GUIDE to GRANTS

Helpful Questions and Answers for Managing Grants

December 2009

Office of the Governor
Criminal Justice Division

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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 (CJD). 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 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 Grants

- 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 our 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 grant officials 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 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?

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

- *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.

How does the Authorized Official accept the award in eGrants?

- *The Authorized Official must go to the "Accept.Award" tab in eGrants to preview and accept or decline the award. 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.*
  - In your eGrants application, you must enter the State payee identification number (federal identification number or vendor identification number) that was given to your agency by the state comptroller 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 fax, email or 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 Office of the Governor will establish your account with the State Comptroller.

Your agency's payee identification form, direct deposit form and IRS form W-9 can be faxed to: (512) 463-4114; emailed to: vendor.dd@governor.state.tx.us or mailed to: Office of the Governor, Financial Services Division, Post Office Box 12878, Austin, Texas 78711.

- So as not to disrupt payment to your agency, CJD must be notified immediately if any of the information under the "Grant.Vendor" tab changes.
- The information under the "Grant.Vendor" tab is locked and can only be updated by CJD 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, 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.*

  ***Exceptions**:*
  - *Quarterly (not monthly) FSRs are required for grantees receiving funds under the Crime Stoppers' Program.*
  - *Monthly FSRs are required for grantees receiving funds under the American Recovery and Reinvestment (ARRA) Edward Byrne Justice Assistance Grants, ARRA Victims of Crime Act, or ARRA STOP Violence Against Women Act programs.*
- *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 must be completed by the Financial Officer or Authorized Official.*
- *Cumulative expenditures must be reported by line item in eGrants.*
  - Quarterly required FSRs are due 22 days after the end of each calendar quarter. Quarters and due dates are as follows:

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

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.)

- Monthly FSRs for ARRA grant recipients are due five days after the end of each month. Monthly due dates are as follows:

Month	Due Date
January 1 – January 31	February 5
February 1 – February 28	March 5
March 1 – March 31	April 5
April 1 – April 30	May 5
May 1 – May 31	June 5
June 1 – June 30	July 5
July 1 – July 31	August 5
August 1 – August 31	September 5
September 1 – September 30	October 5
October 1 – October 31	November 5
November 1 – November 30	December 5
December 1 – December 31	January 5

- *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 90 calendar days after your grant ends. Check the eGrants "Profile-Details" tab for the grant start date, end date and liquidation date.

Funds not obligated and expended by the liquidation date will revert to CJD.

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?

- *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 email an information packet to the Project Director and the Grant Writer that contains reporting requirements specific to your grant.

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

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

Quarterly report due dates:

Fund Source	Report 1 Due Date	Report 2 Due Date	Report 3 Due Date	Report 4 Due Date
ARRA JAG	January 20	April 20	July 20	October 20
Crime Stoppers	January 20	April 20	July 20	October 20
JAG	January 20	April 20	July 20	October 20
RSAT	January 20	April 20	July 20	October 20

Biannual report due dates:

Fund Source	Report 1 Due Date	Report 2 Due Date
ARRA VAWA	January 20	April 20
ARRA VOCA	March 20	September 20
VAWA	January 20	May 20
VOCA	March 20	September 20
JABG	March 20	September 20
Title V	March 20	September 20
JJDP	March 20	September 20
SDFS	March 20	September 20
421	March 20	September 20
Drug Courts	March 20	September 20
County Essentials	varies	
Coverdell	January 20	July 20

- 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; and
  - 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 our grant?

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.

- *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.*

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 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 or programmatic), you could jeopardize payments to other CJD grant-funded programs within your agency.*

GRANT ADJUSTMENTS

How do I submit a grant adjustment?

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

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, including increasing or decreasing the grant award amount;
  - De-obligation – reduces the grant award amount;
  - Supplemental – increases the grant award amount;
  - Programmatic – changes the scope or activities of the project; and
  - Grant Period – changes the end date 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 we adjust our budget?

1 TAC §3.2513

- *Requests for grant adjustments must be submitted through eGrants via the "Budget-Request Adjustment" tab. Any grant official can create a grant adjustment in eGrants. Only the Authorized Official can certify and submit the adjustment to CJD.*

How often can we adjust the budget?

- *You may request adjustments as many times as necessary throughout the grant period.*
  - Requests for budget adjustments should 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 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 we extend our 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 our adjustment request has been approved?

- *If the adjustment request is approved, the Criminal Justice Planner with the Council of Government (COG) and all three grant officials will receive an email and a notification in eGrants that the adjustment has been approved.*

GRANT BUDGETS

What is an "approved budget category"?

1 TAC §3.3

- *Approved budget categories are personnel, contractual and professional services, travel, equipment, supplies and direct operating expenses, and indirect costs. Each line item within a 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 adding or changing grant-funded positions, remember to include the percent of base salary that will be paid using 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.)

      NOTE: *All grant-funded personnel must maintain on file personnel activity reports that: 1. reflect the distribution of actual time worked and activity performed; 2. are prepared at least monthly, and 3. 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://cjdonline.governor.state.tx.us/updates.aspx

    - 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.)*

    - CJD will not pay for any portion of the salary (or any other compensation) for an elected government official.

    - CJD approval must be given prior to paying overtime unless it was approved in the original budget. A copy of the overtime policy approved by your governing board must be uploaded to eGrants before CJD will approve paying overtime. The policy must: 1) clearly describe how overtime will be calculated; 2) treat grant-paid personnel the same as non-grant paid personnel; and, 3) be consistent with the agency's overtime policy and any relevant statutory requirements.

- **American Recovery and Reinvestment Act (ARRA) recipients only**: All ARRA grantees reporting personnel expenses within an FSR must include the cumulative hours worked by each personnel position from the start date of the grant through the FSR reporting period.

- **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 purchased through a single vendor within 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 deliverables are met and that contracts are monitored on a regular basis. Agencies must also 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.)

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

    ***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/

- **ARRA recipients only**: All ARRA grantees reporting contractual expenses within an FSR must include the cumulative hours worked for each contractor, the name of the individual or company providing the contract service, and the zip+4 code of the contractor's primary place of business. In addition, ARRA grantees may only report one contractor name/company per budget line item. If your agency has multiple contactors combined under one line item within your approved contractual budget, you must submit a grant adjustment request to separate those contractor services into individual line items.

- **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:*
> https://fmx.cpa.state.tx.us/fm/travel/index.php

  - 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 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 from a single vendor in one line item that exceed an overall cost of $100,000. Upload a Procurement Questionnaire into 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.

- 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

- 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. CJD may ask for copies of invoices for equipment purchases to be uploaded into eGrants. (See the section on Closing-Out a grant for information on CJD's record retention policy.)

- 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.*

- Brand names should not be included in your budget line item description(s).

- CJD will not approve grant funds to purchase vehicles or equipment for governmental agencies that are for general agency use.

- 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.*

- 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.

- 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.

- **ARRA recipients only**: All ARRA grantees reporting equipment expenses within an FSR must include the name of the vendor from whom the equipment item was purchase as well as the zip+4 code of the vendor's primary place of business. In addition, ARRA grantees may only report one vendor name/company per budget line item. If your agency has multiple vendors combined under one line item within your approved equipment budget, you must submit a grant adjustment to separate those equipment purchases into individual line items.

- **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 submitted to eGrants under the "Upload.Files" sub-tab within the "Summary" tab.

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

  - 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.

- **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.

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

  - Cash (hard) match is actual cash spent by your agency on the grant project. Cash does not lose its identity when it passes to another party.

  - 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;
  - 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 following 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.

> *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.*

  - Direct result is defined as a specific activity or set of 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;
    - fees; and
    - 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.
    - All law enforcement agencies receiving CJD funds must maintain a seizure log that reflects any seizure at which grant-funded personnel (full time, part time, or overtime) were present. (If there are no grant funded personnel, the seizure does not need to be reported.
    - For each seizure at which grant-funded personnel were present, the grantee agency must maintain the asset sharing agreement pertaining to that seizure and make available to CJD upon request.
    - Asset sharing agreements should include all agencies that participated in the seizure and the proposed distribution should coincide with each agency's level of support in the operation.

- If no external agencies participated in the seizure and the grantee agency had grant-funded personnel and non-grant funded personnel involved in the seizure, the asset sharing agreement should be equally distributed and tracked based on the level of participation by grant-funded and non-grant-funded officers.
- A grant adjustment must be initiated to add forfeited GPI to the budget and the grantee agency must expend all GPI prior to receiving any CJD funds.

- Grantees earning GPI from seizures and forfeitures are required to maintain documentation of the seizures and forfeitures received by the grantee agency including, but not limited to, seizure and forfeiture logs, agreements defining the distribution of seizures and forfeitures, and any other documentation required by statutes, rules, regulations, and guidelines applicable to the seizure and forfeiture of contraband.

- 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;
- legal services for adult offenders;
- fundraising;
- membership dues for individuals;
- new construction;
- 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;
- 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 grantees' financial and programmatic compliance with laws and guidelines applicable to each grant.*
  - CJD monitoring staff also provides technical assistance to grantees 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. Monitors may also make contact visits with grantees.
  - Monitors perform reviews of the Single Audit Reports and review the checklists from COG planners' visits.

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

- *All grants are subject to a monitoring review.*
  - Monitored grants may be selected through a risk analysis, an 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, equipment inventory, contracts, and other grant records pertinent to the award.*

What do we 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 us a report?

- *Yes. CJD will issue a draft report with a list of 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 identifies 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; or
    - 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; or
    - 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:* https://fmx.cpa.state.tx.us/fm/travel/index.php

- **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; or
    - 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 a 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 electronically submit an annual single audit to CJD. The audit must be conducted by an independent auditor.*

> *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.*

- Grantees that meet the audit threshold must electronically submit to CJD 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 is required to submit a Single Audit report to CJD, 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 we close out our 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 the 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 an FSR 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 FSR because of findings by CJD monitoring staff or audits conducted by the grantee agency.

How long do we have to keep CJD grant records?

1 TAC 3.2505

- 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 we 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
HTTPS://CJDONLINE.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)?				
☐ State ☐ Local ☐ 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)?	☐	Yes	☐	No
3. For purchases expected to exceed $100,000, SELECT ***any*** 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.	☐	Yes	☐	No
b) The procurement specifies a "brand name" product.	☐	Yes	☐	No
c) The proposed contract/ purchase is to be awarded to an entity other than the evident low bidder under a sealed bid procurement.	☐	Yes	☐	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?	☐	Yes	☐	No
b) Has the awarding agency established a process to regularly document the results of contract monitoring reviews?	☐	Yes	☐	No
c) Has the awarding agency created a filing system to maintain all files and results of contract monitoring reviews?	☐	Yes	☐	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
HTTPS://CJDONLINE.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) 3.73

"If matching funds are required on a grant, an applicant must ensure that it possesses or can acquire the required matching funds. A contractor or participating entity may contribute toward the matching funds requirement, but the applicant bears the responsibility for satisfying the matching funds requirement."

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																															
		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	Total
13537-04	Crisis intervention/counseling	4																															8
14286-04	Crisis intervention/counseling	4																				4											8
13537-04	Trained new counselors		4																														4
14286-04	Trained new counselors			4																													4
13537-04	Assisted victims with compensation claims		4																														4
14286-04	Assisted victims with compensation claims			4																													4
13537-04	Holiday Leave																																4
14286-04	Holiday Leave				4																												4
	Weekend					0							0	0						0	0						0	0					0
13537-04	Assisted victims with professional therapy																																3
14286-04	Assisted victims with professional therapy																																3
13537-04	Answered hotline calls & referred callers																		3					3		3							9
14286-04	Answered hotline calls & referred callers														3				3					1		3							10
13537-04	Drove victim to doctor							1																									1
14286-04	Drove victim to doctor																								1				1				2
13537-04	Transported victims to shelter														1														1				2
14286-04	Transported victims to shelter							1																						1			2
14286-04	Attended VAWA conference								8	8																							16
13537-04	Child care while victim receives services										1								1					2		1							5
14286-04	Child care while victim receives services										1								1					2		1							5
13537-04	Assisted victims with housing										3																		3				6
14286-04	Assisted victims with housing										3																			3			6
13537-04	Vacation Leave											4																					4
14286-04	Vacation Leave											4																					4
13537-04	Transported victim to court proceedings															1															1	1	3
13537-04	Attended court proceedings with victim															7															7	7	21
14286-04	Transported victim to court proceedings																1																1
14286-04	Attended court proceedings with victim																7																7
13537-04	Criminal Justice Advocacy																	4												2			6
14286-04	Criminal Justice Advocacy																	4												2			6
13537-04	Sick Leave																						4										4
14286-04	Sick Leave																						4										4
13537-04	Assisted victims with debt/creditor issues														3																		3
14286-04	Assisted victims with debt/creditor issues																												3				3
13537-04	Assisted victims with child care issues																								3								3
14286-04	Assisted victims with child care issues																								3								3
13537-04	Transported victims to medical facility														1																		1
14286-04	Transported victims to medical facility																								1								1
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☐ If the employee is 100% (CJD) grant-funded, the Supervisor should check this box and sign below to also certify that the employee worked solely on the CJD grant for the period covered above.

