

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

DEPARTMENT: POLICE

AGENDA DATE: March 11, 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 Operation Serious Habitual Offender Comprehensive Action Program (SHOCAP) Full Force in the amount of \$54,850.00. 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 Operation Serious Habitual Offender Comprehensive Action Program (SHOCAP) Full Force will fund personnel salary and complete fringe benefits of Police Officer; program supplies; in/out of state travel and training and equipment.

PRIOR COUNCIL ACTION:

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

AMOUNT AND SOURCE OF FUNDING:

No cash/in kind match required.

*****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:** _____

RESOLUTION

WHEREAS, the El Paso City Council finds it in the best interest of the citizens of El Paso that the Operation Serious Habitual Offender Comprehensive Action Program (SHOCAP) Full Force be operated for the time period of September 1, 2008 to August 31, 2009; 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; and

WHEREAS, the El Paso City Council designates City Manager Joyce Wilson as the grantee's authorized official, who is given the power to apply for, accept, reject, alter, terminate, or authorize the transfer of funds of 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 Operation Serious Habitual Offender Comprehensive Action Program (SHOCAP) Full Force 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, as well as apply for, accept, reject, alter or terminate the grant in the amount of FIFTY FOUR THOUSAND, EIGHT HUNDRED FIFTY AND NO/100 DOLLARS (\$54,850.00) from the El Paso Police Department to the Office of the Governor, Criminal Justice Division, for the purpose of continuing the efforts of the El Paso Police Department's Operation Serious Habitual Offender Comprehensive Action Program (SHOCAP) Full Force.
3. There is no cash/in-kind match requirement for this grant.
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 of El Paso receives or provides to its police department at or after the time the grant is awarded.
5. The City Manager be authorized to sign Cooperative Working Agreements relating to the grant with the following agencies: El Paso County Sheriff's Office; Diocesan Migrant and Refugee Services, Inc., Battered Spouse Program; STARS; El Paso County District Attorney, Victim Assistance Program; El Paso County District Attorney, Domestic Violence Unit; El Paso County Attorney's Office, VOCA Protective Orders Program; Center Against Family Violence; Advocacy Center for the Children of El Paso; West Texas Community Supervision and Corrections Department, Victim Services Program; Rio Grande Council of Governments; and Family Service of El Paso, Crime Survivors Counseling Program.

ADOPTED this 11th day of March 2008.

CITY OF EL PASO

John Cook
Mayor

ATTEST:

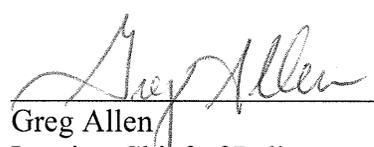
Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Jennifer Callan
Assistant City Attorney

APPROVED AS TO CONTENT:



Greg Allen
Interim, Chief of Police

GRANT INFORMATION APPLICATION FORM (GIAF)

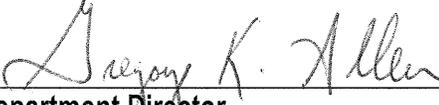
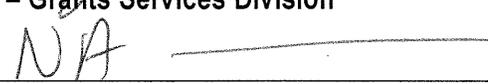
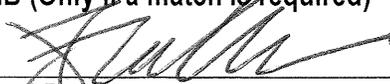
Departments planning to apply for a grant are requested to complete and submit this form, electronically or in person, to applicable individuals listed below for informational purposes only. This form must be submitted to Office of Management and Budget (OMB) **ONLY** if matching funds are required. **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 <input checked="" type="checkbox"/> No <input type="checkbox"/>	2. GRANT DATA Grant Title: Operation Serious Habitual Offender Comprehensive Action Program (SHOCAP) Full Force Due Date: March 14, 2008 Fax No. (915) 564-7177
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3. FINANCIAL DATA Amount of Funding Request: \$54,850.00 Amount of Matching Funds: \$0 Amount of In-kind: \$0 Total Amount Requested: \$54,850.00 Account No. for Matching Funds:	4. GRANT CLASSIFICATION <input checked="" type="checkbox"/> Competitive (award based on competition among eligible Applicants) <input type="checkbox"/> Entitlement (a set of funds determined under a formula grant) <input type="checkbox"/> Continuation (on-going funding from existing funding agency) <input type="checkbox"/> Other: Grant allows for operating/administrative costs: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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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 intent of the Operation Serious Habitual Offender Comprehensive Action Program (SHOCAP) Full Force is to reduce juvenile related crime by improving on juvenile offender accountability; enhancing prevention and intervention measures; positively strengthen family support systems; decrease juvenile recidivism and decrease the number of new juvenile offenders. SHOCAP Full Force will fund personnel salary and complete fringe benefits of a Police Officer; program supplies; in/out of state travel and training; and equipment.

