

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

**DEPARTMENT:** POLICE

**AGENDA DATE:** November 18th, 2008

**CONTACT PERSON/PHONE:** Assistant Chief Tom Whitten / 564-7310  
Griselda T. Martinez / 564-7119

**DISTRICT(S) AFFECTED:** Citywide

**SUBJECT:**

To approve a resolution authorizing the City Manager to electronically submit a grant proposal to the Criminal Justice Division (Office of the Governor of the State of Texas) for the Gang Initiative grant program in the amount of \$500,000.00 with an in-kind match of \$776.20 for a total of \$500,776.20. 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 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. The funding agency requires a resolution be submitted with grant application.

**BACKGROUND / DISCUSSION:**

The Gang Initiative grant will fund overtime for staff members under "Shut Em Down" program. Overtime staff will include one (1) lieutenant, two (2) sergeants, nineteen (19) police officer/detectives and one (1) senior office assistant. These staff members will be involved in the different support activities with Program "Shut Em Down".

**PRIOR COUNCIL ACTION:**

No.

**AMOUNT AND SOURCE OF FUNDING:**

State Grant Proceeds will fund this item. Grant is in the amount of \$500,000.00 with an in-kind match of \$776.20, for a total of \$500,776.20.

\*\*\*\*\*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**

**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 Gang Initiative 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, as well as apply for, accept, reject, alter or terminate the grant in the amount of FIVE HUNDRED THOUSAND AND NO/100 DOLLARS (\$500,000.00) 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 Anti-gang Initiatives.
3. The City of El Paso agrees to provide a cash match in the amount of SEVEN HUNDRED SEVENTY SIX AND 20/100 DOLLARS (\$ 776.20).
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 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.

ADOPTED this 18<sup>th</sup> day of November 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  
Chief of Police

CITY CLERK DEPT.  
08 NOV 13 PM 12:05

## GRANT INFORMATION APPLICATION FORM (GIAF)

Departments applying for a grant are requested to complete and submit this form, electronically or in person, to applicable individuals listed below. Department Director must certify cash match availability, when required, prior to pursuing grant proposal. **PRIOR AUTHORIZATION IS NOT REQUIRED FOR DEPARTMENTS TO APPLY FOR A GRANT. Grant applications under \$25,000 do not require City Manager's signature unless specified by funding agency or if application is to a federal agency.**

<b>1. DEPARTMENT (Grant Applicant/Contact Person)</b> Name: Griselda T. Martinez Title: Grant Planner Phone: (915) 564-7119 Fax No. (915) 564-7177	<b>2. GRANT DATA</b> Grant Title: Gang Initiative Shut Em Down Overtime Funding Agency: Governor's Office, Criminal Justice Division Due Date: 10/31/2008 Requires Mayor or City Manager's Signature? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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<b>3. FINANCIAL DATA</b> Amount of Funding Request: \$500,000.00  Amount of Matching Funds: \$ 0.00 Amount of In-kind: \$ 776.20 Total Project Amount: \$500,776.20	<b>4. GRANT CLASSIFICATION</b> <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:
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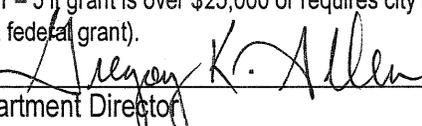
<b>5. Cash Match Certification</b> Department Director certified cash match availability:	Yes <input type="checkbox"/> None required <input checked="" type="checkbox"/>
Account No. for Matching Funds:	Grant allows for operating/administrative costs: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

**Brief description of grant: Grant request to**

**Gang Initiative will provide overtime funding to support anti-gang initiative "Shut Em Down" from the El Paso Police Department. Overtime personnel include 1 lieutenant, 2 sergeants, 19 Officers/Detectives, and 1 Senior Office Assistant. Anti-gang Initiative "Shut Em Down" will target gang members from the Folks and the Blood gangs, both present in the City of El Paso. The purpose of this anti-gang initiative is the disruption and dismantling of these gang organizations as criminal enterprises.**

### Required Signatures

(Sign #s 1 – 5 if grant is over \$25,000 or requires city manager, top elected official or council approval. Sign #s 1 – 2 only if grant is under \$25,000 and not a federal grant).