Employee / Volunteer Signature		Supervisor Signature	
	Certified Correct		Certified Correct

Sample Only

Sample Only

Fund Source Descriptions and Requirements

The following pages contain information on the state and federal rules and regulations governing the fund sources administered by CJD. 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	Projects are required to comply with all applicable state and federal regulations. Laboratories are required to comply with the following operational requirements: 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. Allowable expenditures are limited to the following: 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.
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 state requirements and to be certified by the Texas Crime Stoppers Council. If a grantee is decertified by the Texas Crime Stoppers 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 Texas Crime Stoppers 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	JAG 16.738 ARRA-JAG 16.803
Purpose	Support state and local agencies in preventing and reducing violent crime.
Project Requirements	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	Border Initiatives Court Programs (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 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 state requirements.
Waiver of Application	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. 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. Once the grantee completes the waiver of funds form, the grantee is required to upload the form into eGrants. 3. Failure to complete either a grant application or JABG Waiver of Funds Form will result in the local allocation reverting to CJD. 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.
JABG Local Advisory Board	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. 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 defined 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.
Eligible Applicants	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. Seventy-five percent of this fund is available for local/regional formula grants to cities and counties based on a federal formula. 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. Juvenile justice projects or projects serving delinquent or at-risk youth will address at least one of the following priorities developed in coordination with the Governor's Juvenile Justice Advisory Board to be eligible for funding: • Prevention and Early Intervention at First Offense • Disproportionate Minority Contact • Gang Prevention and Intervention • Specialize Treatment Services • Juvenile Justice System Impact
Eligible Activities	Accountability Corrections / Detention Facilities Corrections / Detention Personnel Court Staffing and Pretrial Services (Including Specialized Courts except Drug Courts) Data Information / Sharing Systems Drug Court – Juvenile Graduated or Progressive Sanctions Juvenile Gun Courts Juvenile Probation Juvenile Records Systems Prosecution (Staff) Prosecutors (Funding) Reentry of Offender into the Community Restitution / Community Service Risk and Needs Assessment School Safety Enhancement Training for Law Enforcement and Court Personnel
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	Alternatives to Detention Community Assessment Centers Court Services / Improvements (Including specialized courts except drug courts) Data Information / Sharing Systems Delinquency Prevention Disproportionate Minority Contact Diversion Drug Court – Juvenile Gangs – Juvenile Jail Removal Juvenile Probation Juvenile Sex Offender Programs Mentoring Professional Therapy and Counseling 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 and Technology Youth Advocacy Youth Courts / Teen Courts Juvenile justice projects or projects serving delinquent or at-risk youth will address at least one of the following priorities developed in coordination with the Governor's Juvenile Justice Advisory Board to be eligible for funding: • Prevention and Early Intervention at First Offense • Disproportionate Minority Contact • Gang Prevention and Intervention • Specialize Treatment Services • Juvenile Justice System Impact
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	Projects are required to 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. 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. Residential substance abuse projects must: 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. Jail-based substance abuse projects must: 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	Projects are required to meet the following principles of effectiveness: 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. Juvenile justice projects or projects serving delinquent or at-risk youth will address at least one of the following priorities developed in coordination with the Governor's Juvenile Justice Advisory Board to be eligible for funding: • Prevention and Early Intervention at First Offense • Disproportionate Minority Contact • Gang Prevention and Intervention • Specialize Treatment Services • Juvenile Justice System Impact
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	Community Assessment Centers Data Information / Sharing Systems Delinquency Prevention Gangs – Juvenile Mentoring

Eligible Activities (cont.)	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
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	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	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	Data Information / Sharing Drug Courts – Adult Drug Courts – Family Equipment Only Purchases Gangs – Adult Investigations Prosecution Reentry of Offenders into Communities Training for Law Enforcement and Court Personnel
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 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	Court Services / Improvements (Including Specialized Courts Except Drug Courts) Crisis Services Forensic Interviews Investigations Legal Advocacy Multi-Disciplinary Teams and Case Coordination Peer Support Groups Training and Technology Professional Therapy and Counseling Prosecution Protective Order Assistance Public Presentations Shelter Victim-Offender Meetings
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 state requirements 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	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 Juvenile justice projects or projects serving delinquent or at-risk youth will address at least one of the following priorities developed in coordination with the Governor's Juvenile Justice Advisory Board to be eligible for funding: • Prevention and Early Intervention at First Offense • Disproportionate Minority Contact • Gang Prevention and Intervention • Specialize Treatment Services • Juvenile Justice System Impact
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	Projects are required to comply with the requirements of the Victims of Crime Act of 1984 (VOCA), as amended, 42 U.S.C. 10601, et seq. Projects are required to demonstrate the following: 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; 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	Crisis Services Forensic Interviews Legal Advocacy Multi-Disciplinary Teams and Case Coordination Peer Support Groups Professional Therapy and Counseling Protective Order Assistance Shelter Victim – Offender Meetings
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 all applicable state guidelines.
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 all applicable state guidelines.
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.

Fund Source	Activity	Description	Type	Measure
Child ID Program	Child Identification Kit Distribution	Services geared towards developing child identification kits that allow parents to collect specific information by easily recording the physical characteristics and fingerprints of their children on identification cards for future reference.	**Output**	Number of Child ID kits produced.
			Outcome	Number of Child ID kits distributed.
County Essentials Program	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.	**Output**	Number of staff with access to equipment purchased with grant funds.
				Number of units purchased.
Coverdell Nat'l Forensic Sciences Improve Act	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.	**Output**	Number of staff with access to equipment purchased with grant funds.
				Number of units purchased.

Fund Source	Activity	Description	Type	Measure
Coverdell Nat'l Forensic Sciences Improve Act (cont.)	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/processing and other covert/overt operations.	**Output**	Number of days to process a piece of evidence prior to the grant start date.
				Number of hours of overtime worked.
				Number of temporary or contracted scientists hired to process the backlog of evidence.
			Outcome	Number of days to process a piece of evidence at the end of the grant end date.
				Number of pieces of evidence processed by the temporary or contracted scientists.
				Number of pieces of evidence processed.
Crime Stoppers Assistance Fund	Crime Stoppers Assistance	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	**Output**	Number of calls to hotline.
				Number of Campus Crime Stoppers participants receiving training.
			Outcome	Number of felony arrests made as a result of hotline tips.
				Number of trained Campus Crime Stoppers participants who assume leadership roles.
Drug Court Program	Drug Court - Adult	Provide court-supervised substance abuse treatment to adult offenders as an alternative to traditional criminal or civil sanctions.	**Output**	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 - example: total number served.)
				Number of people assessed for eligibility to participate in the program.

Fund Source	Activity	Description	Type	Measure
Drug Court Program (cont.)	Drug Court - Adult (cont.)	Provide court-supervised substance abuse treatment to adult offenders as an alternative to traditional criminal or civil sanctions. (cont.)	**Outcome**	Number of participants employed or enrolled in school at time of drug court graduation (part time or full time).
				Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.
				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.	**Output**	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 - example: total number served.)
				Number of people assessed for eligibility to participate in the program.
			Outcome	Number of participants employed or enrolled in school at time of drug court graduation (part time or full time).
				Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.
				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 substance abuse treatment and other services for such offenders.	**Output**	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 - example: total number served.)
				Number of people assessed for eligibility to participate in the program.

Fund Source	Activity	Description	Type	Measure
Drug Court Program (cont.)	Drug Court - Juvenile (cont.)	Provide continuing judicial supervision over juvenile offenders with substance abuse problems and integrate administration of substance abuse treatment and other services for such offenders. (cont.)	**Outcome**	Number of participants employed or enrolled in school at time of drug court graduation (part time or full time).
				Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.
				Number of program youth completing program requirements.
				Number of program youth exhibiting a decrease in substance use.
				Number of program youth who offend or reoffend.
Edward Byrne Memorial Justice Assistance Grant Program	Border Initiatives	Law enforcement projects that target violent crime along the Texas-Mexico border.	**Output**	Number of cash seizures estimated to result from activities of grant paid officers supporting the border initiative.
				Number of contract hours planned to support the border initiative.
				Number of contracts to be initiated in support of the border initiative.
				Number of felony arrests estimated to be made by grant paid officers supporting the border initiative.
				Number of gangs to be targeted in support of the border initiative.
				Number of hours of overtime estimated to be paid to officers supporting the border initiative.
				Number of misdemeanor arrests estimated to be made by grant paid officers supporting the border initiative.
				Number of NEW agency/department peace officers planned to be hired with grant funds to target the border initiative.
				Number of pieces of equipment to be purchased in support of the border initiative.
				Number of support personnel planned to be hired under the border initiative.

Fund Source	Activity	Description	Type	Measure
Edward Byrne Memorial Justice Assistance Grant Program (cont.)	Border Initiatives (cont.)	Law enforcement projects that target violent crime along the Texas-Mexico border. (cont.)	**Outcome**	Cash value of forfeitures attributed to grant paid officers supporting the border initiative.
				Number of border personnel receiving equipment that report a change in job performance as a result of the equipment.
				Number of border personnel receiving equipment that report improved efficiency as a result of the equipment.
				Number of border personnel receiving equipment that report improved program quality as a result of the equipment.
				Number of contract hours paid in support of the border initiative.
				Number of contracts executed in support of the border initiative.
				Number of felony arrests made by grant paid officers supporting the border initiative.
				Number of forfeitures (cash and other assets) attributed to grant paid officers supporting the border initiative.
				Number of gangs targeted in the border initiative.
				Number of hours of overtime of grant paid officers supporting the border initiative.
				Number of misdemeanor arrests made by grant paid officers supporting the border initiative.
				Number of NEW agency/department peace officers hired to support the border initiative.
				Number of pieces of equipment purchased for use by grant paid officers, analysts and staff supporting the border initiative.
				Number of support personnel hired under the border initiative.
				Number of total felony arrests by all peace officers at the grantee agency.
				Number of total hours of overtime the law enforcement agency paid to peace officers regardless of the source of funding.

Fund Source	Activity	Description	Type	Measure
Edward Byrne Memorial Justice Assistance Grant Program (cont.)	Border Initiatives (cont.)	Law enforcement projects that target violent crime along the Texas-Mexico border. (cont.)	**Outcome (cont.)**	Number of total misdemeanor arrests by all peace officers at the grantee agency.
				Number of total peace officers paid for by the grantee agency regardless of the source of funding.
	Court Programs	Improve the effectiveness of the court system. Services include expanded use of probation, mediation, restitution, treatment, electronic monitoring, as well as secure confinement.	**Output**	Number of contract hours planned to support improvements to the court system.
				Number of contracts planned to support court initiatives.
				Number of NEW or expanded court initiatives planned.
				Number of pieces of equipment to be purchased to support court initiatives.
			Outcome	Number of agencies/departments that report a desired change in efficiency.
				Number of agencies/departments that report a desired change in program quality.
				Number of contract hours paid to support court initiatives.
				Number of contracts executed to support court initiatives.
				Number of NEW or expanded court initiatives completed.
				Number of pieces of equipment purchased to support court initiatives.
	Drug Court - Adult	Provide court-supervised substance abuse treatment to adult offenders as an alternative to traditional criminal or civil sanctions.	**Output**	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 - example: total number served.)
				Number of people assessed for eligibility to participate in the program.
			Outcome	Number of participants employed or enrolled in school at time of drug court graduation (part time or full time).
				Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.
				Number of participants that successfully complete the program.

Fund Source	Activity	Description	Type	Measure
Edward Byrne Memorial Justice Assistance Grant Program (cont.)	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.	**Output**	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 - example: total number served.)
				Number of people assessed for eligibility to participate in the program.
			Outcome	Number of participants employed or enrolled in school at time of drug court graduation (part time or full time).
				Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.
				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 substance abuse treatment and other services for such offenders.	**Output**	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 - example: total number served.)
				Number of people assessed for eligibility to participate in the program.
			Outcome	Number of participants employed or enrolled in school at time of drug court graduation (part time or full time).
				Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.
				Number of program youth completing program requirements.
				Number of program youth exhibiting a decrease in substance use.
				Number of program youth who offend or reoffend.

