



Executive Committee | Agenda

10 a.m., Wednesday, November 13, 2024

CAPCOG Lantana Room

6800 Burleson Road, Building 310, Suite 155, Austin, Texas 78744

Mayor Lew White, *City of Lockhart*, **Chair**
Judge Brett Bray, *Blanco County*, **1st Vice Chair**
Mr. Matthew Baker, *City of Round Rock*, **2nd Vice Chair**
Judge Ron Cunningham, *Llano County*, **Secretary & Parliamentarian**
Judge James Oakley, *Burnet County*, **Immediate Past Chair**
Council Member Mackenzie Kelly, *City of Austin*
Commissioner Clara Beckett, *Bastrop County*
Mayor Lyle Nelson, *City of Bastrop*
Council Member Kevin Hight, *City of Bee Cave*
Commissioner Joe Don Dockery, *Burnet County*
Judge Hoppy Haden, *Caldwell County*
Judge Dan Mueller, *Fayette County*
Council Member Ron Garland, *City of Georgetown*

Mayor Pro Tem Steve Hougen, *City of Granite Shoals*
Commissioner Walt Smith, *Hays County*
Ms. Esmeralda Mattke Longoria, *City of Leander*
Commissioner Steven Knobloch, *Lee County*
Mayor Pro Tem Doug Weiss, *City of Pflugerville*
Mayor Jane Hughson, *City of San Marcos*
Ms. Janice Bruno, *City of Smithville*
Mr. Brandt Rydell, *City of Taylor*
Judge Andy Brown, *Travis County*
Commissioner Ann Howard, *Travis County*
Commissioner Russ Boles, *Williamson County*
Commissioner Cynthia Long, *Williamson County*
Senator Pete Flores
Representative Stan Gerdes
Representative Vikki Goodwin

1. **Call to Order and Opening Remarks by the Chair**
2. **Consider Approving Minutes for the September 11, 2024, Meeting¹**
3. **Consider Adopting the 2024 CAPCOG Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Plan (SPR)**
Martin Ritchey, Director of Homeland Security
4. **Consider Adopting the 2025 Homeland Security Strategic Plan Implementation Plan (HSSP-IP)**
Martin Ritchey, Director of Homeland Security
5. **Consider Adopting the 2025 Homeland Security Grant Program Process Guidance**
Martin Ritchey, Director of Homeland Security
6. **Consider Approving CAPCOG's Criminal Justice Policy Statement, Priorities, Project Summary Sheets and Scoring Criteria for Plan Year 2026**
Charles Simon, Director of Regional Planning and Services
7. **Consider Approving Updated Resolution for Regional Law Enforcement Academy Training Grant**
Andrew Hoekzema, Deputy Executive Director
8. **Consider Approving Proclamation Declaring November 2024 as National Caregivers Month**
Jennifer Scott, Director of Aging Services

¹ Note: the Executive Committee did convene on October 9, 2024, but adjourned due to lack of a quorum. Due to lack of quorum, this did not constitute a "meeting" under the meaning of the Open Meetings Act; therefore, there are no minutes. A closed executive session may be held on any of the above agenda items when legally justified pursuant to Subchapter D of the Texas Open Meetings Act (Texas Government Code Chapter 551).

- 9. Consider Accepting the Quarterly Investment Report**
Silvia Alvarado, Director of Finance
- 10. Consider Approving Resolution Forming a Building Committee**
Chris Miller, Executive Director
- 11. Consider Approving Appointments to Advisory Committees**
Chris Miller, Executive Director
- 12. Staff Reports**
Chris Miller, Executive Director
- 13. Adjourn**



Executive Committee | Summary Minutes

11 a.m., Wednesday, Sept. 11, 2024
Austin Southpark Hotel
4140 Governors Row
Austin, Tx 78744

Present (18)

Mayor Lew White, City of Lockhart, **Chair**
Judge Brett Bray, Blanco County, **1st Vice Chair**
Mr. Matthew Baker, City of Round Rock, **2nd Vice Chair**
Judge James Oakley, Burnet County, **Immediate Past Chair**
Commissioner Clara Beckett, Bastrop County
Mayor Lyle Nelson, City of Bastrop
Council Member Kevin Hight, City of Bee Cave
Commissioner Joe Don Dockery, Burnet County
Judge Hoppy Haden, Caldwell County

Mayor Pro Tem Steve Hougen, City of Granite Shoals
Commissioner Walt Smith, Hays County
Commissioner Steven Knobloch, Lee County
Mayor Pro Tem Doug Weiss, City of Pflugerville
Mayor Jane Hughson, City of San Marcos
Ms. Janice Bruno, City of Smithville
Mr. Brandt Rydell, City of Taylor
Commissioner Cynthia Long, Williamson County
Commissioner Ann Howard, Travis County
Representative Vikki Goodwin

Absent (7)

Council Member Mackenzie Kelly, City of Austin
Judge Dan Mueller, Fayette County
Council Member Ron Garland, City of Georgetown
Judge Ron Cunningham, Llano County, **Secretary & Parliamentarian**

Ms. Esme Mattke Longoria, City of Leander
Commissioner Russ Boles, Williamson County
Judge Andy Brown, Travis County

1. Call to Order and Opening Remarks by the Chair

Mayor White called the meeting to order at 11 a.m. and lead the board in the national and state pledge of allegiance.

2. Consider Approving Minutes for the August 14, 2024, Meeting

Mayor White asked the board to consider the August 14, 2024 CAPCOG Executive Committee meeting minutes. Mayor Pro Tem Hougen made a motion to approve the minutes. Mr. Baker seconded the motion. It passed unanimously.

3. Consider Adopting a Proclamation Recognizing September 23-27, 2024 as Falls Prevention Awareness Week

Jennifer Scott, Director of Aging Services

Ms. Scott said this is a nationwide observance for falls prevention awareness, reducing the risk of falls, and preventing the fear of falling. She said falls are the leading cause of fatal and non-fatal injuries to older adults in the U.S. In 2020, 27 to 30.8 percent of older Texans, 65 years old or older, reported falls resulting in ER visits. She said that CAPCOG offers programming to older adults such as A Matter of Balance that help raise falls prevention awareness year-round.

Commissioner Howard asked what older adults learn in the Matter of Balance program. Ms. Scott said that they learn safety tips, exercises that increase leg strength and balance, and how to look for obstacles inside and outside of the home that could cause falls.

Council Member Garland made a motion to adopt the proclamation recognizing Sept. 23-27, 2024, as Fall Prevention Awareness Week. Ms. Bruno seconded the motion. It passed unanimously.

4. Discuss Development of Updated Regional Criminal Justice Strategic Plan

Charles Simon, Director of Regional Planning Services

Mr. Simon said that CAPCOG's contract with the Office of the Governor (OOG) requires the COG to adopt a regional strategic plan for the criminal justice program no less frequent than every five years, and that CAPCOG has begun work on developing its new criminal justice strategic plan that is anticipated to be brought to the board in the summer of 2025 for approval which will impact Plan Year 2027's criminal justice program projects.

Mr. Simon said a lot of COGs stick to the five-year increment because it helps spend time identifying needs and determining thorough processes that shape applying and implementing the goals set forth in the plan. However, he noted, that every year CAPCOG updates its regional priorities, which helps the Criminal Justice Advisory Committee in scoring and ranking project applications to the OOG's criminal justice program, but the data in the current plan hasn't been updated since December 2020. He said CAPCOG is using this year's criminal justice survey, which helps determine those regional priorities, to also collect stakeholder input for the strategic plan. Mr. Simon noted some areas where the current plan can be improved is how the plan itself addresses the project application scoring process and what regional stakeholders perceive as criminal justice core services in the region.

Mr. Simon said that the survey will be available from September 16 to October 6 and would be the first time regional stakeholders can provide input into the plan. He noted that the survey results will be taken back to a Criminal Justice Advisory Committee Subcommittee for review and recommendations before going to the Criminal Justice Advisory Committee for the same.

Ms. Bruno asked how well surveys responses have been in the past, if there was a goal for the number of responses this year, and where CAPCOG is sourcing the plan's data. CAPCOG Community Development Coordinator, Karina Trevino, said CAPCOG traditionally sees about 70 surveys returned out of more than 700 sent. The program would like to see upwards of 20 percent returned this year. Mr. Simon said CAPCOG sources its data from several places. He told the board they were welcome to participate more in the plan's development and welcomed them sharing or participating in the survey.

5. Consider Approving Committee Appointments

Mr. Miller said he had received two appointment requests for Solid Waste Advisory Committee, one for the GIS Planning Council and two for the Aging Advisory Council. The Solid Waste Advisory Committee recommendations included Yaira Robinson, Travis County environmental quality manager, to fill a Travis County position and Alfonso Sifuentes, the Republic Services municipal manager, to fill a private industry position. Haley Lohrke, Lee County development services director, was recommended for a Lee County position on the GIS Planning Council. And Suzanne Anderson, AGE of Central Texas CEO; and Dr. Jung Kwak, a UT School of Nursing Associate Professor; were recommended to fill city of Austin and Travis County positions on the Aging Advisory Council.

Judge Oakley made a motion to approve all the committee appointments as presented. Commissioner Howard seconded the motion. They passed unanimously.

6. Staff Reports

Mr. Miller said there were no staff reports.

7. Adjourn

Mayor White adjourned the meeting at 11:27 a.m.

Judge Ron Cunningham, Secretary
Executive Committee
Capital Area Council of Governments

Date

EXECUTIVE COMMITTEE MEETING

MEETING DATE: November 13, 2024

AGENDA ITEM: #3 Consider Adoption of the 2024 CAPCOG Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR)

GENERAL DESCRIPTION OF ITEM:

Every year, the Homeland Security staff, Regional Planning Subcommittee, and regional stakeholders review and revise the CAPCOG *Threat and Hazard Identification and Risk Assessment* (THIRA) and the *Stakeholder Preparedness Review* (SPR). The CAPCOG THIRA is a three-step risk assessment process used to identify specific risks and hazards present in CAPCOG communities, how they may impact our communities, and what targeted capabilities our communities need to address these impacts. The CAPCOG SPR is a jurisdiction's self-assessment of its current capability levels against the targets identified in the THIRA. The SPR also identifies how the capabilities have changed over the past year; specifically, those capabilities lost, sustained, and/or built.

The outputs from the 2024 CAPCOG THIRA process are used in examining capability gaps for the 2024 CAPCOG SPR. These identified gaps, along with the Federal Emergency Management Administration (FEMA)-designated investment areas, are used in the creation of applications for the State Homeland Security Grant Program (SHSP), Urban Area Security Initiative (UASI) program, and other relevant project planning discussions. Prior to submission for Executive Committee Review, the 2024 CAPCOG THIRA and SPR were vetted and approved by the Homeland Security Task Force at its Oct. 3, 2024, meeting.

This year's THIRA and SPR planning efforts continued as a combination of virtual and small group meetings that were conducted around the region.

THIS ITEM REPRESENTS A:

- ☐ New issue, project, or purchase
- ☒ Routine, regularly scheduled item
- ☐ Follow-up to previously discussed item
- ☐ Special item requested by board member
- ☐ Other

PRIMARY CONTACT/STAFF MEMBER: **Martin Ritchey, Director, Homeland Security**

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: N/A

Is item already included in fiscal year budget? ☒ Yes ☐ No

Does item represent a new expenditure? ☐ Yes ☒ No

Does item represent a pass-through purchase? ☐ Yes ☒ No

If so, for what city/county/etc.? _____

PROCUREMENT: N/A

ACTION REQUESTED:

Consider adoption of the 2024 CAPCOG *Threat and Hazard Identification and Risk Assessment* (THIRA) and the 2024 CAPCOG *Stakeholder Preparedness Review* (SPR).

BACK-UP DOCUMENTS ATTACHED:

1. CAPCOG 2024 THIRA and SPR Summary of Updates

BACK-UP DOCUMENTS NOT ATTACHED *(to be sent prior to meeting or will be a handout at the meeting):*

1. 2024 CAPCOG Threat and Hazard Identification and Risk Analysis (THIRA).
2. 2024 CAPCOG Stakeholder Preparedness Review (SPR).

2024 CAPCOG THIRA and SPR Summary

CAPCOG Threat and Hazard Identification and Risk Assessment (THIRA)

Document Purpose: The CAPCOG THIRA is designed to capture information on which threats and hazards are most likely to occur or will have the most impact on the region. It creates context through worst case scenarios that predict potential impacts that are used to help determine Capability Targets for the 32 Core Capabilities established by The Department of Homeland Security's (DHS) *National Preparedness Goal* (See Attachment A). This document is submitted annually to the Texas Office of Homeland Security.

Document Summary: The first half of the THIRA establishes scenarios upon which the region builds the overarching Core Capability goals. There are six total scenarios in the THIRA to add context to the capability targets: These include, in no particular order:

1. Hazardous Material (HAZMAT) Chemical Release
2. Flooding
3. Wildland Fire / Asymmetric Attack / Pyro terrorism
4. Cybersecurity Attack
5. Pandemic / Highly Pathogenic Infectious Disease
6. Severe / Extreme Winter Weather

The addition of the Severe / Extreme Winter Weather scenario and updates to the Pandemic /Highly Infectious Disease scenario helped capture a shift in focus towards critical infrastructure, community lifelines, supply-chain threats, long-term vulnerability reduction and recovery, and enhance operational coordination. In 2024, no substantive changes were made to the THIRA. Feedback on the 2023 THIRA from the Texas Office of Homeland Security focused on the context and sources summaries for the various Core Capabilities, including estimates of People with Access and Functional Needs (PAFN) population for the region. The 2024 THIRA addressed this feedback throughout the document. This type of validation is part of the regular THIRA planning cycle and allows for more realistic estimates of both the hazard impact, and the level of capability needed to respond to the hazard in the region. The 2023 THIRA revision focused on the regional flooding scenario, whereas the 2024 revision focused on cybersecurity and critical infrastructure. As the long-term goal is to update and validate each scenario, each year will see an increase focus on multiple critical scenarios.

Other changes to the 2024 THIRA center around the general update of core capability context. These changes include demographic changes, general shifts in resources and staffing, and local-, regional-, and state-level incidents that occurred which may impact the capability or provide better context for capability prioritization.

Overall, the target core capabilities did not change from the 2023 THIRA.

CAPCOG Stakeholder Preparedness Review (SPR)

Document Purpose: The SPR builds on the THIRA to estimate where the region stands relative to the 32 Core Capability goals established in the THIRA. The SPR establishes a narrative on what occurred in the past year to affect core capabilities, targets, and the region. These capability-specific areas for improvement are then captured in Planning, Organization, Equipment, Training, and Exercise (POETE) charts. These POETE elements came from input across jurisdictions, including Hazard Mitigation Plans, incident and exercise After-Action Reports, Improvement Plans, and other strategic plans. This document is submitted annually to the Texas Office of Homeland Security.

Document Summary: The 2024 SPR adjusted the general capability gaps in the region to mirror the updates to the THIRA and activity-specific projects or goals to strive to address these identified gaps, according to the appropriate POETE element. 2024 was a renewed focus on efforts toward general emergency management preparedness activities, including training and outreach. The emphasis on public health / pandemic planning waned significantly and many jurisdictions are prioritizing mass care and evacuation and reentry operations, special events management, and logistics.

