



Executive Committee | Amended Agenda

10 a.m., Wednesday, November 8, 2023

CAPCOG Lantana Room

6800 Burleson Road

Bldg. 310, Ste. 155

Austin, Texas 78744

Judge James Oakley, Burnet County, **Chair**
Mayor Lew White, City of Lockhart, **1st Vice Chair**
Commissioner Debbie Ingalsbe, Hays County,
2nd Vice Chair
Mayor Pro Tem Matthew Baker, City of Round
Rock, **Secretary**
Mayor Jane Hughson, City of San Marcos,
Parliamentarian
Mayor Brandt Rydell, City of Taylor, **Immediate
Past Chair**
Council Member Mackenzie Kelly, City of Austin
Commissioner Clara Beckett, Bastrop County
Ms. Connie Schroeder, City of Bastrop
Council Member Kevin Hight, City of Bee Cave
Judge Brett Bray, Blanco County
Commissioner Joe Don Dockery, Burnet County

Judge Hoppy Haden, Caldwell County
Judge Dan Mueller, Fayette County
Council Member Ron Garland, City of Georgetown
Mayor Pro Tem Esmeralda Mattke Longoria, City of Leander
Commissioner Steven Knobloch, Lee County
Judge Ron Cunningham, Llano County
Mayor Pro Tem Doug Weiss, City of Pflugerville
Council Member Janice Bruno, City of Smithville
Judge Andy Brown, Travis County
Commissioner Ann Howard, Travis County
Commissioner Russ Boles, Williamson County
Commissioner Cynthia Long, Williamson County
Senator Pete Flores
Representative Stan Gerdes
Representative Terry Wilson

1. **Call to Order and Opening Remarks by the Chair**
2. **Consider Approving Minutes for the October 11, 2023 Meeting**
3. **Consider Accepting the Quarterly Investment Report**
Silvia Alvarado, Director of Finance
4. **Consider Adopting the 2024 CAPCOG Homeland Security Strategic Plan Implementation Plan (HSSP-IP)**
Dee Harrison, Homeland Security Program Manager
5. **Consider Adopting the 2024 CAPCOG Integrated Preparedness Plan (IPP)**
Dee Harrison, Homeland Security Program Manager
6. **Consider Adopting the 2024 CAPCOG Homeland Security Grant Program Process Guidance**
Dee Harrison, Homeland Security Program Manager
7. **Consider Update to Records Management Policy**
Andrew Hoekzema, Deputy Executive Director
8. **Consider Approving CAPCOG's Criminal Justice Policy Statement, Priorities, Project Summary Sheets and Scoring Criteria for Plan Year 2025**
Charles Simon, Director of Regional Planning and Services
9. **Consider Approving Committee Appointments**
Betty Voights, Executive Director

A closed executive session may be held on any of the above agenda items when legally justified pursuant to Subchapter D of the Texas Open Meetings Act (Texas Government Code Chapter 551).

10. Consider Providing Guidance for Solid Waste Grants

Charles Simon, Director of Regional Planning and Services

11. Staff Reports

Betty Voights, Executive Director

12. Adjourn

A closed executive session may be held on any of the above agenda items when legally justified pursuant to Subchapter D of the Texas Open Meetings Act (Texas Government Code Chapter 551).



Executive Committee | Summary Minutes

10 a.m., Wednesday, Oct. 11, 2023
6800 Bureson Road
Building 310, Suite 155
Austin, TX 78744

Present (21)

Judge James Oakley, Burnet County, **Chair**
Mayor Lew White, City of Lockhart, **1st Vice Chair**
Commissioner Debbie Ingalsbe, Hays County, **2nd Vice Chair**
Mayor Pro Tem Matthew Baker, City of Round Rock, **Secretary**
Mayor Jane Hughson, City of San Marcos, **Parliamentarian**
Mayor Brandt Rydell, City of Taylor, **Immediate Past Chair**
Commissioner Clara Beckett, Bastrop County
Ms. Connie Schroeder, City of Bastrop
Council Member Kevin Hight, City of Bee Cave

Judge Brett Bray, Blanco County
Commissioner Joe Don Dockery, Burnet County
Judge Hoppy Haden, Caldwell County
Council Member Ron Garland, City of Georgetown
Mayor Pro Tem Esme Mattke Longoria, City of Leander
Commissioner Steven Knobloch, Lee County
Judge Ron Cunningham, Llano County
Mayor Pro Tem Doug Weiss, City of Pflugerville
Council Member Janice Bruno, City of Smithville
Commissioner Ann Howard, Travis County
Commissioner Cynthia Long, Williamson County
Commissioner Russ Boles, Williamson County

Absent (3)

Council Member Mackenzie Kelly, City of Austin
Judge Dan Mueller, Fayette County

Judge Andy Brown, Travis County

1. **Call to Order and Opening Remarks by the Chair**

Judge Oakley called the meeting to order at 10:02 a.m. and led the board in the national and state pledges of allegiance.

2. **Consider Approving Minutes for the September 13, 2023, Meeting**

Judge Oakley asked the board to consider the Sept. 13, 2023, meeting minutes. Mayor Jane Hughson made a motion to approve the minutes. Commissioner Howard seconded the motion. It passed unanimously.

3. **Consider Awarding Contract for Auditing and Tax Services**

Andrew Hoekzema, Deputy Executive Director

Mr. Hoekzema said CAPCOG is requesting to award a contract to Whitley Penn for three years to perform CAPCOG's annual audit and prepare the Capital Area Initiatives Foundation's taxes. He said Whitley Penn has been CAPCOG's auditor for the last 7 years and that CAPCOG received two other proposals to perform the services. Mr. Hoekzema said Whitley Penn scored the highest by the review committee and had a lot of experience with other COGs. He said Whitley Penn has proposed changing lead engagement partner, which helps accomplish the goal of rotating auditors.

Mayor White made a motion to award Whitley Penn the contract for auditing and tax services. Council Member Garland seconded the motion. It passed unanimously.

4. **Consider Adopting the 2023 CAPCOG Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR)**

Dee Harrison, Homeland Security Program Manager

Ms. Harrison said CAPCOG updates the region's THIRA and SPR annually which reflects what was

accomplished over the year and helps to identify and evaluate changes to the region's core capabilities and gaps. She said not many capabilities changed but a few new gaps were added during this year's updates.

Commissioner Dockery made a motion to approve the THIRA and the SPR. Mayor White seconded the motion.

Commissioner Howard asked Ms. Harrison to mention one of the gaps. Ms. Harrison said cybersecurity was among the largest gaps as prevention methods tend to lag behind cyber-attacks developed by bad actors that are always inventing new ways to conduct cybersecurity attacks requiring some level of prevention and security in response. Ms. Voights noted that the CAPCOG hasn't been victim to some of the most recent attacks because of its cybersecurity efforts. Ms. Harrison added there are always gaps related to specialized and expensive training and CAPCOG attempts bring some of those trainings to the region. Ms. Voights added that the region needs to identify those gaps in order to get funded for projects.

Judge Oakley asked for a vote on the item. It passed unanimously.

5. **Consider Approving Contract with AECOM for 2024-2025 Air Quality Monitoring Services**
Charles Simon, Director of Regional Planning & Services
Anton Cox, Air Quality Program Manager

Mr. Simon said that AECOM was selected from four vendors seeking to perform the air quality monitoring services for CAPCOG during 2024 and 2025 by a scoring committee consisting of Clean Air Coalition Advisory Committee members. He noted that AECOM would be conducting ozone and particulate monitoring services. Mr. Simon said the project would be funded by state and EPA grants and local monies.

Commissioner Ingalsbe made a motion to approve a contract with AECOM for air quality monitoring services during 2024 and 2025. Mayor Hughson seconded the motion. It passed unanimously.

6. **Consider Approving Interlocal Agreement with Desert Research Institute for Fine Particle Matter Laboratory Analysis**

Charles Simon, Director of Regional Planning & Services
Anton Cox, Air Quality Program Manager

Mr. Simon said this contract is for speciated fine particulate matter analysis and monitoring, where samples of the particulates will be examined to determine what is in them. He said Desert Research Institute is the same vendor used by the Texas Commission on Environmental Quality to study particulate matter.

Judge Oakley asked if the sites for this monitoring would be at fixed locations. Mr. Cox said CAPCOG is only seeking to do the speciated monitoring at one site on Holy Street in Austin.

Mayor Pro Tem Weiss made a motion to approve an interlocal agreement with Desert Research Institute for fine PM laboratory analysis. Commissioner Ingalsbe seconded the motion. The board questioned the sampling location and if it would generate a good cross section of particulates. Mr. Cox said the site was selected based on its proximity to the TCEQ's sites, which are located north, east, and west of downtown Austin.

Judge Oakley called for a vote on the item. It passed unanimously.

7. **Consider Adopting a Proclamation Declaring November 2023 as National Family Caregivers Month**
Patricia Bordie, Director of Aging Services

Ms. Bordie said this year's theme for National Family Caregivers Month is #caregiversconnect. She said the Area Agency on Aging of the Capital Area provides services to caregivers as well as help them connect to the supports needed to care for their loved ones. Ms. Bordie said CAPCOG is a hub for people in the region seeking to build support for providing care.

