

CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: POLICE

AGENDA DATE: January 29, 2008

CONTACT PERSON/PHONE: Assistant Chief Tom Whitten / 564-7304
George Acosta / 564-7119

DISTRICT(S) AFFECTED: Citywide

SUBJECT:

Approve a resolution authorizing the City Manager to approve to electronically submit a grant proposal to the Criminal Justice Division (Office of the Governor of the State of Texas) for the JABG grant program in the amount of \$18,311.34 with a local cash match of \$9,350.06 for a total of \$27,661.40. In Accordance with Ordinance 16016 Section 1, which states "that unless a granting agency requires that the City's top elected official be listed as the grant official in a grant document, the City Council hereby designates the City Manager or his or her designee to be listed as the authorized official and as the official with financial authority or similar designations on all grant applications, acceptances, and other documents and to sign all grant applications, acceptances, and other documents and to sign all grant applications, acceptances, and other grant documents on behalf of the City of El Paso." The signature of the "Highest Elected Official" is not required for electronic submittal; Resolution of Mayor and City Council is required.

BACKGROUND / DISCUSSION:

The JABG grant will fund the Serious Habitual Offender Comprehensive Action Program (SHOCAP) to staff the program with one (1) Senior Office Assistant to provide support services to SHOCAP personnel.

PRIOR COUNCIL ACTION:

Yes. The City of El Paso received SHOCAP funding in FY 2008.

AMOUNT AND SOURCE OF FUNDING:

#21010050-01101-506000 Match allocated from General Fund:
Cash match of \$9,350.06 is being provided from the General Fund.
Federal request is for \$18,311.34; total amount is \$27,661.40.

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____

FINANCE: (if required) _____

DEPARTMENT HEAD: _____

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: 1/29/08

RESOLUTION

WHEREAS, the El Paso City Council finds it in the best interest of the citizens of El Paso that the Serious Habitual Offender Comprehensive Action Program (SHOCAP) be operated for the August 1, 2008 --- July 31, 2009 year; and

WHEREAS, the El Paso City Council agrees to provide applicable matching funds for the said project as required by the Juvenile Accountability Block Grant Program (Office of the Governor Criminal Justice Division) grant application; and

WHEREAS, the El Paso City Council agrees that in the event of loss or misuse of the Criminal Justice Division funds, the El Paso City Council assures that the funds will be returned to the Criminal Justice Division in full.

WHEREAS, the El Paso City Council designates City Manager Joyce Wilson as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

1. That the El Paso City Council approves submission of the grant application for the Serious Habitual Offender Comprehensive Action Program (SHOCAP) project to the Office of the Governor, Criminal Justice Division.
2. The City Manager be authorized to sign the grant application including all understandings and assurances contained therein, and apply for, accept, reject, alter or terminate the grant in the amount of \$18,311.34, from the City of El Paso Police Department to the Office of the Governor, Criminal Justice Division, for the purpose of continuing the efforts of the Police Department's Serious Habitual Offender Comprehensive Action Program (SHOCAP).
3. The City of El Paso agrees to provide cash matching funds in the amount of \$9,350.06.
4. The El Paso City Council agrees that the existence of an award will not be used to offset or decrease total salaries, expenses and allowances that the City receives or provides to its Police Department at or after the time the grant is awarded.
5. Lt. Alfred Lowe with the El Paso Police Department be authorized to sign Cooperative Working Agreements relating to the grant with the following agencies: El Paso County Sheriff's; El Paso County Attorney's Office, El Paso County Juvenile Probation Department, Child Protective Services, Texas Youth Commission and Communities In Schools-El Paso, Inc.

ADOPTED this 29th day of January, 2008

CITY OF EL PASO

John Cook, Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Jennifer Callan
Assistant City Attorney

GRANT INFORMATION APPLICATION FORM (GIAF)

Departments planning to apply for a grant are requested to complete and submit this form, electronically or in person, to applicable individuals listed below for informational purposes only. This form must be submitted to Office of Management and Budget (OMB) **ONLY** if matching funds are required. **PRIOR AUTHORIZATION IS NOT REQUIRED FOR DEPARTMENTS TO APPLY FOR A GRANT.** If required by funding agency, the GIF may also be used, once application is completed, to certify legal review prior to obtaining City Manager's signature.

1. DEPARTMENT Grant Applicant/Contact Person

Name: George Acosta

Title: Senior Grant Planner

Phone: (915) 564-7119

Requires Mayor or City Manager's Signature? Yes No

2. GRANT DATA

Grant Title: Juvenile Accountability Block Grant

Due Date: February 1, 2008

Fax No. (915) 564-7177

3. FINANCIAL DATA

Amount of Funding Request: \$18,311.34

Amount of Matching Funds: \$9,350.06

Amount of In-kind: \$0

Total Amount Requested \$27,661.40

Account No. for Matching Funds: 21010050-01101-506000

4. GRANT CLASSIFICATION

Competitive (award based on competition among eligible Applicants)

Entitlement (a set of funds determined under a formula grant)

Continuation (on-going funding from existing funding agency)

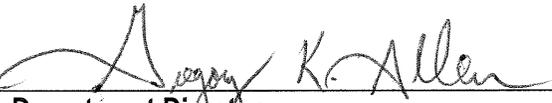
Other:

Grant allows for operating/administrative costs: Yes No

Notice: Legal Department must provide grant review prior to City Manager or Mayor's signature if required by grant.

