



Office of the Governor

Criminal Justice Division

Funding Announcement (Amended):

Truancy Prevention and Intervention Program

Amendment #1: January 23, 2017

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 purpose of this announcement is to solicit applications for projects that improve truancy prevention and intervention services by local governmental entities.

Eligible Funding Areas

Funds may be used to hire juvenile case managers to provide truancy prevention and intervention services. Priority for grant awards shall be given to justice, municipal, and constitutional county courts that are authorized under Sec. 65.004, Texas Family Code, to exercise jurisdiction over cases involving allegations of truant conduct, that are requesting funds to establish a new juvenile case manager in a jurisdiction that does not already have a juvenile case manager. Juvenile case managers providing truancy prevention and intervention services under Sec. 25.0915, Texas Education Code, are also eligible.

Funds Available

It is anticipated that up to \$6M may be funded under this announcement.

Budget

The minimum allowed under this program is \$10,000 and there is no limit on the amount of funding an applicant can request.

Match

There is no match requirement under this program.

Project Periods

Projects may not exceed a 12-month period.

Organizational Eligibility

Applications may be submitted by units of local government, independent school districts, justice courts, municipal courts, constitutional county courts, or other local governmental entities authorized to employ juvenile case managers for truancy prevention and intervention purposes under Texas statutes Art. 45.056, Code of Criminal Procedure and Sec. 65.004, Family Code, or Sec. 25.0915, Education Code.

Source of Funding

Funding is authorized under Article I, Texas General Appropriations Act, 84th Legislature.

Process

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

Contact Information

For more information, contact the eGrants help desk [at eGrants@gov.texas.gov](mailto:eGrants@gov.texas.gov) or (512) 463-1919.

Table of Contents

Opportunity Snapshot	1
Purpose	3
What’s New – Amended Funding Announcement	3
To Apply	3
Step 1: Review the Process	3
Timeline	3
Submission Method	4
Step 2: Consider the Requirements	4
Organizational Eligibility	4
Funding and Project Period Limits	4
Match Requirement.....	4
Eligible Funding Areas.....	4
Ineligible Expenses and Activities	5
Program-Specific Requirements	5
Standard CJD Requirements	5
Step 3: Apply via eGrants	6
Basics.....	6
Profile Tab – Grant.Vendor Sub-Tab Direct Deposit Procedures.....	6
Narrative Tab – Program-Specific Questions.....	6
Narrative Tab – Required Certifications	8
Narrative Tab – Project Narrative.....	8
Activities Tab – CJD Purpose Areas.....	8
Activities Tab – Fund Source Information and Requirements.....	8
Activities Tab – OOG-Defined Project Activity Area	8
Measures Tab – OOG-Defined Output Performance Measure Information	9
Measures Tab – Custom-Defined Performance Measures.....	9
Submit.Application and Certify.Application Tabs	9
Step 4: Funding Decisions and Grant Acceptance	9
Selection Criteria.....	9
Announcements.....	11
Accept the Award	11
Appendices	12
Appendix A: Required Certifications.....	12
Appendix B: Project Narrative	14
Appendix C: CJD Purpose Areas.....	16
Appendix D: Fund Source Information and Requirements.....	17
Appendix E: OOG-Defined Project Activity Area and OOG-Defined Output Performance Measure Information.....	20
About CJD	22

Truancy Prevention and Intervention Program

Purpose

The goal of the 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. The purpose of this program is to improve truancy prevention and intervention services by local governmental entities.

What's New – Amended Funding Announcement

The January 23, 2017 funding announcement was revised to clarify that there will be no continuation projects applying (because this is a first-year program) and that training for existing juvenile case managers engaged in truancy prevention and intervention duties is an eligible expense; training expenses are not limited to newly hired juvenile case managers.

To Apply

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 <https://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.

Step 1: Review the Process

Timeline

Action	Date
Funding Announcement Release	12/19/2016
Online System Opening Date	12/19/2016
Final Date to Submit an Application	02/20/2017 at 5:00PM CST
Earliest Start Date	5/01/2017
Latest Start Date	8/01/2017

Submission Method

Applicants must submit and certify applications through via eGrants (<https://eGrants.gov.texas.gov>) by the deadline listed above.

Step 2: Consider the Requirements

Organizational Eligibility

Applications may be submitted by units of local government, independent school districts, justice courts, municipal courts, constitutional county courts, or other local governmental entities authorized to employ juvenile case managers for truancy prevention and intervention purposes under Texas statutes Art. 45.056, Code of Criminal Procedure and Sec. 65.004, Family Code, or Sec. 25.0915, Education Code.

Funding and Project Period Limits

Funding Limits: The minimum award under this program is \$10,000 and there is no limit on the amount of funding that can be requested.

