



## FY 2013 Governor's Office, CJD Grant Application Process Roles and Responsibilities

| Governor's Office,<br>Criminal Justice Division (CJD)   | Capital Area Council of Governments<br>(CAPCOG)   | Grant Applicant   |
|---|---|---|
| Apply for federal funding on behalf of the State of Texas   | Notify current and potential applicants of available funding through the Governor's Office, CJD.  | Register for Data Universal Numbering System (DUNS), Central Contractor Registry (CCR), Charter number, and State Federal ID.   |
| Formulate state strategies and implement funding priorities and goals.  | Schedule and conduct grant application workshops for CJD funding opportunities.   | Create, modify and submit grant application.  |
| Verify the eligibility, reasonableness, and cost-effectiveness of proposed projects.  | <u>Technical Assistance</u> : Provide training and technical assistance to agencies applying for CJD funding prior to grant submission to the Governor's Office, CJD.   | Submit all required financial and programmatic reports regarding grant information, performance, and progress towards goals and objectives.   |
| Conduct Preliminary Review Reports (PRR), and provide appropriate technical assistance to applicants to ensure the eligibility and reasonableness of proposed applications. | Coordinate the CJAC grant application review and prioritization process, including scheduling and facilitating the CJAC application review and prioritization meetings.   | Maintain internal processes for grant implementation.   |
| Develop guidelines and rules, monitor grant program operations and fiscal compliance, and administer the grants awarded by the Governor.                                    | Review grantee activities and offer technical assistance by monitoring grant programs and projects.   | Notify CJD of any changes in grant officials, contact information.  |
| Render final funding decisions.   | Maintain written policies regarding: Notification of potential applicants regarding grant application submission deadlines, Attendance requirements for workshops and meetings, Community planning, Funding decisions, Prioritization of grant applications, etc. | Regularly evaluate the effectiveness of the grant-funded project. This includes a reassessment of project activities and services to determine whether they continue to be effective. Show that the activities and services effectively address and achieve the project's stated purpose. |
| Measure program performance and collect data reported by grantees.  | Contact grantees placed on Vendor Hold and provide appropriate technical assistance.  | Submit Financial Status Reports (FSRs) on at least a quarterly basis and be in compliance with grant programmatic reporting requirements.   |
| Monitor and evaluate programs and projects.   |   | Maintain all grant-related documents and records per grant contract requirements  |