

Panhandle Regional Criminal Justice
Advisory Committee

FY11 Grant Program
Operating Procedures
&
Bylaws

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PANHANDLE REGIONAL CRIMINAL JUSTICE ADVISORY COMMITTEE
FY11 GRANT PROGRAM OPERATING PROCEDURES

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PANHANDLE REGIONAL PLANNING COMMISSION'S
CRIMINAL JUSTICE ADVISORY COMMITTEE OPERATING PROCEDURES

Purpose:

The purpose of this document is to establish current policies and procedures that will guide the local decision making activities of the Panhandle Regional Planning Commission's (PRPC) Criminal Justice Advisory Committee (CJAC). The CJAC is an advisory committee of the PRPC created for the purpose of overseeing the operation of the Panhandle's Criminal Justice Grants program. Funding provided by the Governors Criminal Justice Division (CJD) supports the Panhandle's Criminal Justice Grants program. CJD has vested the PRPC with the authority to determine how the Panhandle's annual allocation of CJD funds will be used.

The CJAC's primary decision making duties revolve around the distribution of the region's CJD grant funds and in identifying the applicants most deserving of those funds. The demand for grant funds will always exceed the amount available for distribution. Therefore it is the responsibility of the CJAC to ascertain which programs and projects should be given the highest priority when final decisions are made regarding the distribution of these funds.

The CJAC's ultimate goal is to ensure that the finite amount of CJD grant funds are used in a manner that best serves the criminal justice system needs of the Panhandle. However, that goal must be achieved in an environment that treats all parties fairly and equitably. By committing these policies and procedures to writing, the CJAC is putting the region's applicant community on notice of the principles that will influence how the region's CJD funds will be distributed. The purpose of these procedures is to chart a course, through a prescribed and impartial process, to the final decisions as to how the region's CJD funds will be used.

Authority:

The PRPC's CJAC is subordinate to the PRPC Board of Directors. The CJAC makes recommendations to the PRPC Board as to how project applications should be prioritized for funding. The final decisions rest with the PRPC Board.

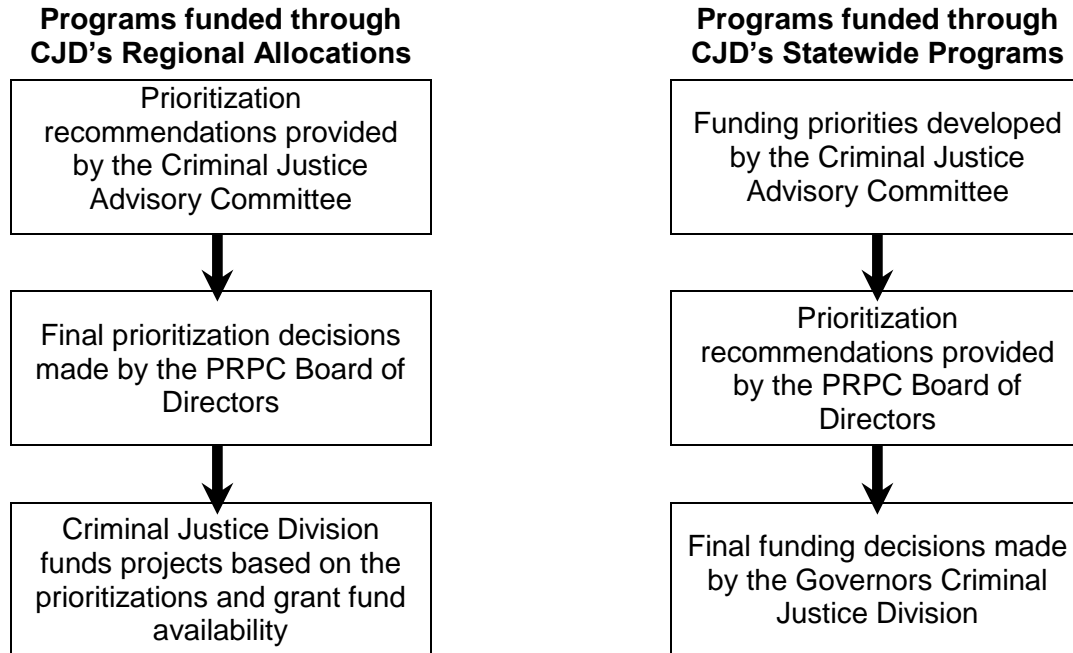
The CJAC's scope of authority and membership composition is set forth in the PRPC's Administrative Regulation #34. That regulation is attached to and made part of these bylaws.

Area of Oversight:

The PRPC is either directly or indirectly involved in the final decisions made regarding who will receive CJD grant funds during any given state fiscal year. The CJD allocates certain grants funds to the Panhandle each year which are specifically intended for use by Panhandle entities. Where these regional allocations are involved, the PRPC Board of Directors, acting on the recommendations provided by the CJAC, makes the final decision regarding the manner in which project applications are prioritized for funding.

The CJD also administers a number of grant programs that are available to applicants on a statewide basis. In such cases, the PRPC Board of Directors, acting on the recommendations provided by the CJAC, make recommendations to the CJD as to how Panhandle applicants should be prioritized when the CJD makes the final funding decisions regarding the use of these statewide grant funds.

While CJD reserves the ultimate right to overturn decisions made by the PRPC Board of Directors, it is the customary practice of the agency to accept the Board's decisions particularly where the use of regionally allocated funds is concerned. The two charts below differentiate the paths that are taken when final decisions are made regarding the award of regionally allocated grant funds and statewide grant funds.