Project Period: Grant-funded projects must begin on or after May 1, 2017 may not exceed a 12-month grant period. CJD will consider any other proposed changes to the start or end dates on a case-by-case basis.

Available Funding: It is anticipated that up to \$6 million may be funded under this announcement. The number of awards will depend upon the number of eligible applicants and availability of funding.

Source of Funding: State funds are authorized under Sec. 102.015, Texas Code of Criminal Procedure. Funds are made available through a specific appropriation in the General Appropriations Act, 84th Legislature.

Match Requirement

There is no match requirement under this program.

Eligible Funding Areas

Funds may be used to hire juvenile case managers to provide truancy prevention and intervention services. Priority for grant awards shall be given to justice, municipal, and constitutional county courts that are authorized under Sec. 65.004, Texas Family Code, to exercise jurisdiction over cases involving allegations of truant conduct, that are requesting funds to establish a new juvenile case manager in a jurisdiction that does not already have a juvenile case manager. Juvenile case managers providing truancy prevention and intervention services under Sec. 25.0915, Texas Education Code, are also eligible.

Specifically, funds may only be used to:

- 1) Pay salaries and benefits to juvenile case managers;
- 2) Training for juvenile case managers;

- 3) Purchase supplies used by juvenile case managers in the execution of their duties pertaining to truancy prevention and intervention services.

Ineligible Expenses and Activities

Grant funds may not be used to support the unallowable services, activities, and costs listed in the Guide to Grants (available at https://egrants.gov.texas.gov/FileDirectory/Guide_to_Grants_v8.pdf) and:

- 1) Construction, renovation, or remodeling;
- 2) Any costs not directly related to the administration of truancy prevention and intervention services by juvenile case managers;
- 3) Program expenses for services not provided by juvenile case managers; and
- 4) Any other prohibition imposed by federal, state or local law or regulation.

Program-Specific Requirements

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 in the format required by CJD. Grantees will be required to submit a semi-annual progress report via <https://cjd.tamu.edu/> in the format required by CJD.

Program Income

Applicant must agree to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant must also agree to report program income to CJD through a formal grant adjustment, to secure CJD approval prior to use of the program income, to use program income only for allowable costs, and to expend program income immediately after CJD's approval of a grant adjustment and prior to requesting reimbursement of CJD funds. For the purposes of this program, the deduction method applies unless prior approval is given by CJD for a different method. Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

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. For more information on these statutes, requirements, and guidelines, consult the *Guide to Grants* and the *Grantee Conditions and Responsibilities*.

Uniform Crime Reports: Eligible applicants operating a law enforcement agency must be current on reporting Part I violent crime data to the Texas Department of Public Safety (DPS) for inclusion in the annual Uniform Crime Report (UCR). To be considered eligible for funding, applicants must have submitted a full 12 months of accurate data to DPS for the most recent calendar year.

Criminal History Reporting: The county (or counties) in which the applicant is located must have a 90% average on both adult and juvenile criminal history dispositions reported to the Texas Department of Public Safety for calendar years 2011 through 2015.

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 operates a subdivision or department that detains individuals after arrest for a criminal violation. Full text of this certification can be found on the Narrative tab of each application or at http://gov.texas.gov/cjd/dhs_detainerrequest. All applicants must select one of four options in their eGrants application to be considered for funding under this announcement.

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:

- 1) 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>);
- 2) Applicants must be registered in the federal System for Award Management (SAM) database located at <https://www.sam.gov/> and maintain an active registration throughout the grant period; and
- 3) Applicants must have or register for an account in <http://egrants.gov.texas.gov>.

Profile Tab – Grant.Vendor Sub-Tab Direct Deposit Procedures

New Direct Deposit procedures: Applicants must upload the required [Direct Deposit forms](#), [New Payee Identification Form](#), and [W9 Form](#) for each application prior to submission. The eGrants system will not allow an application submission until these forms are attached to the application. These forms are available at <https://egrants.gov.texas.gov/updates.aspx> under the Financial Management Tools section or by clicking on the hyperlinks above.

Narrative Tab – Program-Specific Questions

The eGrants system will provide additional information about the requirements of applying and contents of the application. Answer these questions in Section 1, Project-Specific Questions under the Narrative tab. Following are some key aspects:

Specialty Courts

Applicants for the Truancy Prevention & Intervention Program should leave this section of the eGrants application blank.

Drug Testing: Applicants must describe the drug testing policy for program participants, if applicable.

Juvenile Case Managers: Applicants must categorize and list each entity that will employ or co-employ juvenile case managers under this project and if the juvenile case managers will be used for truancy or juvenile criminal court purposes. Applicants must indicate if each of those entities currently employs juvenile case managers. Applicants must also indicate if each county or municipality operating a court that will employ a juvenile case manager supported by the project:

- 1) Currently retains funds collected under Art. 102.015, Texas Code of Criminal Procedure;
- 2) Currently collects fees to support juvenile case managers under Art. 102.0174, Texas Code of Criminal Procedure; and
- 3) Has established a judicial trust fund under Sec. 36.001, Texas Government Code.