Fund Source	Activity	Description	Type	Measure
Edward Byrne Memorial Justice Assistance Grant Program (cont.)	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.	**Output**	Number of agencies/departments to directly benefit from the equipment.
				Number of contract hours planned to support equipment purchases.
				Number of contracts planned to support local equipment purchases.
				Number of NEW or expanded initiates planned to receive equipment.
				Number of pieces of equipment to be purchased.
			Outcome	Number of agencies/departments that report improved efficiency as a result of the equipment.
				Number of agencies/departments that report improved program quality as a result of the equipment.
				Number of contract hours paid in support of equipment purchases.
				Number of contracts executed in support of equipment purchases.
				Number of NEW or expanded initiates that received equipment.
				Number of pieces of equipment purchased.
				Number of staff receiving equipment that report a change in job performance as a result of the equipment.
				Number of staff receiving equipment that report improved efficiency as a result of the equipment.
				Number of staff receiving equipment that report improved program quality as a result of the equipment.

Fund Source	Activity	Description	Type	Measure
Edward Byrne Memorial Justice Assistance Grant Program (cont.)	Gangs - Adult	Projects that target criminal activities of violent adult gangs.	**Output**	Number of cash seizures estimated to result from activities of grant paid gang officers.
				Number of contract hours planned to support the gang initiative.
				Number of contracts to be initiated in support of the gang initiative.
				Number of felony arrests estimated to be made by grant paid gang officers.
				Number of gangs to be targeted in the initiative.
				Number of hours of overtime estimated to be paid to gang officers with grant funds.
				Number of misdemeanor arrests estimated to be made by grant paid gang officers.
				Number of NEW agency/department peace officers planned to be hired with grant funds to target gang activity.
				Number of pieces of equipment to be purchased in support of the gang initiative.
			Outcome	Cash value of forfeitures attributed to grant paid gang officers.
				Number of contract hours paid in support of the gang initiative.
				Number of contracts executed in support of the gang initiative.
				Number of felony arrests made by grant paid peace officers.
				Number of forfeitures (cash and other assets) attributed to grant paid gang officers.
				Number of gang officers or analysts receiving equipment that report a change in job performance as a result of the equipment.
				Number of gang officers or analysts receiving equipment that report improved efficiency as a result of the equipment.
				Number of gang officers or analysts receiving equipment that report improved program quality as a result of the equipment.

Fund Source	Activity	Description	Type	Measure
Edward Byrne Memorial Justice Assistance Grant Program (cont.)	Gangs - Adult (cont.)	Projects that target criminal activities of violent adult gangs. (cont.)	**Outcome (cont.)**	Number of gangs targeted.
				Number of hours of overtime paid to gang officers with grant funds.
				Number of misdemeanor arrests made by grant paid gang officers.
				Number of NEW agency/department peace officers hired to target gang activity.
				Number of pieces of equipment purchased for use by grant paid gang officers or analysts.
				Number of total felony arrests by all peace officers at the grantee agency.
				Number of total hours of overtime the law enforcement agency paid to peace officers regardless of the source of funding.
				Number of total misdemeanor arrests by all peace officers at the grantee agency.
				Number of total peace officers paid for by the grantee agency regardless of the source of funding.
	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/processing and other covert/overt operations.	**Output**	Number of cash seizures estimated to result from activities of grant paid peace officers.
				Number of contract hours planned to support law enforcement initiatives.
				Number of contracts to be initiated in support of law enforcement.
				Number of felony arrests estimated to be made by grant paid peace officers.
				Number of hours of overtime estimated to be paid to peace officers with grant funds.
				Number of misdemeanor arrests estimated to be made by grant paid peace officers.
				Number of NEW agency/department peace officers planned to be hired with grant funds.
				Number of pieces of equipment to be purchased in support of law enforcement.

Fund Source	Activity	Description	Type	Measure
Edward Byrne Memorial Justice Assistance Grant Program (cont.)	Investigation (cont.)	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/processing and other covert/overt operations. (cont.)	**Outcome**	Cash value of forfeitures attributed to grant paid peace officers.
				Number of contract hours paid in support of law enforcement initiatives.
				Number of contracts executed in support of law enforcement initiatives.
				Number of felony arrests made by grant paid peace officers.
				Number of forfeitures (cash and other assets) attributed to grant paid peace officers.
				Number of hours of overtime paid to peace officers with grant funds.
				Number of misdemeanor arrests made by grant paid peace officers.
				Number of NEW agency/department peace officers hired.
				Number of pieces of equipment purchased for use by law enforcement.
				Number of staff receiving equipment that report a change in job performance as a result of the equipment.
				Number of staff receiving equipment that report improved efficiency as a result of the equipment.
				Number of staff receiving equipment that report improved program quality as a result of the equipment.
				Number of total felony arrests by all peace officers at the grantee agency.
				Number of total hours of overtime the law enforcement agency paid to peace officers regardless of the source of funding.
				Number of total misdemeanor arrests by all peace officers at the grantee agency.
				Number of total peace officers paid for by the grantee agency regardless of the source of funding.

Fund Source	Activity	Description	Type	Measure
Edward Byrne Memorial Justice Assistance Grant Program (cont.)	Prosecution	Specialized prosecutors to reduce backlogs and improve workloads or to rapidly address and reduce specific violations of the law.	**Output**	Number of backlogged cases to be prosecuted by grant paid prosecutors.
				Number of contract hours planned to support the prosecution initiative.
				Number of contracts to be initiated in support of the prosecution initiative.
				Number of estimated cases to be prosecuted by grant paid prosecutors.
				Number of grant paid paralegals to be hired.
				Number of grant paid prosecutors to be hired.
				Number of pieces of equipment to be purchased to support the prosecution initiative.
			Outcome	Number of backlogged cases prosecuted by grant paid prosecutors.
				Number of cases prosecuted by grant paid prosecutors.
				Number of contract hours paid in support of the prosecution initiative.
				Number of contracts executed in support of the prosecution initiative.
				Number of grant paid paralegals hired.
				Number of grant paid prosecutors hired.
				Number of pieces of equipment purchased in support of the prosecution initiative.
				Number of staff receiving equipment that report a change in job performance as a result of the equipment.
				Number of staff receiving equipment that report improved efficiency as a result of the equipment.
				Number of staff receiving equipment that report improved program quality as a result of the equipment.

Fund Source	Activity	Description	Type	Measure
Edward Byrne Memorial Justice Assistance Grant Program (cont.)	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.	**Output**	Number of contract hours planned to support substance abuse treatment.
				Number of contracts planned to support substance abuse treatment.
				Number of individuals estimated to receive substance abuse treatment.
				Number of NEW or expanded substance abuse initiatives planned.
				Number of NEW program slots to be created for substance abuse treatment.
				Number of pieces of equipment to be purchased in support the substance abuse initiative.
			Outcome	Number of contract hours paid in support of substance abuse treatment.
				Number of contracts executed in support of substance abuse treatment.
				Number of individuals completing substance abuse treatment.
				Number of individuals receiving substance abuse treatment.
				Number of individuals who exited the program (completed or non-completed).
				Number of NEW or expanded substance abuse initiatives implemented.
				Number of NEW program slots created for substance abuse treatment.
				Number of pieces of equipment purchased in support of the substance abuse initiative.
				Number of staff receiving equipment that report a change in job performance as a result of the equipment.
				Number of staff receiving equipment that report improved efficiency as a result of the equipment.
				Number of staff receiving equipment that report improved program quality as a result of the equipment.

Fund Source	Activity	Description	Type	Measure
Edward Byrne Memorial Justice Assistance Grant Program (cont.)	Technology	Technology improvements 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.	**Output**	Number of agencies/departments planned to benefit from system improvements.
				Number of contract hours planned to support system improvements.
				Number of contracts to be initiated in support of system improvements.
				Number of NEW or expanded initiatives planned to receive new or updated system technology.
				Number of pieces of equipment to be purchased for system improvements.
			Outcome	Number of agencies/departments that benefited from system improvements.
				Number of agencies/departments that report improved efficiency as a result of the system improvements.
				Number of agencies/departments that report improved program quality as a result of the system improvements.
				Number of contract hours paid in support of system improvements.
				Number of contracts executed in support of system improvements.
				Number of NEW or expanded initiatives completed that resulted in an upgrade to information systems.
				Number of pieces of equipment purchased for system improvements.
				Number of systems enhanced through improvements.
	Training	Establishing and maintaining training programs for criminal justice professionals to more effectively identify and respond to preventing and controlling crime.	**Output**	Number of agencies/department requesting training.
				Number of contract hours planned to support the training initiative.
				Number of contracts planned to support the training initiative.
				Number of individuals requesting training.
				Number of pieces of equipment planned to purchase to support the training initiative.

Fund Source	Activity	Description	Type	Measure
Edward Byrne Memorial Justice Assistance Grant Program (cont.)	Training (cont.)	Establishing and maintaining training programs for criminal justice professionals to more effectively identify and respond to preventing and controlling crime. (cont.)	**Outcome**	Number of agencies/departments receiving training.
				Number of contract hours paid in support of the training initiative.
				Number of contracts executed in support of the training initiative.
				Number of individuals receiving training.
				Number of individuals who reported an increase in knowledge as a result of the training.
				Number of individuals who reported an increase in skills as a result of the training.
				Number of pieces of equipment purchased in support of the training initiative.
				Number of staff receiving equipment that report a change in job performance as a result of the equipment.
				Number of staff receiving equipment that report improved efficiency as a result of the equipment.
				Number of staff receiving equipment that report improved program quality as a result of the equipment.
Edward Byrne Memorial Justice Assistance Grant Program - Recovery Act	Court Programs	Improve the effectiveness of the court system. Services include expanded use of probation, mediation, restitution, treatment, electronic monitoring, as well as secure confinement.	**Output**	Number of agencies served by the initiatives.
				Number of FTE positions that were prevented from elimination as a result of grant funds.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of local initiatives planned. (Example: If the grant includes a training component, a law enforcement component, and a victim services component then the number of planned initiatives would be three.)
				Number of new FTE positions created with grant funds.
				Number of organizations / units / departments involved in the coordination of grant-funded initiatives.
				Number of state initiatives planned.

Fund Source	Activity	Description	Type	Measure
Edward Byrne Memorial Justice Assistance Grant Program - Recovery Act (cont)	Court Programs (cont.)	Improve the effectiveness of the court system. Services include expanded use of probation, mediation, restitution, treatment, electronic monitoring, as well as secure confinement. (cont.)	**Outcome**	Number of agencies that report improved efficiency.
				Number of agencies that report improved program quality.
				Number of local initiatives completed during the grant period.
				Number of state initiatives completed during the grant period.
	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.	**Output**	Number of local initiatives planned. (Example: If the grant includes a training component, a law enforcement component, and a victim services component then the number of planned initiatives would be three.)
				Number of organizations / units / departments involved in the coordination of grant-funded initiatives.
				Number of organizations / units / departments to directly benefit from the equipment.
			Outcome	Number of agencies that report improved efficiency.
				Number of agencies that report improved program quality.
				Number of staff that report improved efficiency.
				Number of staff that report increased program quality.
	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/processing and other covert/overt operations.	**Output**	Number of back-logged pieces of forensic evidence to be processed.
				Number of cash seizures attributed to grant-funded activities.
				Number of communities served by the initiatives.
				Number of drug seizures attributed to grant-funded activities.
				Number of felony assault arrests that were attributed to grant-funded activities.
				Number of felony drug arrests that were attributed to grant funds.

Fund Source	Activity	Description	Type	Measure
Edward Byrne Memorial Justice Assistance Grant Program - Recovery Act (cont)	Investigation (cont.)	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/processing and other covert/overt operations. (cont.)	**Output (cont.)**	Number of firearms seized that can be attributed to grant-funded activities.
				Number of FTE positions that were prevented from elimination as a result of grant funds.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of gangs targeted.
				Number of individuals arrested for felony offenses.
				Number of intelligence referrals.
				Number of investigative hours paid for with grant funds.
				Number of local initiatives planned. (Example: If the grant includes a training component, a law enforcement component, and a victim services component then the number of planned initiatives would be three.)
				Number of new FTE positions created with grant funds.
				Number of organizations / units / departments involved in the coordination of grant-funded initiatives.
				Number of patrol hours paid for with grant funds.
				Number of state initiatives planned.
			Outcome	Cash value of drug seizures (in dollars using DPS calculations).
				Number of felony charges filed.
				Number of felony convictions.
				Number of gangs disrupted.
				Number of local initiatives completed during the grant period.
				Number of state initiatives completed during the grant period.
	Juvenile Services	Programs or other initiatives designed to reduce the incidence of juvenile delinquency.	**Output**	Number of delinquency prevention initiatives created with grant funds.
				Number of FTE positions that were prevented from elimination as a result of grant funds.