Commissioner Dockery made a motion to approve the proclamation declaring November as National Family Caregivers Month. Commissioner Long seconded the motion. It passed unanimously. Commissioner Long mentioned there are several great resources at CAPCOG and in the region. She said a local couple, whose parents have dementia, provides great information via Facebook and encouraged others to follow the couple.

8. Consider Awarding Contracts for Employee Benefit Providers

Andrew Hoekzema, Deputy Executive Director

Mr. Hoekzema said CAPCOG has had TML Health as an employee benefit provider for a long time and recently sought proposal from benefit providers for the all the same services and coverages it was getting through TML. He noted three providers meet the requirements and that Cigna's benefits had the lowest increases for services with a 5 percent increase for medical. Mr. Hoekzema went over the other providers' rates, noting they were much higher than Cigna and to stay with TML would have been a 35 percent increase.

Mayor Hughson made a motion to award a contract to Cigna to provide employee benefits. Commissioner Ingalsbe seconded the motion. It passed unanimously. Commissioner Long asked how many renewals CAPCOG will have to make with Cigna. Mr. Hoekzema said until it was determined to seek a new provider.

9. Consider Approving Committee Appointments

Betty Voights, Executive Director

Ms. Voights said there weren't any appointments unless someone was going to make recommendations at the meeting.

10. Staff Reports

Ms. Voights introduced Jennifer Salazar, CAPCOG's new senior administrative coordinator.

11. Adjourn

Judge Oakley adjourned the meeting at 10:38 a.m.

Mayor Pro Tem Matthew Baker, Secretary
Executive Committee
Capital Area Council of Governments

Date

EXECUTIVE COMMITTEE MEETING

MEETING DATE: November 8, 2023

AGENDA ITEM: #3 Consider Accepting the Quarterly Investment Report

GENERAL DESCRIPTION OF ITEM:

The Public Funds Investment Act and the CAPCOG Investment Policy require that a quarterly investment report be prepared for the Executive Committee. This report is for the 4th quarter ending September 30, 2023. All of CAPCOG's investments are in the Texas Local Government Investment Pool (TexPool).

The beginning and ending balances for each fund reflect the transactions supporting the operating needs of the organization and not the performance of the investments. CAPCOG's use of TexPool as our investment pool is to provide ready access to idle funds for operating purposes while still earning a market interest rate for short-term investments.

During the quarter the market interest rate earned was approximately 5.39%.

Total interest earnings for the quarter were \$435,527.

THIS ITEM REPRESENTS A:

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to a previously discussed item
- Special item requested by board member
- Other

PRIMARY CONTACT/STAFF MEMBER: **Silvia Alvarado, Director of Finance**

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: N/A

Is item already included in fiscal year budget? Yes No

Does item represent a new expenditure? Yes No

Does item represent a pass-through purchase? Yes No

If so, for what city/county/etc.? _____

PROCUREMENT:

N/A

ACTION REQUESTED:

Accept the Quarterly Investment Report

BACK-UP DOCUMENTS ATTACHED:

1. Quarterly Investment Report (5 pages)

BACK-UP DOCUMENTS NOT ATTACHED (to be sent prior to meeting or will be a handout at the meeting):

None



Capital Area Council of Governments

Quarterly Investment Report Summary July 1, 2023 to September 30, 2023

All Investments are held in the Texas Local Government Investment Pool (TexPool)

	<u>Book Value</u> <u>Beginning</u>	<u>Book Value</u> <u>Ending</u>	<u>Market Value</u> <u>Beginning</u>	<u>Market Value</u> <u>Ending</u>	<u>Interest</u> <u>Earnings</u>
General Fund - Operating Fund	1,630,004.11	1,591,326.62	1,630,004.11	1,591,326.62	21,607.50
Solid Waste - TCEQ Grant Advances	340,421.11	911.95	340,421.11	911.95	2,163.53
Air Quality - Local Funds for Monitoring	60,068.91	60,867.21	60,068.91	60,867.21	798.30
CAECD 911 Funds	30,006,863.22	30,612,605.64	30,006,863.22	30,612,605.64	410,957.43
Total All Investments	<u>32,037,357.35</u>	<u>32,265,711.42</u>	<u>32,037,357.35</u>	<u>32,265,711.42</u>	<u>435,526.76</u>

Average Daily Balance 32,302,225.67

Average Yield 5.393%

At September 30, 2023:

TexPool/Prime Average Weighted Average Maturity	28 Days	46 days
TexPool/Prime Average Daily Net Yield	5.32%	5.55%
6-Month US Treasury Bill Rate	5.55%	

TexPool's S&P Global Pool Rating is AAAm. The AAAm is the highest principal stability fund rating assigned by S&P Global. A fund rated AAAm demonstrates extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit risk.

Book Value Equals Market Value because TexPool seeks to maintain a \$1.00 value per share as required by the Texas Public Funds Investment Act.

This quarterly report has been prepared in compliance with the investment policy and strategy as established for the Capital Area Council of Governments and the Public Funds Investment Act (Chapter 2256, Government Code).

Prepared by:

Silvia Alvarado
Director of Finance
Investment Officer

CAPITAL AREA COUNCIL OF GOVERNMENTS
General Fund
 Quarterly Investment Report
 July 1, 2023 to September 30, 2023

<i>TexPool Investments</i>	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			1,630,004.11
July		(192,805.98)	1,437,198.13
Monthly interest	4,052.16		1,441,250.29
Monthly interest - Prime	2,050.73		1,443,301.02
August		695,936.91	2,139,237.93
Monthly interest	4,549.51		2,143,787.44
Monthly interest - Prime	2,290.64		2,146,078.08
September		(563,415.92)	1,582,662.16
Monthly interest	4,153.17		1,586,815.33
Monthly interest - Prime	4,511.29		1,591,326.62
Activity for the Quarter	21,607.50	(60,284.99)	
Ending Balance			1,591,326.62

Average Daily Balance	July	1,506,832.96
	August	1,510,870.40
	September	1,880,453.05
Average Daily Balance for the Quarter		1,632,718.80
Average Annual Interest Rate		5.294%

CAPITAL AREA COUNCIL OF GOVERNMENTS

Solid Waste

Quarterly Investment Report

July 1, 2023 to September 30, 2023

TexPool Investments	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			340,421.11
July		(150,000.00)	190,421.11
Monthly interest	1,351.58		191,772.69
August		(191,672.69)	100.00
Monthly interest	808.05		908.05
September		0.00	908.05
Monthly interest	3.90		911.95
Activity for the Quarter	2,163.53	(341,672.69)	
Ending Balance			911.95

Average Daily Balance	July	311,432.45
	August	173,249.79
	September	908.31
Average Daily Balance for the Quarter		161,863.52
Average Annual Interest Rate		5.347%

CAPITAL AREA COUNCIL OF GOVERNMENTS

Air Quality

Quarterly Investment Report

July 1, 2023 to September 30, 2023

TexPool Investments	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			60,068.91
July		0.00	60,068.91
Monthly interest	261.43		60,330.34
August		0.00	60,330.34
Monthly interest	271.79		60,602.13
September		0.00	60,602.13
Monthly interest	265.08		60,867.21
Activity for the Quarter	798.30	0.00	
Ending Balance			60,867.21

Average Daily Balance	July	60,077.34
	August	60,339.11
	September	60,019.80
Average Daily Balance for the Quarter		60,145.42
Average Annual Interest Rate		5.309%

CAPITAL AREA COUNCIL OF GOVERNMENTS
CAECD 911 Fund
 Quarterly Investment Report
 July 1, 2023 to September 30, 2023

TexPool Investments	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			30,006,863.22
July		(207,194.02)	29,799,669.20
Monthly interest	84,422.87		29,884,092.07
Monthly Interest - Prime	48,095.09		29,932,187.16
August		1,104,063.09	31,036,250.25
Monthly interest	84,323.91		31,120,574.16
Monthly interest - Prime	54,877.80		31,175,451.96
September		(702,084.08)	30,473,367.88
Monthly interest	57,252.94		30,530,620.82
Monthly interest - Prime	81,984.82		30,612,605.64
Activity for the Quarter	410,957.43	194,784.99	
Ending Balance			30,612,605.64

Average Daily Balance	July	29,971,035.92
	August	30,337,070.74
	September	31,034,387.13
Average Daily Balance for the Quarter		30,447,497.93
Average Annual Interest Rate		5.399%

EXECUTIVE COMMITTEE MEETING

MEETING DATE: November 8, 2023

AGENDA ITEM: #4 Consider Adopting the 2024 CAPCOG Homeland Security Strategic Plan Implementation Plan (HSSP-IP)

GENERAL DESCRIPTION OF ITEM:

Each year the Homeland Security staff, Regional Planning Subcommittee, and regional stakeholders review and revise the *2024 CAPCOG Homeland Security Strategic Plan - Implementation Plan (HSSP-IP)*. The CAPCOG HSSP-IP is the regional framework for establishing homeland security priorities and focused efforts to develop, sustain, and employ homeland security regional capabilities.

