibiting an increase in coping skills.</p>
			<p>Number of program youth completing program requirements.</p>
<p>Mentoring</p>	<p>A process in which the mentor serves as a role model, trusted counselor, or teacher who provides opportunities for development, growth, and support to less experienced individuals.</p>	<p>Number of program youth served.</p>	<p>Number of program youth who offend or reoffend.</p>
		<p>Number of mentors trained.</p>	<p>Number of program youth exhibiting a decrease in antisocial behavior.</p>
		<p>Average tenure of mentors.</p>	<p>Number of program youth exhibiting an improvement in family relationships.</p>
		<p>Average time from assignment of case to first meeting with program youth.</p>	<p>Number of program youth exhibiting an improvement in social competencies.</p>
			<p>Number of program youth exhibiting a decrease in substance use.</p>
			<p>Number of program youth exhibiting a decrease in gang activity.</p>
			<p>Number of program youth exhibiting an improvement in school attendance.</p>
			<p>Number of program youth completing program requirements.</p>
			<p>Number of program families satisfied with program.</p>
			<p>Number of mentors satisfied with program.</p>
<p>Number of assignments lasting until case completion.</p>			

<p>Training and Technology</p>	<p>Training and/or technology improvements.</p>	<p>Number of full and part-time employees and volunteers of the grantee agency receiving training.</p>	<p>Number of full and part-time employees of the grantee agency with increased knowledge of training topics. Number of non-program (outside agency) personnel with increased knowledge of training topics.</p>
<p>Professional Therapy and Counseling</p>	<p>Individual, group, and family therapy/counseling provided by a licensed professional therapist/counselor, including the use of diagnostic and treatment instruments, and psychological/psychiatric evaluations. May include specialized types of therapy such as animal therapy, play therapy, and art therapy.</p>	<p>Number of program youth served.</p>	<p>Number of program youth who offend or reoffend.</p>
		<p>Number of youth referred.</p>	<p>Number of program youth completing program requirements.</p>
		<p>Number of youth screened/assessed.</p>	<p>Number of program youth complying with aftercare plan.</p>
		<p>Number of program youth with formal psychological/psychiatric evaluations.</p>	<p>Number of program youth exhibiting a decrease in substance use.</p>
			<p>Number of program youth exhibiting a decrease in antisocial behavior.</p>
			<p>Number of program youth exhibiting an improvement in family relationships.</p>
			<p>Number of program youth exhibiting an improvement in social competencies.</p>
<p>Reentry of Offender into the Community</p>	<p>Prepare offenders and the community for offenders to successfully return to their communities after serving a period of secure confinement. Programs focus on preparing offenders and the community for release and providing a continuum of supervision, treatment (including community-based treatment) and broad-based aftercare services.</p>	<p>Number of program youth served.</p>	<p>Number of program youth who offend or reoffend.</p>
			<p>Number of program youth completing program requirements.</p>
		<p>Number of full and part-time agency staff trained in offender reentry.</p>	<p>Number of program youth exhibiting a decrease in substance use.</p>
		<p>Average length of time (in days) from program entrance to the</p>	<p>Number of program youth exhibiting an improvement in school attendance.</p>
<p>Number of program youth exhibiting an improvement in employment status.</p>			
<p>Number of program youth exhibiting an improvement in family relationships.</p>			

		completion of a finalized reentry plan.	Number of program staff with increased knowledge of program area.
Removal of Juvenile Status Offenders from Secure Facilities.	Programs, research, or other initiatives designed to eliminate or prevent the placement of accused or adjudicated status offenders and non-offenders in secure facilities, pursuant to Section 223(a)(11) of the JJDP Act of 2002.	Number of programs implemented. Number of site visits conducted. Number of program youth served. Number of facilities receiving Technical Assistance.	Change in the number of violations of Deinstitutionalization of Status Offenders.
School Based Delinquency Prevention	Education programs and/or related services designed to prevent truancy, suspension, and expulsion. School safety programs may include support for school resource officers and law-related education.	Number of program youth served.	Number of program youth who offend or reoffend. Number of program youth exhibiting a decrease in substance use. Number of program youth exhibiting an improvement in GPA. Number of program youth exhibiting an improvement in school attendance. Number of program youth exhibiting an improvement in social competencies. Number of program youth completing program requirements. Number of program youth suspended from school. Percent change in school-related discipline incidents.
Services to Children of Incarcerated Parents	Programs that focus on children whose parents have been arrested and incarcerated that will assist in the decrease of delinquency and risk of intergenerational incarceration for youth.	Number of program youth served. Number of service hours completed.	Number of program youth who offend or reoffend. Number of program youth exhibiting a decrease in antisocial behavior. Number of program youth exhibiting an improvement in family relationships. Number of program youth exhibiting an improvement in social competencies. Number of youth completing program requirements. Number of program youth formally placed out of home.

Substance Abuse	Programs or other initiatives designed to address the use and abuse of illegal and other prescription and nonprescription drugs and the use and abuse of alcohol. Programs include control, prevention, and treatment.	Number of program youth served.	Number of program youth who offend or reoffend.
		Number of youth screened.	Number of program youth exhibiting a decrease in substance use.
		Number of youth assessed.	Number of program youth completing program requirements.
		Number of youth referred.	Number of youth complying with their aftercare plan.
Youth Advocacy	Projects designed to develop and implement advocacy activities focused on improving services for and protecting the rights of youth affected by the juvenile justice system.	Number of program youth served.	Number of court hearings attended by advocate.
		Number of investigations conducted.	
		Average length of tenure per advocate.	Number of youth affected by civil rights violations.
		Number of hours of advocate training provided.	Number of substantiated civil rights violations.
		Number of program youth referred.	Number of advocates satisfied with process/program.
		Average time from assignment of case to first meeting with program youth.	
Youth Courts / Teen Courts	Youth courts (also known as teen courts) are juvenile justice programs in which peers play an active role in the disposition of the juvenile offender. Most youth courts are used as a sentencing option for first-time offenders charged with misdemeanor or nonviolent offenses who acknowledge their guilt. The youth court serves as an alternative to the traditional juvenile court.	Number of program youth served	Number of program youth who offend or reoffend.
		Average time from assignment of case to first meeting with program youth.	Number of youth exhibiting a decrease in antisocial behavior.
			Number of program youth completing program requirements.
			Number of victims satisfied with program.
			Number of defendants satisfied with program.
		Number of assignments lasting until case completion.	

RESIDENTIAL SUBSTANCE ABUSE AND TREATMENT (RT) ACTIVITIES AND PERFORMANCE MEASURES

Activity	Activity Description	Outputs	Outcomes
<p>Capacity Building for Substance Abuse Treatment Programs</p>	<p>Enhance the capacity of states and units of local government to provide residential substance abuse treatment for offenders.</p>	<p>Number of days of aftercare provided to offenders.</p> <hr/> <p>Number of residential treatment days for offenders.</p> <hr/> <p>Number of EXISTING treatment beds previously supported by non-grant funds, but enhanced with grant-funded services.</p> <hr/> <p>Number of NEW treatment beds to be created with grant funds.</p> <hr/> <p>Number of EXISTING treatment beds previously supported by grant funds to receive continuing grant support.</p>	<p>Number of grant-funded participants who have completed the program and remained drug free during the treatment program.</p>

Activity	Activity Description	Outputs	Outcomes
<p>Substance Abuse</p>	<p>Programs or other initiatives designed to address the use and abuse of illegal and other prescription and nonprescription drugs and the use and abuse of alcohol. Programs include control, prevention, and treatment.</p>	<p>Number of bed days of residential treatment provided to grant-funded participants during the previous grant year.</p> <p>-----</p> <p>Number of offenders successfully completed the grant-funded residential program.</p> <p>-----</p> <p>Number of offenders who dropped out of the grant-funded residential program.</p> <p>-----</p> <p>Number of offenders who were terminated from the grant-funded residential program.</p> <p>-----</p> <p>Number of offenders entering an aftercare program.</p> <p>-----</p> <p>Average number of days treatment was provided to grant-funded participants who successfully completed the program.</p> <p>-----</p> <p>Number of participants entering the grant-funded residential treatment program.</p> <p>-----</p> <p>For programs in existence for at least two years, the average cost of the grant-funded treatment component per offender.</p>	<p>Percent of offenders who successfully completed the treatment program and remained arrest-free during the aftercare phase.</p>