Fund Source	Activity	Description	Type	Measure
Edward Byrne Memorial Justice Assistance Grant Program - Recovery Act (cont)	Juvenile Services (cont.)	Programs or other initiatives designed to reduce the incidence of juvenile delinquency. (cont.)	**Output (cont.)**	Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of gang prevention initiatives created with grant funds.
				Number of local initiatives planned. (Example: If the grant includes a training component, a law enforcement component, and a victim services component then the number of planned initiatives would be three.)
				Number of new FTE positions created with grant funds.
				Number of organizations / units / departments involved in the coordination of grant-funded initiatives.
				Number of parents served.
				Number of presentations provided.
				Number of program youth served.
				Number of state initiatives planned.
			Outcome	Number of communities or organizations served.
				Number of delinquency prevention initiatives completed.
				Number of families that show a desired change in awareness, knowledge, behaviors or procedures.
				Number of gang prevention initiatives completed.
				Number of juveniles that show a desired change in awareness, knowledge, behaviors or procedures.
				Number of local initiatives completed during the grant period.
				Number of programs that report increased program quality.
				Number of state initiatives completed during the grant period.
				Number of student, community or professional groups reporting presentations as useful.

Fund Source	Activity	Description	Type	Measure
Edward Byrne Memorial Justice Assistance Grant Program - Recovery Act (cont)	Prosecution	Specialized prosecutors to reduce backlogs and improve workloads or to rapidly address and reduce specific violations of the law.	**Output**	Number of backlogged cases to be prosecuted with grant-funded activities.
				Number of cases prosecuted with grant funds.
				Number of felony cases prosecuted with grant funds that can be associated with gang activity.
				Number of FTE positions that were prevented from elimination as a result of grant funds.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of new FTE positions created with grant funds.
			Outcome	Number of convictions associated with gang activity.
				Number of convictions.
	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.	**Output**	Number of adults served through reentry initiatives.
				Number of agencies and community groups supporting the re-entry program.
				Number of FTE positions that were prevented from elimination as a result of grant funds.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of juveniles served through reentry initiatives.
				Number of local initiatives planned. (Example: If the grant includes a training component, a law enforcement component, and a victim services component then the number of planned initiatives would be three.)
				Number of new FTE positions created with grant funds.
				Number of organizations / units / departments involved in the coordination of grant-funded initiatives.
				Number of state initiatives planned.

Fund Source	Activity	Description	Type	Measure
Edward Byrne Memorial Justice Assistance Grant Program - Recovery Act (cont)	Reentry of Offender into the Community (cont.)	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. (cont.)	**Outcome**	Number of communities or organizations served.
				Number of local initiatives completed during the grant period.
				Number of state initiatives completed during the grant period.
	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.	**Output**	Average number of days of in-patient treatment.
				Average number of days of out-patient treatment.
				Number of adults served.
				Number of days of treatment funded.
				Number of facilities receiving treatment funds.
				Number of FTE positions that were prevented from elimination as a result of grant funds.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of local initiatives planned. (Example: If the grant includes a training component, a law enforcement component, and a victim services component then the number of planned initiatives would be three.)
				Number of new FTE positions created with grant funds.
				Number of organizations / units / departments involved in the coordination of grant-funded initiatives.
				Number of program youth served.
			Outcome	Number of adults successfully completing treatment.
				Number of communities or organizations served.
				Number of juveniles successfully completing treatment.
				Total number of days of in-patient treatment provided.
				Total number of days of out-patient treatment provided.

Fund Source	Activity	Description	Type	Measure
Edward Byrne Memorial Justice Assistance Grant Program - Recovery Act (cont)	Technology	Technology improvements 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.	**Output**	Number of FTE positions that were prevented from elimination as a result of grant funds.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of local initiatives planned. (Example: If the grant includes a training component, a law enforcement component, and a victim services component then the number of planned initiatives would be three.)
				Number of new FTE positions created with grant funds.
				Number of organizations / units / departments involved in the coordination of grant-funded initiatives.
				Number of state initiatives planned.
				Number of systems to be developed.
				Number of systems to be enhanced.
			Outcome	Number of agencies that report improved efficiency.
				Number of agencies that report improved program quality.
				Number of communities or organizations served.
				Number of local initiatives completed during the grant period.
				Number of state initiatives completed during the grant period.
				Number of systems enhanced.
	Training	Establishing and maintaining training programs for criminal justice professionals to more effectively identify and respond to preventing and controlling crime.	**Output**	Number of criminal justice professionals trained.
				Number of FTE positions that were prevented from elimination as a result of grant funds.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of local initiatives planned. (Example: If the grant includes a training component, a law enforcement component, and a victim services component then the number of planned initiatives would be three.)

Fund Source	Activity	Description	Type	Measure
Edward Byrne Memorial Justice Assistance Grant Program - Recovery Act (cont)	Training (cont.)	Establishing and maintaining training programs for criminal justice professionals to more effectively identify and respond to preventing and controlling crime. (cont.)	**Output (cont.)**	Number of new FTE positions created with grant funds.
				Number of non-criminal justice professionals trained.
				Number of organizations or agencies trained.
				Number of training events or courses.
			Outcome	Number of criminal justice professionals trained who completed the training.
				Number of criminal justice professionals trained who rated the training as useful.
				Number of criminal justice professionals trained who reported an increase in knowledge.
				Number of local initiatives completed during the grant period.
				Number of non-criminal justice professionals trained who reported an increase in knowledge.
				Number of non-criminal justice professionals who completed the training.
				Number of non-criminal justice professionals who rated the training as useful.
				Number of organizations or agencies trained who rated the training as useful.
				Number of training contact hours. (Training contact hours are calculated by multiplying the number of hours in the course by the number of students.)
	Victims Services	Provide direct services that support the restoration to physical, mental, and emotional health for victims of crime.	**Output**	Number of communities, organizations or departments to be served by the initiatives. (Each group that benefits from direct services should be counted separately.)
				Number of counseling hours provided to survivors.
				Number of different agencies participating in multidisciplinary teams.
				Number of forensic interviews conducted.

Fund Source	Activity	Description	Type	Measure
Edward Byrne Memorial Justice Assistance Grant Program - Recovery Act (cont)	Victims Services (cont.)	Provide direct services that support the restoration to physical, mental, and emotional health for victims of crime. (cont.)	**Output (cont.)**	Number of FTE positions that were prevented from elimination as a result of grant funds.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of local initiatives planned. (Example: If the grant includes a training component, a law enforcement component, and a victim services component then the number of planned initiatives would be three.)
				Number of new FTE positions created with grant funds.
				Number of organizations / units / departments involved in the coordination of grant-funded initiatives.
				Number of shelters benefiting from initiatives.
				Number of victims / survivors provided shelter.
				Number of victims / survivors seeking services who were served.
				Number of volunteers trained to provide direct assistance to victims / survivors.
			Outcome	Number of communities or organizations served.
				Number of communities that show a desired change in awareness, knowledge, behaviors or procedures.
				Number of local initiatives completed during the grant period.
				Number of organizations that report increased program quality.
				Number of state initiatives completed during the grant period.
Juvenile Justice and Delinquency Prevention Act	Alternatives to Detention	Court-ordered alternative services issued to a juvenile offender, following the detention hearing, in lieu of placement in a detention facility.	**Output**	Average length of stay in program (in days).
				Number of detention alternative program options available.
				Number of program youth served.
			Outcome	Number of program youth completing program requirements.
				Number of program youth returning to court for scheduled hearing.
				Number of program youth who offend or reoffend.

Fund Source	Activity	Description	Type	Measure
Juvenile Justice and Delinquency Prevention Act (cont.)	Community Assessment Center (CAC)	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.	**Output**	Number of program youth screened / evaluated.
				Number of program youth served.
				Number of referrals made for program youth.
			Outcome	Number of program youth completing program requirements.
				Number of program youth who offend or reoffend.
	Court Services / Improvements (Including Specialized Courts except Drug Courts)	Improve the effectiveness of the court system. Services for specialized courts include expanded use of probation, mediation, restitution, treatment, electronic monitoring, as well as secure confinement.	**Output**	Number of full and part-time employees of the grantee agency trained in court services.
				Number of post-adjudication service options funded by the grant.
				Number of pre-adjudication service options funded by the grant.
				Number of program youth served.
			Outcome	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.
				Number of program youth completing program requirements.
				Number of program youth who offend or reoffend.
	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.	**Output**	Number of program materials developed.
				Number of program youth served.
				Number of programs implemented.
				Number of system improvement initiatives.
				Number of system-wide information technology improvements implemented.

Fund Source	Activity	Description	Type	Measure
Juvenile Justice and Delinquency Prevention Act (cont.)	Data Information / Sharing Systems (cont)	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. (cont.)	**Outcome**	Average length of time between initial court appearance and disposition (in hours).
				Number of agencies sharing automated data.
				Number of program youth completing program requirements.
				Number of program youth exhibiting a decrease in antisocial behavior.
				Number of program youth exhibiting a decrease in substance use.
				Number of program youth exhibiting an improvement in family relationships.
				Number of programs modified based on evaluation / research study results.
	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.	**Output**	Number of parents served.
				Number of program youth served.
				Number of service hours completed.
			Outcome	Number of program youth completing program requirements.
				Number of program youth exhibiting a decrease in antisocial behavior.
				Number of program youth exhibiting a decrease in pregnancies.
				Number of program youth exhibiting a decrease in substance use.
				Number of program youth exhibiting an improvement in family relationships.
				Number of program youth exhibiting an improvement in school attendance.
	Diversion	Programs to divert juveniles from entering the juvenile justice system.	**Output**	Number of program youth served.
			Outcome	Number of program youth completing program requirements.
				Number of program youth exhibiting a decrease in antisocial behavior.
				Number of program youth exhibiting a decrease in substance use.
				Number of program youth exhibiting an improvement in family relationships.

Fund Source	Activity	Description	Type	Measure
Juvenile Justice and Delinquency Prevention Act (cont.)	Diversion (cont.)	Programs to divert juveniles from entering the juvenile justice system. (cont.)	**Outcome (cont.)**	Number of program youth exhibiting an improvement in social competencies.
				Number of program youth who offend or reoffend.
	Drug Court - Juvenile	Provide continuing judicial supervision over juvenile offenders with substance abuse problems and integrate administration of substance abuse treatment and other services for such offenders.	**Output**	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 - example: total number served.)
				Number of people assessed for eligibility to participate in the program.
			Outcome	Number of participants employed or enrolled in school at time of drug court graduation (part time or full time).
				Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.
				Number of program youth completing program requirements.
				Number of program youth exhibiting a decrease in substance use.
				Number of program youth who offend or reoffend.
	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.	**Output**	Number of program youth served.
			Outcome	Number of program youth completing program requirements.
				Number of program youth exhibiting a decrease in antisocial behavior.
				Number of program youth exhibiting a decrease in substance use.
				Number of program youth exhibiting an improvement in family relationships.
				Number of program youth exhibiting an improvement in social competencies.
				Number of program youth who offend or reoffend.
				Number of program youth with a new gang offense.

Fund Source	Activity	Description	Type	Measure
Juvenile Justice and Delinquency Prevention Act (cont.)	Jail Removal	Programs or other initiatives designed to eliminate or prevent the placement of juveniles in adult jails and lockups.	**Output**	Number of program youth served.
				Number of programs implemented.
			Outcome	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.	**Output**	Number of program youth served.
			Outcome	Number of program youth completing program requirements.
				Number of program youth exhibiting a decrease in antisocial behavior.
				Number of program youth exhibiting a decrease in substance use.
				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 an improvement in social competencies.
				Number of program youth who offend or reoffend.
	Juvenile Sex Offender Programs	Programs to support the assessment, treatment, rehabilitation, supervision, and accountability of juvenile sex offenders.	**Output**	Number of program youth served.
				Number of program youth with a new sex offense.
			Outcome	Number of program youth completing program requirements.
				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 who offend or reoffend.
	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.	**Output**	Average tenure of mentors (in days).
				Average time from assignment of case to first meeting with program youth (in hours).
				Number of mentors trained.
				Number of program youth served.

