



Office of the Governor

Criminal Justice Division

Funding Announcement (Amended):

General Victim Assistance

Direct Services Program

Amendment #1: January 27, 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 program is to provide services and assistance directly to victims of crime to speed their recovery and aid them through the criminal justice process.

Funds Available

It is anticipated that up to \$130 million may be funded under this announcement. Non-profit agencies should submit only one application per project, and should submit it in the same COG region as their main office. If submitting applications for more than one project, they must be substantially different.

Budget

The minimum allowed under this program is \$10,000 and there is no limit on the amount of funding an applicant can request. Applicants are strongly cautioned to only apply for the amount of funding they can responsibly expend in the grant period. CJD will be tracking expenditure rates throughout the life of the grants and may take action to avoid large de-obligations at the end of grant periods.

Match

Grantees must provide matching funds equal to 20% of the total project cost. The match requirement can be met through cash or in-kind contributions.

Project Periods

Continuation projects may not exceed a 24-month period. First-year projects may not exceed a 12-month period.

Organizational Eligibility

Applications may be submitted by state agencies, units of local government, hospital districts, nonprofit corporations, Native American tribes, universities, colleges, community supervision and corrections departments, appropriate councils of governments, appropriate hospital and emergency medical facilities, and faith-based non-profit organizations. Colleges and universities are only eligible for certain activities.

Please Note: Projects funded for 24 months for projects beginning in fall 2016 are not eligible to apply for continuation funding under this funding announcement. Agencies applying for funds to support a CASA or Children's Advocacy Center program must apply through either Texas CASA, Inc. or Children's Advocacy Centers of Texas.

Source of Funding

Federal funding is authorized under the Victims of Crime Act of 1984 (VOCA) as amended.

Contact Information

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

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General Victim Assistance Direct Services 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 provide services and assistance for victims of crime to speed their recovery and aid them through the criminal justice process.

Services may include the following:

- Responding to the emotional and physical needs of crime victims;
- Assisting victims in stabilizing their lives after a victimization;
- Assisting victims to understand and participate in the criminal justice system and other public proceedings arising from the crime;
- Legal assistance where the need arises as a direct result of victimization; and
- Providing victims with safety and security.

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.

What's New

This year's grant program and application have several substantial differences from previous years. The changes are summarized below, but applicants should carefully review the relevant sections of this funding announcement and the eGrants application to ensure that CJD does not deem the application incomplete or ineligible for funding.

Changes in the Amended Funding Announcement (Jan. 25, 2017)

The following changes were made to the initially published Funding Announcement in the January 25, 2017 amendment (this version):

- **“Instruction and Support for Life, Social, or Emotional Skills” Activity Category Removed:** The list of allowable eGrants activities and measures in Appendix E was amended to remove this activity category and the corresponding measures. CJD had intended counseling in parenting skills and non-parenting family skills to be recorded under this category, but this was confusing to some applicants, so any such counseling should be recorded under the “Casework, Non-Licensed Counseling, Individual Advocacy, or Other Support” activity category on eGrants. Life skills training classes are ineligible under this announcement.
- **“General Law Enforcement or Public Safety” Activity Category Added:** This category was added to better capture public outreach sessions. Under this funding announcement, the only public outreach allowable is that to help identify victims. Once potential victims have been identified, any needs assessment, referral, or other individualized services should be recorded under the “Casework, Non-Licensed Counseling, Individual Advocacy, or Other Support” activity category.
- **Forensic Medical Evidence Collection Added:** Forensic medical evidence collection was left off the list of allowable Eligible Funding Areas in an oversight. It is now included.
- **Limitations on Colleges and Universities:** Any public or private university filing an application for a new project to provide direct services to victims must apply through the *Victim Assistance College Campus Initiative* funding announcement (to be published by CJD in February 2017 with a separate application deadline) rather than this funding announcement. Colleges or universities applying for continuation projects or projects that do not include the direct provision of victim services may continue to apply under this funding announcement. Note: The *Victim Assistance College Campus Initiative* funding announcement includes new confidentiality requirements.
- **Limitations on Costs Related to Sexual Assault Forensic Services:** Applications for new projects to provide sexual assault forensic services (including costs related to Sexual Assault Nurse Examiner or Sexual Assault Response Team programs) may no longer apply under this funding announcement. Any new project that includes such costs, such as colposcopes, should apply under the *Acute Sexual Assault Response Initiative* funding announcement (to be published by CJD in February 2017 with a separate application deadline), including projects that also provide crisis counseling or other more traditional victim services activities. CJD has committed to funding these projects, and will review any applications individually.
- **Transitional Housing Activities Now Eligible Under Another Funding Announcement:** Transitional housing activities and expenses – including rental assistance, security deposits, utilities, relocation, etc. – are eligible for funding by CJD for the first time, and were initially allowed under this funding announcement. However, CJD has decided to fund such projects - and under the new, specialized VOCA program, the *Victim Assistance Transitional Housing*

Initiative (to be published by CJD in February 2017 with an separate application deadline). Any projects including such expenses should apply under that program.

Any applications for new projects mistakenly submitted under this funding announcement that contain costs that were moved to the new, specialized VOCA initiatives, will be moved by CJD and will not face penalty in merit review.

