



LOCAL
CONTROL



LIMITED
GOVERNMENT




CRIMINAL JUSTICE DIVISION
GUIDE TO GRANTS



EASY TO
UNDERSTAND



GOVERNOR
GEORGE W.
BUSH



Each year, we at the Governor's Criminal Justice Division (CJD) provide more than \$130 million in funding to local, regional, and statewide projects with the central goal of making Texas a safer state. We fund everything from primary prevention to narcotics task forces and victims assistance to prosecution projects. With 14 state and local funding sources, we have a grant program to fit almost any justice-related project.

Reflecting the Governor's belief in local control, it is always our goal to encourage innovation and coordination at the local level. As a result, we strive to place as few limitations on our applicants' imaginations as possible.

mission

Our mission at the Criminal Justice Division is to direct much needed resources to those who are committed to making Texas a safer place. In carrying out this mission, we are committed to helping our grantees by actively finding ways for them to accomplish their goals. We envision positive and beneficial working relationships with our grantees where we provide as much assistance as needed and where we are always ready with answers, not useless restrictions and government red tape.

Why a Guide to Grants?

- Grant funding can be complicated.
- And we know that you have better things to do—like helping Texans—than memorizing rules.

That's why last year, we at the Governor's Criminal Justice Division completely rewrote our grant rules—deleting over 100 pages from the Texas Administrative Code! And that's why we've published the new CJD Guide to Grants. This book doesn't include every rule on every grant. But it talks about the rules and policies most relevant to everyone and about common mistakes that people make. It also points you to exactly where you need to go to find the text of the rule or more information. I hope that our work can make your work easier.



Richard R. Nedelkoff
Executive Director

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The Funding Sources

- CJD has a variety of funding sources to fit your needs. If
- you want more information on any source, just call your
- regional council coordinator (their names and numbers
- are on page 15) or the CJD contact (page 16).

Criminal Justice Planning Fund

A wide range of projects designed to reduce crime and improve the criminal and juvenile justice systems.

JUVENILE JUSTICE & YOUTH PROGRAMS

Juvenile Justice and Delinquency Prevention

A variety of prevention, diversion, intervention, and training projects that prevent juvenile delinquency and teach young offenders how to change their lives and be accountable for their actions.

Title V Delinquency Prevention Program

Community-based projects that prevent crime by targeting the risk factors that lead to delinquent behavior.

Challenge Grant Program

Local alternative education programs for at-risk and delinquent youths.

Safe and Drug-Free Schools and Communities

Services to children, youths, and families that help prevent drug use and promote safety in schools and communities.

Enforcement of Underage Drinking Laws

Projects that provide comprehensive prevention and enforcement related to underage drinking.

Juvenile Accountability Incentive Block Grant

Projects that provide accountability-based sanctions for juvenile offenders.

VICTIMS SERVICES PROGRAMS

Victims of Crime Act Fund

Services and assistance directly to victims of crime to speed their recovery and aid them through the criminal justice process.

Violence Against Women Act Fund

Training, special prosecution units, and victim service projects that reduce and prevent violence against women.

CRIMINAL JUSTICE PROGRAMS

Crime Stoppers Assistance Fund

Funds to local Crime Stoppers programs to assist them in their operations and statewide projects that support the program.

Texas Narcotics Control Program

Special projects and multi-jurisdictional efforts that target drug-related crime, violent crime, and serious offenders.

Residential Substance Abuse for State Prisoners

Treatment for chronic substance abusers who are incarcerated in adult and juvenile correctional facilities at both the state and local level.

Local Law Enforcement Block Grant

Projects that provide aid to local, state, and federal law enforcement agencies.

So I have a CJD grant. What now?

Who gets notice of a Grant Award?

CJD sends award packets to all three officials listed on the grant application. Each packet may be a little different and each person may not receive them at the same time.

What's an Approved Budget?

When CJD staff members look at a grant application, they may find things that need to be changed. This could be because you requested things that are ineligible for funding or because of math errors. When they have finished their review, they approve a final budget. So, what you get with your award packet is the budget that you have to follow. (TAC 3.71)

What's a Statement of Grant Award?

