



**COMMON WORKSHOP TRAINING SLIDE DECK FOR
FY 2013 Office of the Governor, Criminal Justice Funding Solicitations:**

- **General Victim Assistance – Direct Service**
- **Violent Crimes Against Women, Criminal Justice & Training Programs**
- **LOCAL – General Juvenile Justice Delinquency Prevention (GJJDP)**
- **Criminal Justice Programs**

**Conducted by
Michelle Casanova, Community Services Program Manager**

CAPCOG/CJD Overview

All material covered today will be posted on CAPCOG's website at: www.capcog.org under the Regional Services Division, Criminal Justice

CAPCOG/CJD Overview

CAPCOG CONTACT

**Please include Grant Number
and Project Name
in all Correspondence*

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CAPCOG Website:
www.capcog.org

CAPCOG/CJD Overview

CJD CONTACTS

CJD Main Number:
(512) 463-1919

CJD Fax Number:
(512) 475-2440

**Please include Grant Number
and Project Name in all
Correspondence**

eGrants Home Page:
**[https://cjdonline.governor.state.
tx.us](https://cjdonline.governor.state.tx.us)**

**Email Address for eGrants Help
Desk:**
egrants@governor.state.tx.us

Criminal Justice Advisory Committee (CJAC)

Application Review and Prioritization

- **The CJAC is a volunteer committee comprised of a multi-disciplinary representation of members from the CAPCOG ten county region per the requirements of the Governor's Office, CJD.**
- **These discipline areas include citizens or parents, substance abuse prevention, education, juvenile justice, law enforcement, mental health, nonprofit organizations, prosecution/courts, and victim services.**

Criminal Justice Advisory Committee (CJAC)

Application Review and Prioritization

The CJAC will consider the following factors when scoring and prioritizing applications:

- Any state strategies identified by CJD;
- Priorities identified within the region by the COG resulting from the strategic and community planning process;
- Participation in a local community planning process or a priority as identified in the current community plan;
- Eligibility, reasonableness, and cost-effectiveness of the proposed project;
- Current COG policies and procedures, and
- The availability of funding.

*Criminal Justice Advisory Committee (CJAC)
Application Review and Prioritization*

- **The CJAC Policy Statement outlines the application review process.**

BREAK
10 MINUTES

eGrants Application and Submission Process

Have the Following Items Available Before Beginning Your Application:

- Federal ID Number, DUNS Number, CCR Number, and Charter Number
- Completed Budget in Spreadsheet Format
- The Names and Email Addresses for the Authorized Official, the Financial Officer, the Project Director, and the Grant Writer

eGrants Application and Submission Process

Authorized Official (AO)

- Appointed/authorized by the governing body of the organization.
- Authorized to apply for, accept, reject, alter, or terminate the grant.
- Generally the county judge, mayor, city manager, chair of non-profit, etc.
- Has ability to complete and submit Financial Status Reports (FSR).

eGrants Application and Submission Process

Financial Officer (FO)

- Required to be the chief financial officer for the grantee agency.
- Responsible for maintaining financial records to account for all grant funds.
- Responsible for requesting funds and the completion of required financial reporting at least quarterly in eGrants.

eGrants Application and Submission Process

Project Director (PD)

- Responsible for day-to-day operations of project.
- May have a different Project Director per agency grant.
- Must be an employee of the grantee agency.
- Responsible for required programmatic reporting.

eGrants Application and Submission Process

Grant Writer

- Responsible for entering information into the eGrants application.
- Will submit the application which releases it to the Authorized Official.
- Will no longer have access to the application once they have submitted it.
- Will not receive email notifications about the status of the application.

eGrants Application and Submission Process

Defining the Problem Statement

A problem statement is a **clear and concise** statement that describes the symptoms of the problem to be addressed

1. Define the problem: In the problem statement, identify the need and define the problem in specific terms.
2. Identify where the problem is appearing.
3. Describe the size of the problem: The size of the problem must be described in measurable terms.
4. Describe the impact the problem is having on the organization: The description of the problem's impact on the organization should be as specific as possible.

eGrants Application and Submission Process

Avoid the following common errors:

- The problem statement should not address more than one problem.
- The problem statement should not assign a cause.
- The problem statement should not assign blame.
- The problem statement should not offer a solution.

eGrants Application and Submission Process

Supporting Documentation

- Provide current, locally relevant, grant-specific statistical evidence with sources.
- Must be tied to a local problem/need
- Data must be applicable to the project and the project area.

eGrants Application and Submission Process

Community Plan

- Identify what needs/priorities in the Community Plan will be addressed with this project.