Fund Source	Activity	Description	Type	Measure
Juvenile Justice and Delinquency Prevention Act (cont.)	Mentoring (cont.)	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. (cont.)	**Outcome**	Number of assignments lasting until case completion.
				Number of mentors satisfied with program.
				Number of program families satisfied with program.
				Number of program youth completing program requirements.
				Number of program youth exhibiting a decrease in antisocial behavior.
				Number of program youth exhibiting a decrease in gang activity.
				Number of program youth exhibiting a decrease in substance use.
				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 an improvement in social competencies.
				Number of program youth who offend or reoffend.
	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.	**Output**	Number of program youth referred.
				Number of program youth screened / assessed.
				Number of program youth served.
				Number of program youth with formal psychological / psychiatric evaluations.
			Outcome	Number of program youth completing program requirements.
				Number of program youth complying with aftercare plan.
				Number of program youth exhibiting a decrease in antisocial behavior.
				Number of program youth exhibiting a decrease in substance use.
				Number of program youth exhibiting an improvement in family relationships.

Fund Source	Activity	Description	Type	Measure
Juvenile Justice and Delinquency Prevention Act (cont.)	Professional Therapy and Counseling (cont.)		**Outcome (cont.)**	Number of program youth exhibiting an improvement in social competencies.
				Number of program youth who offend or 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.	**Output**	Average length of time from program entrance to the completion of a finalized reentry plan (in days).
				Number of full and part-time agency staff trained in offender reentry.
				Number of program youth served.
			Outcome	Number of program staff with increased knowledge of program area.
				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 employment status.
				Number of program youth exhibiting an improvement in family relationships.
				Number of program youth exhibiting an improvement in school attendance.
				Number of program youth who offend or reoffend.
	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.	**Output**	Number of facilities receiving Technical Assistance.
				Number of program youth served.
				Number of programs implemented.
				Number of site visits conducted.
			Outcome	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.	**Output**	Number of program youth served.
			Outcome	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 GPA.

Fund Source	Activity	Description	Type	Measure
Juvenile Justice and Delinquency Prevention Act (cont.)	School Based Delinquency Prevention (cont.)	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 (cont.)	**Outcome**	Number of program youth exhibiting an improvement in school attendance.
				Number of program youth exhibiting an improvement in social competencies.
				Number of program youth suspended from school.
				Number of program youth who offend or reoffend.
				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.	**Output**	Number of program youth served.
				Number of service hours completed.
			Outcome	Number of program youth completing program requirements.
				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 formally placed out of home.
				Number of program youth who offend or reoffend.
	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.	**Output**	Number of program youth assessed.
				Number of program youth referred.
				Number of program youth screened.
				Number of program youth served.
			Outcome	Number of program youth completing program requirements.
				Number of program youth complying with aftercare plan.
				Number of program youth exhibiting desired change in substance use.
				Number of program youth who offend or reoffend.
	Training and Technology	Training and / or technology improvements.	**Output**	Number of full and part-time employees and volunteers of the grantee agency receiving training.

Fund Source	Activity	Description	Type	Measure
Juvenile Justice and Delinquency Prevention Act (cont.)	Training and Technology (cont.)	Training and / or technology improvements. (cont.)	**Outcome**	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.	**Output**	Average length of tenure per advocate (in days).
				Average time from assignment of case to first meeting with program youth (in hours).
				Number of hours of advocate training provided.
				Number of investigations conducted.
				Number of program youth referred.
				Number of program youth served.
			Outcome	Number of advocates satisfied with process / program.
				Number of court hearings attended by an advocate.
				Number of program youth affected by civil rights violations.
				Number of substantiated civil rights violations.
	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.	**Output**	Average time from assignment of case to first meeting with program youth (in hours).
				Number of program youth served.
			Outcome	Number of assignments lasting until case completion.
				Number of defendants satisfied with program.
				Number of program youth completing program requirements.
				Number of program youth exhibiting a decrease in antisocial behavior.
				Number of program youth who offend or reoffend.
				Number of victims satisfied with program.

Fund Source	Activity	Description	Type	Measure
Operator and Chauffeurs Funding - Prosecution	Prosecution	Specialized prosecutors to reduce backlogs and improve workloads or to rapidly address and reduce specific violations of the law.	**Output**	Number of cases filed.
				Number of cases prosecuted.
				Number of cases referred.
			Outcome	Number of cases resulting in conviction or deferred adjudication.
				Number of charges dismissed or acquitted.
Residential Substance Abuse Treatment for State Prisoners	Capacity Building for Substance Abuse Treatment Programs	Enhance the capacity of states and units of local government to provide residential substance abuse treatment for offenders.	**Output**	Number of days of aftercare provided to offenders.
				Number of EXISTING treatment beds previously supported by grant funds to receive continuing grant support.
				Number of EXISTING treatment beds previously supported by non-grant funds, but enhanced with grant-funded services.
				Number of NEW treatment beds to be created with grant funds.
				Number of residential treatment days for offenders.
			Outcome	Number of grant-funded participants who have completed the program and remained drug free during the treatment program.
	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.	**Output**	Average number of days treatment was provided to grant-funded participants who successfully completed the program.
				For programs in existence for at least two years, the average cost (in dollars) of the grant-funded treatment component per offender.
				Number of bed days of residential treatment provided to grant-funded participants during the previous grant year.
				Number of days of aftercare provided to offenders.
				Number of EXISTING treatment beds previously supported by grant funds to receive continuing grant support.
				Number of EXISTING treatment beds previously supported by non-grant funds, but enhanced with grant-funded services.
				Number of NEW treatment beds to be created with grant funds.

Fund Source	Activity	Description	Type	Measure
Residential Substance Abuse Treatment for State Prisoners (cont.)	Substance Abuse (cont.)	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. (cont.)	**Output (cont.)**	Number of offenders entering an aftercare program.
				Number of offenders who dropped out of the grant-funded residential program.
				Number of offenders who successfully completed the grant-funded residential program.
				Number of offenders who were terminated from the grant-funded residential program.
				Number of participants entering the grant-funded residential treatment program.
				Number of residential treatment days for offenders.
			Outcome	Number of grant-funded participants who have completed the program and remained drug free during the treatment program.
				Percent of offenders who successfully completed the treatment program and remained arrest-free during the aftercare phase.
Safe and Drug-Free Schools and Communities Act	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.	**Output**	Number of program youth screened / evaluated.
				Number of program youth served.
				Number of referrals made for program youth.
			Outcome	Number of program youth completing program requirements.
				Number of program youth who offend or reoffend.
	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.	**Output**	Number of program materials developed.
				Number of program youth served.

Fund Source	Activity	Description	Type	Measure
Safe and Drug-Free Schools and Communities Act (cont.)	Data Information / Sharing Systems (cont.)	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. (cont.)	**Output (cont.)**	Number of programs implemented.
				Number of system improvement initiatives.
				Number of system-wide information technology improvements implemented.
			Outcome	Average length of time between initial court appearance and disposition (in hours).
				Number of agencies sharing automated data.
				Number of program youth completing program requirements.
				Number of program youth exhibiting a decrease in antisocial behavior.
				Number of program youth exhibiting a decrease in substance use.
				Number of program youth exhibiting an improvement in family relationships.
				Number of programs modified based on evaluation / research study results.
	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.	**Output**	Number of parents served.
				Number of program youth served.
				Number of service hours completed.
			Outcome	Number of program youth completing program requirements.
				Number of program youth exhibiting a decrease in antisocial behavior.
				Number of program youth exhibiting a decrease in pregnancies.
				Number of program youth exhibiting a decrease in substance use.
				Number of program youth exhibiting an improvement in family relationships.
				Number of program youth exhibiting an improvement in school attendance.
	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.	**Output**	Number of program youth served.
			Outcome	Number of program youth completing program requirements.

Fund Source	Activity	Description	Type	Measure
Safe and Drug-Free Schools and Communities Act (cont.)	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. (cont.)	**Outcome (cont.)**	Number of program youth exhibiting a decrease in antisocial behavior.
				Number of program youth exhibiting a decrease in substance use.
				Number of program youth exhibiting an improvement in family relationships.
				Number of program youth exhibiting an improvement in social competencies.
				Number of program youth who offend or reoffend.
				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.	**Output**	Average tenure of mentors (in days).
				Average time from assignment of case to first meeting with program youth (in hours).
				Number of mentors trained.
				Number of program youth served.
			Outcome	Number of assignments lasting until case completion.
				Number of mentors satisfied with program.
				Number of program families satisfied with program.
				Number of program youth completing program requirements.
				Number of program youth exhibiting a decrease in antisocial behavior.
				Number of program youth exhibiting a decrease in gang activity.
				Number of program youth exhibiting a decrease in substance use.
				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 an improvement in social competencies.
				Number of program youth who offend or reoffend.

Fund Source	Activity	Description	Type	Measure
Safe and Drug-Free Schools and Communities Act (cont.)	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.	**Output**	Number of program youth referred.
				Number of program youth screened / assessed.
				Number of program youth served.
				Number of program youth with formal psychological / psychiatric evaluations.
			Outcome	Number of program youth completing program requirements.
				Number of program youth complying with aftercare plan.
				Number of program youth exhibiting a decrease in antisocial behavior.
				Number of program youth exhibiting a decrease in substance use.
				Number of program youth exhibiting an improvement in family relationships.
				Number of program youth exhibiting an improvement in social competencies.
				Number of program youth who offend or reoffend.
	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.	**Output**	Number of program youth served.
			Outcome	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 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 suspended from school.
				Number of program youth who offend or reoffend.
				Percent change in school-related discipline incidents.

Fund Source	Activity	Description	Type	Measure
Safe and Drug-Free Schools and Communities Act (cont.)	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.	**Output**	Number of program youth served.
				Number of service hours completed.
			Outcome	Number of program youth completing program requirements.
				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 formally placed out of home.
				Number of program youth who offend or reoffend.
	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.	**Output**	Number of program youth assessed.
				Number of program youth referred.
				Number of program youth screened.
				Number of program youth served.
			Outcome	Number of program youth completing program requirements.
				Number of program youth complying with aftercare plan.
				Number of program youth exhibiting desired change in substance use.
				Number of program youth who offend or reoffend.
	Training and Technology	Training and / or technology improvements.	**Output**	Number of full and part-time employees and volunteers of the grantee agency receiving training.
			Outcome	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.	**Output**	Average length of tenure per advocate (in days).

Fund Source	Activity	Description	Type	Measure
Safe and Drug-Free Schools and Communities Act (cont.)	Youth Advocacy (cont.)	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. (cont.)	**Output (cont.)**	Average time from assignment of case to first meeting with program youth (in hours).
				Number of hours of advocate training provided.
				Number of investigations conducted.
				Number of program youth referred.
				Number of program youth served.
			Outcome	Number of advocates satisfied with process / program.
				Number of court hearings attended by an advocate.
				Number of program youth affected by civil rights violations.
				Number of substantiated civil rights violations.
	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.	**Output**	Average time from assignment of case to first meeting with program youth (in hours).
				Number of program youth served.
			Outcome	Number of assignments lasting until case completion.
				Number of defendants satisfied with program.
				Number of program youth completing program requirements.
				Number of program youth exhibiting a decrease in antisocial behavior.
				Number of program youth who offend or reoffend.
				Number of victims satisfied with program.
State Criminal Justice Planning Fund	Alternatives to Detention	Court-ordered alternative services issued to a juvenile offender, following the detention hearing, in lieu of placement in a detention facility.	**Output**	Average length of stay in program (in days).
				Number of detention alternative program options available.
				Number of program youth served.

Fund Source	Activity	Description	Type	Measure
State Criminal Justice Planning Fund (cont.)	Alternatives to Detention (cont.)	Court-ordered alternative services issued to a juvenile offender, following the detention hearing, in lieu of placement in a detention facility. (cont.)	**Outcome**	Number of program youth completing program requirements.
				Number of program youth returning to court for scheduled hearing.
				Number of program youth who offend or reoffend.
	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.	**Output**	Number of program youth screened / evaluated.
				Number of program youth served.
				Number of referrals made for program youth.
			Outcome	Number of program youth completing program requirements.
				Number of program youth who offend or reoffend.
	Court Services / Improvements (Including Specialized Courts except Drug Courts)	Improve the effectiveness of the court system. Services for specialized courts include expanded use of probation, mediation, restitution, treatment, electronic monitoring, as well as secure confinement.	**Output**	Number of full and part-time employees of the grantee agency trained in court services.
				Number of post-adjudication service options funded by the grant.
				Number of pre-adjudication service options funded by the grant.
				Number of program youth served.
				Number of sexual assault, domestic violence and / or stalking cases filed.
			Outcome	Average length of time between intake and referral for program youth (in hours).
				Number of cases resulting in conviction or deferred adjudication.
				Number of charges dismissed or acquitted.
				Number of full and part-time employees of the grantee agency with increased knowledge of court services.
				Number of program youth completing program requirements.
				Number of program youth who offend or reoffend.