Required Signatures	
1.  Department Director	2/28/08 Date
2.  Financial Services – Grants Services Division	2/29/08 Date
3.  OMB (Only if a match is required)	Date
4.  Legal Department	2-29-08 Date
5.  City Manager	2/29/08 Date

Print This Page

Agency Name: City of El Paso

Grant/App: 2049701 **Start Date:** 9/1/2008 **End Date:** 8/31/2009

Project Title: Operation Serious Habitual Offender Comprehensive Action Program (SHOCAP) Full Force

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:2/18/2008 4:33:40 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: Operation Serious Habitual Offender Comprehensive Action Program (SHOCAP) Full Force
Division or Unit to Administer the Project: El Paso Police Department
Address Line 1: 2 Civic Center Plaza
Address Line 2: 7th Floor
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: 9/1/2008
End Date: 8/31/2009

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: George Acosta
Email: curtisvm@elpasotexas.gov
Address 1: 911 North Raynor
Address 1:
City: El Paso, Texas 79903
Phone: 915-564-7119 Other Phone: 915-564-7174
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 Justice and Delinquency Prevention (JJDP) Act Fund Program is to improve the juvenile justice system, develop effective education, training, research, prevention, diversion, treatment, and rehabilitation programs in the area of juvenile delinquency.

Funding Levels

The anticipated funding levels for the JJDP program are as follows:

- Minimum Award - None
- Maximum Award - None
- The JJDP program does not require a grantee to provide matching funds.

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

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

Program Requirements

Preferences – Preference will be given to applicants who demonstrate cost effective programs focused on a comprehensive approach to services that compliment the Governor’s strategies.

Disproportionate Minority Contact (DMC) – As a condition of federal funding this project will address the issue of disproportionate minority contact. 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 contact with the justice system.

Juvenile Justice Board Priorities – Juvenile justice projects or projects serving delinquent or at-risk youth will address at least 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 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, and treatment.

Education – Programs or other initiatives designed to prevent truancy, suspension, and expulsion. School safety programs m 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 procedures within the juvenile justice system.

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

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 t meets all applicable civil rights requirements must be designated. The designee will act as the grantee's liaison in civil rights 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]:

9155414504

Certification

Each applicant agency will certify to the specific criteria detailed above under **Program Requirements** to be eligible for fund Juvenile Justice and Delinquency Prevention (JJDP) Act Fund Program Solicitation.

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:

For 2006, national statistics indicate for the last several years, over two million juveniles have been arrested for committing crimes and numbers remain steady making up 15 % of total arrests. According to the Texas Department of Public Safety, the total numbers of arrests in Texas have increased, however arrests of juveniles have decreased by .7 percent. 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 (JPD). Additionally the El Paso County has an extensive history of gang and drug related crime activity that impacts juvenile delinquency in the Region. There were a total of 682 juvenile arrests in 2006 and a total of 742 juvenile arrests in 2007 by El Paso Police. This data shows an increase of 8.8 %, between the two years. The City of El Paso's population is currently over 600,000 and geographically lies in proximity of four international ports of entry forming a metropolis from Juarez, Mexico with over two million people combined. The number fluctuates daily with border crossing. El Paso is also home to the world largest military training centers, Ft. Bliss. Ft. Bliss will be gaining over 20,000 military personnel over the next few years due to relocation made by the Base Realignment and Closure (BRAC). The gain will bring an increase to the El Paso's population. Overall, these factors will add to certain demands and impact juvenile delinquency. Presently El Paso Police Department's (EPPD) Juvenile Serious Habitual Offender Comprehensive Action Program (SHOCAP) is operating with three patrol officers who manage large juvenile (supervision) caseloads. The amount of time each SHOCAP Officer spends on each case is limited because of the shortage in personnel thus affecting cases that require more support. Shortage has also limited the SHOCAP unit to only respond re-actively and minimize proactive opportunities/activities. For example, in 2007, SHOCAP Officers conducted one presentation. In preparation to keep up with present and evolving demands, in joint efforts with JPD, EPPD SHOCAP's Unit would like to implement a new Operation that will strengthen and enhance forces to reduce juvenile