Brief Summary of Grant Description: The JABG Grant will fund the Serious Habitual Offender Comprehensive Action Program to staff the program with one Senior Office Assistant to provide a variety of services to SHOCAP personnel and juveniles offenders registered with the program.

Required Signatures

1.		01/17/08
	Deputy Director	Date
2.		1/18/08
	Financial Services - Grants Services Division	Date
3.	OMB (Only if a match is required)	Date
4.		1-17-08
	Legal Department	Date
5.		1/17/08
	City Manager	Date

[Print This Page](#)**Agency Name:** City of El Paso**Grant/App:** 1995101 **Start Date:** 8/1/2008 **End Date:** 7/31/2009**Project Title:** Serious Habitual Offender Comprehensive Action Program**Status:** Application Pending Submission

Eligibility Information

Introduction

The Criminal Justice Division (CJD) publishes funding opportunities, known as **Requests for Applications (RFA)**, through the Texas Secretary of State. Click [here](#) to visit the Secretary of State's website to locate the RFAs in the appropriate Texas Register issue.

In addition, CJD requires all applicants and grantee organizations to adhere to the *Texas Administrative Code (TAC)* as adopted. Click [here](#) to view the current TAC, or click [here](#) to view the previous versions of the TAC.

Submission Process

When applying for a grant pursuant to an **RFA** published in the *Texas Register* by CJD, applicants must submit their applications according to the requirements provided in the **RFA**. CJD may also consider applications for grants that are not submitted pursuant to an **RFA**. Applicants will be selected in accordance with *1 TAC, §3.7*.

Selection Process

All applications submitted to CJD are reviewed for eligibility, reasonableness, availability of funding, and cost-effectiveness. For applications submitted pursuant to an **RFA**, the executive director will select a review group, COG, or other designee to prioritize the applications and submit a priority listing to the executive director, who will render the final funding decision. A review group may include staff members, experts in a relevant field, and members of an advisory board or council. For more information regarding the selection process, see *1 TAC, §3.7*.

Funding Decisions

All grant funding decisions rest completely within the discretionary authority of CJD. The receipt of an application for grant funding by CJD does not obligate CJD to fund the grant or to fund it at the amount requested.

Neither the approval of a project nor any grant award shall commit or obligate CJD in any way to make any additional, supplemental, continuation, or other award with respect to any approved project or portion thereof.

CJD makes no commitment that a grant, once funded, will receive priority consideration for subsequent funding. For more information regarding the application process, see *1 TAC, §3.7* and *3.9*.

Adoptions by Reference

All grantees receiving federal and state funds must comply with the applicable statutes, rules, regulations, and guidelines related to the funding source under which the grant is funded. In instances where both federal and state requirements apply to a grantee, the more restrictive requirement applies. For more information regarding grant funding, see *1 TAC, §3.19*.

Community Plans

Each community, consisting of a single county or a group of counties, must file with a COG a community plan that addresses the community's criminal justice priorities. A community plan should assess local trends and data; identify problems, resources, and priorities; develop effective strategies; and set goals and objectives. For more information

regarding community plans, see *1 TAC*, §3.51.

Juvenile Justice and Youth Projects

Juvenile justice projects or projects serving delinquent or at-risk youth, regardless of the funding source, must address at least one of the priorities developed in coordination with the Governor's Juvenile Justice Advisory Board to be eligible for funding. For more information regarding these priorities, see *1 TAC*, §3.53.

Monitoring

CJD will monitor the activities of grantees as necessary to ensure that grant funds are used for authorized purposes in compliance with all applicable statutes, rules, regulations, guidelines, and the provisions of grant agreements, and that grantees achieve grant purposes. Grantees must make available to CJD or its agents all requested records relevant to a monitoring review. For more information regarding monitoring, see *1 TAC*, §3.2601.

Your organization's Texas Payee/Taxpayer ID Number:

746000749

Application Eligibility Certify:

Created on:1/2/2008 4:09:27 PM By:George Acosta

Profile Information

Introduction

The **Profile Details** section collects information about your organization such as the name of your agency and project title, the geographic area your project will serve and information about your grant officials.

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct.

In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for CJD to review. This can be done by typing in the **Notes By Grantee / CJD** message box.

Email Addresses & Grant Officials Information

Grant Officials Information:

Enter a valid and unique email address for each grant official and click the **Verify Email and Set Official to the Project** button. If you receive an error message regarding an email address, the grant official you are trying to assign to the project has not registered for a user account in eGrants. Please inform the agency's grant official or designee that they must log in to the [eGrants Home Page](#), and register for a user account. If you need technical assistance, please contact the [eGrants Help Desk](#) by email.