This year’s planning efforts included virtual and small group meetings. Our Implementation Plan includes planning, organizational, equipment, training, and exercise (POETE) needs identified during these meetings and relevant After-Action Reports and recommendations from HSTF committees.

Prior to submission for Executive Committee review, the 2024 CAPCOG HSSP-IP will have been vetted and approved by the Homeland Security Task Force during their November 2, 2023, meeting.

THIS ITEM REPRESENTS A:

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to previously discussed item
- Special item requested by board member
- Other

PRIMARY CONTACT/STAFF MEMBER: **Dee Harrison, Homeland Security Program Manager**

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: N/A

Is item already included in fiscal year budget? Yes No

Does item represent a new expenditure? Yes No

Does item represent a pass-through purchase? Yes No

If so, for what city/county/etc.? _____

PROCUREMENT: N/A

ACTION REQUESTED:

Consider adoption of the *2024 CAPCOG Homeland Security Strategic Plan - Implementation Plan (HSSP-IP)*.

BACK-UP DOCUMENTS ATTACHED:

1. Summary of Changes *2024 CAPCOG Homeland Security Strategic Plan - Implementation Plan (HSSP-IP)*

BACK-UP DOCUMENTS NOT ATTACHED (to be sent prior to meeting or will be a handout at the meeting):

1. *2024 CAPCOG Homeland Security Strategic Plan - Implementation Plan (HSSP-IP)*.

2024 CAPCOG Homeland Security Strategic Plan Implementation Plan (HSSP-IP) ~~2023~~ Summary

Document Purpose: The HSSP-IP establishes how CAPCOG activities support the overarching strategic goals of the state in the realm of Homeland Security. The Implementation Plan utilizes information from the Threat and Hazard Identification and Risk Assessment (THIRA), Stakeholder Preparedness Review (SPR), and other documents to show what activities and projects the CAPCOG region has accomplished in the last year, and has planned for the next year, that tie into the Goals and Objectives established by the *Governor's Texas Homeland Security Strategic Plan (HSSP) for 2021-2025*. This document most closely ties into the grant funding/investment areas established at the state level and is an opportunity for the CAPCOG Region to make a note of homeland security-related goals, needs, and projects. This document is submitted annually to the Texas Office of Homeland Security in December.

Document Summary: The 2024 CAPCOG HSSP- ~~Implementation IP Plan for 2023~~ (Calendar Year) emphasizes those regional projects and initiatives that specifically support the ~~s~~State homeland security goals and objectives, and which also may meet specific grant-related investment areas, as identified by the Office of the Governor. The THIRA and SPR documents support the core capabilities and priorities tied to these goals, objectives, and investment areas, and are referenced accordingly. The investment area priorities identified in the HSSP-IP include:

- Enhancing Cybersecurity
- Combatting Domestic Violent Extremism
- Enhancing the Protection of Soft Targets/Crowded Places
- Enhancing Election Security
- Enhancing Information and Intelligence Sharing and Analysis
- Addressing Cascading Infrastructure/Supply Chain Failure
- Enhancing Community Preparedness and Resilience

These may be tied to specific projects or activities sponsored by CAPCOG or individual jurisdictions in the next year.

The CAPCOG HSSP-IP identifies which objectives under the five ~~total~~ goals set by the Texas Homeland Security Strategic Plan for 2021-2025 the COG is actively working to support, through recent achievements and projects or initiatives within the ~~POETE~~ (Planning, Organization, Equipment, Training, and Exercise (POETE)) elements identified by the region. The CAPCOG HSSP-IP only notes those goals and objectives from the Texas HSSP for which CAPCOG has completed or is planning applicable activities and projects.

The goals and objectives identified for this year are as follows:

Goal 1: Prevent: Prevent terrorist attacks and organized criminal activity in Texas.

- Objective 1.1: Expand and enhance the statewide intelligence capability that reduces the threat of terrorism and criminal enterprises, with an emphasis on proactive intelligence.
- Objective 1.2: Combat the activities of criminal enterprises through coordinated law enforcement operations, investigations, and supporting programs.

- Objective 1.4: Increase public awareness and reporting of suspicious activities related to crime and terrorism.

Goal 2: Protect: Reduce the State’s vulnerability to terrorist and criminal attacks and natural and technological disasters.

- Objective 2.2: Reduce the risk of chemical, biological, radiological, nuclear, and high-yield explosives (CBRNE) incidents by enhancing control and early detection capabilities.
- Objective 2.5: Enhance the safety of Texas schools against all threats and hazards.
- Objective 2.6: Enhance statewide cybersecurity efforts to protect information assets.

Goal 3: Mitigate: Minimize the impact of terrorist and criminal attacks and natural and technological disasters through proactive mitigation planning and programs.

- Objective 3.3: Enhance the social resilience of Texas communities.

Goal 4: Respond: Increase the capability of the State’s response system to minimize damage and loss of life from terrorist and criminal attacks and natural and technological disasters.

- Objective 4.1: Enhance the systems and organizational structures that coordinate and manage response operations to ensure unified, efficient effort.
- Objective 4.2: Build and maintain the response teams and qualified personnel essential to all-hazard response operations.
- Objective 4.3: Achieve statewide communications operability and interoperability in Texas.
- Objective 4.4: Ensure continued enhancement of public health and medical emergency response systems.
- Objective 4.5: Expand statewide capacity to rapidly and effectively assist government agencies in responding to cyberattacks.
- Objective 4.6: Integrate and coordinate multiple methods to warn and keep the public and local leaders informed about emergencies in their communities.
- Objective 4.7: Ensure updated and validated emergency plans are in place at public agencies that provide vital services and encourage such planning within private entities.
- Objective 4.8: Ensure access to and adequate support for homeland security and emergency preparedness and response training across all agencies, jurisdictions, and disciplines.
- Objective 4.9: Conduct exercises across the state that include tribal, regional, and local entities and support the National Exercise Program (NEP) Principals’ Objectives.

Goal 5: Recover: Ensure rapid, effective, and comprehensive community recovery following terrorist or criminal attacks and natural or technological disasters.

- Objective 5.2: Strengthen preparedness for whole community recovery through outreach programs, training, and exercise.

Several regional projects and initiatives support multiple goals and objectives simultaneously. The majority of projects are centered around response-related capabilities.

EXECUTIVE COMMITTEE MEETING

MEETING DATE: November 8, 2023

AGENDA ITEM: #5 Consider Adopting the 2024 CAPCOG Integrated Preparedness Plan (IPP)

GENERAL DESCRIPTION OF ITEM:

Each year, the Homeland Security staff, Regional Planning Subcommittee, and regional stakeholders review and revise the CAPCOG Integrated Preparedness Plan (IPP). The 2024 CAPCOG IPP, formerly known as the Multi-Year Training and Exercise Plan (MYTEP), consolidates the training and exercise-related information in the *Threat and Hazard Identification and Risk Assessment (THIRA)*, *Stakeholders Preparedness Report (SPR)*, and the *Homeland Security Strategic Plan – Implementation Plan (HSSP-IP)* to enhance the capabilities of CAPCOG jurisdictions to respond to threats and hazards across the preparedness cycle.

Prior to submission for Executive Committee Review, the 2024 CAPCOG IPP will have been vetted and approved by the Homeland Security Task Force during their November 2, 2023, meeting.

This year’s planning efforts continued as a combination of virtual meetings and small group meetings that were conducted around the region.

THIS ITEM REPRESENTS A:

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to previously discussed item
- Special item requested by board member
- Other

PRIMARY CONTACT/STAFF MEMBER: **Dee Harrison, Homeland Security Program Manager**

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: N/A

Is item already included in fiscal year budget? Yes No

Does item represent a new expenditure? Yes No

Does item represent a pass-through purchase? Yes No

If so, for what city/county/etc.? _____

PROCUREMENT: N/A

ACTION REQUESTED:

Consider adoption of the *2024 CAPCOG Integrated Preparedness Plan (IPP)*.

