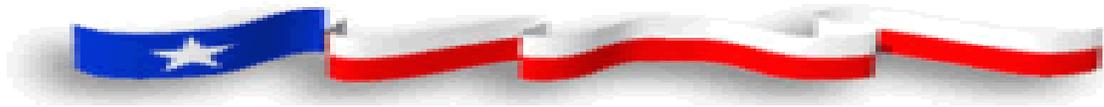




# ***GUIDE to GRANTS***



## ***Helpful Questions and Answers for Managing Grants***

**February 2012**

**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 that supports Microsoft Windows (other operating systems may not be 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. Check the eGrants “My.Home” tab for your Grant Manager’s email address.

## 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://egrants.governor.state.tx.us>

**eGrants Help Desk Email Address:** [egrants@governor.state.tx.us](mailto: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://egrants.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) | <ul style="list-style-type: none"> <li>♦ Appointed/authorized by the governing body of the organization.</li> <li>♦ Authorized to apply for, accept, reject, alter, or terminate the grant.</li> <li>♦ Only one Authorized Official is allowed per agency.</li> <li>♦ Authorized individuals are generally the county judge, mayor, city manager, chairman of a non-profit board, head of a state agency, etc.</li> <li>♦ Has ability to complete and submit Financial Status Reports (FSR).</li> </ul> |
| Project Director (PD)    | <ul style="list-style-type: none"> <li>♦ Responsible for the day-to-day operations of the project.</li> <li>♦ May have a different Project Director per agency grant.</li> <li>♦ Must be an employee of the grantee agency.</li> <li>♦ Responsible for required programmatic reporting.</li> </ul>  |
| Financial Officer (FO)   | <ul style="list-style-type: none"> <li>♦ Required to be the chief financial officer for the grantee agency.</li> <li>♦ Only one Financial Officer is allowed per grantee agency.</li> <li>♦ Responsible for maintaining financial records to account for all grant funds.</li> <li>♦ Responsible for requesting funds and the completion of required financial reporting at least quarterly (unless otherwise instructed by CJD) in eGrants.</li> </ul>   |

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 initial application.	x	x	x	x
♦ Certify an official 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?***

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

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

***How does the Authorized Official accept the award in eGrants?***

- ♦ The Authorized Official must go to the “Accept.Award” tab in eGrants 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 under the “Summary” tab by clicking the button titled “View Grant Award Packet”.

**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: <https://egrants.governor.state.tx.us/updates.aspx> under the “Financial Management Tools” section.
  - For direct deposit, complete the *Vendor Direct Deposit Authorization* form and email or fax to the Office of the Governor, Financial Services Division. The Office of the Governor will establish your account with the State Comptroller. The *Texas Application for Payee Identification Number* form can be found at: <https://egrants.governor.state.tx.us/updates.aspx> under the “Financial Management Tools” section. Your vendor information is linked to the “Grant.Vendor” tab for each grant record.

*Your agency’s payee identification form, direct deposit form and IRS form W-9 can be emailed to: [vendor.dd@governor.state.tx.us](mailto:vendor.dd@governor.state.tx.us) or faxed to: (512) 463-4114. Effective March 1, 2010, these forms will no longer be accepted in hard copy format.*

- 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 remaining 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 (unless otherwise instructed by CJD) 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 Act (Recovery Act).
- ♦ 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 or 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 or the header for each grant for the grant start date, end date and liquidation date.

Funds **not** obligated by the end of the grant period and **not** 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.
- 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 and due dates for each funding source are listed below:

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

Quarterly report due dates:

<b>Fund Source</b>	<b>Report 1 Due Date</b>	<b>Report 2 Due Date</b>	<b>Report 3 Due Date</b>	<b>Report 4 Due Date</b>
ARRA JAG	January 12	April 12	July 12	October 12
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
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
421	March 20	September 20
Drug Courts*	March 20	September 20
County Essentials	varies	
Coverdell	January 20	July 20

(\*Drug Courts funded by JAG also must submit quarterly reports.)

- The website for PPRI is <https://cjd.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](mailto:cjd@ppri.tamu.edu).

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

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

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

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

1 TAC §3.2517

- ♦ A vendor hold results in CJD holding payments on **all** grants to your agency.
  - A grantee agency may be placed on vendor hold for any of the following reasons:
    - ♦ Delinquent FSRs
    - ♦ Pending refunds to CJD
    - ♦ Delinquent single audit reports
    - ♦ Non-compliance with State 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 may be created in eGrants by any of the three grant officials and certified by the Authorized Official (AO).