Updating Grant Officials:

To reassign a grant official - **Authorized Official**, **Financial Officer**, or **Project Director** - to your grant project, ensure that the new official registers for a user account in eGrants *first*, then download the Designation of Grant Officials Change Form (DoG). If your organization is designating a new Authorized Official, check your records to see if a revised Resolution is required. Upload the approved Resolution to your grant project on the 'Summary / Upload Files' sub-tab. Then, fax the signed DoG to CJD at (512) 475-2440. Once CJD receives the signed DoG (and a revised Resolution if applicable), then CJD will update your grant project in eGrants.

Forms

Designation of Grant Officials Change Form (DoG) - used to assign or reassign grant officials.

Getting Started

On this tab you will notice a certain icon that is displayed.

•  = an **information** icon - this help icon is next to certain items that may need further explanation. Simply click and review the information provided in the pop up window.

Applicant Agency Name: City of El Paso
Project Title: Serious Habitual Offender Comprehensive Action Program
Division or Unit to Administer the Project: El Paso Police Department
Address Line 1: 2 Civic Center Plaza
Address Line 2:
City/State/Zip: El Paso Texas 79901
Payment Address Line 1: 2 Civic Center Plaza
Payment Address Line 2: 7th floor
Payment City/State/Zip: El Paso Texas 79901
Start Date: 8/1/2008
End Date: 7/31/2009

Regional Council of Governments(COG) within the Project's Impact Area: Rio Grande Council of Governments
Headquarter County: El Paso
Counties within Project's Impact Area: El Paso

Grant Officials:

Authorized Official

User Name: Joyce Wilson
Email: studerwf@ci.el-paso.tx.us
Address 1: 2 Civic Center Plaza
Address 1:
City: El Paso, Texas 79901
Phone: 915-541-4468 Other Phone:
Fax: 915-541-4464
Agency:
Title: Ms.
Salutation: Ms.

Project Director

User Name: Alfred Lowe
Email: lowea@elpasotexas.gov
Address 1: 911 North Raynor
Address 1:
City: El Paso, Texas 79903
Phone: 915-564-7001 Other Phone: 915-564-7342
Fax: 915-564-7177
Agency:
Title: Mr.
Salutation: Lieutenant

Financial Official

User Name: Carmen Arrieta-Candelaria
Email: arrietacx@elpasotexas.gov
Address 1: 2 Civic Center Plaza
Address 1:
City: El Paso, Texas 79901
Phone: 915-541-4293 Other Phone: 915-541-4011
Fax: 915-541-4446
Agency:
Title: Ms.
Salutation: Ms.

Grant Writer**User Name:** Jorge Acosta**Email:** acostaja@elpasotexas.gov**Address 1:** 911 Raynor**Address 1:****City:** El Paso, Texas 79903**Phone:** 915-564-7119 Other Phone: 915-564-7342**Fax:** 915-564-7177**Agency:****Title:** Mr.**Salutation:** Mr.**Grant Vendor Information****Introduction**

The **Grant Vendor** section of the application collects grant payment information for your organization. The following items will be auto-filled from previous data you supplied in eGrants: Organization Type, State Payee Identification Number, and Data Universal Numbering System (DUNS) identifier (if applicable).

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct.

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Direct Deposit

In order to receive payments from CJD, complete the Vendor Direct Deposit Authorization and Application for Payee Identification Number forms which can be downloaded from the Texas Comptroller's [website](https://fm.xcpa.state.tx.us/fm/forms/index.php) at <https://fm.xcpa.state.tx.us/fm/forms/index.php> and Form W-9 which can be downloaded from the Internal Revenue Services' [website](http://www.irs.gov/) at <http://www.irs.gov/>. Send these completed and signed forms to the Office of the Governor, Financial Services Division, Post Office Box 12428, Austin, Texas 78711.

Getting Started

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Organization Type: Unit of Local Government (City, Town, or Village)**Organization Option:** applying to provide juvenile prevention and / or intervention services**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):** 746000749**Data Universal Numbering System (DUNS):** 058873019**Payment Address Line 1:** 2 Civic Center Plaza**Payment Address Line 2:** 7th floor**Payment City/State/Zip:** El Paso Texas 79901**Narrative Information**

Introduction

The **Narrative** section is the description of your project. It is important that the information you provide about your project is clear and as concise as possible.

Note: All applicants must certify to the eligibility requirements specific to the fund source. The minimum requirements to complete this page are the **Program Requirements, Problem Statement, Supporting Data, Goal Statement, and Project Summary** sections. We recommend that you complete any sections applicable to your project to assist in the application review process.

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct.

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Getting Started

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Primary Mission and Purpose

The purpose of the Juvenile Accountability Block Grant (JABG) Program is to develop programs that promote greater account juvenile justice system.

Funding Levels

The anticipated funding levels for the Juvenile Accountability Block Grant (JABG) program are as follows:

- Minimum Award - \$10,000
- Maximum Award - None
- The Juvenile Accountability Block Grant program requires a grantee match of at least 10%, which is calculated on the total costs, not on the amount requested from CJD. The match requirement may be met through cash contributions only.

For more information regarding grantee match, please click on the **Budget** tab, and then click on the **Source of Match** tab i

Note: If you voluntarily include matching funds that exceed the minimum match requirement, you will be held to that amount the grant period.

