



Office of the Governor

Criminal Justice Division

Funding Announcement:

***Texas Conversion to the National
Incident-Based Reporting System (NIBRS),
Second-Round Funding Announcement***

November 15, 2016

Opportunity Snapshot

Below is a high-level overview of many of the elements of this opportunity. Full information is provided in the funding announcement that follows.

Purpose

The primary purpose of this announcement is to solicit applications for projects from local law enforcement agencies to upgrade their technology infrastructure to allow for and support the submission of data to the Uniform Crime Reporting (UCR) Incident Based System (NIBRS), with special consideration given to solutions that support the subsequent submission of incident data to the National Data Exchange (N-DEx).

As an additional consideration for this funding opportunity, local law enforcement agencies in counties bordering Mexico and those with federal checkpoints may also submit applications for projects that facilitate compliance with new requirements in Sec. 362.005(c), Local Government Code, related to the submission of data to the Texas Transnational Intelligence Center (TTIC). TTIC is also based on reporting incident data and has purposes that are complementary to the goals of both NIBRS and N-DEx.

This program is a partnership between the Office of the Governor, Criminal Justice Division (CJD), and the Texas Department of Public Safety (DPS).

Funds Available

It is anticipated that up to \$14M may be funded under this announcement.

Process

Applicants will respond to this funding announcement by completing an application in eGrants (<http://eGrants.gov.texas.gov>).

Budget

The minimum allowed under this program is \$5,000 and there is no funding cap.

Match

There is no match requirement under this program.

Project Periods

A project funded must begin on or after March 1, 2017 and may not extend past April 30, 2019.

Organizational Eligibility

Applications may be submitted by Texas law enforcement agencies collecting crime data for submission to DPS. Law enforcement agencies in counties that directly border Mexico and those in counties with federal checkpoints are eligible to apply for an expanded list of activities and expenses. A list of those counties may be found on page four of this announcement.

Contact Information

Contact the CJD eGrants help desk at eGrants@gov.texas.gov or (512) 463-1919 for additional information on the application process. Contact Michelle Farris at DPS at Michelle.Farris@dps.texas.gov or (512) 424-7659 at DPS for information about technical and programmatic issues or available training.

Texas Conversion to the National Incident-Based Reporting System

The goal of the Governor's Criminal Justice Division (CJD) is to provide needed funding to improve public safety and support victims of crime by filling system gaps and promoting innovative solutions to common problems. CJD is also accepting applications for projects from local law enforcement agencies to upgrade their technology infrastructure to allow for and support Incident-Based Reporting to the Texas Department of Public Safety (DPS). CJD is also accepting expanded applications from border region law enforcement agencies to upgrade the agency's technology infrastructure to allow for and support Incident Reporting as well as to facilitate compliance with new requirements in Sec. 362.005(c), Local Government Code, related to the submission of data to the Texas Transnational Intelligence Center (TTIC).

If you are interested in applying for a grant under this program, follow the four-step process outlined below.

- **Step One – Review the Process:** Get familiar with the funding announcement and the process used for this particular program.
- **Step Two – Consider the Requirements:** Consider the eligibility requirements as well as what will be required of successful applicants.
- **Step Three – Apply in eGrants.** Compile and submit your grant application. To understand how to apply online or to register for the system go to <http://eGrants.gov.texas.gov>.
- **Step Four – Funding Decisions and Grant Acceptance.** Await the funding decision, which is provided through a grant award or other notice from CJD. If you receive an award, complete the acceptance process to access funds.

Background

Uniform Crime Reporting gathers crime data from law enforcement agencies for statistical analysis. Currently, there are two distinct methods for reporting data: the original model built in 1927, known as Summary Reporting System (SRS) and Incident Reporting, known as National Incident-Based Reporting System (NIBRS). In comparing the two data collection methodologies, it is readily apparent that NIBRS provides a deeper, richer data set. Summary Reporting tallies eight offenses, also known as the index crimes, homicide, rape, robbery, aggravated assault, burglary, etc., as well as arrests made and property stolen. Incident Reporting collects data on 24 offense types comprised of 52 distinct offenses and agencies report based upon the specific incident that includes data related not only to offenses and arrests, but also to location, victim and offender data, etc.