1. 	11/6/08	
Department Director	Date	
2. Financial Services – Grants Services Division		Date
3. Legal Department (skip if not required)		Date
4. Deputy City Manager (in the absence of City Manager and if required)		Date
5. City Manager (skip if not required)		Date

08 NOV 10 AM 10:16  
 CITY CLERK DEPT.

Agency Name: El Paso, City of  
Project Title: Gang Initiative

Grant/App: 2090401  
Status: Pending CJD Review

Start Date: 11/1/2008  
End Date: 9/30/2009

11 48 AM

[Eligibility](#)   [Profile](#)   [Narrative](#)   [Activities](#)   [Measures](#)   [Budget](#)   [Documents](#)   [Summary](#)   [My.Mail](#)   [My.Home](#)  
[Grant.History](#)   [Grant.Issues](#)   [Upload.Files](#)

## General Information and Instructions

[View Current Grant Record Information by Page](#)

[Collapse All](#)

[Collapse Eligibility](#)

### Eligibility Information

#### Introduction

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

In addition, CJD requires all applicants and grantee organizations to adhere to the *Texas Administrative Code (TAC)* and 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 review applications and submit a priority listing to the executive director, who will render the final funding decision. A review team consisting of 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 funding from 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 funding, 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 of the funding source under which the grant is funded. In instances where both federal and state requirements apply to a grant,

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, ressource priorities; develop effective strategies; and set goals and objectives. For more information regarding community plan:

### Juvenile Justice and Youth Projects

Juvenile justice projects or projects serving delinquent or at-risk youth, regardless of the funding source, must address 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 accordance with applicable statutes, rules, regulations, guidelines, and the provisions of grant agreements, and that grantees achieve their goals. 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:10/15/2008 11:08:32 AM By:Griselda T. Martinez

## Collapse Profile Details

### Profile Information

#### Introduction

The **Profile Details** section collects information about your organization such as the name of your agency and project 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 the **Save and Continue** button, your work will be lost. When you click the **Save and Continue** button, you may receive messages that instruct you to complete the required fields. Your data on any given tab will not save to the system unless all 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 click on the **Save and Continue** button. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information on that tab (complete 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 be done by typing in the **Notes By Grantee / CJD** message box.

#### Email Addresses & Grant Officials Information

##### Designating Grant Officials Within your Application:

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 on Active Grants:

To reassign a grant official - **Authorized Official, Financial Officer, Project Director, or Grant Writer** - to your grant, click on the **Update Grant Official** button. Next, go to the Request Adjustment tab and check to see that the new official registers for a user account in eGrants **first**. Next, go to the Request Adjustment tab and check to

you would like to Designate a New Grant Official, provide a brief explanation for the change in the Grant Adjustment : and then click the 'Create Adjustment Request' button. This will open the Profile.Details tab allowing you to make the changes. After you have entered a valid email address for the new Official, go to the Certify.Adjustment tab and click 'Adjustment' button to send your request to CJD for review. If your organization is designating a new Authorized Official records to see if a revised Resolution is required. Upload the approved Resolution to your grant project on the 'Summary' sub-tab. If you need technical assistance, please contact the [eGrants Help Desk](#) by email.

## 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 information provided in the pop up window.

**Project Title:** Gang Initiative

**Start Date:** 11/1/2008

**End Date:** 9/30/2009

**Division or Unit to Administer the Project:** Police Department

**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

**Address Line 1:** street

**Address Line 2:**

**City/State/Zip:** El Paso Texas 79903

**Payment Address Line 1:** 2 Civic Center Plaza

**Payment Address Line 2:** 7th Floor

**Payment City/State/Zip:** El Paso Texas 79901

### 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:** Griselda T. Martinez

**Email:** martinezgt@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:** Ms.

**Salutation:** Ms.

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## Collapse Grant Vendor Details

### **Grant Vendor Information**

#### **Introduction**

The **Grant Vendor** section of the application collects grant payment information for your organization. The following information is 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 the **Save and Continue** button, your work will be lost. When you click the **Save and Continue** button, you may receive messages that instruct you to complete the required fields. Your data on any given tab will not save to the system unless the information is 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/form) at <https://fm.xcpa.state.tx.us/fm/form> 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 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 services to all others

**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number)**

**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

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## Collapse Narrative

### **Narrative Information**

## Introduction

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

**Note:** All applicants must certify to the eligibility requirements specific to the fund source. The minimum requirements for each page are the **Program Requirements, Problem Statement, Supporting Data, Goal Statement, and Project Summary**. 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 the button, you will navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all fields are complete and correct.