The first thing you get from CJD when we award you a grant is a Statement of Grant Award. It will tell you how much your grant is for, how much match you have to come up with, and any conditions we have put on your grant. All three officials on the grant—the authorized official, the project director, and the financial officer—will get a Statement of Grant Award.

What's an Acceptance Notice?

This document lets us know that you still want the grant and that the budget works for you. CJD sends this page only to the authorized official. All three officials need to sign it and then return it to CJD. (TAC 3.11)

What's in an Award Packet?

All grant officials get a Statement of Grant Award and an Approved Budget Summary. The authorized official also gets an Acceptance Notice. (TAC 3.25)

Do I need to do anything?

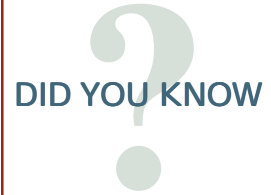
Yes. If you find conditions on the Statement of Grant Award, you have to take care of all of them before we will give you any money (TAC 3.2001). Also, you have to accept the grant by getting all three officials to sign the Acceptance Notice with the Statement of Grant Award. After you take care of that and your conditions, then you can have your grant money (TAC 3.11).

How do I get paid?

You fill out a Request for Funds form and send it to the Accounting Section at CJD. Make sure to read the step-by-step instructions on the form. You can get the form from CJD or on the web at www.governor.state.tx.us/CJD/forms.html. Before you send it though, make sure that you are up to date on all of your financial and progress reporting and that you have taken care of any conditions that need your attention. If you haven't done all that, then we will probably keep sending your Request for Funds forms back to you until you do. (TAC 3.2511)

Do I have to tell CJD what I spend?

Absolutely. Every calendar quarter—that's the end of March, June, September, and December—CJD will send you an expenditure report. You need to fill it out for the entire period of your grant up to the last day of the quarter (even if you haven't spent a dime). Be sure to report only what you actually spent. We won't accept the report unless the financial officer signs it. And remember, if you don't send us things like this report on time, you can't get funds when you ask for them. (TAC 3.2507)



You have to send your final Request for Funds form to CJD no more than 90 days after the end of your grant.

Our rules do not let us honor late requests...ever!

(TAC 3.2521)

What are the Rules?

- Yes, you are right. There really are a lot of rules you need to know to take care of your grant. We have tried to do our part by taking out a horde of unnecessary rules. We actually removed over 100 pages of rules this year. We can't include all of the rules here (there are still about 50 pages of them). But here are some of the big ones, the ones that people most need to know and most often don't. But, to do your best at administering a grant, you really should read our rules completely.



If you find similar rules in OJP and UGMS and you don't know which one to follow, choose the more restrictive one. (TAC 3.19)

Your



to the
rules!

- TAC Texas Administrative Code
- UGMS Uniform Grant Management Standards
- EDGAR Education Department General Administration
- OJP Office of Justice Programs, Financial Guide

How do they apply to Matching Funds?

- Grant Funds are defined as CJD-funded, cash match-funded, and in-kind-funded portions of a grant project. (TAC 3.3) So, matching funds have to follow the same rules and guidelines that apply to CJD grant funds. (TAC 3.73)

Each of these web sites can be located at:
www.governor.state.tx.us/CJD/library.html

Salaries

We won't approve salaries for people who get paid by CJD grants unless they spend at least 25% of the total time they work on the grant project. (TAC 3.75) For example, if they work 40 hours a week, they have to spend at least 10 hours on the grant. Or, if they work 20 hours a week, they have to spend five hours.

People who get paid by CJD grants have to keep time records. They have to at least have the actual number of hours worked on the grant each day and they have to be signed by both the employee and their boss. (UGMS, pg. 23) By the way, if you are on a law enforcement or prosecution grant, you also need to put down when you worked, not just how much you worked and also the case numbers you worked on. For example: 6:45 a.m. to 3:15 p.m., case number 00-123456. (TAC 3.75) Also, if you use volunteers to satisfy part of your match requirement, then you have to keep time records for them too.