BACK-UP DOCUMENTS ATTACHED:

1. Summary of Changes *2024 CAPCOG Integrated Preparedness Plan (IPP)*.

BACK-UP DOCUMENTS NOT ATTACHED (to be sent prior to meeting or will be a handout at the meeting):

1. *2024 CAPCOG Integrated Preparedness Plan (IPP)*

202~~43~~ CAPCOG Integrated Preparedness Plan (IPP) Summary of Changes

Overall:

- Substantive changes were made via track changes
- Formatting and grammatical changes were made throughout the document
- Updated Integrated Planning Team members list
- Added relevant acronyms and definitions
- Changed document footer to reflect HSTF meeting date (will revise to reflect CAPCOG Executive Committee adoption date in final copy)

Preparedness Priorities:

Changes were made to reflect changes in State Homeland Security Grant Program (SHSP) priority areas:

- *Addressing Emergent~~ey~~ Threats* was deleted
- *Enhancing Community Preparedness and Resilience* was added
- *Enhancing Election Security* was added

Corresponding Capabilities:

- Revised listed capabilities to reflect the SHSP documents

Rationale:

- Revised to reflect SHSP documents, where applicable

Planning Factors:

- Revised to include changes in SHSP priority areas, where applicable

Organization and Equipment Factors:

- Revised to include changes in SHSP priority areas, where applicable

Supporting Training Courses:

- Revised to include new training information and recommendations

Supporting Exercises:

- Deleted FY 202~~32~~ exercise information
- Added FY 202~~43~~-202~~65~~ known exercise information

Program Reporting:

- Added Critical Incident Stress Relief

Multi-Year Schedule of Preparedness Activities:

- Deleted FY 202~~32~~ activities
- Revised FY 202~~43~~ – 202~~65~~ activities

Identified Training List:

- Added additional training information

EXECUTIVE COMMITTEE MEETING

MEETING DATE: November 8, 2023

AGENDA ITEM: #6 Consider Adopting the 2024 CAPCOG Homeland Security Grant Program Process Guidance

GENERAL DESCRIPTION OF ITEM:

Each year the Homeland Security staff and the Homeland Security Task Force review and revise the *CAPCOG Homeland Security Grant Program Process Guidance*. The Guidance is the framework for establishing Homeland Security Grant Program (HSGP) application priorities and applicant expectations.

This year’s review and revisions to the Guidance reflect changes in the Homeland Security Grant Program requirements made by the Office of the Governor (OOG) Public Safety Office (PSO), Homeland Security Grant Division (HSGD).

Prior to submission for Executive Committee review, the Guidance was vetted and approved by the Homeland Security Task Force during their November 2, 2023, meeting.

THIS ITEM REPRESENTS A:

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to previously discussed item
- Special item requested by board member
- Other

PRIMARY CONTACT/STAFF MEMBER: **Dee Harrison, Manager, Homeland Security Program**

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: N/A

Is item already included in fiscal year budget? Yes No

Does item represent a new expenditure? Yes No

Does item represent a pass-through purchase? Yes No

If so, for what city/county/etc.? _____

PROCUREMENT: N/A

ACTION REQUESTED:

Consider adoption of the *2024 CAPCOG Homeland Security Grant Program Process Guidance*

BACK-UP DOCUMENTS ATTACHED:

1. *2024 CAPCOG Homeland Security Grant Program Process Guidance Summary*
2. *2024 SHSP Grant Worksheet*

BACK-UP DOCUMENTS NOT ATTACHED (to be sent prior to meeting or will be a handout at the meeting):

1. *2024 CAPCOG Homeland Security Grant Program Process Guidance*

202~~43~~⁴³ CAPCOG Regional Grant Review Process Guidance

Summary of Changes

Overall:

- The grant year was changed from 202~~32~~³² to 202~~43~~⁴³ throughout the document
- Substantive changes were made via track changes
- Formatting and grammatical changes were made throughout the document
- Added relevant acronyms and definitions
- Changed document footer to reflect grant year (will revise to reflect CAPCOG Executive Committee adoption date in final copy)

Program Requirements (Section II):

- No changes
- ~~The *Homeland Security Strategic Plan – Implementation Plan (HSSP-IP)* was referenced~~
- ~~Changes were made to reflect changes in State Homeland Security Grant Program (SHSP) priority areas and related percentages of funding:
Addressing Emergent Threats was deleted
Enhancing Community Preparedness and Resilience was added
Enhancing Election Security was added~~
- ~~Notation was added that the investment priority areas are subject to change~~

Eligibility (Section III):

- Updated language in various sections to reflect changes in OOG requirements
- Added text to reflect OOG requirements related to Texas DPS Track Kit standards and submissions
- Added text to reflect OOG requirements related to illegal aliens and §752 Texas Government Code and 8 U.S.C. §1226(a), §1226(c), §1231(a), §1357(a), §1366(1), or §1366(3).
- Added text to reflect OOG requirement related to Cybersecurity training
- ~~The *Homeland Security Strategic Plan – Implementation Plan (HSSP-IP)* was referenced~~
- ~~Text for the disposition completeness percentage of arrest charges was revised to reflect the most current information from the Texas Department of Public Safety (DPS)~~
- ~~Revised requirement from *Data Universal Numbering System (DUNS)* to reflect current requirement for *Unique Entity ID* and replaced the included link~~
- ~~Added 12-hour time to operational period to reflect current FEMA guidelines~~

Project Submission and Approval Process (Section IV):

- Updated planned completion dates and deadlines, where applicable
- Added text to reflect changes in OOG requirements to post information on CAPCOG website
~~Added clarifying information for projects that include Management and Administration (M&A) costs~~
~~Added clarifying information related to prioritizing sustainment projects~~

Performance Period and Closeout (Section V):

- No changes



Capital Area Council of Governments 2024~~3~~ SHSP Grant Worksheet

Please fill out completely

Jurisdiction: Click or tap here to enter text.		Agency / Department: Click or tap here to enter text.		Total <u>Amount of</u> Funding Requested: Click or tap here to enter text.	
Project Name: Click or tap here to enter text.		Grant Number: Click or tap here to enter text.		Was Project Identified in <input type="checkbox"/> THIRA <input type="checkbox"/> SPR <input type="checkbox"/> HSSP-IP	
LEPTA: <input type="checkbox"/> Yes <input type="checkbox"/> No					
DHS/FEMA Investment Area [only one allowed]:					
<input type="checkbox"/> Cyber Security <input type="checkbox"/> Information & Intelligence Sharing <input type="checkbox"/> Soft Targets/Crowded Places <input type="checkbox"/> Election Security Other <input type="checkbox"/> Community Preparedness & Resilience <input type="checkbox"/> Combat Domestic Violent Extremism <input type="checkbox"/> Other _____					
FEMA Core Capability/Capabilities [list all that apply] Click or tap here to enter text.					
Item/Equipment to be acquired: Click or tap here to enter text.					
Summary of Purpose [explanation for review committees]: Click or tap here to enter text.					
Summary of Need [explanation for review committees]: Click or tap here to enter text.					
Sustainment of a regional capability: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what regional capability? Click or tap here to enter text.		Is proposed project a continuation of a previous grant? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what year _____	
Describe how proposed project meets regional needs: Click or tap here to enter text.					
If proposed grant project amount had to be reduced, does your request scale? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what changes can be made? Click or tap here to enter text.		Has Project been submitted for other grant: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what grant(s): Click or tap here to enter text.	
Additional information you wish to convey to reviewers: Click or tap here to enter text.					
Technical Contact: Click or tap here to enter text.			Phone: Click or tap here to enter text.		

STOP. DO NOT FILL IN ANY INFORMATION BELOW THIS LINE

FOR CAPCOG NOTES ONLY:

Assigned Review sub-committee:			
<input type="checkbox"/> Meets Group 1 <input type="checkbox"/> Meets Group 2 <input type="checkbox"/> Meets Group 3 <input type="checkbox"/> Meets Group 4			
Notes:			

EXECUTIVE COMMITTEE MEETING

MEETING DATE: November 8, 2023

AGENDA ITEM: #7 Consider Updating Records Management Policy

GENERAL DESCRIPTION OF ITEM:

Chapter 203.025 of the Texas Local Government Code requires that units of local government, including CAPCOG, designate a records management officer (RMO), either individually or by position, to:

- Develop policies and procedures for records management;
- Administer the records management program to reduce costs and improve efficiency;
- Preserve records of permanent value;
- Protect essential records; and
- Ensure that the maintenance, preservation, destruction, and other disposition of records is carried out in accordance with the agency's policies.

CAPCOG's current Records Management Policy, last updated in June 2013, identifies the "Director of Administrative Services" as the RMO. However, that position has been eliminated and its functions transferred to the position of Deputy Executive Director. Therefore, it is necessary to update this policy in order for CAPCOG to file the required paperwork with the Texas State Library and Archives Commission to formally designate the Deputy Executive Director as CAPCOG's RMO.

THIS ITEM REPRESENTS A:

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to a previously discussed item
- Special item requested by board member
- Other

PRIMARY CONTACT/STAFF MEMBER: **Andrew Hoekzema, Deputy Executive Director**

BUDGETARY IMPACT:

Total estimated cost: n/a

Source of Funds: n/a

Is item already included in fiscal year budget? Yes No

Does item represent a new expenditure? Yes No

Does item represent a pass-through purchase? Yes No

If so, for what city/county/etc.? n/a

PROCUREMENT: n/a

ACTION REQUESTED:

Approve update to CAPCOG's Records Management Policy

BACK-UP DOCUMENTS ATTACHED:

Draft update to CAPCOG Record Management Policy

BACK-UP DOCUMENTS NOT ATTACHED (to be sent prior to meeting or will be a handout at meeting): None

Capital Area Council of Governments Records Management Policy

Revised ~~June 12, 2013~~ November 8, 2023

WHEREAS, Title 6, Subtitle C, Local Government Code (Local Government Records Act), provides that each local government must establish an active and continuing records management program; and

WHEREAS, the Capital Area Council of Governments (CAPCOG) desires to adopt a plan for that purpose and to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping;

NOW THEREFORE:

SECTION 1. DEFINITION OF RECORDS OF CAPCOG

All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by CAPCOG or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of CAPCOG and shall be created, maintained, and disposed of in accordance with the provisions of this ordinance or procedures authorized by it and in no other manner.