**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.Profile” tab. (Refer to the eGrants Users Guide to Creating an Application by going to: <https://egrants.governor.state.tx.us>.)
  - When the actual grant official has changed for an active and operating project, you are required to submit a grant adjustment (and other supporting documentation, if required) to CJD. (Refer to the eGrants Financial Management Guide by going to: <https://egrants.governor.state.tx.us>.)

**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, 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.)
- 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 (e.g., *Investigator 1, Investigator 2; Counselor 1, Counselor 2, Counselor 3, etc.*).

#### **NOTE: Time and Activity Report Requirements**

*Employees working solely (100% of time) on a single Federal or State award must, at a minimum, maintain on file periodic certifications that the employees worked solely on that program for the period covered by the certification:*

- *These certifications will be prepared at least semi-annually; and*
- *Must be signed by the employee or supervisory official having firsthand knowledge of the work performed by the employee.*

*All other Employees not dedicated solely (LESS THAN 100% of time) on a single Federal or State award must maintain on file personnel activity reports that:*

- *Reflect the distribution of actual time worked and activity performed;*
- *Are prepared at least monthly, and*
- *Are signed by the employee and supervisory official having firsthand 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://egrants.governor.state.tx.us/updates.aspx>

- 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.
  - 1) Federal regulations governing these funds prohibit use of grant funds to pay an individual for the same hours in which the individual is being paid by a unit of government. For example, if an officer's regular work hours are 7 a.m. to 4 p.m. and he takes a day of paid annual leave, he is not eligible to be reimbursed with grant funds for any hours he voluntarily works between 7 a.m. and 4 p.m. He may be eligible for any hours worked that day outside of 7 a.m. to 4 p.m. provided the hours worked comply with the grantee agency's requirements for hours worked prior to eligibility for overtime pay. The regulation regarding hours of eligibility for overtime does not apply to an officer who volunteers to work on his regularly scheduled days off provided he complies with the grantee agency's requirements for hours worked prior to eligibility for overtime pay.
  - 2) Hours worked is defined as physical hours on the job and does not include paid annual leave, compensatory leave, sick leave, holiday leave or other paid leave.
  - 3) On-call hours should not be included in physical hours worked or as eligible hours for overtime.
  - 4) Personnel receiving grant funds for overtime must maintain time and activity reports for all time physically worked. The activity description should include detailed information about the actual activities performed.
  - 5) Time should be recorded to the nearest quarter hour.
  - 6) Grantee records must include a clear calculation in how the overtime was computed.
  - 7) The policy used to compensate staff for grant-funded overtime must be consistent with the policy used to compensate non-grant-funded overtime.
  - 8) Overtime payments issued outside this policy are the responsibility of the grantee agency.
- **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 from a single vendor included in one line item that exceed an overall cost of \$100,000. A Procurement Questionnaire must be uploaded

to eGrants for CJD review and approval before committing to procurements in excess of \$100,000. The Procurement Questionnaire allows CJD to review the agency's policies for contractual services purchased in excess of \$100,000. (Refer to Appendix A for an example of the Procurement Questionnaire or download a copy by going to: <https://egrants.governor.state.tx.us/updates.aspx>.)

- Written contracts or agreements must be on file at your agency and be made available for review upon request by CJD. Contracts must be consistent with Texas contract law and procured under your agency's procurement guidelines.
- Grantee agencies are responsible for monitoring all contracts involving CJD funds. Agencies must have an established written contract management policy. The policy should include measures to ensure that

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

deliverables are met and that contracts are monitored on a regular basis. Agencies must also document the results of all contract monitoring reviews and retain all related files in accordance

with CJD's record retention policy. (Refer to the section on Closing-out a Grant for information on CJD's record retention policy.)

**NOTE:** *If your agency does not have procurement guidelines, you are required to follow the guidelines outlined in the Uniform Grant Management Standards, Section III, Subpart C, \_\_.36.*  
*UGMS may be accessed by going to: <https://egrants.governor.state.tx.us/updates.aspx> and click on "Resources".*

- **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 contractors 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://fmxcpa.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. The inventory list must include a description of the property, date purchased, acquisition cost, serial number or other identifying number, CJD grant number under which the property was purchased and current location of the property.
- 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. (Refer to Appendix A for an example of the Procurement Questionnaire or download a copy by going to: <https://egrants.governor.state.tx.us/updates.aspx>. and click on the link for “Forms”).

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

**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: <https://egrants.governor.state.tx.us/updates.aspx> and click on "Resources".

- 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. (Refer to 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 requests for use of grant funds to purchase vehicles or equipment for governmental agencies that are for general agency use. (This does not include law enforcement vehicles.)

- 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 if a vehicle is being purchased fully equipped from a single vendor. (e.g., Patrol Vehicle with installed mobile data terminals, radios, radar, sirens @ \$20,000).