House Bill 11 of the 84th Regular Session introduced the requirement for the state to begin a transition from primarily a Summary Reporting System (SRS) state to a National Incident Based Reporting (NIBRS) state, by setting a goal for transition to NIBRS by 2019. Both NIBRS and N-DEx share the same data source and share many of the same data elements that are already being collected by the local agency's system.

House Bill 11 also established new requirements (now incorporated in Sec. 362.005(c), Local Government Code) for border region law enforcement agencies to contribute intelligence data to the Texas Transnational Intelligence Center (TTIC):

“Each law enforcement agency in a county located along the Texas-Mexico border or in a county that contains a federal checkpoint shall report to the Texas Transnational Intelligence Center intelligence regarding criminal activity in the law enforcement agency’s jurisdiction, including details on kidnappings, home invasions, and incidents of impersonation of law enforcement officers.”

The TTIC is then required to share that data across the state. This statewide sharing can be accomplished by automating and updating the local agency RMS/JMS to submit local agency incident, arrest, and intelligence data to the Department through the Texas Data Exchange (TDEx), which would then forward the data to the National Data Exchange (N-DEx), making it available for view.

This expanded solicitation seeks to fund agencies for a single data submission that will meet the data submission standards and requirements for N-DEx and NIBRS. It also seeks to fund agencies in the border region (see “Organizational Eligibility” below) to facilitate single data submission to TTIC.

Step 1: Review the Process

Timeline

Action	Date
Funding Announcement Release	November 15, 2016
Online System Opening Date	November 15, 2016
Application Deadline	January 16, 2017 at 5PM CST
Earliest Start Date	March 1, 2017
Latest End Date	April 30, 2019

Submission Method

Per Rule §3.7 of the Texas Administrative Code, all applications must be submitted and certified to CJD via the eGrants system by the applicant’s authorized official on or before the deadline listed above. CJD will strictly interpret this requirement and any application not submitted and certified by the deadline will be considered ineligible for funding under this solicitation. For assistance in certifying an application, please see the “Guide to Creating an Application” link located at <https://eGrants.gov.texas.gov/>.

Step 2: Consider the Requirements

Organizational Eligibility

Applications may be submitted by Texas law enforcement agencies collecting crime data for submission to the Department of Public Safety. Agencies that are eligible to receive, or have applied to receive, funding through the BJS NCS-x project will also receive consideration for state funding; however, applications from these agencies will be evaluated based on their overall need, response to the solicitation and availability of funding. Organizations that received funding under the previous NIBRS announcement are eligible for grants under this announcement. However, those organizations must detail under the Problem Statement field of the Narrative tab in eGrants why additional funds are required to achieve program objectives.

Border Region Grants

Texas border law enforcement agencies required by Sec. 362.005(c), Local Government Code, to collect crime data for submission to TTIC may submit applications for special additional eligible activities and costs. For the purposes of this solicitation, border region law enforcement agencies are in counties that directly border Mexico (El Paso, Hudspeth, Jeff Davis, Presidio, Brewster, Terrell, Val Verde, Kinney, Maverick, Webb, Zapata, Starr, Hidalgo, and Cameron counties) and those in counties with federal checkpoints (Dimmit, Uvalde, Jim Hogg, Kenedy, and Brooks counties).

Funding and Project Period Limits

Funding Limits. The minimum award under this program is \$5,000.

Project Period. Grant-funded projects must begin on or after March 1, 2017 may not extend past April 30, 2019.

Available Funding. It is anticipated that up to \$14 million may be funded under this announcement.

Source of Funding. The source of funds is a state appropriation for the 2016-2017 biennium under Article V, Rider 44, General Appropriations Act, House Bill 1 (84R). All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Match Requirement

There is no match requirement under this program.

Eligible Costs and Activities

Funds may be used for activities that further the reporting of NIBRS data to DPS. Such activities include, but are not limited to, technology upgrades to existing infrastructure or the purchase of new technology that would allow for the reporting of NIBRS data. While the procurement of a complete Records Management System (RMS) does not directly correlate to the reporting of NIBRS data, identifiable components within an RMS procurement that specifically relate to NIBRS reporting would and, therefore, that specific component would be an eligible activity.

Eligible expenses include purchase of technology that furthers the agency's effort to move to a NIBRS reporting agency.

Border Region Grants

Grantees may use funds for activities that accomplish the data submission requirement to TTIC and further the reporting of (N-DEx and NIBRS) data to DPS. Such activities include technology upgrades to existing infrastructure, the purchase of new technology that would allow for the reporting of NIBRS data, and other reasonable directly related hardware/software costs.