Fund Source	Activity	Description	Type	Measure
State Criminal Justice Planning Fund (cont.)	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.	**Output**	Number of safety plans developed.
				Number of survivors assisted with crime victim compensation applications.
				Number of survivors provided with medical advocacy.
				Number of survivors receiving advocacy for emergency services (e.g., legal assistance, shelter, law enforcement, etc.).
				Number of survivors receiving crisis counseling.
				Number of survivors receiving information and / or referral (in person / by phone).
				Number of victims / survivors seeking services who were served.
				Number of victims seeking services who were not served.
				Number of volunteers trained to provide direct assistance to victims / survivors.
	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.	**Output**	Number of agency personnel with access to data.
				Number of external individuals with access to data.
				Number of partner agencies.
				Number of program materials developed.
				Number of program youth served.
				Number of programs implemented.
				Number of system improvement initiatives.
				Number of systems to be developed.
				Number of system-wide information technology improvements implemented.
			Outcome	Average length of time between initial court appearance and disposition (in hours).
				Number of agencies sharing automated data.

Fund Source	Activity	Description	Type	Measure
State Criminal Justice Planning Fund (cont.)	Data Information / Sharing Systems (cont.)	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. (cont.)	**Outcome (cont.)**	Number of program youth completing program requirements.
				Number of program youth exhibiting a decrease in antisocial behavior.
				Number of program youth exhibiting a decrease in substance use.
				Number of program youth exhibiting an improvement in family relationships.
				Number of programs modified based on evaluation / research study results.
				Number of systems developed and implemented.
	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.	**Output**	Number of parents served.
				Number of program youth served.
				Number of service hours completed.
			Outcome	Number of program youth completing program requirements.
				Number of program youth exhibiting a decrease in antisocial behavior.
				Number of program youth exhibiting a decrease in pregnancies.
				Number of program youth exhibiting a decrease in substance use.
				Number of program youth exhibiting an improvement in family relationships.
				Number of program youth exhibiting an improvement in school attendance.
	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.	**Output**	Number of program youth served.
				Number of programs implemented.
			Outcome	Number of contact points reporting reduction in disproportionality at the local level.
				Number of contact points reporting reduction in disproportionality at the state level.
				Number of contributing factors determined from assessment studies.
				Number of local agencies reporting improved data collection systems.

Fund Source	Activity	Description	Type	Measure
State Criminal Justice Planning Fund (cont.)	Disproportionate Minority Contact (cont.)	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. (cont.)	**Outcome (cont.)**	Number of program youth completing program requirements.
				Number of program youth exhibiting a decrease in antisocial behavior.
				Number of program youth exhibiting a decrease in substance use.
				Number of program youth exhibiting an improvement in family relationships.
				Number of program youth exhibiting an improvement in school attendance.
				Number of program youth who offend or reoffend.
				Number of recommendations from assessment studies implemented.
				Number of state agencies reporting improved data collection systems.
	Diversion	Programs to divert juveniles from entering the juvenile justice system.	**Output**	Number of program youth served.
			Outcome	Number of program youth completing program requirements.
				Number of program youth exhibiting a decrease in antisocial behavior.
				Number of program youth exhibiting a decrease in substance use.
				Number of program youth exhibiting an improvement in family relationships.
				Number of program youth exhibiting an improvement in social competencies.
				Number of program youth who offend or reoffend.
	Drug Court - Adult	Provide court-supervised substance abuse treatment to adult offenders as an alternative to traditional criminal or civil sanctions.	**Output**	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 - example: total number served.)
				Number of people assessed for eligibility to participate in the program.

Fund Source	Activity	Description	Type	Measure
State Criminal Justice Planning Fund (cont.)	Drug Court - Adult (cont.)	Provide court-supervised substance abuse treatment to adult offenders as an alternative to traditional criminal or civil sanctions. (cont.)	**Outcome**	Number of participants employed or enrolled in school at time of drug court graduation (part time or full time).
				Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.
				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.	**Output**	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 - example: total number served.)
				Number of people assessed for eligibility to participate in the program.
			Outcome	Number of participants employed or enrolled in school at time of drug court graduation (part time or full time).
				Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.
				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 substance abuse treatment and other services for such offenders.	**Output**	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 - example: total number served.)
				Number of people assessed for eligibility to participate in the program.
			Outcome	Number of participants employed or enrolled in school at time of drug court graduation (part time or full time).
				Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.
				Number of program youth completing program requirements.
				Number of program youth exhibiting a decrease in substance use.
				Number of program youth who offend or reoffend.

Fund Source	Activity	Description	Type	Measure
State Criminal Justice Planning Fund (cont.)	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.	**Output**	Number of staff with access to equipment purchased with grant funds.
				Number of units purchased.
	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. The agency may not be a prosecution or law enforcement organization.	**Output**	Number of forensic medical exams.
				Number of survivors assisted with crime victim compensation applications.
				Number of survivors interviewed for case information.
	Gangs - Adult	Projects that target criminal activities of violent adult gangs.	**Output**	Number of cash seizures attributed to grant-funded activities.
				Number of drug seizures attributed to grant-funded activities.
				Number of gang members arrested for felony offenses.
				Number of gangs targeted.
				Number of weapons seized.
			Outcome	Cash value of drug seizures (in dollars using DPS calculations).
				Number of felony charges filed.
				Number of felony convictions.
				Number of gangs disrupted.
				Value of cash forfeitures (in dollars).

Fund Source	Activity	Description	Type	Measure
State Criminal Justice Planning Fund (cont.)	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.	**Output**	Number of program youth served.
			Outcome	Number of program youth completing program requirements.
				Number of program youth exhibiting a decrease in antisocial behavior.
				Number of program youth exhibiting a decrease in substance use.
				Number of program youth exhibiting an improvement in family relationships.
				Number of program youth exhibiting an improvement in social competencies.
				Number of program youth who offend or reoffend.
				Number of program youth with a new gang offense.
	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/processing and other covert/overt operations.	**Output**	Number of arrests made.
				Number of cases investigated.
				Number of cases referred for prosecution.
				Number of cash seizures attributed to grant-funded activities.
				Number of civil orders of protection violated.
				Number of dual arrests made (both partners arrested).
				Number of illegal storage units closed.
				Number of incident reports.
				Number of individuals arrested for felony offenses that can be attributed to gang-related organized or violent crime.
				Number of individuals arrested for felony offenses.
				Number of weapons seized.
			Outcome	Number of felony charges filed.
				Number of felony convictions.
				Number of multi-agency operations conducted.
				Value of cash forfeitures (in dollars).

Fund Source	Activity	Description	Type	Measure
State Criminal Justice Planning Fund (cont.)	Jail Removal	Programs or other initiatives designed to eliminate or prevent the placement of juveniles in adult jails and lockups.	**Output**	Number of program youth served.
				Number of programs implemented.
			Outcome	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.	**Output**	Number of program youth served.
			Outcome	Number of program youth completing program requirements.
				Number of program youth exhibiting a decrease in antisocial behavior.
				Number of program youth exhibiting a decrease in substance use.
				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 an improvement in social competencies.
				Number of program youth who offend or reoffend.
	Juvenile Sex Offender Programs	Programs to support the assessment, treatment, rehabilitation, supervision, and accountability of juvenile sex offenders.	**Output**	Number of program youth served.
				Number of program youth with a new sex offense.
			Outcome	Number of program youth completing program requirements.
				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 who offend or reoffend.

Fund Source	Activity	Description	Type	Measure
State Criminal Justice Planning Fund (cont.)	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.	**Output**	Number of survivors assisted through the legal process.
				Number of survivors assisted with crime victim compensation applications.
				Number of survivors contacted regarding court ordered restitution.
				Number of survivors receiving information and / or referral (in person / by phone).
				Number of times survivors are accompanied to court.
				Number of volunteers trained to provide direct assistance to victims / survivors.
			Outcome	Number of children placed with a permanent care provider (for CASA programs).
				Number of survivors receiving full court ordered restitution.
				Number of survivors receiving partial court ordered restitution.
	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.	**Output**	Average tenure of mentors (in days).
				Average time from assignment of case to first meeting with program youth (in hours).
				Number of mentors trained.
				Number of program youth served.
			Outcome	Number of assignments lasting until case completion.
				Number of mentors satisfied with program.
				Number of program families satisfied with program.
				Number of program youth completing program requirements.
				Number of program youth exhibiting a decrease in antisocial behavior.
				Number of program youth exhibiting a decrease in gang activity.
				Number of program youth exhibiting a decrease in substance use.
				Number of program youth exhibiting an improvement in family relationships.

Fund Source	Activity	Description	Type	Measure
State Criminal Justice Planning Fund (cont.)	Mentoring (cont.)	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. (cont.)	**Outcome (cont.)**	Number of program youth exhibiting an improvement in school attendance.
				Number of program youth exhibiting an improvement in social competencies.
				Number of program youth who offend or reoffend.
	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.	**Output**	Number of cases reviewed by the multi-disciplinary team.
				Number of meetings held by multi-disciplinary teams.
				Number of survivors assisted with crime victim compensation applications.
				Number of survivors interviewed for case information.
			Outcome	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.	**Output**	Number of support group sessions held.
				Number of survivors assisted with crime victim compensation applications.
				Number of survivors participating in support groups.
				Number of volunteers trained to provide direct assistance to victims / survivors.
	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.	**Output**	Number of counseling hours provided to survivors.
				Number of program youth referred.
				Number of program youth screened / assessed.
				Number of program youth served.
				Number of program youth with formal psychological / psychiatric evaluations.
				Number of survivors assisted with crime victim compensation applications.
				Number of survivors receiving counseling / therapy.
				Number of volunteers trained to provide direct assistance to victims / survivors.

Fund Source	Activity	Description	Type	Measure
State Criminal Justice Planning Fund (cont.)	Professional Therapy and Counseling (cont.)	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. (cont.)	**Outcome**	Number of program youth completing program requirements.
				Number of program youth complying with aftercare plan.
				Number of program youth exhibiting a decrease in antisocial behavior.
				Number of program youth exhibiting a decrease in substance use.
				Number of program youth exhibiting an improvement in family relationships.
				Number of program youth exhibiting an improvement in social competencies.
				Number of program youth who offend or reoffend.
				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 improve workloads or to rapidly address and reduce specific violations of the law.	**Output**	Number of cases filed.
				Number of cases prosecuted.
				Number of cases referred.
				Number of sexual assault, domestic violence and / or stalking cases filed.
				Number of sexual assault, domestic violence, and / or stalking cases referred.
			Outcome	Number of cases resulting in conviction or deferred adjudication.
				Number of charges dismissed or acquitted.
	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.	**Output**	Number of final protective orders requested.
				Number of survivors assisted with crime victim compensation applications.
				Number of temporary protective orders requested.
				Number of volunteers trained to provide direct assistance to victims / survivors.

Fund Source	Activity	Description	Type	Measure
State Criminal Justice Planning Fund (cont.)	Protective Order Assistance (cont.)	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. (cont.)	**Outcome**	Number of final protective orders granted / obtained.
				Number of temporary protective orders granted / obtained.
	Public Presentations	Outreach efforts aimed at informing victims about services available. For example, a shelter could distribute brochures listing the signs of domestic violence, describing the services available, and providing a hotline number to access the services.	**Output**	Number of community outreach efforts.
				Number of new publications or presentations developed.
				Number of presentations provided (by topic or target audience).
				Number of publications or presentations revised.
			Outcome	Number of subscribers issued publications or presentation materials.
	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.	**Output**	Average length of time from program entrance to the completion of a finalized reentry plan (in days).
				Number of agencies and community groups supporting the re-entry program.
				Number of full and part-time agency staff trained in offender reentry.
				Number of offenders entering a reentry / aftercare program.
				Number of program youth served.
			Outcome	Number of participants employed or enrolled in school at time of graduation (part time or full time).
				Number of participants remaining drug-free while in the program.
				Number of participants that earn a GED, high school diploma, or vocational training credential while in the program.
				Number of participants that successfully complete the program.
				Number of program staff with increased knowledge of program area.
				Number of program youth completing program requirements.
				Number of program youth exhibiting a decrease in substance use.