SAFE AND DRUG FREE SCHOOLS AND COMMUNITIES ACT (ED) ACTIVITIES AND PERFORMANCE MEASURES

Activity	Activity Description	Outputs	Outcomes
<p align="center">Community Assessment Center</p>	<p>A centralized point of intake and assessment or single point of entry for juveniles who have or are likely to come into contact with the juvenile justice system. CAC's typically involve partnerships between juvenile justice agencies and youth-service providers that are located together and provide a central intake point for youth who have been taken into custody by law enforcement. While specific approaches vary, centers generally seek to: 1) provide comprehensive assessments of the needs of youth; 2) improve case management and treatment; 3) make efficient use of law enforcement, juvenile justice, and treatment resources; 4) avoid unnecessary detention; 5) enhance information sharing across agencies; and, 6) improve monitoring of system performance.</p>	<p>Number of program youth served.</p>	<p>Number of program youth who offend or reoffend.</p>
		<p>Number of program youth screened/evaluated.</p>	
		<p>Number of referrals made for program youth.</p>	<p>Number of program youth completing program requirements.</p>
<p align="center">Data Information / Sharing Systems</p>	<p>Establishing and maintaining information sharing systems including equipment and networks that enable the courts, law enforcement, prosecution, social service and other agencies to record, share and store data to make more informed decisions.</p>	<p>Number of programs implemented.</p>	<p>Number of program youth completing program requirements.</p>
		<p>Number of program youth served.</p>	<p>Number of program youth exhibiting a decrease in substance use.</p>
		<p>Number of system-wide information technology improvements implemented.</p>	<p>Number of program youth exhibiting a decrease in antisocial behavior.</p>
		<p>Number of program materials developed.</p>	<p>Number of program youth exhibiting an improvement in family relationships.</p>
		<p>Number of system improvement initiatives.</p>	<p>Average length of time between initial court appearance and disposition (in hours).</p> <p>Number of programs modified based on evaluation/research study results.</p>

Delinquency Prevention	Programs or other initiatives designed to reduce the incidence of delinquent acts and directed to the general youth population thought to be at risk of becoming delinquent. This category includes what is commonly referred to as "primary prevention" (e.g., parent education, peer counseling). This program area excludes programs targeted at youth already adjudicated delinquent and those programs designed specifically to prevent gang-related or substance abuse activities undertaken as part of the "Gangs" and "Substance Abuse" purpose areas.	Number of program youth served.	Number of program youth exhibiting a decrease in substance use.
		Number of parents served.	Number of program youth exhibiting a decrease in antisocial behavior.
		Number of service hours completed.	Number of program youth exhibiting an improvement in family relationships.
			Number of program youth exhibiting an improvement in school attendance.
			Number of program youth exhibiting a decrease in pregnancies.
Number of program youth completing program requirements.			
Gangs - Juvenile	Programs or other initiatives designed primarily to address issues related to juvenile gang activity. This program area includes prevention and intervention efforts directed at reducing gang-related activities.	Number of program youth served.	Number of program youth who offend or reoffend.
			Number of program youth exhibiting a decrease in substance use.
			Number of program youth exhibiting a decrease in antisocial behavior.
			Number of program youth exhibiting an improvement in family relationships.
			Number of program youth exhibiting an improvement in social competencies.
			Number of program youth completing program requirements.
			Number of program youth with a new gang offense.

Mentoring	A process in which the mentor serves as a role model, trusted counselor, or teacher who provides opportunities for development, growth, and support to less experienced individuals.	Number of program youth served.	Number of program youth who offend or reoffend.
		Number of mentors trained.	Number of program youth exhibiting a decrease in antisocial behavior.
		Average tenure of mentors (in days).	Number of program youth exhibiting an improvement in family relationships.
		Average time from assignment of case to first meeting with program youth (in hours).	Number of program youth exhibiting an improvement in social competencies.
			Number of program youth exhibiting a decrease in substance use.
			Number of program youth exhibiting a decrease in gang activity.
			Number of program youth exhibiting an improvement in school attendance.
			Number of program youth completing program requirements.
			Number of program families satisfied with program.
			Number of mentors satisfied with program.
Number of assignments lasting until case completion.			
Professional Therapy and Counseling	Individual, group, and family therapy/counseling provided by a licensed professional therapist/counselor, including the use of diagnostic and treatment instruments, and psychological/psychiatric evaluations. May include specialized types of therapy such as animal therapy, play therapy, and art therapy.	Number of program youth served.	Number of program youth who offend or reoffend.
		Number of program youth referred.	Number of program youth completing program requirements.
		Number of program youth screened/assessed.	Number of program youth complying with aftercare plan.
		Number of program youth with formal psychological/psychiatric evaluations.	Number of program youth exhibiting a decrease in substance use.
			Number of program youth exhibiting a decrease in antisocial behavior.
Number of program youth exhibiting an improvement in family relationships.			
		Number of program youth exhibiting an improvement in social competencies.	

<p>School Based Delinquency Prevention</p>	<p>Education programs and/or related services designed to prevent truancy, suspension, and expulsion. School safety programs may include support for school resource officers and law-related education.</p>	<p>Number of program youth served.</p>	<p>Number of program youth who offend or reoffend.</p> <p>Number of program youth exhibiting a decrease in substance use.</p> <p>Number of program youth exhibiting an improvement in GPA.</p> <p>Number of program youth exhibiting an improvement in school attendance.</p> <p>Number of program youth exhibiting an improvement in social competencies.</p> <p>Number of program youth completing program requirements.</p> <p>Number of program youth suspended from school.</p> <p>Percent change in school-related discipline incidents.</p>
<p>Services to Children of Incarcerated Parents</p>	<p>Programs that focus on children whose parents have been arrested and incarcerated that will assist in the decrease of delinquency and risk of intergenerational incarceration for youth.</p>	<p>Number of program youth served.</p> <p>Number of service hours completed.</p>	<p>Number of program youth who offend or reoffend.</p> <p>Number of program youth exhibiting a decrease in antisocial behavior.</p> <p>Number of program youth exhibiting an improvement in family relationships.</p> <p>Number of program youth exhibiting an improvement in social competencies.</p> <p>Number of program youth completing program requirements.</p> <p>Number of program youth formally placed out of home.</p>
<p>Substance Abuse</p>	<p>Programs or other initiatives designed to address the use and abuse of illegal and other prescription and nonprescription drugs and the use and abuse of alcohol. Programs include control, prevention, and treatment.</p>	<p>Number of program youth served.</p> <p>Number of program youth screened.</p> <p>Number of program youth assessed.</p> <p>Number of program youth referred.</p>	<p>Number of program youth who offend or reoffend.</p> <p>Number of program youth exhibiting a decrease in substance use.</p> <p>Number of program youth completing program requirements.</p> <p>Number of program youth complying with their aftercare plan.</p>

<p>Training and Technology</p>	<p>Training and/or technology improvements.</p>	<p>Number of full and part-time employees and volunteers of the grantee agency receiving training.</p>	<p>Number of full and part-time employees of the grantee agency with increased knowledge of training topics. ----- Number of non-program (outside agency) personnel with increased knowledge of training topics.</p>
<p>Youth Advocacy</p>	<p>Projects designed to develop and implement advocacy activities focused on improving services for and protecting the rights of youth affected by the juvenile justice system.</p>	<p>Number of program youth served. ----- Number of investigations conducted. ----- Average length of tenure per advocate (in days). ----- Number of hours of advocate training provided. ----- Number of program youth referred. ----- Average time from assignment of case to first meeting with program youth (in hours).</p>	<p>Number of court hearings attended by advocate. ----- Number of program youth affected by civil rights violations. ----- Number of substantiated civil rights violations. ----- Number of advocates satisfied with process/program.</p>
<p>Youth Courts / Teen Courts</p>	<p>Youth courts (also known as teen courts) are juvenile justice programs in which peers play an active role in the disposition of the juvenile offender. Most youth courts are used as a sentencing option for first-time offenders charged with misdemeanor or nonviolent offenses who acknowledge their guilt. The youth court serves as an alternative to the traditional juvenile court.</p>	<p>Number of program youth served. ----- Average time from assignment of case to first meeting with program youth (in hours).</p>	<p>Number of program youth who offend or reoffend. ----- Number of program youth exhibiting a decrease in antisocial behavior. ----- Number of program youth completing program requirements. ----- Number of victims satisfied with program. ----- Number of defendants satisfied with program. ----- Number of assignments lasting until case completion.</p>