Regardless of which agency is responsible for making the final funding decisions, the CJAC is responsible for making the preliminary recommendations concerning the award of CJD grant funds to applicants from the Panhandle region. Currently, the only exceptions to this rule are those applications involving the Crime Stoppers Program, Mothers Against Drunk Drivers (MADD), the Title V Delinquency Prevention Fund and the Court Appointed Special Advocate (CASA) projects. The CJD grant program areas that require CJAC involvement are listed below.

Grant Program	Scope of Grant Funds	Final Prioritization Decisions Made by:	Final Funding Decisions Made by:
State Criminal Justice Planning Fund (Fund 421)	CJD regional allocations support this program	PRPC Board	CJD
Safe and Drug-Free Schools and Communities Act Funds (SDFSC)	CJD regional allocations support this program	PRPC Board	CJD
Juvenile Justice & Delinquency Prevention Funds (JJDP)	CJD regional allocations support this program	PRPC Board	CJD
Justice Assistance Grants (JAG)	CJD regional allocations support this program	PRPC Board	CJD

Victims of Crime Act (VOCA) Funds	CJD regional allocations support this program	PRPC Board	CJD
Violence Against Women Act (VAWA) Funds	CJD regional allocations support this program	PRPC Board	CJD

As needed and as required by the CJD, the CJAC will also review and comment upon any other criminal justice grant application that might originate from the Panhandle region during any given state fiscal year.

When appropriate, the CJAC will also review and comment upon proposals being considered by the PRPC Board as part of the regional Texas Review and Comment System (TRACS) process.

Terms of these Operating Procedures:

These procedures will remain in force for the term of any given state fiscal year. Each year, prior to the initiation of the region's Criminal Justice Grants Program, the CJAC will review these policies and procedures to ensure their appropriateness for the coming year.

Initiating the Region's Annual Criminal Justice Grants Program:

For FY11 the Criminal Justice Division will set deadlines for submission of applications. The applications will be submitted directly to CJD.

The PRPC's Regional Criminal Justice Program Coordinator will be responsible for receiving any information from CJD regarding changes being made in the CJD grant programs.

The PRPC's Regional Criminal Justice Program Coordinator will be responsible for transmitting any significant information regarding CJD program changes onto the CJAC.

CJD has prescribed the information that will be needed to comprise the FY11 grant applications. However, it is within the CJAC's discretion to ask applicants to supplement the CJD required information with additional material for regional review purposes. For FY11, applicants will be required to submit information indicating whether or not they directly participated in the local community planning process and identifying the specific community planning need being addressed with the proposal. It will be the responsibility of the PRPC's Criminal Justice Program Coordinator to advise the applicant community of any changes being made to the grant application in a timely fashion; whether the changes are made by CJD or by the CJAC.

The PRPC's Regional Criminal Justice Program Coordinator will be responsible for notifying the region's eligible applicant community of the grant submission schedule for the coming year and of any changes being made to the grant programs in a timely fashion.

Community Plan Participation:

As a provision of eligibility, every applicant for Criminal Justice Grant funds must participate in a local Community Planning process. The objective of this planning process is to identify the critical criminal justice system needs within the area covered by the plan, to identify those agencies or organizations currently involved in addressing those needs, and to identify where gaps in services may exist. The goal of the planning process is to use CJD funds and local resources to target

those critical needs in such a way that avoids overlap or duplication in services and promotes the efficient use of these limited state and local resources.

Each year, upon the receipt of the grant submission schedule from the Governors CJD, the PRPC Regional Criminal Justice Program Coordinator will establish the deadline for the submission of the community plans and will be responsible for submitting a summary to CJD of the priorities from all of the plans received.

The region's applicant community will be notified in writing of this submission deadline. The community plans will then be submitted to the PRPC Criminal Justice Program Coordinator in accordance with that schedule.

Upon request, the PRPC program Coordinator will supply each applicant with a plan development package. This package will provide the basic guidelines for the development of a local plan. Upon request, the PRPC program Coordinator will also provide on-site technical assistance with the development of the community plan(s).

Community Plans may be developed to cover a single county or multiple counties but may not overlap one another. An applicant proposing to address a need within one Community Plan may address a similar need within an adjacent community planning area provided the applicant participates in both community planning efforts or demonstrates that the need being addressed with the proposal is clearly identified in both plans.

Community Plans must be revisited each year in order for the applicants within that planning area to maintain their eligibility to apply/reapply for CJD grant funds. This does not mean that the Community Plans have to be rewritten each year. This simply means that the applicants that want to maintain their eligibility status must reconvene to evaluate the appropriateness of the plan and ensure its continued relevancy. The PRPC Regional Criminal Justice Program Coordinator will upon request, provide community planning groups with a set of forms and procedures that can be used to document the fact that this plan review process took place.

Unless justifiable circumstances prevent the timely submission of the Community Plans/plan review, the community planning documents must be submitted to the PRPC Regional Criminal Justice Program Coordinator by the deadline established for the grant program year.

Applicants for grant funds must submit documentation that demonstrates participation in a local community planning process or describes how the application addresses a criminal justice need as identified in the plan. The PRPC Regional Criminal Justice Program Coordinator will review each application for CJD grant funds to ensure that the applicant has provided the appropriate documentation to demonstrate participation or representation in the local community plan.

The requirements of this provision of the CJAC's operating guidelines applies to each organization or agency that is applying for CJD grant funds during a particular grant program year. CJD no longer assures multi-year funding to grantees and will now only make one-year funding commitments. Therefore, all applicants whether they are new to the grants program or are continuation grantees will be obliged to submit a new application each year. Consequently, all applicants will be obliged to submit, on an annual basis, documentation that demonstrates participation in a local community planning process or describes how the application addresses a criminal justice need as identified in the current year plan.