Fund Source	Activity	Description	Type	Measure
State Criminal Justice Planning Fund (cont.)	Reentry of Offender into the Community (cont.)	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. (cont.)	**Outcome (cont.)**	Number of program youth exhibiting an improvement in employment status.
				Number of program youth exhibiting an improvement in family relationships.
				Number of program youth exhibiting an improvement in school attendance.
				Number of program youth who offend or reoffend.
	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.	**Output**	Number of facilities receiving Technical Assistance.
				Number of program youth served.
				Number of programs implemented.
				Number of site visits conducted.
			Outcome	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.	**Output**	Number of program youth served.
			Outcome	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 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 suspended from school.
				Number of program youth who offend or reoffend.
				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.	**Output**	Number of program youth served.
				Number of service hours completed.

Fund Source	Activity	Description	Type	Measure
State Criminal Justice Planning Fund (cont.)	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. (cont.)	**Outcome**	Number of program youth completing program requirements.
				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 formally placed out of home.
				Number of program youth who offend or reoffend.
	Shelter	Shelter programs provide a safe place for victim / survivors and their children. Other services include food, clothing, transportation, and service referrals.	**Output**	Average length of stay in shelter (in days).
				Number of secondary victims / survivors provided shelter.
				Number of survivors assisted with crime victim compensation applications.
				Number of victims / survivors provided shelter.
				Number of victims who requested shelter.
				Number of volunteers trained to provide direct assistance to victims / survivors.
	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.	**Output**	Number of program youth assessed.
				Number of program youth referred.
				Number of program youth screened.
				Number of program youth served.
			Outcome	Number of program youth completing program requirements.
				Number of program youth complying with aftercare plan.
				Number of program youth exhibiting desired change in substance use.
				Number of program youth who offend or reoffend.

Fund Source	Activity	Description	Type	Measure
State Criminal Justice Planning Fund (cont.)	Training and Technology	Training and / or technology improvements.	**Output**	Number of active volunteers.
				Number of full and part-time employees and volunteers of the grantee agency receiving training.
				Number of professionals or students trained (does not include program staff).
				Number of training events provided.
				Number of training hours.
				Number of volunteers recruited.
				Number of volunteers trained to provide direct assistance to victims / survivors.
			Outcome	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.
				Number of professionals or students with increased knowledge.
	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.	**Output**	Number of basic corrections officer courses conducted.
				Number of basic peace officer courses conducted.
				Number of individuals enrolled in the basic corrections officer course.
				Number of individuals enrolled in the basic peace officer course.
				Number of intermediate or advanced TCLEOSE-certified courses conducted.
			Outcome	Number of individuals passing the basic corrections officer course.
				Number of individuals passing the basic peace officer course.
				Number of individuals passing the intermediate or advanced TCLEOSE-certified courses.
				Number of training contact hours. (Training contact hours are calculated by multiplying the number of hours in the course by the number of students.)

Fund Source	Activity	Description	Type	Measure
State Criminal Justice Planning Fund (cont.)	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.	**Output**	Number of restorative justice efforts provided to survivors.
				Number of survivors assisted with crime victim compensation applications.
				Number of survivors participating in restorative justice efforts.
			Outcome	Number of survivors who participated in victim-offender meetings who are exhibiting an improvement in mental, emotional, and physical health.
	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.	**Output**	Average length of tenure per advocate (in days).
				Average time from assignment of case to first meeting with program youth (in hours).
				Number of hours of advocate training provided.
				Number of investigations conducted.
				Number of program youth referred.
				Number of program youth served.
			Outcome	Number of advocates satisfied with process / program.
				Number of court hearings attended by an advocate.
				Number of program youth affected by civil rights violations.
				Number of substantiated civil rights violations.
	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.	**Output**	Average time from assignment of case to first meeting with program youth (in hours).
				Number of program youth served.
			Outcome	Number of assignments lasting until case completion.
				Number of defendants satisfied with program.
				Number of program youth completing program requirements.
				Number of program youth exhibiting a decrease in antisocial behavior.
				Number of program youth who offend or reoffend.
				Number of victims satisfied with program.

Fund Source	Activity	Description	Type	Measure
Victims of Crime Act Formula Grant Program	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.	**Output**	Number of safety plans developed.
				Number of survivors assisted with crime victim compensation applications.
				Number of survivors provided with medical advocacy.
				Number of survivors receiving advocacy for emergency services (e.g., legal assistance, shelter, law enforcement, etc.).
				Number of survivors receiving crisis counseling.
				Number of survivors receiving information and / or referral (in person / by phone).
				Number of victims / survivors seeking services who were served.
				Number of victims seeking services who were not served.
				Number of volunteers trained to provide direct assistance to victims / survivors.
	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. The agency may not be a prosecution or law enforcement organization.	**Output**	Number of forensic medical exams.
				Number of survivors assisted with crime victim compensation applications.
				Number of survivors interviewed for case information.

Fund Source	Activity	Description	Type	Measure
Victims of Crime Act Formula Grant Program (cont.)	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.	**Output**	Number of survivors assisted through the legal process.
				Number of survivors assisted with crime victim compensation applications.
				Number of survivors contacted regarding court ordered restitution.
				Number of survivors receiving information and / or referral (in person / by phone).
				Number of times survivors are accompanied to court.
				Number of volunteers trained to provide direct assistance to victims / survivors.
			Outcome	Number of children placed with a permanent care provider (for CASA programs).
				Number of survivors receiving full court ordered restitution.
				Number of survivors receiving partial 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 other medical personnel, mental health professionals, etc.	**Output**	Number of cases reviewed by the multi-disciplinary team.
				Number of meetings held by multi-disciplinary teams.
				Number of survivors assisted with crime victim compensation applications.
				Number of survivors interviewed for case information.
			Outcome	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.	**Output**	Number of support group sessions held.
				Number of survivors assisted with crime victim compensation applications.
				Number of survivors participating in support groups.
				Number of volunteers trained to provide direct assistance to victims / survivors.

Fund Source	Activity	Description	Type	Measure
Victims of Crime Act Formula Grant Program (cont.)	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.	**Output**	Number of counseling hours provided to survivors.
				Number of survivors assisted with crime victim compensation applications.
				Number of survivors receiving counseling / therapy.
				Number of volunteers trained to provide direct assistance to victims / survivors.
			Outcome	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.	**Output**	Number of final protective orders requested.
				Number of survivors assisted with crime victim compensation applications.
				Number of temporary protective orders requested.
				Number of volunteers trained to provide direct assistance to victims / survivors.
			Outcome	Number of final protective orders granted / obtained.
				Number of temporary protective orders granted / obtained.
	Public Presentations	Outreach efforts aimed at informing victims about services available. For example, a shelter could distribute brochures listing the signs of domestic violence, describing the services available, and providing a hotline number to access the services.	**Output**	Number of community outreach efforts.
				Number of new publications or presentations developed.
				Number of presentations provided (by topic or target audience).
				Number of publications or presentations revised.
			Outcome	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.	**Output**	Average length of stay in shelter (in days).
				Number of secondary victims / survivors provided shelter.
				Number of survivors assisted with crime victim compensation applications.

Fund Source	Activity	Description	Type	Measure
Victims of Crime Act Formula Grant Program (cont.)	Shelter (cont.)	Shelter programs provide a safe place for victim / survivors and their children. Other services include food, clothing, transportation, and service referrals. (cont.)	**Output (cont.)**	Number of victims / survivors provided shelter.
				Number of victims who requested shelter.
				Number of volunteers trained to provide direct assistance to victims / survivors.
	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.	**Output**	Number of restorative justice efforts provided to survivors.
				Number of survivors assisted with crime victim compensation applications.
				Number of survivors participating in restorative justice efforts.
			Outcome	Number of survivors who participated in victim-offender meetings who are exhibiting an improvement in mental, emotional, and physical health.
Victims of Crime Act Formula Grant Program - Recovery Act	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.	**Output**	Number of FTE positions that were prevented from elimination as a result of grant funds.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of new FTE positions created with grant funds.
				Number of new partnerships established as a result of grant funding.
				Number of partnerships continued as a result of grant funding.
				Number of safety plans developed.
				Number of survivors assisted with crime victim compensation applications.
				Number of survivors provided with medical advocacy.
				Number of survivors receiving advocacy for emergency services (e.g., legal assistance, shelter, law enforcement, etc.).
				Number of survivors receiving crisis counseling.
				Number of survivors receiving information and / or referral (in person / by phone).

Fund Source	Activity	Description	Type	Measure
Victims of Crime Act Formula Grant Program - Recovery Act	Crisis Services (cont.)	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. (cont.)	**Output (cont.)**	Number of victims / survivors seeking services who were served.
				Number of victims seeking services who were not served.
				Number of volunteers trained to provide direct assistance to victims / survivors.
	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. The agency may not be a prosecution or law enforcement organization.	**Output**	Number of forensic medical exams.
				Number of FTE positions that were prevented from elimination as a result of grant funds.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of new FTE positions created with grant funds.
				Number of new partnerships established as a result of grant funding.
				Number of partnerships continued as a result of grant funding.
				Number of survivors assisted with crime victim compensation applications.
				Number of survivors interviewed for case information.
	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.	**Output**	Number of FTE positions that were prevented from elimination as a result of grant funds.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of new FTE positions created with grant funds.
				Number of new partnerships established as a result of grant funding.
				Number of partnerships continued as a result of grant funding.
				Number of survivors assisted through the legal process.
				Number of survivors assisted with crime victim compensation applications.

Fund Source	Activity	Description	Type	Measure
Victims of Crime Act Formula Grant Program - Recovery Act (cont.)	Legal Advocacy (cont.)	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. (cont.)	**Output (cont.)**	Number of survivors contacted regarding court ordered restitution.
				Number of survivors receiving information and / or referral (in person / by phone).
				Number of times survivors are accompanied to court.
				Number of volunteers trained to provide direct assistance to victims / survivors.
			Outcome	Number of children placed with a permanent care provider (for CASA programs).
				Number of survivors receiving full court ordered restitution.
				Number of survivors receiving partial 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 other medical personnel, mental health professionals, etc.	**Output**	Number of cases reviewed by the multi-disciplinary team.
				Number of FTE positions that were prevented from elimination as a result of grant funds.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of meetings held by multi-disciplinary teams.
				Number of new FTE positions created with grant funds.
				Number of new partnerships established as a result of grant funding.
				Number of partnerships continued as a result of grant funding.
				Number of survivors assisted with crime victim compensation applications.
				Number of survivors interviewed for case information.
	Peer Support Groups	Regular meetings of survivors experiencing similar types of traumas providing mutual peer support.	**Output**	Number of FTE positions that were prevented from elimination as a result of grant funds.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of new FTE positions created with grant funds.

Fund Source	Activity	Description	Type	Measure
Victims of Crime Act Formula Grant Program - Recovery Act (cont.)	Peer Support Groups (cont.)	Regular meetings of survivors experiencing similar types of traumas providing mutual peer support. (cont.)	**Output**	Number of new partnerships established as a result of grant funding.
				Number of partnerships continued as a result of grant funding.
				Number of support group sessions held.
				Number of survivors assisted with crime victim compensation applications.
				Number of survivors participating in support groups.
				Number of volunteers trained to provide direct assistance to victims / survivors.
	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.	**Output**	Number of counseling hours provided to survivors.
				Number of FTE positions that were prevented from elimination as a result of grant funds.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of new FTE positions created with grant funds.
				Number of new partnerships established as a result of grant funding.
				Number of partnerships continued as a result of grant funding.
				Number of survivors assisted with crime victim compensation applications.
				Number of survivors receiving counseling / therapy.
				Number of volunteers trained to provide direct assistance to victims / survivors.
			Outcome	Number of victims / survivors who received professional counseling / therapy who are exhibiting an improvement in mental, emotional, and physical health.

Fund Source	Activity	Description	Type	Measure
Victims of Crime Act Formula Grant Program - Recovery Act (cont.)	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.	**Output**	Number of final protective orders requested.
				Number of FTE positions that were prevented from elimination as a result of grant funds.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of new FTE positions created with grant funds.
				Number of new partnerships established as a result of grant funding.
				Number of partnerships continued as a result of grant funding.
				Number of survivors assisted with crime victim compensation applications.
				Number of temporary protective orders requested.
				Number of volunteers trained to provide direct assistance to victims / survivors.
			Outcome	Number of final protective orders granted / obtained.
				Number of temporary protective orders granted / obtained.
	Public Presentations	Outreach efforts aimed at informing victims about services available. For example, a shelter could distribute brochures listing the signs of domestic violence, describing the services available, and providing a hotline number to access the services.	**Output**	Number of community outreach efforts.
				Number of FTE positions that were prevented from elimination as a result of grant funds.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of new FTE positions created with grant funds.
				Number of new partnerships established as a result of grant funding.
				Number of new publications or presentations developed.
				Number of partnerships continued as a result of grant funding.
				Number of presentations provided (by topic or target audience).
				Number of publications or presentations revised.
			Outcome	Number of subscribers issued publications or presentation materials.