Eligible expenses include purchase of technology that furthers the agency's effort to report to the TTIC and subsequently submit data to N-DEx and NIBRS move towards a NIBRS reporting agency.

Ineligible Costs and Activities

Grant funds may not be used to support the services, activities, and costs found in the *CJD Guide to Grants* (http://gov.texas.gov/files/cjd/2016_Guide_to_Grants.pdf) and the following:

1. General incident-based reporting training (contact should be made with the Texas Department of Public Safety for inquiries related to additional funding opportunities for NIBRS related training);
2. Equipment for government agencies that are for general agency use that is not in direct support of transmitting NIBRS (or TTIC, for border region agencies) information from an agency database to DPS;
3. Purchase of vehicles and other vehicle related equipment, i.e. computers, that could be used for the data entry of crime information;
4. Salaries;
5. Supplanting or use of grant funds to replace any other existing federal, state or local funds
6. Any other prohibition imposed by federal, state or local law or regulation;
7. Any portion of the salary of, or any other compensation for an elected or appointed government official;
8. Indirect costs.

Grantees not in the defined border region have the following additional ineligible costs:

1. RMS components that are not in the direct scope of NIBRS reporting i.e. CAD, JMS, 911, mobile, property room management, and other un-related software products.

Reporting Requirements

Financial and Progress Reports. At the end of each quarter of the state fiscal year during the one-year grant period, grantees will be required to submit a financial status report via eGrants and a progress report to the Department of Public Safety in a format required by the Department and CJD.

The CJD and DPS reserve the right to monitor the agency and their vendors to ensure completion of the project, according to the agency's submitted project plan, budget, and that all work done and money expended is in compliance with the grant solicitation and award.

TXGANG Criminal Gang Database Reporting. All law enforcement agencies receiving an award under this announcement must agree to comply with TXGANG reporting requirements relating to criminal combinations and criminal street gang activity, as required by Sec. 61.02, Code of Criminal Procedure. Generally, these are law enforcement agencies in municipalities with populations of 50,000 or more or in counties with populations of 100,000 or more. For more information on this requirement, contact Michelle Farris at Michelle.Farris@dps.texas.gov or (512) 424-7659 at DPS.

Program-Specific Requirements

Funds must be used for solutions that upgrade the agency's technology infrastructure to allow for and support incident-based reporting to the Texas Department of Public Safety (DPS) and TTIC (eligible agencies only) as well as maximize the automation of the data submission.

- Technology purchases must employ national data standards for NIBRS data submissions. N-DEx and NIBRS data may be submitted to DPS in the N-DEx Information Exchange Packet Documentation (IEPD) format or via a flat file submission in order to participate in the NIBRS program. Submission of data via the N-DEx IEPD is preferred, as it ensures a single submission not only to the state's UCR system but also to the DPS Texas Data Exchange program, and eventually to the FBI's National Data Exchange.
- Agencies must obtain a written certification from a vendor prior to purchase and implementation of the system that their product can and will comply with all technical and submission standards and requirements identified in this funding announcement.
- Agencies must only utilize systems that adhere to the NIBRS and TIBRS data specification guides for proper formatting included in the following links:
 - National Incident-Based Reporting System (NIBRS) Technical Specification (Version 2.1) (<https://www.fbi.gov/about-us/cjis/ucr/nibrs-techspec-v2-1.pdf>)
 - National Incident-Based Reporting System (NIBRS) Technical Specification (Version 3.0) (deadline for implementation is 2021). (<https://www.fbi.gov/about-us/cjis/ucr/technical-specifications>)
 - National Incident-Based Reporting System (NIBRS) XML IEPD Technical Specification (<https://www.fbi.gov/about-us/cjis/ucr/nibrs/nibrs-xml-iepd>) (zip)
 - National Incident-Based Reporting System (NIBRS) XML IEPD Technical Specification version 4.0 (<http://www.txdps.state.tx.us/ucr/indexnibrs.htm>) (zip)
 - Cargo Theft Technical Specification (https://www.fbi.gov/about-us/cjis/ucr/cargo_theft_technical_specification_version_2.0_final_05-25-2012.pdf)
 - Conversion of National Incident-Based Reporting System (NIBRS) Data to Cargo Theft Data (<https://www.fbi.gov/about-us/cjis/ucr/conversion-of-nibrs-data-to-cargo-theft-data.pdf>)