Several recent incidents in the region and state impacted the general focus and priorities. These include, but are not limited to:

1. The extreme heat and drought conditions across the State that impacted general fire conditions and threatened critical water supply and power systems.
2. Fires, floods, and winter weather spanning the region.
3. Continuing concerns for cybersecurity issues and capabilities and Information Technology Systems and the sectors that rely upon them.
4. Continuing repercussions/legislation related to mass casualty/fatality incidents, including the Uvalde, Texas school shooting.
5. Large-scale debris and infrastructure damage due to extreme weather conditions.

Overall, the CAPCOG region worked to reevaluate the efficacy of current response plans, long-term community and infrastructure resiliency, and the availability and coordination of regional or local assets in support of a variety of response and recovery needs. Hazard Mitigation Planning and Continuity for critical infrastructure, including interoperable communications and cybersecurity protocols and systems have become a priority across the region. A concentrated effort to reevaluate the Regional Response Plan(s) and Mutual Aid agreements at the local and regional levels was initiated and will be continued into 2025.

The SPR concludes with the identification of Core Capabilities to sustain or build upon in the next year:

<i>Sustain in 2025</i>	<i>Build in 2025</i>
▪ Operational Coordination	▪ Cybersecurity
▪ Interdiction and Disruption	▪ Intelligence and Information Sharing
▪ Planning	▪ Community Resilience
▪ Public Information and Warning	▪ Situational Assessment

These regional priorities do not exclude or replace jurisdiction-specific priorities and projects

Attachment A: Core Capabilities

The 32 Core Capabilities established by the National Preparedness Goal are listed below. These capabilities assist in creating a secure and resilient nation across five mission areas: prevention, protection, mitigation, response, and recovery. Three of the Core Capabilities: Planning, Operational Coordination, and Public Information and Warning span all five mission areas.

Planning	Public Information and Warning
Operational Coordination	Forensics and Attribution
Intelligence and Information Sharing	Interdiction and Disruption
Screening, Search, and Detection	Access Control and Identity Verification
Cybersecurity	Physical Protective Measures
Risk Management for Protection Programs and Activities	Supply Chain Integrity and Security
Community Resilience	Long-term Vulnerability Reduction
Risk and Disaster Resilience Assessment	Threats and Hazards Identification
Critical Transportation	Environmental Response, Health and Safety
Fatality Management Services	Fire Management and Suppression
Logistics and Supply Chain Management	Mass Care Services
Mass Search and Rescue Operations	On-scene Security, Protection, and Law Enforcement
Operational Communication	Public Health, Healthcare, and Emergency Medical Services
Situational Assessment	Infrastructure Systems
Economic Recovery	Health and Social Services
Housing	Natural and Cultural Resources

EXECUTIVE COMMITTEE MEETING

MEETING DATE: November 13, 2024

AGENDA ITEM: #4 Consider Adopting the 2025 CAPCOG Homeland Security Strategic Plan - Implementation Plan (HSSP-IP)

GENERAL DESCRIPTION OF ITEM:

Each year the Homeland Security staff, Regional Planning Subcommittee of the Homeland Security Task Force (HSTF), and regional partners stakeholders review and revise the *CAPCOG Homeland Security Strategic Plan - Implementation Plan* (HSSP-IP). The CAPCOG HSSP-IP is the regional framework for establishing homeland security priorities and focused efforts to develop, sustain, and employ homeland security regional capabilities.

This year's planning efforts included virtual and small group meetings. Our Implementation Plan includes planning, organizational, equipment, training, and exercise (POETE) needs identified during these meetings and relevant After-Action Reports and recommendations from HSTF committees.

Prior to submission for Executive Committee review, the 2025 CAPCOG HSSP-IP will have been vetted and approved by the Homeland Security Task Force during its Nov. 7, 2024, meeting.

THIS ITEM REPRESENTS A:

- ☐ New issue, project, or purchase
- ☒ Routine, regularly scheduled item
- ☐ Follow-up to previously discussed item
- ☐ Special item requested by board member
- ☐ Other

PRIMARY CONTACT/STAFF MEMBER:

Martin Ritchey, Homeland Security Director

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: N/A

Is item already included in fiscal year budget? ☒ Yes ☐ No

Does item represent a new expenditure? ☐ Yes ☒ No

Does item represent a pass-through purchase? ☐ Yes ☒ No

If so, for what city/county/etc.? _____

PROCUREMENT: N/A

ACTION REQUESTED:

Adopt the *2025 CAPCOG Homeland Security Strategic Plan - Implementation Plan* (HSSP-IP).

BACK-UP DOCUMENTS ATTACHED:

- Summary of Changes *2025 CAPCOG Homeland Security Strategic Plan - Implementation Plan* (HSSP-IP)

BACK-UP DOCUMENTS NOT ATTACHED (to be sent prior to meeting or will be a handout at the meeting):

- 2025 CAPCOG Homeland Security Strategic Plan - Implementation Plan* (HSSP-IP).

2025 CAPCOG HSSP-IP Summary 2025

CAPCOG Homeland Security Strategic Plan- Implementation Plan (HSSP-IP)

Document Purpose:

This document establishes the Capital Area Council of Governments' Implementation Plan in support of the *Texas Homeland Security Strategic Plan (HSSP) 2021-2025*. It establishes priority actions with specific performance measures to be completed by milestones established in the plan. This plan is a roadmap for homeland security preparedness and identifies the resources required to implement the plan. Provisions of this document apply to all aspects of the region's homeland security activities, and all jurisdictions within the region share responsibility for implementing this plan.

The homeland security capability priorities for the region tie into the core capability priorities identified in the SPR, the preparedness priorities in the *CAPCOG Integrated Preparedness Plan* (IPP – training and exercise planning document), and the overarching goals and objectives identified by the *State in the Texas Homeland Security Strategic Plan*. The priorities established for development or sustainment in the next year include the SHSP National Priority Area Investments.

Document Summary:

The Implementation Plan (IP) lists objectives derived from the Texas Homeland Security Strategic Plan 2021-2025. These objectives tie into vulnerabilities specific to the region, with actions taken during the current year and actions planned for the next year to address those vulnerabilities

Changes made to the HSSP-IP for the 2025 calendar year reflected the following:

- Personnel changes to organizations and committees
- Trainings and exercises that met objectives in 2024
- Planned actions for 2025 to address objectives as listed in the Texas HSSP
- Additional references
- Minor formatting changes

EXECUTIVE COMMITTEE MEETING

MEETING DATE: November 13, 2024

AGENDA ITEM: #5 Consider Adopting the 2025 Homeland Security Grant Program Process Guidance

GENERAL DESCRIPTION OF ITEM:

Each year the Homeland Security staff and the Homeland Security Task Force (HSTF) review and revise the *CAPCOG Homeland Security Grant Program Process Guidance*. The Guidance is the framework for establishing Homeland Security Grant Program (HSGP) application priorities and applicant expectations.

This year's review and revisions to the Guidance reflect changes in the Homeland Security Grant Program requirements made by the Office of the Governor (OOG) Public Safety Office (PSO), Homeland Security Grant Division (HSGD).

A draft of the guidance document as presented to the task force for consideration at its Nov. 7, 2024, meeting is included in this agenda packet. In the event the HSTF recommends changes to this draft, an updated draft and note on changes recommended by the task force will be handed out at the Executive Committee meeting.

THIS ITEM REPRESENTS A:

- ☐ New issue, project, or purchase
- ☒ Routine, regularly scheduled item
- ☐ Follow-up to previously discussed item
- ☐ Special item requested by board member
- ☐ Other

PRIMARY CONTACT/STAFF MEMBER:

Martin Ritchey, Director, Homeland Security

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: N/A

Is item already included in fiscal year budget? ☒ Yes ☐ No

Does item represent a new expenditure? ☐ Yes ☒ No

Does item represent a pass-through purchase? ☐ Yes ☒ No

If so, for what city/county/etc.? _____

PROCUREMENT: N/A

ACTION REQUESTED:

Adopt the *2025 CAPCOG Homeland Security Grant Program Process Guidance*

BACK-UP DOCUMENTS ATTACHED:

1. Draft 2025 CAPCOG Homeland Security Grant Program Process Guidance
2. 2025 SHSP Grant Worksheet

BACK-UP DOCUMENTS NOT ATTACHED (to be sent prior to meeting or will be a handout at the meeting):

1. Summary of changes recommended by HSTF (if necessary)
2. Updated Draft 2025 CAPCOG Homeland Security Grant Program Process Guidance (if necessary)

**Capital Area Council of Governments
2025 State Homeland Security Program
Regional Grant Review Process Guidance**

I. General Information

Texas uses a regional approach for the Homeland Security Grant Program (HSGP), providing an allocation through each Council of Governments (COG) for regional projects, subject to approval by the State. The allocation to the Capital Area Council of Governments (CAPCOG) includes amounts for the State Homeland Security Program (SHSP). Specific use of SHSP funds is approved by the CAPCOG Executive Committee and awarded by the State for the selected regional projects.

II. Program Requirements

- A. The SHSP is a core assistance program that provides funds to build and/or maintain capabilities at the state- and regional- levels. It is used to implement the goals and objectives included in the Texas State Homeland Security Strategic Plan 2021 - 2025, initiatives derived from gap identification in the CAPCOG Stakeholder Preparedness Review (SPR), the *Homeland Security Strategic Plan – Implementation Plan* (HSSP-IP), and target capabilities in the CAPCOG *Regional Threat and Hazard Identification and Risk Assessment* (THIRA).
- B. Activities implemented under the SHSP must support efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism. However, many capabilities that support terrorism preparedness simultaneously support preparedness for other hazards. Grantees may demonstrate this dual use to qualify for any activities implemented under this program that are not solely focused on terrorism preparedness.
- C. It is anticipated that the requirement that at least 235% of the regional allocation for SHSP programs must be spent on law enforcement activities will remain the same ~~be increased to 35%~~ in 20254.
- D. DHS/FEMA continuously evaluates the national risk profile and sets priorities that help ensure appropriate allocation of scarce security dollars. In assessing the national risk profile for 2024, six priority areas attracted the most concern. DHS/FEMA ~~and were~~ determined that they should be addressed by allocating specific percentages a total of 30% of HSGP funds to ~~each of~~ these six areas collectively, for a total of 47 ~~30 percent~~.

~~E. The six areas and the allocated percentage are proposed for each priority area in order to obtain a full allocation of HSGP funds:~~

- ~~1. Enhancing the protection of soft targets, crowded places —3% no minimum percent~~
- ~~2. Enhancing information and intelligence sharing —3% no minimum percent~~
- ~~3. Combating domestic violent extremism —3% no minimum percent~~
- ~~4. Enhancing cybersecurity —no minimum percent~~
- ~~5. Enhancing community preparedness and resilience —3% no minimum percent~~
- ~~6. Enhancing election security —no minimum percent3%~~

~~F.E.~~ It is anticipated that the requirement to fund those six priority areas at the assigned amount will be continued in this fiscal year's allocation. Investment priority areas are subject to change when the *Notice of Funding Opportunity* (NOFO) is published.

~~G.F.~~ The designated State Administrative Agency (SAA) for administering the Homeland Security Grant Program in Texas is the Office of the Governor (OOG) Public Safety Office (PSO), Homeland Security Grant Division (HSGD).

~~H. In 2018, FEMA established the annual requirement of completing the *National Cyber Security Review* (NCSR), a cybersecurity assessment in order to receive funding under the SHSP. Jurisdictions receiving funding through the SHSP must complete the NCSR during the time frame designated by FEMA and submit the certificate of submission to both the OOG and to the Homeland Security Division of CAPCOG. Jurisdictions that fail to complete the assessment will not be eligible for future SHSP funding through the grant cycle. The NCSR must be completed between October 1st and December 31st each year before the grant award and through its completion. NCSR is accessible through the *Multi-State Information Sharing and Analysis Center* (MS-ISAC) web portal. The OOG/FEMA will defund any program not in compliance.~~

III. Eligibility

A. According to current State of Texas guidelines, potential sub-recipients for SHSP grant funds include state agencies, regional councils of governments, units of local government, nonprofit organizations, universities or colleges, and Native American tribes.

B. Eligible applicants may submit projects that are consistent with the applicable state or regional *Threat and Hazard Identification and Risk Assessment* (THIRA), the *CAPCOG Stakeholder Preparedness Review* (SPR), and the *Homeland Security Strategic Plan – Implementation Plan* (HSSP-IP). Applicants must also meet the following eligibility requirements:

1. Grantees are required to maintain adoption and implementation of the *National Incident Management System (NIMS)*.
2. Grantees must use standardized resource management concepts for resource typing, credentialing, and an inventory to facilitate the effective identification, dispatch, deployment, tracking and recovery of resources.
3. Cities and counties must have a current emergency management plan or be a legally established member of an inter-jurisdictional emergency management program with a plan on file with the Texas Division of Emergency Management (TDEM). Plans must be maintained throughout the entire grant performance period and must be at least at the Intermediate Level. If you have questions concerning your emergency management plan preparedness level, contact your city or county emergency management coordinator (EMC) or the Homeland Security Division of the CAPCOG. For questions concerning plan deficiencies, contact TDEM at [Local Planning \(texas.gov\)](https://www.localplanning.texas.gov)
4. Entities receiving funds must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the Texas Code of Criminal Procedure, Chapter 66. This disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system. Counties applying for grant awards from the OOG must commit that the county will report at least 90 percent of convictions within five business days to the Criminal Justice Information System (CJIS) at the Department of Public Safety.
5. Eligible applicants operating a law enforcement agency must be current on reporting complete *Uniform Crime Report* (URC) data and the Texas specific reporting mandated by §411.042, Texas Government Code to the Texas Department of Public Safety (DPS) for inclusion in the annual *Crime in Texas* (CIT) publication. To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year by the deadline(s) established by DPS. Due to the importance of timely reporting, applicants are required to submit complete and accurate UCR data, as well as the Texas-mandated reporting, on a no less than monthly basis and respond promptly to requests from DPS related to the data submitted.
6. In accordance with §420.034, any facility or entity that collects evidence for sexual assault or other sex offenses or investigates or prosecutes a sexual assault or other sex offense for which evidence has been collected, must

participate in the statewide electronic tracking system developed and implemented by the Texas DPS (Track-Kit) available at [Sexual Assault Evidence Tracking Program | Department of Public Safety \(texas.gov\)](https://www.txdps.gov/sexual-assault-evidence-tracking-program).