Note: CJD may require, as a condition of funding, entities employing juvenile case managers supported by grant funds under this program to begin collecting the above fees and to establish the above trust fund. This may help the entities improve the sustainability of their juvenile case manager program.

Evaluation Projects: Third-party evaluations of projects to determine their effectiveness. Only applicants including an evaluation in their project budget must fill out this section (and should select “Program Evaluation” as one of their “OOG-Defined Project Activity Areas” on the Activities tab of eGrants). Note: If this is an application for a project that is entirely comprised of an evaluation, provide this information in the appropriate Project Narrative sections.

- Tier-One Evaluations: Evaluations of programs that have been implemented and the evaluations will test the fidelity of the program based on proven models or best-practices. The evaluation also will review available program output and outcome information. Describe here the best practices/model to be used in a fidelity and performance evaluation, the goal(s) of the evaluation, and why it is needed.
- Tier-Two Evaluations: Evaluations directed at measuring the effectiveness of proposed new program models or significant changes in present program models. The goal of tier-two evaluations is both to measure the program’s effectiveness and to produce data and evidence necessary for others to replicate the program models and to develop best practices that CJD can use in supporting similar efforts. Describe here why this new program model is needed and the goal(s) of the evaluation.

CJD is committed to developing evidence-based best practices and applicants are encouraged to, where appropriate, try new and innovative approaches and to include rigorous program evaluations in their project budgets. Evaluation costs will be reviewed on a case-by-case basis by – and approved at the sole discretion of – CJD. After CJD awards any such costs, CJD reserves the right to review, amend, and approve any contract or grant to an evaluator. CJD also reserves final approval for the professional evaluator selected, and any such evaluator must have a demonstrable track record of rigorous evaluations of similar projects.

Sustainment: Applicants must indicate how many additional years, beyond this application, they plan on requesting continuation funding. If three years or fewer, applicants must explain their sustainment plan if the project is to be sustained. If more than three years, applicants must explain why other resources cannot be used to continue this project.

Narrative Tab – Required Certifications

There are a variety of certifications on the eGrants application that applicants are required to make when submitting their application. Applicants should carefully review these certifications, which are also found in “*Appendix A: Required Certifications*”.

Narrative Tab – Project Narrative

Within eGrants, applicants will complete several narrative fields. Each funding announcement has different instructions for the nine Project Narrative boxes. These instructions are not contained on eGrants, so applicants must review the instructions contained in this funding announcement’s “*Appendix B: Project Narrative*”. Failure to provide the information requested in this funding announcement may result in an application being deemed ineligible for funding.

Activities Tab – CJD Purpose Areas

In this new section of the Activities tab, applicants must assign percentages (adding up to 100%) of their project’s purpose areas to the available categories. Purpose areas should be considered in terms of the ultimate goal of the project, rather than how the project will accomplish its goals.

Allowable Purpose Areas: The purpose areas displayed on the Activities tab in eGrants are for all CJD grant programs, but only some purpose areas are eligible under this funding announcement. See “*Appendix C: CJD Purpose Areas*” for a list of eligible purpose areas.

Activities Tab – Fund Source Information and Requirements

This section has been overhauled with substantial changes and contains questions that allow CJD to better understand the nature of the project’s activities. See “*Appendix D: Fund Source Information and Requirements*” for instructions on the information applicants must enter there.

Activities Tab – OOG-Defined Project Activity Area

Applicants must assign percentages of their project’s activities – based on the portion of project budget – that correspond to the eligible activity categories, and provide a brief description. Activity descriptions should reflect the information entered under the “*Project Approach & Activities*” section of the Project Narrative on the Narrative tab. Percentages must add up to 100.

Allowable Project Activity Areas: The project activity areas displayed on the Activities tab in eGrants are for all CJD grant programs, but only some project activity areas are eligible under this funding announcement. Applicants should carefully consult this funding announcement’s “*Appendix E: OOG-Defined Project Activity Area and OOG-Defined Output Performance Measure Information*” for a list of eligible project activity areas.

Measures Tab – OOG-Defined Output Performance Measure Information

Selecting an activity on the Activities tab will cause all the CJD measurements linked to that activity to display on the Measures tab. Applicants should estimate quantities for each measure that applies to their project, or enter a “0” if a measure is not applicable. Measures should be estimates only of activities that occur during the project period.

Allowable Output Performance Measures: The OOG-defined output performance measures displayed on the Measures tab in eGrants are for all CJD grant programs, but only some measures are eligible under this funding announcement. Applicants should carefully consult this funding announcement’s “Appendix E: OOG-Defined Project Activity Area and OOG-Defined Output Performance Measure Information” for a list of eligible measures.