If your agency has an approved salary classification schedule then you have to use it for grant-paid people too. If you don't have one, then look around at other similar agencies in your community and see what they pay. Be sure to have something in your files to show how you chose a salary level and why you think it's reasonable. Our grant reviewers may want to know when they come to see you. (TAC 3.75)

Travel

Traveling on grant funds means you need to have travel policies. If you have your own, use them. If you don't, then you have to use the state's. You can call your grant manager at CJD for full state travel policies but here are some of the main ones:

In-state per diem (meals) = \$25 a day

In-state hotel = \$70 plus tax

Car mileage = 28 cents per mile

The federal government has placed one more rule on personally owned cars. If you reimburse someone for mileage in their own cars you can't exceed the federal rate, even if you have your own policy. This rate changes from time to time, but currently it's 32.5 cents per mile. To keep up to date on the federal rate go to:

www.policyworks.gov/org/main/mt/homepage/mtt/pov.htm

Also, always remember when traveling in your own car to keep a travel log that includes things like mileage traveled, dates, destinations, and activities performed during the travel. When you are monitored, the reviewer will want to see these.

Travel rules are at TAC 3.79.

Contracts, Equipment & Purchasing

- It's very important that you have contracting procedures. Any contract or agreement involving grant funds has to be in writing and consistent with Texas contract law. (TAC 3.77)
- If you buy services for juveniles, you have to stay within any relevant rates set by the Texas Juvenile Probation Commission. (TAC 3.77)
- Remember, CJD always has to approve equipment in advance either in your original approved budget or in a grant adjustment. (TAC 3.81) You cannot use the 10% rule to add or move equipment in your budget. What's the 10% rule? See page 12.
- Never use grant equipment (including match and in-kind donations) for any purpose other than for the grant project.
- Always keep inventory reports for grant equipment. This report must agree with the final expenditure report. TNCP grantees must submit a copy of their inventory report to CJD with the final progress report. (TAC 3.2509)
- You have to have standard purchasing policies for how you select whom to buy things from. You have to at least have the minimum standards in TAC 3.2013. If you have other standards that go beyond ours, then you can use your own.

Can I hire my brother-in-law?

He may need a job, but you just can't hire your relatives.

You also can't hire people you are in business with outside this grant-paid job. You can have two relatives working on the same grant, but neither can supervise the other and you may have to prove that neither had any say in hiring the other.

By the way, it's also a really bad idea (sometimes a criminally bad idea) to do anything that could even look like you are:

- Doing anything (other than drawing a salary) that benefits your relatives.
- Using your position for private or political gain.
- Losing independence or impartiality when you make decisions.
- Betraying the confidence the public has in your program or the Governor's Office.

See conflicts of interest at OJP, page 5.

Conflicts
of
Interest

Can I change my grant?

- When you first got your grant award, you also got an approved budget. You can change this budget as the year goes along. There are two ways to do it and we'll explain them to you here. Also, we expect that what you wrote in your grant narrative is what you'll be doing during the year, so if you want to change anything about that you need to ask us. We'll also tell you how to do that and make other changes too.

10% Rule

You are allowed to move money around for eligible items (except indirect costs and equipment) up to 10% of your total CJD grant award amount during each year. We always appreciate you sending us a note telling us about those changes so we can put it in our files. (TAC 3.2513)

Changing grant officials

The officials on a grant may change from time to time. When that happens you need to send your CJD grant manager a letter to let them know. If it's the financial officer that's changing, the letter needs to be signed by the person authorized to submit grant adjustments. (TAC 3.2501)

Changing the scope of a grant
Occasionally, grantees want to change their grant activities substantially. Before you make any changes you have to ask CJD if it is all right. Send a letter to your CJD grant manager telling them what you want to do. You will get an answer in the mail through a Grant Adjustment Notice. (TAC 3.2513)

Budget Adjustments

If you want to move more than 10% or change your indirect costs or equipment, you have to ask for a grant adjustment from CJD. Just send a letter to your CJD grant manager telling them what you want to do. Be sure to clearly say where you want to move money from and where you want to move money to. And always explain why you want to do it. CJD will let you know if it's approved by sending you a Grant Adjustment Notice in the mail. (TAC 3.2513) Also, you have to send any budget adjustment requests at least 30 days before the end of your grant year.

What about reports & records?

What kind of reports do I have to send CJD about my project?