7. Additionally, pursuant to §420.042, “A law enforcement agency that receives evidence of a sexual assault or other sex offense...shall submit that evidence to a public accredited crime laboratory for analysis no later than the 30th day after the date on which that evidence was received. A law enforcement agency in possession of a significant number of *Sexual Assault Evidence Kits* (SAEK) where the 30-day window has passed may be considered noncompliant.
8. Eligible applicants must be registered in the federal *System for Award Management* (SAM) database located at <https://www.sam.gov/> and have a Unique Entity ID (UEI) number assigned to its agency.
9. Eligible applicants must be compliant with the requirements of the *National Incident-Based Reporting System* (NIBRS)-
10. Local units of government, including cities, counties, and other general purpose political subdivision, as appropriate, and institutions of higher education that operate a law enforcement agency, must comply with all aspects of the programs and procedures utilized by the U.S. Department of Homeland Security (DHS) to:
 - a. Notify DHS of all information requested by DHS related to illegal aliens in Agency’s custody; and
 - b. Detain such illegal aliens in accordance with requests by DHS.
11. Additionally, counties and municipalities may NOT have in effect, purport to have in effect, or make themselves subject to or bound by, any law, rule, policy, or practice (written or unwritten) that would:
 - a. Require or authorize the public disclosure of federal law enforcement information in order to conceal, harbor, or shield from detection fugitives from justice or aliens illegally in the United States; or
 - b. Impede federal officer from exercising authority under 8 U.S.C. §1226(a), §1226(c), §1231(a), §1357(a), §1366(1), or §1366(3).
12. Lastly, eligible applicants must comply with all provisions, policies, and penalties found in Chapter 752, Subchapter C of the Texas Government Code.
13. Local units of governments must comply with the Cybersecurity Training requirements described in §772.012 and §2054.5191 of the Texas Government Code. Local governments determined to not be in compliance with §2054.5191 are ineligible for OOG grant funds until the second anniversary of the date the local government is determined ineligible. Government entities must annually certify their compliance with the training requirements using the Texas Department of Information (DIR) *Cybersecurity*

Training Certification for State and Local Governments located at [CybersecurityTrainingCertification \(site.com\)](https://www.cybersecuritytrainingcertification.com).

14. Eligible applicants must attend the grant workshop outlining CAPCOG grant requirements.
15. Eligible new applicants must attend eGrants training provided by the Office of the Governor.
16. Eligible applicants MUST have a physical location within the 10-county CAPCOG region and participate in regional programs.
17. Eligible applicants must demonstrate the capacity to support and maintain their project's ability to act in a regional capacity. Regional capacity includes deployment, supplying, and staffing for the first 12-hour operational period within the CAPCOG region and to participate in annual CAPCOG exercises.

IV. Project Submission and Approval Process

A. Step 1: CAPCOG Executive Committee approves the 202~~54~~ Homeland Security Grant Program Regional Grant Review Process Guidance

1. Upon recommendation of the CAPCOG Homeland Security Task Force (HSTF), the CAPCOG Executive Committee will approve the 202~~54~~ Homeland Security Grant Program Regional Grant Review Process Guidance.
2. Planned completion date: November ~~138~~, 202~~43~~

B. Step 2: CAPCOG announces the approval of the 202~~35~~ Homeland Security Program Regional Grant Process

1. Following Executive Committee approval of the 202~~54~~ Homeland Security Program Grant Program Regional Grant Review Process Guidance, a copy of the process document will be posted on the CAPCOG website and a link to the posting will be e-mailed to all [previous applicants from 2024](#), counties and cities within the CAPCOG region.
2. This notification is intended to:
 - a. Identify requirements and deadlines for submission of applications for 202~~54~~ SHSP funding; and
 - b. Invite interested jurisdictions to participate in the mandatory grant application workshops that will be scheduled for ~~November~~December 202~~43~~.

C. Step 3: CAPCOG completes the regional THIRA, SPR, and THSSP-IP

1. CAPCOG Threat and Hazard Identification and Risk Assessment (THIRA)

- a. The THIRA follows a three-step process, as described in FEMA's *Comprehensive Preparedness Guide 201, Third Edition*:
 - 1) Identify the Threats and Hazards of Concern. Based on a combination of past experience, forecasting, expert judgment, and other available resources, the region identifies a list of the threats and hazards of primary concern to the area.
 - 2) Give the Threats and Hazards Context. The Region describes the threats and hazards of concern, showing how they may affect the community.
 - 3) Establish Capability Targets. The Region assesses each threat and hazard in context to develop a specific capability target for each relevant core capability. The capability target defines success for the capability.
- b. The THIRA helps the region determine what is needed to prepare for, what resources are required to respond, and what current gaps exist in capability. Communities in the region can use this information to help them efficiently build and sustain preparedness capabilities.
- c. THIRA planned submission date: ~~October 31~~ November 22, 2023⁴

2. CAPCOG Stakeholder Preparedness Review (SPR)

- a. The SPR is a three-step process described in the FEMA *Comprehensive Preparedness Guide 201, Third Edition*:
 - 1) Assess Capabilities. Assess and describe the region's current capabilities.
 - 2) Identify and Address Gaps. Describe the capability gaps and the approaches the region will take to address the gaps.
 - 3) Describe Impacts of Funding Sources. Assess the impact of relevant funding sources on the capabilities identified in the SPR.
- b. For each core capability, the Region analyzes their ability to achieve the desired outcome in each of five elements: planning, organization, equipment, training, and exercises.

- c. The Region provides context for their assessment by rating the priority they place on each core capability and describing their capability gaps and recent advances.
 - d. Together, the CAPCOG THIRA and SPR help communities determine what they need to prepare for and ~~any what the~~ regional gaps ~~are~~. Communities can use this information to ~~help them~~ build and sustain preparedness capabilities. These identified resource gaps will provide the basis, along with the *CAPCOG Homeland Security Strategic Plan – Implementation Plan*, for identifying and prioritizing projects for 2024~~25~~ SHSP funding.
 - e. SPR planned submission date: ~~October 31~~November 22, 2024~~3~~
3. CAPCOG's *Homeland Security Strategic Plan Implementation Plan* (HSSP-IP)
- a. The document outlines how the jurisdictions and agencies within CAPCOG plan to implement the *Texas Homeland Security Strategic Plan 2021-2025*. The Implementation Plan further develops the THIRA/SPR capability targets and existing gaps by identifying current and proposed activities and their measurable objectives that align the region's priorities with the State's priorities and ultimately synchronizes homeland security activities across the State.
4. HSSP-IP planned submission date: ~~December~~November ~~27~~30, 2024~~3~~

D. Step 4: CAPCOG aligns projects with Regional and Department of Homeland Security Investment Areas

- 1. Anticipated investment areas and impact on overall funding – Investment Justifications (IJ's) must support all applications.
- 2. The *CAPCOG Homeland Security Task Force Strategic Planning Guide* identified several areas where collaboration is needed to address regional risks and hazards identified in the THIRA, SPR, and HSSP-IP, as well as the State's priorities identified by the Office of the Governor, Public Safety Division. Projects submitted under the 2024~~5~~ State Homeland Security Program should seek to build regional capacity in the following areas:
 - a. Planning
 - 1) Mitigation
 - 2) Wildland Fire Response Planning
 - 3) Auto/Mutual Aid / Regional ~~Assistance~~Response Plans

- 4) Medical Preparedness (Pre-hospital, hospital, surge, mass casualty, bioterrorism), etc.)
- 5) Flood Forecasting

b. Technology and Communications

- 1) CAD Data Sharing Efforts
- 2) EOC Data Sharing Efforts
- 3) ~~Regional 911~~ Regional Notification System
- 4) Regional Data Network Interoperability and WebEOC
- 5) Emerging New Technologies and Best Practices

c. Response Coordination

- 1) Regional Equipment Standardization Planning (RESET /LESET)
- 2) Public Safety Unmanned Aerial Systems Team (PSURT)

d. Recovery and Resiliency

- 1) Pre- and Post-Disaster Mitigation Plans and Operations
- 2) Community Resiliency planning

e. Training and Outreach

- 1) Public Information Coordination
- 2) Trainings and Exercises
- 3) Elected Official Briefings on Regional Strategies
- 4) Regional Wildfire Protection Planning
- 5) Flood Forecasting Initiative(s)

f. CAPCOG Regional Interoperability Communications Committee (CRICC)

g. CAPCOG Regional Cyber **Task Force**

- 1) Cyber Protection / Cyber Response operations-Ransom Ware
- 2) Cyber interruption/disruption
- 3) Cyber reporting requirements

3. In addition to the Homeland Security/FEMA investment areas, the following priorities were identified by the state for 202~~43~~ and are expected to remain in effect for 202~~54~~.

a. Regional Fusion Centers

- 1) Funding support for a recognized fusion center (please refer to <http://www.dhs.gov/fusion-center-locations-and-contact-information>).

- 2) Must directly align to and reference any capability gaps identified during the center's most recent individual *Fusion Center Assessment Report*.
 - 3) Facilitating the implementation of plans and procedures to work in conjunction with the *Texas Joint Crime Information Center* and achieve and maintain baseline capabilities for Major Urban Area Fusion Centers.
 - 4) Implementing suspicious activity reporting tools for the CAPCOG Region Fusion Center and providing training in every county.
 - 5) *Urban Areas Security Initiative* (UASI) jurisdictions submit their request for the Regionally Recognized Fusion Center in their jurisdiction directly to HSGD.
- b. Intelligence and Information Sharing (Non-Fusion Center requests)
- 1) Enabling interdiction and disruption of terrorist activity through enhanced understanding and recognition of pre-operational activity and other crimes that may be precursors or indicators of terrorist activity.
 - 2) Reporting suspicious activity.
 - 3) Implementing or sustaining public information and warning systems to relay information regarding terrorism threats.
- c. Special Response Teams and First Responder Capabilities (including Border Security capabilities)
- 1) Detecting chemical, biological, radiological, nuclear and explosives (CBRNE) or weapons of mass destruction (WMD).
 - 2) Sustaining and enhancing tactical teams including Hazardous Materials (HAZMAT) response and decontamination, Urban Search and Rescue, Medical Incident Support Teams (MIST), Cyber Incident Response Teams (CIRT), and Special Weapons and Tactics (SWAT).
 - 3) Sustaining equipment needs, including personal protective equipment, WMD pharmaceuticals, calibration and maintenance for WMD-related detection and identification systems, and closely related investments to update or sustain current equipment.
 - 4) Sustaining and enhancing border security detection, prevention, and response capabilities.
 - 5) Planning, training, exercises, and equipment to enhance interdiction capabilities against border security threats.
- d. State and Regional Planning
- 1) Developing state and regional risk and preparedness assessments.
 - 2) Core capability development planning, to include typing and tracking of equipment and special response teams.

- 3) Planning and execution of training and exercises focused on terrorism prevention, protection, and response.
 - 4) Multi-jurisdictional operational planning to include plans for regional operational coordination of terrorism prevention, protection, and response capabilities.
 - 5) Maintaining or updating Emergency Operations Plans, consistent with guidance in the *Comprehensive Preparedness Guide (CPG) 101, Version.3.0* and the whole community approach to security and emergency management
 - 6) Planning and implementation of initiatives to enhance the Citizen Corps Program and other community resilience initiatives.
 - 7) Planning for continuity.
- e. Operational Coordination
- 1) Establishing and maintaining a unified and coordinated operational structure and process that integrates critical stakeholders.
 - 2) Implementing WebEOC and other situational awareness and decision support tools.
 - 3) Conducting or participating in incident management training and/or exercises.
- f. Critical Infrastructure
- 1) Identifying critical infrastructure, collecting, and maintaining data, and prioritizing critical infrastructure assets, nodes, clusters, and systems.
 - 2) Assessing critical infrastructure vulnerabilities and interdependencies, particularly those involving multiple sites and/or sectors.
 - 3) Planning, training, exercises, equipment, and modeling enabling responsible jurisdictions to mitigate threats to and vulnerabilities of critical infrastructure facilities, assets, networks, and systems.
 - 4) Analyzing critical infrastructure threats and information sharing with private-sector partners.
 - 5) Enhancing public awareness education and communications and increasing reporting of suspicious activities related to critical infrastructure.
- g. All capabilities being built or sustained must have a clear linkage to one or more of the Core Capabilities identified in the *National Preparedness Goal*.
- h. Many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards. Grantees may demonstrate this dual-use quality for any activities implemented under this program.

- i. Activities implemented under SHSP must support terrorism preparedness by building or sustaining capabilities that relate to the prevention of, protection from, mitigation of, response to, and recovery from terrorism.
- j. Projects submitted with Management and Administrative (M&A) costs must contain a detailed budget along with the hours associated with management of the project attached to the CAPCOG project worksheet.
- k. Routine sustainment projects may lose priority due to lower funding levels or the need to achieve predetermined targets.

E. Step 5: CAPCOG conducts 202~~53~~ SHSP workshop

1. Attendance at this workshop is required for all applicants submitting projects to be prioritized for 202~~54~~ SHSP funding through CAPCOG. Projects submitted by applicants not represented at this workshop will not be considered for funding.
2. At this workshop, potential applicants will receive an explanation of:
 - a. Who can apply,
 - b. What activities are eligible,
 - c. Requirements for problem statement with supporting data, goal statement, project activity explanations, current and target output and outcome measures, and budget categories and line items,
 - d. Applicable rules, regulations, eligibility requirements, and certifications required for each funding opportunity,
 - e. State strategies or funding priorities identified by the OOG,
 - f. Threats, hazards, and capability gaps identified through the regional THIRA, SPR, and other assessments related to homeland security issues, as applicable,
 - g. Local policies or procedures that affect CAPCOG's prioritization process,
 - h. Process for creating, submitting, and certifying applications to the OOG; and important grant deadlines,
 - i. The project period for each funding opportunity as stated in the *Request for Applications* (RFA) issued by the OOG, and
 - j. Any prohibitions stated in the RFA issued by the OOG.
3. Planned date: Workshops will take place in ~~December of~~November 202~~4~~3 for all applicants.

F. Step 6: Applicants submit project applications via eGrants and project worksheet to the COG

1. Project applications must be submitted using the eGrants web-based application. Incomplete project applications will not be considered for prioritization.
2. Project worksheets ~~must be submitted to CAPCOG and~~ are available on the CAPCOG website and must be submitted to CAPCOG. Incomplete project worksheets or worksheets missing information will not be considered for prioritization.
3. As time allows, CAPCOG Homeland Security staff will assist with the submission process ~~upon request~~ prior to the close of the CAPCOG application period, upon request.
4. Key Dates:
 - a. CAPCOG will make current funding opportunities publicly available on the CAPCOG website prior to any CAPCOG imposed application submission deadline pursuant to the OOG PSO guidance.
 - b. eGrants Application Period opens on or about **December 1~~3~~4, 2024~~3~~4.**
 - c. Applicants must submit the completed application to eGrants no later than **5:00 PM CST on January 31, 2025~~4~~4.**
 - d. Applicants submit completed project worksheet to CAPCOG no later than **5:00 PM CST on January 31, 2025~~4~~4.**
 - e. The last date for the Applicant Certifying Official to certify application in eGrants is **5:00 PM CST on February 7~~9~~9, 2025~~4~~4.**
 - f. The last day to complete and submit the PSO *Cybersecurity Training Certification Form* signed by the local government official ~~COG Executive Director~~ to the OOG PSO is **5:00 PM CST on August 31, 2024~~5~~5.**
5. All key dates are final. Applications submitted outside that window will not be considered for funding. (Please check the CAPCOG Website for any updated guidance on key dates).