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## Getting Started

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## Primary Mission and Purpose

The purpose of the Justice Assistance Grant (JAG) Program is to prevent and control crime and make improvements to the criminal justice system.

## Funding Levels

The anticipated funding levels for the Justice Assistance Grant program are as follows:

- Minimum Award - None
- Maximum Award - None
- The Justice Assistance Grant 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** link.

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

## Program Requirements

**Note:** The requirements for this fund source are subject to change pursuant to actions of the U.S. Congress.

**Preferences** - Preference will be given to projects that perform the following activities:

1. Increase the presence of law enforcement along the Texas-Mexico Border and other ports-of-entry.
2. Target statistically supported areas of violent crime.
3. Promote the use of interlocal agreements (*Texas Government Code, Chapter 791*) to target statistically identified areas of high crime in a specified geographical area.
4. Promote intelligence sharing, crime reporting and communication.
5. Provide law enforcement equipment to jurisdictions that were not eligible for direct funding from the Bureau of Prisons under the Justice Assistance Grant Program.

## Program Areas

Applicant assures that its proposed project meets at least one of the following Program Areas to be eligible for funding:

**Law Enforcement** – Supports state and local law enforcement agencies that address violent crime or statistically significant initiatives at the local level.

*Note: Law enforcement agencies applying for equipment only or agencies applying to provide law enforcement must apply under this program area unless they are seeking to purchase or enhance technology.*

**Prosecution and Court** – Programs that improve the prosecution of serious and violent crimes, including those that result in arrest to disposition.

**Technology** – Programs that implement or expand a law enforcement agency's ability to report and analyze crime. Any criminal intelligence databases developed under this program will comply with 28 CFR Part 23.

**Drug Treatment** – Programs that target substance abuse treatment for juveniles or adults who have been court ordered, including drug courts and projects that serve as alternatives to incarceration.

### **Drug Treatment Projects**

Projects that target substance abuse treatment for juveniles or adults under the **Drug Treatment** program area (as defined) are required to complete the following information:

*Note: If this program area is not applicable, please continue to the Drug Court Type item, and then select 'N/A' for the items in the drug court projects section. After selecting 'N/A', continue to the 'Program Income' item.*

**Mandatory Drug Courts** – Pursuant to Texas Health and Safety Code §469.006, counties with a population of more than 200,000 are required to establish a drug court. Applicants from these counties must also apply to the federal government for any reimbursement of the costs of the program. A county with a population of 200,000 or more that does not establish and maintain a drug court is ineligible to receive state funds for a community supervision and corrections department, and grants for substance abuse programs administered by the Governor's Criminal Justice Division.

**Ten Key Components** – The drug court will incorporate the following ten (10) essential characteristics of drug courts codified in Texas Health and Safety Code §469.001:

**Integration of Services** – The integration between alcohol and other drug treatment services in the processing of cases through the judicial system.

**Non-Adversarial Approach** – The use of a non-adversarial approach involving prosecutors and defense attorneys to promote public safety and to protect the due process rights of program participants.

**Prompt Placement** – Early identification and prompt placement of eligible participants in the program.

**Access** – Access to a continuum of alcohol, drug, and other related treatment and rehabilitative services.

**Abstinence Monitoring** – Monitoring of abstinence through weekly alcohol and other drug testing.

**Compliance Strategy** – A coordinated strategy to govern program responses to participants' compliance.

**Judicial Interaction** – Ongoing judicial interaction with program participants.

**Evaluation** – Monitoring and evaluation of program goals and effectiveness.

**Education** – Continuing interdisciplinary education to promote effective program planning, implementation, and evaluation.

**Partnerships** – Development of partnerships with public agencies and community organizations.

**Observation** – The drug court team (judge, prosecutor, defense counsel, treatment provider, supervision officer, coordinator) of a new program must observe at least one drug court staffing session and hearing prior to program implementation.

**Policies and Procedures** – The drug court will develop and maintain written policies and procedures for the operation of the program.

**Information Sharing** - The applicant will submit a copy of any project evaluations, evaluation plans, recidivism study reports that are completed during the grant period to CJD.

**Drug Court Date** - If the Drug Court is already in operation, provide the date that this Drug Court was established. If applicable, go to the next question.

Enter the date [mm/dd/yyyy]:

### Drug Court Type

- **Adult** - Programs serving adults (either pre-adjudication, post-adjudication, or reentry).
- **Family** - Programs serving parents who enter the drug court in relation to suits affecting the parent-child relationship, child welfare / CPS cases, child support cases, or other civil matters.
- **Juvenile** - Programs serving juveniles (either pre-adjudication, post-adjudication, or reentry).