Measures Tab – Custom-Defined Performance Measures

CJD encourages grantees are encouraged to add any measures that would help CJD better understand the project’s activities and performance.

Submit.Application and Certify.Application Tabs

After completing the application, submit the application by selecting the “Submit Initial Application” button on the bottom of the Submit.Application tab (if your application is missing information, a list of errors will appear on the Submit.Application tab).

After the initial submission, the project officials will receive an email notification. The Authorized Official must then log-in to the application and certify the application by selecting the “Certify Official Application” button at the bottom of the Certify.Application tab (only visible once the application has been initially submitted).

Applications are not complete until the Authorized Official has CERTIFIED the application, and they must do so BEFORE the application deadline.

For support documents and “how-to” videos and other resources, including the Guide to Creating an Application, see the eGrants support page at <https://egrants.gov.texas.gov/updates.aspx>.

Step 4: Funding Decisions and Grant Acceptance

Selection Criteria

Application Screening: CJD will screen all applications to ensure that they meet the requirements included in the funding announcement. Applications that meet those requirements will move forward to the merit review phase.

Merit Review: The CJD executive director will convene a panel to review and score applications in an effort to prioritize funding. The merit reviewers will review and score each application based on a 100-point scale across the following categories:

- **Problem (20 points):** The extent to which the applicant demonstrates: (1) that the problem stated warrants action; (2) that the applicant has a thorough understanding of it; and (3) how it relates to CJD’s program priorities as stated in this funding announcement. For this category, merit reviewers will consider the Project Narrative’s Problem Statement, Target Group, and Supporting Data sections, as well as information from the Activities and Measures tabs and the program-specific question on the Narrative tab. CJD may also make external data available to the panel to inform their assessment, where relevant.
- **Project Strategy (35 points):** The extent to which the applicant demonstrates: (1) that the project approach clearly addresses the problem stated; (2) that the strategy will be effective at delivering the proposed outcomes; and (3) that the proposed approach is based on logical practices, as well as on established evidence, research, science, or best or promising practices. For this category, the merit reviewers will consider the Project Narrative’s Project Approach and Activities, Evidence-Based Practices, and Supporting Data sections, as well as information from the Activities and Measures tabs and the program-specific questions on the Narrative tab.
- **Performance Management (15 points):** The extent to which the applicant demonstrates: (1) that the organization is capable of accurately assessing needs; (2) is able to manage and execute strategies and plans; (3) has the skills and capacity to measure, analyze, and respond to performance data; and (4) has a plan or method to monitor results and performance and use this information to inform changes to the project approach. For this category, the merit reviewers will consider the Project Narrative’s Performance Management and Data Management sections.
- **Capacity and Capabilities (30 points):** The extent to which the applicant demonstrates: (1) that the organization has a track record of success; (2) that it has the staff capabilities and capacity needed to deliver strong results; and (3) that it has the administrative and financial capability to manage the grant and the project well. For this category, the merit reviewers will consider the Project Narrative’s Capacity and Capabilities section.
- **Cost Effectiveness (additional criteria using a 1-5 scale):** While not part of the 100-point merit review scale, the merit reviewers will provide a separate score for cost effectiveness. This score is based on the extent to which the budget seems reasonable to carry out the project as proposed, including the established measures and goals (as outlined in the Performance Management section of the Project Narrative). For this category, the merit review panel will consider the project budget, the full project narrative, and information from the Activities and Measures tabs.

Final Decisions: The executive director will consider merit review rankings along with other factors and make all final funding decisions. Other factors may include cost effectiveness, overall funds availability, CJD or state government priorities and strategies, legislative directives, need, geographic distribution, balance of focuses and approaches, or other relevant factors.

Note: The legislative directive for this program is that the priority for awards is to establish a new juvenile case manager in truancy courts (justice, municipal, and constitutional county courts designated under Sec. 65.004, Texas Family Code, to exercise jurisdiction over cases involving allegations of truant conduct), in a jurisdiction that does not already have a juvenile case manager.

CJD may not fund all applications or may only award part of the amount requested. Per Rule 3.9 of the Texas Administrative Code, all funding decisions made by the executive director are final and are not subject to appeal. The receipt of an application by CJD does not obligate CJD to fund the grant or to fund it at the amount requested.

Announcements

After CJD makes final funding decisions, each applicant will receive either an unfunded notice, 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 CJD's receipt of the federal grant award under which the program is funded and CJD cannot release or guarantee funding to any applicant until that award is received and acceptance is processed and a determination is made that adequate funding is available.

All grantees receiving federal and state funds must comply with the applicable statutes, rules, regulations, and guidelines related to the funding source under which the grant is funded. In instances where both federal and state requirements apply to a grantee, the more restrictive requirements apply.