*If your grant is selected for monitoring, Governor's Office monitoring staff will verify your equipment inventory and purchases against your budgeted 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 purchased 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).

- 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 does not require match and you do not want to be held to the match, do not 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.



- **Generated Program Income (GPI)**

1 TAC §3.87

- GPI is defined as **any** income received by a grantee that is a direct result of the CJD award.
- Direct result is defined as a specific activity or set of 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.

*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.*

- 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 9 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.*
  - One example of supplanting is: If your law enforcement agency has already budgeted for 25 peace officers and you receive a CJD grant for three officers to investigate cold cases, your total number of officers increases to 28. CJD funds must support the three additional officers rather than three of the already budgeted 25 peace officers. If three officers are assigned additional duties that are in direct

relation to the CJD grant, their salary may be increased accordingly and that portion may be paid for with CJD funds.

- Another example of supplanting is: If your agency has included the replacement of three computers in its non-CJD grant-funded approved budget and the agency receives a CJD grant which has the approval to purchase one computer, your agency is still responsible for purchasing the three computers. **In addition to** the three regularly budgeted computers, CJD funds may be used to purchase an additional computer for a total of four computers.

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

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

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

- ♦ proselytizing or sectarian worship;
- ♦ lobbying;
- ♦ promotional gifts;
- ♦ medical services;
- ♦ admission fees or tickets to any amusement park, recreational activity or sporting event;
- ♦ food, meals, beverages, or other refreshments for any meeting, conference, training, or other event;
- ♦ 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.
- ♦ legal services for adult offenders;
- ♦ fundraising;
- ♦ membership dues for individuals;
- ♦ new construction;

## GRANTS MONITORING

### **WHAT IS “MONITORING”?**

1 TAC §3.2601

- ♦ *The purpose of Monitoring 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.*
  - 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 also perform reviews of the Single Audit Reports.

### ***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.
  - The Compliance and Oversight Division (COD) within the Office of the Governor conducts *Financial Monitoring Reviews* that focus on:
    - examining accounting records, invoices, receipts, contracts, and other documents;
    - sampling and testing General Subgrant Administration (GSA) processes as well as transactions from various budget categories; and
    - verifying inventories and expenditures.
  - CJD Grant and Program Manager’s conduct *Programmatic Reviews* that focus on:
    - observing how the program works;
    - reviewing processes and procedures related to subgrant management;
    - discussing data collection systems;
    - examining documents such as timesheets, invoices, and inventory lists; and
    - providing technical assistance.

**What areas are reviewed when a grant is monitored?**

- ♦ *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 monitors with the following information, upon request:*
  - ♦ 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 monitoring review is over, will the monitor send us a report?**

- ♦ *Yes. A report will be issued that explains any noted findings and recommendations, along with the necessary corrective action.*
  - If findings are noted, the project officials will be asked to provide a response within a specified timeframe.
  - The response should include a corrective plan for each finding.
- A second report will be issued if findings have not been adequately addressed.
  - Project officials will be asked to submit a second response explaining the actions taken to correct and resolve the outstanding findings.
- When all findings have been resolved, a close-out letter will be issued informing each grant official that the review has been completed and has been closed.

### ***What are some of the common areas of non-compliance?***

- **Personnel**

- Personnel expenditures reported on the FSR do not reconcile to grantee's accounting records.
- Insufficient Time and Activity Records:
  - Copies of timesheets do not include the approval of both the employee and their supervisor.
  - Copies of activity reports do not include the approval of both the employee and their supervisor.
  - 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://egrants.governor.state.tx.us/updates.aspx>.
  - Records of volunteer activities and hours worked are not provided when their time is being used to meet matching requirements.
- Records are not provided to demonstrate that overtime is consistent with CJD policy.
- Grantee has supplanted (replaced) agency funds with CJD grant funds.

- **Contractual and Professional Services**

- Contractual and Professional Services expenditures reported on the FSR do not reconcile to the grantee's accounting records.
- Grantee has not submitted a CJD-prescribed Procurement Questionnaire when procurement is expected to exceed \$100,000.
- 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.

*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**

- Travel and Training expenditures reported on the FSR do not reconcile to the grantee's accounting records.

*If your agency does not have an approved travel policy, travel expenditures should be consistent with the State's travel policy found at:*  
<https://fm.xcpa.state.tx.us/fm/travel/index.php>

- 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.
  
- **Equipment**
  - Equipment expenditures reported on the FSR do not reconcile to the grantee's accounting records.
  - Grantee has not submitted a CJD-prescribed Procurement Questionnaire when procurement is expected to exceed \$100,000
  - Grantee inventory of purchased equipment does not include:
    - Description of the equipment purchased.
    - Serial number of the equipment purchased.
    - Cost of the equipment purchased.
    - The grant number.
    - Physical location.
  - Equipment purchases were not made within the grant period.
  