STATE 421 JUVENILE PLANNING FUNDS (SF) ACTIVITIES AND PERFORMANCE MEASURES

Activity	Activity Description	Outputs	Outcomes
Alternatives to Detention	Court-ordered alternative services issued to a juvenile offender, following the detention hearing, in lieu of placement in a detention facility.	Number of program youth served. Number of detention alternative program options available. Average length of stay in program (in days).	Number of program youth who offend or reoffend. Number of program youth completing program requirements. Number of program youth returning to court for scheduled hearing.
Community Assessment Center	A centralized point of intake and assessment or single point of entry for juveniles who have or are likely to come into contact with the juvenile justice system. CAC's typically involve partnerships between juvenile justice agencies and youth-service providers that are located together and provide a central intake point for youth who have been taken into custody by law enforcement. While specific approaches vary, centers generally seek to: 1) provide comprehensive assessments of the needs of youth; 2) improve case management and treatment; 3) make efficient use of law enforcement, juvenile justice, and treatment resources; 4) avoid unnecessary detention; 5) enhance information sharing across agencies; and, 6) improve monitoring of system performance.	Number of program youth served. Number of program youth screened/evaluated. Number of referrals made for program youth.	Number of program youth who offend or reoffend. Number of program youth completing program requirements.
Court Services / Improvements (Including Specialized Courts except Drug Courts)	Improve the effectiveness of the court system. Services include expanded use of probation, mediation, restitution, treatment, electronic monitoring, as well as secure confinement.	Number of program youth served. Number of pre-adjudication service options funded by the grant. Number of post-adjudication service options funded by the grant. Number of full and part-time employees of the grantee agency trained in court services.	Number of program youth who offend or reoffend. Number of program youth completing program requirements. Average length of time between intake and referral for program youth (in hours). Number of full and part-time employees of the grantee agency with increased knowledge of court services.

Activity	Activity Description	Outputs	Outcomes
<p>Data Information / Sharing Systems</p>	<p>Establishing and maintaining information sharing systems including equipment and networks that enable the courts, law enforcement, prosecution, social service and other agencies to record, share and store data to make more informed decisions.</p>	<p>Number of programs implemented.</p>	<p>Number of program youth completing program requirements.</p>
		<p>Number of program youth served.</p>	<p>Number of program youth exhibiting a decrease in substance use.</p>
		<p>Number of system-wide information technology improvements implemented.</p>	<p>Number of program youth exhibiting a decrease in antisocial behavior.</p>
		<p>Number of program materials developed.</p>	<p>Number of program youth exhibiting an improvement in family relationships.</p>
		<p>Number of system improvement initiatives.</p>	<p>Average length of time between initial court appearance and disposition (in hours).</p>
		<p></p>	<p>Number of programs modified based on evaluation/research study results. Number of agencies sharing automated data.</p>
<p>Delinquency Prevention</p>	<p>Programs or other initiatives designed to reduce the incidence of delinquent acts and directed to the general youth population thought to be at risk of becoming delinquent. This category includes what is commonly referred to as "primary prevention" (e.g., parent education, peer counseling). This program area excludes programs targeted at youth already adjudicated delinquent and those programs designed specifically to prevent gang-related or substance abuse activities undertaken as part of the "Gangs" and "Substance Abuse" purpose areas.</p>	<p>Number of program youth served.</p>	<p>Number of program youth exhibiting a decrease in substance use.</p>
		<p>Number of parents served.</p>	<p>Number of program youth exhibiting a decrease in antisocial behavior.</p>
		<p></p>	<p>Number of program youth exhibiting an improvement in family relationships.</p>
		<p>Number of service hours completed.</p>	<p>Number of program youth exhibiting an improvement in school attendance.</p>
		<p></p>	<p>Number of program youth exhibiting a decrease in pregnancies.</p>
		<p></p>	<p>Number of program youth completing program requirements.</p>

Activity	Activity Description	Outputs	Outcomes
<p>Diversion</p>	<p>Programs to divert juveniles from entering the juvenile justice system.</p>	<p>Number of program youth served.</p>	<p>Number of program youth who offend or reoffend.</p> <hr/> <p>Number of program youth completing program requirements.</p> <hr/> <p>Number of program youth exhibiting a decrease in substance use.</p> <hr/> <p>Number of program youth exhibiting a decrease in antisocial behavior.</p> <hr/> <p>Number of program youth exhibiting an improvement in family relationships.</p> <hr/> <p>Number of program youth exhibiting an improvement in social competencies.</p>
<p>Gangs - Juvenile</p>	<p>Programs or other initiatives designed primarily to address issues related to juvenile gang activity. This program area includes prevention and intervention efforts directed at reducing gang-related activities.</p>	<p>Number of program youth served.</p>	<p>Number of program youth who offend or reoffend.</p> <hr/> <p>Number of program youth exhibiting a decrease in substance use.</p> <hr/> <p>Number of program youth exhibiting a decrease in antisocial behavior.</p> <hr/> <p>Number of program youth exhibiting an improvement in family relationships.</p> <hr/> <p>Number of program youth exhibiting an improvement in social competencies.</p> <hr/> <p>Number of program youth completing program requirements.</p> <hr/> <p>Number of program youth with a new gang offense.</p>

Activity	Activity Description	Outputs	Outcomes
Jail Removal	Programs or other initiatives designed to eliminate or prevent the placement of juveniles in adult jails and lockups.	Number of programs implemented. ----- Number of program youth served.	Percent change in the number of violations of the jail removal requirement.
Juvenile Probation	Enable juvenile courts and probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism while permitting them to remain in their communities under conditions that the juvenile court prescribes.	Number of program youth served.	Number of program youth who offend or reoffend. ----- Number of program youth exhibiting a decrease in substance use. ----- Number of program youth exhibiting an improvement in school attendance. ----- Number of program youth exhibiting a decrease in antisocial behavior. ----- Number of program youth exhibiting an improvement in family relationships. ----- Number of program youth exhibiting an improvement in social competencies. ----- Number of program youth completing program requirements.
Juvenile Sex Offender Programs	Programs to support the assessment, treatment, rehabilitation, supervision, and accountability of juvenile sex offenders.	Number of program youth served. ----- Number of program youth with a new sex offense.	Number of program youth who offend or reoffend. ----- Number of program youth exhibiting a decrease in anxiety. ----- Number of program youth exhibiting a decrease in depression. ----- Number of program youth exhibiting an improvement in self-esteem. ----- Number of program youth exhibiting an increase in coping skills. ----- Number of program youth completing program requirements.

Activity	Activity Description	Outputs	Outcomes
Mentoring	A process in which the mentor serves as a role model, trusted counselor, or teacher who provides opportunities for development, growth, and support to less experienced individuals.	Number of program youth served.	Number of program youth who offend or reoffend.
		Number of mentors trained.	Number of program youth exhibiting a decrease in antisocial behavior.
		Average tenure of mentors (in days).	Number of program youth exhibiting an improvement in family relationships.
			Number of program youth exhibiting an improvement in social competencies.
			Number of program youth exhibiting a decrease in substance use.
			Number of program youth exhibiting a decrease in gang activity.
		Average time from assignment of case to first meeting with program youth (in hours).	Number of program youth exhibiting an improvement in school attendance.
			Number of program youth completing program requirements.
			Number of program families satisfied with program.
			Number of mentors satisfied with program.
	Number of assignments lasting until case completion.		