Grant Application Workshops:

The PRPC's Regional Criminal Justice Program Coordinator will be responsible for scheduling and conducting annual grant application workshops to instruct prospective applicants on the mechanics of developing and filing their applications. The number of annual workshops to be conducted will be left to the discretion of the PRPC's Regional Criminal Justice Program Coordinator.

First-time applicants for CJD grant funds are strongly encouraged to attend one of the grant workshops conducted by the PRPC's Criminal Justice Program Coordinator. However, if for some reason a potential first-time applicant is unable to attend one of these workshops, that applicant is required to consult with the PRPC's Regional Criminal Justice Program Coordinator during the development of their grant application.

Any application received from a first-time grant applicant that did not attend one of the grant workshops or did not consult with the PRPC's Regional Criminal Justice Program Coordinator during the development of their grant application will not be considered by the CJAC.

Receipt of Criminal Justice Grant Applications:

For FY11, all applications will be filed electronically, via the internet, with CJD. The applications must be received by the deadline established by CJD. It is imperative that the applicant communicate and consult with the Criminal Justice Program Coordinator during the development of the grant process. The Coordinator must be made aware of all grants being applied for in the region.

Upon receipt of the applications, CJD will evaluate each proposal to ensure the project is eligible for funding by the grant program under which the proposal was filed. Presumably, those proposals found to be ineligible by CJD will be disqualified for funding under the FY11 program. Upon completion of the eligibility review, CJD will forward those proposals determined to be eligible to the PRPC Criminal Justice Program Coordinator.

Application Funding Level and Period of Eligibility:

Grant application-funding levels and periods of eligibility will differ based upon the grant program under which the applicant happens to be filing.

STATE CRIMINAL JUSTICE PLANNING FUND (FUND 421):

Sub-regional Allocations:

In FY11, there will be no set sub-allocation of Fund 421 funding for either Juvenile-Only Grant Programs or Other Criminal Justice Grant Programs. Both categories of projects will be considered simultaneously under this funding area with each proposal being judged solely on its own merits. All Fund 421 grant funds will be subject to open competition from eligible applicants across the region.

Application Funding Levels:

The least amount of grant funds that may be requested by a first-year applicant for Fund 421 funds is \$10,000. There is no limit on the maximum funds that may be requested by a first-year applicant. The minimum limits of this provision will not apply to one-time grant requests.

Period of Eligibility:

All applicants for Fund 421 funds will generally be subject to the following Decreasing Funding Ratio and Maximum Years of Funding policy.

FUND 421 DECREASING FUND RATIO					
	Year 1	Year 2	Year 3	Year 4	Year 5
Eligible for:	100% of the program costs	80% of the program costs based on the Year 1 request	60% of the program costs based on the Year 1 request	40% of the program costs based on the Year 1 request	20% of the program costs based on the Year 1 request

Exceptions:

The Regional Law Enforcement Training Program will be exempt from this Decreasing Funding Ratio and Maximum Years of Funding Policy. The Regional Law Enforcement Training Program will be funded each year at a level deemed appropriate by the PRPC Board of Directors.

First-time, Continuation, and One-time Requests:

The CJAC makes no guarantee that every Fund 421 program will be funded for the entire duration of its period of eligibility. However, subject to the performance and compliance record of the grantee during its previous year of funding, the CJAC will generally give preference to continuation grantees to ensure that funding is available in subsequent years throughout the period of eligibility. Therefore, grant applications under the Fund 421 program will be submitted as follows:

All 421 Programs (Including Juvenile-Only and Other Criminal Justice Project Proposals):

- First Application: Include budget, for Years 1 in accordance with the Decreasing Funding Ratio.
- Second Application: Include budget for Year 2 in accordance with the Decreasing Funding Ratio.
- Third Application: Include budget for Year 3 in accordance with the Decreasing Funding Ratio.
- Fourth Application: Include budget for Year 4 in accordance with the Decreasing Funding Ratio.
- Final Application: Include budget for Year 5 in accordance with the Decreasing Funding Ratio.

Once a grant program has completed its 5-year period of eligibility, it will no longer be eligible for further support. These programs cannot be resubmitted for consideration of another 5 years of funding.

The CJAC will consider one-time applications under the Fund 421 grant program. An example of a one-time grant program might include a proposal to purchase equipment or to support a specific training program. A one-time application involves a one-time grant award and a commitment of grant funds that does not extend beyond the current state fiscal year.

One-time grant request will be considered as follows:

One-Time Equipment-Only Requests: A one-time equipment only proposal will be considered eligible if the following conditions are met:

- a. The purchase of the equipment can be tied to a need identified in the community plan that was developed for the applicant's jurisdiction.
- b. The applicant agrees to provide at least 50% of the funds needed to complete the purchase of the equipment.

Non-Equipment, One-Time Requests: A one-time non-equipment proposal may be considered eligible for 100% funding provided the following conditions exist.

- a. The non-equipment, one-time request can be tied to a need identified in the community plan that was developed for the applicant's jurisdiction.
- b. The non-equipment, one-time request does not overlap or duplicate a pre-existing program.

Other Fund 421 Eligibility Requirements:

Applicants for Fund 421 funds must meet all other eligibility requirements as may be established by the Governor's CJD.

SAFE AND DRUG FREE SCHOOLS AND COMMUNITY ACT FUNDS:

Sub-regional Allocations:

There will be no sub-regional allocations of the Panhandle's annual allocation of Safe and Drug Free Schools and Community Act Funds (SDFSC). The SDFSC funds will be subject to open competition from eligible applicants across the region.

Application Funding Levels:

The least amount of grant funds that may be requested by a first-year applicant for SDFSC funds is \$10,000. There is no limit on the maximum funds that may be requested by a first-year applicant.