SECTION 2. RECORDS DECLARED PUBLIC PROPERTY

All records as defined in Sec. 1 of this plan are hereby declared to be the property of CAPCOG. No official or employee of CAPCOG has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

SECTION 3. POLICY

It is hereby declared to be the policy of CAPCOG to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of this office through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act and accepted records management practice.

SECTION 4. RECORDS MANAGEMENT OFFICER

The ~~Director of Administrative Services~~ Deputy Executive Director or any successor position will serve as Records Management Officer (RMO) for CAPCOG as provided by law and will ensure that the maintenance, destruction, electronic storage, or other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act. The RMO may designate records liaisons as needed.~~The Office Manager will serve as Records Management Liaison to assist the Director of Administrative Services in maintaining and enforcing the required retention schedules across all departments.~~

SECTION 5. RECORDS CONTROL SCHEDULES

Appropriate records control schedules issued by the Texas State Library and Archives Commission shall be adopted by the records management officer for use in CAPCOG, as provided by law. Any destruction of records of CAPCOG will be in accordance with these schedules and the Local Government Records Act.

EXECUTIVE COMMITTEE MEETING

MEETING DATE: November 8, 2023

AGENDA ITEM: #8 Consider Approving CAPCOG's Criminal Justice Policy Statement, Priorities, Project Summary Sheets and Scoring Criteria for Plan Year 2025

GENERAL DESCRIPTION OF ITEM:

At the beginning of each plan year for the criminal justice grant program, the Executive Committee must approve the policy which establishes the rules that CAPCOG will follow with regard to reviewing, scoring, and recommending funding for applications. The details in the proposed policy for Plan Year 2025 are similar to the policy for Plan Year 2024 with several changes. The goals while drafting the proposed policy were to 1) address everything in the contract with the Office of the Governor, 2) more clearly address things from the previous year that had some ambiguity, 3) determine what in the previous year's policy worked well, 4) handle every possible situation that could apply to an application, and 5) write it such that we can implement it without the need for interpretation. In summary the policy:

- includes more detail about the steps in the application review process,
- requires all applications – with one exception – to be reviewed and scored by the CJAC,
- clearly distinguishes which are new projects from those that have previously received funding,
- clearly defines the criteria used to determine how to apply the reduced funding ratio to applications,
- makes a portion of the total possible score dependent on the applicant's attendance at the grant-writing workshop and inclusion of a project summary sheet with the application,
- clearly specifies the limitations on the CJAC when making funding recommendations,
- allows for exceptions to funding recommendation limitations in certain circumstances, and
- includes several statements to convey CAPCOG's intent and objectives in drafting the policy.

Along with approval of the policy, staff requests approval of the regional priorities, project summary sheet, scoring criteria, and timeline of events for Plan Year 2025. More detailed information regarding the policy and the related document is provided in the attached memo.

The CJAC reviewed the proposed policy and associated documents at its October 17 meeting and recommends approval of all.

THIS ITEM REPRESENTS A:

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to a previously discussed item
- Special item requested by board member
- Other

PRIMARY CONTACT/STAFF MEMBER:

Charles Simon, Director of Regional Planning and Services
Karina Trevino, Community Development Coordinator

BUDGETARY IMPACT:

Total estimated cost: \$0

Source of Funds: NA

Is item already included in fiscal year budget?

Yes

No

Does item represent a new expenditure?

Yes

No

Does item represent a pass-through purchase?

Yes

No

If so, for what city/county/etc.? n/a

PROCUREMENT: NA

ACTION REQUESTED:

Consider approval of the proposed revised Priorities, Policy Statement, Scoring Criteria, Project Summary Sheet, and Scoring Criteria for the Criminal Justice Grant 2025 Plan Year.

BACK-UP DOCUMENTS ATTACHED:

1. Memo summarizing policy changes compared to the Plan Year 2024 policy
2. Proposed CAPCOG Plan Year 2025 Criminal Justice Program Policy Statement
3. Memo regarding the recommended regional priorities for Plan Year 2025
4. Proposed Plan Year 2025 Scoring Criteria
5. Proposed Plan Year 2025 Score Sheets
6. Proposed Plan Year 2025 Project Summary Sheet
7. Criminal Justice Plan Year 2025 Timeline

BACK-UP DOCUMENTS NOT ATTACHED:

NA



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BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM October 23, 2023

TO: Executive Committee

FROM: Charles Simon, Director of Regional Planning and Services

RE: CAPCOG's Criminal Justice Policy Statement, Priorities, Project Summary Sheets and Scoring Criteria for Plan Year 2025

The Criminal Justice Advisory Committee (CJAC) recommends approval of the attached policy statement, regional priorities, project summary sheet, and scoring criteria for the criminal justice Plan Year 2025.

Policy

Much of the policy remains that same as it was for Plan Year 2024. Changes are included to address issues that became apparent during last year's application review process. A summary of the changes is provided below.

Objectives and statements of intent have been added.

The policy contains very specific instructions on how CAPCOG will review, score, and recommend funding for grant applications. The staff, CJAC, and the Executive Committee will need to follow these instructions to administer the program during Plan Year 2025. At the time that the CJAC and Executive Committee are reviewing the applications and applying the policy, it may be beneficial to know the intent behind the specific steps. Three statements (Sections 1.2, 1.3, and 1.4) were added to the policy for this purpose. The statements are not specific enough to enforce on their own, but they provide guidance when necessary.

Several defined terms have been added.

The policy for Plan Year 2025 included four defined terms – two of which were not used anywhere in the policy. This year's policy defines several important terms that will eliminate ambiguity at the time that the definition of the term becomes important when applying the policy. Perhaps the most important of these terms are the definitions for New Projects, Continuation Projects, and Progressed Project. Since the policy treats Local Government applicants and others differently, that term has been added also. Defined terms are included in Section 3.1 of the policy.

What is a Progressed Project?

The policy includes a formula that specifies the maximum amount of a funding that the CJAC can

recommend for projects that have received funding in prior years and are submitted by Local Government applicants (the formula does not apply to non-profit organization applicants). According to the formula, the maximum amount of funding that the application can receive from CJAC is reduced each of the three years after receiving funding for the first time. The application gets an automatic funding recommendation of \$0 for the fifth year. Projects that have reached the fifth year are considered Progressed Projects. (Sections 3.1.m., 8.1 and 8.2)

Steps in the application review process are clearly described.

All the steps of the application review process are listed in the order in which they will occur. Below are highlights of the review process steps.

Applicants may submit no more than three applications in the same funding category (for example, in the JAG category). CAPCOG does not have the authority to disqualify applications that have been submitted to the Public Safety Office of the Office of the Governor (PSO). Therefore, CAPCOG must still score, rank, and recommend a funding amount for any applications that an applicant submits in excess of three in a category. The policy addresses the automatic score and funding recommendation that these applications will receive. (Section 6.2.b.)

All applications that have been submitted to the PSO, except those that are in excess of three in a category, will be forwarded to the CJAC to be reviewed, scored, and received a funding recommendation. (Section 6.4.a.(1))

When did the project first receive funding?

During the funding recommendation part of the process, the year that a project first received funding becomes important because a reduced funding ratio is applied to project to determine the maximum funding recommendation it can receive from the CJAC. The definitions clearly define what is a Second Year, Third Year, Fourth Year, and Progressed Project. After CAPCOG receives the applications from the PSO, staff will determine how each should be classified in terms of first year of funding and will notify the CJAC of their determination. CJAC will have the opportunity to override the staff's determination for any application. (Sections 3.1.f., 3.1.j., 3.1.l., 3.1.m., 3.1.q., 3.1.r., 3.2.a., 6.4.a.(3) and 6.4.a.(4))

CJAC can begin reviewing applications as soon as they receive them.

Last year scoring of applications was divided into two parts – one part when the CJAC members were expected to score individually based only on the written application, and one that was based on the applicant presentations that the CJAC members would score together. The CJAC members indicated that they value the discussion and the collaboration with their colleagues while scoring applications, so the required individual scoring part has been eliminated. CJAC members will be able to begin reviewing applications as soon as they get them and will be asked to score them during the application presentation meetings. (Section 6.4.b.)

How applications will be scored and ranked.

Twenty points of the scoring are based on objective criteria that will be evaluated by staff before the applications are forwarded to the CJAC members. The objective score has two components: workshop attendance and submitting a project summary sheet. Each are worth 10 points if the applicant achieved

them and zero points if the applicant did not. Previously, workshop attendance and project summary sheets were required and resulted in automatic funding recommendations of \$0 if they were not achieved. The preference this year is to tie them more closely to the application’s scoring. (Section 7.2)

Individual CJAC members will assign a discretionary score to each reviewed application using the score sheet provided to them and following the approved scoring guidance. (Both of these documents are also being considered for approval in this agenda item.) The policy includes a method to calculate an application’s total score by gathering the votes of each CJAC member, omitting the highest and the lowest scores assigned, and then calculating the average score.