Program Requirements

Disproportionate Minority Contact (DMC) – As a condition of federal funding, this project will address the issue of Disproportionate Minority Contact (DMC). DMC may be addressed through implementation of juvenile delinquency prevention efforts and system improvement efforts designed to reduce the disproportionate number of juvenile members of minority groups who come into the juvenile justice system.

Local Advisory Board – Each unit of local government is required to establish an advisory board consisting of individuals from police departments, sheriffs' offices, prosecutors, probation officers, juvenile courts, schools, businesses, and faith-based, for-profit, or social service organizations involved in juvenile crime and delinquency. The local advisory board is responsible for the development of a coordinated enforcement plan for the use of grant funds based on an analysis of the local juvenile justice system. This analysis determines the most effective use of grant funds within the sixteen program purpose areas that apply to those grant areas. The local advisory board serves as the project narrative and summary and should follow the general format of a project narrative and summary.

this solicitation. In the space provided, enter the number of individuals representing each of the groups listed above.

Note: Although the **Local Advisory Board** section is not applicable to discretionary applicants, you must enter a numeric value in the box. Discretionary applicants should enter a zero ('0') in the boxes below.

Enter the number of advisory group members representing **Police Departments:**

1

Enter the number of advisory group members representing **Sheriff Offices:**

2

Enter the number of advisory group members representing **Prosecutors:**

1

Enter the number of advisory group members representing **Juvenile Courts:**

1

Enter the number of advisory group members representing **Schools:**

1

Enter the number of advisory group members representing **Businesses:**

1

Enter the number of advisory group members representing **Social Service Agencies** (e.g., faith-based, fraternal, non-profit)

2

Local Advisory Board Resolution – A Local Advisory Board Resolution form has been signed by members of the local juvenile justice advisory board and is on file with the application agency. Applicants who receive Title V funds and have an established Preventive Services Board may utilize this board's membership to satisfy the requirement of the local JABG Advisory Board, providing that membership meets the minimum requirement of both groups.

Note: The **Local Advisory Board Resolution** section is not applicable to discretionary applicants.

Juvenile Justice Board Priorities – Juvenile justice projects or projects serving delinquent or at-risk youth will address at least one of the following priorities developed in coordination with the Governor's Juvenile Justice Advisory Board to be eligible for funding:

Family Stability – Programs or other initiatives designed to strengthen family support systems in an effort to positively impact at-risk youth and divert them from a path of serious, violent, or chronic delinquency.

Substance Abuse Early Intervention and Prevention – Programs or other initiatives designed to address the use and abuse of other prescription and nonprescription drugs and the use and abuse of alcohol. Programs or other initiatives include control, monitoring, and treatment.

Education – Programs or other initiatives designed to prevent truancy, suspension, and expulsion. School safety programs may include support for school resource officers and law-related education.

Disproportionate Minority Contact (DMC) – Programs or other initiatives designed to address the disproportionate number of members of minority groups who come into contact with the juvenile justice system.

Justice System Impact – Programs or other initiatives designed to impact offender accountability and/or improve the practice of justice procedures within the juvenile justice system.

Gang Prevention – Programs or other initiatives designed to address issues related to juvenile gang activity, including preventive intervention efforts directed at reducing gang-related activities.

Rural Access – Programs or other initiatives designed to provide prevention, intervention, and treatment services located outside of the metropolitan area.

Training – Programs or other initiatives designed to offer specialized training for staff working directly with at-risk youth or juvenile offenders that can positively impact the quality of the services, staff turnover rates, and program stability.

Waiver of Funds – Any entity receiving a local allocation may waive the ability to apply for funds and choose instead to waive its allocation to a larger or neighboring city, county or Native American tribe that will still benefit the waiving area's jurisdiction. The applicant agency is responsible for obtaining a completed JABG Waiver of Funds Form from each agency that chooses to waive its allocation. CJD will not award any additional waived funds to the applicant organization until a completed JABG Waiver of Funds Form is received.

signed and fax to CJD at (512) 475-2440 by the application submission deadline. The JABG Waiver of Funds Form is available be downloaded from CJD's website at <http://www.governor.state.tx.us/divisions/cjd/formsapp/view>. In the space provided below enter the name of the agency waiving funds, amount of funds waived, and the name of the waiving agency's authorized official.

Note: Although the **Waiver of Funds** section is not applicable to discretionary applicants, you must select a value in the box. Discretionary applicants should select not applicable ('N/A') in the box below.

Does this application include funds waived from another jurisdiction?
Select the appropriate response:

- Yes
 No
 N/A

If you selected **Yes** above, enter the name of the waiving agency and amount of waived funds (e.g., Anywhere County - \$25 million). If multiple jurisdictions are waiving funds to your agency, include the names and amounts for each agency. Enter the name(s) and amount(s) for waived funds:

Civil Rights Liaison

A civil rights liaison who will serve as the grantee's civil rights point of contact and who will be responsible for ensuring that the grantee meets all applicable civil rights requirements must be designated. The designee will act as the grantee's liaison in civil rights matters with CJD and with the federal Office of Justice Programs.