Period of Eligibility:

All applicants for SDFSC funds will generally be subject to the following Decreasing Funding Ratio and Maximum Years of Funding policy.

SDFSC DECREASING FUND RATIO					
	Year 1	Year 2	Year 3	Year 4	Year 5
Eligible for:	100% of the program costs	80% of the program costs based on the Year 1 request	60% of the program costs based on the Year 1 request	40% of the program costs based on the Year 1 request	20% of the program costs based on the Year 1 request

Exceptions:

At this time, there are no exceptions to the provisions of this section of the CJAC's operating guidelines.

First-time, Continuation, and One-time Requests:

The CJAC makes no guarantee that every SDFSC fund program will be funded for the entire duration of its period of eligibility. However, subject to the performance and compliance record of the grantee during its previous year of funding, the CJAC will generally give preference to continuation grantees to ensure that funding is available in subsequent years throughout the period of eligibility. Therefore, grant applications under the SDFSC program will be submitted as follows:

- First Application: Include budget, for Years 1 in accordance with the Decreasing Funding Ratio.
- Second Application: Include budget for Year 2 in accordance with the Decreasing Funding Ratio.
- Third Application: Include budget for Year 3 in accordance with the Decreasing Funding Ratio.
- Fourth Application: Include budget for Year 4 in accordance with the Decreasing Funding Ratio.
- Final Application: Include budget for Year 5 in accordance with the Decreasing Funding Ratio.

Once a grant program has completed its 5-year period of eligibility, it will no longer be eligible for further support. These programs cannot be resubmitted for consideration of another 5 years of funding.

The CJAC will consider one-time applications under the SDFSC fund grant program. An example of a one-time grant program might include a proposal to purchase equipment or to support a specific training program. A one-time application involves a one-time grant award and a commitment of grant funds that does not extend beyond the current state fiscal year.

One-time grant request will be considered as follows:

One-Time Equipment-Only Requests: A one-time equipment only proposal will be considered eligible if the following conditions are met:

- a. The purchase of the equipment can be tied to a need identified in the community plan that was developed for the applicant's jurisdiction.
- b. The applicant agrees to provide at least 50% of the funds needed to complete the purchase of the equipment.

Non-Equipment, One-Time Requests: A one-time non-equipment proposal may be considered eligible for 100% funding provided the following conditions exist.

- a. The non-equipment, one-time request can be tied to a need identified in the community plan that was developed for the applicant's jurisdiction.
- b. The non-equipment, one-time request does not overlap or duplicate a pre-existing program.

Other SDFSC Fund Eligibility Requirements:

Applicants for SDFSC funds must meet all other eligibility requirements as may be established by the Governor's CJD.

JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT FUND (JJDP):

Sub-regional Allocations:

There will be no sub-regional allocations of the Panhandle's annual allocation of JJDP funds. The JJDP funds will be subject to open competition from eligible applicants across the region.

Application Funding Levels:

The least amount of grant funds that may be requested by a first-year applicant for JJDP funds is \$10,000. There is no limit on the maximum funds that may be requested by a first-year applicant.

Period of Eligibility:

All applicants for JJDP funds will generally be subject to the following Decreasing Funding Ratio and Maximum Years of Funding policy.

	JJDP DECREASING FUND RATIO				
	Year 1	Year 2	Year 3	Year 4	Year 5
Eligible for:	100% of the program costs	80% of the program costs based on the Year 1 request	60% of the program costs based on the Year 1 request	40% of the program costs based on the Year 1 request	20% of the program costs based on the Year 1 request

Exceptions:

The Regional Purchase of Juvenile Services Program will be exempt from this Decreasing Funding Ratio and Maximum Years of Funding Policy.

First-time, Continuation, and One-time Requests:

The CJAC makes no guarantee that every JJDP fund program will be funded for entire duration of its period of eligibility. However, subject to the performance and compliance record of the grantee during its previous year of funding, the CJAC will generally give preference to continuation grantees to ensure that funding is available in subsequent years throughout the period of eligibility. Therefore, grant applications under the JJDP program will be submitted as follows:

- First Application: Include budget, for Years 1 in accordance with the Decreasing Funding Ratio.
- Second Application: Include budgets for Year 2 in accordance with the Decreasing Funding Ratio.
- Third Application: Include budgets for Year 3 in accordance with the Decreasing Funding Ratio.
- Fourth Application: Include budgets for Year 4 in accordance with the Decreasing Funding Ratio.
- Final Application: Include budgets for Year 5 in accordance with the Decreasing Funding Ratio.

Once a grant program has completed its 5-year period of eligibility, it will no longer be eligible for further support. These programs cannot be resubmitted for consideration of another 5 years of funding.

The CJAC will consider one-time applications under the JJDP fund grant program. An example of a one-time grant program might include a proposal to purchase equipment or to support a specific training program.

A one-time application involves a one-time grant award and a commitment of grant funds that does not extend beyond the current state fiscal year.

One-time grant request will be considered as follows:

One-Time Equipment-Only Requests: A one-time equipment only proposal will be considered eligible if the following conditions are met:

- a. The purchase of the equipment can be tied to a need identified in the community plan that was developed for the applicant's jurisdiction.
- b. The applicant agrees to provide at least 50% of the funds needed to complete the purchase of the equipment.

Non-Equipment, One-Time Requests: A one-time non-equipment proposal may be considered eligible for 100% funding provided the following conditions exist.

- a. The non-equipment, one-time request can be tied to a need identified in the community plan that was developed for the applicant's jurisdiction.
- b. The non-equipment, one-time request does not overlap or duplicate a pre-existing program.