- **Supplies and Direct Operating Expenses**
  - Supplies and Direct Operating Expenses reported on the FSR do not reconcile to grantee's accounting records.
  - 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 accounted for cash match in the grantee's accounting records.
  - Grantee has claimed match for services not directly related to the services provided.
  - 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 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 the Governor's Office of Compliance and Oversight Division (COD). 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 COD, the grantee may be placed on vendor hold by CJD and may also not be awarded new grants.*

- Grantees that meet the audit threshold must electronically submit to COD their most current single audit. The audit, including the grantee's response and corrective plan, if applicable, must be submitted to COD 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 COD an **electronic copy** must be submitted by e-mail to: [COD-FMU@governor.state.tx.us](mailto:COD-FMU@governor.state.tx.us) or faxed to (512) 936-0255, Office of the Governor, Compliance and Oversight Division, Attn: Single Audit Point of Contact.
- Grantees must contact the COD 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.
    - Disposition is defined as an explanation of how the agency plans to use the equipment after the grant ends and the agency's process for disposal if item is no longer operational or needed to continue the grant funded activities under which the item was purchased.
    - If you purchased equipment with grant funds that has a current fair market value of \$5,000 or more. You must explain the disposition of the equipment item in your final financial status report.
    - 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 monitoring findings 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 single 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.

## CIVIL RIGHTS COMPLIANCE

### Why is Civil Rights compliance relevant to grant funding?

- ♦ You may not discriminate in **employment** or in the right to participate in programs and activities operated or funded by CJD on the basis of race, color, national origin, religion, sex, and disability.
- ♦ You may not discriminate in the **delivery of services** or benefits on the basis of race, color, national origin, religion, sex, disability, and age.
- ♦ When you accepted your grant award from CJD your agency agreed to comply with all civil rights requirements contained in the nondiscrimination statutes and regulations noted below. Notification regarding these requirements is contained in the Certification and Assurances form located on the Documents tab in eGrants.
  - The Omnibus Crime Control and Safe Streets Act of 1968, as amended, which prohibits discrimination on the basis of race, color, national origin, religion, or sex, in OJP and COPS funded programs or activities. ([42 U.S.C. §3789d](#) and [28 C.F.R. §42.201 et seq.](#))
- Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin in OJP and COPS funded programs or activities. ([42 U.S.C. §2000d](#) and [28 C.F.R. §42.101 et seq.](#))
  - Notes:
    - Title VI's prohibition of discrimination on the basis of national origin has been interpreted by courts to include discrimination on the basis of English proficiency. Under Title VI (and the Safe Streets Act), recipients are required to provide Limited English Proficiency (LEP) individuals with meaningful access to their programs and services.
    - Providing "meaningful access" will generally involve some combination of oral interpretation services and written translation of vital documents.
    - For additional guidance and resources to assist with implementing LEP requirements you can visit the Office of Justice Programs' LEP website at <http://www.ojp.usdoj.gov/about/ocr/lep.htm>
- Section 504 of the Rehabilitation Act, which prohibits discrimination on the basis of disability in OJP and COPS funded programs or activities. ([29 U.S.C. §794](#) and [28 C.F.R. §42.501 et seq.](#))
- Section 1407 of the Victims of Crime Act (VOCA), which prohibits discrimination on the basis of race, color, national origin, religion, sex, or disability in VOCA funded programs or activities. ([42 U.S.C. §10604](#))

*These laws prohibit CJD and its subrecipients from retaliating against an individual for taking action or participating in action to secure rights protected by these laws.*

- Title II of the Americans with Disabilities Act of 1990, as it relates to discrimination on the basis of disability in OJP or COPS funded programs or activities. ([42 U.S.C. §12132](#) and [28 C.F.R. Pt. 35](#)).
- Title IX of the Education Amendments of 1972, as it relates to discrimination on the basis of sex in OJP and COPS funded training or educational programs. ([20 U.S.C. §1681](#) and [28 C.F.R. pt 54](#)).
- The Age Discrimination Act of 1975 as it relates to services discrimination on the basis of age in OJP or COPS funded programs or activities. ([42 U.S.C. §6102](#) and [28 C.F.R. §42.700 et seq](#)).
- Equal Treatment for Faith-Based Organizations. ([28 C.F.R. §38](#) and [Executive Order 13279](#)).