Enter the Name of the Civil Rights Liaison:

Linda Ball Thomas

Enter the Address for the Civil Rights Liaison:

2 Civic Center Plaza, 3rd floor, El Paso, TX 79901

Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999]:

(915)541-4504

Certification

Each applicant agency will certify to the specific criteria detailed above under **Program Requirements** to be eligible for funding under either the Juvenile Accountability Block Grant (JABG) Local or Statewide Discretionary Solicitations.

I certify to all of the above eligibility requirements.

Problem Statement:

Please provide a detailed account in the Problem Statement section of the existing issues your project will target.

Enter your problem statement:

Although the City of El Paso is considered a safe city, it experiences proportionally more violent juvenile criminal behavior than other areas of the State, and is reflected in the number of referrals to the Juvenile Probation Department. Additionally, the El Paso County has an extensive history of gang and drug related criminal activity that impacts juvenile delinquency in the Region. The City of El Paso also needs to be proactive in preparations for the impact that the Base Realignment and Closure will present to the region. According to the U.S Department of Defense, BRAC is expected relocate over 20,000 soldiers to El Paso and current estimates place the total net population gain at over 49,000 by 2011. This influx of troops will present severe challenges to the El Paso Police Department.

Supporting Data:

Provide as much supporting data, to include baseline statistics and the sources of your data, which are pertinent to where the grant project is located and/or targeted. Do not use statewide data for a local problem or national data for a statewide problem.

Enter your supporting data:

Although many law government agencies have attempted to curtail gang membership, it continues to increase. As of December 2007 there were 512 active gangs that have been identified in El Paso County with over 4,875 gang members. Approximately 74% of the juveniles in the Serious Habitual Offender Comprehensive Action Program have been identified as active gang members. According to the Texas Youth Commission, El Paso, the sixth largest metropolitan area in the state had one of the highest number of youths committed in fiscal year 2006, although it is declining. In 2003, 71 El Paso County juveniles were committed to TYC facilities; however, the numbers of committed youths declined to a total of 46 in 2006. El Paso's juvenile population represents 4 % of the state's juvenile population, while the number of referrals in 2006

represented 2 % of the juvenile population in TYC facilities. Although juvenile crime in El Paso has declined significantly, it is however declining at a much slower rate than adult crimes. The Texas Juvenile Probation Commission 2005 Annual Report indicates that statewide, violent crime referrals for juveniles remained steady from 2005 to 2006, remaining at 33%. The statewide number of violent felony offense referrals increased from 6,260 in 2003 to 6,733 in 2005. However, during the same period violent crime referrals in El Paso decreased from 387 in 2003 to 361 in 2005. Violent crime referrals constituted 13% of total referral for juveniles in the El Paso County. The City of El Paso will have to be proactive in preparations for the impact that the Base Realignment and Closure will present to the region. According to the U.S Department of Defense, BRAC is expected relocate over 20,000 soldiers to El Paso and current estimates place the total net population gain at over 49,000 by 2011. This influx of troops will present severe challenges to the El Paso Police Department.

Community Plan:

For projects that have a local or regional impact target area, provide information regarding the community plan need(s) that your project will address.

Enter your community planning needs:

El Paso County has a Community Planning Alliance which has a Juvenile Justice Focus Group that has established goals and objectives to meet the needs of El Paso's children. The following goals are identified in this plan and are addressed through the activities of this grant: 1. To provide affected youth with support services to prevent juvenile delinquency. 2. Adopt intensive gang intervention counseling for affected youth and their parents. 3. Foster a positive police image through mentoring and counseling. 4. Instruct youth in discipline, self-control, self-esteem, goal setting, problem solving, communication, and other life skills. 5. Promote respect for the law through educational presentations, and community services by police officers on school campuses and in community settings. 6. Reduce absenteeism and promote truancy assessment, intervention, and referral. 7. Promote early identification of violent juveniles and early intervention to curtail future criminal behavior. 8. Reduce violent youth crimes and hold juvenile offenders accountable for their actions. 9. Devise and implement an aggressive and comprehensive approach to counteract gangs and gang related activities.

Goal Statement:

Provide a brief description of the overall goals and objectives for this project.

Enter a description for the overall goals and objectives:

SHOCAP attempts to reduce juvenile related crime by focusing resources on the habitual juvenile offender and by addressing their involvement in gangs. The primary objective is to reduce juvenile related crime through prevention and intervention programs and offender accountability.

Cooperative Working Agreement (CWA):

When a grantee intends to carry out a grant project through cooperating or participating with one or more outside organizations, the grantee must obtain authorized approval signatures on the cooperative working agreement (CWA) from each participating organization. Grantees must maintain on file a signed copy of all cooperative working agreements, and they must submit to CJD a list of each participating organization and a description of the purpose of each CWA. Cooperative working agreements do not involve an exchange of funds.

For this project, provide the name of the participating organization(s) and a brief description of the purpose(s) for the CWA (s). You should only provide information here that this project's successful operation is contingent on for the named service or participation from the outside organization.

Note: A **Sample CWA** is available [here](#) for your convenience.

Enter your cooperating working agreement(s):

Currently SHOCAP works cooperatively with the following agencies: 1. The Juvenile Probation Department who provides information regarding juvenile offenders terms and conditions of probation. 2. The Texas Youth Commission who assist in the monitoring of habitual juvenile offenders and in intervention programs. 3. Local school districts to include the El Paso Independent School District, Ysleta Independent School District and Socorro Independent School District who assist in the monitoring of juvenile offenders school attendance and academic progress.