Since all received applications are going to be scored by the CJAC, the projects that will automatically receive a funding recommendation of \$0 (Progressed Projects) will appear in the same list as projects that are eligible to receive a greater amount. It is undesirable for the Progressed Projects to be ranked higher than those that are eligible for funding, so a multiplier will be applied to the scores to facilitate the non-Progressed Projects being ranked higher. (Section 6.4.d.)

Some limitations apply to the funding that the CJAC can recommend for applications.

The CJAC will evaluate the list of ranked projects and will make recommendations for funding. The maximum amount of funding that the CJAC can recommend depends on the year in which the project first received funding. If the project has never received funding, then the CJAC can recommend an amount up to the full amount requested by the applicant. If the project had received funding in a prior year, the maximum amount that the CJAC can recommend is as follows:

First received funding in Plan Year:	Maximum amount CJAC can recommend
2024	80% of initial year of funding
2023	60% of initial year of funding
2022	40% of initial year of funding
2021 or earlier	\$0

(Sections 6.4.e., 8.1, and 8.2)

Applications must score 70 points to be eligible for funding.

Only applications that receive a score of 70 points or above will be eligible to receive a funding recommendation greater than \$0 from the CJAC. All applications that receive a score below 70 points will receive a funding recommendation of \$0. (Section 8.3.)

There is an exception.

Occasionally, some grant categories receive very few applications and after the automatic funding recommendation of \$0 and reduced amounts are applied, there may still be an amount of CAPCOG’s allotted funds remaining. That would result in the funds being reassigned by the PSO from CAPCOG to another area of the state. That is undesirable, so the policy allows for the CJAC to make exceptions to the automatic funding recommendations if happens. (Section 8.6)

Executive Committee considers CJAC’s recommendations.

The scores, ranking, and funding recommendations from CJAC will be presented to the Executive Committee to make a final recommendation to the PSO. The limitations on funding recommendations

do not apply to the Executive Committee. The Executive Committee will take the CJAC's recommendations into consideration and can make recommendations as it finds appropriate. (Section 6.4.f.(2))

Priorities

A more detailed explanation of the recommended regional priorities is provided in an attached memo. The regional priorities recommended for Plan Year 2025 are:

- Violence Prevention
- Training for Law Enforcement
- Counseling/Therapy Services
- Crisis Services

Project Summary Sheet

The project summary sheet proposed for use in Plan Year 2025 is similar to the one used in Plan Year 2024 with slight changes to some of the questions asked. The purpose of the summary sheet is for the applicant to provide information on topics that have historically been asked by CJAC members during the presentation meetings.

The project summary sheet is not required this year, but 10 percent of an application's score is dependent upon one being submitted for the application.

Scoring Criteria

A document providing guidance for scoring applications is provided to the CJAC members to assist them in evaluating the applications and assigning scores to scoring them. Specific guidance is given for each question that is included in the score sheet that will be used by the CJAC. The scoring guidance document will be provided to prospective applicants also to aid them in preparing their applications.

Timeline

The complete timeline of events is included in an attached document. Highlights of the Plan Year 2025 timeline include:

December 11 - 15, 2023	PSO expected to publish the request for applications.
April 1 - 5, 2024	Applicant presentations to CJAC, CJAC scores applications and makes funding recommendations.
May 8, 2024	CAPCOG Executive Committee considers scoring, ranking, and funding recommendations from CJAC and makes recommendations to PSO.
May 10, 2024	Deadline for CAPCOG to submit scores and funding recommendations to PSO.



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Capital Area Council of Governments Criminal Justice Advisory Committee (CJAC) Plan Year (PY) 2025 Policy Statement

SECTION 1. INTRODUCTION

The following policies and procedures are established for the purpose of defining the rules that will govern the Capital Area Council of Government's (CAPCOG's) Criminal Justice Advisory Committee (CJAC) application review and prioritization process for designated funding streams controlled by the Public Safety Office's Criminal Justice Division (PSO) of the Office of the Governor (OOG) that CAPCOG is responsible for reviewing. In addition, these policies and procedures govern the operation of CAPCOG's Criminal Justice Planning as outlined in the Interagency Cooperation Agreement between the PSO and CAPCOG as it relates to CAPCOG's CJAC.

1.1. Grant applications that will be reviewed include, but are not limited to the following funding opportunities from the Office of the Governor:

- 1.1.a. Criminal Justice Grant Program (CJ-JAG).
- 1.1.b. General Victim Assistance Grant Program (VOCA).
- 1.1.c. Juvenile Justice and Delinquency Prevention Program (JJ).
- 1.1.d. Truancy Prevention Projects (TP).
- 1.1.e. Violence Against Women Justice and Training Program (VAWA) and,
- 1.1.f. Any additional or unique fund sources that PSO determines appropriate.

1.2. In addition to purposes stated or implied in the CAPCOG Regional Strategic Criminal Justice Plan of Plan Year 2022, this policy statement is intended to further the objective of addressing regional criminal justice needs by encouraging the establishment of beneficial programs and continuing funding for them with the goal of progressing them toward self-sufficiency.

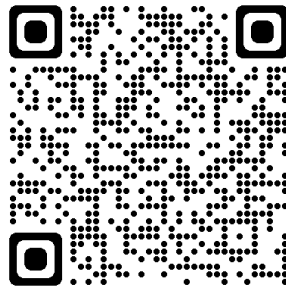
1.3. CAPCOG recognizes that some programs provide the benefit of providing core services to the region, and that long-term funding of those programs, and the agencies who operate them, may be considered differently than those programs not providing core services.

1.4. It is the intent of CAPCOG, to the extent that is reasonable, to use all funding that is allocated to the CAPCOG region for funding programs within the region and has therefore developed this policy to encourage doing that.

SECTION 2. COMPLIANCE WITH ADMINISTRATIVE RULES AND REGULATIONS

2.1. All policies, rules, and regulations outlined in this document comply with the Texas Administrative Code (TAC), Title 1, Part 1, Chapter 3, and the state and federal statutes, rules, and regulations adopted by reference in Texas Administrative Code. 1 TAC Part 1, Chapter 3; Applicability, Subchapters A, B, D, E, and F of this chapter applies to all applications for funding and grants submitted to the PSO Information regarding the TAC and the OOG rules can be accessed on the website of the Texas Secretary of State, at the link or QR code below.

[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=3&ti=1&pt=1](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=3&ti=1&pt=1)



2.2. All meetings of the CJAC will be held in compliance with the general provisions of the Government Code, Chapter 551. Texas Open Meetings Act, which can be viewed online at:

<http://www.sos.state.tx.us/texreg/index.shtml>



SECTION 3. POLICY DEFINITIONS AND INTERPRETATIONS

3.1. The following terms, as used in this policy, shall have the meanings indicated.

- 3.1.a. Applicant - the agency/organization requesting grant funds from the Office of Governor's Public Safety Office.
- 3.1.b. Application - an online form that is completed by a potential grantee in eGrants in response to a request for a specific funding opportunity from the Office of Governor for a project or activity. It also refers to the content that is provided in the form along with

any required documents that is subject to this policy and being considered for funding by the PSO.

- 3.1.c. Awarded Project Amount – the total awarded amount from the Office of the Governor’s Public Safety Office not including matching contributions.
- 3.1.d. CAPCOG Region - the 10-county CAPCOG area which includes the following counties Bastrop; Blanco; Burnet; Caldwell; Fayette; Hays; Lee; Llano; Travis; and Williamson.
- 3.1.e. Conflict of Interest – as defined in Section 9 of this policy, a condition that may affect CAPCOG staff, CJAC members, or Executive Committee members from participating in review and processing of applications.
- 3.1.f. Continuation Project – a project that is the subject of an Application and was funded in any previous plan year having the same Applicant, serving essentially the same target group, and having a similar scope of work regarding the area served, the personnel proposed, and services offered as determined by the CJAC.
- 3.1.g. Criminal Justice Advisory Committee (CJAC) - a volunteer committee comprised of a multi-disciplinary representation of members from the region. The primary responsibility of the CJAC is to review criminal justice-related grant applications from throughout the region, score and prioritize applications, and provide funding recommendations, based on a standardized application review and prioritization process and a standardized score sheet, to CAPCOG’s Executive Committee for review.
- 3.1.h. eGrants – the online grant management system used by Public Safety Office programs used by applicants to register for an account, submit and certify applications, and manage any grants awarded. Located at egrants.gov.texas.gov.
- 3.1.i. Executive Committee – CAPCOG’s governing body.
- 3.1.j. Fourth Year Project – a Continuation Project for which Plan Year 2022 is the first year it received funding.
- 3.1.k. Local Government - political subdivisions of the State of Texas, including but not limited to counties, municipalities, cities, towns, utility districts, housing agencies, school districts, and similar public entities.
- 3.1.l. New Project – a project that is the subject of an Application that does not meet the criteria to be considered a Continuation Project.
- 3.1.m. Progressed Project - a Continuation Project that first received funding in Plan Year 2021 or an earlier plan year.
- 3.1.n. Project Summary Sheet- a form created by CAPCOG, which includes several questions about an Application and is used to help the CJAC during its review and scoring of applications.
- 3.1.o. Project - the subject of a grant application with a proposed set of objectives that will be performed by the applicant should grant funding be awarded.