Select the type of drug court that will be operated:

- Adult
- Family
- Juvenile
- N/A

### General Approaches

- **Pre-adjudication** - The defendant is diverted to the treatment program in lieu of prosecution before charges are filed.
- **Post-adjudication** - The drug offender begins the drug court program after entering a plea of guilty or nolo contendere or being found guilty, often as a condition of probation.
- **Reentry** - Offenders completing sentences of incarceration or lengthy terms of residential treatment are ordered to enter the drug court program to facilitate their transition and reintegration into society.
- **Civil** - Participants enter the drug court program in relation to suits affecting the parent-child relationship, child support cases, child welfare cases, or other civil matters.

Select the **general approach(es)** this drug court will follow below.

Select **all** that apply:

- Pre-adjudication
- Post-adjudication
- Reentry
- Civil
- N/A

Will the drug court include **DWI offenders**?

Select the appropriate response:

- Yes
- No
- N/A

**Presiding Judge** - The presiding judge of a drug court funded with Drug Court funds must be an active judge holding a judicial office pursuant to Texas Government Code, Chapter 54, Subchapter GG. Is the presiding judge of the drug court holding elective office or a properly appointed magistrate?

Select the appropriate response:

- Yes

Has the drug court ever applied for **federal funding**?

Select the appropriate response:

- Yes
- No
- N/A

Has the drug court ever received **federal funding**?

Select the appropriate response:

- Yes
- No
- N/A

If you selected **Yes** above, provide the federal award amount, grant period [mm/dd/yyyy to mm/dd/yyyy], and explain how the funds will be used to support or expand the project and not replace existing funds.

Enter the federal funding description:

### Program Income

Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report a percentage of program income that is generated as a result of the project's activities. Applicant agrees to report program income to CJD through a federal grant adjustment and to secure CJD approval prior to use of the program income. Applicant agrees to use program income to support or expand the project and agrees to expend program income immediately after CJD's approval of a grant adjustment and prior to requesting CJD funds.

**Deduction Method** – Program income shall be deducted from total allowable costs to determine the net allowable cost. Program income which the grantee did not anticipate shall be used for current costs unless CJD authorizes otherwise. Program income which the grantee did not anticipate shall be used to reduce the CJD award and grantee match rather than to increase the funds committed to the project.

**Asset Seizures and Forfeitures** – Program income from asset seizures and forfeitures is considered earned when the proceeds are adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

### Uniform Crime Reporting

Applicant assures that they are current and will maintain timely reporting of required crime data to the Texas Department of Criminal Justice. Applicant has been current for the three previous years, and will continue reporting throughout the grant period.

### Criminal History Reporting

Applicant assures that they are currently reporting and will maintain timely reporting of all information required under the Texas *Criminal Procedure, Chapter 60*.

### Constitutional Compliance

Applicant assures that they will engage in no activity that violates Constitutional law including profiling based upon race, ethnicity, or national origin.

### Information Systems

Applicant assures that any new criminal justice information systems will comply with data sharing standards for the GDS Data Model and the National Information Exchange Model.

### Civil Rights Liaison

Applicants must designate a civil rights liaison who will serve as the grantee's civil rights point of contact and who will ensure that the grantee meets all applicable civil rights requirements. The designee will act as the grantee's liaison.

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) 541-4105

### Certification

Each applicant agency will certify to the specific criteria detailed above under **Program Requirements** to be eligible Justice Assistance Grant 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:

Throughout all times, The El Paso region has had a strong active gang-activity presence with a local and nationwide in growth in population directly linked to an increase number of active gang members, poses a threat to the community officials, and ultimately the national security. In addition to the this, the El Paso region has an additional element of to the proximity to the neighbor city Juarez, Mexico and the continuous involvement of gang members in criminal acti The combined density of El Paso population and the prevalence of illegal opportunities make the El Paso ideal for the e existence of organized syndicates and organized criminal activity. Gang violence over territorial disputes and in compe and other organized crimes the Blood and the Folks Gangs have created, creating a major threat to the safety of the c the fact that anti-gang activities are time consuming and staff intensive, the El Paso Police Department as the main la region, wants to proactively approach this problem in order to maintain the City of El Paso as the second safest city in Department (EPPD) is a municipal law enforcement agency whose jurisdiction is the City of El Paso, Texas. The City of between the United States and Mexico. The City of El Paso is the sixth largest city in state of Texas and the twenty-thi a population of over 600,000 people. Furthermore, the City of El Paso in combination with its international neighbor ci a metropolitan area with a population of over two million people. Because of this, the El Paso-Juarez region is ranked i border between these two countries. In addition to these facts, the El Paso has become one of the largest military con impacted by the BRAC influx into town. The expected number of soldiers moving into El Paso is of 37,284 soldiers by t estimated of 53,000 family members. Furthermore, because of the multiplier effect this will be subject to, the growth than the exclusively related to the military expansion. According to the key judgments provided by the National Gang in population directly related to the military influx and the findings on the increase of gang activity among the US milit expansion of El Paso-based gangs. The fact that gang members may employ their military training against law enforce members would result in more organized, sophisticated, and deadly gangs, as well as an increase in deadly assaults o Another fact directly relating the military to gang activity is the recruitment strategies used by gang members, targeti than the military recruitments. Another fact is that the children of military personnel are commonly targeted because families, often making them isolated, vulnerable, and in need of companionship. As the central depository for Gang In Police Department Drive-by shooting Response Teams numbers 100 active Blood members and 525 active Folks meml total 531 of active gangs and approximately 5000 gang members in El Paso the Bloods and Folk, in combination with l nearly 50% of total violent gang activity. In addition to the active members for the gangs, Blood and Folks associates members. During last year, Barrio Azteca was subject of a major crackdown that resulted in the arrest of several rank the Barrio Azteca to fill the voids created presents an opportunity to turn the attention of law enforcement efforts to c by the Bloods and the Folk. Of the 531 gangs in El Paso, only the Barrio Azteca, the Bloods and the Folk have achieve gangs are entrenched and treat gang membership as a business. This is the level of organized crime dealing with drug trafficking, and other illicit crimes for profit. Gangs of this type tend to be the source of significant gang violence in ter protect their networks.

### Supporting Data:

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

Enter your supporting data:

As the central depository for Gang Intelligence in El Paso, the El Paso Police Department Drive-by shooting Response 1 related to gang activity in the months January to September 2008 have surpassed numbers for previous years by 86% 64% compared to year 2006. Numbers for violent crime from January to September 2008 are 229 incidents between i conduct, aggravated robberies, attempted murders, murders, sexual assaults, assaults, injuries to a child, retaliation c of weapon, drug cases and engaging in criminal activities. Comparable figures for years 2007 and 2006 were 139 and

January to September 2008, property crime cases total of 1523 cases, compared to 1615 and 1276 property crimes, respectively. 50% of this criminal activity is directly related to the Bloods and Folk gang members, in combination with help of gang activity from associates triples the number of active members. As per a recent survey conducted by KFO: 295 votes, 237 people equivalent to 80% of the total perceived gang activity becoming more dangerous in the US. In criminal activities involving the Bloods and the Folks gang members have resulted in an increase number of homicides well as drive-by shootings and drug rip offs. Criminal incidents of these types reflect gang activity present throughout reflecting the high vulnerability of all citizens of El Paso region. In addition to the actual criminal activity, the perceived impact on the community profile and the economic development of the city of El Paso.

### **Community Plan:**

If this is a local or regional project, the grant applicant must have participated in the local community planning process in response to priorities identified in a community plan. In the area below, identify what priority(ies) this project address plan (insert TAC reference here).

Enter your community planning needs:

This proposed task force will approach the gang problem in the El Paso region through the disruption and dismantling the targeted gangs, preventing further expansion in the region and a potential threat to the nation. The domestic strategy and the Blood gangs through investigation, arrests, prosecution and imprisonment of targeted hard core members, with and habitual offenders, using searches, surveillance, undercover, asset seizures, and other intrusive tactics intended to distrust and suspicion within the targeted gangs. The task will incorporate street level enforcement, and investigative activities will include overt/uniformed saturation and directed patrol in high risk areas to identify congestion sites and clandestine surveillance operations will collect illegal activity evidence and suspect information; corroboration of informant wanted persons; and the use of informant placement techniques will be used to address targets through sting operations will implement planning and strategies to develop linkages to identify organized criminal activity patterns and enhance force will collect Blood and Folk related information from a variety of sources, including information generated by criminal information gathered through international cooperatives, suspect/associate debriefings, federal access databases and reflect in the increased levels of effectiveness and efficiency in the sharing of information through timely transmission among the department and other law enforcement agencies. This will enhance the capacity of this working group to be and coordinated attack against criminal street gangs and violent crime for the long-term. Law enforcement strategies between US and Mexico will emphasize the pursuit of cooperative efforts to confront the sources in smuggling and trafficking. This will be take place through information sharing, mutual legal assistance, and outside agency assistance in investigating the purpose of eliminating the border as an obstacle to effectively impact organized criminal activity of the targeted gangs.