Other JJDP Fund Eligibility Requirements:

Applicants for JJDP funds must meet all other eligibility requirements as may be established by the Governor's CJD.

JUSTICE ASSISTANCE GRANT FUNDS:

Sub-regional Allocations:

There will be no sub-regional allocations of the Panhandle's annual allocation of Justice Assistance Grant (JAG) funds. The JAG funds will be subject to open competition from eligible applicants across the region.

Application Funding Levels:

The least amount of grant funds that may be requested by a first-year applicant for JAG funds is \$10,000. There is no limit on the maximum funds that may be requested by a first-year applicant.

Period of Eligibility:

All applicants for JAG funds will generally be subject to the following Decreasing Funding Ratio and Maximum Years of Funding policy.

SDFSC DECREASING FUND RATIO					
	Year 1	Year 2	Year 3	Year 4	Year 5
Eligible for:	100% of the program costs	80% of the program costs based on the Year 1 request	60% of the program costs based on the Year 1 request	40% of the program costs based on the Year 1 request	20% of the program costs based on the Year 1 request

Exceptions:

At this time, there are no exceptions to the provisions of this section of the CJAC's operating guidelines.

First-time, Continuation, and One-time Requests:

The CJAC makes no guarantee that every JAG fund program will be funded for the entire duration of its period of eligibility. However, subject to the performance and compliance record of the grantee during its previous year of funding, the CJAC will generally give preference to continuation grantees to ensure that funding is available in subsequent years throughout the period of eligibility. Therefore, grant applications under the JAG program will be submitted as follows:

- First Application: Include budget, for Years 1 in accordance with the Decreasing Funding Ratio.
- Second Application: Include budget for Year 2 in accordance with the Decreasing Funding Ratio.
- Third Application: Include budget for Year 3 in accordance with the Decreasing Funding Ratio.
- Fourth Application: Include budget for Year 4 in accordance with the Decreasing Funding Ratio.
- Final Application: Include budget for Year 5 in accordance with the Decreasing Funding Ratio.

Once a grant program has completed its 5-year period of eligibility, it will no longer be eligible for further support. These programs cannot be resubmitted for consideration of another 5 years of funding.

The CJAC will consider one-time applications under the JAG fund grant program. An example of a one-time grant program might include a proposal to purchase equipment or to support a specific training program. A one-time application involves a one-time grant award and a commitment of grant funds that does not extend beyond the current state fiscal year.

One-time grant request will be considered as follows:

One-Time Equipment-Only Requests: A one-time equipment only proposal will be considered eligible if the following conditions are met:

- c. The purchase of the equipment can be tied to a need identified in the community plan that was developed for the applicant's jurisdiction.
- d. The applicant agrees to provide at least 50% of the funds needed to complete the purchase of the equipment.

Non-Equipment, One-Time Requests: A one-time non-equipment proposal may be considered eligible for 100% funding provided the following conditions exist.

- c. The non-equipment, one-time request can be tied to a need identified in the community plan that was developed for the applicant's jurisdiction.
- d. The non-equipment, one-time request does not overlap or duplicate a pre-existing program.

Other JAG Fund Eligibility Requirements:

Applicants for JAG funds must meet all other eligibility requirements as may be established by the Governor's CJD.

VICTIMS OF CRIME ACT FUNDS (VOCA):

CJD now provides the Panhandle region with an unspecified, annual allotment of VOCA funds. In recent years however, the region's apportionment has decreased significantly. The CJAC's primary responsibility regarding the funding of the Panhandle's VOCA applications lies in establishing the order of priority in which they should be funded by CJD. Then depending upon the final availability of funds at the statewide level, CJD will fund the Panhandle VOCA projects in accordance with the priority listing established by the CJAC.

Sub-regional Allocations:

There will be no sub-regional allocations of the Panhandle's annual allocation of the Victims of Crimes Act (VOCA) Funds. The VOCA funds will be subject to open competition from eligible applicants across the region.

Application Funding Levels:

The CJD will annually establish the minimum and maximum levels of funding for the VAWA program. For FY11, the CJAC has set the minimum funding request at \$10,000. The maximum amount of funding per application that can be requested is set at \$45,000.

Each applicant will be allowed to submit up to 2 applications per funding cycle. Applications cannot be combined into one comprehensive grant. The applicant must incorporate a tiered approach where applicants would prioritize their own applications into Tier 1 or Tier 2. All agencies would have one application ranked in Tier 1. Agencies that submit a second application would then have the second application ranked in Tier 2. This ensures that all applicants get a first shot at funding before any agency has two applications funded.

Period of Eligibility:

The Panhandle VOCA applicants will be subject to the funding levels and Maximum Years of Funding policy established by the CJD.

Matching Fund Requirements:

The Panhandle region VOCA applicants will be subject to the matching fund requirements established by the CJD. For FY11, it's anticipated that CJD will require that all VOCA applicants provide at least 20% of the resources needed to support their program during any given grant program year. CJD allows these matching resources to be provided in the form of eligible in-kind services or cash. CJD will determine the eligibility of the in-kind service(s).

Other VOCA Fund Eligibility Requirements:

Applicants for VOCA funds must meet all other eligibility requirements as may be established by the Governor's CJD.

VIOLENCE AGAINST WOMEN ACT FUND (VAWA):

CJD now provides the Panhandle region with an unspecified, annual allotment of VAWA funds. The CJAC's primary responsibility regarding the funding of the Panhandle's VAWA applications lies in establishing the order of priority in which they should be funded by CJD. Then depending upon the final availability of funds at the statewide level, CJD will fund the Panhandle VAWA projects in accordance with the priority listing established by the CJAC.