Activity	Activity Description	Outputs	Outcomes
Professional Therapy and Counseling	Individual, group, and family therapy/counseling provided by a licensed professional therapist/counselor, including the use of diagnostic and treatment instruments, and psychological/psychiatric evaluations. May include specialized types of therapy such as animal therapy, play therapy, and art therapy.	Number of program youth served. Number of program youth referred. Number of program youth screened/assessed. Number of program youth with formal psychological/psychiatric evaluations.	Number of program youth who offend or reoffend. Number of program youth completing program requirements. Number of program youth complying with aftercare plan. Number of program youth exhibiting a decrease in substance use. Number of program youth exhibiting a decrease in antisocial behavior. Number of program youth exhibiting an improvement in family relationships. Number of program youth exhibiting an improvement in social competencies.
Prosecution	Specialized prosecutors to reduce backlogs and workloads or to rapidly address and reduce specific violations of the law.	Number of cases referred. Number of cases filed.	Number of charges dismissed or acquitted. Number of cases resulting in conviction or deferred adjudication.
Reentry of Offender into the Community	Prepare offenders and the community for offenders to successfully return to their communities after serving a period of secure confinement. Programs focus on preparing offenders and the community for release and providing a continuum of supervision, treatment (including community-based treatment) and broad-based aftercare services.	Number of program youth served. Number of full and part-time agency staff trained in offender reentry. Average length of time from program entrance to the completion of a finalized reentry plan (in days).	Number of program youth who offend or reoffend. Number of program youth completing program requirements. Number of program youth exhibiting a decrease in substance use. Number of program youth exhibiting an improvement in school attendance. Number of program youth exhibiting an improvement in employment status. Number of program youth exhibiting an improvement in family relationships. Number of program staff with increased knowledge of program area.

Activity	Activity Description	Outputs	Outcomes
Removal of Juvenile Status Offenders from Secure Facilities	Programs, research, or other initiatives designed to eliminate or prevent the placement of accused or adjudicated status offenders and non-offenders in secure facilities, pursuant to Section 223(a)(11) of the JJDP Act of 2002.	Number of programs implemented. Number of site visits conducted. Number of program youth served. Number of facilities receiving Technical Assistance.	Percent change in the number of violations of Deinstitutionalization of Status Offenders.
School Based Delinquency Prevention	Education programs and/or related services designed to prevent truancy, suspension, and expulsion. School safety programs may include support for school resource officers and law-related education.	Number of program youth served.	Number of program youth who offend or reoffend. Number of program youth exhibiting a decrease in substance use. Number of program youth exhibiting an improvement in GPA. Number of program youth exhibiting an improvement in school attendance. Number of program youth exhibiting an improvement in social competencies. Number of program youth completing program requirements. Number of program youth suspended from school. Percent change in school-related discipline incidents.
Services to Children of Incarcerated Parents	Programs that focus on children whose parents have been arrested and incarcerated that will assist in the decrease of delinquency and risk of intergenerational incarceration for youth.	Number of program youth served. Number of service hours completed.	Number of program youth who offend or reoffend. Number of program youth exhibiting a decrease in antisocial behavior. Number of program youth exhibiting an improvement in family relationships. Number of program youth exhibiting an improvement in social competencies. Number of program youth completing program requirements.

Activity	Activity Description	Outputs	Outcomes
			Number of program youth formally placed out of home.
Substance Abuse	Programs or other initiatives designed to address the use and abuse of illegal and other prescription and nonprescription drugs and the use and abuse of alcohol. Programs include control, prevention, and treatment.	Number of program youth served. ----- Number of program youth screened. ----- Number of program youth assessed. ----- Number of program youth referred.	Number of program youth who offend or reoffend. ----- Number of program youth exhibiting desired change in substance use. ----- Number of program youth completing program requirements. ----- Number of program youth complying with their aftercare plan.
Training and Technology	Training and/or technology improvements.	Number of full and part-time employees and volunteers of the grantee agency receiving training.	Number of full and part-time employees of the grantee agency with increased knowledge of training topics. ----- Number of non-program (outside agency) personnel with increased knowledge of training topics.
Youth Advocacy	Projects designed to develop and implement advocacy activities focused on improving services for and protecting the rights of youth affected by the juvenile justice system.	Number of program youth served. ----- Number of investigations conducted. ----- Average length of tenure per advocate (in days). ----- Number of hours of advocate training provided. ----- Number of program youth referred. ----- Average time from assignment of case to first meeting with program youth (in hours).	Number of court hearings attended by an advocate. ----- Number of program youth affected by civil rights violations. ----- Number of substantiated civil rights violations. ----- Number of advocates satisfied with process/program.

Youth Courts / Teen Courts	Youth courts (also known as teen courts) are juvenile justice programs in which peers play an active role in the disposition of the juvenile offender. Most youth courts are used as a sentencing option for first-time offenders charged with misdemeanor or nonviolent offenses who acknowledge their guilt. The youth court serves as an alternative to the traditional juvenile court.	Number of program youth served.	Number of program youth who offend or reoffend.
		Average time from assignment of case to first meeting with program youth (in hours).	Number of program youth exhibiting a decrease in antisocial behavior.
			Number of program youth completing program requirements.
			Number of victims satisfied with program.
			Number of defendants satisfied with program.
			Number of assignments lasting until case completion.

STATE 421 VICTIMS PLANNING FUNDS (SF) ACTIVITIES AND PERFORMANCE MEASURES

Activity	Activity Description	Outputs	Outcomes
Crisis Services	Emergency services provided to help victims during the crisis phase. Typical services include hotline, crisis counseling, phone and in-person information and/or referrals, accompaniment, advocacy for all necessary crisis procedures (medical, law enforcement, legal, shelter, etc.), transportation, financial assistance, crime victim compensation filing, etc.	<p>Number of victims/survivors seeking services who were served.</p> <p>Number of victims seeking services who were not served.</p> <p>Number of survivors receiving advocacy for emergency services (e.g. legal assistance, shelter, law enforcement, etc).</p> <p>Number of survivors provided with medical advocacy.</p> <p>Number of survivors receiving crisis counseling.</p> <p>Number of survivors receiving information and/or referral (in person/by phone).</p> <p>Number of survivors assisted with crime victim compensation applications.</p> <p>Number of volunteers trained to provide direct assistance to victims/survivors.</p> <p>Number of safety plans developed.</p>	No Outcomes.

Activity	Activity Description	Outputs	Outcomes
Forensic Interviews	<p>Evidentiary interviews with survivors of abuse conducted by a trained professional in a friendly environment. Interviews may be videotaped and may allow for input from representatives of diverse agencies. One comprehensive interview is preferred in order to reduce the potential for further victim trauma. Results of the interview should be used not only for law enforcement and prosecution purposes but also for social services, personal advocacy, case management, and mental health purposes. Interviews should be conducted in the context of a multidisciplinary investigation and diagnostic team or in a specialized setting such as a child advocacy center. The interviewer must be trained to conduct interviews appropriate to the development age and abilities of the children and vulnerable adults.</p>	<p>Number of forensic medical exams.</p> <p>Number of survivors interviewed for case information.</p> <p>Number of survivors assisted with crime victim compensation applications.</p>	<p>No Outcomes.</p>
Legal Advocacy	<p>Survivors are identified soon after the offense, provided information on victims rights (e.g., restitution, crime victim compensation), and provided comprehensive crisis and follow-up support needed to keep them engaged in the investigation and prosecution process. May include filing temporary restraining orders, injunctions, and other protective orders, elder abuse petitions, and child abuse petitions but does not include criminal prosecution or the employment of attorneys for non-emergency purposes, such as custody disputes, civil suits, etc. Those opting not to prosecute may receive required "education" about their options in an effort to reduce fear of testifying.</p>	<p>Number of survivors assisted through the legal process.</p> <p>Number of survivors receiving information and/or referral (in person/by phone).</p> <p>Number of survivors assisted with crime victim compensation applications.</p> <p>Number of survivors contacted regarding court ordered restitution.</p> <p>Number of volunteers trained to provide direct assistance to victims/survivors.</p>	<p>Number of children placed with a permanent care provider (for CASA programs).</p> <p>Number of survivors receiving partial court ordered restitution.</p> <p>Number of survivors receiving full court ordered restitution.</p>

Activity	Activity Description	Outputs	Outcomes
		----- Number of times survivors are accompanied to court.	
Multi-Disciplinary Teams and Case Coordination	Representatives of several agencies meet regularly to discuss common cases and share information to enhance investigation, prosecution, and victim restoration. Cases are followed through in this manner to closure. Participating agencies may include Child Protective Service, law enforcement, prosecutors' offices, Sexual Assault Nurse Examiners or other medical personnel, mental health professionals, etc.	Number of meetings held by multi-disciplinary teams. ----- Number of cases reviewed by the multi-disciplinary team. ----- Number of survivors assisted with crime victim compensation applications. ----- Number of survivors interviewed for case information.	Number of cases resulting in charges filed. ----- Number of felony charges filed. ----- Number of felony convictions.
Peer Support Groups	Regular meetings of survivors experiencing similar types of traumas providing mutual peer support.	Number of survivors participating in support groups. ----- Number of volunteers trained to provide direct assistance to victims/survivors. ----- Number of survivors assisted with crime victim compensation applications. ----- Number of support group sessions held.	No Outcomes.
Training and Technology	Training and/or technology improvements.	Number of professionals trained (does not include program staff). ----- Number of training events provided.	Number of professional with increased knowledge.