### **Goal Statement:**

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

Enter a description for the overall goals and objectives:

Through this strategic domestic plan with all levels of government involved, including the international cooperation of the El Paso Police Department to focus law enforcement and regulatory efforts at gang activity within the community to illegal activities of the Bloods and Folk Gangs. The El Paso Police Department will function as a coordinating authority federal resources to reach the ultimate goal of disrupting and dismantling these gang organizations as criminal enterprises.

### **Cooperative Working Agreement (CWA):**

When a grantee intends to carry out a grant project through cooperating or participating with one or more outside organizations obtain authorized approval signatures on the cooperative working agreement (CWA) from each participating organization file a signed copy of all cooperative working agreements, and they must submit to CJD a list of each participating organization 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 provide information here that this project's successful operation is contingent on for the named service or participation

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

Enter your cooperating working agreement(s):

### **Continuation Projects:**

For continuation projects only, if your current or previous year's project is NOT on schedule in accomplishing the state major obstacles preventing your organization from successfully reaching the project objectives as stated within your project 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:

### **Project Summary:**

Briefly summarize the entire application, including the project's problem statement, supporting data, goal, target group

sure that the summary is easy to understand by a person not familiar with your project and that you are confident an information if it were to be released under a public information request.

Enter your summary statement for this project:

Given the El Paso region historical information related to gang activity, in combination with the expected growth in potential increase in gang members in the area, the El Paso Police Department as the main law enforcement agency w gang activity, in order to maintain the City of El Paso as the second safest city in the nation, as well as preventing me The focus of this project will be the Blood and Folks gang members. These two gangs are responsible for nearly 50% t County related to gangs. In addition to this, these two gangs are currently the only two gangs besides the Barrio Azte achieved a symbiotic level. This means that the level of organized crime reached deals with drugs and weapons traffic autos, and other illicit crime for profit. Cases of violent crime during the months from January to September 2008 hav numbers for year 2006 by a 64% and by 86% to 2007. This proposed task force will approach the gang problem thro dismantling of the Folks and the Blood as the targeted gangs. Activities to achieve this goal will include investigation, r imprisonment of targeted hard core gang members, with an intensive focus on repeated and habitual offenders. An at suspicion within the targeted gangs will be created by searches, surveillance, undercover, asset seizures, and other in will consist on overt/uniformed saturation and directed patrol in high risk areas to identify congestion sites and known clandestine surveillance operations will collect illegal activity evidence and suspect information; corroboration of inform wanted persons; and the use of informant placement techniques will be used to address targets through sting operati coordinated between El Paso Police Department and other law enforcement agencies at the local, state, national, and i efforts will include information sharing among law enforcement agencies, including information generated by crime pr information gathered through international cooperatives, suspect/associate debriefings, federal access databases and reflect in the increased levels of effectiveness and efficiency in the sharing of information through timely transmission among the department and other law enforcement agencies. This will enhance the capacity of this working group to be and coordinated attack against criminal street gangs and violent crime for the long-term.

Collapse Project Activities

**Project Activities Information**

**Introduction**

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

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receiv messages that instruct you to complete the required fields. Your data on any given tab will not save to the system un 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 t **and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicl From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the infor the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home happens, your data will not be saved in the system. You may also choose to compose a message on this page for CJD 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.
-  = 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 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 clic information provided in the pop up window.

**Reserved**

This section left intentionally blank.