Accept the Award

Applicants that receive funding through the final award process will need to follow the instructions found within the award to accept the grant officially.

Appendices

Appendix A: Required Certifications

Applicants must certify that they will comply with the following requirements to the extent that they are applicable. CJD, at its sole discretion, will determine the applicability of requirements:

A. Constitutional compliance: Applicant assures that it will not engage in any activity that violates Constitutional law including profiling based upon race.

B. Information systems: Applicant assures that any new criminal justice information systems will comply with data sharing standards for the Global Justice XML Data Model and the National Information Exchange Model.

C. Bulletproof vests: Applicant assures that if it plans to purchase body armor with grant funds, that it has adopted a mandatory wear policy and that all vests purchased have been tested and found to comply with the latest applicable National Institute of Justice (NIJ) ballistic or stab standards. Additionally, vests purchased must be American-made.

D. Uniform Crime Reports: Eligible applicants operating a law enforcement agency must be current on reporting Part I violent crime data to the Texas Department of Public Safety for inclusion in the annual Uniform Crime Report (UCR) and must have been current for the twelve previous months.

E. Criminal History Reporting: The county (or counties) in which the applicant is located must have a 90% average on both adult and juvenile criminal history dispositions reported to the Texas Department of Public Safety for calendar years 2011 through 2015.

F. DNA Testing of Evidentiary Materials. All grantees that perform DNA testing of evidentiary materials, whether supported by this grant or not, must upload any resulting eligible DNA profiles to the Combined DNA Index System (CODIS) by a government DNA lab with access to CODIS.

G. Interoperable Communications. Funds to support emergency communications activities must ensure compliance with the *FY 2015 SAFECOM Guidance on Emergency Communications Grants*; adherence to the technical standards set forth in the FCC Waiver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band; and are fully coordinated with the full-time Statewide Interoperability Coordinator (SWIC) for Texas.

H. Twelve-Step Programs. Grant funds may not be used to support or directly fund programs such as the Twelve Step Program which courts have ruled are inherently religious. OOG grant funds cannot be used to support these programs, conduct meetings, or purchase related materials.

I. Specialty Court Certifications. If the applicant is a specialty court operated under Ch. 121 of the Texas Government Code, the following certifications apply:

1. The specialty court will develop and maintain written policies and procedures for the operation of the program.

2. The applicant will submit a copy of any project evaluations, evaluation plans, recidivism studies, or related reports that are completed during the grant period to CJD.

I. Generated Program Income. Unless specifically and explicitly authorized to do otherwise by OOG, at OOG's sole discretion, the applicant will report Generated Program Income (GPI), which includes any portion of fees collected from program participants and retained by the grantee. GPI will be applied to the grant through a grant adjustment. GPI must be used to offset project costs and must be expended prior to seeking payment from OOG.

J. Immigration and Customs Enforcement Requests: The full text of this certification is found at http://gov.texas.gov/cjd/dhs_detainerrequest. To be in compliance with this requirement, any county or municipal government that includes a department that detains individuals after arrest for a criminal violation must provide a letter signed by the head of each such department certifying to the requirements. This letter may be used for any application submitted to OOG for a period of up to two years from the date it is signed. If that period expires during the project period of any grant, the grantee must submit an updated letter for each such grant to remain in compliance with this requirement.

All applicants must select one of the following options:

- Applicant is not a county or municipal government.
- Applicant is a county or municipal government and does not include any department that detains individuals after arrest for a criminal violation at any time.
- Applicant is a county or municipal government that includes department(s) that detain individuals after arrest for a criminal violation. Letters certifying compliance and signed by the heads of all such departments have been uploaded to this application.
- Applicant is a county or municipal government that includes department(s) that detain individuals after arrest for a criminal violation. The Authorized Official has read the certification found at http://gov.texas.gov/cjd/dhs_detainerrequest. Further, the Authorized Official will not be submitting signed letters certifying compliance from the heads of all such departments and understands that failure to comply with this certification may result in OOG, at its sole discretion, rejecting this application and any other application from the relevant county or municipal government.

K. Civil Rights Liaison: A civil rights liaison who will serve as the grantee's civil rights point of contact and who will be responsible for ensuring that the grantee meets all applicable civil rights requirements must be designated. The designee will act as the grantee's liaison in civil rights matters with CJD and with the federal Office of Justice Programs.

Overall Certification: Each applicant agency must certify to the specific requirements detailed above as well as all requirements within the CJD funding announcement and *Criminal Justice Division & Homeland Security Grants Division Grantee Conditions and Responsibilities* document to be eligible for this program.

Appendix B: Project Narrative

Within eGrants, applicants will complete several narrative fields. Each funding announcement has different instructions for the nine Project Narrative boxes. These instructions are not contained on eGrants, so applicants must review the instructions below. Failure to provide the information requested may result in an application being deemed ineligible for funding.