Changes in Eligible Activities and Expenses

CJD has implemented changes in the *General Victim Assistance – Direct Services Program* allowing several new activities and budget line items. See below and “*Appendix F: Eligible Funding Areas*” for more information.

- **Legal Assistance:** Non-emergency legal assistance is now allowable but has limitations. See “*Eligible Funding Areas*” and the certifications for “*Legal Assistance for Victims (LAV) Certification*” and “*Immigration Legal Services*”.
- **Vehicles to Facilitate Direct Services to Victims in Rural Areas:** The purchase of vehicles to transport victims of crime in rural areas or counties is now allowable under limited circumstances. See “*Rural Victim Services Vehicles*” under “*Appendix F: Eligible Funding Areas*” for further guidance and related application questions under “*Narrative Tab – Program-Specific Questions*”.
- **Prevention Programs:** Prevention programs are now an allowable activity.
- **Public Presentations and Outreach:** Public presentations and outreach to generate awareness of victimization and victim service resources, and to prevent victimization, is now an allowable activity.
- **Technology and Equipment:** Budget items for technology and equipment will now be considered as long as they are integral to the provision of direct victim services.
- **Evaluation Projects:** Evaluations by a third-party are now an allowable activity and budget item. See “*Narrative Tab – Program-Specific Questions*” in this funding announcement for more information.
- **Training:** Training for employees and volunteers who carry out direct victim services on behalf of or in coordination with the applicant and is now an allowable activity and budget item.

Changes in the Application

- **Narrative tab – Program-Specific Questions:** There are several new questions and certifications in this section, including changed requirements regarding immigration and customs enforcement requests (only applicable to certain county or municipal governments). See the section “*Narrative tab – Program-Specific Questions*” under Step 3 and “*Appendix A: Required Certifications*” of this funding announcement for more information.

- **Narrative tab – Project Narrative:** The instructions for some sections of the Project Narrative on the eGrants application have changed. Applicants must read the “*Project Narrative*” section of this funding announcement to find them – they are not repeated in eGrants.
- **Activities tab – CJD Purpose Areas (new):** Applicants must assign a percentage of their project to certain purpose areas that correspond to their ultimate goal. See “*Activities Tab – CJD Purpose Areas*” under Step 3 of this funding announcement.
- **Activities tab - OOG-Defined Project Activity Area and Measures tab - OOG-Defined Output Performance Measures:** CJD has overhauled the classification of project activities and the associated measures. See “*Activities Tab – OOG-Defined Project Activity Areas*” and “*Measures Tab – OOG-Defined Output Performance Measures*” under Step 3 of this funding announcement for the available activity areas and measures.
- **Activities tab - Fund Source Information and Requirements:** This section has changed. It includes several new questions about project types and activities. It also includes questions for all CJD grant programs, including some that may not apply to this funding announcement. See “*Activities Tab – Fund Source Information and Requirements*” and “*Appendix D: Fund Source Information and Requirements*” for the full list of questions and instructions specific to this funding announcement.
- **New Direct Deposit procedures:** Applicants will now be required to upload direct deposit forms at the time of application. See “*Profile Tab – Grant.Vendor Sub-Tab Direct Deposit Procedures*” under Step 3 for more information.

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	10/01/2017
Latest Start Date	12/01/2017

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 state agencies; units of local government; hospital districts; nonprofit corporations with an active charter number from the Texas Secretary of State; Native American tribes;

universities; colleges; community supervision and corrections departments; councils of governments that offer direct services to victims of crime; hospital and emergency medical facilities that offer crisis counseling, support groups; or other types of victims services; and faith-based organizations that provide direct services to victims of crime. Faith-based organizations must be tax-exempt nonprofit entities as certified by the Internal Revenue Service.

Limitations on Colleges and Universities: Any public or private university seeking to provide direct services to victims must apply through the *Victim Assistance College Campus Initiative* funding announcement (to be published by CJD in January/February 2017), which will have an extended application deadline. See “What’s New” for more information.

Demonstrated Capabilities or Funding: Applicants must have a demonstrated record of providing effective victim services. In rare cases where services are critically needed, CJD may award funds to entities that have not yet demonstrated a record of providing services, if they can demonstrate that (1) 25 percent of their financial support comes from non-federal sources (to demonstrate financial stability); and (2) the entity is already operational at the time of application. Submit information in the “Capacity & Capabilities” section of the Project Narrative in eGrants to either demonstrate a relevant record or list the other sources of financial support.

CASA and Children’s Advocacy Centers: Agencies applying for funds to support a CASA or Children’s Advocacy Center program must apply through Texas CASA, Inc. or Children’s Advocacy Centers of Texas.

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. Cost-effectiveness will be a significant factor in selection and regional councils of governments are authorized to request changes to the amount to fit within regional priorities and funding allocations.

Project Period: Continuation projects may not exceed a 24-month period. First-year projects may not exceed a 12-month period.

Continuation Projects: Projects funded for 24 months for projects that began in fall 2016 are not eligible to apply for continuation funding under this funding announcement, but applications for new and substantially dissimilar projects will be accepted from applicants with active grants.