Every grantee has to send in periodic progress reports. Your CJD grant manager should send you copies of the form and let you know how often to send them. If you don't send them in on time, then you won't be able to access your grant funds. (TAC 3.2527) If you need to know about your requirements, just call your CJD grant manager.

Also, we have an arrangement with Texas A&M University to handle our progress reports for juvenile justice and youth-related projects. So if they ask you for information, please help them in any way you can.

How long do I have to keep grant records?

You have to keep all financial records, supporting documents, statistical records, and other grant records for at least three years after your audit report, if you have one, or after you submit your last expenditure report, if you don't. CJD grant reviewers will want to see these records when they visit you or do a desk review. Also, keep equipment records for at least three years after the equipment is no longer being used. (TAC 3.2505)

What is Quality Assurance?

aka: Monitoring

Someone will probably review your activities every year. We have changed our quality assurance program to allow us to review more grants more often. Part of that change is a program called Performance 2000 that we are doing through a contract with a company called Securicor New Century. If you have a local grant, chances are that one of their representatives will be the one to review your grant.

Generally, we let you know well in advance. Your reviewer will be happy to let you know what you need to get together to make the review easier. Your review will either be at your office or we may ask for you to send copies of your records to us so that we can do a desk review instead.

Knowing that we'll probably be calling or knocking on your door every year, you can see how important it is to maintain good records, to spend money only for things allowed under your grant, and to document your compliance with state, federal, and CJD rules and policies.

We want you to understand that our goal is not to catch you doing something wrong. We want to help you do everything right! We want you to avoid mistakes that could cost you money down the road.

What is the role of the Regional Councils of Governments?

- The 24 regional councils of governments help CJD with most of our local projects. For most, you will apply to them and they will make funding recommendations to CJD. So, they may ask you for information during the application process or during the year. They might also come to visit you. Please help them in every way you can. And always feel free to call them with any questions.