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: Provide a description of the nature and scope of the problem in your service area that this proposed project will address. This must be a statement of the core, underlying problem. A lack of resources is not, in and of itself, a problem. Applicant should use the “Performance Management” section below to demonstrate how the Project Approach & Activities will address this problem. Applicants should use the “Supporting Data” to provide the numbers that back up the description of the problem in this section.

Supporting Data: Provide supporting data, including baseline statistics and the sources of your data, to provide evidence that the problem exists, its size and scope, and its effects on the target population. Do not use statewide data for a local problem or national data for a statewide problem. Data on particular characteristics of the target population should be entered below under “Target Group.”

Project Approach & Activities: Provide the core information needed to understand the methodologies, approaches, and activities to be employed by the project. Provide a rationale for choosing this particular model. Any therapy or licensed counseling provided should include a description of the modality/framework used. A reader should also be able to understand how the approach and activities tie to solving the stated problem. Applicants should use the “Evidence-Based Practices” section below to cite the specific research, evidence, or established best/promising practices that provide the basis for the approach and activities described in this section.

Capacity & Capabilities: Describe the applicant organization’s background as well as organizational and staff capabilities and qualifications to carry out this specific project using the approaches and activities provided above. Provide a brief summary of any collaborative partnerships created for the purpose of the proposed project. If the applicant indicates on the Activities tab that licensed or certified personnel will perform work, list each license or certification and upload a list of each person and their relevant corresponding license or certification. Empty positions requiring a license or certification should be noted.

Performance Management: Provide an understanding of how the applicant organization will measure success for this project. What are the project’s goals and objectives and what are the project’s performance measures, both output and outcome? How do these goals, objectives, and measures tie to the problem that the project seeks to solve? What is the current baseline information for these measures as well as the goals for the project period?

Goals are broad statements that indicate the general intentions of the project to achieve some outcome. They do need to be measurable in and of themselves and may be abstract in nature.

Objectives are clear, tangible, and specific statements of what the project is trying to achieve. Objectives should be expressed in the following form: To [reduce/increase/enhance/etc.] [something], by [x amount], by [dd/mm/yy date]. A project can have multiple objectives.

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

Data Management: Provide an understanding of how the applicant organization plans to collect, track and maintain the data needed to determine whether the project is meeting the goals, objectives, and measures stated above. Describe any methods, mechanisms, or tools used to generate measures. Applicants should give confidence that the data they collect will be accurate, maintained, and analyzed in a manner that enables them to adapt to changing assessments of the problem or project performance, and to evaluate and document the effectiveness of the project.

Target Group: Describe the population that this project plans to provide or support direct services to. Include the size and basic demographics for the people served, as well as the challenges they face, and any other information relevant to the project. Be specific and use supporting data. Applicants should demonstrate there that they understand their target group well enough to effectively carry out the project.

Evidence-Based Practices: Justify the selection of the methods, approach, and activities described above. Applicants should preferably be able to cite the research, evidence, or published best/promising-practices model used as the basis for the project's design. In case of an equipment or technology grant, what evidence or best/promising-practices model is there to support the purchase? Wherever possible, provide at least one citation or link. If the project approach and activities described above are not based on existing evidence, the applicant must describe why they believe the method to be promising. Failure to adequately provide justification for the project design may result in the project not being funded in favor of other projects based on evidence, established best/promising practices, or adequately explained.

Appendix C: CJD Purpose Areas

In this new section of the Activities tab, applicants must assign percentages (totaling 100%) of their project's purpose areas to the available categories, based on an estimate of the funds dedicated to each area. Purpose areas should be considered in terms of the ultimate goal of the project, rather than how the project will accomplish its goals.

All applicants under the Truancy Prevention & Intervention Program should select only "Truancy: Prevention" and "Truancy: Intervention" as purpose areas.

Allowable Purpose Areas Under This Funding Announcement

Purpose Area	Description
Truancy: Prevention	To specifically prevent truancy in at-risk populations BEFORE they engage in truant conduct (10+ absences in 6 months)
Truancy: Intervention	To intervene specifically with children who have engaged in truant conduct (10+ absences in 6 months)

Appendix D: Fund Source Information and Requirements

This appendix contains the questions asked in the “Fund Source Information and Requirements” section of the Activities tab on the eGrants application. Applicants should only enter information for items that apply to their project. Boxed comments in italics are special instructions for this funding announcement.

Section 1: Program Enrollment and Completion

Applicants under the Truancy Prevention & Intervention Program should use this section to estimate the total number of truant children they will be actively managing at the beginning of the project period, how many new children will enter the program during the project period, and how many will be successfully released/downgraded during the project period. For project length, estimate the number of days a child is typically enrolled/in custody before being released, downgraded, or referred to another court or entity.