Available Funding: It is anticipated that up to \$130 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: Federal funding is authorized for these projects under the Victims of Crime Act of 1984 (VOCA) as amended, 42 U.S.C. 10601. Congress has not finalized federal appropriations for federal fiscal year 2018. All awards are subject to the availability of appropriated federal funds and any modifications or additional requirements that may be imposed by law.

Match Requirement

Grantees must provide matching funds equal to 20% of the total project cost. The match requirement can be met through cash or in-kind contributions.

Eligible Funding Areas

The following areas are eligible under this funding announcement. Definitions and rules have changed from prior years. See “*Appendix F: Eligible Funding Areas*” for full descriptions and applicable rules for the funding areas below:

- 1) Licensed counseling and therapy;
- 2) Peer support groups;
- 3) Crisis services;
- 4) Personal advocacy and emotional support;
- 5) Public presentations and outreach;
- 6) Legal advocacy;
- 7) Forensic interviews;
- 8) Legal assistance;
- 9) Prevention programs;
- 10) Shelter;
- 11) Multi-disciplinary teams and case coordination;
- 12) Victim-offender meetings;
- 13) Purchase of full-sized passenger van, city van or ,minivan (rural areas only – see “*Rural Victim Services Vehicles*” under “*Appendix F: Eligible Funding Areas*” in this funding announcement);
- 14) Equipment;
- 15) Technology;
- 16) Forensic medical evidence collection; and
- 17) Program evaluation.

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) Medical services;

- 3) Transportation, lodging, per diem or any related costs for third-party participants to attend a training, when grant funds are used to develop and conduct training;
- 4) Processing DNA evidence;
- 5) Research and studies, except for project evaluations under 28 CFR § 94.121(j);
- 6) Services to incarcerated individuals;
- 7) Chemical dependency or alcohol abuse programs for offenders;
- 8) Creation of a voucher program where victims are directly given vouchers for such services as housing or counseling;
- 9) Activities that may compromise victim safety;
- 10) Job and/or life skills training;
- 11) In-patient alcohol and drug abuse treatment;
- 12) Victim-offender meetings that serve to replace (or as a part of) criminal justice proceedings;
- 13) Leasing of vehicles;
- 14) Cash payments to victims, gift cards, or fuel vouchers;
- 15) Prosecution or investigative activities (other than forensic interviews not solely for the purposes of criminal prosecution and investigation); and
- 16) Any other prohibition imposed by federal, state, or local law or regulation.

Program-Specific Requirements

Victim Categories

All applications must be for projects that provide direct services to victims in one of the following categories:

- 1) Victims of child abuse and neglect;
- 2) Victims of family violence;
- 3) Victims of sexual assault;
- 4) Victims of human trafficking; or
- 5) Victims of other types of violent crime.

Reporting Requirements

Financial and Progress Reports: At the end of each quarter of the state fiscal year during the grant period, grantees will be required to submit a financial status report via eGrants and quarterly progress reports via <https://cjd.tamu.edu/> in the format required by CJD.

Regional Council Requirements

Applicants must contact the criminal justice planner at their regional Council of Governments for additional local requirements that may apply, potentially including required workshops and prioritization meetings. To find contact information for your local COG, visit the Texas Association of Regional Councils website at <http://txregionalcouncil.org/>.

Cultural Competency

Applicants must be culturally competent when providing services to victims. Victim service providers must have the ability to blend cultural knowledge and sensitivity with victim restoration skills for a more effective and culturally appropriate recovery process. Cultural competency occurs when: (1) cultural knowledge, awareness and sensitivity are integrated into action and policy; (2) the service is relevant to the needs of the community and provided by trained staff, board members, and management; and (3) an advocate or organization recognizes each client is different with different needs, feelings, ideas and barriers.

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).

Victim Services Assessment Survey

All recipients of funding under this announcement may be required to participate in a victim services assessment during their grant period, as directed by CJD.

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.

Indemnification: The grantee shall, to the extent applicable, indemnify and hold harmless the Office of the Governor (OOG), or any employee, director, or agent of OOG from and against all claims, damages, losses, and expenses (including attorney’s fees and court costs incurred to defend litigation), any decrees or judgments whatsoever arising from any and all injuries, including death or damages to or destruction of property resulting from the grantee’s acts or omissions, willful misconduct, negligence, or breach of the grantee’s obligations under the OOG program by the grantee, its agents, employees, Board Members, or other persons under its supervision and direction.

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>.

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:

Cultural Competency: Applicants must describe how their organization is culturally competent when providing services to victims. (See “*Program-Specific Requirements*” under Step 2 above.)

Culturally Specific and Underserved Population: The following are relevant definitions needed to answer this question.

- *Underserved populations* means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations

underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate.

- *Culturally specific* means the program is primarily directed toward racial and ethnic minority groups (as defined in section 1707(g) of the Public Health Service Act (42 U.S.C. 300u–6(g)).
- *Racial and ethnic minority group* means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics.
- *Hispanic* means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish-speaking country.

Applicants must indicate whether or not there is a primary focus on serving a culturally specific population. (The organization must do more than merely provide services to an underserved population or culturally specific group; rather, the organization's primary focus must be on providing culturally competent services designed to meet the specific needs of the target population to justify a YES response.)