NOTE: Information regarding the Community Planning Process may be found the CAPCOG website:

<http://www.capcog.org/divisions/regional-services/planning-criminal-justice/>

eGrants Application and Submission Process

Cooperative Working Agreements (CWA)

- Does not involve an exchange of funds.
- Must be obtained when a grantee intends to carry out a grant project through collaborating or participating with one or more outside organizations.
- Must obtain authorized approval signatures on the CWA from each participating organization.
- Does not need to be uploaded into eGrants. Applicants must only maintain copy in their records.

eGrants Application and Submission Process

Target Population

- Who will be served?
- Who will benefit from the activities of this project?
- Be as specific as possible
- Information provided must support the details provided in the ‘Narrative’ section of the application.

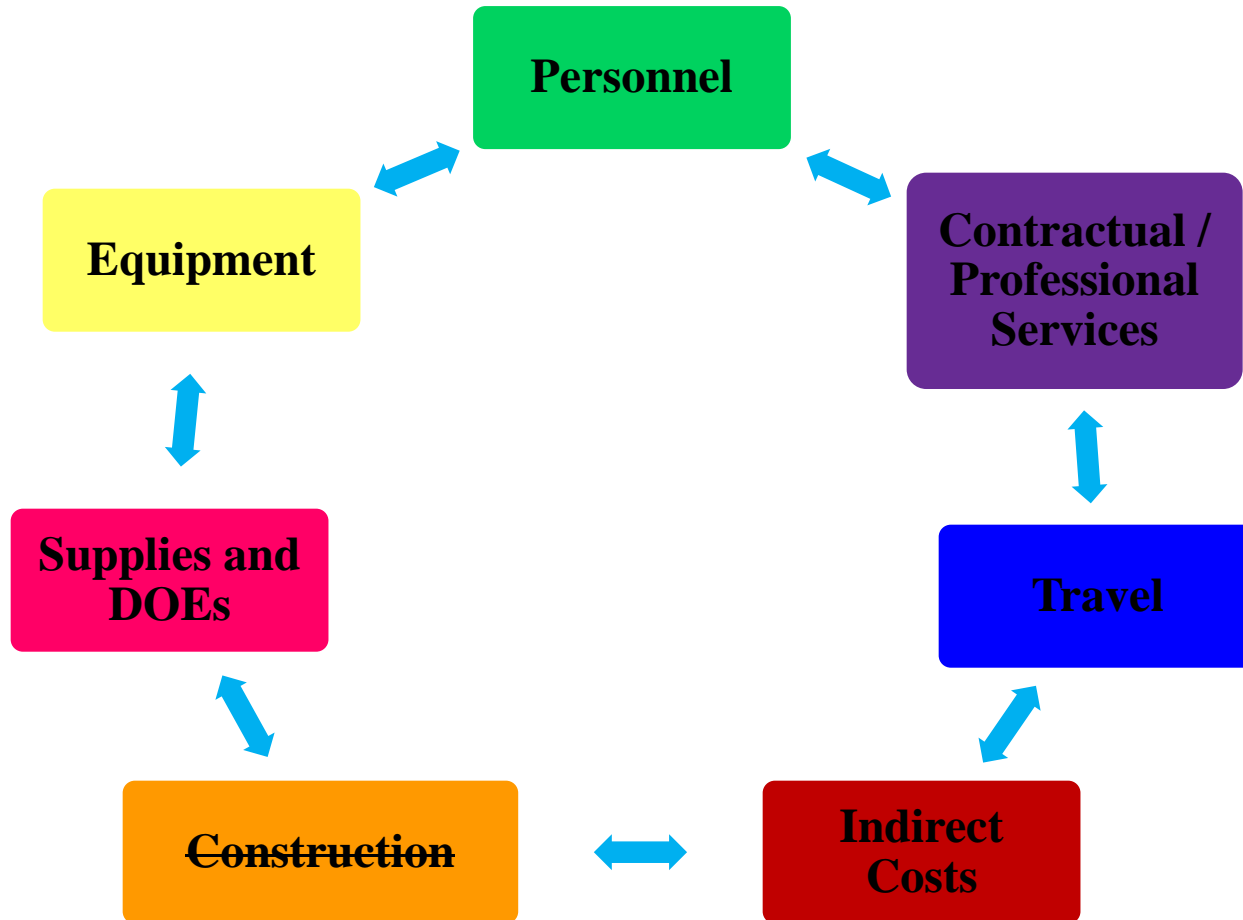
eGrants Application and Submission Process