- Number of individuals NEWLY enrolled in program during the project period
- Number of individuals successfully completing program during the project period
- Number of carry-over individuals enrolled in the program at the beginning of the project period

Choose one (most applicable to the project):

- Typical program/services hours OR
- Typical program/services days

Section 2: Special Project Types and Information

Applicants under the Truancy Prevention and Intervention Program should select “No” for the below questions on if any of the project types apply.

Applicants should select all special project types that apply to their project:

- **Task forces:** Project will support the operations and coordination activities of a task force. If yes, list the agencies or organizations that participate in the task force.
- **Gang activity:** Project involves a focus specifically on gang activity.
- **Transnational and organized crime:** Project involves a focus specifically on transnational and organized crime
- **Border activities:** Project involves a focus specifically related to the Texas-Mexico border.
- **Human trafficking** (select all that apply): 1) Project focuses on human trafficking; 2) Project focuses on trafficking of minors; 3) Project focuses on sex trafficking; 4) Project focuses on labor trafficking.

Section 3: Juvenile Justice Projects

Typically, projects under the Truancy Prevention and Intervention program are characterized by the “Diversion” and “School Programs” options below, but applicants may select all others that apply to specialized aspects of their program.

Applicants should select all options that describe the project if it addresses juvenile justice.

- **Diversion.** Programs to divert youth from entering the juvenile justice system including restorative justice programs.
- **Mental Health Services.** Programs providing mental health services for youth in custody in need of such services including, but are not limited to assessment, development of individualized treatment plans, and discharge plans.
- **Aftercare/Reentry.** Community-based programs that prepare targeted youth to successfully return to their homes and communities after secure confinement. These programs focus on preparing youth offenders for release and providing a continuum of follow up post-placement services to promote successful reintegration into the community.
- **After-School Programs.** Programs that provide at-risk youth and youth in the juvenile justice systems with a range of age-appropriate activities, including tutoring, mentoring, and other educational and enrichment activities.
- **Alternatives to Detention.** These are community- and home-based alternatives to incarceration and institutionalization including for youth who need temporary placement such as crisis intervention, shelter and after-care and for youth who need residential placement such as a continuum of foster care or group home alternatives that provide access to a comprehensive array of services.
- **Community-Based Programs and Services.** These programs and services are those that work pre- and post-confinement with: a) parents and other family members to strengthen families to help keep youth in their homes; b) youth during confinement and their families to ensure safe return of youth home and to strengthen the families; and c) parents with limited English-speaking ability.
- **Delinquency Prevention.** Comprehensive juvenile justice and delinquency prevention programs that meet needs of youth through collaboration of the many local systems before which a youth may appear, including schools, courts, law enforcement agencies, child protection agencies, mental health agencies, welfare services, health care agencies and private nonprofit agencies offering youth services.
- **Girl-Focused Services.** Services to address the needs of female offenders in the juvenile justice system.
- **School Programs.** Education programs or supportive services to encourage youth to remain in school and to prevent truancy. School programs may include support for school resource officers, law-related education, and other programs focused on school safety.
- **Substance and Alcohol Abuse.** Programs, research, or other initiatives to address the use and abuse of illegal and other prescription and nonprescription drugs and the use and abuse of alcohol. Programs include control, prevention, and treatment.

- **Disproportionate Minority Contact.** Programs, research, or other initiatives primarily to address situations where there are a disproportionate number of people from one or more minority groups coming into contact with the juvenile justice system.
- **Mentoring, Counseling and Training Programs.** Programs to develop and sustain a one-to-one supportive relationship between a responsible adult age 18 or older (mentor) and an at-risk youth, youth who have offended or youth with a parent or legal guardian who is or was incarcerated (mentee) that takes place on a regular basis. These programs may support academic tutoring, vocational and technical training, and drug and violence prevention counseling.
- **Job Training.** Projects to enhance the employability of youth or prepare them for future employment. Such programs may include job readiness training, apprenticeships, and job referrals.
- **Aptitude Testing.** Job or life skills training programs that include aptitude testing to help young people understand their skills and abilities to plan a course towards continuing education (i.e. technical school, associate’s degree program, or a bachelor’s degree program).
- **Diversion in a Rural Setting.** Projects that focus on diversion of minors in rural settings. Diversion targeting at risk youth and providing early detection services. Efforts concentrated on young first time offenders and offer an alternative to traditional entry into the juvenile justice system.

Section 4: Campus-Based Projects

Applicants under the Truancy Prevention & Intervention program should enter their total population served by the juvenile case managers funded in this project.

- *Projects serving particular campuses should enter the enrollment of the campus(es) they serve.*
- *Projects serving entire school districts should enter the total district population of enrolled students legally required to attend school. For the list of educational campuses, just state that the project serves the entire district.*
- *Court-based programs should enter the total population for every school district in their jurisdiction (or, if only part of the district is in their jurisdiction, the campuses in their jurisdiction) of enrolled students legally required to attend school who are ages 12-19 (as per Ch. 65, Texas Family Code). For the list of educational campuses, just list the school districts served.*

If applicants are only able to produce estimates of these populations, they should explain their method under the “Target Population” section of the Project Narrative.

