

**MIDDLE RIO GRANDE  
DEVELOPMENT COUNCIL**

**Policy Manual**

**CRIMINAL JUSTICE ADVISORY  
COMMITTEE**

# POLICY MANUAL

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# MIDDLE RIO GRANDE DEVELOPMENT COUNCIL

## CRIMINAL JUSTICE

The Governor's Office, Criminal Justice Division (CJD) is the entity responsible for administering and awarding a number of grant programs across the State of Texas. These projects can be local, regional, or statewide projects. The Criminal Justice Division has several funding sources for criminal justice projects.

There are two methods for allocation of CJD funds.

The first allocation method is based on a Regional Budget Expectation (RBE) given to each of the 24 Councils of Government (COG) across the State of Texas. This RBE is specifically for local projects in competition with each other. Allocations are based on formulas designed by CJD staff. Two elements in calculating these formulas are population and crime index rate. The second method of allocation is through a State-Wide competition process.

### SOURCE

### METHOD

Criminal Justice 421 Funds Safe and Drug Free Schools And Communities (SDFSC) Juvenile Justice Delinquency Prevention (JJDP)	Reasonable Budget Expectation
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JJDP - Title V Texas Narcotics Control Program (TNCP) Victims of Crime Act (VOCA) Violence Against Women Act (VAWA) Crime Stoppers Assistance (CSAF)	State-Wide Competition
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## **Eligible Projects**

ALL applications must have activities that reflect a comprehensive project. Under funding sources that require a match, a project is considered comprehensive if it can stand alone without funds from sources other than CJD funds, matching funds, in-kind donations, and program income listed and approved in a grant budget. For sources with a decreasing funding ratio, a project is comprehensive if, in its first year of CJD funding, it can stand alone without funds in addition to the CJD funds or other funds listed and approved in the grant budget.

Local applications must be in response to priorities set in a community plan.

Funds are for core elements of a project, not for basic services or as a supplement to an existing project's budget.

Community based alternative projects must target problems and needs not provided for by the Texas Department of Criminal Justice, the Texas Commission on Alcohol and Drug Abuse, the Texas Education Agency, or other agencies.

All applications must meet the basic eligibility requirements in either the juvenile justice or Youth Projects category or the Criminal Justice Projects category.

## **Juvenile Justice Projects**

CJD encourages school-based prevention projects to target their activities on middle school and junior high age youths, in addition to the usual elementary school projects. Additionally, we encourage such projects to use parenting components.

Additionally, all juvenile justice projects that receive CJD funds from any source must address the representation of minority youths in the juvenile justice system. This requirement of the juvenile justice and Delinquency Prevention Act may be met in a wide range of ways, depending on local needs. Methods include early prevention projects and projects designed to divert juveniles from the justice system in appropriate cases.

## **Criminal Justice Projects**

All applications for projects that are not juvenile justice or youth projects must comply with the following rules.

CJD will limit funding for community-based alternative projects to those that can document problems and needs not provided for by the Texas Department of Criminal Justice, the Texas Commission on Alcohol and Drug Abuse, the Texas Education Agency, or other agencies.

Projects must not include any services for adult offenders charged with, given deferred adjudication for, or convicted of murder, rape, arson, armed robbery, aggravated assault, sexual assault, aggravated sexual assault, child

molestation, felony drug crimes, and manslaughter.

CJD does not fund projects for adult offenders in correctional facilities with the exception of the Residential Substance Abuse Treatment fund. Information regarding this fund is released annually in a Request for Applications.

Projects that target auto theft are not eligible. The appropriate source of funding for such projects is the Automobile Theft Prevention Authority in the Texas Department of Transportation.

## **FUNDING CATEGORIES**

Following are brief descriptions of each of the six funding categories:

### **421 STATE / CRIMINAL JUSTICE PLANNING**

Local projects that target crimes committed by adults or juveniles ranging from crime prevention, special law enforcement units, special prosecution units and special courts that dispose of cases involving violent and drug-related crimes, enhance information sharing among criminal justice agencies, advanced technology for law enforcement, prevention, diversion and service delivery for juvenile programs, regional delivery of services to crime victims, regional training for law enforcement personnel and statewide projects.