Activity	Activity Description	Outputs	Outcomes
		Number of training hours. ----- Number of volunteers recruited. ----- Number of volunteers trained to provide direct assistance to victims/survivors. ----- Number of active volunteers.	
Professional Therapy and Counseling	Individual, group, and family therapy/counseling provided by a licensed professional therapist/counselor, including the use of diagnostic and treatment instruments, and psychological/psychiatric evaluations. May include specialized types of therapy such as animal therapy, play therapy, and art therapy.	Number of survivors receiving counseling/therapy. ----- Number of volunteers trained to provide direct assistance to victims/survivors. ----- Number of survivors assisted with crime victim compensation applications. ----- Number of counseling hours provided to survivors.	Number of victims/survivors who received professional counseling/therapy who are exhibiting an improvement in mental, emotional and physical health.
Protective Order Assistance	Legal representation is provided by program staff and/or staff attorneys to obtain protective orders and assistance may be provided by law enforcement personnel, prosecution staff or other service providers. Services may be available at non-traditional locations and times.	Number of temporary protective orders requested. ----- Number of volunteers trained to provide direct assistance to victims/survivors. ----- Number of survivors assisted with crime victim compensation applications. ----- Number of final protective orders requested.	Number of temporary protective orders granted/obtained. ----- Number of final protective orders granted/obtained.

Activity	Activity Description	Outputs	Outcomes
Public Presentations	Public awareness and education presentations that are made in schools, community centers, and other public forums, and that are designed to identify crime victims and provide or refer them to needed services. Costs related to these activities include presentation materials, brochures, newspaper notices, and public service announcements. Costs may include services to translate products into a language other than English, including Braille.	Number of new publications or presentations developed. ----- Number of publications or presentations revised. ----- Number of presentations provided (by topic or target audience). ----- Number of community outreach efforts.	Number of subscribers issued publications or presentation materials.
Shelter	Shelter programs provide a safe place for victim/survivors and their children. Other services include food, clothing, transportation, and service referrals.	Number of victims/survivors provided shelter. ----- Number of secondary victims/survivors provided shelter. ----- Average length of stay in shelter (in days). ----- Number of volunteers trained to provide direct assistance to victims/survivors. ----- Number of survivors assisted with crime victim compensation applications. ----- Number of victims who requested shelter.	No Outcomes.
Victim-Offender Meetings	Meetings between the survivor and the offender who perpetrated the crime against the survivor. At a minimum grantees must consider: (a) the safety and security of the	Number of survivors participating in restorative justice efforts.	Number of survivors who participated in victim-offender meetings who are exhibiting an improvement in mental, emotional and physical health.

Activity	Activity Description	Outputs	Outcomes
	<p>survivor; (b) the benefit of therapeutic value to the survivor; (c) the procedures for ensuring that participation of the survivor and offender are voluntary and that everyone understands the nature of any meeting or other activity; (d) the provision of appropriate support and accompaniment for the survivor; (e) appropriate debriefing opportunities for the survivor after a meeting; (f) the credentials of the facilitators; and (g) the opportunity for a survivor to withdraw from the process at any time.</p>	<p>Number of survivors assisted with crime victim compensation applications.</p> <hr style="border-top: 1px dashed black;"/> <p>Number of restorative justice efforts provided to survivors.</p>	

STATE 421 CRIMINAL JUSTICE PLANNING FUND (SF) ACTIVITIES AND PERFORMANCE MEASURES

Activity	Activity Description	Outputs	Outcomes
Data Information / Sharing Systems	Establishing and maintaining information sharing systems including equipment and networks that enable the courts, law enforcement, prosecution, social service and other agencies to record, share and store data to make more informed decisions.	Number of partner agencies.	Percent of staff time required to access client data from outside agencies.
		Number of systems to be developed.	Time from information request to information receipt (in hours).
			Number of systems developed and implemented.
Drug Court - Adult	Court-supervised substance abuse treatment to adult offenders as an alternative to traditional criminal or civil sanctions.	Number of people assessed for eligibility to participate in the program.	Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.
		Number of new enrollments in the program.	Number of participants employed or enrolled in school at time of drug court graduation (part time or full time).
		Number of participants in the program. ("Participants" should include the number in the program at the beginning of the reporting period plus the number of enrollments, i.e., total number served.)	Number of participants that successfully complete the program.
Drug Court - Family	Serve participants who enter the drug court program in relation to suits affecting the parent-child relationship, child welfare/CPS cases, child support cases, or other civil matters.	Number of people assessed for eligibility to participate in the program.	Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.
		Number of new enrollments in the program.	Number of participants employed or enrolled in school at time of drug court graduation (part time or full time).
		Number of participants in the program. ("Participants" should include the number in the program at the beginning of the reporting period plus the number of enrollments, i.e., total number served.)	Number of participants that successfully complete the program.

Activity	Activity Description	Outputs	Outcomes
Equipment Only Purchases	Purchase of an article of non-expendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals the lesser of the capitalization level established by the grantee for financial statement purposes or \$1,0	Number of units purchased. <hr/> Number of staff with access to equipment purchased with grant funds.	No outcomes.
Gangs - Adult	Projects that target criminal activities of violent adult gangs.	Number of gang members arrested for felony offenses. <hr/> Number of gangs targeted. <hr/> Number of weapons seized. <hr/> Number of cash seizures. <hr/> Number of drug seizures.	Percent of reduction in drug activity. <hr/> Percent of reduction in drug transactions. <hr/> Percent of reduction in violent crime. <hr/> Number of felony charges filed. <hr/> Number of felony convictions. Value of cash forfeitures (in dollars). <hr/> Number of gangs disrupted. <hr/> Cash value of drug seizures (in dollars using DPS calculations).
Investigation	Provide support for officers involved in the investigation of violent crimes and/or organized crime to ensure complete and thorough investigation is conducted to gather adequate evidence to prosecute cases. Activities include, but are not limited to, con	Number of cases Investigated. <hr/> Number of cases referred for prosecution. <hr/> Number of incident reports. <hr/> Number of arrests made. <hr/> Number of individuals arrested for felony offenses. <hr/> Number of individuals arrested for felony	Number of felony charges filed. <hr/> Number of felony convictions. <hr/> Percent of reduction in violent crime. <hr/> Percent of reduction in drug activity. <hr/> Percent of reduction in drug transactions. <hr/> Value of cash forfeitures (in dollars).

Activity	Activity Description	Outputs	Outcomes
		offenses that can be attributed to gang related organized or violent crime. ----- Number of illegal storage units closed. ----- Number of cash seizures. ----- Number of weapons seized.	----- Number of multi-agency operations conducted.
Prosecution	Specialized prosecutors to reduce backlogs and workloads or to rapidly address and reduce specific violations of the law.	Number of cases referred. ----- Number of cases filed.	Number of charges dismissed or acquitted. ----- Number of cases resulting in conviction or deferred adjudication.
Training and Technology	Training and/or technology improvements.	Number of professionals trained (does not include program staff). ----- Number of training events provided. ----- Number of training hours.	----- Number of professional with increased knowledge.