If an applicant does indicate a primary focus on serving a culturally specific population, the applicant must explain how the applicant's program is specifically designed to focus on and meet the needs of culturally specific populations.

Victim Referral Process: Applicants must describe the referral process for their agency including eligibility criteria as well as intake policies and processes.

Relevance to Priorities: Applicants must provide a brief explanation if the proposed project has relevance to any or all of the following priorities.

- Improving the criminal justice system response.
- Improving court services regarding domestic violence, sexual assault, dating violence, and stalking.
- Strengthening victim restoration.
- Increasing collaboration and communications across all levels of government and among all victim services.

Sustainment: Applicants must be able to provide the number of years that are planned to request for continuation funding, a longer term sustainment plan or why a plan is not possible.

Rural Victims Services: Applicants must indicate whether or not the program is located in and provides direct services to victims in a rural area or county, and list the counties or areas of service and their populations to demonstrate how the definition of "rural area" or "rural county" is met.

Vehicles: Applicants must demonstrate that such an expenditure is essential to delivering services to crime victims. At a minimum, evidence of need should include the following:

- 1) What are the current program transportation needs that will be addressed with the Rural Victim Services Vehicle Program funding?
- 2) What evidence exists to support the need for transportation funding that is specific to the program site?
- 3) What current transportation services exist at each specific program site? How will these current services be enhanced?
- 4) What transportation services will be provided?
- 5) How will the grantee ensure the safe transportation of victims/survivors to and from the program site?

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.

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 prompts 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 information 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 Performance Measures

This section is still active and 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 – Local Projects: Projects with a local impact will be reviewed by a panel appointed by the local Council of Governments using their own criteria. The merit review panels will assess the applications for quality and rank by priority, and then report their findings to the CJD executive director.

Merit Review – Statewide Projects: Projects with a statewide impact will be reviewed by a panel appointed by the CJD executive director in an effort to prioritize funding. The merit review panel will assess and score each application on a 100-point scale, and then report its findings to the executive director. Scores will be based on the following criteria:

- **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 – All Projects: 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.

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. Forensic Medical Examination Payments: Health care facilities shall conduct a forensic medical examination of a victim of an alleged sexual assault if the victim arrived at the facility within 96 hours after the assault occurred and the victim consents to the examination. The victim is not required to participate in the investigation or prosecution of an offense as a condition of receiving a forensic medical examination, nor pay for the forensic examination or the evidence collection kit. The evidence collection portion of the exam is to be paid by law enforcement per state law. Crime Victim Compensation funds may be used to pay for the medical portion of the exam unless the victim of sexual assault is required to seek reimbursement for the examination from their insurance carrier. If a health care facility does not provide diagnosis or treatment services for sexual assault victims, the facility is required to refer the victim to a facility that provides those services.

B. Confidentiality and Privacy: Applicant agrees to maintain the confidentiality of client-counselor information and research data, as required by state and federal law. Personally identifying information or individual information collected in connection with services requested, utilized, or denied may not be disclosed; or, reveal individual client information without informed, written, reasonably time-limited consent of the person about whom information is sought. If release of information is compelled by statutory or court mandate, reasonable attempts to provide notice to victims affected by the disclosure of information will be made and steps necessary to protect the privacy and safety of the persons affected by the release of information will be taken.

C. 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.

D. Activities that Compromise Victim Safety and Recovery: Applicant agrees to not engage in activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions.

E. Legal Assistance for Victims (LAV) Certification: The applicant certifies that it meets the following federal statutory requirements in regards to the provision of legal advocacy:

- 1) Any person providing legal assistance through a program funded under this VAWA Program:
 - a) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault or stalking in the targeted population; or
 - b) is partnered with an entity or person that has demonstrated expertise described in subparagraph (a) and has completed or will complete training in connection with

domestic violence, dating violence, sexual assault or stalking and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide.

- 2) Any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a state, local, territorial, or tribal domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate tribal, State, territorial, and local law enforcement officials.
- 3) Any person or organization providing legal assistance through a program funded under this Program has informed and will continue to inform state, local, or tribal domestic violence, dating violence or sexual assault programs and coalitions, as well as appropriate State and local law enforcement officials of their work.
- 4) The grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

F. Polygraph Testing Prohibition: A peace officer or attorney representing the state may not require an adult or child victim of an alleged sex offense to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense. Additionally, the refusal of a victim to submit to a polygraph or other truth telling examination will not prevent the investigation, charging, or prosecution of an alleged sex offense or on the basis of the results of a polygraph examination.

G. Protection Orders: Victims applying for a protective order or their attorney may not bear the costs associated with the filing of an order of protections.

H. Offender firearm prohibition: Per 18 USC § 992(g), offenders convicted of a felony or misdemeanor level crime of domestic violence and anyone subject to a domestic violence protective order is prohibited from possessing a firearm.

I. Criminal Charges: In connection with the prosecution of any misdemeanor or felony domestic violence offense, the victim may not bear the costs associated with the filing of criminal charges against a domestic violence offender, issuance or service of a warrant, or witness subpoena.

J. 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 previous year.

K. 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.

L. 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.

M. Immigration Legal Services: CJD prioritizes funding of projects that provide a full spectrum of counseling, crisis services, and other direct victim services. CJD will not fund projects that focus primarily on immigration legal services and do not provide a significant level of other types of victim services.