### **SAFE AND DRUG FREE SCHOOLS AND COMMUNITIES**

Local projects must address one or more of the following goals: (a) create a neighborhood that is free of drugs and weapons, (b) foster individual responsibility, (c) promote respect for the rights of others, and (d) promote school attendance, discipline, and learning. Priority is given to projects providing services to children, youths, and their families who are not normally served by state or local education agencies, or to populations that need special services such as at-risk preschoolers, children of teenage parents, youths in juvenile detention facilities, and school dropouts. Target populations are neighborhoods with high rates of violence, drug-and-gang-related activities, weapons violations, truancy, and school dropouts.

### **JUVENILE JUSTICE DELINQUENCY PREVENTION**

Eligible programs address one or more of the priority need statements outlined by the Governor's Juvenile Justice Advisory Board. These ten priorities are set forth in the Governor's Criminal Justice Plan. JJDP projects must also address the disproportionate number of racial and ethnic minorities in secure confinement. Projects may address prevention, intervention, diversion or training.

1. There is a critical need for early prevention and early intervention projects to address conditions that contribute to delinquent behavior.
2. There is a need to train educational and law enforcement personnel assigned to schools concerning procedures related to the juvenile justice system so that they may exercise their authority and use their

resources to deal with serious problems at school or related activities so that teaching and learning may take place with less disruption or fear of violence. The schools and the juvenile justice system need projects that make it easier to discipline problem students and to counsel them and teach good citizenship, literacy, and job skills. There is a need for projects that target at-risk students as early as possible.

3. There is a need to reduce violent youth crimes. juveniles must be held accountable and responsible for their actions. There is a need to retrain violent youths and to provide appropriate skills to their parents.
4. There is a need for an aggressive and comprehensive approach to counteract gangs. Such an approach should include increased identification, surveillance, arrest, and prosecution of gang members involved in criminal activities; increased alternatives to gang involvement; and early prevention of conditions that contribute to the growth of gangs. The public perceives disorder and social decay of families and neighborhoods to be major factors contributing to involvement in gangs.
5. There is a need to instill appropriate social values and character in children. Family dysfunction and lack of family values correlate to youth crime and need to be corrected. Family preservation should be emphasized wherever possible. Projects should also be available for children removed from their homes because of necessity. Disproportionate numbers of serious juvenile offenders come from single-parent families or families with a high degree of conflict, instability, violence, and inadequate supervision. Family crisis projects are needed in which delinquent or pre-delinquent youths and their parents are counseled and given training in conflict resolution, enhanced communication, goal setting, and the negative consequences of teenage pregnancy.
6. There is a need for progressive sanctions projects. These projects must ensure that there are swift and certain consequences for juveniles who commit crimes and that the punishment will correct the juvenile's conduct.
7. There is a critical need to plan comprehensively and to involve the whole community in efforts to deal with juvenile crime. All projects working with youths should take part in such comprehensive efforts as an integral part of their overall program.
8. There is a need for increased funding for community-based projects to deter young criminals. These projects should be multi-disciplinary and should emphasize innovation and replication of successful prevention, restitution, and gang intervention projects.
9. There is a need to develop a computer information system that will match children and families to appropriate service providers based on

a risk and needs profile. Such a system should regularly update placement information, widely publicize it, and make it accessible to juvenile probation, schools, and private citizens including at-risk families. The goal of this system should be early prevention of the conditions that lead to juvenile crime.

10. There is a need to develop projects to protect the public from and give appropriate dispositions to mentally ill and retarded youth accused of committing crimes. There is also a need to develop or implement a standardized testing instrument to determine whether or not a youth is mentally ill or retarded.
11. There is a need to have projects that help locate parents or guardians of juveniles who are detained but cannot be released because authorities are unable to contact parents or responsible adults to whom these juveniles may be released.

#### **JUVENILE JUSTICE DELINQUENCY PREVENTION - TITLE V**

Local projects to implement comprehensive plans developed by local communities. Strategy is to reduce risk factors that contribute to delinquent behavior and to strengthen protective factors that make children more resistant to such behavior.

#### **TEXAS NARCOTICS CONTROL PROGRAM**

The Texas Narcotics Control Program initiative allows for funding of projects that enforce state and local controlled substances laws and to improve the criminal justice system, with an emphasis on violent, drug, and other serious offenders. Eligible projects are multi-jurisdictional task forces; projects designed to target the domestic source of controlled and illegal substances, such as precursor chemicals, diverted pharmaceuticals, clandestine laboratories and cannabis cultivation; projects improving the operational effectiveness of law enforcement through the use of crime analysis techniques, street sales enforcement, school yard-violator projects, and gang-related and low income housing drug control projects; financial investigation projects that target the identification of money-laundering operations; operational effectiveness of the court process; criminal justice information systems, automated fingerprint identification systems; innovative programs for enforcing , prosecuting or adjudicating drug offenders; drug control evaluation programs ; projects to develop forensic labs; law enforcement and prevention projects that relate to gangs or to youth who are involved in or are at risk of involvement in gangs; projects to develop and implement anti-terrorism training programs and to procure equipment for law enforcement use; and finally innovative projects that demonstrate new and different approaches to the enforcement, prosecution, and adjudication of drug offenses and other serious crimes. These projects are limited to four years of funding with a 25% cash match every year. All projects are submitted to the Office of the Governor CJD.