Notes:

This regulation ensures a level playing field for the participation of faith-based organizations and other community organizations by:

- Prohibiting discrimination for or against an organization on the basis of religion, religious belief, or religious character in the administration or distribution of funds;
- Allowing a religious organization that participates in funded programs to retain its independence and continue to carry out its mission, provided that direct grant funds do not support any inherently religious activities. While inherently religious activities are permissible, they must be separate in time or place from the funded program, and participation in such activities by individuals receiving services must be voluntary;
- Clarifying that faith-based organizations can use space in their facilities to provide Department-funded services without removing religious art, icons, scriptures, or other religious symbols; and
- Ensuring that no organization that receives direct financial assistance can discriminate against a program beneficiary, or prospective beneficiary, on the basis of religion or religious belief.

***What are my agency’s responsibilities related to non-discrimination?***

- ◆ *Your agency must have procedures in place for responding to discrimination complaints filed directly with your agency and you must notify your clients, customers, and program participants of prohibited discrimination and the procedures for filing a services discrimination complaint.*
  - If you agency receives a complaint alleging services discrimination, you may either:
    1. Investigate the complaint and respond directly to the complaining party in writing, or
    2. Refer the complaint to U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights (OCR) and notify the complainant and CJD of the referral.

**How do I file a discrimination complaint directly with the Office for Civil Rights (OCR)?**

- ♦ *OCR investigates complaints from members of the public who believe that an agency that receives funding from the U.S. Department of Justice (USDOJ) has discriminated against them, either in employment or in the delivery of services or benefits.*
  - OCR has jurisdiction to investigate agencies that receive funding from the [Office of Community Oriented Policing Services \(COPS Office\)](#), the [Office on Violence Against Women \(OVW\)](#), and the [Office of Justice Programs](#) and its components.
  - OCR can investigate not only recipients that receive funding directly from USDOJ (i.e. CJD), but it can also investigate agencies that receive USDOJ funding from state and local government agencies (i.e. CJD's grantee's).
  - To file a civil rights complaint, download and complete the [Complaint Verification Form \(CVF\)](#) and the [Identity Release Statement \(IRS\)](#) and return both forms to the OCR at the following address:  

Office for Civil Rights  
Office of Justice Programs  
U.S. Department of Justice  
810 7th Street, NW  
Washington, DC 20531
  - If you believe that you have been the target of discrimination, you should file a complaint with the OCR as soon as possible. In most circumstances, you may have no longer than one year from the date of the discriminatory incident to file a complaint.
  - For more information on Civil Rights go to: <http://www.ojp.usdoj.gov/about/offices/ocr.htm>

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## 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://egrants.governor.state.tx.us/updates.aspx>
  - Uniform Grant Management Standards (UGMS): Contains additional grant management policies for local and state units of government.  
<https://egrants.governor.state.tx.us/updates.aspx> and click on “Resources”
  - 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:
  - Office of Justice Programs Financial Guide (OJP)  
<http://www.ojp.usdoj.gov/financialguide/>
  
- Applies to all CJD grants 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  
PHONE: 512/463-1919  
FAX: 512/475-2440

<https://egrants.governor.state.tx.us>

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

**PART I: CJD GRANT INFORMATION**

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

**PART II: VENDOR INFORMATION**

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

**• Part III: Procurement Information**

1. What procurement procedures are administered by the awarding agency (SELECT One)?						
<input type="checkbox"/>	State	<input type="checkbox"/>	Local	<input type="checkbox"/>	Other (please DESCRIBE):	
2. Are the proposed procurement procedures compliant with federal, state and local laws and regulations and the standards identified in the Uniform Grant Management Standards (SELECT One)?			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
3. For purchases expected to exceed \$100,000, SELECT 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.			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
b) The procurement specifies a "brand name" product.			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
c) The proposed contract/ purchase is to be awarded to an entity other than the evident low bidder under a sealed bid procurement.			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>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.</b>						

**• Part IV: Contract Monitoring Information**

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

**• Part V: Authorizing Signature**

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

Printed Name of Financial Officer

Signature of Financial Officer

Date



## 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

<b>Source</b>	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.
<b>CFDA Number</b>	16.742
<b>Purpose</b>	Improve the quality, timeliness and credibility of forensic science and medical examiner services for criminal justice purposes.
<b>Project Requirements</b>	<p>Projects are required to comply with all applicable state and federal regulations. Laboratories are required to comply with the following operational requirements:</p> <ol style="list-style-type: none"> <li>1. Use generally accepted laboratory practices and procedures established by accreditation organizations or appropriate certifications that are acceptable within the criminal justice system.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol> <p>Allowable expenditures are limited to the following:</p> <ol style="list-style-type: none"> <li>1. Laboratory and computer equipment including upgrading, replacing, and purchasing laboratory equipment, instrumentation, and computer hardware or software for forensic analyses and data management.</li> <li>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.</li> <li>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.</li> </ol>
<b>Eligible Applicants</b>	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.
<b>Eligible Activities</b>	Equipment Only Purchases Investigation