delinquency. Operation SHOCAP Full Force will be initiated with the request of funds for one full-time experienced Police Officer, supplies and training. SHOCAP Full Force will continue existing SHOCAP initiatives and implement enhanced services and ensure all focus areas for juveniles are not minimized. This will allow SHOCAP Full Force to be on the forefront improving juvenile offender accountability; enhancing prevention and intervention measures; positively strengthen family support systems; decreasing juvenile recidivism and lessening the percentage of new juvenile offenders.

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 enforcement 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. There were a total of 682 juvenile arrests in 2006 and a total of 742 juvenile arrests in 2007 by El Paso Police. This data shows an increase of 8.8 % between the two years. In 2003, there were 71 El Paso County juveniles committed to TYC facilities; however the numbers of committed youths declined to a total of 46 in 2006. El Paso 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 crimes constituted 13% of total referrals 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 (BRAC) will present to the Region. According to the US Department of Defense, BRAC is expected to relocate over 20,000 military personnel and their families 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:

Operation SHOCAP Full Force will 1) Hire one additional Police Officer to distribute the juvenile caseload amount evenly that will allow each Officer provide the necessary amount of time and stabilize cases. Overall, the hiring of the Officer will allow Operation SHOCAP Full force improve existing juvenile offender accountability; enhance prevention and intervention measures; positively strengthen family support systems; decrease juvenile recidivism and lessen the percentage of new juvenile offenders. 2) Increase field contacts (at home and school), conduct surveillance and involvement necessary that will lead to reduce the juvenile from repeat offending (recidivism). Activities will provide Officers additional involvement to reduce absenteeism and truancy, adopt intensive interventions and hold juveniles accountable. 3) Strengthen and provide new support services with field contacts (in conjunction with JPD) to the juvenile and family of the juvenile such as facilitating and fostering a positive role through mentoring and in a) intensive counseling , b) moral recognition therapy, d) conduction of drug/alcohol testing and e) increase referrals to partner agencies. Activities will instruct in discipline, self control, self-esteem, goal setting, problem solving, communication and other life skills. 4) Increase prevention and intervention of juvenile delinquency measures with the following activities; a). Increase target of students and school staff, b). Develop and Update educational presentations and literature. Activities will promote respect for law through educational presentations and community services by Police Officers on school campus and in community settings. Activities will also promote early identification of violent juveniles and early intervention to curtail future behavior. 5) Attend local and out-of-town training dealing with serious habitual offenders and disseminate information to the SHOCAP task force, other Departmental personnel and the community at large. 6) Meet quarterly with SHOCAP task force, which includes members from all participating agencies to discuss current juvenile candidates, new candidates, changes in term probation and the referrals offered to juveniles. 7) Measure program activity and effectiveness on juvenile crime, recidivism, juvenile gang activity and academic progress of the programs participant.

Goal Statement:

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

Enter a description for the overall goals and objectives:

Operation SHOCAP Full Force mission is to reduce juvenile related crime by improving juvenile offender accountability; enhancing prevention and intervention measures; positively strengthen family support systems; decrease juvenile recidivism and lessen the percentage of new juvenile offenders.

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):

Operation SHOCAP Full Force will work 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:

Not applicable

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:

El Paso is experiencing several challenges and demands that will impact juvenile delinquency. 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 juvenile crime in El Paso has declined significantly, it is however declining at a much slower rate than adult crimes. Gang membership continues to increase with 74% of the juveniles that have been identified as active gang members by the EPPD Serious Habitual Offender Comprehensive Action Program (SHOCAP). Other challenges include population growth due to border crossing migration from the international ports of entry and the BRAC's relocation of a significantly high volume of military personnel and their families. El Paso Police Department SHOCAP unit is also facing a shortage of Police Officers. Three Officers must keep up with the increasing caseloads which minimize vital activities that contribute to the reduction of juvenile delinquency. In preparation to keep up with present and evolving demands, in joint efforts with JPD, EPPD SHOCAP's Unit would like to implement a new Operation to strengthen and enhance forces to reduce juvenile delinquency. Funding is being requested to fund one full-time experienced Police Officers, supplies and training. 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 safety of the community is at risk in the County of El Paso, Texas. Operation SHOCAP Full Force will 1) Hire one additional Police Officer to distribute the caseload amount evenly that will allow each Officer provide the necessary amount of time and stabilize cases. Overall, the hiring the Officer will allow Operation SHOCAP Full Force improve existing juvenile offender accountability, positively strengthen family support systems, decrease juvenile recidivism and lessen the percentage of new juvenile offenders. 2) Increase field contacts (at home and school), conduct surveillance and involvement necessary that will lead to reduce the juvenile from repeat offending (recidivism). Activities will provide Officers additional involvement to reduce absenteeism and truancy, adopt intensive interventions and intense supervision to hold juveniles accountable. 3) Strengthen and provide new support services with field contacts (in conjunction with JPD) to the juvenile and family of the juvenile such as facilitating and fostering a positive role through mentoring and in a) intensive counseling , b) moral recognition therapy, d) conduction of drug/alcohol testing and e) increase referrals to partner agencies. Activities will instruct in discipline, self control, self-esteem, goal setting, problem solving, communication and other life skills. 4) Increase prevention and intervention of juvenile delinquency measures with the following activities; a). Increase target of students and school staff, b). Develop and Update educational literature. Activities will promote respect for law through educational presentations and community services by Police Officers on school campus and in community settings. Activities will also promote early identification of violent juveniles and early intervention to curtail future behavior. 5) Attend local and out-of-town training dealing with serious habitual offenders and disseminate information to the SHOCAP task force, other Departmental personnel and the community at large. 6). Meet quarterly with SHOCAP task force, which includes members from all participating agencies to discuss current juvenile candidates, new candidates, changes in term probation and the referrals offered to juveniles. 7). Measure program activity and effectiveness on juvenile crime, recidivism, juvenile gang activity and academic progress of the programs participant. Overall, the Operation will improve juvenile offender accountability; enhance prevention and intervention measures; positively strengthen family support systems; decrease juvenile recidivism and lessen the percentage of new juvenile offenders.

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

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-  = a **pencil** icon - click on this icon to edit your selections.
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-  = 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
Delinquency Prevention	40.00	Post Notice, Interview and Hire Police Officer for Operation. Re-organize and distribute juvenile caseload. Work on case loads. Conduct field contacts (at home and school). Conduct surveillance on juveniles. Conduct assessments and evaluations on juveniles. Provide Referrals. Conduct drug and alcohol testing of participants. Officers will provide mentoring and direct support services to juveniles. Develop, update and distribute educational literature. Conduct visits with School staff and Parents to evaluate progress.
Diversion	45.00	Work in conjunction with Juvenile Probation Department. Attend meetings with SHOCAP Task Force. Share and provide information with partner agencies.
School Based Delinquency Prevention	10.00	Conduct presentations to schools at-risk youth.
Training and Technology	5.00	Attend local and out-town training dealing with serious habitual juvenile offenders and disseminate training information to SHOCAP Task Force.

Geographic Area:

El Paso, Texas is the sixth largest city in the state of Texas and the 21st largest city in the United States with an estimated of over 600,000 as reported by the US Census. 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 US Department of Defense, BRAC is expected to relocate over 20,000 military personnel and their families 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 is an approaching 2 million. This bi-national community is the largest metropolitan area along the 2,000 mile U.S Mexico border. Approximately 30% of El Paso residents live below Federal Poverty Level.

Target Audience:

Operation SHOCAP Full Force 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 safety of the community is at risk.

Gender:

Operation SHOCAP Full Force will offer its services to both genders.

Ages:

Operation SHOCAP Full Force targets juveniles between the ages of ten and sixteen years of age.

Special Characteristics:

Operation SHOCAP Full Force will ensure that targeted juveniles are provided with the necessary intervention, attend school regularly, comply with terms of their probation and parole and refrain from associating with identified gang members or peers who have committed criminal offenses. All violations will be reported to the Juvenile Probation Department and take juveniles into custody by maintaining a zero-tolerance stance with these targeted youth. Operation SHOCAP Full Force will also ensure schools are provided opportunities for educational presentations for at-risk youth groups for prevention measures.