Measures

- Section collects data to track the performance of the proposed project toward its stated objectives.
- Outcome Measures demonstrate the *impact* of a project in a targeted area, reflecting the extent to which the goals and objectives of the project have been achieved.
- Both Outcome and Output Measures should have realistic and reasonable target levels and be relevant to the project.
- Measures are general for the solicitation and may change once the fund source is assigned.
- Do not create a Custom Performance Measure. Utilize the CJD-Defined Measure Information only.

eGrants Application and Submission Process

CJD Approved Budget Categories



eGrants Application and Submission Process

Personnel

- Time/Activity Reports
- Personnel line items should indicate if they include fringe
- Should be tied to a person, not a cost pool
- Case Numbers for Grant-Funded Law Enforcement and Prosecution Personnel
- Timesheet Signed by Employee and Supervisor
- Salaries Consistent with Local Policy
- Overtime

eGrants Application and Submission Process

Contractual and Professional

- Contracts in Writing
- Consistent with Texas Contract Law
- Contract Monitoring Documentation
- Compliance with Agency Procurement Guidelines
- Invoices for Contract Deliverables
- Each contract should be listed on a separate line. If the contract includes several services or equipment, this should be explained in the line item.
- CJD-Prescribed Procurement Questionnaire

eGrants Application and Submission Process

Travel

- Employee Travel and Training Only
- Comply with Agency Travel Policies or State Travel Policies
- Maintain Travel Log and Travel Receipts
- Pre-Approval of Out-of-State Travel

NOTE: Expenses for Outside Trainers go under the Contractual Budget Category as part of overall contracted services.

eGrants Application and Submission Process

Equipment

- All purchases **MUST** be pre-approved by CJD
- Must maintain Inventory
- Equipment under \$1,000 should be placed in Supplies, unless the applicant agency depreciates the item, in which case it will be shown in Equipment. This must be stated in the line item.
- Procurement Questionnaire for purchases in excess of \$100,000
- Must have invoices to support purchases
- Must be used for the purpose for which it is purchased
- All changes to Equipment Line Items (including the number of items) **MUST** be approved by CJD

eGrants Application and Submission Process

Construction

This budget category is currently unavailable for CJD funded projects.

eGrants Application and Submission Process

Supplies and Direct Operating Expenses

- Related to the daily operation of the CJD grant
- All costs **MUST** be Pro-Rated per a Cost Allocation Plan
- Rent or Lease **MUST** include cost/sq. ft. and the number of square feet
- Documentation (ex. receipts, invoices) **MUST** be maintained
- Includes small equipment with a useful life of less than one year and a purchase price of \$999 or less per unit

eGrants Application and Submission Process

Indirect Costs

- Grant funds may not be used to support this cost.

eGrants Application and Submission Process

Budget Development

- Must be reasonable.
- Ensure budget detail supports the program or project.
- One vendor per line item.

eGrants Application and Submission Process

Resolution

Must be approved by applicant agency governing body and include the following:

- Designate the grantee's Authorized Official;
- Do not include a name, submit title only;
- Must match the Profiles tab grant officials information
- The Authorized Official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency;
- Agree to provide applicable matching funds;
- Agree that in the event of loss or misuse of the CJD funds, assurance that the funds will be returned to CJD in full;
- Approval of the Resolution (signatures).

Questions and Answers