**COUNTY ESSENTIALS**

<b>Source</b>	A biennial appropriation by the Texas Legislature
<b>CFDA Number</b>	Not Applicable
<b>Purpose</b>	Provide emergency funding for counties who experience unanticipated expenses related to criminal justice activities, especially expenses related to capital murder cases.
<b>Project Requirements</b>	Projects are required to comply with all applicable state guidelines.
<b>Eligible Applicants</b>	Counties
<b>Eligible Activities</b>	Equipment Only Purchases Essential County Services Extraordinary Costs Associated with Prosecuting Capital Cases

**CRIME STOPPERS ASSISTANCE FUND**

<b>Source</b>	A biennial appropriation by the Texas Legislature established by the Texas Code of Criminal Procedure, Article 102.013
<b>CFDA Number</b>	Not Applicable
<b>Purpose</b>	Enhance and assist community efforts in solving crime.
<b>Project Requirements</b>	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
<b>Eligible Applicants</b>	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.
<b>Eligible Activities</b>	Crime Stoppers Assistance

**DRUG COURTS**

<b>Source</b>	Texas Code of Criminal Procedure, Article 102.0178.
<b>CFDA Number</b>	Not Applicable
<b>Purpose</b>	Develop drug court programs that incorporate the ten essential characteristics as defined in the Texas Health and Safety Code, Chapter 469.
<b>Project Requirements</b>	Projects are required to comply with all applicable state guidelines.
<b>Eligible Applicants</b>	Counties and Judicial Districts.
<b>Eligible Activities</b>	Drug Court – Adult Drug Court – Family Drug Court – Juvenile

**JUSTICE ASSISTANCE GRANT PROGRAM (JAG)**

<b>Source</b>	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.
<b>CFDA Number</b>	JAG 16.738                      ARRA-JAG 16.803
<b>Purpose</b>	Support state and local agencies in preventing and reducing violent crime.
<b>Project Requirements</b>	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.
<b>Eligible Applicants</b>	State agencies and units of local government.
<b>Eligible Activities</b>	<ul style="list-style-type: none"> <li>Border Initiatives</li> <li>Court Programs (except Drug Courts)</li> <li>Data/Information Sharing Systems</li> <li>Drug Court – Adult</li> <li>Drug Court – Family</li> <li>Drug Court – Juvenile</li> <li>Equipment Only Purchases</li> <li>Gangs – Adult</li> <li>Investigation</li> <li>Prosecution</li> <li>Substance Abuse</li> <li>Training</li> <li>Technology</li> </ul>

## **JUVENILE ACCOUNTABILITY BLOCK GRANT PROGRAM (JABG)**

<b>Source</b>	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.
<b>CFDA Number</b>	16.523
<b>Purpose</b>	Develop programs that promote greater accountability in the juvenile justice system.
<b>Project Requirements</b>	Projects are required to comply with state requirements.
<b>Waiver of Application</b>	<p>Any entity receiving a local allocation may waive their ability to apply for funds. Funds may be waived to CJD or to another larger or neighboring city, county, or Native American tribe that will still benefit the waiving entity's area.</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Once the grantee completes the waiver of funds form, the grantee is required to upload the form into eGrants.</li> <li>3. Failure to complete either a grant application or JABG Waiver of Funds Form will result in the local allocation reverting to CJD.</li> </ol> <p>Cities, counties, and Native American tribes requesting funds through the Juvenile Accountability Block Grant program are responsible for obtaining written authorization from each entity that chooses to waive an allocation. CJD will not award waived funds to a city, county, or Native American tribe until a signed JABG Waiver of Funds Form is received.</p>
<b>JABG Local Advisory Board</b>	<p>Each unit of local government that receives a direct allocation under Eligible Applicants is required to establish an advisory board consisting of individuals representing police departments, sheriffs' offices, prosecutors, probation officers, juvenile courts, schools, businesses, and faith-based, fraternal, nonprofit, or social service organizations involved in juvenile crime and delinquency prevention.</p> <p>The local advisory board must develop a coordinated enforcement plan for the use of grant funds based on an analysis of the local juvenile justice system needs. The analysis determines the most effective use of grant funds within the 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.</p>
<b>Eligible Applicants</b>	<p>Twenty-five percent of this fund is available for state discretionary set-aside grants to state agencies, units of local government (including crime control and prevention districts), Native American tribal governments, COGs, nonprofit corporations, and faith-based organizations. Faith-based organizations must be certified by the Internal Revenue Service as tax-exempt nonprofit entities. Grantees may not use grant funds or program income for proselytizing or sectarian worship. Discretionary projects are eligible for funding only under the specific program purpose areas selected by the Governor's Juvenile Justice Advisory Board.</p> <p>Seventy-five percent of this fund is available for local/regional formula grants to cities and counties based on a federal formula.</p> <ol style="list-style-type: none"> <li>1. Cities and counties qualifying for a direct formula allocation of \$10,000 or more will receive notice of such allocation.</li> <li>2. Cities and counties that do not qualify for the \$10,000 minimum</li> </ol>