N. Services to Victims of Crime: Applicant agrees to provide services to victims of crime which include: responding to the emotional and physical needs of crime victims; assisting victims in stabilizing their lives after victimization; assisting victims to understand and participate in the criminal justice system; and providing victims with safety and security. If the application is for a project that serves victims of sexual assault, applicant agrees to provide services to victims of sexual assault which includes providing core services, direct intervention, and related assistance to victims of sexual assault to assist with their recovery from the physical and psychological trauma of rape and sexual assault.

O. Volunteers: If awarded VOCA funds, applicant agrees to use volunteers to support either the project or other agency-wide services/activities, unless CJD determines that a compelling reason exists to waive this requirement.

P. Crime Victims' Compensation: Applicant agrees to assist crime victims in applying for crime victims' compensation benefits.

Q. Community Efforts: Applicant agrees to promote community efforts to aid crime victims. Applicants should promote, within the community, coordinated public and private efforts to aid crime victims. Coordination efforts qualify an organization to receive these funds, but are not activities that can be supported with these funds.

R. Records: Applicant agrees to maintain daily time and attendance records specifying the time devoted to allowable victim services.

S. Civil Rights Information: Applicant agrees to maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability of victims served, within the timeframe established by CJD. This requirement is waived when providing services, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.

T. Victims of Federal Crime: Applicant agrees to provide equal services to victims of federal crime. (Note: Victim of federal crime is a victim of an offense that violates a federal criminal statute or regulation; federal crimes also include crimes that occur in an area where the federal government has jurisdiction, such as Indian reservations, some national parks, some federal buildings, and military installations.)

U. No Charge: Applicant agrees to provide grant-funded services at no charge to victims of crime. Applicants are also prohibited from billing Crime Victims Compensation, private insurance, Medicaid, or Medicare for services provided using VOCA funds.

V. Discrimination: Applicant agrees not to discriminate against victims because they disagree with the State's prosecution of the criminal case.

W. Effective Services: Applicants applying for funds to provide victim services must demonstrate a record of providing effective services to crime victims. If the applicant cannot yet demonstrate a record of providing effective services, the applicant must demonstrate that at least 25 percent of its financial support comes from non-federal sources. (See the "*Capacity & Capabilities*" instructions in the Funding Announcement.)

Overall Certification: The grantee shall certify that they have read, understand and will abide by all program requirements and guidelines outlined in the funding announcement, eGrants, the *Guide to Grants*, the *Grantee Conditions and Responsibilities* (available at https://egrants.gov.texas.gov/FileDirectory/SOGA_ResponsibilitiesMemo_2016-08-25.pdf), and all other applicable documents.

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.

Applicants must have a demonstrated record of providing effective victim services. In rare cases where services are critically needed, CJD may award funds to entities that have not yet demonstrated a record of providing services, if they can demonstrate that (1) 25 percent of their financial support comes from non-federal sources (to demonstrate financial stability); and (2) the entity is already operational at the time of application. Use this section to either demonstrate a relevant record or list the other sources of financial support.

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.

Not All Purpose Areas Displayed on eGrants Are Allowable. The CJD Purpose Areas section displays activities available under other CJD grant programs, but not all of them are allowable under this program. Applicants should carefully consult the list below to see which activities and OOG-defined measures are allowable under this funding announcement.

Example: A project to fund personnel, equipment, and supplies at a sexual assault crisis shelter, which conducts forensic interviews as part of its services. The applicant estimates the time spent by personnel on the forensic interviews is about 8% of their total project budget and that the purpose of the interviews is roughly evenly split between assessing the victim’s needs and providing information to investigators to prosecute offenders. Another 5% of the project budget is spent on cameras and other equipment to secure the shelter. This project would have 87% of its purpose area assigned to “Victim Services”, 4% to “Prosecution and Investigation”, and 5% to “Safety and Security: Victim Services Facilities.”

All applicants under the General Victim Assistance – Direct Services Program should select only the purpose areas below. Typical applicants under this funding announcement will have 100% of their purpose area assigned to “Victim Services” and/or “Safety and Security: Victim’s Services Facilities”. Some projects that fund interactions within the court system may use “Court System Improvements”

Allowable Purpose Areas Under This Funding Announcement

Purpose Area	Description
Safety and Security: Victim Services Facilities	To increase safety and security at facilities serving victims
Court System Improvements	To increase the effectiveness and/or efficiency of courts (non-prosecution/investigation)
Victim Services	To provide services to victims of crime

Appendix D: Fund Source Information and Requirements

This is a section on the Activities tab of the eGrants application. Applicants should only enter information for items that apply to their project.

Section 1: Program Enrollment and Completion

Applicants under the General Victim Assistance – Direct Services Program should typically enter the number of victims they anticipate serving in this section, not the number of individuals they will assess for services (there will opportunities to enter the number of individuals assessed on the Measures tab). For victim services programs, the number of individuals successfully completing the program is typically those for whom the applicant delivers the complete course of appropriate services – those individuals who are anticipated to leave or cut off services before it is recommended should not be included there.