**Selected Project Activities:**

ACTIVITY	PERCENTAGE:	DESCRIPTION

Gangs - Adult	100.00	The domestic strategy will mainly target the Folks and the Blood gangs through invest imprisonment of targeted hard core members, with an intensive focus on repeated and searches, surveillance, undercover, asset seizures, and other intrusive tactics intended distrust and suspicion within the targeted gangs. The task will incorporate street level activities available 24/7. Activities will include overt/uniformed saturation and directed identify congestion sites and known hangouts; covert and clandestine surveillance ope evidence and suspect information; corroboration of informant information and location informant placement techniques will be used to address targets through sting operatio will implement planning and strategies to develop linkages to identify organized crimin prosecution efforts. The task force will collect Blood and Folk related information from information generated by crime prevention initiatives as well as information gathered t cooperatives, suspect/associate debriefings, federal access databases and informant in the increased levels of effectiveness and efficiency in the sharing of information throug distribution of information to among the department and other law enforcement agenc capacity of this working group to be able to maintain a sustainable and coordinated at gangs and violent crime for the long-term.
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**Geographic Area:**

El Paso County

**Target Audience:**

Blood and Folks Gangs

**Gender:**

Female and Male

**Ages:**

18 and above

**Special Characteristics:**

Gang Members

Collapse Measures**Measures Information****Introduction**

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

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive messages that instruct you to complete the required fields. Your data on any given tab will not save to the system unless 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 the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first click. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information (the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home happens, your data will not be saved in the system. You may also choose to compose a message on this page for CJD be done by typing in the **Notes By Grantee / CJD** message box.

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

**Reserved**

This section left intentionally blank.

Objective Output Measures

OUTPUT MEASURE	CURRENT DATA
Number of cash seizures.	0
Number of drug seizures.	0
Number of gang members arrested for felony offenses.	0
Number of gangs targeted.	0
Number of weapons seized.	0

Custom Objective Output Measures

CUSTOM OUTPUT MEASURE	CURRENT DATA	TARGET
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Objective Outcome Measures

OUTCOME MEASURE	CURRENT DATA
Cash value of drug seizures (in dollars using DPS calculations).	0
Number of felony charges filed.	0
Number of felony convictions.	0
Number of gangs disrupted.	2
Value of cash forfeitures (in dollars).	0
Percent of reduction in drug activity.	100
Percent of reduction in drug transactions.	100
Percent of reduction in violent crime.	100

Custom Objective Outcome Measures

CUSTOM OUTCOME MEASURE	CURRENT DATA	TARGE
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[Collapse Documents](#)

## Documents Information

### Introduction

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

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click **Save and Continue** and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive 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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### Certification and Assurances

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

### Resolution by Governing Body

Except for state agencies, each applicant must provide information related to the [resolution](#) from its governing body, council, county commissioners' court, school board, or board of directors. Please ensure that the resolution approved by the governing 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 agency for 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, 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 the state.

If your agency's governing body has approved a resolution for this project, enter the date for this approval below:

### 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 the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and policies 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 for 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 any federal loan, the entering into of any cooperative agreement, and the extension, continuation, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

**Note:** Pursuant to Texas Government Code §556.005, a political subdivision or private entity that receives state funds to pay a person required to register as a lobbyist or for lobbying expenses. A political subdivision or private entity provision is not eligible to receive additional state funds.

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 influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee in connection with this federal contract, loan, or cooperative agreement?

Select the Appropriate Response:

Yes

No

N/A

### Single Audit

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

Select the Appropriate Response:

Yes

No

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

66300582

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

3971715

Enter the amount (\$) of Local Government Funds:

0

Enter the amount (\$) of Private Funds:

0

Provide the name and amount for any other source of financial support not listed above:

Other Sources of Financial Support:

**Note:** Applicants who expend less than \$500,000 in combined federal or combined state funds are exempt from the single audit requirement. However, CJD may require a limited scope audit as defined in OMB Circular A-133.

In addition, for applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit 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:

**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

**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
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in 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 design 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 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, 3rd. Floor. 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 the Office of 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, approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant regulations; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in 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 principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal 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 in connection with a commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of 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) 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. Enter the debarment justification:

Collapse Fiscal Capability**Fiscal Capability Information****Introduction**

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

*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 the **Save and Continue** button, your work will be lost. When you click the **Save and Continue** button, you may receive messages that instruct you to complete the required fields. Your data on any given tab will not save to the system unless you click on the **Save and Continue** button and the messages 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 organ (ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system 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?

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 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 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 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 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 incur 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 why. Your explanation 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, 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 why. Your explanation will be taken to ensure accountability.

Enter your explanation:

### Collapse Budget Details

#### 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 **New Budget Item** icon in the **New Budget Item** column. You will be directed to a different area on this page to make selections specific to each budget category. After making your selection, write a brief description of the line item in the **Expenditure Description** box, the amount of CJD funds, Cash Match, and if applicable, In Kind Match in the areas provided. In the percentage box, you enter the percentage for Personnel or number of items to be purchased for Supplies and/or Equipment. When you have finished, click on the **New Budget Line Item** button. Repeat this process for each budget line item needed in each budget category. If you have any questions or need assistance with 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 entries.

