DEEP EAST TEXAS COUNCIL OF GOVERNMENTS

CRIMINAL JUSTICE ADVISORY COMMITTEE

COMBINED BYLAWS & OPERATING POLICY

&

APPLICATION GUIDELINES

2022 – 2023

The following policies and guidelines have been established for the purpose of defining the rules and regulations that govern funding sources controlled by the Office of the Governor, Public Safety Office. All policies and guidelines outlined are required by the Texas Administrative Code (TAC) or the Interlocal Cooperation Contract between Public Safety Office CJD and the Deep East Texas Council of Governments (DETCOG) Public Safety Program.

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I. APPLICATION PROCESS FOR GRANT APPLICANTS:

Since the Grant Workshops are no longer required by the OOG/PSO Contract, the Training information may be located on the eGrants Website https://egrants.gov.texas.gov
DETCOG Public Safety Program Staff will provide grant application Technical Assistance Training and applicants will be provided application deadlines and any other pertinent information that is available in December. Information such as RFE's for the current Grant Year will be related as made available to the COG. DETCOG will try to host (1) Workshop that will be available In-Person and On-Line.

GRANT APPLICANTS ELIGIBILITY:

Any jurisdiction, agency or entity that is based in or has significant program(s) in the DETCOG Region (Angelina, Houston, Nacogdoches, Newton, Polk, Sabine, San Augustine, San Jacinto, Shelby, Trinity and Tyler Counties as well as the Alabama Coushatta Nation) will be eligible to apply for WF (Violence Against Women), VA (Victims Assistance Direct Services), JA (Juvenile Justice & Delinquency Programs), TA, (Truancy Prevention Activities) and DJ (Justice Assistance Programs) Grant Funding. The PSP Staff may make recommendations, but it will be the sole responsibility of the CJAC Members to have final determination as to weather a Grant Applications qualifies as to the applications eligibility at the Scoring & Prioritization Meeting.

II. TECHNICAL ASSISTANCE FOR GRANT APPLICANTS:

Current or potential grantees may request a technical assistance visit, either in person or by phone, email or online conference, with the Public Safety Program Planner or Director during the drafting of applications prior to submission as time permits. COG Public Safety Program staff will provide technical assistance on the operation of the interactive application kit. You may also contact the OOG if need assistance in accessing this website, please contact the eGrants Help Desk via email at: eGrants@gov.texas.gov , or via telephone at: (512) 463-1919.

The OOG/PSO will post links of the eGrants website to instruct Grant Applicants to better prepare and submit applications. The COG will also post these Combine Bylaws & Operating Procedures on the DETCOG website at www.detcog.gov under the Public Safety tab.

III. STRATEGIC PLANNING:

A Regional Strategic Plan structured around a set of guidelines identified by CJD are required and must be updated every (5) years but may be updated anytime the region's priorities

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change. The Public Safety Program Staff will set Strategic Plan submission deadlines as informed by the OOG Public Safety Office. Projects must meet a need identified within the Strategic Plan submitted by the county the agency is headquartered. Participation in the Strategic Planning process is a requirement for grantees applying for CJD funds. Grant applications may receive extra points when their jurisdiction participates.

DETCOG will adhere to the request of OOG / PSO and compile a summary of the priorities, goals and objectives, and submit by the deadline set by OOG / PSO, a copy of the summary will also be placed on the DETCOG website at www.detcog.gov under the Public Safety Tab.

IV. APPLICATION DEADLINES FOR GRANT APPLICANTS:

The Office of the Governor's PSO will set application deadline dates for local and regional applications for submission to the Office of the Governor's PSO. The PSO will review all applications under the following funding resources for eligibility. All eligible applications will be submitted to the COG for prioritization and scoring by the Criminal Justice Advisory Committee (CJAC). All ineligible applications deemed by OOG/PSO will not compete for funding.

All eligible applicants will be notified by COG of the grant application prioritization and scoring dates. The COG Planner may adjust dates as reasonably necessary.

V. APPLICATION PRESENTATIONS BY GRANT APPLICANTS:

All grantees applying for funds will be invited to attend & present to the CJAC their application during the Scoring and Prioritization Meeting. Presentations will be grouped by each Criminal Justice Division (CJD) category, i.e.421, VOCA, VAWA, JJDP, DJ & TPA etc. Within each group, the applicant agency will be allowed to give a brief presentation on their application followed by a question-and-answer period. Presentations will be limited to three (3) to five (5) minutes to allow for each applicant to adequately summarize their project and CJAC members to clarify or address their questions or concerns. Applicants both continuation and new are strongly recommended that they attend the Grant Review and Prioritization meetings.