If this project is based on – or serves – one or more specific educational campuses (K-12 or higher education), how many total students at all campuses will be served by the project and list each educational campus that will be served by this project.

Section 5: Crime or Victim Type

Projects under the Truancy Prevention and Intervention program should not be addressing crime. Applicants should enter “0” for all categories.

Appendix E: OOG-Defined Project Activity Area and OOG-Defined Output Performance Measure Information

This section have substantial changes from last year, and are important for CJD’s analysis of each application’s merits and of the entire grant program. CJD understands that these figures are estimates, but applicants should be as accurate as possible. Applicants receiving awards will be asked to follow-up with actual measures during and after the grant project period.

Activities: Applicants must assign percentages of their project’s activities – based on the portion of project budget – that correspond to the eligible activity categories, and provide a brief description. Activity descriptions should reflect the information entered under the “Project Approach & Activities” section of the Project Narrative on the Narrative tab. Percentages must add up to 100.

OOG-Defined Measures: Activating particular activities will also activate all of the CJD measurements assigned to that activity. Applicants should estimate quantities for each measure that applies to their project, or enter a “0” if a measure is not applicable. Measures should be estimates only of activities that occur during the project period.

Allowable Activities and Measures: The Activities tab displays activities available under other CJD grant programs, but not all of them are allowable under this program. The Measures tab will display all the measures linked to that activity, including those meant for other CJD programs and not allowable under this funding announcement. Applicants should carefully consult the list below to see which activities and OOG-defined measures are allowable under this funding announcement.

“Required Total” Measures: Some measures are marked as a “Required Total.” These measures are for the volume of each activity that an applicant has selected on the Activities tab. For example, if an applicant selects the “Counseling or Substance Abuse” activity, that will activate the measure “REQUIRED TOTAL: Counseling or treatment for substance abuse: Individuals receiving” on the Measures tab. With rare exceptions, applicants should be able to supply estimates for these Required Total measures. If for some reason that is not possible, an applicant must explain why in the “Performance Measurement” section of the Project Narrative on the Narrative tab.

Activities by Licensed or Credentialed Professionals: Any applications with activities or measures indicating services performed by a licensed or credentialed professional should list each specific license or credential in the “Capacity & Capabilities” section of the Project Narrative on the Narrative tab.

Activities using specific models or framework: Any applications indicating specialized skills training, support, or treatment should specify the model or modality/framework type under the “Project Approach & Activities” section of the Project Narrative on the Narrative tab.

Allowable Activities and Measures Under This Funding Announcement

Activity	Definition	Measure
Casework, Non-Licensed Counseling, Individual Advocacy, or Other Support	Support not necessarily delivered by a licensed professional and not aimed at developing specific life, social, or emotional skills. Enter any substance abuse-related activities under "Counseling or Treatment for Substance Abuse".	*REQUIRED TOTAL: Casework, non-licensed counseling, individual advocacy, or other support: Individuals receiving
		*REQUIRED TOTAL: Casework, non-licensed counseling, individual advocacy, or other support: Hours delivered by EMPLOYEES
		*REQUIRED TOTAL: Casework, non-licensed counseling, individual advocacy, or other support: Hours delivered BY VOLUNTEERS
		Casework/support/care needs assessment NOT performed by a licensed therapist: Individuals receiving
		Casework, non-licensed counseling, advocacy, or other support: Individuals receiving AFTERCARE
		Mentoring (general): Individuals receiving
		Peer support (general): Individuals receiving
		Case management or advocacy (general): Individuals receiving
		Advocacy/ accompaniment for medical care: Individuals receiving
		Referrals to other agencies: Individuals referred
Program Evaluation and Assessment	Evaluation of criminal justice programs and assessment of organizational or system effectiveness, needs, and/or appropriate responses.	*REQUIRED TOTAL: Program evaluation and assessment: Programs assessed
Training, Professional Development, or Technical Assistance Received	Training and professional development for professionals or volunteers in the criminal justice system (including victim services) <u>within the applicant's organization</u> . Or, technical assistance to help organizations execute programs more effectively and/or efficiently. Training or outreach the general public or targeted populations should be under the "Life, Social and Emotional Skills Development" activity.	*REQUIRED TOTAL: Training, professional development, or technical assistance: hours received
		Training or professional development: Hours received
		Training or professional development: Individuals received
		Technical assistance: Hours received

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 we are always ready with answers, not burdensome restrictions or requirements.

CJD makes over \$250 million in funding available to hundreds of organizations during state fiscal year 2017 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.