G. Step 7: HSTF Committees assign priorities to projects

1. CAPCOG Homeland Security staff will provide a list of project applications indicating which projects have been assigned to each committee.

2. Committee chairs may request that projects be reassigned to another committee.
 - a. Persons cannot participate in prioritizing projects for their jurisdiction.
 - b. Reassignment will require the concurrence of CAPCOG Homeland Security staff and the chairs of the involved committees.
3. Each standing committee of the HSTF will meet to discuss assigned projects within their area of interest and place them in a priority order by group consensus.
4. The committees will assign each project as follows:
 - a. Projects that align with investment areas identified in section IV.D (Step 4) of this process.
 - b. Projects eligible under the HSGP grant program, but do not address any of the regional priorities identified in the CAPCOG THIRA, SPR and IP.
 - c. Projects that are not ranked because the applicant jurisdiction:
 - 1) Did not attend the mandatory SHSP project application workshop,
 - 2) Did not meet the requirements of this grant process, or
 - 3) Did not submit a completed project worksheet.
5. Projected completion dates: February 10, 202~~5~~4, to February 20, 202~~5~~4.

H. Step 8. Organize prioritized projects

1. Committee chairs will submit reviewed projects to CAPCOG staff, who will work with an appointed team to prepare the project submittals for the HSTF final review, revision, and ranking meeting.
2. Priorities will be based on consensus informed by the most recent version of the CAPCOG THIRA, SPR, and HSSP-IP.
 - a. A review of all projects will be conducted for potential prioritization as outlined in section IV.G.4 above.
 - b. Projects from all committees will be prioritized based upon the national investment areas and CAPCOG regional priorities.
3. Anticipated completion date: February 2025.

Step 9: Homeland Security Task Force approves prioritized project list

1. The CAPCOG Homeland Security Task Force will review and may revise the prepared list of 202~~53~~⁵⁴ HSGP projects and will, by a vote of its members, approve a recommendation to the CAPCOG Executive Committee.
2. Planned completion date: March 7~~6~~⁵, 202~~54~~⁵⁴

J. Step 10: CAPCOG Executive Committee approves prioritized project list

1. The CAPCOG Executive Committee will review and may revise the prioritized list of 202~~54~~⁵⁴ HSGP projects and will, by a vote of its members, approve a recommendation to the OOG.
2. Planned completion date: March 1~~23~~²³, 202~~54~~⁵⁴.
3. CAPCOG will notify applicants in writing of the Region's approved prioritization results within 14 calendar days of the decision.

K. Step 11: Office of the Governor sends potential projects to CAPCOG

1. Following an initial review, the OOG will forward the project applications to CAPCOG for final review and prioritization.
2. Planned completion date: Mid-March 202~~54~~⁵⁴.

L. Step 12: CAPCOG staff reconciles project list and priorities and sends final prioritized list to the Office of the Governor

1. Upon receipt of the list from the OOG of projects that have received preliminary approval, CAPCOG Homeland Security staff will verify project information, including recommended funding amount, assign priorities and return the final list to the OOG.
2. Planned completion date: On or before March 31, 202~~54~~⁵⁴.

M. Step 13: Office of the Governor approves prioritized project list

1. The OOG will review and approve projects for funding.
2. With the assistance of CAPCOG Homeland Security staff members, as determined by the OOG procedures, applicants with projects selected for funding will complete any required activities in eGrants.
3. Based upon the project application, the OOG will designate a performance period for each project.

4. Anticipated completion date: August 202⁵⁴.

V. Performance Period and Closeout

A. Responsibilities

1. Sub-recipients of SHSP grant funds are responsible for attending grant workshops, meeting grant deadlines, ordering required equipment, reporting online or to data calls as requested by the State, complying with audits, maintaining records, and all other sub-recipient requirements as specified in the agreement with the State.
2. In addition to regional planning and grant administration duties as required by the State, CAPCOG staff members provide support to the sub-recipients to include informing them of state and federal guidance and deadlines, holding grant workshops, assisting with eligibility requirements, assisting with online reporting, providing liaison with the OOG, compiling information from or for data calls, supporting the HSTF and committees, and coordinating among projects and/or among jurisdictions involved in a project.

B. Reporting on Grant Progress

1. Sub-recipients will report grant progress to the OOG each quarter of the performance period: January, April, July, and October.

C. Unused Funds

1. At any point during the performance period, the sub-recipient may request to use uncommitted funds for another project. This may occur whether these funds remain from cost savings in an initial project or whether needs have changed and the initial project is unnecessary or of a lower priority.
2. Using grant funds for another purpose other than the project initially awarded will require approval of the HSTF and the CAPCOG Executive Committee.
3. Every six months during the performance period, CAPCOG may request that uncommitted or unobligated funds be released to CAPCOG for reallocation to other projects in the region. This would not include such funds that are for planned future expenses, such as training or maintenance contracts where the funds cannot yet be obligated.
4. First priority for uncommitted funds will go to the next partial or unfunded project on the project funding list approved for the grant year.

5. For applicants requesting to use funds for a project not previously approved through the grant process:
 - a. If the amount of proposed reallocation request is less than \$1,000, CAPCOG's Director of Homeland Security is authorized to approve the proposed use of the funds.
 - b. If the amount of unused funds is greater than or equal to \$1,000 but less than \$5,000, the HSTF is authorized to approve the proposed use of the funds.
 - c. If the amount of unused funds is greater than or equal to \$5,000, the HSTF shall make a recommendation to the CAPCOG Executive Committee for approval of the proposed use of the funds.



Capital Area Council of Governments 2025 SHSP Grant Worksheet

Please fill out completely

Incomplete worksheets will not be considered for prioritization

Jurisdiction: Click or tap here to enter text.		Agency / Department: Click or tap here to enter text.		Total Amount of Funding Requested: Click or tap here to enter text.	
Project Name: Click or tap here to enter text.		Grant Number: Click or tap here to enter text.		Was Project Identified in <input type="checkbox"/> THIRA <input type="checkbox"/> SPR <input type="checkbox"/> HSSP-IP	
LEPTA: <input type="checkbox"/> Yes <input type="checkbox"/> No					
DHS/FEMA Investment Area [only one allowed]: <input type="checkbox"/> Cyber Security <input type="checkbox"/> Information & Intelligence Sharing <input type="checkbox"/> Soft Targets/Crowded Places <input type="checkbox"/> Election Security <input type="checkbox"/> Community Preparedness & Resilience <input type="checkbox"/> Combat Domestic Violent Extremism <input type="checkbox"/> Other _____					
FEMA Core Capability/Capabilities [list all that apply] Click or tap here to enter text.					
Item/Equipment to be acquired: Click or tap here to enter text.					
Summary of Purpose [explanation for review committees]: Click or tap here to enter text.					
Summary of Need [explanation for review committees]: Click or tap here to enter text.					
Sustainment of a regional capability: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what regional capability? Click or tap here to enter text.		Is proposed project a continuation of a previous grant? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what year _____	
Describe how proposed project meets regional needs: Click or tap here to enter text.					
If proposed grant project amount had to be reduced, does your request scale? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what changes can be made? Click or tap here to enter text.		Has Project been submitted for other grant: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what grant(s): Click or tap here to enter text.	
Additional information you wish to convey to reviewers: Click or tap here to enter text.					
Technical Contact: Click or tap here to enter text.		Phone: Click or tap here to enter text.			

STOP. DO NOT FILL IN ANY INFORMATION BELOW THIS LINE

FOR CAPCOG NOTES ONLY:

Assigned Review sub-committee:		
<input type="checkbox"/> Meets Group 1	<input type="checkbox"/> Meets Group 2	<input type="checkbox"/> Meets Group 3
Notes:		

This document is designated FOR OFFICIAL USE ONLY and is confidential under §418.175 et seq of the Texas Government Code

EXECUTIVE COMMITTEE MEETING

MEETING DATE: November 13, 2024

AGENDA ITEM: #6 Consider Approving CAPCOG's Criminal Justice Policy Statement, Priorities, Project Summary Sheets and Scoring Criteria for Plan Year 2026

GENERAL DESCRIPTION OF ITEM:

At the beginning of each plan year for the criminal justice grant program, the Executive Committee must approve the policy which establishes the rules that CAPCOG will follow about reviewing, scoring, and recommending funding for applications. The details in the proposed policy for Plan Year 2026 are similar to the details in the policy for Plan Year 2025 with key changes. The goals while drafting the proposed policy were to address requirements outlined in the contract with the Office of the Governor, clarify ambiguities from the previous year's policy, retain successful elements, and handle all potential scenarios applicable to applications.

In summary the policy includes:

- **The introduction of new definitions** for terms such as "Gap Year (Grant Funding)" and "One-Time Equipment Purchase," which were not defined in previous policy statements.
- **Updates to the PY 2026 scoring criteria** for objective scoring components:
 - (1) attendance at the CAPCOG Criminal Justice Grant Workshop, and
 - (2) submission of the CAPCOG Criminal Justice Project Summary Sheet.
- **Elimination of ranking by applicant preference.** The previous method of ranking applications based on Project preference grouping (Primary, Secondary, and Tertiary) has been eliminated. The CJAC will now score applications without considering the applicant's self-identified project ranking.
- **Funding recommendation by individual CJAC Members.** In addition to scoring applications, CJAC members will also indicate a proposed funding amount. The individual proposed funding amounts will be aggregated into an amount that the CJAC will consider before making its official funding recommendation.

Along with approval of the policy, staff requests approval of the regional priorities, project summary sheet, and scoring criteria. More detailed information regarding the policy and related documents is provided in the attached memo. The CJAC reviewed the proposed policy and associated documents at its October 8th meeting and recommended approval of all.

THIS ITEM REPRESENTS A:

- ☐ New issue, project, or purchase
- ☒ Routine, regularly scheduled item
- ☐ Follow-up to a previously discussed item
- ☐ Special item requested by board member
- ☐ Other

PRIMARY CONTACT/STAFF MEMBER:

Charles Simon, Director of Regional Planning and Services

BUDGETARY IMPACT:

Total estimated cost: \$0

Source of Funds: N/A

Is item already included in fiscal year budget?

☐ Yes

☐ No

Does item represent a new expenditure?

☐ Yes

☐ No

Does item represent a pass-through purchase?

☐ Yes

☐ No

If so, for what city/county/etc.? n/a

PROCUREMENT: N/A

ACTION REQUESTED:

Approve the proposed revised Priorities, Policy Statement, Scoring Criteria, Project Summary Sheet, and Scoring Criteria for the Criminal Justice Grant 2025 Plan Year.

BACK-UP DOCUMENTS ATTACHED:

1. Memo summarizing policy changes compared to the Plan Year 2025 policy
2. Proposed CAPCOG Plan Year 2026 Criminal Justice Program Policy Statement
3. Memo regarding the recommended regional priorities for Plan Year 2026
4. Proposed Plan Year 2026 Scoring Criteria
5. Proposed Plan Year 2026 Score Sheets
6. Proposed Plan Year 2026 Project Summary Sheet

BACK-UP DOCUMENTS NOT ATTACHED:

N/A



6800 Burleson Road, Building 310, Suite 165
Austin, Texas 78744-2306
Ph: 512-916-6000 Fax: 512-916-6001
www.capcog.org

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM October 28, 2024

TO: Executive Committee

FROM: Charles Simon, Director of Regional Planning and Services

RE: CAPCOG's Criminal Justice Policy Statement, Priorities, Project Summary Sheets and Scoring Criteria for Plan Year 2026

The Criminal Justice Advisory Committee (CJAC) recommends approval of the attached policy statement, regional priorities, project summary sheet, and scoring criteria for the criminal justice Plan Year 2026.

Policy

The CAPCOG Criminal Justice Policy Statement for Plan Year 2026 has been updated to reflect modifications in policy definitions, scoring criteria, and project evaluation processes. The copy in this packet is the result after the revisions were incorporated.

New Definitions

Key changes include the introduction of definitions for terms such as **Gap Year** and **One-Time Equipment Purchase**, which were not defined in previous policy statements. Additionally, the definition of Local Government has been revised to include only those entities with taxing authority.

Revised Objective Scoring

Updates to the PY 2026 Scoring Criteria include different point values for objective scoring components. Specifically, applicants can earn 0 or 5 points based on attendance at the CAPCOG Criminal Justice Grant Workshop or submission of the CAPCOG Criminal Justice Project Summary Sheet, with each component assessed separately for completion or non-completion.

Elimination of Ranking by Applicant Preference

The previous method of scoring applications based on project preference grouping (Primary, Secondary, and Tertiary) has been eliminated. Applicants will still indicate their preference; however, the applications will be ranked solely by score without regard to the preference indicated.

Proposed Funding Recommendations by Individual CJAC Members

In addition to scoring applications based on the established scoring criteria, individual CJAC members will provide a proposed funding amount. These individual proposed funding amounts will be collected, and the highest and lowest amounts will be excluded. The remaining amounts will be averaged to determine a final proposed funding amount for each application. While this calculated figure will guide decision-making, CJAC retains the flexibility to adjust the funding recommendation based on further discussions and additional considerations. This new process places significant emphasis on individual input, ensuring that funding proposals reflect both the project's merits and regional needs.

Priorities

A more detailed explanation of the recommended regional priorities is provided in an attached memo. The regional priorities recommended for Plan Year 2026 are:

- Violence Prevention (Juvenile Justice and School-based system)
- Training and Equipment for Law Enforcement (Criminal Justice System)
- Crisis Intervention Services (Mental Health/Substance Abuse Treatment)
- Case Management/Wrap Around Services (Mental Health/Substance Abuse)
- Crisis Services (Victims of Crime)

Project Summary Sheet

Project Summary Sheets have been updated to be submitted through an online form, which should simplify the process for both applicants and the CJAC. The Project Summary Sheet will now include a box for applicants to submit a summary of their project with a 750-word limitation. The form also now includes conditional questions that request information based on applicants' responses. Additional steps are being implemented to provide feedback to the applicant regarding the submission of their Project Summary Sheets and facilitating the process of scheduling applicant presentations. The Project Summary Sheet is optional but submitting one can earn the application 5 points toward its final score.

Scoring Criteria

A document providing guidance for scoring applications is provided to the CJAC members to assist them in evaluating the applications and assigning scores to scoring them. Specific guidance is given for each question that is included in the score sheet that will be used by the CJAC. The scoring guidance document will be provided to prospective applicants also to aid them in preparing their applications.

Timeline

Highlights of the Plan Year 2026 timeline include:

December 9 – 20 th , 2024	PSO expected to publish the request for applications.
March 24-26 th , 2025	Applicant presentations to CJAC, CJAC scores applications and makes funding recommendations.
April 9 th , 2025	CAPCOG Executive Committee considers scoring, ranking, and funding recommendations from CJAC and makes recommendations to PSO.
May 9 th , 2025	Deadline for CAPCOG to submit scores and funding recommendations to PSO.



BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

Capital Area Council of Governments Criminal Justice Advisory Committee (CJAC) Plan Year (PY) 2026 Policy Statement

SECTION 1. INTRODUCTION

The following policies and procedures are established for the purpose of defining the rules that will govern the Capital Area Council of Government's (CAPCOG's) Criminal Justice Advisory Committee (CJAC) application review and prioritization process for designated funding streams controlled by the Public Safety Office's Criminal Justice Division (PSO) of the Office of the Governor (OOG) that CAPCOG is responsible for reviewing. In addition, these policies and procedures govern the operation of CAPCOG's Criminal Justice Planning as outlined in the Interagency Cooperation Agreement between the PSO and CAPCOG as it relates to CAPCOG's CJAC.

1.1. Grant applications that will be reviewed include, but are not limited to the following funding opportunities from the Office of the Governor:

- 1.1.a. Criminal Justice Grant Program (CJ-JAG).
- 1.1.b. General Victim Assistance Grant Program (VOCA).
- 1.1.c. Juvenile Justice and Delinquency Prevention Program (JJ).
- 1.1.d. Truancy Prevention Projects (TP).
- 1.1.e. Violence Against Women Justice and Training Program (VAWA) and,
- 1.1.f. Any additional or unique fund sources that PSO determines appropriate.

1.2. In addition to purposes stated or implied in the CAPCOG Regional Strategic Criminal Justice Plan of Plan Year 2022, this policy statement is intended to further the objective of addressing regional criminal justice needs by encouraging the establishment of beneficial programs and continuing funding for them with the goal of progressing them toward self-sufficiency.

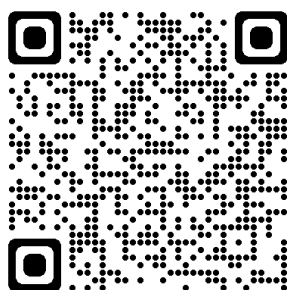
1.3. CAPCOG recognizes that some programs provide the benefit of providing core services to the region, and that long-term funding of those programs, and the agencies who operate them, may be considered differently than those programs not providing core services.

1.4. It is the intent of CAPCOG, to the extent that is reasonable, to use all funding that is allocated to the CAPCOG region for funding programs within the region and has therefore developed this policy to encourage doing that.

SECTION 2. COMPLIANCE WITH ADMINISTRATIVE RULES AND REGULATIONS

- 2.1. All policies, rules, and regulations outlined in this document comply with the Texas Administrative Code (TAC), Title 1, Part 1, Chapter 3, and the state and federal statutes, rules, and regulations adopted by reference in Texas Administrative Code. 1 TAC Part 1, Chapter 3; Applicability, Subchapters A, B, D, E, and F of this chapter applies to all applications for funding and grants submitted to the PSO Information regarding the TAC and the OOG rules can be accessed on the website of the Texas Secretary of State, at the link or QR code below.

[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=3&ti=1&pt=1](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=3&ti=1&pt=1)



- 2.2. All meetings of the CJAC will be held in compliance with the general provisions of the Government Code, Chapter 551. Texas Open Meetings Act, which can be viewed online at:

<http://www.sos.state.tx.us/texreg/index.shtml>

SECTION 3. POLICY DEFINITIONS AND INTERPRETATIONS

- 3.1. The following terms, as used in this policy, shall have the meanings indicated.

- 3.1.a. Applicant - the agency/organization requesting grant funds from the Office of Governor's Public Safety Office.
- 3.1.b. Application - an online form that is completed by a potential grantee in eGrants in response to a request for a specific funding opportunity from the Office of Governor for a project or activity. It also refers to the content that is provided in the form along with any required documents that is subject to this policy and being considered for funding by the PSO.
- 3.1.c. Awarded Project Amount – the total awarded amount from the Office of the Governor's Public Safety Office not including matching contributions.
- 3.1.d. CAPCOG Region - the 10-county CAPCOG area which includes the following counties Bastrop; Blanco; Burnet; Caldwell; Fayette; Hays; Lee; Llano; Travis; and Williamson.
- 3.1.e. Conflict of Interest – as defined in Section 9 of this policy, a condition that may affect CAPCOG staff, CJAC members, or Executive Committee members from participating in review and processing of applications.

- 3.1.f. Continuation Project – a project that is the subject of an Application and was funded in any previous plan year having the same Applicant, serving essentially the same target group, having a similar scope of work regarding the area served, the personnel proposed, and services offered as determined by the CJAC, and is not solely a One-Time Equipment Purchase.
- 3.1.g. Criminal Justice Advisory Committee (CJAC) - a volunteer committee comprised of a multi-disciplinary representation of members from the region. The primary responsibility of the CJAC is to review criminal justice-related grant applications from throughout the region, score and prioritize applications, and provide funding recommendations, based on a standardized application review and prioritization process and a standardized score sheet, to CAPCOG's Executive Committee for review.
- 3.1.h. eGrants – the online grant management system used by Public Safety Office programs used by applicants to register for an account, submit and certify applications, and manage any grants awarded. Located at egrants.gov.texas.gov.
- 3.1.i. Executive Committee – CAPCOG's governing body.
- 3.1.j. Fourth Year Project – a Continuation Project that has not experienced any Gap Years and for which Plan Year 2023 is the first year it received funding, or a Continuation Project that has experienced one or more Gap Years and for which Plan Year 2022 is the first year it received funding.
- 3.1.k. Gap Year– A period in which an application does not receive funding after the first year it has received funding.
- 3.1.l. Local Government – political subdivisions of the State of Texas, including but not limited to counties, municipalities, cities, towns, utility districts, , school districts, and similar public entities with the authority to levy taxes.
- 3.1.m. New Project – a project that is the subject of an Application that does not meet the criteria to be considered a Continuation Project.
- 3.1.n. One-Time Equipment Purchase – The acquisition of equipment through a single, non-recurring expenditure intended to meet a specific need that is not part of an ongoing project and does not require further funding for replacement, maintenance, or continuation of services related to the equipment acquired.
- 3.1.o. Progressed Project - a Continuation Project that has not experienced any Gap Years and for which Plan Year 2022 is the first year it received funding, or a Continuation Project that has experienced one or more Gap Years and for which Plan Year 2021 or an earlier year is the first year it received funding.
- 3.1.p. Project Summary Sheet- a form created by CAPCOG, which includes several questions about an Application and is used to help the CJAC during its review and scoring of applications.

- 3.1.q. Project - the subject of a grant application with a proposed set of objectives that will be performed by the applicant should grant funding be awarded.
 - 3.1.r. Reasonable Budget Estimate (RBE) - an annual notification of fund availability CAPCOG receives from the PSO. The RBE identifies the estimated amount of funds being reserved for each grant program under which the region receives a funding allocation from the PSO.
 - 3.1.s. Second Year Project – a Continuation Project that has not experienced any Gap Years and for which Plan Year 2025 is the first year it received funding, or a Continuation Project that has experienced one or more Gap Years and for which Plan Year 2024 is the first year it received funding
 - 3.1.t. Third Year Project – a Continuation Project has not experienced any Gap Years and for which Plan Year 2024 is the first year it received funding, or a Continuation Project that has experienced one or more Gap Years and for which Plan Year 2023 is the first year it received funding.
- 3.2. When used in this policy statement, the phrases indicated below have the meaning as described for each.
- 3.2.a. Received funding – a Project or Application was awarded funding by the PSO, regardless if the Project or Application received a funding recommendation from the CAPCOG Executive Committee or the CJAC, or if the funding was used by the Applicant.
 - 3.2.b. When referring to actions during the application, review, scoring, or funding recommendation process, the term CAPCOG may refer to either the CAPCOG staff, the CJAC, the Executive Committee, or any combination of these.

SECTION 4. ELIGIBILITY GUIDELINES FOR CAPCOG REGION

- 4.1. To be eligible to participate in CAPCOG’s application review and prioritization process, the Applicant must provide services within the CAPCOG Region.
- 4.2. Agencies within the CAPCOG Region may expand their service area outside of the CAPCOG Region; however, CAPCOG will only consider Applications for Projects that will provide services within the CAPCOG Region.
- 4.3. Agencies headquartered outside of the CAPCOG Region may submit a grant Application for CAPCOG review and prioritization if the requested funding will be used to provide services within the CAPCOG Region.
- 4.4. Agencies that receive direct allocations from the PSO for service programs may not apply for funds that are prioritized by CAPCOG. (Examples include but are not limited to: *Mothers Against Drunk Driving; Crime Stoppers; Children’s Advocacy Centers; and Court Appointed Special Advocates.*)

SECTION 5. REGIONAL PRIORITIES

5.1. Priorities for PY 2026 include the following activities, based on feedback from stakeholders collected through a region-wide online survey and endorsed by the CJAC and Executive Committee:

- 5.1.a. Violence Prevention (Juvenile Justice and School-based system)
- 5.1.b. Training and Equipment for Law Enforcement (Criminal Justice System)
- 5.1.c. Crisis Intervention Services (Mental Health/ Substance Abuse)
- 5.1.d. Case Management/Wrap Around Services (Mental Health/Substance Abuse)
- 5.1.e. Crisis Intervention Services (Victims of Crime)

5.2. CAPCOG will evaluate Applications on the extent to which they advance these priorities.

SECTION 6. APPLICATION

6.1. Office of the Governor Application Process

- 6.1.a. To be considered for funding, grant Applications must be submitted directly to the PSO via eGrants by the designated deadline. eGrants will not accept late application submissions.
- 6.1.b. All Office of the Governor funding opportunities are located on the eGrants website. The Office of the Governor criminal justice grant funding announcements include eligibility requirements set by the Office of the Governor. Please refer to information at the link or QR code below to review applicant eligibility requirements. <https://egrants.gov.texas.gov/>
- 6.1.c. The PSO will screen all Applications to ensure that they meet the requirements included in the funding announcement. Eligible local and regional applications will be forwarded by PSO to CAPCOG.
- 6.1.d. PSO will make the final determination as to which funding source is most appropriate for each application.

6.2. Application Limitations

- 6.2.a. Applicants are limited to three (3) Applications per funding source.
- 6.2.b. Any Applicant that submits more than three Applications in a single fund source will receive a score of zero and a funding recommendation of \$0.00 for all Applications in excess of three submitted Applications as determined by the date and time that the Application was submitted. Applications in excess of three for an Applicant in a single fund source will not be forwarded to the CJAC for scoring or a funding recommendation and will not present to the CJAC.
- 6.2.c. Applicants with multiple Applications in a fund source must indicate the project preference by indicating which of their applications is primary, secondary, and tertiary on the Project Summary Sheets.
- 6.2.d. CAPCOG will assign project preference to Applications for which a preference is not indicated on the Project Summary Sheet.

6.3. Application Requirements

- 6.3.a. In addition to the requirements established by the PSO, this policy establishes several requirements that have consequences to the scoring of an Application. Applicants should review Section 7 of this policy to understand how an Application's scoring can be affected by these requirements. Applications that do not adhere to one or more of these requirements will still be reviewed by the PSO and are eligible to receive funding but are likely to receive a lower score and a lower funding recommendation from CAPCOG.
- 6.3.b. **Grant Application Workshop-** CAPCOG will conduct a grant application workshop that will be open to all prospective Applicants, at which the provisions of this policy will be reviewed and changes from the Plan Year 2025 policy will be highlighted. Failure of an applicant to attend a grant workshop could adversely affect the scoring and funding recommendation.
- 6.3.c. **Project Summary Sheet-** A Project Summary Sheet, in a form provided by CAPCOG, that should be submitted for each Application that is submitted through eGrants. The Project Summary Sheet includes several questions about the Application and proposed Project and is used to help the CJAC during its review and scoring of applications. Failure of an applicant to submit this form to CAPCOG could adversely affect the scoring and funding recommendation.
- 6.3.d. **Attendance at CJAC Project Presentation Meetings-** A representative of the Applicant who is familiar with the application and the proposed project should attend the presentation meeting conducted by the CJAC at the time that has been assigned for the Application. The Applicant representative will be allotted five minutes to present information about the Application to the CJAC and must be prepared to address questions from the CJAC members. Attendance at the meeting or making a presentation by the Applicant are not required. Failure of an Applicant to present its Application to the CJAC could adversely affect the scoring and funding recommendation.

6.4. CAPCOG Application Review Process

- 6.4.a. Forwarding Eligible Applications to the CJAC
 - 6.4.a.(1) CAPCOG will forward all Applications that are eligible for review to the CJAC. The forwarded Applications will be accompanied by the Project Summary Sheet for the Application and necessary scoring materials.
 - 6.4.a.(2) CAPCOG staff will provide to the CJAC a list of the Applications that are not eligible for review stating the appropriate reason the project cannot be reviewed. CAPCOG will send out email correspondence to the Applicant with reasoning as to why the Application will not be reviewed by the CJAC.

- 6.4.a.(3) CAPCOG will evaluate each Application that is eligible for review and will determine the status of each Application as a New Project, First Year Project, Second Year Project, Third Year Project, or a Progressed Project.
- 6.4.a.(4) CAPCOG will indicate the status of each forwarded Application. The CJAC or a subcommittee of the CJAC, will meet prior to the scoring meeting to review the status of Applications and make changes to an Application's status.
- 6.4.b. Review of Applications by the CJAC
 - 6.4.b.(1) CJAC members will individually review the forwarded Applications as soon as they are received and may continue to review them until scoring them.
 - 6.4.b.(2) Prior to the scoring meetings, the CJAC may choose to meet to collaborate on the forwarded Applications.
- 6.4.c. Applicant Presentation to the CJAC
 - 6.4.c.(1) CAPCOG will determine the schedule for meetings at which Applicants will have the opportunity to present their Applications to the CJAC.
 - 6.4.c.(2) CAPCOG will notify the eligible Applicants to choose a preferred time to present their Application to the CJAC from a list of available times. The times available for presentations and the final presentation schedule is determined by CAPCOG.
 - 6.4.c.(3) Applicants will be notified of their assigned presentation time no later than 3 business days prior to the first day of the presentation meetings.
 - 6.4.c.(4) Applicants who are presenting their Applications must be present and prepared to present at their assigned time.
 - 6.4.c.(5) Applicants will be allowed five minutes to make a presentation to the CJAC. The CJAC, in its sole discretion, may allow more time as long as it does not interfere with the start time for the next scheduled presentation.
 - 6.4.c.(6) The CJAC may allow an Applicant to present earlier than their scheduled time if the Applicant is present and prepared to present and the Applicant that is scheduled to present at that time is not present or has already presented. The CJAC, in its sole discretion, may allow an Applicant to present at a time later than its scheduled time.
 - 6.4.c.(7) The CJAC may choose to conduct one or more additional meetings for presentations after the meetings initially scheduled. Scheduling of presentations during any additional meetings will be determined by the CJAC.
- 6.4.d. Scoring of Applications and Proposed Funding by the CJAC
 - 6.4.d.(1) CJAC members will consider a variety of factors in scoring the Applications including, but not limited to, cost-effectiveness, overall funding availability, regional priorities, identified gaps in services or resources, geographic distributions, the inherent value of the Project's impact, whether the Project has the potential to be a model

program, whether delaying the Project would have a significant negative impact on the area proposed to be served, and any additional factors relevant to a specific request for applications.