S.T.O.P. VIOLENCE AGAINST WOMEN ACT (WF) ACTIVITIES AND PERFORMANCE MEASURES

Activity	Activity Description	Outputs	Outcomes
Court Services / Improvements (Including Specialized Courts except Drug Courts)	Improve the effectiveness of the court system. Services include expanded use of probation, mediation, restitution, treatment, electronic monitoring, as well as secure confinement.	Number of sexual assault, domestic violence and stalking cases filed.	<p>Number of charges dismissed or acquitted.</p> <p>Number of cases resulting in conviction or deferred adjudication.</p>
Crisis Services	Emergency services provided to help victims during the crisis phase. Typical services include hotline, crisis counseling, phone and in-person information and/or referrals, accompaniment, advocacy for all necessary crisis procedures (medical, law enforcement, legal, shelter, etc.), transportation, financial assistance, crime victim compensation filing, etc.	<p>Number of victims/survivors seeking services who were served.</p> <p>Number of victims seeking services who were not served.</p> <p>Number of survivors receiving advocacy for emergency services (e.g. legal assistance, shelter, law enforcement, etc).</p> <p>Number of survivors provided with medical advocacy.</p> <p>Number of survivors receiving crisis counseling.</p> <p>Number of survivors receiving information and/or referral (in person/by phone).</p> <p>Number of survivors assisted with crime victim compensation applications.</p>	Number of clients returning for services as a result of a new victimization.
		Number of volunteers trained to provide direct	

Activity	Activity Description	Outputs	Outcomes
		assistance to victims/survivors. ----- Number of safety plans developed.	
Forensic Interviews	Evidentiary interviews with survivors of abuse conducted by a trained professional in a friendly environment. Interviews may be videotaped and may allow for input from representatives of diverse agencies. One comprehensive interview is preferred in order to reduce the potential for further victim trauma. Results of the interview should be used not only for law enforcement and prosecution purposes but also for social services, personal advocacy, case management, and mental health purposes. Interviews should be conducted in the context of a multidisciplinary investigation and diagnostic team or in a specialized setting such as a child advocacy center. The interviewer must be trained to conduct interviews appropriate to the development age and abilities of the children and vulnerable adults.	Number of survivors interviewed for case information. ----- Number of survivors assisted with crime victim compensation applications. ----- Number of forensic medical exams.	No Outcomes.
Investigation	Provide support for officers involved in the investigation of violent crimes and/or organized crime to ensure complete and thorough investigation is conducted to gather adequate evidence to prosecute cases. Activities include, but are not limited to, conducting interviews, taking statements, assisting	Number of cases investigated. ----- Number of cases referred for prosecution. ----- Number of incident reports. ----- Number of arrests made.	Number of felony charges filed. ----- Number of felony convictions.

Activity	Activity Description	Outputs	Outcomes
	with crime scene photos, evidence collection and other covert/overt operations.	Number of dual arrests made (both partners arrested). ----- Number of civil orders of protection violated.	
Legal Advocacy	Survivors are identified soon after the offense, provided information on victims rights (e.g., restitution, crime victim compensation), and provided comprehensive crisis and follow-up support needed to keep them engaged in the investigation and prosecution process. May include filing temporary restraining orders, injunctions, and other protective orders, elder abuse petitions, and child abuse petitions but does not include criminal prosecution or the employment of attorneys for non-emergency purposes, such as custody disputes, civil suits, etc. Those opting not to prosecute may receive required "education" about their options in an effort to reduce fear of testifying.	Number of survivors assisted through legal process. ----- Number of survivors provided information and/or referral (in person/by phone). ----- Number of survivors assisted with crime victim compensation applications. ----- Number of survivors contacted regarding court ordered restitution. ----- Number of volunteers trained to provide direct assistance to victims/survivors. ----- Number of times survivors are accompanied to court.	Number of children placed with a permanent care provider (for CASA programs). ----- Number of survivors receiving partial court order restitution. ----- Number of survivors receiving full court ordered restitution.
Multi-Disciplinary Teams and Case Coordination	Representatives of several agencies meet regularly to discuss common cases and share information to enhance investigation, prosecution, and victim restoration. Cases are followed through in this manner to closure. Participating agencies may include Child Protective Service, law enforcement, prosecutors' offices, Sexual Assault Nurse Examiners or	Number of meetings held by multi-disciplinary teams. ----- Number of cases reviewed by the multi-disciplinary team. ----- Number of survivors assisted with crime victim compensation	Number of cases resulting in charges filed. ----- Number of felony charges filed.

Activity	Activity Description	Outputs	Outcomes
	other medical personnel, mental health professionals, etc.	applications. <hr/> Number of survivors interviewed for case information.	<hr/> Number of felony convictions.
Peer Support Groups	Regular meetings of survivors experiencing similar types of traumas providing mutual peer support.	Number of survivors participating in support groups. <hr/> Number of volunteers trained to provide direct assistance to victims/survivors. <hr/> Number of sexual assault, domestic violence and/or stalking cases filed. <hr/> Number of survivors assisted with crime victim compensation applications. <hr/> Number of support group sessions held.	No outcomes.
Training and Technology	Training and/or technology improvements.	Number of professionals trained (does not include program staff). <hr/> Number of training events provided. <hr/> Number of training hours provided. <hr/> Number of volunteers recruited. <hr/> Number of volunteers trained to provide direct assistance to victims/survivors. <hr/> Number of active volunteers.	Number of professional with increased knowledge.

Activity	Activity Description	Outputs	Outcomes
Professional Therapy and Counseling	Individual, group, and family therapy/counseling provided by a licensed professional therapist/counselor, including the use of diagnostic and treatment instruments, and psychological/psychiatric evaluations. May include specialized types of therapy such as animal therapy, play therapy, and art therapy.	Number of survivors receiving counseling/therapy ----- Number of counseling hours provided to survivors. ----- Number of survivors assisted with crime victim compensation applications. ----- Number of volunteers trained to provide direct assistance to victims/survivors.	Number of victims/survivors who received professional counseling/therapy who are exhibiting an improvement in mental, emotional and physical health.
Prosecution	Specialized prosecutors to reduce backlogs and workloads or to rapidly address and reduce specific violations of the law.	Number of sexual assault, domestic violence and/or stalking cases referred. ----- Number of sexual assault, domestic violence and/or stalking cases filed.	Number of charges dismissed or acquitted. ----- Number of cases resulting in conviction or deferred adjudication.
Protective Order Assistance	Legal representation is provided by program staff and/or staff attorneys to obtain protective orders and assistance may be provided by law enforcement personnel, prosecution staff or other service providers. Services may be available at non-traditional locations and times.	Number of temporary protective orders requested. ----- Number of volunteers trained to provide direct assistance to victims/survivors. ----- Number of survivors assisted with crime victim compensation applications. ----- Number of final protective orders requested.	Number of temporary protective orders granted/obtained. ----- Number of final protective orders granted/obtained.
Public Presentations	Public awareness and education presentations that are made in schools, community centers, and other public forums, and that are designed to identify crime victims and provide or refer them to needed	Number of new publications or presentations developed. ----- Number of publications or presentations revised.	Number of subscribers issued publications or presentation materials.

Activity	Activity Description	Outputs	Outcomes
	<p>services. Costs related to these activities include presentation materials, brochures, newspaper notices, and public service announcements. Costs may include services to translate products into a language other than English, including Braille.</p>	<p>Number of presentations provided (by topic or target audience).</p> <p>Number of community outreach efforts.</p>	
Shelter	<p>Shelter programs provide a safe place for victim/survivors and their children. Other services include food, clothing, transportation, and service referrals.</p>	<p>Number of victims/survivors provided with shelter.</p> <p>Number of secondary victims/survivors provided shelter.</p> <p>Average length of stay in shelter (in days).</p> <p>Number of volunteers trained to provide direct assistance to victims/survivors.</p> <p>Number of survivors assisted with crime victim compensation applications.</p> <p>Number of victims who requested shelter.</p>	No Outcomes.
Victim-Offender Meetings	<p>Meetings between the survivor and the offender who perpetrated the crime against the survivor. At a minimum grantees must consider: (a) the safety and security of the survivor; (b) the benefit of therapeutic value to the survivor; (c) the procedures for ensuring that participation of the survivor and offender are voluntary and that everyone understands the nature of any meeting or other activity; (d) the provision of appropriate support and accompaniment for the survivor; (e) appropriate debriefing opportunities for the survivor after a meeting; (f) the credentials of the</p>	<p>Number of survivors participating in restorative justice efforts.</p> <p>Number of survivors assisted with crime victim compensation applications.</p> <p>Number of restorative justice efforts provided to survivors.</p>	<p>Number of survivors who participated in victim-offender meetings who are exhibiting an improvement in mental, emotional and physical health.</p>

Activity	Activity Description	Outputs	Outcomes
	facilitators; and (g) the opportunity for a survivor to withdraw from the process at any time.		