- 3.1.p. Regional Budget Estimate (RBE) - an annual notification of fund availability CAPCOG receives from the PSO. The RBE identifies the estimated amount of funds being reserved for each grant program under which the region receives a funding allocation from the PSO.
 - 3.1.q. Second Year Project – a Continuation Project for which Plan Year 2024 is the first year it received funding.
 - 3.1.r. Third Year Project – a Continuation Project for which Plan Year 2023 is the first year it received funding.
- 3.2. When used in this policy statement, the phrases indicated below have the meaning as described for each.
- 3.2.a. Received funding – a Project or Application was awarded funding by the PSO, regardless if the Project or Application received a funding recommendation from the CAPCOG Executive Committee or the CJAC, or if the funding was used by the Applicant.
 - 3.2.b. When referring to actions during the application, review, scoring, or funding recommendation process, the term CAPCOG may refer to either the CAPCOG staff, the CJAC, the Executive Committee, or any combination of these.

SECTION 4. ELIGIBILITY GUIDELINES FOR CAPCOG REGION

- 4.1. To be eligible to participate in CAPCOG’s application review and prioritization process, the Applicant must provide services within the CAPCOG Region.
- 4.2. Agencies within the CAPCOG Region may expand their service area outside of the CAPCOG Region; however, CAPCOG will only consider Applications for Projects that will provide services within the CAPCOG Region.
- 4.3. Agencies headquartered outside of the CAPCOG Region may submit a grant Application for CAPCOG review and prioritization if the requested funding will be used to provide services within the CAPCOG Region.
- 4.4. Agencies that receive direct allocations from the PSO for service programs may not apply for funds that are prioritized by CAPCOG. (Examples include but are not limited to: *Mothers Against Drunk Driving; Crime Stoppers; Children’s Advocacy Centers; and Court Appointed Special Advocates.*)

SECTION 5. REGIONAL PRIORITIES

- 5.1. Priorities for PY 2025 include the following activities, based on feedback from stakeholders collected through a region-wide online survey and endorsed by the CJAC and Executive Committee:
 - 5.1.a. Violence Prevention (Juvenile Justice and School-based system)
 - 5.1.b. Training for Law Enforcement (Criminal Justice System)
 - 5.1.c. Counseling/Therapy Services (Mental Health/Substance Abuse Treatment)
 - 5.1.d. Crisis Services (Victims of Crime)

5.2. These priorities update the priorities listed in the CAPCOG Regional Strategic Criminal Justice Plan of Plan Year 2022.

5.3. CAPCOG will evaluate Applications on the extent to which they advance these priorities.

SECTION 6. APPLICATION

6.1. Office of the Governor Application Process

- 6.1.a. To be considered for funding, grant Applications must be submitted directly to the PSO via eGrants by the designated deadline (**Actual Deadline Date**). eGrants will not accept late application submissions.
- 6.1.b. All Office of the Governor funding opportunities are located on the eGrants website. The Office of the Governor criminal justice grant funding announcements include eligibility requirements set by the Office of the Governor. Please refer to information at the link or QR code below to review applicant eligibility requirements. <https://egrants.gov.texas.gov/>
- 6.1.c. The PSO will screen all Applications to ensure that they meet the requirements included in the funding announcement. Eligible local and regional applications will be forwarded by PSO to CAPCOG.
- 6.1.d. PSO will make the final determination as to which funding source is most appropriate for each application.

6.2. Application Limitations

- 6.2.a. Applicants are limited to three (3) Applications per funding source.
- 6.2.b. Any Applicant that submits more than three Applications in a single fund source will receive a score of zero and a funding recommendation of \$0.00 for all Applications in excess of three submitted Applications as determined by the date and time that the Application was submitted. Applications in excess of three for an Applicant in a single fund source will not be forwarded to the CJAC for scoring or a funding recommendation and will not present to the CJAC.
- 6.2.c. Applicants with multiple Applications in a fund source must indicate the project preference by indicating which of their applications is primary, secondary, and tertiary on the Project Summary Sheets.
- 6.2.d. CAPCOG will assign project preference to Applications for which a preference is not indicated on the Project Summary Sheet.

6.3. Application Requirements

- 6.3.a. In addition to the requirements established by the PSO, this policy establishes several requirements that have consequences to the scoring of an Application. Applicants should review Section 7 of this policy to understand how an Application's scoring can be affected

by these requirements. Applications that do not adhere to one or more of these requirements will still be reviewed by the PSO and are eligible to receive funding but are likely to receive a lower score and a lower funding recommendation from CAPCOG.

- 6.3.b. **Grant Application Workshop-** CAPCOG will conduct a grant application workshop that will be open to all prospective Applicants, at which the provisions of this policy will be reviewed and changes from the Plan Year 2024 policy will be highlighted. Failure of an applicant to attend a grant workshop could adversely affect the scoring and funding recommendation.
- 6.3.c. **Project Summary Sheet-** A Project Summary Sheet, in a form provided by CAPCOG, that should be submitted for each Application that is submitted through eGrants. The Project Summary Sheet includes several questions about the Application and proposed Project and is used to help the CJAC during its review and scoring of applications. Failure of an applicant to submit this form to CAPCOG could adversely affect the scoring and funding recommendation.
- 6.3.d. **Attendance at CJAC Project Presentation Meetings-** A representative of the Applicant who is familiar with the application and the proposed project should attend the presentation meeting conducted by the CJAC at the time that has been assigned for the Application. The Applicant representative will be allotted five minutes to present information about the Application to the CJAC and must be prepared to address questions from the CJAC members. Attendance at the meeting or making a presentation by the Applicant are not required. Failure of an Applicant to present its Application to the CJAC could adversely affect the scoring and funding recommendation.

6.4. CAPCOG Application Review Process

6.4.a. Forwarding Eligible Applications to the CJAC

- 6.4.a.(1) CAPCOG will forward all Applications that are eligible for review to the CJAC. The forwarded Applications will be accompanied by the Project Summary Sheet for the Application and necessary scoring materials.
- 6.4.a.(2) CAPCOG staff will provide to the CJAC a list of the Applications that are not eligible for review stating the appropriate reason the project cannot be reviewed. CAPCOG will send out email correspondence to the Applicant with reasoning as to why the Application will not be reviewed by the CJAC.
- 6.4.a.(3) CAPCOG will evaluate each Application that is eligible for review and will determine the status of each Application as a New Project, First Year Project, Second Year Project, Third Year Project, or a Progressed Project.
- 6.4.a.(4) CAPCOG will indicate the status of each forwarded Application. The CJAC or a subcommittee of the CJAC, may choose to meet prior to the scoring meeting to review the status of Applications and make changes to an Application's status.

6.4.b. Review of Applications by the CJAC

- 6.4.b.(1) CJAC members will individually review the forwarded Applications as soon as they are received and may continue to review them until scoring them.
- 6.4.b.(2) Prior to the scoring meetings, the CJAC may choose to meet to collaborate on the forwarded Applications. Attendance at the meeting by CJAC members is not required and no action will be taken.
- 6.4.c. Applicant Presentation to the CJAC
 - 6.4.c.(1) CAPCOG will determine the schedule for meetings at which Applicants will have the opportunity to present their Applications to the CJAC.
 - 6.4.c.(2) CAPCOG will notify the eligible Applicants to choose a preferred time to present their Application to the CJAC from a list of available times. The times available for presentations and the final presentation schedule is determined by CAPCOG.
 - 6.4.c.(3) Applicants will be notified of their assigned presentation time no later than 5 business days prior to the first day of the presentation meetings.
 - 6.4.c.(4) Applicants who are presenting their Applications must be present and prepared to present at their assigned time.
 - 6.4.c.(5) Applicants will be allowed five minutes to make a presentation to the CJAC. The CJAC, in its sole discretion, may allow more time as long as it does not interfere with the start time for the next scheduled presentation.
 - 6.4.c.(6) The CJAC may allow an Applicant to present earlier than their scheduled time if the Applicant is present and prepared to present and the Applicant that is scheduled to present at that time is not present or has already presented. The CJAC, in its sole discretion, may allow an Applicant to present at a time later than its scheduled time.
 - 6.4.c.(7) The CJAC may choose to conduct one or more additional meetings for presentations after the meetings initially scheduled. Scheduling of presentations during any additional meetings will be determined by the CJAC.
- 6.4.d. Scoring of Applications by the CJAC
 - 6.4.d.(1) CJAC members will consider a variety of factors in scoring the Applications including, but not limited to, cost-effectiveness, overall funding availability, regional priorities, identified gaps in services or resources, geographic distributions, the inherent value of the Project's impact, whether the Project has the potential to be a model program, whether delaying the Project would have a significant negative impact on the area proposed to be served, and any additional factors relevant to a specific request for applications.
 - 6.4.d.(2) After each presentation and before the next scheduled presentation, the CJAC members will individually assign scores to the Application using the materials provided

and based on the guidance in this policy and separate scoring guidance materials provided to them.