- 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 General Victim Assistance – Direct Services Program should select options that describe particular aspects of operations or the characteristics of their victims. If the project only circumstantially addresses a below category, do not select it.

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:

Applicants under the General Victim Assistance - Direct Services Program should select the last option indicating that their project is not a juvenile justice project.

Section 4: Campus-Based Projects

Applicants under the General Victim Assistance – Direct Services Program should only fill out this section if they specifically target victims associated with particular educational campuses, not student-age populations in general. Programs that specifically target an entire school district may simply list the district name.

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

Applicants under the General Victim Assistance – Direct Services Program should assign percentages to the victim category most directly related to the services they deliver and to the most specific category available. For example, if a project serves only victims of Child Sex Trafficking, an applicant should assign 100% to that category and not human trafficking.

For projects that selected CJD Purpose Areas “Victims Services” or “Prosecution and Investigation” ONLY. Others leave this section blank.

Applicants must select the type(s) of crime or crime victim this project targets and provide the percentage of time dedicated to each. You may select more than one type; however, the sum of the percentages may not exceed 100%.

Note: Not every crime or victim time is eligible under each grant program. Consult the “Eligible Funding Areas” section of this funding announcement for details. Applicants to serve victims of or prosecute/investigate/prevent exclusively child sex trafficking victims should assign 100% to that category.

- Sexual Assault
- Domestic Abuse
- Child Abuse
- DUI / DWI Crashes
- Homicide
- Assault
- Adults Molested as Children
- Elder Abuse
- Robbery
- Stalking
- Dating/Acquaintance Violence
- Human Trafficking
- Child Sex Trafficking

- All Other Crimes

Section 6: Child Sex Trafficking Questions

Applicants under the General Victim Assistance – Direct Services Program should only fill out this section if their project specifically targets victims of child sex trafficking and offers services tailored to their needs. If an applicant’s project does, it may be more appropriate for them to apply under the Building Capacity to Recover and Restore Survivors of Child Sex Trafficking funding announcement.

This section is only for projects serving victims of child sex trafficking.

CJD acknowledges that grantees serving child sex trafficking victims may initially enroll, serve, or assess individuals who are eventually determined to be ineligible for services due to their age. For planning purposes, applicants must project the total number of victims expected to be served/enrolled that will be:

- Under the age of 18
- Ages 18 – 22
- Over the age of 22

As a component of your organization’s victim services, do you offer direct medical care to victims?
(yes/no)

Of the number of victims expected to be served/enrolled under Section 1, how many victims are projected to be served for:

- Under 6 months
- 6-12 months
- Over 12 months

Applicants must estimate figures related to screenings and assessments:

- Number of screenings for child sex trafficking victim status performed
- Number of individuals screened for child sex trafficking victim status
- Number of individuals screened with the result of “reason to believe” or “suspicions not confirmed”
- Number of individuals assessed for victim-related needs

Applicants with projects involving multi-disciplinary teams must estimate the:

- Number of expected regular team meetings
- Number of estimated emergency team meetings

Applicants providing wrap-around services must estimate the:

- Number of hours of wrap-around services provided to victims during regular business hours

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- Number of hours of wrap-around services provided to victims outside of regular business hours

Applicants with projects supporting foster care must estimate the:

- Number of nights of respite provided to foster children
- Number of respite episodes facilitated for foster families

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.	*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
		Crisis intervention: Individuals receiving
		Case management or advocacy (general): Individuals receiving
		Advocacy/ accompaniment / assistance for criminal justice system interactions: Victim individuals receiving
		Advocacy/ accompaniment for medical care: Individuals receiving
		Victims-offender meetings: Victims participating
		Victims assisted with developing safety plans (non-residential)
		Referrals to other agencies: Individuals referred
		Counseling, Therapy, or Other Care Performed by a Licensed Professional
*REQUIRED TOTAL: Counseling, therapy, or other care performed by a licensed professional: Hours delivered		
Licensed counseling/therapy: Individuals assessed		
Licensed trauma-informed therapy: individuals receiving		
Licensed treatment for mental health disorders: Individuals receiving		
Licensed counseling/ therapy AFTERCARE: Individuals receiving		
Sexual Assault Response Teams (SART) (MUST include a law enforcement representative, medical professional, and community-based advocate): Individuals receiving COORDINATED CARE		
Multi-disciplinary care teams: Individuals receiving care		
Sexual assault exams performed by a certified Sexual Assault Nurse Examiner (SANE): Individuals receiving		
Sexual assault exams performed by someone other than a certified Sexual Assault Nurse Examiner (SANE): Individuals receiving		