Continuation Projects:

For continuation projects only, if your current or previous year's project is NOT on schedule in accomplishing the stated objectives, briefly describe the major obstacles preventing your organization from successfully reaching the project objectives as stated within your previous grant application. (Data may be calculated on a pro-rated basis depending on how long the current or previous year's project has been operating.)

Enter your current grant's progress:

N/A

Project Summary:

Briefly summarize the entire application, including the project's problem statement, supporting data, goal, target group, activities, and objectives. Be sure that the summary is easy to understand by a person not familiar with your project and that you are confident and comfortable with the information if it were to be released under a public information request.

Enter your summary statement for this project:

The SHOCAP program intends to reduce the number of juvenile related crimes in El Paso, TX and the involvement of juveniles in gangs. The program intends to reduce juvenile crime by holding juvenile offenders accountable for their actions and by closely monitoring the serious habitual juvenile offender through intensive supervision. The program attempts to

reduce juvenile gang membership through public education and active intervention. SHOCAP Officers will reduce gang membership by providing gang awareness training, by enforcing the conditions of probation, and prohibiting program participants from associating or recruiting gang membership. All SHOCAP candidates who violate the terms and conditions of their probation will be referred to the Juvenile Probation Department. The program endorses a zero tolerance philosophy and the County Attorney, who is a member of the SHOCAP committee, will work with SHOCAP officers to ensure that offenders are properly prosecuted and that the community is properly protected from repeat offenders. The program targets juveniles between the ages of ten and sixteen years of age, who have been referred to the SHOCAP unit by the juvenile court for a serious felony offense, weapons offense, drug offense, or where the safety of the community is at risk. The targeted area will be the City and County of El Paso. The number of juveniles targeted ranges between 60-80 juveniles of both genders. Members of the SHOCAP task force will work with the Juvenile Probation Department (Probation Officers and Trackers) and the County Attorney's office on a daily basis to ensure that the targeted candidates are in compliance with the terms and conditions of their probation. Should a targeted candidate become involved in additional criminal activities, SHOCAP Officers will conduct criminal investigations and will work closely with prosecutors to ensure swift prosecution. SHOCAP Officers will take an active role in the program. Officers will conduct daily home and school checks at various hours of the day and evening, as well as weekends to ensure compliance with the terms and conditions of probation. Officers will report all violations to the Juvenile Probation Department and will take juveniles into custody for all probation violations and criminal offenses, maintaining a zero tolerance stance with the targeted youth. SHOCAP Officers will attend at least one training course dealing with serious habitual offenders and will provide training and disseminate the information to the SHOCAP task force, other Departmental personnel, and the community at large. SHOCAP Officers will also meet with juvenile probation officers involved in SHOCAP on a weekly basis to exchange information and strategies. The SHOCAP task force, which includes members from all participating agencies, meets quarterly to discuss current candidates, new candidates, changes in terms of probation, and the types of referrals offered to juveniles. Data will be maintained and calculated on a daily basis and a monthly statistical report will be produced that will assist in the evaluation of the program. The program evaluation will measure and evaluate the program's effect on juvenile crime, recidivism, juvenile gang related activity, and the academic progress of the program participants. The City of El Paso will have to be proactive in preparations for the impact that the Base Realignment and Closure will present to the region. According to the U.S Department of Defense, BRAC is expected relocate over 20,000 soldiers to El Paso and current estimates place the total net population gain at over 49,000 by 2011. This influx of troops will present severe challenges to the El Paso Police Department.

Project Activities Information

Introduction

The **Project Activities** section of the application gathers information about the type of activities your project will incorporate.

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct.

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Getting Started

On this tab you will notice certain icons that are displayed.

-  = a **pencil** icon - click on this icon to edit your selections.
-  = a **pencil** icon with a **red slash** through it - click on this icon to cancel your edits.
-  = a **red delete** icon - click on this icon to delete the item.
-  = a **diskette** icon - click on this icon to save your work. When this icon appears, it is your queue to save the item that you are working on; otherwise, your data will be lost.
-  = an **information** icon - this help icon is next to certain items that may need further explanation. Simply click and review the information provided in the pop up window.

Reserved

This section left intentionally blank.

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Accountability	45.00	Meet with juvenile offenders at their home/school at various hours of the day, SHOCAP meetings, police reports, referrals to courts, and the SHOCAP database.
Data Information / Sharing Systems	25.00	Information shared with participating agencies at SHOCAP meetings, through the SHOCAP database, e-mails, police reports and Intelligence meetings.
Graduated or Progressive Sanctions	20.00	Various phases and programs for juvenile offenders related to SHOCAP.
Training for Law Enforcement and Court Personnel	10.00	In-service training provided by the El Paso Police Department to SHOCAP members.