VI. APPLICATION SCORING AND RANKING PROCESS:

Prior to the scoring of grant applications by the CJAC, the DETCOG Public Safety Program Staff shall contact grantees that are delinquent in submitting progress and financial reports and shall provide the CJAC with a list of grantees that were contacted and remain delinquent in submitting reports.

After all presentations in a funding category are made, each CJAC member will score those applications using the approved application review score sheet to evaluate each application submitted for review. The scoring sheets will be collected and DETCOG staff member(s) will make tabulations of those scores. Applicants will be ranked in order of highest average score to

lowest as determined by scoring applications within the CJD funding categories. Projects shall be scored based on priorities set forth in the Strategic Plan. If a county does not have a plan on file, CJAC Committee members may be subject to setting priorities based on their knowledge of the community.

When the Office of the Governor's PSO releases Reasonable Budget Expectations (RBSs), the CJAC may request that grantees adjust budgets so that as many projects as possible can receive funding.

In the event of a tie, the highest and lowest score will be dropped from each project and averaged until the tie is broken.

Applicants will be notified within fourteen (14) calendar days of the COGs vote to accept or reject the CJAC recommendations. The notice must state: "Pursuant to the provisions of the *Texas Administrative Code*, after the CJAC reviews and prioritizes the grant applications and the COG's governing body approves the priority listing, the COG submits the written priority listing and the grant applications to CJD. Based upon the COG's priority listing, CJD will verify the eligibility, reasonableness and cost-effectiveness of the proposed project, and the availability of funding, and will render final funding decision on these grant applications. The COG will notify grantees of any changes in the funding recommendations."

Funding recommendations are then presented at the next meeting of the DETCOG Board of Directors, which approves or disapproves the recommendations. If the Scoring & Prioritization Meeting takes place after the Monthly BOD Meeting, the DETCOG Executive Committee may take action on the CJAC Recommendations.

In an instance when a Grant Application is recommended for funding on the local level but denied funding by OOG Public Safety Office CJD, applications prioritized behind the unfunded Grant Application will automatically move up in standing and be recommended for funding up to the amount of funds available. If there are no other applicants, and if allowed by the OOG Public Safety Office, the application process may be reopened or the CJAC can authorize DETCOG to prepare a Regional Equipment Application.

Grantees submitting more than one application under a funding source will place priority on one and receive an automatic 10-point deduction on the second; as a penalty for not combining projects. *Because the Women's Shelter of East Texas has operated their Shelter and Outreach Project prior to state and local changes, the project will be protected as an exception to the penalty.*

If OOG Public Safety Office CJD merges multiple programs into one grant in the same funding source, the combined program will fall into the position of the youngest program on the priority list.

CONFLICT OF INTEREST FOR CJAC MEMBERS:

The DETCOG Public Safety Program Staff shall ensure that members of the COG's governing body, the CJAC, and COG staff abstain from scoring and voting on any grant application during the prioritization process if the member or an individual related to the member within the third degree by consanguinity or within the second degree by affinity:

      A. Is employed by the applicant agency and works for the unit or division that would administer the grant, if awarded;

      B. Serves on any governing board that oversees the unit or division that would administer the grant, if awarded;

      C. Owns or controls any interest in a business entity or other non-governmental organization that benefits, directly or indirectly, from activities with the applicant agency; or

      D. Receives any funds, or a substantial amount of tangible goods or routine services, from the applicant agency as a result of the grant, if awarded.

If a CJAC Member, who is required to abstain, speaks against a Grant Application they are competing against, this is considered a violation and may result in that member's grant being disqualified from consideration for that year.

If any applicant, CJAC member, DETCOG personnel or other individual has reason to believe that favoritism or inappropriate actions were displayed during the scoring or prioritization of CJD projects, the Public Safety Program Staff shall ensure that the concerns are shared with OOG Public Safety Office and the DETCOG Executive Director as soon as possible. The DETCOG Executive Director may appoint a committee to investigate allegations of committee misconduct.

VII. SPECIAL CONDITIONS FOR GRANT APPLICANTS & CJAC MEMBERS:

In an instance where a budget cut is determined by CJD allocations on a continuation/new applicant, budget cuts will begin from the lowest rank up to the highest ranked. Because of the regional impact of the DETCOG Regional Juvenile Alternative (Purchase of Service) will not be considered for a budget cut, unless otherwise decided by a majority vote by the CJAC.