- 6.4.d.(2) After each presentation the CJAC members will individually assign scores and a proposed funding amount to the Application using the materials provided and based on the guidance in this policy and separate scoring guidance materials provided to them.
- 6.4.d.(3) In addition to scoring the Applications, on the scoring materials each CJAC member will propose a funding amount for each Application. This amount must not exceed the applicant's requested funding or applicable limitations specified in Section 8 and should be determined based on the CJAC member's evaluation of the Project's merits and feasibility.
- 6.4.d.(4) CAPCOG staff will collect the CJAC members' scores and proposed funding for the Application either in written or electronic form as determined by the CJAC and will calculate the Application's overall score using the scoring method prescribed in this policy. CAPCOG staff will collect the proposed funding amounts from CJAC members. To calculate the final proposed funding amount.
- 6.4.d.(5) The member score is the total score submitted by the CJAC member on the materials provided after the multiplier has been applied.
- 6.4.d.(6) When all member scores are submitted or collected, the CAPCOG staff will remove the highest member score and the lowest member score, sum all remaining member scores, and divide by the number of member scores that were summed to determine the application score.
- 6.4.d.(7) The application score for Progressed Projects submitted by Local Government Applicants will be multiplied by 0.50
- 6.4.d.(8) When all member recommended funding amounts are submitted or collected, the CAPCOG staff will remove the the highest and lowest member recommended funding amounts, sum all remaining member recommended funding amounts, and divide by the number of member recommended funding amounts that were summed to determine the calculated proposed funding amount.
- 6.4.d.(9) The Applications will then be ordered for each funding category from highest score to lowest score without regard to preference indicated for the application as described in Section 6.2.c.
- 6.4.d.(10) Tie Breaker: In the event two or more applications achieve a tie score, the following method will be used to break the tie by applying the rules below, in the order they are listed, until no ties remain.
 - 6.4.d.(10)i New Projects will be placed in order before Applications for Continuation Projects and Progressed Projects.
 - 6.4.d.(10)ii Applications will be sorted in descending order by the year of their first year to receive funding.

6.4.d.(10)iii Applications will be sorted in ascending order by the amount of funding requested, or if a Continuation Project, by the maximum funding recommendation amount indicated in Section 8.

6.4.d.(10)iv The existence of a tie is evaluated after each rule is applied and the next rule is applied only if a tie remains.

6.4.e. Recommendation of Funding by the CJAC

6.4.e(1) After all presentations for a funding category have completed, the CJAC will determine the method to use when recommending funding for Applications. The CJAC may adopt one or more formulas to determine the recommended funding for Applications, or use a combination of methods.

6.4.e(2) When making final funding recommendations, the CJAC will consider the calculated final proposed funding amount for each Application and may recommend a funding amount that is different than the calculated proposed funding amount.

6.4.e(3) The CJAC is not obligated to adhere to rank order or applicant-indicated preferences in making funding recommendations.

6.4.e(4) Regardless of the method chosen by the CJAC to recommend funding for applications, the limitations described in Section 8 of this policy apply.

6.4.f. Review of Applications by the Executive Committee and Funding Recommendation to the Public Safety Office

6.4.f.(1) Prior to the deadline date for CAPCOG to submit scoring, ranking, and funding recommendations to PSO, the CAPCOG Executive Committee will review the scoring and ranking of the Applications from the CJAC and the funding recommendations for each at one of its regularly scheduled meetings, or if it deems necessary, at a specially called meeting.

6.4.f.(2) The Executive Committee will vote on funding recommendations for all Applications prior to the deadline date for CAPCOG to submit scoring, ranking, and funding recommendations to PSO. The Executive Committee may make funding recommendations that are consistent with the CJAC recommendation or may make different funding recommendations as it deems appropriate.

6.4.f.(3) The Executive Committee may specify or give guidance to include any notes or additional information to the PSO for Applications or for an entire grant category.

6.4.g. Appeals to Suspected Scoring Errors Process

6.4.g.(1) Any Applicant of an Application that was scored and received a funding recommendation from the CJAC may appeal the score that the Application received if the Applicant believes that an error was made in calculating the Application's score or in implementing the scoring or tie breaker methods of this policy. An Applicant may not submit a request for an appeal for any other purpose.

6.4.g.(2) Requests for an appeal must be submitted to CAPCOG's Criminal Justice Liaison: Karina Trevino at ktrevino@capcog.org no later than five business days prior to the

Executive Committee meeting at which the priority list of Applications will be recommended for funding. The request must include a statement describing the reason for the appeal, including what the Applicant believes to be the error made in scoring signed by the authorized official as designated by the PSO. Supporting documentation may be included.

6.4.g.(3) If a request for an appeal is received, the CJAC members will receive a copy of the written appeal and the Chair, Vice Chair, or designated representative from the CJAC will be invited to attend the Executive Committee meeting at which the priority list of Applications will be recommended for funding.

6.4.g.(4) The request for the appeal and the supporting material will be provided to the Executive Committee at the same time as materials for the priority list of Applications and funding recommendations.

6.4.g.(5) The Executive Committee, after considering the request for appeal, may change the Application's score and priority ranking and the ranking of other Applications that may be affected by the Application's revised score.

6.4.g.(6) The Executive Committee may choose to, but is not obligated to, discuss the appeal, hear testimony from the appellant, or change the score and ranking of the subject Application based on the information provided.

6.4.g.(7) The decision of the Executive Committee will be the final action concerning all appeals. The CJAC members will be notified of the result of the appeal.

SECTION 7. SCORING CRITERIA

7.1. An Application's score is composed of scores from two parts: Objective Score and Discretionary Score

7.2. The **Objective Score** has two components which are all dependent upon the Applicant's performance during application process or submittal of materials. The score for each objective score component is determined by CAPCOG staff. Objective scores are all (earned if the applicant complied with the requirements of the component) or nothing (assigned if the Applicant did not comply with the requirements of the component). Partial objective scores will not be assigned to any Application.

7.2.a. The objective score for each Application, a description of each, and the values of the components are:

0 or 5 Points for Grant Application Workshop Attendance- CAPCOG will schedule and hold a grant Application workshop to discuss funding opportunities provided by the PSO. If a representative of the applying organization attends a grant application workshop all of the organization's Applications receive 5 points. If an applying organization does not have a representative attend a grant application workshop, all of that organization's Applications will receive zero points for the grant application workshop attendance component.

0 or 5 Points for Submission of Project Summary Sheets- Applicants are to complete and submit a Project Summary Sheet. If a Project Summary Sheet has been submitted for an Application, the Application will receive 5 points. If a Project Summary Sheet has not been submitted for an Application, the Application will receive zero points for the submission of Project Summary Sheet component.

7.3. The Discretionary Score has three components. Which are all dependent upon the Applicant's performance in regard to regional priorities and the written Application submitted to eGrants.

7.3.a. The discretionary score for each Application, a description of each, and the values of the components are:

0-10 Points for Regional Priorities - All Applications that are forwarded to the CJAC for scoring will be eligible to receive up to 10 points as determined by the scoring of the individual CJAC members and the method of calculating application scores established in this policy.

0 - 50 Points for Written Application – All Applications that are forwarded to the CJAC for scoring will be eligible to receive up to 50 points for the written application component of the discretionary score as determined by the scoring by individual CJAC members and the method of calculating application scores established in this policy. The score sheets that will be used by the CJAC to assign scores to an Application may divide the written application component into subcomponents that are scored independently and total 50 points.

0 - 30 Points for Project Presentations - All Applications that are forwarded to the CJAC for scoring will be eligible to receive up to 30 points for the project presentation component of the discretionary score as determined by the scoring by individual CJAC members and the method of calculating application scores established in this policy. The score sheets that will be used by the CJAC to assign scores to an Application may divide the project presentation component into subcomponents that are scored independently and total 30 points.

SECTION 8. CJAC FUNDING RECOMMENDATION LIMITATIONS

8.1. Except for the exception mentioned below, Continuation Projects submitted by Local Government Applicants are limited to receive a funding recommendation from the CJAC in an amount no greater than the amounts indicated below depending on the Continuation Project's first year of funding for all funding categories.

- 8.1.a. Second Year Projects: 80% of amount awarded by PSO for the Project's first year of funding.
- 8.1.b. Third Year Projects: 60% of amount awarded by PSO for the Project's first year of funding.
- 8.1.c. Fourth Year Projects: 40% of amount awarded by PSO for the Project's first year of funding.
- 8.1.d. Continuation Projects not guaranteed funding for every year of the cycle. The CJAC will review each Application and funding recommendations will be based on the Project's merit, adherence to the funding guidelines, and available resources for that particular year.

8.2. Except for the exception mentioned below, Progressed Projects submitted by Local Government Applicants will receive a funding recommendation of \$0.00 from the CJAC.

8.3. Except for the exception mentioned below, Applications that receive a total final score less than 70 points will receive a funding recommendation of \$0.00 from the CJAC.

8.4. Except for the exception mentioned below, Applications that are in excess of an Applicant's three permitted Applications for a fund source will receive a funding recommendation of \$0.00 from the CJAC.

8.5. The CJAC may not recommend funding in an amount greater than the amount requested by the Applicant.

8.6. If the total value of the CJAC funding recommendation for Applications in a funding category is less than the RBE for that category, the CJAC may recommend funding for applications in an amount greater than the amount allowed by Sections 8.1, 8.2, 8.3, 8.4 above

SECTION 9. CONFLICT OF INTEREST

9.1 To avoid a conflict of interest, members of the CAPCOG's Executive Committee, CJAC members, and CAPCOG staff must abstain from voting and comment on discussion regarding the application and all other applications in the same funding category.

9.2 Potential Conflicts of Interest include the member or an individual related to the member within the third degree of consanguinity or within the second degree by affinity:

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

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

9.2.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

9.2.d. Receives any funds, or a substantial amount of tangible goods or services, from the Applicant agency as a result of the grant, if awarded.

9.3. If a member must abstain from reviewing, voting, commenting, or taking any action on any grant Application, the member must also abstain from voting on any competing Applications within that funding source during the prioritization process.

9.4. Members will clearly state their abstention from voting on certain Applications and will not speak on behalf of or in support of an Applicant.

9.5. If CAPCOG learns that any inappropriate actions occurred during the scoring or prioritization of PSO criminal justice projects, CAPCOG will notify the PSO of the concerns.

SECTION 10. CAPCOG TECHNICAL ASSISTANCE

- 10.1. CAPCOG will maintain a website and post all reference materials here: www.capcog.org/what-we-do/funding-grants/criminal-justice/.
- 10.2. CAPCOG staff will provide current grantees, potential Applicants, and others with CAPCOG's criminal justice priorities, a copy of the CJAC application review and prioritization scoring instrument, the criteria used in the scoring of Applications, and other relevant materials, including relevant policies, procedures, and bylaws, during the grant application workshop or by request. For more information, please contact CAPCOG's Criminal Justice Liaison: Karina Trevino at ktrevino@capcog.org.
- 10.3. 10.3 In addition to the CAPCOG-facilitated grant application workshops, Applicants may request grant-related technical assistance before the Applicant's submission of the certified Application to PSO.
- 10.4. CAPCOG staff will answer questions for both current grantees and new Applicants via email consultation as much as is practical, as well as in-person upon request. For more information, please contact CAPCOG's Criminal Justice Liaison: Karina Trevino at ktrevino@capcog.org
- 10.5. The Office of the Governor, PSO staff will provide technical assistance with the operation of the eGrants web-based application.



6800 Burleson Road, Building 310, Suite 165
Austin, Texas 78744-2306
Ph: 512-916-6000 Fax: 512-916-6001
www.capcog.org

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM

October 28, 2024

TO: Executive Committee

FROM: Charles Simon, Director of Regional Planning and Services

RE: CAPCOG Plan Year 2026 Criminal Justice Regional Priorities

CAPCOG's Criminal Justice Advisory Committee has selected the following activities as the Plan Year 2026 Criminal Justice Regional Priorities. The selected priorities will serve as the basis for the prioritization process of the Office of the Governor's Criminal Justice grants. These priorities are presented for the Executive Committee's consideration.

- Violence Prevention (Juvenile Justice and School-based system)
- Training and Equipment for Law Enforcement (Criminal Justice System)
- Crisis Intervention Services (Mental Health/Substance Abuse Treatment)
- Case Management/Wrap Around Services (Mental Health/Substance Abuse Treatment)
- Crisis Services (Victims of Crime)

The priorities were determined based on a combination of the survey results and CJAC's input. CAPCOG gathered stakeholder feedback through an online survey sent to subject matter experts across the region. The survey featured programs grouped under the criminal justice topics specified in CAPCOG's agreement with the office of the governor, and respondents were asked to rank their priorities within each group. The recommended priorities listed above indicate, in parentheses, the topic group from which each was drawn. These priorities reflect a blend of survey responses and CJAC's evaluation. A total of 94 responses were received.



Capital Area Council of Governments

6800 Burleson Road, Building 310, Suite 165

Austin, Texas 78744-2306

Ph: 512-916-6000 Fax: 512-916-6001

www.capcog.org

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

Plan Year 2026 Criminal Justice Grant Application Scoring Criteria and Guidance

Each question in the Regional Priorities, Application Review, and Project Presentation sections of the Score Sheet indicate a maximum score available for each. CAJC members are advised to indicate a score for each question in the range from 0 to the maximum points allowed based on the extent to which the application addresses the question and by using the guidance provided in this document.

Objective Score

(10 points maximum)

Did the applicant attend CAPCOG's Grant Workshop? (5 Points Maximum)

CAPCOG staff will provide a yes or no answer to this question on Score Sheet if the applicant attended the Grant workshop as stated in Policy Statement.

Did the Applicant Submit a Project Summary Sheet? (5 Points Maximum)

CAPCOG staff will provide a yes or no answer to this question on Score Sheet if the applicant submitted the CAPCOG Project Summary Sheet as stated in Policy Statement.

Regional Priorities

(10 points maximum)

Does the project address 1 or more of the top 4 criminal justice regional priorities and/or serve as a current resource filling in a gap in services or resources identified during the planning process? (10 Points Maximum)

CJAC members should reference the Project Activities Information portion of the application summary when awarding these points.

The top 5 priorities are:) Violence Prevention (Juvenile Justice and School-based system), Training and Equipment for Law Enforcement (Criminal Justice System), Crisis Intervention Services (Mental Health/ Substance Abuse), Case Management/Wrap Around Services (Mental Health/Substance Abuse), and Crisis Intervention Services (Victims of Crime). Points should be awarded based on the portion of a project that falls under one or more of these priorities

Application Review

(50 points maximum)

Are the project costs in the budget eligible, reasonable, and essential to the goal and activities of the project? (10 Points Maximum)

CJAC Members should reference the Budget Information in the application summary when awarding these points. Also, please consider the questions below.

- Does the budget include all items necessary to complete the project?
- How cost effective are the items identified in the project budget?
- Has the applicant provided a clear explanation for how all items in the project budget will be used in the execution of the project?
- Has the applicant budgeted correctly for the proposed project?
- If a match is required for the project, does the applicant have the match properly calculated and allocated?