#### **VICTIMS OF CRIME ACT**

Eligible recipients for the Victims of Crime Act can apply for funding of projects with their primary emphasis or mission in providing assistance and services directly to victims of crime. These project services in no form should include monetary compensation or financial assistance for the victim. The eligible projects include services to victims of assault, spousal abuse, child abuse, stalking, bias or hate crimes,

abuse of the elderly, other forms of physical assault, survivors of victims of homicide, and families of kidnapped children. These projects have no limitation on the number of years grantees can receive assistance. Applicants however do have to provide a 25% cash or in-kind match every year they are funded. Depending on the year's collections from the State of Texas the funding may decrease or increase.

### **VIOLENCE AGAINST WOMEN ACT**

The Violence Against Women Act funds are for projects that are aimed specifically at preventing violence against women. Projects can aid in the training of law enforcement officers, prosecution, and/or provide direct service activities for women. Another portion is set aside for discretionary funding purposes. The training of law enforcement officers and prosecutors shall serve to effectively identify and respond to violence crimes against women including sexual assault, domestic violence, and stalking/harassment. Direct service projects must address an unserved, under served and special population women in need of services such as crisis intervention, accompaniment, advocacy and support, safety planning and risk assessment, legal advocacy, information and referral, and public awareness and education. Applications will be scored and reviewed at the local level and then submitted to CJD for final funding decisions. Competition will be statewide.

### **CRIME STOPPERS ASSISTANCE FUND**

The Crime Stoppers Assistance Fund is designed to assist only Texas certified Crime Stoppers programs. Crime Stoppers objective is to create a trilateral partnership with the public, media and law enforcement. Although this fund is not a permanent-funding source, it does guarantee assistance to these certified Crime Stoppers programs to aid in the administrative costs associated with local operations.

### **ONE TIME GRANTS**

This new category of grants will only be allowed under the 421/ Criminal Justice Planning Fund only. 25% of the available funds for new projects will be designated for one-time grants. These grants will be specifically designated for equipment grants. The criteria is the following:

Innovative, cutting edge technology used in the identification of criminals and investigation of crimes, when public safety is currently endangered, in or crisis situations. Such excepted equipment may not include general office equipment.

Small towns with populations of 25,000 or less

Needs Assessment for equipment and standard department issue equipment  
Limited to 421 Fund only. Depending on fiscal year funding a maximum grant amount will be set each year.

### **LOCAL ALLOCATION METHOD POLICY**

Funding Sources which have a regional budget expectation will be held subject to the following maximum year request and decreasing funding ratio policy.

Projects will be able to apply for funding for only four years. In which four years if the four-year obligation is not fulfilled the applicant will not be able to apply until *the*

remainder of the four-year term or after four years. There will only be a one-time four-year commitment for an eligible project, no exceptions. Applicants will receive 100% of the original request in year 1, 80% in year 2, 70% in year 3, and 50% in year 4.

Applications will be submitted the first year with a 3-year budget allowing applicants to come back for their fourth year with a single request.

## **CONTINUATION FUNDING POLICIES/ GRANDFATHER CLAUSE**

### **General Policies**

There is no commitment on the part of the Office of the Governor that a grant, once funded, will be granted subsequent funding. CJD will consider continuation projects only if: a local or regional project is included in a regional council of governments' (COG) regional priority list; a statewide project is ranked high enough in the CJD review rankings to receive funding; the project is eligible for funding in accordance with the requirements in this *Plan*; all administrative, program, and financial requirements are complete and have been regularly followed; the grantee has a history of timely progress and financial reports; CJD has funded the project fewer years than the maximum number of years allowed; and CJD has the funds available.

Continuation applications must follow all guidelines in this *Plan* and are subject to the same review, selection, award, and other procedures as all other applicants. In some situations, however, continuation projects may be given priority in an effort to provide consistency in funding and to allow projects time to show results.