Geographic Area:

El Paso, Texas is the fifth largest city in the state of Texas and the 21st largest city in the United States with an estimated 2006 census population of over 600,000. The County of El Paso has an estimated 2006 population of close to 750,000 residents. El Paso's population figures are expected to increase, according to the U.S Department of Defense, BRAC is expected relocate over 20,000 soldiers to the city of El Paso and current estimates place the total net population gain at over 49,000 by 2011. El Paso is predominately Hispanic (72%) and is contiguous to Ciudad Juarez, Chihuahua, Mexico, whose population has a population approaching 2 million. This bi-national community is the largest metropolitan area along the 2,000-mile U.S. Mexico border. A corresponding effect regarding gang recruitment is evident in the organized narcotic trafficking gangs along the U.S.-Mexico border. Approximately 30% of El Paso residents live below the Federal Poverty level.

Target Audience:

The program targets juveniles between the ages of ten and sixteen years of age who have been referred to the SHOCAP unit by the Juvenile Court for a serious felony offense, weapons offense, drug offense, or where the safety of the community is at risk. The targeted area will be the City and the County of El Paso.

Gender:

SHOCAP will offer its services to both genders.

Ages:

The program targets juveniles between the ages of ten and sixteen years of age.

Special Characteristics:

The Police and Probation officers regularly conduct home and school visits with candidate participants. The unannounced visits are conducted at various of the day and evening as well as weekends. The SHOCAP program ensures that targeted juveniles attend school regularly, comply with the terms of their probation and parole and refrain from associating with identified gang members or peers who have committed criminal offenses. Officers report all violation to the Juvenile Probation Department and take juveniles into custody by maintaining a zero-tolerance stance with these targeted youth.

Measures Information

Introduction

The **Project Measures** section of the application collects data to track the performance of your proposed project toward its stated objectives. Output measures demonstrate the level of activity of a project. Outcome measures demonstrate the impact of a project in a targeted area, reflecting the extent to which the goals and objectives of the project have been achieved. Output and outcome measures displayed on this page correspond to activities selected or created on the **Activities** page.

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Reserved

This section left intentionally blank.

Objective Output Measures

OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
Number of accountability program slots.	100	100
Number of court personnel trained in preventing or controlling juvenile crime.	0	0
Number of eligible program youth served using Graduated Sanctions approaches.	140	140
Number of law enforcement staff trained in preventing or controlling juvenile crime.	56	56
Number of partner agencies.	15	15
Number of staff trained in accountability programming.	6	7

Custom Objective Output Measures

CUSTOM OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
-----------------------	--------------	--------------

Objective Outcome Measures

OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
Number of days of program participation per program youth.	270	270
Number of eligible program youth served using Graduated Sanction approaches.	140	140
Number of program youth completing program requirements.	102	102
Number of program youth who enter an accountability program.	140	140
Number of program youth who reoffend.	90	90

Number of program youth with whom a best practice was used.	140	140
Number of programs / initiatives employing best practices.	5	5
Number of staff to rate the training received as helpful.	15	15
Percent of staff time required to access client data from outside agencies.	20	20
Time from information request to information receipt (in hours).	8	8

Custom Objective Outcome Measures

CUSTOM OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
------------------------	--------------	--------------

Documents Information

Introduction

The **Supporting Documentation** section of the application contains general grantee requirements. Please select or enter the appropriate responses in the areas below.

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Certification and Assurances

Each applicant must click on this link to review the standard [Certification and Assurances](#).

Resolution from Governing Body

Except for state agencies, each applicant must provide information related to the [resolution](#) from its governing body, such as council, county commissioners' court, school board, or board of directors. Please ensure that the resolution approved by your body addresses items one through four below.

1. Authorization by your governing body for the submission of the application to CJD that clearly identifies the name of the entity which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, terminate a grant (Note: If a name is provided, you must update CJD should the official change during the grant period).

4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to CJE

Upon approval from your agency's governing body, upload the approved resolution to eGrants by clicking on the **Upload File** located in the **Summary** tab.

Contract Compliance

Will CJD grant funds be used to support any contracts for professional services?

Select the Appropriate Response:

Yes

No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of a grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Select the Appropriate Response:

Yes

No

N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, loan, or cooperative agreement?

Select the Appropriate Response:

Yes

No

N/A

Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

9/1/2007

Enter the End Date [mm/dd/yyyy]:

8/31/2008

Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following:

Enter the amount (\$) of Federal Grant Funds:

55930067

Enter the amount (\$) of State Grant Funds:

12476665

Single Audit

Has the applicant agency expended federal grant funding of \$500,000 or more, or state grant funding of \$500,000 or more c most recently completed fiscal year?

Select the Appropriate Response:

Yes

No

Note: Applicants who expend less than \$500,000 in federal grant funding or less than \$500,000 in state grant funding are e: the Single Audit Act and cannot charge audit costs to a CJD grant. However, CJD may require a limited scope audit as define: Circular A-133.

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by ar auditor (in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133).

Enter the date of your last annual single audit:

8/31/2006

Equal Employment Opportunity Plan (EEOP)

Type I Entity: Defined as an applicant that meets one or more of the following criteria:

- the applicant has less than 50 employees;
- the applicant is a non-profit organization;
- the applicant is a medical institution;
- the applicant is an Indian tribe;
- the applicant is an educational institution, or
- the applicant is receiving a single award of less than \$25,000.