Does the applicant's approach clearly address the problem and outlined activities that will be conducted during the project? (10 Points Maximum)

CJAC Members should reference the Approach and Activities, and Evidence-Based Practices narratives in the application summary when awarding these points. Also, please consider the questions below.

- Is it easy to understand what the project does by reading the Approach and Activities narrative in the application summary?
- Will the approach outlined here have a meaningful impact on the problem?
- Is there a justifiable and clear reason given for choosing the approach?
- Is a reasonable timeline for all relevant aspects of the project identified by the applicant?
- Are the methods, approaches, and activities identified evidence-based?
- Is the evidence cited? Is the citation used reputable and knowledgeable?
- Does the applicant demonstrate an understanding of the target population's needs?

Does the applicant use supporting data that demonstrates the problem exists, demonstrates the problem's size and scope, and demonstrates the problem's negative effects on the target population? (10 Points Maximum)

CJAC Members should reference the Supporting Data and Problem Statement narratives as well as the Performance Management, and Data Management narratives in the application summary when awarding these points. Also, please consider the questions below.

- Has the applicant cited and used verifiable and trustworthy data sources?
- Is the data used "right sized" for the project? Does it use local or regional data to support the existence of the problem?
- Does the data used clearly support the problem statement?
- In the target group(s) identified in the number, geographic area, and demographic makeup? Is there data supporting these claims?
- Are there clearly defined ways to measure the project's success?
- Have goals and measurable objectives been identified? Are specific outcome and output measures defined?
- How well are the goals and objectives tied to the problem?
- Has the baseline and the expected change resulting from the project been identified?
- Does the applicant have sound methods for reviewing project performance?
- Are the methods used to analyze performance data explained clearly?
- Does the applicant use the information from project performance reviews to make decisions about the project?
- How well does the applicant outline how performance data is collected, tracked, and maintained? Does the applicant identify any software or tools to be used?

How well does the project support a regionally integrated criminal justice system that provides inherent value? (10 points maximum)

CJAC Members should reference the Project Abstract, Problem Statement, and Capacity & Capabilities narratives in the application summary when awarding these points. Also, please consider the questions below:

- Is the root problem and need clearly defined?
- Does the identified problem fall within the jurisdiction and responsibilities of the applicant?
- Is the problem supported by evidence, either statistical or anecdotal?
- Has the applicant identified a problem that is not just the lack of the proposed project?
- Does the Problem Statement make a compelling case for the existence of and need to solve the problem?
- Does the problem statement identify the people that will be served?
- Is the target group identified in number, geographic area, and demographic makeup? Is there data supporting these claims?
- Have special characteristics of the targeted population been identified?
- Does the applicant demonstrate an understanding of the target population's needs?

How capable is the applicant in executing the project identified in the application and completing any required reporting? (10 points maximum)

CJAC Members should reference the Capabilities & Capacity, Approach & Activities, and Performance Management narratives in the application summary when awarding these points. Also, please consider the questions below.

- Has the applicant provided sufficient information about their organizational qualifications and performance history to confidently ensure the project is feasible?
- Has the applicant provided enough information to indicate it has the capacity to handle all the work required for successful completion of the project, including all reporting that is required by CJD?
- Does the applicant identify personnel who are sufficiently qualified and experienced to add value and increase the likelihood of success for the project?
- Are the proposed activities tied to personnel qualification in a way that shows a reasoned connection between the two?

**Project Presentation
(30 points maximum)**

Is the applicant's presentation consistent with the content provided in the written application? (Maximum 15 Points)

CJAC Members should consider the following and reference to the full application.

- Did the Agency send a presenter that was knowledgeable of the program?
- Was the presenter able to answer the CJAC's questions accurately?
- Were the items mentioned in the presentation consistent with the application?

Does the agency have a strategy to sustain this project if grant funds are not available in subsequent years or if the project received a reduction in funding? (15 Points Maximum)

CJAC members should consider the following and reference the full application and the 5-minute presentation from the presenter.

- Did the presenter describe the agency's strategy to sustain this project beyond the grant period? Would the agency be able to carry out the program if the funding were to disappear tomorrow?
- For equipment or technology projects, did the presenter describe the agency's plan to maintain equipment beyond the grant period (i.e., routine maintenance, repairs, upgrades, etc.).



PY 2026 CAPCOG Criminal Justice Advisory Committee Score Sheet

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

Funding Opportunity:		Date:	
Applicant Agency:			
Project Title:			
Application Number:		Amount Requested:	\$

<u>Objective Score</u>	Points Scale	Yes	No	Score
Did the applicant attend CAPCOG's Grant Workshop?	0 or 5			
Did the Applicant Submit a Project Summary Sheet?	0 or 5			
Total Points Scored:				

<u>Discretionary Score</u>		
Regional Priorities (10 points)	Maximum Points Allowed	Score
Does the project address 1 or more of the 5 criminal justice regional priorities and/or serve as a current resource filling in a gap in services identified during the planning process? Please note the Regional Priorities identified were Violence Prevention (Juvenile Justice and School-based system), Training and Equipment for Law Enforcement (Criminal Justice System), Crisis Intervention Services (Mental Health/ Substance Abuse), Case Management/Wrap Around Services (Mental Health/Substance Abuse), and Crisis Intervention Services (Victims of Crime)	10	

Application Review (50 points)	Maximum Points Allowed	Score
Are the project cost in the budget eligible, reasonable, and essential to the goal and activities of the project?	10	
Does the applicant's approach clearly address the problem and outlined activities that will be conducted during the project?	10	

Does the applicant use supporting data that demonstrates the problem exists, demonstrates the problem's size and scope, and demonstrates the problem's negative effects on the target population?	10	
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How well does the project support a regionally integrated criminal justice system that provides inherent value?	10	
How capable is the applicant in executing the project identified in the application and completing any required reporting?	10	
Project Presentation (30 points)	Maximum Points Allowed	Score
Is the applicant's presentation consistent with the content provided in the written application?	15	
Does the agency have a strategy to sustain this project if grant funds are not available in subsequent years or if the project received a reduction in funding?	15	

Proposed Funding:

Funding Requested on Application	Proposed funding based on individual CJAC member review

Vote Exemption Status

Per the CAPCOG Criminal Justice Advisory Committee Policy Statement and the requirements established by the State of Texas Office of the Governor's (OOG), a CJAC member must abstain from reviewing, voting, commenting, presenting, or taking any action on any grant application that could be a conflict of interest.

☐ I abstain from voting on this project as I am either employed by or am directly affiliated with the applicant agency and, therefore, cannot vote or provide comment or discussion on the project and all other applications in the same funding category.

Member Voting Agreement

As a CAPCOG Criminal Justice Advisory Committee member, I agree that I have scored this application in honesty and fairness. I understand this committee's bylaws, scoring practices, and funding process and agree to the requirements established by the Office of the Governor's Criminal Justice Grant Division.

Member Signature



<u>Final Score</u>			
Category	CJAC Member Score	Multiplier	Final Score
Non-profit Project		1.0	
Local Government New and Continuation Project		1.0	
Progressed Local Government Project		0.5	



CAPCOG Criminal Justice PY2026 Project Summary Sheet

Organization Name: *

Project Title: *

eGrants Application Identification Number: *

What fund source are you applying for? *

- ☐ General Victim Assistance Grant Program (VOCA) ☐ Violence Against Women Justice and Training Program (VAWA)
- ☐ Juvenile Justice Program (JJ) ☐ Truancy Prevention Program (TP)
- ☐ Criminal Justice Assistance Program (JAG)

Will your agency submit multiple applications in a single fund source? *

- ☐ Yes ☐ No

Please indicate your funding priority for this project *

In order for the scoring committee to understand the needs of the agency and to allocate resources effectively, please indicate the preference for this project over your other projects for funding.

- ☐ Primary Preference: (This project is the top choice to receive funding)
- ☐ Secondary Preference: (This project is the second choice to receive funding)
- ☐ Tertiary Preference: (This project is the third choice to receive funding)

Please briefly explain the rationale behind the ranking of your projects (primary, secondary, tertiary)

Include the factors that influenced your decision (300 Word Max) Please refer to the CAPCOG CJAC Policy Statement for more information on project preference.

Please provide a brief summary of your project.*

Be sure to include all relevant information you would like the scoring committee to consider. (Max 750 Words)

Is this a continuation project?*

☐ Yes

☐ No

If this is a continuation project what year is the project in?*

If this is a continuation project, are you on track to meet your current impact measures? Please provide details supporting the progress of each measure *

What percentage of the agency's budget does this grant cover?*

Does the project have other components or is part of another project that the scoring committee would want to know about? *

Please provide a breakdown of where your clientele is located (by county) in relation to this project.

This should include clients from the past 12 months, including any current clients.

Number of Clients Served Per County

Bastrop County	<input type="text"/>
Blanco County	<input type="text"/>
Burnet County	<input type="text"/>
Caldwell County	<input type="text"/>
Fayette County	<input type="text"/>
Hays County	<input type="text"/>
Lee County	<input type="text"/>
Llano County	<input type="text"/>
Travis County	<input type="text"/>
Williamson County	<input type="text"/>
Outside of CAPCOG Region	<input type="text"/>

If your project extends beyond the CAPCOG Region, how will you ensure that the funds are dedicated solely to supporting efforts within our region? *

What is the demographic breakdown of your clientele served or proposed to be served?

[White/African American / Hispanic /Asian/etc.]

If your application budget contains indirect costs, please list the amount of indirect cost below.*

USD

What long-term funding plans does your agency have in connection with this application?*

Please identify the sources and amounts of funds allocated for the proposed project for the current fiscal year. *

For example: This project will be funded 50% by Health and Human Services for \$5,000 and 50% by the Office of the Governor for \$5,000.

What would the impact of a 10% reduction in funding be on this project?

Agency Email:

Please indicate the email address of the individual submitting the Project Summary Sheet, this individual will receive an email confirmation upon submission.

EXECUTIVE COMMITTEE MEETING

MEETING DATE: November 13, 2024

AGENDA ITEM: #7 Consider Adoption of Resolution Changing Authorized Official for Regional Law Enforcement Academy Grant

GENERAL DESCRIPTION OF ITEM:

As part of the grant application process for the Office of the Governor (OOG), applicants must submit a resolution approved by an organization's governing board that designates an authorized official and authorizes submission of the grant application. The authorized official is given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency. On most of CAPCOG's grants with the OOG, the resolution identifies the office of the Executive Director as the authorized official, but on CAPCOG's two-year law enforcement academy training grant (grant number 1544418) identified CAPCOG's former Executive Director Betty Voights by name as the authorized official. With the change in CAPCOG's Executive Director on September 1, an updated resolution is necessary. The updated resolution changes the authorized official from Betty Voights personally to the Office of Executive Director consistent with the other grants CAPCOG has with the OOG.

THIS ITEM REPRESENTS A:

- ☒ New issue, project, or purchase
- ☐ Routine, regularly scheduled item
- ☐ Follow-up to previously discussed item
- ☐ Special item requested by board member
- ☐ Other

PRIMARY CONTACT/STAFF MEMBER:

Andrew Hoekzema, Deputy Executive Director

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: N/A

Is item already included in fiscal year budget? ☐ Yes ☐ No

Does item represent a new expenditure? ☐ Yes ☐ No

Does item represent a pass-through purchase? ☐ Yes ☐ No

If so, for what city/county/etc.? _____

PROCUREMENT: N/A

ACTION REQUESTED:

Adopt a resolution changing the authorized official for grant number 1544418 from Betty Voights to the office of Executive Director

BACK-UP DOCUMENTS ATTACHED:

Updated Resolution for Grant 1544418

BACK-UP DOCUMENTS NOT ATTACHED (*to be sent prior to meeting or will be a handout at the meeting*): n/a

RESOLUTION

A RESOLUTION DESIGNATING CAPCOG'S EXECUTIVE DIRECTOR AS AUTHORIZED OFFICIAL FOR REGIONAL LAW ENFORCEMENT ACADEMY GRANT NUMBER 1544418

WHEREAS, the CAPCOG Executive Committee finds it in the best interest of the citizens of Region 12 that the Regional Law Enforcement Academy be operated for the fiscal year 2024 and 2025; and

WHEREAS, the CAPCOG Executive Committee agrees to provide applicable matching funds as necessary to support the staffing and facilities necessary to deliver law enforcement training for the region's law enforcement agencies; and

WHEREAS, the CAPCOG Executive Committee agrees that in the event of loss or misuse of the Office of the Governor funds, CAPCOG will return funds as required to the Office of the Governor in full;

WHEREAS, the authorized official is given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency; and

WHEREAS, the CAPCOG Executive Committee previously designated Betty Voights, its former Executive Director, as the grantee's authorized official for grant number 1544418, rather than the position of Executive Director.

WHEREAS, the CAPCOG Executive Committee previously designated Betty Voights, its former Executive Director, as the grantee's authorized official for grant number 1544418, rather than the position of Executive Director.

THEREFORE, BE IT RESOLVED that the CAPCOG Executive Committee changes its authorized official for grant number 1544418 from Betty Voights to the office of Executive Director.

Resolution adopted by the Capital Area Council of Governments Executive Committee on this 13th day of November 13, 2024.

Mayor Lew White, Chair
Executive Committee
Capital Area Council of Governments

Judge Ron Cunningham, Secretary
Executive Committee
Capital Area Council of Governments

EXECUTIVE COMMITTEE MEETING

MEETING DATE: November 13, 2024

AGENDA ITEM: #8 Consider Approving Proclamation Declaring November 2024 as National Family Caregivers Month

GENERAL DESCRIPTION OF ITEM:

Families are often the primary source of support for older adults and people with disabilities. In fact, today in America, more than 53 million family caregivers provide unpaid care with an estimated economic value of uncompensated care provided by the nation's family caregivers having surpassed total Medicaid spending — \$470 billion¹.

This year we want to recognize the around-the-clock dedication, organization, responsibility, scheduling, and hands-on care it requires to be a caregiver and the importance of assisting family caregivers with navigation and access to the services and supports they need to prepare to care and continue to provide care throughout their caregiving journey. Making important connections to information, healthcare services, disease-specific education, and self-care support systems helps reduce caregiver burnout and depression, ensuring the caregiver can continue to support the individuals they care for in the community of their choice.

CAPCOG, through its Area Agency on Aging (AAA) Caregiver Support Program, has always provided a wide array of caregiver services including education, training, respite care, as well as mental health supports to encourage caregivers to better care for themselves as they care for others.

We continue to broaden our network of service providers and referral partners to ensure all family caregivers across the 10-county region are supported with family-centered solutions. This year we also are one of 10 sites across the nation to participate in the Caregiver Nation Network² with unites caregiving leaders across 10 states in a shared mission to improve support for family caregivers across the nation. In addition to this, we will be partnering with Texas Health and Human Services, Aging Coordination Center to share their "Strengthen the Care You Give" materials and training portal to expand resources for the caregivers we support.

The attached resolution declares November 2024 National Family Caregivers Month in the CAPCOG region.