Applications currently funded under the old 20% decreasing fund ratio and 5 year maximum commitment will be honored by the CJAC. Those grantees will finish out their commitment under the initially established CJD rules.

The Three Year Application Cycle (formerly known as three year commitment) was initially funded under the 20% decreasing fund ratio and total 5 year maximum rule. Those applications will be honored as well. The COG will provide up to three years of funding with a single application. Only one budget is submitted for the first year. When it is time to renew a grant, CJD will notify grantee requesting a new budget for the following grant year. This policy is based on a workload issue and is intended to provide another way to simplify the grant application process for all entities involved. CJD recognizes that circumstances may occur due to a lack of performance or noncompliance that may lead a CJAC to reevaluate the application. The CJAC needs to state how they will address these situations should they arise.

Applicants for projects currently funded under any grant funding source wishing to apply under a different funding source may not request more money under the new fund than they were eligible to receive **under the original** fund. Additionally, the project must comply with all policies and guidelines applicable to the new funding source beginning on the first day of the grant period.

## **TECHNICAL ASSISTANCE WORKSHOP**

Applicants are required to attend at least one Technical Assistance Workshop sponsored by the MRGDC CJ staff prior to submitting an application to be eligible

for funding. This requirement is mandatory for ALL APPLICANTS, new or existing. No exceptions. These workshops are necessary since there can be changes made every year to the CJAC or CJD process. If attendance cannot be made to a group Technical Assistance Workshop then the grantee must make arrangements themselves to attend a one-to-one technical assistance training with the MRGDC CJ Coordinator.

## **COMMUNITY PLANNING**

In 1996, the Criminal Justice Division began an initiative called community planning. It is an incentive program where only communities willing to come together to discuss their problems and plan for the future are eligible for grant funding from CJD. The purpose is to encourage coordination and to allow for more local control. Our goal is that these plans will become vehicles to ensure Texas communities get the services they need.

The purpose of a community plan is to get the players from a single geographic area together to look at their problems and to find creative solutions. Communities with multiple plans for the same area are not planning in a way that promotes inclusiveness and teamwork.

The criminal justice planners are not responsible for writing them. The criminal justice planners can tell you how to get involved with the community-planning group in your area. The criminal justice planner also accepts the community plans and revisions.

### **Requirements**

The community-planning group must include a wide variety of people. The composition should include public agencies, nonprofit organizations, education, health, mental health, juvenile justice, criminal justice, child welfare, law enforcement, the private sector, community associations, faith-based organizations, victim services, and concerned citizens. A community planning group must be comprised many interests and must be written around the general public safety topic and not a single issue.

When the community plan is submitted to the COG it must include a list of everyone who participated in the planning process and the organization, agency, or interest they represent. Additionally, members of the community planning group intending to apply for funding from CJD under this community plan should indicate their intent to do so.

Plans must be revised and updated annually, but we urge groups to replace outdated plans on file at the COG with new revisions whenever they are available. The COGs will set deadlines each year for community plan revisions that are at least 30 days prior to accepting any grant application for that fiscal year. If a group does not have a current plan on file by that deadline, the community will not be eligible for CJD funds during the next grant cycle.

The COGs and CJD use the plans only to determine whether or not a community is eligible to receive CJD funds. Neither CJD nor the COGs score community plans or rate them competitively for use in prioritizing grant applications.

## **Community Plan Eligibility Form**

If you will be applying for a local project, answer each of the questions on the Community Plan Eligibility Form. This form simply allows CJD to determine under which community plan you are applying and to find the relevant portions of that plan. This information allows COG and CJD staff members to determine if your application is eligible for funding under a community plan.

## **INELIGIBLE APPLICATIONS**

The MRGDC CJAC will consider certain applications ineligible. Those will be applications in which the applicant has failed to attend a technical assistance training, or failed to address a priority need outlined in a locally filed community plan, or failure to submit additional information as requested by the MRGDC staff, CJAC or subcommittees of the CJAC. The other will be those applicants, which bring in their applications after the specified deadline. Ineligible applications will not be accepted. Applications that have completed the five and/or four year funding cycle are not eligible.

## **DEADLINES**

All projects must be submitted to the local COG for review and priority. Application deadlines are set by the local COG's Criminal Justice (CJ) Department. A copy of application deadlines will be provided by COG staff when application kits are picked up at the COG office in McAllen. No kits will be mailed.