Sub-regional Allocations:

There will be no sub-regional allocation of VAWA funds in the Panhandle. CJD will make the final determination of which Panhandle VAWA applications will be funded based upon the availability of funds at the statewide level and upon the prioritization listing established by the CJAC.

Application Funding Levels:

The CJD will annually establish the minimum and maximum levels of funding for the VAWA program. For FY11, the CJAC has set the minimum funding request at \$10,000. The maximum amount of funding per application that can be requested is set at \$45,000.

Each applicant will be allowed to submit up to 2 applications per funding cycle. Applications cannot be combined into one comprehensive grant. The applicant must incorporate a tiered approach where applicants would prioritize their own applications into Tier 1 or Tier 2. All agencies would have one application ranked in Tier 1. Agencies that submit a second application would then have the second application ranked in Tier 2. This ensures that all applicants get a first shot at funding before any agency has two applications funded.

Period of Eligibility:

The Panhandle VAWA applicants will be subject to the funding levels and Maximum Years of Funding policy established by the CJD.

Matching Fund Requirements:

The Panhandle VAWA applicants will be subject to the matching fund requirements established by the CJD. For FY11, it's anticipated that CJD will require that VAWA applicants provide at least 35% of the resources needed to support their program during any given grant program year.

CJD allows these matching resources to be provided in the form of eligible in-kind services or cash. CJD will determine the eligibility of the in-kind service(s).

Other VAWA Fund Eligibility Requirements:

Applicants for VAWA funds must meet all other eligibility requirements as may be established by the Governor's CJD.

The CJAC's Prioritization of CJD Applications:

Prioritization Meeting Dates:

The CJAC will meet to review the current grant year program applications in accordance with the grant program year schedule developed by the PRPC's Regional Criminal Justice Program Coordinator at the start of the program year.

The CJAC Chairman will determine whether or not the CJAC has to physically convene in order to carry out the prioritization process(es). In certain instances there may only be one application filed under a particular grant program during a given grant program year. In those instances, where there are no competing applications, the CJAC Chairman may elect to have the CJAC review the single application via mail.

Individuals Authorized to Prioritize the Region's CJD Applications:

Only PRPC Board-appointed members may participate in the prioritization of the region's CJD grant applications.

Standardized Review of the CJD Applications:

The CJAC will develop a set of review criteria and standardized review instrument that will be used to evaluate and prioritize the various CJD grant applications originating from the Panhandle region. The CJAC will review these criteria and the review instrument each year at the start of the CJD grant program year to ensure their appropriateness and continued relevancy for the coming year.

The PRPC Regional Criminal Justice Program Coordinator will be responsible for ensuring that all eligible applicants are made aware of the review criteria that will be used by the CJAC to prioritize the CJD grant applications during any given grant program year. The scoring criteria is as follows:

1. Is the problem(s) addressed in the application clearly defined and supported by locally relevant statistical information? (10 points)
2. Does the problem(s) appear to be significant enough to warrant the grant request? (10 points)
3. How does the project fit into the applicant's local Community Plan? (10 points)
4. How will the proposed project interact with the community and other agencies to effectively impact the stated problem(s) in the Community Plan? (10 points)
5. Does the application clearly describe the activities that will be undertaken to address the problem(s)? (10 points)
6. Does it appear that the proposed activities will effectively impact the stated problem(s)? (10 points)
7. Are the applicant's project goals realistic and can they be achieved within the grant period? (10 points)
8. Does the applicant have adequate and measurable means for evaluating the progress being made to achieve the project's goals? (10 points)
9. Are the budget items in the application adequately justified? (10 points)
10. Do the goals of the project justify the project costs? (10 points)

Conflict of Interest Policy:

As mandated by CJD, CJAC members must abstain from voting or commenting on any application during the prioritization process if the member or an individual related to the member within the third degree of consanguinity or within the second degree of affinity:

- Is employed by the applicant agency and works for the unit or division that would administer the grant, if awarded;
- Serves on any board that oversees the unit or division that would administer the grant, if awarded;
- Owns or controls any interest in a business entity or other non-governmental organization that benefits, directly or indirectly, from activities with the applicant;
- Receives any funds from the applicant as a result of the grant; or
- Uses or receives a substantial amount of tangible goods, services, or funds from the applicant.

CJAC members will not be prohibited from voting or commenting upon projects that are being carried out to serve the entire region.

Applicant Attendance at the Prioritization Meetings:

Applicants are strongly encouraged to attend the meetings during which their application will be prioritized by the CJAC. During those meetings, applicants will be given the chance to orally present their project applications to the CJAC. This is an important opportunity for the applicants to clarify to the CJAC the express intent and nature of their project application(s). Applicants who are unable to personally represent their applications during the meeting(s) are by virtue of their absence, placing their applications at a competitive disadvantage. The CJAC will still prioritize a project even though the applicant's representative did not personally attend the CJAC meeting to orally present the application. However, the only information that the CJAC will have to go off in prioritizing the absentee applicant's project application will be that which is presented in the written application. The absentee applicant will not be allowed to come back at some later point in time to provide supplemental project information that could have otherwise been presented orally during the CJAC meeting.

Applicant Presentations:

CJD grant applicants will generally be given five minutes to orally present their project proposal to the CJAC. The CJAC will then be allowed as much time as needed thereafter to question the applicant about the particulars of their project application.

Prior to each CJAC prioritization meeting, the PRPC's Regional Criminal Justice Program Coordinator will, by random selection, choose the order in which the applicant presentations will be made. However, where the CJAC will be prioritizing applications under a variety of different grant programs during the same meeting, the applicant presentations will be grouped by grant program, in a randomly selected order. The order in which the grant program groupings will be presented will also be selected by random drawing.