TITLE V (JT) ACTIVITIES AND PERFORMANCE MEASURES

Activity	Activity Description	Outputs	Outcomes
<p>Delinquency Prevention</p>	<p>Programs or other initiatives designed to reduce the incidence of delinquent acts and directed to the general youth population thought to be at risk of becoming delinquent. This category includes what is commonly referred to as "primary prevention" (e.g., parent education, peer counseling). This program area excludes programs targeted at youth already adjudicated delinquent and those programs designed specifically to prevent gang-related or substance abuse activities undertaken as part of the "Gangs" and "Substance Abuse" purpose areas.</p>	<p>Number of program youth served.</p>	<p>Number of program youth exhibiting a decrease in substance use.</p>
		<p>Number of parents served.</p>	<p>Number of program youth exhibiting a decrease in antisocial behavior.</p>
		<p>Number of service hours completed.</p>	<p>Number of program youth exhibiting an improvement in family relationships.</p>
			<p>Number of program youth exhibiting an improvement in school attendance.</p>
			<p>Number of program youth exhibiting a decrease in pregnancies.</p>
			<p>Number of program youth completing program requirements.</p>

Activity	Activity Description	Outputs	Outcomes
<p>Diversion</p>	<p>Programs to divert juveniles from entering the juvenile justice system.</p>	<p>Number of program youth served.</p>	<p>Number of program youth who offend or reoffend.</p> <p>Number of program youth completing program requirements.</p> <p>Number of program youth exhibiting a decrease in substance use.</p> <p>Number of program youth exhibiting a decrease in antisocial behavior.</p> <p>Number of program youth exhibiting an improvement in family relationships.</p> <p>Number of program youth exhibiting an improvement in social competencies.</p>
<p>Gangs - Juvenile</p>	<p>Programs or other initiatives designed primarily to address issues related to juvenile gang activity. This program area includes prevention and intervention efforts directed at reducing gang-related activities.</p>	<p>Number of program youth served.</p>	<p>Number of program youth who offend or reoffend.</p> <p>Number of program youth exhibiting a decrease in substance use.</p> <p>Number of program youth exhibiting a decrease in antisocial behavior.</p> <p>Number of program youth exhibiting an improvement in family relationships.</p> <p>Number of program youth exhibiting an improvement in social competencies.</p> <p>Number of program youth completing program requirements.</p> <p>Number of program youth with a new gang offense.</p>

Activity	Activity Description	Outputs	Outcomes	
Mentoring	A process in which the mentor serves as a role model, trusted counselor, or teacher who provides opportunities for development, growth, and support to less experienced individuals.	Number of program youth served.	Number of program youth who offend or reoffend.	
		Number of mentors trained.	Number of program youth exhibiting a decrease in antisocial behavior.	
		Average tenure of mentors (in days).	Number of program youth exhibiting an improvement in family relationships.	
			Number of program youth exhibiting an improvement in social competencies.	
			Number of program youth exhibiting a decrease in substance use.	
			Number of program youth exhibiting a decrease in gang activity.	
		Average time from assignment of case to first meeting with program youth (in hours).	Number of program youth exhibiting an improvement in school attendance.	
			Number of program youth completing program requirements.	
			Number of program families satisfied with program.	
			Number of mentors satisfied with program.	
	Number of assignments lasting until case completion.			
	Professional Therapy and Counseling	Individual, group, and family therapy/counseling provided by a licensed professional therapist/counselor, including the use of diagnostic and treatment instruments, and	Number of program youth served.	Number of program youth who offend or reoffend.
			Number of youth referred.	Number of program youth completing program requirements.
Number of youth screened/assessed.			Number of program youth complying with aftercare plan.	

Activity	Activity Description	Outputs	Outcomes
	psychological/psychiatric evaluations. May include specialized types of therapy such as animal therapy, play therapy, and art therapy.	Number of program youth with formal psychological/psychiatric evaluations.	<p>Number of program youth exhibiting a decrease in substance use.</p> <p>Number of program youth exhibiting a decrease in antisocial behavior.</p> <p>Number of program youth exhibiting an improvement in family relationships.</p> <p>Number of program youth exhibiting an improvement in social competencies.</p>
School Based Delinquency Prevention	Education programs and/or related services designed to prevent truancy, suspension, and expulsion. School safety programs may include support for school resource officers and law-related education.	Number of program youth served.	<p>Number of program youth who offend or reoffend.</p> <p>Number of program youth exhibiting a decrease in substance use.</p> <p>Number of program youth exhibiting an improvement in GPA.</p> <p>Number of program youth exhibiting an improvement in school attendance.</p> <p>Number of program youth exhibiting an improvement in social competencies.</p> <p>Number of program youth completing program requirements.</p> <p>Number of program youth suspended from school.</p> <p>Percent change in school-related discipline incidents.</p>
Services to Children of Incarcerated Parents	Programs that focus on children whose parents have been arrested and incarcerated that will assist in the decrease of delinquency and risk of intergenerational incarceration for youth.	<p>Number of program youth served.</p> <p>Number of service hours completed.</p>	<p>Number of program youth who offend or reoffend.</p> <p>Number of program youth exhibiting a decrease in antisocial behavior.</p> <p>Number of program youth exhibiting an improvement in family relationships.</p>

Activity	Activity Description	Outputs	Outcomes
			Number of program youth exhibiting an improvement in social competencies. ----- Number of program youth completing program requirements. ----- Number of program youth formally placed out of home.
Substance Abuse	Programs or other initiatives designed to address the use and abuse of illegal and other prescription and nonprescription drugs and the use and abuse of alcohol. Programs include control, prevention, and treatment.	Number of program youth served. ----- Number of youth screened. ----- Number of youth assessed. ----- Number of youth referred.	Number of program youth who offend or reoffend. ----- Number of program youth exhibiting desired change in substance use. ----- Number of program youth completing program requirements. ----- Number of program youth complying with their aftercare plan.
Youth Courts / Teen Courts	Youth courts (also known as teen courts) are juvenile justice programs in which peers play an active role in the disposition of the juvenile offender. Most youth courts are used as a sentencing option for first-time offenders charged with misdemeanor or nonviolent offenses who acknowledge their guilt. The youth court serves as an alternative to the traditional juvenile court.	Number of program youth served. ----- Average time from assignment of case to first meeting with program youth (in hours).	Number of program youth who offend or reoffend. ----- Number of program youth exhibiting desired change in antisocial behavior. ----- Number of program youth completing program requirements. ----- Number of victims satisfied with program. ----- Number of defendants satisfied with program. ----- Number of assignments lasting until case completion.

VICTIMS OF CRIME ACT (VA) ACTIVITIES AND PERFORMANCE MEASURES

Activity	Activity Description	Outputs	Outcomes
Crisis Services	Emergency services provided to help victims during the crisis phase. Typical services include hotline, crisis counseling, phone and in-person information and/or referrals, accompaniment, advocacy for all necessary crisis procedures (medical, law enforcement, legal, shelter, etc.), transportation, financial assistance, crime victim compensation filing, etc.	<p>Number of victims/survivors seeking services who were served.</p> <p>-----</p> <p>Number of victims seeking services who were not served.</p> <p>-----</p> <p>Number of survivors receiving advocacy for emergency services (e.g. legal assistance, shelter, law enforcement, etc).</p> <p>-----</p> <p>Number of survivors provided with medical advocacy.</p> <p>-----</p> <p>Number of survivors receiving crisis counseling.</p> <p>-----</p> <p>Number of survivors receiving information and/or referral (in person/by phone).</p> <p>-----</p> <p>Number of survivors assisted with crime victim compensation applications.</p> <p>-----</p> <p>Number of volunteers trained to provide direct services to victims/survivors.</p> <p>-----</p> <p>Number of safety plans developed.</p>	No Outcomes.

Activity	Activity Description	Outputs	Outcomes
Forensic Interviews	<p>Evidentiary interviews with survivors of abuse conducted by a trained professional in a friendly environment. Interviews may be videotaped and may allow for input from representatives of diverse agencies. One comprehensive interview is preferred in order to reduce the potential for further victim trauma. Results of the interview should be used not only for law enforcement and prosecution purposes but also for social services, personal advocacy, case management, and mental health purposes. Interviews should be conducted in the context of a multidisciplinary investigation and diagnostic team or in a specialized setting such as a child advocacy center. The interviewer must be trained to conduct interviews appropriate to the development age and abilities of the children and vulnerable adults.</p>	<p>Number of survivors interviewed for case information.</p> <hr/> <p>Number of survivors assisted with crime victim compensation applications.</p> <hr/> <p>Number of forensic medical examinations.</p>	No Outcomes.