The only funding source for which deadlines and scoring meetings are set by the State are the Texas Narcotics Control Program and STATEWIDE PROJECTS.

## **STATEWIDE PROJECTS:**

Regardless of funding source all statewide project applications will be submitted directly to the Office of the Governor Criminal Justice Division by 5:00 p.m. on the first week of March of the corresponding year.

## **CRIMINAL JUSTICE ADVISORY COMMITTEE**

Each of the 24 COGs will have an established Criminal Justice Advisory Committee. This committee should be widely representative of the regional community. The purpose of the local CJAC is to furnish policy guidance to the COG Board of Directors and shall recommend plans and programs to reduce crime and improve the Criminal Justice System in the tri-county.

The CJAC shall carry out the following:

1. Prepare and annually up-date a Multi-Year Plan to reduce crime and improve the Regional Criminal Justice System.
- b. Maintain a continuous planning program to identify criminal justice problems; determine regional needs; and analyze existing Criminal Justice Systems and available resources.

- c. Act as a catalyst in the development of new services, and provide information programs to create more realistic attitudes toward Criminal Justice problems.
1. Conduct a continuing basis, an evaluation of Criminal Justice programs to insure maximum program effectiveness.

The CJAC will be comprised of an equitable number of representatives from within the COG's nine county area. CJAC membership will consist of representatives from:

- law enforcement
- juvenile justice
- drug abuse prevention
- nonprofit organization
- victims servicesmental health
- prosecution/courts
- education
- faith-based organizations

Overall membership must have an element from private nonprofit organizations representing parents, community action or job training agencies, and community based organizations that provide educational or related services to individuals in the community. The CJAC shall in no event have a majority of members from one discipline or interest group. All these membership requirements have been set forth by the federal guidelines governing each individual funding category. The CJAC shall meet at a minimum four times out of the year.

The MRGDC CJAC have the authority to recommend changes to the CJAC By Laws and budget changes due to ineligible items or availability of funds. Applicants will be notified of these recommendations before the priority meeting. If the changes have not been effected before the priority meeting then the CJAC will have full authority to make those changes without the grantees consent. The CJAC however cannot recommend against funding a full project because of one ineligible item. Only if the entire project is an ineligible activity can the CJAC not recommend funding a project. The final local decision will lie with the MRGDC Board of Directors. The MRGDC Board of Directors will receive the CJAC recommendations and then act upon the issue.

## **CONFLICT OF INTEREST STATEMENT**

Under the conflict of interest provisions (Section 570.489 (h), which are included in the regulations governing state administration) no persons who exercise or have exercised any function or responsibilities with respect to CJD activities, or who are in a position to participate in a decision making process, or gain inside information regarding activities, may obtain a financial interest or benefit from the activity, or have interest in any contract, subcontract, or agreement or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure, or for one year thereafter.

These conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official of the state, or of a unit of general local government, or of any designated public agencies, or sub-recipient which are receiving funds.

CJAC Members must abstain from VOTING OR COMMENTING ON ANY application during the prioritization process if the member, planner, or individual related to the member within the third degree by consanguinity or within the, second degree by affinity or:

Is employed by the applicant agency and works for the unit or division that would administer the grant, if awarded.

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

Owns or controls any interest in a business entity or other non-governmental organization that benefits, directly or indirectly, from activities with the applicant,

Receives any funds from the applicant as a result of the grant, or

Uses or receives a substantial amount of tangible goods, services, or funds from the applicant.

## **APPEALS PROCESS**

An applicant applying for funding to CJD may appeal the disposition of its application based on one or more of the following grounds only:

1. Misplacement of an application, if all or a portion of an application is lost, misfiled, etc. by COG staff resulting in unequal consideration of the applicant's proposal.
2. Mathematical error; if, in rating the application, the score on any selection criteria is arrived at incorrectly by the COG staff due to human or computer error.

All appeals must include the specific alleged procedural violation(s) and must be submitted in writing to the MRGDC Board of Directors. One of the following actions maybe taken:

1. Concur with the appeal and the appropriate adjustments to the applicant's scores.
2. Disagree with the appeal and provide the basis for rejecting the appeal to the applicant.

## **CRIMINAL JUSTICE ADVISORY COMMITTEE**

## ***ROLE AND REQUIREMENTS***

### **ORGANIZATION OF THE CRIMINAL JUSTICE ADVISORY COMMITTEE**

The composition of the Criminal Justice Advisory Committee is dictated by the Office of the Governor Criminal Justice Division in order to comply with federal review requirements. The CJAC is composed of members of law enforcement, juvenile justice, drug abuse prevention, non-profit organizations, victim services, mental health, prosecution/courts, education and faith-based organizations.