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Activity	Definition	Measure
Emergency Shelter, Housing, or Transportation	Emergency shelter, transitional housing, foster care support, etc. Note: For almost all CJD grants, this is a prohibited activity. Consult the eligible funding areas or expenses in the funding announcement.	*REQUIRED TOTAL: Emergency shelter, housing, or transportation: Individuals provided/referred-to/assisted
		Emergency shelter: Adults referred
		Emergency shelter: Children (under 18) referred
		Emergency shelter: Adults provided
		Emergency shelter: Children (under 18) provided
		Emergency shelter: Total nights provided to all adults
		Emergency shelter: Total nights provided to all children (under 18)
		Transitional housing: Adults referred
		Transitional housing: Children (under 18) referred
		Housing: Adults referred
		Housing: Children (under 18) referred
		Foster care homes receiving assistance/ training
		Victims transported to services, housing, or criminal justice activities
Victims assisted with developing safety plans (residential/ shelter)		
Equipment and Technology	Includes equipment acquisition and training specifically on the equipment/technology purchased with grant funds.	*REQUIRED TOTAL: Equipment or technology: Organizations directly using
		*REQUIRED TOTAL: Equipment or technology: Individuals/operators equipped
General Law Enforcement or Public Safety	Law enforcement and public safety activities.	Public outreach/information sessions: Total individuals attending
		Public outreach/information sessions: Sessions held
For this funding announcement, the only public outreach allowable is that to help identify victims. Once potential victims have been identified, any needs assessment, referral, or other individualized services should be recorded under the “Casework, Non-Licensed Counseling, Individual Advocacy, or Other Support” activity category.		

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Activity	Definition	Measure
Legal Assistance	Assistance - performed by lawyers or others - with civil legal issues. Does NOT include advocacy or accompaniment in criminal cases.	*REQUIRED TOTAL: Legal assistance: Individuals receiving *REQUIRED TOTAL: Legal assistance: Hours delivered Legal assistance in obtaining protective orders: Individuals receiving Legal assistance with crime victim compensation applications: Individuals receiving Legal assistance with restitution petitions or applications: Individuals receiving
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
Targeted Prosecution or Investigation	The investigation or prosecution of specific populations or crimes by a law enforcement agency or prosecutor's office. See Licensed Counseling, Therapy, or Other Care for Sexual Assault Response Team activities.	Forensic interviews performed by a law enforcement officer or prosecutor: Individuals interviewed
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

Appendix F: Eligible Funding Areas

The following areas are eligible under this funding announcement.

Crisis Services

Types of services that respond to immediate needs of crime victims. Such as: (1) crisis intervention services, (2) accompanying victims to hospitals for medical examinations, (3) Hotline counseling, (4) safety planning, (5) emergency food, shelter, clothing, and transportation, (6) short-term (up to 45 days) in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed, (7) short-term (up to 45 days) nursing-home, adult foster care, or group-home placement for adults for whom no other safe, short-term residence is available, (8) window, door, or lock replacement or repair, and other repairs necessary to ensure a victim's safety, (9) costs of the following, on an emergency basis (i.e., when the State's compensation program, the victim's – or in the case of a minor child, the victim's parent's or guardian's – health insurance plan, Medicaid, or other health care funding source, is not reasonably expected to be available quickly enough to meet the emergency needs of a victim (typically within 48 hours of the crime): Non-prescription and prescription medicine, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease, durable medical equipment (such as wheel-chairs, crutches, hearing aids, eyeglasses), and other healthcare items are allowed, and (10) emergency legal assistance, such as for filing for restraining or protective orders, and obtaining emergency custody orders and visitation rights.

Equipment

Furniture and equipment integral to the delivery of direct services. Examples include, mobile communication devices, telephones, braille and TTY/TDD equipment, computers and printers, video cameras and recorders for documenting and reviewing interviews with children, two-way mirrors, digital cameras, and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas. All expenses under this funding announcement must only include only the prorated share of an item that is used exclusively for victim-related activities. Note: Colposcopes and other equipment integral to the performance of sexual assault nurse exams must be applied for under the *Acute Sexual Assault Response Initiative*.

Forensic Interviews

Forensic interviews, with the following parameters: (1) results of the interview will be used not only for law enforcement and prosecution purposes, but also for identification of needs such as social services, personal advocacy, case management, substance abuse treatment, and mental health services, (2) interviews are conducted in the context of a multi-disciplinary investigation and diagnostic team, or in a specialized setting such as a child advocacy center, and (3) the interviewer is trained to conduct forensic interviews appropriate to the developmental age and abilities of children, or the developmental, cognitive, and physical or communication disabilities presented by adults.

Legal Advocacy

The provision of services and payment of costs that help victims participate in the criminal justice system and in other public proceedings arising from the crime (e.g., juvenile justice hearings, civil commitment proceedings), including, but not limited to: (1) advocacy on behalf of a victim, (2)

accompanying a victim to offices and court, (3) transportation, meals, and lodging to allow a victim who is not a witness to participate in a proceeding, (4) interpreting for a non-witness victim who is deaf or hard of hearing, or with limited English proficiency, (5) providing child care and respite care to enable a victim who is a caregiver to attend activities related to the proceeding, (6) notification to victims regarding key proceeding dates (e.g., trial dates, case disposition, incarceration, and parole hearings), (7) assistance with Victim Impact Statements, (8) assistance in recovering property that was retained as evidence, (9) assistance with restitution advocacy on behalf of crime victims, and (10) transportation of victims to participate in criminal justice proceedings.