	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• Prevention and Early Intervention at First Offense</li> <li>• Disproportionate Minority Contact</li> <li>• Gang Prevention and Intervention</li> <li>• Specialize Treatment Services</li> <li>• Juvenile Justice System Impact</li> </ul>
<p><b>Eligible Activities</b></p>	<p>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</p>

**JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT FUND (JJDP)**

<b>Source</b>	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.
<b>CFDA Number</b>	16.540
<b>Purpose</b>	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.
<b>Project Requirements</b>	Projects are required to comply with 1 TAC §3.19 and §3.53 and to provide services under one of the eligible activities.
<b>Eligible Applicants</b>	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.
<b>Eligible Activities</b>	<p> 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 </p> <p> 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: </p> <ul style="list-style-type: none"> <li>• Prevention and Early Intervention at First Offense</li> <li>• Disproportionate Minority Contact</li> <li>• Gang Prevention and Intervention</li> <li>• Specialize Treatment Services</li> <li>• Juvenile Justice System Impact</li> </ul>

**RESIDENTIAL SUBSTANCE ABUSE TREATMENT GRANT PROGRAM (RSAT)**

<b>Source</b>	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.
<b>CFDA Number</b>	16.593
<b>Purpose</b>	Provide individual and group substance abuse 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.
<b>Project Requirements</b>	<p>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.</p> <p>Develop an individualized plan for each offender when the offender enters a residential treatment project. Corrections treatment projects and state or local substance abuse treatment projects are required to work together to place project participants in appropriate aftercare placement when these individuals complete the program.</p> <p>Residential substance abuse projects must:</p> <ol style="list-style-type: none"> <li>1. be designed to last not less than six nor more than 12 months;</li> <li>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;</li> <li>3. focus on the substance abuse problems of the inmate;</li> <li>4. develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems; and</li> <li>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.</li> </ol> <p>Jail-based substance abuse projects must:</p> <ol style="list-style-type: none"> <li>1. be designed to last not less than three months;</li> <li>2. make every effort to set apart the treatment population from the general correctional population;</li> <li>3. focus on the substance abuse problems of the inmate;</li> <li>4. develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems; and</li> <li>5. be science-based and effective.</li> </ol>
<b>Eligible Applicants</b>	State agencies and counties that operate secure correctional facilities and community supervision and corrections departments.
<b>Eligible Activities</b>	Capacity Building for Substance Abuse Treatment Programs Substance Abuse

**SEXUAL ASSAULT SERVICES PROGRAM (SASP)**  
**VIOLENCE AGAINST WOMEN ACT FUND**

<b>Source</b>	U.S. Department of Justice, Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005), 42 U.S.C. §14043g.
<b>CFDA Number</b>	16.017
<b>Purpose</b>	To increase intervention, advocacy, accompaniment, support services, and related assistance for adult, youth, and child victims of sexual assault; family and household members of such victims; and those collaterally affected by the victimization, except for the perpetrator of such victimization.
<b>Project Requirements</b>	Projects are required to comply with 28 C.F.R. §90.
<b>Eligible Applicants</b>	Nonprofit corporations
<b>Eligible Activities</b>	Crisis Services Peer Support Groups Professional Therapy and Counseling