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click

navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive messages that instruct you to complete the required fields. Your data on any given tab will not save to the system unless it is complete and correct.

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## Getting Started

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

-  = a **plus** icon - click on this icon to expand a list of items.
-  = 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 on this icon to view the information provided in the pop up window.

### Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATCH	IN-KIND MATCH
Personnel	* Other Grantee-Defined Budget Line Item (11900 Series)	Lieutenant Overtime	\$40,234.92	\$0.00	\$0.00
Personnel	* Other Grantee-Defined Budget Line Item (11900 Series)	2 Sergeants Overtime	\$68,160.14	\$0.00	\$0.00
Personnel	* Other Grantee-Defined Budget Line Item (11900 Series)	19 Detective/Officers Overtime	\$378,788.26	\$0.00	\$0.00
Personnel	Assistant	Overtime Senior Office Assistant	\$12,816.68	\$776.20	\$0.00

## Collapse Source of Match Details

### Source of Match Information

#### Introduction

The **Source of Match** section of your application collects information regarding the source and amount of **Cash Match**. Please enter the description and amounts of match in the spaces provided below and select whether the item is '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 'Source(s) of Match Reported' table. You may edit each of the items added to this table by clicking on the 'pencil' icon. To delete 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

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click the **Save and Continue** button, your work will be lost. When you click the **Save and Continue** button, you may receive messages that instruct you to complete the required fields. Your data on any given tab will not save to the system unless it is 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 t  
**and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clici  
 From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the infor  
 the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home  
 happens, your data will not be saved in the system. You may also choose to compose a message on this page for CJD  
 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 clic  
 information provided in the pop up window.

**Detail Source of Match/GPI:**

DESCRIPTION	MATCH TYPE
General Fund	Cash Match

**Summary Source of Match/GPI:**

Total Report	Cash Match	In Kind	GPI Federal Share
\$776.20	\$776.20	\$0.00	\$0.00

Collapse Budget Summary

**Budget Summary Information**

**Budget Summary Information by Budget Category:**

CATEGORY	CJD	CASH MATCH	IN-KIND MATCH
Personnel	\$500,000.00	\$776.20	\$0.00

**Budget Grand Total Information:**

CJD	CASH MATCH	IN-KIND MATCH	GI
\$500,000.00	\$776.20	\$0.00	\$0.0

Collapse Conditions of Funding

**Condition Of Fundings**

DESCRIPTION	CREATED	MET	HOLD FU
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Collapse Conversion Data

Creating a Snapshot for this Project

Enter a description for the Snapshot, then click the 'Create a New Snapshot' button. Your new Snapshot will display bel

Application Navigation Links

**Navigating to another Tab in this Project**

Click on a link below to 'go to' the selected tab for this project in eGrants.

<a href="#">Eligibility</a>
<a href="#">Profile</a>
<a href="#">Narrative</a>
<a href="#">Activities</a>
<a href="#">Measures</a>
<a href="#">Activities</a>
<a href="#">Documents</a>
<a href="#">Budget</a>
<a href="#">Source of Match</a>
<a href="#">Budget Summary</a>
<a href="#">Grant Vendor</a>

View this Project's Grant Award and / or Supplemental Award Packet

Click on the 'View Grant Award Packet' button to view your current award information. If you have been approved for a on the 'View Supplemental Grant Award Packet' button to view your most current award information. You can export y

View All of the Snapshots for this Project

Click on the 'Export to Word' link to view a Snapshot of the grant project as of the date / time displayed in the descripti Then click the 'Open' or 'Save' button when prompted. You can export your results to Microsoft Word. Click on the 'Prin Snapshot of the grant project as of the date / time displayed in the description to the far left of this link. Then you can pressing the 'Ctrl' + 'P' buttons at the same time on your keyboard. Follow the Print dialog box prompt to print to a loc printing the results, click on red 'X' (Close) icon to close this screen.

<b><u>Application - Reviewed by Intake</u></b> Created: Nov 3 2008 12:05PM	<a href="#">Export To Word</a>	F
<b><u>Application - Certified by Applicant</u></b> Created: Oct 31 2008 4:31PM	<a href="#">Export To Word</a>	F
<b><u>Application - Submitted by Applicant</u></b> Created: Oct 31 2008 4:24PM	<a href="#">Export To Word</a>	F