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

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OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
Number of full and part-time employees and volunteers of the grantee agency receiving training.	3	4
Number of parents served.	217	290
Number of program youth served.	217	290
Number of service hours completed.	0	0

Custom Objective Output Measures

CUSTOM OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
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Objective Outcome Measures

OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
Number of full and part-time employees of the grantee agency with increased knowledge of training topics.	3	4
Number of non-program (outside agency) personnel with increased knowledge of training topics.	0	0
Number of program youth completing program requirements.	202	218
Number of program youth exhibiting a decrease in antisocial behavior.	0	60
Number of program youth exhibiting a decrease in pregnancies.	0	0
Number of program youth exhibiting a decrease in substance use.	0	60
Number of program youth exhibiting an improvement in family relationships.	0	60
Number of program youth exhibiting an improvement in GPA.	0	60
Number of program youth exhibiting an improvement in school attendance.	0	60
Number of program youth exhibiting an improvement in social competencies.	0	60
Number of program youth suspended from school.	0	0
Number of program youth who offend or reoffend.	90	45
Percent change in school-related discipline incidents.	0	13

Custom Objective Outcome Measures

CUSTOM OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
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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 CJD.

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 or employee of a member of Congress in connection with the awarding of any federal contract, the making of

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 influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of any agency 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]:

9/1/2008

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

8/31/2009

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 during the 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 exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. However, CJD may require a limited scope audit as defined in OMB Circular A-133.

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent 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:

6/26/2007

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 bene 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 commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of emb 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) v 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 (feder 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 st: 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.

Note: If you are NOT a nonprofit corporation, this information is not applicable; therefore, the 'Printer Friendly' version will be blank for all information collected in the Fiscal Capability section.

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 ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to 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 of 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 actions 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.

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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	Certified Peace Officer - Police Department	Operation SHOCAP Full Force will provide for One Full time experience Police Officer that will provide improving juvenile offender accountability; enhancing prevention and intervention measures; positively strengthen family support systems; decreasing juvenile recidivism and lessening the percentage of new	\$47,175.00	\$0.00	\$0.00	\$0.00	\$47,175.00	100

		juvenile offenders. Salary \$ 37,585.00 + Fringe \$9,590.00 = \$ 47,174.00							
Travel and Training	In-State Registration Fees, Training, and/or Travel	Two In-State travel and training conferences using the El Paso Police Departments travel policies. The program will fund the cost of travel, conference fee, lodging and a daily per diem of \$59.00.	\$1,920.00	\$0.00	\$0.00	\$0.00	\$1,920.00	0	
Travel and Training	Out-of-State Registration Fees, Training, and/or Travel	Two Out of state travel and training conferences related to Serious Habitual Offenders using the El Paso Police Department travel policies. The program will fund the cost of travel, conference fee, lodging and daily per diem of \$ 64.00.	\$3,535.00	\$0.00	\$0.00	\$0.00	\$3,535.00	0	
Supplies and Direct Operating Expenses	Project Supplies (e.g., binocular, battery, flexicuff, drug testing kit)	The Operation will fund One ALCO IV standard handheld field sensor instrument to be utilized to rule out possibility of alcohol intoxication by program participant.	\$720.00	\$0.00	\$0.00	\$0.00	\$720.00	0	
Supplies and Direct Operating Expenses	Project Supplies (e.g., binocular, battery, flexicuff, drug testing kit)	The Operation will utilize funding for operating supplies and equipment. The funds will be utilized to purchase paper, ink cartridges, toner, pencils, batteries, camera film, copy cost and expendable supplies.	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0	

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.

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.

Getting Started

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

-  = 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.

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
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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	\$47,175.00	\$0.00	\$0.00	\$0.00	\$47,175.00
Supplies and Direct Operating Expenses	\$2,220.00	\$0.00	\$0.00	\$0.00	\$2,220.00
Travel and Training	\$5,455.00	\$0.00	\$0.00	\$0.00	\$5,455.00

Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$54,850.00	\$0.00	\$0.00	\$0.00	\$54,850.00

Condition Of Fundings Information

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