The Project Prioritization Process:

Each CJD application will be evaluated and scored in accordance with review criteria established by the CJAC. The applications will be ranked according to their numeric scores. The maximum number of points that any project can receive is 100.

The CJAC will use an averaged rank-based prioritization system for determining the rank ordering of the FY11 CJD projects. In past competitions, the applications have been ranked based upon their averaged numeric score. However, averaging numeric scores allows the potential for what could be considered, unfair volatility. For instance, one member could potentially affect the outcome of the selection process by scoring certain projects extremely low while scoring favorite projects unusually high.

To avoid this potential situation, the CJAC will prioritize the FY11 CJD applications in accordance with their averaged rankings. The numeric point values shown for each criterion being used by the CJAC will still be used to score the applications. Each member's point scores for the applications will then be converted to an individualized ranking of how each member scored the applications before the group averaging takes place.

The example shown below will help to illustrate this concept. Member A reviews 9 projects in accordance with the CJAC prioritization criteria and then assigns a total point score for each project. Member A's point scores are then converted to rankings as shown in the row beneath the "Total Point Scores Given".

MEMBER A's SCORES:

	Project 1	Project 2	Project 3	Project 4	Project 5	Project 6	Project 7	Project 8	Project 9
Total Point Score Given:	40 pts	50 pts.	75 pts.	100 pts	90 pts	85 pts	55 pts	92 pts	98 pts
Corresponding Ranking	9 th	8 th	6 th	1 st	4 th	5 th	7 th	3 rd	2 nd

The individualized rankings of all the reviewing CJAC members will then be totaled and averaged based on the number of members evaluating each application, to create the prioritized listing of all the applications.

The CJAC members will be encouraged to create a point differential between those projects they deem to be of higher priority than others. However, there may be instances when a member(s) assigns the same point score to two or more projects to create a tie(s). In those cases, the corresponding rankings of the tied projects will be averaged as part of the overall ranking process. This step is illustrated below using the *Member A* example from above. However, in this scenario, Member A has given the same score to three different applications.

MEMBER A's SCORES:

	Project 1	Project 2	Project 3	Project 4	Project 5	Project 6	Project 7	Project 8	Project 9
Total Point Score Given:	40 pts	50 pts.	75 pts.	100 pts	90 pts	90 pts	55 pts	90 pts	98 pts

Member A's corresponding rankings would then be as follows:

	Total Point Score Given	Corresponding Ranking
Project 4	At 100 points; highest point score given	1 st
Project 9	At 98 points; second highest point score given	2 nd
Project 5	At 90 points, Projects 5, 6, and 8 received the exact same point score. Therefore ranking positions 3, 4 and 5 would be added and divided by 3 ($\{3+4+5\}/3 = 4$) to create an averaged corresponding ranking for the three tied projects.	4 th
Project 6		4 th
Project 8		4 th
Project 3	At 75 points; sixth highest point score given	6 th
Project 7	At 55 points; seventh highest point score given	7 th
Project 2	At 50 points; eighth highest point score given	8 th
Project 1	At 40 points; lowest point score of nine projects	9 th

By using the averaged ranking approach versus the averaged point score approach, the CJAC can ensure a higher degree of fairness in the selection process. If a tie still persists the tied projects averaged numeric scores will be used to break the tie.

Notice to Applicants Regarding the Outcome of the Prioritization Process(es):

The PRPC Regional Criminal Justice Program Coordinator will be responsible for notifying the FY11 CJD grant applicants in writing of the outcome of the application prioritization process(es). This notification will be developed and transmitted after the PRPC Regional Criminal Justice Program Coordinator has confirmed the CJAC's prioritization results. This notice will be faxed, mailed or emailed to the FY11 CJD grant applicants within 24 hours after the results have been confirmed.

That notice will include the following:

1. The final priority rankings as developed by the CJAC, by grant program.
2. The amount of funds each applicant will receive per the recommendations of the CJAC.
3. The date on which the CJAC's FY11 CJD grant recommendations will be considered by the PRPC Board of Directors.
4. A description of the appeals process that must be followed in the event an applicant wants to protest a decision made by the CJAC.
5. A statement that the PRPC Board meetings are open to the public.
6. A statement as required by CJD that all final funding decisions are made by CJD.

Appeals Process:

This appeals process only relates to those grant programs involving regional allocations made to the Panhandle region by the Governor's CJD or those programs that require the CJAC to order by priority, projects competing for funding at the statewide level.

A Panhandle applicant for CJD funding may appeal the disposition of its application **only** if one or more of the following occurs during the review of the application by the CJAC.

1. **Misplacement of an application.** If all or part of an application is lost, misfiled, etc., by PRPC staff, resulting in the unequal consideration of the applicant's proposal.
2. **Mathematical error.** If, in scoring the application, the score on any selection criteria is arrived at incorrectly or if the total score of the application is arrived at incorrectly as a result of human or computer error.
3. **Other procedural error.** If the applicant's application is not processed and treated in accordance with the procedures set forth in this document.

All appeals, including the specific alleged procedural violation(s), must be submitted to the PRPC Executive Director in writing. The Executive Director may then take one of the following actions:

1. Investigate the allegation and determine that the appeal is not valid. In such case, the applicant will receive in writing the basis for the decision to reject the applicant's appeal. In such case, the decision of the Executive Director is final.
2. If there is some validity to the appeal, the Executive Director will place the appeal on the agenda of the PRPC Board of Directors. The protesting applicant will be notified of the time and date of the meeting during which the Board of Directors will consider the appeal. The applicant will be given the opportunity to present his/her case directly to the PRPC Board of Directors. The Board of Directors will then render a decision on the appeal of the protesting applicant. All decisions made by the PRPC Board of Directors will be final.