VIII. ONE-YEAR or MULTI YEAR SPECIAL PURPOSE/REGIONAL GRANT APPLICATIONS:

Special purpose projects requiring funding for more than one year are allowable and will compete with other grant projects submitted for funding. If the application is for equipment only, funds must be used for innovative, cutting edge technology used in the investigation of crimes to preserve public safety, or to remedy a crisis.

The PSO has stressed in the past that jurisdictions strong consider regional grant applications.

The DETCOG Regional has received Grant Allocations from HSSP to install an Interoperable Communications System. These allocations have focused mainly on Infrastructure. Once this system is initiated most of the region will need to update their communications equipment. Therefore, for the next 3-5 years any Grantee or Jurisdiction who applies for funding through HSGD that are scored by the HSAC for Communications Equipment must apply for equipment that is P25 Compliant and will operate on 700/800 mhz, compatible with the Regional Motorola Infrastructure. It is therefore recommended that the CJAC give strong consideration to regional communications grants for communications equipment.

CJD Allocated Funding FOR GRANT APPLICANTS :

A. The following funding sources fall within an established budget amounts (RBEs) handed down to the COG and determined by POS each year based upon a combination of population figures and crime rates:

1. General Victim Assistance - Direct Services Program; (VOCA / VA)
2. Residential and Community Based Services for Victims of Commercial Sexual Exploitation of Children
3. Violence Against Women Criminal Justice and Training Projects – Domestic Violence, Sexual Assault, Dating Violence and Stalking; (VAWA / WF)
4. Criminal Justice Programs; (JAG / DJ)
5. Juvenile Justice and Delinquency Prevention Programs; (JJDP / JA) and
6. Truancy Prevention Activity; (TPA)

Grant Scoring Exceptions:

Because of its regional impact, the Regional Juvenile Alternatives (Purchase of Services) grant submitted by the DETCOG will be ranked in the number one position of the priority ranking list each year unless otherwise decided in a majority vote by the CJAC. The CJAC will still, however, be responsible for reviewing the grant.

All other grant applicants must enter competition yearly for funding and be ranked and scored accordingly.

IX. CJAC Meetings FOR CJAC MEMBERS:

Meetings of the CJAC shall be held as deemed necessary by the Chair of such time and place as designated. Members of the CJAC shall receive notification of meetings consistent with the statutes of the State of Texas and the Texas Open Meetings Act, in accordance with Chapter 551, Government Code.

Meetings of the CJAC shall be public meetings with the tentative agenda posted at the offices of DETCOG consistent with the statutes of the State of Texas and the Texas Open Meetings Act.

A simple majority of those present and voting will be sufficient to decide any question before the CJAC. A quorum may be constituted by at least (8) voting members of the CJAC in attendance at any meeting.

If a quorum is not present the chair may call for a canvass of the members present and the DETCOG Public Safety Staff may "canvass" the entire committee by Electronic Communications. The canvass by Electronic Communications will have a time limit set for members to reply and the results will be posted as well as kept as part of the minutes of the proceedings. The "canvas" will show the votes of those present, those who voted by electronic communications and those "not responding".

Each member of the CJAC shall have one vote and a simple majority of those present and voting will be a enough to decide any questions. Proxy votes will not be allowed but each member of this committee may appoint one individual who can serve as an alternate if that individual is not a current member of this committee and has been approved by the DETCOG President.

The COG shall document all CJAC proceedings related to CJD business by recording the CJAC proceedings and/or by preparing written minutes of the CJAC proceedings. If written minutes are prepared, the written minutes must be certified with the signature of the Chair, Vice Chair or a CJAC member who was in attendance at the meeting and was not disqualified from voting.

The CJAC may, at the discretion of the Chair or Vice Chair, hold any regular business meeting in general assembly or over the internet, on a Tele-Meeting Application or Audio Conference Call Application, which will be provided by the DETCOG Public Safety Program (PSP). It is strongly encouraged that the Annual Scoring & Prioritization Meetings should be held in central location, preferably the DETCOG Regional Headquarters, in Lufkin, Texas.

Any internet meeting will be audio/video recorded, and a copy of the recording will be stored

with the DETCOG Director of Technology, who will store them in a manner which complies with the Texas Open Meeting Act.

In the event of unforeseen Local, State or Federally Declared Disaster or Emergency or it is unfeasible for the CJAC to physically meet, the DETCOG Executive Director is authorized to designate an emergency ad-hoc committee to temporarily act on behalf of the CJAC on any matter, including but not limited to grant application scoring and prioritization.

Prepared by : Mike Claude

CJAC Approval : 10.21.2022

Presented by : Mike Claude

DETCOG BOD Approval : 11.22.2022