- Conversion of National Incident-Based Reporting System (NIBRS) Data to Hate Crime Data (<https://www.fbi.gov/about-us/cjis/ucr/conversion-of-nibrs-data-to-hate-crime-data.pdf>)
- Conversion of National Incident-Based Reporting System (NIBRS) Data to Summary Reporting System (SRS) Data (<https://www.fbi.gov/about-us/cjis/ucr/conversion-of-nibrs-data-to-srs.pdf>)
- Hate Crime Technical Specification (<https://www.fbi.gov/about-us/cjis/ucr/hate-crime-technical-specification-version-1.1-pdf>)
- Texas Incident-Based Reporting Training and Reference Manual (Version 3.1) (<http://www.txdps.state.tx.us/ucr/tibrsManual.pdf>)
- Edits for Texas-centric data, as supplied in the Texas Incident-Based reporting Training and Reference Manual, must be included in the software solution. (See <http://www.txdps.state.tx.us/ucr/indexnibrs.htm> .) Data edits must be performed within the local agency application prior to the submission to DPS to ensure that data is submitted error free.
 - As changes, such as, but not limited to, new data elements and/or changes within the data formats are announced, agencies must perform these changes quickly, in order to, keep systems up to date.
 - System implementation funded by these grants must support reporting to DPS no less than monthly, but with a goal of near real-time reporting of data.
 - Systems must also have the capability to flag records that are subject to a court ordered expunction to ensure an automated removal of the record from the TDex and NDEx systems.

Standard CJD Requirements

CJD Regulations. Grantees must comply with the standards applicable to this funding source cited in the Texas Administrative Code (1 TAC Chapter 3), and all statutes, requirements, and guidelines applicable to this funding.

Immigration and Customs Enforcement Requests. An application requirement pertaining to full compliance with Department of Homeland Security detainer requests applies to all municipal or county governments that include a department that detains individuals after arrest for a criminal violation. This requirement is met when the applicant submits both a letter and a certification as part of their application.

The letter must contain text specified by OOG (available at http://gov.texas.gov/cjd/dhs_detainerrequest) and be signed and dated by the head of each relevant department that detains individuals after arrest. (In most cases, this will be the county sheriff.) The certification (text in eGrants and also available at http://gov.texas.gov/cjd/dhs_detainerrequest) is made by the authorized official submitting the application on behalf of the grantee, and pertains to the actions of the relevant department that detains individuals after arrest.

OOG, at its sole discretion, may accept a copy of any such the letter for all grants applied for by the county or municipality for a period of two years after the letter date. If that period expires during the project period, a grantee must submit an updated letter in order to remain in compliance with this requirement. The certification must be made by the authorized official for each application the county or municipality submits to OOG. Failure to submit a certification and to submit and maintain a valid letter will result in denial of all applications that benefit the department and may result in denial of applications submitted by other departments or subdivisions of the county or municipality, at OOG's sole discretion.

Step 3: Apply via eGrants

Basics

To apply to CJD for these grants, you must complete or make sure you have already completed some standard requirements. All of the following are needed to apply within eGrants:

- Applicants must have a DUNS (Data Universal Numbering System) number assigned to its agency (to request a DUNS number, go to <http://fedgov.dnb.com/webform/displayHomePage.do>)
- Applicants must have or register for an account in eGrants (<http://eGrants.gov.texas.gov>)

Program-Specific Questions

- The eGrants system will provide additional information about the requirements of applying and contents of the application. Answer these questions.
- What is the agency's jurisdictional population?
- Does your agency provide access to other agencies for a shared solution; wherein, the host agency is responsible for the submission of NIBRS data for other hosted agencies?
 - If yes, provide the total jurisdictional population of the area to be covered, including that of the applicant agency.
 - If yes, please list the hosted agencies and their individual jurisdictional populations and upload to the documents tab any inter-local agreements between agencies regarding UCR data reporting.
- How does your agency currently submit Uniform Crime Reporting data to the State? (SRS or IBR)
- How often does your agency submit data and what process do you use to submit?
- Has your agency completed the NCS-X NIBRS Readiness Assessment or similar readiness self-assessment? (Available here: http://www.bjs.gov/content/pub/pdf/NCS-X_ASA_COTS_Feb2016.pdf)
 - If yes, upload a copy of the readiness assessment to eGrants.
- Does your agency use a third party vendor for the submission of UCR data to the State?