An appeal can be filed at any time during the prioritization process but must be submitted within seven (7) working days from the date on which the Notice to Applicants Regarding the Outcome of the Prioritization Process(es) is **transmitted**.

In any event, the appeal must be received by the PRPC prior to the date on which the CJAC's FY11 CJD grant recommendations will be considered by the PRPC Board of Directors. Any appeals received after that date will not be considered by the PRPC Board.

Any appeals made after the date on which the CJAC's FY11 CJD grant recommendations are acted on by the PRPC Board of Directors must be filed directly with the CJD in accordance with the agency's appeal procedures.

Post-Award Grant Workshop:

After the priority lists have been submitted to CJD for review, they will notify the applicant on whether their grant was funded or not. Those entities that were awarded a grant will be **required** to attend a post-award grant workshop to be held by the Criminal Justice Program Coordinator. The workshop will go over the steps that must be undertaken throughout the life of the grant (i.e. progress reporting, financial status reports, etc.)

Open Meetings Requirements:

The PRPC Regional Criminal Justice Program Coordinator will be responsible for ensuring that all CJAC prioritization meetings are properly posted in accordance with Chapter 551 of the Local Government Code.

Relationship to the Texas Administrative Code (TAC):

The CJD grants program is governed by the Texas Administrative Code (TAC). Should any provisions of these bylaws be in conflict the current TAC, the provisions of the TAC will prevail. The relevant sections of the TAC, those applicable to the Criminal Justice Divisions Grant Program, are attached to and made part of these bylaws.

ATTACHMENT 1.

PRPC Administrative Regulation #34

PANHANDLE REGIONAL PLANNING COMMISSION

Administrative Regulation
Number 34

Adopted: October 28, 1999

PANHANDLE REGIONAL CRIMINAL JUSTICE ADVISORY COMMITTEE
PROCEDURES AND POLICIES

I. PURPOSE

The purpose of this administrative regulation is to officially establish the role of the Criminal Justice Advisory Committee and to formally sanction the procedures necessary for the Committee's on-going operation.

II. CRIMINAL JUSTICE ADVISORY COMMITTEE

A. Establishment and Scope of Authority

1. The Board of Directors of the Panhandle Regional Planning Commission hereby formally grants the Criminal Justice Advisory Committee official status as a standing committee of the Planning Commission in order that the Advisory Committee may continue providing guidance and direction over the region's Criminal Justice Grants program. The Criminal Justice Advisory Committee's specific responsibilities shall include but not be limited to the following:
 - a. The establishment of working rules and procedures to govern the operations of the Advisory Committee.
 - b. The development of policies, procedures and prioritization criteria to govern the operation of the region's Criminal Justice Grants Program(s).
 - c. The review and development of recommendations concerning the prioritization of applications submitted for consideration under the region's Criminal Justice Grants Program(s).
 - d. The provision of general direction to the Panhandle Regional Planning Commission staff regarding the region's criminal justice grants program.
2. The responsibilities of the Panhandle Regional Planning Commission Board of Directors and the Planning Commission's Executive Director shall include but not be limited to the following:
 - a. Contracting matters
 - b. Budgeting
 - c. Financial Reporting
 - d. Personnel matters
 - e. Committee appointments

B. Membership

1. The Panhandle Regional Criminal Justice Advisory Committee shall be comprised of fifteen (15) members and composed as follows:
 - a. No more than four (4) individuals representing the region's law enforcement community.
 - b. At least one (1) individual representing the region's juvenile justice system.
 - c. At least one (1) individual representing the region's drug abuse prevention services/programs.
 - d. At least one (1) representative of a non-profit organization concerned with criminal justice/law enforcement matters.
 - e. At least one (1) representative of an organization involved with the provision of victims services or advocating the rights of victims.
 - f. At least one (1) individual who represents the region's mental health service providers.
 - g. No more than four (4) individuals who represent prosecution or the region's courts system.
 - h. At least one (1) individual who represents the region's education system.
 - i. At least one (1) individual who will serve as a concerned citizen or member of a parent organization.
2. Members of the Panhandle Regional Criminal Justice Advisory Committee shall be appointed by the Panhandle Regional Planning Commission's Board of Directors for staggered three-year terms beginning each October. One-third of the Advisory Committee members shall be re-appointed or replaced each year. Members may not serve more than two consecutive three-year terms.
3. A Chairperson and Vice Chairperson of the Panhandle Regional Criminal Justice Advisory Committee shall be elected by vote of the Advisory Committee. The Chairperson and Vice Chairperson shall serve one-year terms beginning each October.

C. Meetings

1. The Advisory Committee will meet each year following the receipt of the region's Reasonable Budget Estimate ("RBE") from the Governor's Criminal Justice Division to determine the policies, procedures, and prioritization criteria that will be used to govern the upcoming Regional Criminal Justice Grants Program(s).
2. The Advisory Committee will on a timely basis, meet as needed to review and prioritize the applications being considered under the Regional Criminal Justice Grants Program(s).
3. All Advisory Committee meetings shall be open to the public. Meetings shall be recorded on audio tape and minutes prepared.
4. A quorum for the conduct of committee business will require that a majority of the members be present at any meeting. A simple majority of those Advisory Committee members present and voting at any meeting is sufficient to approve any motion.

ATTACHMENT 2.

Texas Administrative Code (T.A.C.)

Texas Administrative Code

Title 1 ADMINISTRATION

Part 1: OFFICE OF THE GOVERNOR

Chapter 3: CRIMINAL JUSTICE DIVISION

(Subchapters A – G)

Current: As of October 15, 2008