Fund Source	Activity	Description	Type	Measure
Victims of Crime Act Formula Grant Program - Recovery Act (cont.)	Shelter	Shelter programs provide a safe place for victim / survivors and their children. Other services include food, clothing, transportation, and service referrals.	**Output**	Average length of stay in shelter (in days).
				Number of FTE positions that were prevented from elimination as a result of grant funds.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of new FTE positions created with grant funds.
				Number of new partnerships established as a result of grant funding.
				Number of partnerships continued as a result of grant funding.
				Number of secondary victims / survivors provided shelter.
				Number of survivors assisted with crime victim compensation applications.
				Number of victims / survivors provided shelter.
				Number of victims who requested shelter.
				Number of volunteers trained to provide direct assistance to victims / survivors.
	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.	**Output**	Number of FTE positions that were prevented from elimination as a result of grant funds.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of new FTE positions created with grant funds.
				Number of new partnerships established as a result of grant funding.
				Number of partnerships continued as a result of grant funding.
				Number of restorative justice efforts provided to survivors.
				Number of survivors assisted with crime victim compensation applications.
				Number of survivors participating in restorative justice efforts.
			Outcome	Number of survivors who participated in victim-offender meetings who are exhibiting an improvement in mental, emotional, and physical health.

Fund Source	Activity	Description	Type	Measure
Violence Against Women Formula Grant	Court Services / Improvements (Including Specialized Courts except Drug Courts)	Improve the effectiveness of the court system. Services for specialized courts include expanded use of probation, mediation, restitution, treatment, electronic monitoring, as well as secure confinement.	**Output**	Number of FTE positions that were prevented from elimination as a result of grant funds.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of sexual assault, domestic violence and / or stalking cases filed.
				Number of new FTE positions created with grant funds.
			Outcome	Number of cases resulting in conviction or deferred adjudication.
				Number of charges dismissed or acquitted.
	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.	**Output**	Number of safety plans developed.
				Number of survivors assisted with crime victim compensation applications.
				Number of survivors provided with medical advocacy.
				Number of survivors receiving advocacy for emergency services (e.g., legal assistance, shelter, law enforcement, etc.).
				Number of survivors receiving crisis counseling.
				Number of survivors receiving information and / or referral (in person / by phone).
				Number of victims / survivors seeking services who were served.
				Number of volunteers trained to provide direct assistance to victims / survivors.

Fund Source	Activity	Description	Type	Measure
Violence Against Women Formula Grant (cont.)	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. The agency may not be a prosecution or law enforcement organization.	**Output**	Number of forensic medical exams.
				Number of survivors assisted with crime victim compensation applications.
				Number of survivors interviewed for case information.
	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/processing and other covert/overt operations.	**Output**	Number of arrests made.
				Number of cases investigated.
				Number of cases referred for prosecution.
				Number of civil orders of protection violated.
				Number of dual arrests made (both partners arrested).
				Number of incident reports.
			Outcome	Number of felony charges filed.
				Number of felony convictions.

Fund Source	Activity	Description	Type	Measure
Violence Against Women Formula Grant (cont.)	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.	**Output**	Number of survivors assisted through the legal process.
				Number of survivors assisted with crime victim compensation applications.
				Number of survivors contacted regarding court ordered restitution.
				Number of survivors receiving information and / or referral (in person / by phone).
				Number of times survivors are accompanied to court.
				Number of volunteers trained to provide direct assistance to victims / survivors.
			Outcome	Number of children placed with a permanent care provider (for CASA programs).
				Number of survivors receiving full court ordered restitution.
				Number of survivors receiving partial 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 other medical personnel, mental health professionals, etc.	**Output**	Number of cases reviewed by the multi-disciplinary team.
				Number of meetings held by multi-disciplinary teams.
				Number of survivors assisted with crime victim compensation applications.
				Number of survivors interviewed for case information.
			Outcome	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.	**Output**	Number of support group sessions held.
				Number of survivors assisted with crime victim compensation applications.
				Number of survivors participating in support groups.
				Number of volunteers trained to provide direct assistance to victims / survivors.

Fund Source	Activity	Description	Type	Measure
Violence Against Women Formula Grant (cont.)	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.	**Output**	Number of counseling hours provided to survivors.
				Number of survivors assisted with crime victim compensation applications.
				Number of survivors receiving counseling / therapy.
				Number of volunteers trained to provide direct assistance to victims / survivors.
			Outcome	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 improve workloads or to rapidly address and reduce specific violations of the law.	**Output**	Number of sexual assault, domestic violence and / or stalking cases filed.
				Number of sexual assault, domestic violence, and / or stalking cases referred.
			Outcome	Number of cases resulting in conviction or deferred adjudication.
				Number of charges dismissed or acquitted.
	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.	**Output**	Number of final protective orders requested.
				Number of survivors assisted with crime victim compensation applications.
				Number of temporary protective orders requested.
				Number of volunteers trained to provide direct assistance to victims / survivors.
			Outcome	Number of final protective orders granted / obtained.
				Number of temporary protective orders granted / obtained.
	Public Presentations	Outreach efforts aimed at informing victims about services available. For example, a shelter could distribute brochures listing the signs of domestic violence, describing the services available, and providing a hotline number to access the services.	**Output**	Number of community outreach efforts.
				Number of new publications or presentations developed.
				Number of presentations provided (by topic or target audience).
				Number of publications or presentations revised.
			Outcome	Number of subscribers issued publications or presentation materials.

Fund Source	Activity	Description	Type	Measure
Violence Against Women Formula Grant (cont.)	Shelter	Shelter programs provide a safe place for victim / survivors and their children. Other services include food, clothing, transportation, and service referrals.	**Output**	Average length of stay in shelter (in days).
				Number of secondary victims / survivors provided shelter.
				Number of survivors assisted with crime victim compensation applications.
				Number of victims / survivors provided shelter.
				Number of victims who requested shelter.
				Number of volunteers trained to provide direct assistance to victims / survivors.
	Training and Technology	Training and / or technology improvements.	**Output**	Number of active volunteers.
				Number of professionals or students trained (does not include program staff).
				Number of training events provided.
				Number of training hours.
				Number of volunteers recruited.
				Number of volunteers trained to provide direct assistance to victims / survivors.
			Outcome	Number of professionals or students with increased knowledge.
	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.	**Output**	Number of restorative justice efforts provided to survivors.
				Number of survivors assisted with crime victim compensation applications.
				Number of survivors participating in restorative justice efforts.
			Outcome	Number of survivors who participated in victim-offender meetings who are exhibiting an improvement in mental, emotional, and physical health.

Fund Source	Activity	Description	Type	Measure
Violence Against Women Formula Grant Program - Recovery Act	Court Services / Improvements (Including Specialized Courts except Drug Courts)	Improve the effectiveness of the court system. Services for specialized courts include expanded use of probation, mediation, restitution, treatment, electronic monitoring, as well as secure confinement.	**Output**	Number of sexual assault, domestic violence and / or stalking cases filed.
				Number of new FTE positions created with grant funds.
			Outcome	Number of cases resulting in conviction or deferred adjudication.
				Number of charges dismissed or acquitted.
	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.	**Output**	Number of FTE positions that were prevented from elimination as a result of grant funds.
				Number of organizations / units / departments to directly benefit from the equipment.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of units purchased.
				Number of staff with access to equipment purchased with grant funds.
				Number of new FTE positions created with grant funds.
	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. The agency may not be a prosecution or law enforcement organization.	**Output**	Number of FTE positions that were prevented from elimination as a result of grant funds.
				Number of partnerships continued as a result of grant funding.
				Number of new partnerships established as a result of grant funding.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of survivors interviewed for case information.
				Number of survivors assisted with crime victim compensation applications.
				Number of forensic medical exams.
				Number of new FTE positions created with grant funds.

Fund Source	Activity	Description	Type	Measure
Violence Against Women Formula Grant Program - Recovery Act (cont.)	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/processing and other covert/overt operations.	**Output**	Number of incident reports.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of FTE positions that were prevented from elimination as a result of grant funds.
				Number of cases referred for prosecution.
				Number of civil orders of protection violated.
				Number of new FTE positions created with grant funds.
				Number of dual arrests made (both partners arrested).
				Number of cases investigated.
				Number of arrests made.
			Outcome	Number of felony convictions.
				Number of felony charges filed.
	Limited English Proficiency/Translation Services	Accommodate victims and other individuals with limited English proficiency by providing translation services that will increase their ability to understand and participate in the criminal and juvenile justice systems. May also include staff training in culture competency areas and the certification of translators.	**Output**	Number of survivors with limited English proficiency contacted regarding court ordered restitution.
				Number of survivors with limited English proficiency assisted through the legal process.
				Number of victims with limited English proficiency seeking services who were served.
				Number of victims with limited English proficiency seeking services who were not served.
				Number of non-criminal justice professionals trained.
				Number of new FTE positions created with grant funds.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of criminal justice professionals trained.
				Number of times survivors with limited English proficiency are accompanied to court.
				Number of FTE positions that were prevented from elimination as a result of grant funds.

Fund Source	Activity	Description	Type	Measure
Violence Against Women Formula Grant Program - Recovery Act (cont.)	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.	**Output**	Number of cases reviewed by the multi-disciplinary team.
				Number of partnerships continued as a result of grant funding.
				Number of new partnerships established as a result of grant funding.
				Number of new FTE positions created with grant funds.
				Number of FTE positions that were prevented from elimination as a result of grant funds.
				Number of survivors interviewed for case information.
				Number of survivors assisted with crime victim compensation applications.
				Number of meetings held by multi-disciplinary teams.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
	Prosecution	Specialized prosecutors to reduce backlogs and improve workloads or to rapidly address and reduce specific violations of the law.	**Output**	Number of sexual assault, domestic violence and / or stalking cases filed.
				Number of new FTE positions created with grant funds.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of FTE positions that were prevented from elimination as a result of grant funds.
				Number of sexual assault, domestic violence, and / or stalking cases referred.
			Outcome	Number of cases resulting in conviction or deferred adjudication.
				Number of charges dismissed or acquitted.
	Technology	Technology improvements 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.	**Output**	Number of systems to be developed.
				Number of system-wide information technology improvements implemented.

Fund Source	Activity	Description	Type	Measure
Violence Against Women Formula Grant Program - Recovery Act (cont.)	Technology (cont.)	Technology improvements 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.	**Output (cont.)**	Number of FTE positions that were prevented from elimination as a result of grant funds.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of new FTE positions created with grant funds.
				Number of systems to be enhanced.
			Outcome	Number of staff that report improved efficiency.
				Number of agencies sharing automated data.
	Training	Establishing and maintaining training programs for victim services or criminal justice professionals to more effectively identify and respond to preventing and controlling crime.	**Output**	Number of organizations or agencies trained.
				Number of training events provided.
				Number of new FTE positions created with grant funds.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of FTE positions that were prevented from elimination as a result of grant funds.
				Number of criminal justice professionals trained.
				Number of volunteers trained to provide direct assistance to victims / survivors.
				Number of non-criminal justice professionals trained.
			Outcome	Number of criminal justice professionals trained who completed the training.
				Number of non-criminal justice professionals who rated the training as useful.
				Number of non-criminal justice professionals who completed the training.
				Number of non-criminal justice professionals trained who reported an increase in knowledge.
				Number of criminal justice professionals trained who reported an increase in knowledge.
				Number of criminal justice professionals trained who rated the training as useful.

Fund Source	Activity	Description	Type	Measure
Violence Against Women Formula Grant Program - Recovery Act (cont.)	Victims Services	Provide direct services that assist victims of violent crime in achieving restoration of physical, mental, and emotional health to the fullest extent possible.	**Output**	Number of survivors assisted through the legal process.
				Number of FTEs eliminated within the previous 12 months that were rehired with grant funds.
				Number of FTE positions that were prevented from elimination as a result of grant funds.
				Number of survivors receiving advocacy for emergency services (e.g., legal assistance, shelter, law enforcement, etc.).
				Number of survivors receiving information and / or referral (in person / by phone).
				Number of new FTE positions created with grant funds.
				Number of survivors receiving crisis counseling.
				Number of survivors assisted with crime victim compensation applications.
				Number of victims / survivors seeking services who were served.
				Number of victims seeking services who were not served.
				Number of victims / survivors provided shelter.
				Number of safety plans developed.
				Number of survivors receiving counseling / therapy.