THIS ITEM REPRESENTS A:

- ☐ New issue, project, or purchase
- ☒ Routine, regularly scheduled item
- ☐ Follow-up to a previously discussed item
- ☐ Special item requested by board member
- ☐ Other

PRIMARY CONTACT/STAFF MEMBER:

Jennifer Scott, Director of Aging Services

BUDGETARY IMPACT: N/A

PROCUREMENT: N/A

ACTION REQUESTED:

Adopt the Proclamation declaring November 2024 as National Family Caregivers Month

¹ National Council on Aging (NCOA) - [How to Honor Caregivers During National Family Caregivers Month](#)

² Caregiver Nation Network - [Home | Caregiver Nation Network](#)

BACK-UP DOCUMENTS ATTACHED:

Proclamation highlighting November 2024 as Caregiver Awareness Month and CAPCOG caregiver support programs.

BACK-UP DOCUMENTS NOT ATTACHED (*to be sent prior to meeting or will be a handout at the meeting*):

Handout from National #CaregiversConnect national awareness campaign



A PROCLAMATION DECLARING NOVEMBER 2024 AS NATIONAL FAMILY CAREGIVERS MONTH

WHEREAS, the total estimated annual economic value of uncompensated care provided by the nation's family caregivers is estimated at \$470 billion; and,

WHEREAS, the Administration for Community Living (ACL) highlights the theme of "#Care..." to highlight the importance of self-recognition and self-identity — key factors in caregivers' access to essential support. According to Caregiver Action Network, more than half of those providing care in the U.S. don't recognize themselves as Caregivers. As a result, many do not connect with supports that can make a difference throughout their caregiving journeys.

WHEREAS, the 2023 National Strategy to Support Family Caregivers includes elements focused on enhancing engagement with family caregivers, addressing access to person-centered approaches, and assisting with long-term plans of care, including caregiver self-care and advocacy; and,

WHEREAS, the Area Agency on Aging of the Capital Area supports family caregivers by:

- providing respite services, caregiver education and evidence-based caregiver workshops to help reduce stress and prevent burnout
- assisting caregivers with access to community-based services and supports
- increasing opportunities for training & education to meet the challenges of family caregiving

THEREFORE, BE IT RESOLVED, that the Executive Committee of the Capital Area Council of Governments declares the month of November 2024 to be National Family Caregivers Month in the CAPCOG Region to recognize support of family caregivers as key to the health and safety of older adults across the CAPCOG region.

Declaration adopted by the Capital Area Council of Governments Executive Committee on this 13th day of November 2024.

Mayor Lew White, Chair
Executive Committee
Capital Area Council of Governments

Judge Ron Cunningham, Secretary
Executive Committee
Capital Area Council of Governments

EXECUTIVE COMMITTEE MEETING

MEETING DATE: November 13, 2024

AGENDA ITEM: #9 Consider accepting the Quarterly Investment Report

GENERAL DESCRIPTION OF ITEM:

The Public Funds Investment Act and the CAPCOG Investment Policy require that a quarterly investment report be prepared for the Executive Committee. This report is for the 4th quarter ending September 30, 2024. All of CAPCOG's investments are in the Texas Local Government Investment Pool (TexPool).

The beginning and ending balances for each fund reflect the transactions supporting the operating needs of the organization and not the performance of the investments. CAPCOG's use of TexPool as our investment pool is to provide ready access to idle funds for operating purposes while still earning a market interest rate for short-term investments.

During the quarter, the average market interest rate earned was approximately 5.39%.

Total interest earnings for the quarter were \$588,093.

THIS ITEM REPRESENTS A:

- ☐ New issue, project, or purchase
- ☒ Routine, regularly scheduled item
- ☐ Follow-up to a previously discussed item
- ☐ Special item requested by board member
- ☐ Other

PRIMARY CONTACT/STAFF MEMBER:

Silvia Alvarado, Director of Finance

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: N/A

Is item already included in fiscal year budget? ☐ Yes ☐ No

Does item represent a new expenditure? ☐ Yes ☐ No

Does item represent a pass-through purchase? ☐ Yes ☐ No

If so, for what city/county/etc.? _____

PROCUREMENT:

N/A

ACTION REQUESTED:

Accept the Quarterly Investment Report

BACK-UP DOCUMENTS ATTACHED:

Quarterly Investment Report (5 pages)

BACK-UP DOCUMENTS NOT ATTACHED (*to be sent prior to meeting or will be a handout at the meeting*):

None



Capital Area Council of Governments

Quarterly Investment Report Summary July 1, 2024 to September 30, 2024

All Investments are held in the Texas Local Government Investment Pool (TexPool)

	<u>Book Value Beginning</u>	<u>Book Value Ending</u>	<u>Market Value Beginning</u>	<u>Market Value Ending</u>	<u>Interest Earnings</u>
General Fund - Operating Fund	2,651,062.52	1,871,258.73	2,651,062.52	1,871,258.73	33,100.77
Solid Waste - TCEQ Grant Advances	161,010.77	163,210.28	161,010.77	163,210.28	2,199.51
Air Quality - Local Funds	63,349.67	64,193.38	63,349.67	64,193.38	843.71
CAECD 911 Funds	37,416,725.63	45,913,509.54	37,416,725.63	45,913,509.54	551,949.34
Total All Investments	<u>40,292,148.59</u>	<u>48,012,171.93</u>	<u>40,292,148.59</u>	<u>48,012,171.93</u>	<u>588,093.33</u>

Average Daily Balance 43,665,915.45

Average Yield 5.387%

At September 30, 2024:

TexPool/Prime Average Weighted Average Maturity	31 Days	38 days
TexPool/Prime Average Daily Net Yield	5.16%	5.28%
6-Month US Treasury Bill Rate	4.38%	

TexPool's S&P Global Pool Rating is AAAM. The AAAM is the highest principal stability fund rating assigned by S&P Global.

A fund rated AAAM demonstrates extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit risk.

Book Value Equals Market Value because TexPool seeks to maintain a \$1.00 value per share as required by the Texas Public Funds Investment Act.

This quarterly report has been prepared in compliance with the investment policy and strategy as established for the Capital Area Council of Governments and the Public Funds Investment Act (Chapter 2256, Government Code).

Prepared by:

Silvia Alvarado

Silvia Alvarado
Director of Finance
Investment Officer

CAPITAL AREA COUNCIL OF GOVERNMENTS

General Fund

Quarterly Investment Report

July 1, 2024 to September 30, 2024

<i>TexPool Investments</i>	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			2,651,062.52
July		(205,360.57)	2,445,701.95
Monthly interest	584.93		2,446,286.88
Monthly interest - Prime	10,735.61		2,457,022.49
August		42,456.01	2,499,478.50
Monthly interest	585.37		2,500,063.87
Monthly interest - Prime	11,118.56		2,511,182.43
September		(650,000.00)	1,861,182.43
Monthly interest	554.69		1,861,737.12
Monthly interest - Prime	9,521.61		1,871,258.73
Activity for the Quarter	33,100.77	(812,904.56)	
Ending Balance			1,871,258.73

Average Daily Balance	July	2,437,141.10
	August	2,527,924.69
	September	2,328,184.97
Average Daily Balance for the Quarter		2,431,083.59
Average Annual Interest Rate		5.446%

CAPITAL AREA COUNCIL OF GOVERNMENTS

Solid Waste

Quarterly Investment Report

July 1, 2024 to September 30, 2024

TexPool Investments	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			161,010.77
July			161,010.77
Monthly interest	746.55		161,757.32
August			161,757.32
Monthly interest	747.79		162,505.11
September		0.00	162,505.11
Monthly interest	705.17		163,210.28
Activity for the Quarter	2,199.51	0.00	
Ending Balance			163,210.28

Average Daily Balance	July	161,034.85
	August	161,805.56
	September	162,528.62
Average Daily Balance for the Quarter		161,789.68
Average Annual Interest Rate		5.438%

CAPITAL AREA COUNCIL OF GOVERNMENTS

Air Quality

Quarterly Investment Report
July 1, 2024 to September 30, 2024

TexPool Investments	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			63,349.67
July		0.00	63,349.67
Monthly interest	286.09		63,635.76
August		0.00	63,635.76
Monthly interest	286.35		63,922.11
September		0.00	63,922.11
Monthly interest	271.27		64,193.38
Activity for the Quarter	843.71	0.00	
Ending Balance			64,193.38

Average Daily Balance	July	63,358.90
	August	63,654.23
	September	63,931.15
Average Daily Balance for the Quarter		63,648.09
Average Annual Interest Rate		5.302%

CAPITAL AREA COUNCIL OF GOVERNMENTS

CAECD 911 Fund

Quarterly Investment Report

July 1, 2024 to September 30, 2024

TexPool Investments	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			37,416,725.63
July		3,109,723.08	40,526,448.71
Monthly interest	29,292.05		40,555,740.76
Monthly Interest - Prime	142,674.23		40,698,414.99
August		657,543.99	41,355,958.98
Monthly interest	15,719.45		41,371,678.43
Monthly interest - Prime	173,511.15		41,545,189.58
September		4,177,567.50	45,722,757.08
Monthly interest	13,138.05		45,735,895.13
Monthly interest - Prime	177,614.41		45,913,509.54
Activity for the Quarter	551,949.34	7,944,834.57	
Ending Balance			45,913,509.54

Average Daily Balance	July	37,469,099.04
	August	41,067,895.67
	September	44,491,187.58
Average Daily Balance for the Quarter		41,009,394.10
Average Annual Interest Rate		5.384%

Executive Committee Meeting

MEETING DATE: November 13, 2024

AGENDA ITEM: #10 Consider Approving Resolution Forming a Building Committee

GENERAL DESCRIPTION OF ITEM:

CAPCOG's current building lease expires at the end of March 2027 and the board would need to decide relatively soon if it wanted to consider building or buying office space due after that point due to the length of time required for those options. In order to prepare recommendations for the board on the future of CAPCOG's office space, we are requesting the formation of a building committee charged with guiding staff in the process of considering option with a goal of making a decision by January 2026.

THIS ITEM REPRESENTS A:

- ☒ New issue, project, or purchase
- ☐ Routine, regularly scheduled item
- ☐ Follow-up to a previously discussed item
- ☐ Special item requested by board member
- ☐ Other

PRIMARY CONTACT/STAFF MEMBER:

Chris Miller, Executive Director

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: N/A

Is item already included in fiscal year budget? ☐ Yes ☐ No

Does item represent a new expenditure? ☐ Yes ☐ No

Does item represent a pass-through purchase? ☐ Yes ☐ No

If so, for what city/county/etc.? _____

PROCUREMENT: N/A

ACTION REQUESTED:

Approve Resolution Forming a Building Committee and appoint members

BACK-UP DOCUMENTS ATTACHED:

Resolution

BACK-UP DOCUMENTS NOT ATTACHED (*to be sent prior to meeting or will be a handout at the meeting*):

Tentative Timeline for Building Committee meetings

Resolution Establishing Building Committee

Whereas, Section 5.9 of the Capital Area Council of Governments (CAPCOG) Bylaws allows the CAPCOG Executive Committee to create a subcommittee by resolution; and

Whereas, CAPCOG's current lease for office space at 6800 Burleson Road, Building 310, Suites 155 and 165 in Austin expires March 31, 2027; and

Whereas, the Executive Committee considers it beneficial to form a subcommittee to collaborate with staff to prepare recommendations on options for office space following the end of the current lease;

Now, be it resolved by CAPCOG's Executive Committee that:

1. The Executive Committee establishes a Building Committee and charges it with providing commendations to CAPCOG staff and the board with the goal of bringing a recommendation back to the Executive Committee at its January 2026 meeting.
2. This committee shall be considered advisory only and, therefore, meetings will not be subject to the requirements of the Texas Open Meetings Act.
3. Committee membership will consist of at least one current Vice-Chair, who will serve as Chair of the subcommittee, and at least two additional current members who are nominated for re-appointment to the Executive Committee for 2025.
4. A quorum shall be considered a simple majority of the committee's appointed members.
5. The committee's recommendations shall be by a majority of members present at a meeting.

Resolution adopted on this 13th day of November, 2024.

Mayor Lew White, Chair
Executive Committee
Capital Area Council of Governments

Judge Ron Cunningham, Secretary
Executive Committee
Capital Area Council of Governments

Executive Committee Meeting

MEETING DATE: November 13, 2024

AGENDA ITEM: #11 Consider Approving Appointments to Advisory Committees

GENERAL DESCRIPTION OF ITEM:

This is the monthly item for filling positions on CAPCOG's advisory committees. Please let us know if our staff can assist in identifying interested persons to serve. It is presumed that both city and county representatives will collaborate when making appointments.

THIS ITEM REPRESENTS A:

- ☐ New issue, project, or purchase
- ☒ Routine, regularly scheduled item
- ☐ Follow-up to a previously discussed item
- ☐ Special item requested by board member
- ☐ Other

PRIMARY CONTACT/STAFF MEMBER:

Chris Miller, Executive Director

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: N/A

Is item already included in fiscal year budget? ☐ Yes

☐ No

Does item represent a new expenditure? ☐ Yes

☐ No

Does item represent a pass-through purchase? ☐ Yes

☐ No

If so, for what city/county/etc.? _____

PROCUREMENT: N/A

ACTION REQUESTED:

Approve any recommended advisory committee appointments

BACK-UP DOCUMENTS ATTACHED:

Advisory Committee Vacancy Memo

BACK-UP DOCUMENTS NOT ATTACHED *(to be sent prior to meeting or will be a handout at the meeting):*

Advisory Committee Attendance Records



6800 Burleson Road, Building 310, Suite 165

Austin, Texas 78744

Ph: 512-916-6000 Fax: 512-916-6001

www.capcog.org

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM

October 28, 2024

TO: Executive Committee

FROM: Chris Miller, CAPCOG Executive Director

RE: Advisory Committee Vacancies and Recommended Appointments

Please note the following advisory committee vacancies:

- 1. Aging Advisory Council:**
 - a. Burnet County (1 vacancy since November 2021)
 - b. Travis County (1 vacancy out of 3 seats since April 2023)
 - c. Williamson County (1 vacancy out of 2 seats since December 2020)
- 2. Criminal Justice Advisory Committee:**
 - a. Llano County (1 vacancy since September 2024)
 - b. City of Austin (2 vacancies out of 3 seats, 1 since March 2023, 1 since May 2022)
- 3. Homeland Security Task Force:**
 - a. Lee County Emergency Management Coordinator (1 vacancy since July 2024)

Lee County has a new Emergency Management Coordinator Jason Snelgrove who has been nominated for the Homeland Security Task Force (HSTF). Jason is a retired Army Lieutenant Colonel with an extensive hazardous materials background.

Nominations for filling these vacancies may also be made at the November 13, 2024, meeting.

Note that there are special requirements for the composition of some committees that need to be met that may constrain who is able to be appointed. Please contact the relevant staff contact for the committee if you have questions about a potential nominee's eligibility.

Also please note that we are able to count Aging Advisory Council meeting participation as an in-kind match for administration of our Area Agency on Aging, reducing the amount of local cash match required from CAPCOG's budget.

If you have someone you would like to nominate for a position, please request a nomination form and submit it to Shaun Seales at execadmin@capcog.org.