Requirements for a Type I Entity:

- The applicant is not required to prepare an EEOP because it is a Type I Entity as defined above, pursuant to 28 CFR 42.30
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the deli services.

Type II Entity: Defined as an applicant that meets the following criteria:

- the applicant has 50 or more employees, and
- the applicant is receiving a single award of \$25,000 or more, but less than \$500,000.

Requirements for a Type II Entity: Federal law requires a Type II Entity to formulate an EEOP and keep it on file.

- The applicant agency is required to formulate an EEOP in accordance with 28 CFR 42.301, et seq., subpart E;
- the EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP is available for review by the public and employees or for review or audit by officials of CJD, CJD's designee, or t Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations;
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the deli services; and
- the EEOP is required to be on file in the office of (enter the name and address where the EEOP is filed below):

Enter the name of the person responsible for the EEOP and the address of the office where the EEOP is filed:

Linda Ball Thomas, 2 Civic Center Plaza, El Paso, TX 79901

Type III Entity: Defined as an applicant that is NOT a Type I or Type II Entity.

Requirements for a Type III Entity: Federal law requires a Type III Entity to formulate an EEOP and submit it for approval to Civil Rights, Office of Justice Programs, U.S. Department of Justice.

- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice ar approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant laws a regulations; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the deli services.

Based on the definitions and requirements above, the applicant agency certifies to the following entity type:

Select the appropriate response:

Type I Entity

Type II Entity

Type III Entity

Debarment

Each applicant agency will certify that it and its principles:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefit by State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with the commission of any of the offenses unenumerated in section 1.2(a) in the Certification and Assurances document cited above in **Introduction**; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

- I Certify
 Unable to Certify

If you selected **Unable to Certify** above, please provide an explanation as to why the applicant agency cannot certify the statement. Enter the debarment justification:

Fiscal Capability Information

Introduction

This **Fiscal Capability** section of the application collects information from nonprofit corporations applying for CJD grant funds.

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct.

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Organizational Information

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:

Accounting System

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (organization ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts)?

Select the appropriate response:

- Yes
 No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost category?
Select the appropriate response:

- Yes
 No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and supervisor?

Select the appropriate response:

- Yes
 No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what actions taken to ensure accountability.

Enter your explanation:

Financial Capability

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statement required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

- Yes
 No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

- Yes
 No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

- Yes
 No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what actions taken to ensure accountability.

Enter your explanation:

Budgetary Controls

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include disbursements from grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

- Yes
 No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

- Yes
 No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what actions will be taken to ensure accountability.

Enter your explanation:

Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

- Yes
- No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

- Yes
- No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what will be taken to ensure accountability.

Enter your explanation:

Budget Details Information

Introduction

This **Budget** section of your application details budget line items for your proposed project. To create a new budget line item, click on the icon in the **New Budget Item** column. You will be directed to a different area on this page to make selections specific to the budget category. After making your selection, write a brief description of the line item in the **Expenditure Description** box and enter the amount of CJD funds, Cash Match, and if applicable, In Kind Match in the areas provided. In the percentage box, you can enter a percentage for Personnel or number of items to be purchased for Supplies and/or Equipment. When you have finished, click on the **Add New Budget Line Item** button. Repeat this process for each budget line item needed in each budget category. If you need to edit your entries, click on the '+' icon to expand the budget grid. You will notice that a *pencil* icon will display after expanding the grid. Click on the *pencil* icon to be directed to the editing section on this page and follow the instructions in this area to complete your edits.

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct.

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Getting Started

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-  = a **minus** icon - click on this icon to collapse a list of items.
-  = a **new** icon - click on this icon to add a new item.
-  = a **pencil** icon - click on this icon to edit your selections.
-  = an **information** icon - this help icon is next to certain items that may need further explanation. Simply click and review the information provided in the pop up window.

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Personnel	Assistant	Partial salary for one (1) Senior Office Assistant	\$18,311.34	\$9,350.06	\$0.00	\$0.00	\$27,661.40	100

Source of Match Information

Introduction

The **Source of Match** section of your application collects information regarding the source and amount of **Cash Match** and **In Kind Match**. Please enter the description and amounts of match in the spaces provided below and select whether the item is 'Cash Match' or 'In-Kind Match'. After entering an item click on the **Add New Item** button. When an item has been added, it will appear in the 'Edit the Source(s) of Match Reported' table. You may edit each of the items added to this table by clicking on the 'pencil' icon. If you edited an item in the table, click on the 'diskette' icon to save your edited entries.

For further information regarding matching funds refer to *1 TAC*, §3.3; for program income refer to *1 TAC*, §3.73 and §3.87.

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct.

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Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
-------------	------------	--------

Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Budget Summary Information

Budget Summary Information by Budget Category:

CATEGORY	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL

Personnel	\$18,311.34	\$9,350.06	\$0.00	\$0.00	\$27,661.40
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Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$18,311.34	\$9,350.06	\$0.00	\$0.00	\$27,661.40

Condition Of Fundings Information

DESCRIPTION	CREATED	MET	HOLD FUND
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You are logged in as **User Name:** EPPDGrants