### **ROLE OF THE CRIMINAL JUSTICE ADVISORY COMMITTEE**

The role of each Criminal Justice Advisory Committee is to participate in the process for determining regional priorities and to share in the scoring of applications in a fair and equitable manner to ensure that the identified needs of the region are met. Each Criminal Justice Advisory Committee's function is to advise the COG's Board of Directors on matters relating to law enforcement and criminal justice. The Committee provides a forum for discussion and resolution of common problems in law enforcement and the administration of criminal justice. The Criminal Justice Advisory Committee's responsibilities include major participation in the development of the annual regional criminal justice plan and recommendation of funding priorities for the annual criminal justice work program. The committee evaluates each criminal justice funding proposal to determine their consistency with applicable regional plans and prioritize these evaluations to the MRGDC Board of Directors. The Committee operates in an advisory capacity to the Board of Directors of the COG's.

### **PROCEDURAL REQUIREMENTS OF THE CRIMINAL JUSTICE ADVISORY COMMITTEE**

#### **A. General Requirements**

1. In lieu of the requirements of the Texas Open Meetings Act, the COG shall abide by the following:
  - a. Notify eligible applicants in the region in writing of the date, time and place of the CJAC scoring meeting at least five days prior to each respective meeting. This notice must be sent by one of the following three methods:
    - Certified mail
    - First Class (regular) mail, with a return receipt for local signature enclosed
    - Deliver in person (i.e. at a Council of Governments [COG])
  - b. Publish a public notice of the meeting in a regional newspaper in the region at least three days in advance of the actual meeting. A published newspaper article will be acceptable in lieu of a public

- notice if it meets the content (date, time, location and purpose) and timing requirements.
- c. Provide that all discussions, deliberations and votes be taken in public except for items which would be specifically exempted under the Texas Open Meetings Act.
2. A meeting of the CJAC requires a thirty-three percent (33%) of the total membership including the presence of the Executive Committee. Should any member of the Executive Committee not be present, fifty-one percent (51%) of the total membership is required to constitute a quorum. (regardless of status of term or elected office) appointed by the MRGDC Board of Directors. Each Criminal Justice Advisory Committee is encouraged to establish a policy that does not allow committee members who arrive late or do not attend the entire scoring meeting to score any of the applications. Allowing scoring under these circumstances can change the final score.
  3. Only appointed CJAC members or appointed alternates may vote on CJAC actions. An appointed member may designate an alternate from his or her organization to participate in the CJAC's deliberation and actions. This alternate person must be authorized in writing from by the official member being represented prior to his/her participation at any CJAC meeting where voting is to occur.
  4. CJAC members or designated alternates will not deliberate or vote on issues and/or applications where a conflict of interest has been identified. Under the provision, CJAC members may neither discuss nor vote on an application in the following situations: (a) if the application is from the locality in which he or she is on the local government body; or (b) in cases where that member has a personal or pecuniary interest as defined under state law. Further, members may not vote on applications which they represent or any applications in competition or the same funding category.

## **APPLICATION SCORING MEETING**

1. CJAC will hold an application scoring meeting of which, COG staff will notify each applicant. Each applicant shall be allowed to make a presentation on their application. Scoring applications must take place at the same meeting at which the presentations are made. Committee members may pencil-in preliminary scores and descriptive notes following each presentation, and then finalize scores after all presentations are made. CJAC members shall commit themselves to remain for the entirety of the priority session, especially when scoring is accomplished at the end of the day. If a two day scoring meeting is required, a commitment from the committee members to attend both days of the meeting will be required. However, CJAC support staff must not accept scores ballots from Committee members, and final scoring calculations must not begin until all presentations have been made.
2. COG's will retain voting records. The CJAC, with the cooperation of its

support staff, will be required to retain all ballots or the voting records used the CJAC members during the scoring meeting. These records will be appropriately stored and made available upon request for inspection by the public and the Criminal Justice Division. If a two-day scoring meeting is conducted, the CJAC will withhold disclosure of ballots until the end of the second day of the meeting. CJAC scores are public information and must be available upon request to interested parties.

#### **APPEALS MEETING**

For any appeals pertaining to alleged procedural errors committed by the CJAC, the procedures outlined in Procedures Manual will be implemented.