- If yes, please provide the following information regarding that vendor:
 - Business name;
 - Software being used, to include version;
 - If a NIBRS vendor, a listing of other states or agencies, either within or outside of the state of Texas, that use their IBR reporting product/tool; and,
 - Demonstrable experience with compilation and submission of IBR data according to FBI Technical Specification document.

Project Narrative

Within eGrants, applicants will complete several narrative fields. Below is each area along with specific instructions on the minimum requirements.

Project Abstract. Provide a brief summary of the proposed project. Do not share new information here that you do not include in the questions below. This abstract is a description of your project and intended for the public and policy makers. Be sure that the summary is easy to understand by a person not familiar with your project. (Limit to 1500 characters.)

Problem Statement. Explain why your agency needs this funding. If your agency received funding under the prior NIBRS announcement, you must provide detail why additional funds are required to achieve the program objectives.

Supporting Data. Enter N/A.

Project Approach & Activities. Provide an understanding of the approach that the agency will take to implement the project including the solution(s) selected, the project management method and the people involved in it, and a timeline or project plan for project implementation. (If you would prefer to upload the project plan portion of this section, simply reference the document in this section and upload it to eGrants).

Capacity & Capabilities. Enter N/A

Performance Management. Provide an understanding of how the applicant organization will measure success for this project.

Data Management. Provide an understanding of how the applicant organization plans to track and maintain the data needed to measure success as stated above.

Target Group. Enter N/A

Evidence-Based Practices. Explain here whether the solution that the agency is procuring is in operation anywhere else in the state and any other pertinent information about why the agency selected this particular solution.

Step 4: Funding Decisions and Grant Acceptance

Selection Criteria

Project-Specific. DPS will screen all applications to ensure that they meet the program-specific requirements included above. Applications that meet those requirements will move forward to the merit review phase during which a panel of experts from DPS will review those applications for quality and rank by priority. Organizations applying will be subjected to various selection criteria by the Department in an effort to prioritize funding. These criteria may include, but are not limited to:

- Geographical location
- Jurisdictional population covered by and benefitting from proposed solution
- Submissions by one jurisdiction that supports NIBRS data submissions from many hosted agencies
- NCS-X NIBRS Readiness Assessment or similar readiness assessment of agency applying
- Proposed solutions that have vendors with demonstrable experience in NIBRS reporting and have deployed their solution to other similarly sized agencies
- NIBRS file submissions that can be initiated with little to no human intervention, ensuring a near real time or more frequent than monthly file submission
- XML/IEPD submissions to the state that allow for TDEx/N-DEx data contribution
- Frequency in file submissions
- Whether or not the agency is eligible for other federal or state funding sources

Overall. DPS will provide CJD with the outcomes of the merit review, which will form the core decision making factor. However, CJD will review all applications for quality, capability, and past performance and may consider other factors in determining which programs to fund such as (but not limited to) geographic distribution, fairness among different sizes of population areas, need based on crime rate or other similar factors, including economic factors. If the interest in grant funds exceeds available funding, CJD may not fund all applications or may only award part of the amount requested. Preference may be given to organizations who have not received a prior NIBRS grant from CJD.

Announcements

After CJD makes final funding decisions, each applicant will receive either an unfunded notice or a preliminary decision notification or final grant award. The award will provide all of the conditions and requirements of the grant. Release of final grant awards are always contingent on availability of the funds and CJD cannot release or guarantee funding to any applicant until a determination that adequate funding is available.

About CJD

Our mission at the Criminal Justice Division is to direct much needed resources to those who are committed to making Texas a safer place and those who help victims of crime to recover and feel safe again. In carrying out this mission, we are committed to helping our grantees by actively finding ways for them to accomplish their goals and by making sure that we always have our eye to identifying the approaches that work best. We envision positive and beneficial working relationships with our grantees where we provide as much assistance as is needed and where are always ready with answers, not burdensome restrictions or requirements.

CJD is providing over \$250 million in funding to hundreds of organizations during state fiscal year 2016 for juvenile justice, delinquency prevention, victims services, law enforcement, prosecution, courts, specialty courts, prevention of child sex trafficking, and other types of projects to benefit Texans.