Legal Assistance

Legal assistance services (including, but not limited to, those provided on an emergency basis), where reasonable and where the need for such services arises as a direct result of the victimization. Such services include, but are not limited to: those (other than criminal defense) that help victims assert their rights as victims in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as victims in such a proceeding, (2) motions to vacate or expunge a conviction, or similar actions, where the jurisdiction permits such a legal action based on a person's being a crime victim (such as for victims of human trafficking previously convicted of a prostitution conviction), and (3) those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization. CJD prioritizes funding of projects that provide a full spectrum of counseling, crisis services, and other direct victim services. CJD will not fund projects that focus primarily on immigration legal services and do not provide a significant level of other types of victim services.

Licensed Counseling and Therapy

Out-patient therapy/counseling (including, but not limited to, substance-abuse treatment so long as the treatment is directly related to the victimization) provided by a person who meets licensing or certification standards to provide these services in the jurisdiction in which the care is administered.

Multi-Disciplinary Teams and Case Coordination

Activities that support a coordinated and comprehensive response to crime victims needs by direct service providers, including, but not limited to, payment of salaries and expenses of direct service staff serving on child and adult abuse multi-disciplinary investigation and treatment teams, coordination with federal agencies to provide services to victims of federal crimes and/or participation on statewide or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements.

Peer Support Groups

Activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support.

Personal Advocacy and Emotional Support

Support such as (1) working with a victim to assess the impact of the crime, (2) identification of victim's needs, (3) case management, (4) management of practical problems created by the victimization, (5) identification of resources available to the victim, (6) provision of information, referrals, advocacy, and

follow-up contact for continued services, as needed, (7) traditional, cultural, and/or alternative therapy/healing (e.g., art therapy, yoga) and (8) transportation of victims to receive services.

Prevention Programs

Activities targeting at-risk groups within the general population for the purpose of educating individuals on crime victim issues, enhancing intervention skills and/or increasing awareness for crime victim services available.

Program Evaluation

Third-party evaluations of programs to determine the effectiveness of the applicant's project. Evaluations that measure the effective implementation of already proven models (or program components, such as needs assessment or performance measurement) will be more limited in scope. Evaluations that measure the effectiveness of new or altered models may need to be more significant to produce the data and evidence necessary for others to potentially implement the same model and to further strengthen the greater body of knowledge regarding criminal justice and victim services programs. CJD is committed to developing evidence-based best and applicants are encouraged to, where appropriate, try new and innovative approaches and to include rigorous program evaluations in their project budgets.

Public Presentations and Outreach

Public awareness and education presentations (including, but not limited to, the development of presentation materials, brochures, newspaper notices, and public service announcements in schools, community centers, and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance.

Rural Victim Services Vehicles

Victim services providers serving rural areas may apply for funds to purchase vehicles under this funding announcement to help support crime victims in rural areas by decreasing the fiscal burden of these programs while increasing transportation capacity.

Background: Rural areas often struggle with providing crisis-related transportation services for victims of domestic violence and sexual assault. Geographic location may make the use of public transit limited or non-existent. In light of this, programs perform drastic coordination efforts to contract with the most accessible mass transit agency, provide vouchers, cash, tokens, bus and/or taxi fares – all of which have the potential to fiscally strain these programs.

Organizational Eligibility: Applicants seeking grant funds for purchase of a vehicle must a) be a rape crisis center, emergency shelter, other non-profit, non-governmental organization or tribal program with a primary focus of providing direct supportive services to domestic violence and/or sexual assault victims/survivors; and be located in a rural area. For the purpose of this funding announcement, "rural area" is defined as (1) a county with a population of 50,000 or less; or (2) a relatively large, isolated, and sparsely populated area in a county with a population of more than 50,000 (Ch.773.0045, Health and Safety Code).

Note: In rare circumstances, victim service providers who serve a large population of rural victims who do not have reasonable access to victim services via public or other means of transportation, may be eligible to apply at the sole discretion of CJD.

Purchase-Specific Requirements: Applicants receiving funds to purchase vehicles under this funding announcement must comply with the following requirements, which are hereby incorporated into the grant agreement, and by certifying their grant application, applicants certify their compliance:

- 1) An agency policy and procedure on vehicle usage must be developed and uploaded into eGrants prior to requesting reimbursement;
- 2) Transportation funds will supplement, not supplant, any local transportation services;
- 3) Agencies will adhere to Texas transportation safety rules and protocols;
- 4) Expenditures will align with Texas requirements for adequate insurance coverage for licensed motorists; and
- 5) Upon purchase of the vehicle, a copy of the bill of sale must be uploaded into eGrants.

Shelter

Temporary residential living arrangements in a safe and secure setting with support and advocacy services provided by qualified staff.

Technology

Technology purchases that facilitate the provision of direct services to victims, principally to improve case management capabilities.

Victim-Offender Meetings

Activities in support of opportunities for crime victims to meet with perpetrators, including, but not limited to, tribal community-led meetings and peace-keeping activities, if such meetings are requested or voluntarily agreed to by the victim (who may, at any point, withdraw) and have reasonably anticipated beneficial or therapeutic value to crime victims. At a minimum, the following should be considered: (1) the safety and security of the victim; (2) the cost versus the benefit or therapeutic value to the victim; (3) the procedures for ensuring that participation of the victim and offenders are voluntary and that the nature of the meeting is clear; (4) the provision of appropriate support and accompaniment for the victim; (5) appropriate debriefing opportunities for the victim after the meeting; and (6) the credentials of the facilitators.

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.