**STATE CRIMINAL JUSTICE PLANNING (421) FUND**

<b>Source</b>	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.
<b>CFDA Number</b>	Not Applicable
<b>Purpose</b>	Support a wide range of projects designed to reduce crime and improve the criminal and juvenile justice systems.
<b>Eligible Activities: Juvenile Justice</b>	<ul style="list-style-type: none"> <li>Alternatives to Detention</li> <li>Community Assessment Centers</li> <li>Court Services / Improvements (Including Specialized Courts except Drug Courts)</li> <li>Data Information / Sharing Systems</li> <li>Delinquency Prevention</li> <li>Diversion</li> <li>Gangs - Juvenile</li> <li>Jail Removal</li> <li>Juvenile Probation</li> <li>Juvenile Sex Offender Programs</li> <li>Mentoring</li> <li>Professional Therapy and Counseling</li> <li>Prosecution</li> <li>Reentry of Offenders into the Community</li> <li>Removal of Juvenile Status Offenders from Secure Facilities</li> <li>School Based Delinquency Prevention</li> <li>Services to Children of Incarcerated Parents</li> <li>Substance Abuse</li> <li>Training / Technology</li> <li>Youth Advocacy</li> <li>Youth Courts / Teen Courts</li> </ul>
<b>Eligible Activities: Victim Services</b>	<ul style="list-style-type: none"> <li>Crisis Services</li> <li>Forensic Interviews</li> <li>Legal Advocacy</li> <li>Multi-Disciplinary Teams and Case Coordination</li> <li>Peer Support Groups</li> <li>Training and Technology</li> <li>Professional Therapy and Counseling</li> <li>Protective Order Assistance</li> <li>Public Presentations</li> <li>Shelter</li> <li>Victim – Offender Meetings</li> </ul>
<b>Eligible Activities: Criminal Justice</b>	<ul style="list-style-type: none"> <li>Data Information / Sharing</li> <li>Drug Courts – Adult</li> <li>Drug Courts – Family</li> <li>Equipment Only Purchases</li> <li>Gangs – Adult</li> <li>Investigations</li> <li>Prosecution</li> <li>Reentry of Offenders into Communities</li> <li>Training for Law Enforcement and Court Personnel</li> </ul>

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

<b>Source</b>	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).
<b>CFDA Number</b>	16.588
<b>Purpose</b>	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.
<b>Project Requirements</b>	Projects are required to comply with 28 C.F.R. §90.
<b>Eligible Applicants</b>	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.
<b>Eligible Activities</b>	<ul style="list-style-type: none"> <li>Court Services / Improvements (Including Specialized Courts Except Drug Courts)</li> <li>Crisis Services</li> <li>Forensic Interviews</li> <li>Investigations</li> <li>Legal Advocacy</li> <li>Multi-Disciplinary Teams and Case Coordination</li> <li>Peer Support Groups</li> <li>Training and Technology</li> <li>Professional Therapy and Counseling</li> <li>Prosecution</li> <li>Protective Order Assistance</li> <li>Public Presentations</li> <li>Shelter</li> <li>Victim-Offender Meetings</li> </ul>

## TITLE V DELINQUENCY PREVENTION ACT FUND

<b>Source</b>	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.
<b>CFDA Number</b>	16.548
<b>Purpose</b>	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.
<b>Project Requirement</b>	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.
<b>Eligible Applicants</b>	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.
<b>Years of Funding</b>	Projects are funded on a year-to-year basis up to a maximum of three years.
<b>Prevention Policy Board</b>	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.
<b>Eligible Activities</b>	<p>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</p> <p>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:</p> <ul style="list-style-type: none"> <li>• Prevention and Early Intervention at First Offense</li> <li>• Disproportionate Minority Contact</li> <li>• Gang Prevention and Intervention</li> <li>• Specialize Treatment Services</li> <li>• Juvenile Justice System Impact</li> </ul>

**VICTIMS OF CRIME ACT FUND (VOCA)**

<b>Source</b>	U.S. Department of Justice, Victims of Crime Act of 1984 (VOCA), as amended, 42 U.S.C. 10601, et seq.
<b>CFDA Number</b>	16.575
<b>Purpose</b>	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.
<b>Project Requirements</b>	<p>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.</p> <p>Projects are required to demonstrate the following:</p> <ol style="list-style-type: none"> <li>1. a record of providing effective services to crime victims;</li> <li>2. use volunteers, unless the executive director of CJD determines that a compelling reason exists to waive this requirement;</li> <li>3. promote community efforts to aid crime victims;</li> <li>4. assist victims in applying for crime victims' compensation benefits;</li> <li>5. maintain civil right information on victims served;</li> <li>6. provide equal services to victims of federal crimes;</li> <li>7. provide grant-funded services at no charge to victims;</li> <li>8. maintain the confidentiality of all client-counselor information and research data, as required by state and federal law; and,</li> <li>9. not discriminate against victims because they disagree with the way the state is prosecuting the criminal case.</li> </ol>
<b>Eligible Applicants</b>	State agencies; units of local government; hospital districts; nonprofit corporations; Native American tribes; 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.
<b>Eligible Activities</b>	<p>Crisis Services</p> <p>Forensic Interviews</p> <p>Legal Advocacy</p> <p>Multi-Disciplinary Teams and Case Coordination</p> <p>Peer Support Groups</p> <p>Professional Therapy and Counseling</p> <p>Protective Order Assistance</p> <p>Shelter</p> <p>Victim – Offender Meetings</p>