1. Panhandle Regional Planning Commission, Malcolm Hardmon
(806) 372-3381 fax (806) 373-3268

2. South Plains Association of Governments, Elena Quintanilla
(806) 762-8721 fax (806) 765-9544

3. Nortex Regional Planning Commission, Darlene Skinner
(940) 322-5281 fax (940) 322-6743

4. North Central Texas Council of Governments, Robert Neff
(817) 695-9174 fax (817) 695-9164

5. Ark-Tex Council of Governments, Janell Browning
(903) 832-8636 fax (903) 832-3441

6. East Texas Council of Governments, Gary Price
(903) 984-8641 fax (903) 983-1440

7. West Central Texas Council of Governments, Carolyn Putnam
(915) 672-1197 fax (915) 676-9541

8. Rio Grande Council of Governments, Michael Ada
(915) 533-0998 fax (915) 532-9385

9. Permian Basin Regional Planning Commission, Dana Hill
(915) 563-1061 fax (915) 561-9484

10. Concho Valley Council of Governments, Troy Robertson
(915) 944-9666 fax (915) 944-9925

11. Heart of Texas Council of Governments, Jill Hyde
(254) 756-7822 fax (254) 756-0102

12. Capital Area Planning Council, Karen Green
(512) 916-6162 fax (512) 444-7475

13. Brazos Valley Development Council, Linda McGill
(409) 775-4244 Fax (409) 775-3466

14. Deep East Texas Council of Governments, Everette Alfred
(409) 384-5704 fax (409) 382-1573

15. South East Texas Regional Planning Commission, Shanna Chance
(409) 727-2384 fax (409) 727-4078

16. Houston-Galveston Area Council, Madeline McGallion
(713) 993-2427 fax (713) 993-2412

17. Golden Crescent Regional Planning Commission, Tommy Linn
(361) 578-1587 fax (361) 578-8865

18. Alamo Area Council of Governments, Ken Johnson
(210) 362-5222 fax (210) 225-5937

19. South Texas Development Council, Julie Saldana
(956) 722-3995 fax (956) 722-2670

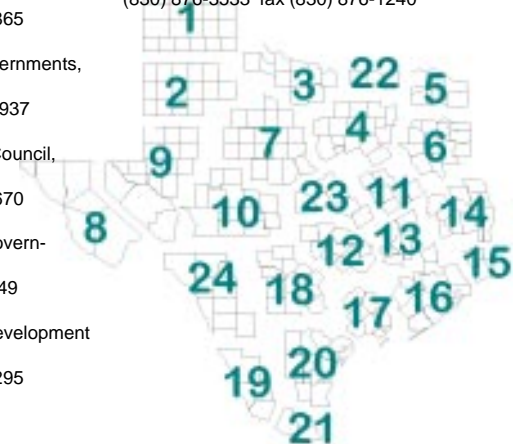
20. Coastal Bend Council of Governments, Jennifer Garcia
(361) 883-5743 fax (361) 883-5749

21. Lower Rio Grande Valley Development Council, Jackie Morales
(956) 682-3481 fax (956) 682-3295

22. Texoma Council of Governments, Sheila Gawne
(903) 813-3577 fax (903) 813-3539

23. Central Texas Council of Governments, Beth Stokes
(254) 933-7075 x202 fax (254) 939-0885

24. Middle Rio Grande Development Council, Ramon Johnston
(830) 876-3533 fax (830) 876-1240



Who do I call for help?

■ Councils of Governments	512-475-2595
■ Courts and Prosecution	512-463-1806
■ Crime Stoppers	512-463-1914
■ Juvenile Justice	512-463-1921
■ Law Enforcement	512-463-1806
■ Projects for Victims of Crime	512-463-1927
■ Quality Assurance	512-463-1964
■ Requests for Funds & Expenditure Reports ...	512-463-1942
■ Texas Narcotics Control Program	512-463-1806
■ Youth Projects	512-463-1921

We encourage you to call and get to know your contacts at CJD. We send information about your grant manager to your authorized official and project director in the award packet. Once you know the name of your grant manager or others you can e-mail them. Our e-mail addresses are the first letter of the first name and the full last name and then @governor.state.tx.us.

Example: astaffer@governor.state.tx.us



I'm ready to read. Are there other rules?

- CJD puts its rules in the Texas Administrative Code, Title I, Part I, Chapter 3 to be exact. They
- apply to all grants. Throughout this book, you'll see it referenced as the TAC. In the TAC we also
- adopt other state and federal rules by reference. (TAC 3.19) It can be confusing, but you don't
- need to go digging around looking for them. Just look below to see what applies to you. We'll
- gladly send you a copy if you don't have one. Or, you can look them up yourself on the web at:
www.governor.state.tx.us/CJD/library.html

The Other Rules

Uniform Grant Management Standards (UGMS):
Applies to all state and federal grants.

Office of Justice Programs Financial Guide (OJP):
Applies to federal grants, except the Safe and Drug-Free Schools and Communities funds.

Education Department General Administrative Regulations (EDGAR): Applies to grants funded by the the Safe and Drug-Free Schools and Communities Act.

Common Rule for OMB Circular A-102: Grants and Cooperative Agreements with State and Local Governments. Applies to all grants to state agencies, cities, counties, community supervision and corrections departments, COGs, and juvenile boards.

OMB Circular No. A-110: Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Private Nonprofit Organizations. Applies to all grants to universities and colleges.

OMB Circular No. A-21: Cost Principles for Educational Institutions. Applies to all grants to school districts and regional education service centers.

OMB Circular No. A-87: Cost Principles for State, Local, and Indian Tribal Governments. Applies to all grants to state agencies, cities, counties, community supervision and corrections departments, COGs, juvenile boards, and Native American Tribes.

OMB Circular No. A-122: Cost Principles for Private Nonprofit Organizations. Applies to all grants to private nonprofit corporations.

OMB Circular No. A-133: Audits of States, Local Governments, and Non-Profit Organizations. Applies to all grants.

Happy Reading!

The Index

To try to make understanding all of the rules easier, we have prepared a comprehensive index of the Texas Administrative Code (TAC), the Uniform Grant Management Standards* (UGMS), the Office of Justice Program Financial Guide (OJP), and the Education Department General Administrative Guidelines (EDGAR). Hopefully, it will make maneuvering through them a little easier.

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*The index to UGMS refers to the January 1999 edition available on the Governor's web site. Other printed copies may not correspond to this index.

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