Activity	Activity Description	Outputs	Outcomes
<p>Legal Advocacy</p>	<p>Survivors are identified soon after the offense, provided information on victims rights (e.g., restitution, crime victim compensation), and provided comprehensive crisis and follow-up support needed to keep them engaged in the investigation and prosecution process. May include filing temporary restraining orders, injunctions, and other protective orders, elder abuse petitions, and child abuse petitions but does not include criminal prosecution or the employment of attorneys for non-emergency purposes, such as custody disputes, civil suits, etc. Those opting not to prosecute may receive required "education" about their options in an effort to reduce fear of testifying.</p>	<p>Number of survivors assisted through legal process.</p>	<p>Number of children placed with a permanent care provider (for CASA programs).</p>
		<p>Number of survivors provided information and/or referral (in person/by phone).</p>	
		<p>Number of survivors assisted with crime victim compensation applications.</p>	
		<p>Number of volunteers trained to provide direct services to victims/survivors.</p>	
		<p>Number of survivors contacted regarding court ordered restitution.</p>	<p>Number of survivors receiving partial court ordered restitution.</p>
		<p>Number of times survivors are accompanied to court.</p>	<p>Number of survivors receiving full court ordered restitution.</p>
<p>Multi-Disciplinary Teams and Case Coordination</p>	<p>Representatives of several agencies meet regularly to discuss common cases and share information to enhance investigation, prosecution, and victim restoration. Cases are followed through in this manner to closure. Participating agencies may include Child Protective Service, law enforcement, prosecutors' offices, Sexual Assault Nurse Examiners or other medical personnel, mental health professionals, etc.</p>	<p>Number of meetings held by multi-disciplinary teams.</p>	<p>Number of felony convictions.</p>
		<p>Number of cases reviewed by the multi-disciplinary team.</p>	<p>Number of felony charges filed.</p>
		<p>Number of survivors assisted with crime victim compensation applications.</p>	<p>Number of cases resulting in charges filed.</p>
		<p>Number of survivors interviewed for case information.</p>	

Activity	Activity Description	Outputs	Outcomes
Peer Support Groups	Regular meetings of survivors experiencing similar types of traumas providing mutual peer support.	Number of survivors participating in support groups. ----- Number of volunteers trained to provide direct services to victims/survivors. ----- Number of survivors assisted with crime victim compensation applications. ----- Number of support group sessions held.	No Outcomes.
Professional Therapy and Counseling	Individual, group, and family therapy/counseling provided by a licensed professional therapist/counselor, including the use of diagnostic and treatment instruments, and psychological/psychiatric evaluations. May include specialized types of therapy such as animal therapy, play therapy, and art therapy.	Number of survivors receiving counseling/therapy. ----- Number of volunteers trained to provide direct services to victims/survivors. ----- Number of survivors assisted with crime victim compensation applications. ----- Number of counseling hours provided to survivors.	Number of victims/survivors who received professional counseling/therapy who are exhibiting an improvement in mental, emotional and physical health.
Protective Order Assistance	Legal representation is provided by program staff and/or staff attorneys to obtain protective orders and assistance may be provided by law enforcement personnel, prosecution staff or other service providers. Services may be available at non-traditional locations and times.	Number of temporary protective orders requested. ----- Number of volunteers trained to provide direct services to victims/survivors. ----- Number of survivors assisted with crime victim compensation applications. ----- Number of final protective orders requested.	Number of temporary protective orders granted/obtained. ----- Number of final protective orders granted/obtained.

Activity	Activity Description	Outputs	Outcomes
Shelter	Shelter programs provide a safe place for victim/survivors and their children. Other services include food, clothing, transportation, and service referrals.	Number of victims/survivors provided with shelter. ----- Number of secondary victims/survivors provided shelter. ----- Average length of stay in shelter (in days). ----- Number of volunteers trained to provide direct services to victims/survivors. ----- Number of survivors assisted with crime victim compensation applications. ----- Number of victims who requested shelter.	No Outcomes.
Victim-Offender Meetings	Meetings between the survivor and the offender who perpetrated the crime against the survivor. At a minimum grantees must consider: (a) the safety and security of the survivor; (b) the benefit of therapeutic value to the survivor; (c) the procedures for ensuring that participation of the survivor and offender are voluntary and that everyone understands the nature of any meeting or other activity; (d) the provision of appropriate support and accompaniment for the survivor; (e) appropriate debriefing opportunities for the survivor after a meeting; (f) the credentials of the facilitators; and (g) the opportunity for a survivor to withdraw from the process at any time.	Number of survivors participating in restorative justice efforts. ----- Number of survivors assisted with crime victim compensation applications. ----- Number of restorative justice efforts provided to survivors.	Number of survivors who participated in victim-offender meetings who are exhibiting an improvement in mental, emotional and physical health.

DRUG COURTS (DC) ACTIVITIES AND PERFORMANCE MEASURES

Activity	Activity Description	Outputs	Outcomes
Drug Court - Adult	Court-supervised substance abuse treatment to adult offenders as an alternative to traditional criminal or civil sanctions.	Number of people assessed for eligibility to participate in the program.	Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.
		Number of new enrollments in the program.	Number of participants employed or enrolled in school at time of drug court graduation (part time or full time).
		Number of participants in the program. ("Participants" should include the number in the program at the beginning of the reporting period plus the number of enrollments, i.e., total number served.)	Number of participants that successfully complete the program.
Drug Court - Family	Serve participants who enter the drug court program in relation to suits affecting the parent-child relationship, child welfare/CPS cases, child support cases, or other civil matters.	Number of people assessed for eligibility to participate in the program.	Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.
		Number of new enrollments in the program.	Number of participants employed or enrolled in school at time of drug court graduation (part time or full time).
		Number of participants in the program. ("Participants" should include the number in the program at the beginning of the reporting period plus the number of enrollments, i.e., total number served.)	Number of participants that successfully complete the program.
Drug Court - Juvenile	Provide continuing judicial supervision over juvenile offenders with substance abuse problems and integrate administration of other sanctions and services for such offenders.	Number of people assessed for eligibility to participate in the program.	Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.
		Number of new enrollments in the program.	Number of participants employed or enrolled in school at time of drug court graduation (part time or full time).
		Number of participants in the program. ("Participants" should include the number in	Number of program youth who offend or reoffend Number of program youth exhibiting a decrease in substance use.

Activity	Activity Description	Outputs	Outcomes
		the program at the beginning of the reporting period plus the number of enrollments, i.e., total number served.)	Number of program youth completing program requirements.

COUNTY ESSENTIALS (CE) ACTIVITIES AND PERFORMANCE MEASURES

Activity	Activity Description	Outputs	Outcomes
Equipment Only Purchases	Purchase of an article of non-expendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals the lesser of the capitalization level established by the grantee for financial statement purposes or \$1,000; or any of the following items with costs between \$500 and \$1,000: stereo systems, still and video cameras, facsimile machines, VCRs and VCR/TV combinations, cellular and portable telephones, and computer systems. Any computer equipment or software purchased with grant funds must be compatible with the Global Justice Extensible Markup Language (XML) Data Model (GJXDM), Version 3.0. For additional information, please visit the following website: http://www.it.ojp.gov/index.jsp .	<p>Number of units purchased.</p> <hr style="border-top: 1px dashed black;"/> <p>Number of staff with access to equipment purchased with grant funds.</p>	No Outcomes.
Essential County Services	Financial assistance to counties for essential public services including law enforcement, jail and court services or to off-set unplanned financial hardships placed on local law enforcement or judicial systems.	Measures based on the individual CE solicitation.	Customize measures based on the individual CE solicitation.
Extraordinary Costs Associated with Prosecuting Capital Cases	Financial assistance for extraordinary costs incurred for the investigation or prosecution of a capital murder or crimes committed because of bias or prejudice.	Customize measures based on the individual CE solicitation.	Customize measures based on the individual CE solicitation.