- 6.4.d.(3) CAPCOG staff will collect the CJAC members' scores for the Application either in written or electronic form as determined by the CJAC and will calculate the Application's overall score using the scoring method prescribed in this policy.
- 6.4.d.(4) A CJAC member may not change the score they assigned for any Application after their score for that Application has been collected by CAPCOG staff or submitted electronically.
- 6.4.d.(5) All scores must be submitted by CJAC members at or before the time that the next presentation begins.
- 6.4.d.(6) Score sheets used by the CJAC will include a multiplier that will be applied to all scores submitted by each CJAC member that will be used:
 - 6.4.d.(6)i For Applications submitted by Local Government Applicants: assign higher priority to New Projects, Second Year Projects, Third Year Projects, and Fourth Year Projects over Progressed Projects, and
 - 6.4.d.(6)ii For all other Applications: assign a higher priority over Applications for Progressed Projects submitted by Local Government Applicants.
- 6.4.d.(7) The member score is the total score submitted by the CJAC member on the materials provided after the multiplier has been applied.
- 6.4.d.(8) When all member scores are submitted or collected, the CAPCOG staff will remove the highest member score and the lowest member score, sum all remaining member scores, and divide by the number of member scores that were summed to determine the application score.
- 6.4.d.(9) The Applications will first be grouped by project preference indicated on the Project Summary Sheet, or in the event that a project preference was not indicated on Project Summary Sheet, by the project preference assigned for the Application by CAPCOG.
- 6.4.d.(10) The Applications will then be ordered for each project preference group from highest score to lowest score.
- 6.4.d.(11) **Tie Breaker:** In the event two or more applications achieve a tie score, the following method will be used to break the tie by applying the rules below, in the order they are listed, until no ties remain.
 - 6.4.d.(11)i New Projects will be placed in order before Applications for Continuation Projects and Progressed Projects.
 - 6.4.d.(11)ii Applications will be sorted in descending order by the year of their first year to receive funding.

6.4.d.(11)iii Applications will be sorted in ascending order by the amount of funding requested, or if a Continuation Project, by the maximum funding recommendation amount indicated in Section 8.1.

6.4.d.(11)iv The existence of a tie is evaluated after each rule is applied and the next rule is applied only if a tie remains.

6.4.e. Recommendation of Funding by the CJAC

- (1) After all presentations for a funding category have completed, the CJAC will determine the method to use when recommending funding for each Application. The CJAC may adopt one or more formulas to determine the recommended funding for an Application based on its score, determine the funding recommendation based on discussion among the CJAC members and voting on a proposed score, or a combination of methods.
- (2) Regardless of the method chosen by the CJAC to recommend funding for applications, the limitations described in Section 8 of this policy apply.
- (3) Within 5 business days after the CJAC has made funding recommendations for all funding categories, all Applicants will be notified of the scoring, ranking, and funding recommendations of all Applications within the same funding category as their Application.

6.4.f. Review of Applications by the Executive Committee and Funding Recommendation to the Public Safety Office

6.4.f.(1) Prior to the deadline date for CAPCOG to submit scoring, ranking, and funding recommendations to PSO, the CAPCOG Executive Committee will review the scoring and ranking of the Applications from the CJAC and the funding recommendations for each at one of its regularly scheduled meetings, or if it deems necessary, at a specially called meeting.

6.4.f.(2) The Executive Committee will vote on funding recommendations for all Applications prior to the deadline date for CAPCOG to submit scoring, ranking, and funding recommendations to PSO. The Executive Committee may make funding recommendations that are consistent with the CJAC recommendation or may make different funding recommendations as it deems appropriate.

6.4.f.(3) Unless otherwise provided by this policy, the Executive Committee cannot change the scoring or ranking of Applications.

6.4.f.(4) The Executive Committee may specify or give guidance to include any notes or additional information to the PSO for Applications or for an entire grant category.

6.4.g. Appeals to Suspected Scoring Errors Process

6.4.g.(1) Any Applicant of an Application that was scored and received a funding recommendation from the CJAC may appeal the score that the Application received if the Applicant believes that an error was made in calculating the Application's score or in implementing the scoring or tie breaker methods of this policy. An Applicant may not submit a request for an appeal for any other purpose.

- 6.4.g.(2) Requests for an appeal must be submitted to CAPCOG's Criminal Justice Liaison: Karina Trevino at ktrevino@capcog.org no later than five business days prior to the Executive Committee meeting at which the priority list of Applications will be recommended for funding. The request must include a statement describing the reason for the appeal, including what the Applicant believes to be the error made in scoring signed by the authorized official as designated by the PSO. Supporting documentation may be included.
- 6.4.g.(3) If a request for an appeal is received, the CJAC members will receive a copy of the written appeal and the Chair, Vice Chair, or designated representative from the CJAC will be invited to attend the Executive Committee meeting at which the priority list of Applications will be recommended for funding.
- 6.4.g.(4) The request for the appeal and the supporting material will be provided to the Executive Committee at the same time as materials for the priority list of Applications and funding recommendations.
- 6.4.g.(5) The Executive Committee, after considering the request for appeal, may change the Application's score and priority ranking and the ranking of other Applications that may be affected by the Application's revised score.
- 6.4.g.(6) The Executive Committee may choose to, but is not obligated to, discuss the appeal, hear testimony from the appellant, or change the score and ranking of the subject Application based on the information provided.
- 6.4.g.(7) The decision of the Executive Committee will be the final action concerning all appeals. The CJAC members will be notified of the result of the appeal.

SECTION 7. SCORING CRITERIA

7.1. An Application's score is composed of scores from two parts: Objective Score and Discretionary Score

7.2. The **Objective Score** has two components which are all dependent upon the Applicant's performance during application process or submittal of materials. The score for each objective score component is determined by CAPCOG staff. Objective scores are all (earned if the applicant complied with the requirements of the component) or nothing (assigned if the Applicant did not comply with the requirements of the component). Partial objective scores will not be assigned to any Application.

7.2.a. The objective score for each Application, a description of each, and the values of the components are:

0 or 10 Points for Grant Application Workshop Attendance- CAPCOG will schedule and hold a grant Application workshop to discuss funding opportunities provided by the PSO. If a representative of the applying organization attends a grant application workshop all of the organization's Applications receive 10 points. If an applying organization does not have a representative attend a grant application workshop, all of that organization's

Applications will receive zero points for the grant application workshop attendance component.

0 or 10 Points for Submission of Project Summary Sheets- Applicants are to complete and submit a Project Summary Sheet. If a Project Summary Sheet has been submitted for an Application, the Application will receive 10 points. If a Project Summary Sheet has not been submitted for an Application, the Application will receive zero points for the submission of Project Summary Sheet component.

7.3. The Discretionary Score has three components. Which are all dependent upon the Applicant's performance in regard to regional priorities and the written Application submitted to eGrants.

7.3.a. The discretionary score for each Application, a description of each, and the values of the components are:

0-10 Points for Regional Priorities - All Applications that are forwarded to the CJAC for scoring will be eligible to receive up to 10 points as determined by the scoring of the individual CJAC members and the method of calculating application scores established in this policy.

0 - 50 Points for Written Application – All Applications that are forwarded to the CJAC for scoring will be eligible to receive up to 50 points for the written application component of the discretionary score as determined by the scoring by individual CJAC members and the method of calculating application scores established in this policy. The score sheets that will be used by the CJAC to assign scores to an Application may divide the written application component into subcomponents that are scored independently and total 50 points.

0 - 20 Points for Project Presentations - All Applications that are forwarded to the CJAC for scoring will be eligible to receive up to 20 points for the project presentation component of the discretionary score as determined by the scoring by individual CJAC members and the method of calculating application scores established in this policy. The score sheets that will be used by the CJAC to assign scores to an Application may divide the project presentation component into subcomponents that are scored independently and total 20 points.

SECTION 8. CJAC FUNDING RECOMMENDATION LIMITATIONS

8.1. Except for the exception mentioned below, Continuation Projects submitted by Local Government Applicants are limited to receive a funding recommendation from the CJAC in an amount no greater than the amounts indicated below depending on the Continuation Project's first year of funding for all funding categories.

8.1.a. Second Year Projects: 80% of amount awarded by PSO for the Project's first year of funding.

8.1.b. Third Year Projects: 60% of amount awarded by PSO for the Project's first year of funding.

8.1.c. Fourth Year Projects: 40% of amount awarded by PSO for the Project's first year of funding.

- 8.2. Except for the exception mentioned below, Progressed Projects submitted by Local Government Applicants will receive a funding recommendation of \$0.00 from the CJAC.
- 8.3. Except for the exception mentioned below, Applications that receive a total final score less than 70 points will receive a funding recommendation of \$0.00 from the CJAC.
- 8.4. Except for the exception mentioned below, Applications that are in excess of an Applicant's three permitted Applications for a fund source will receive a funding recommendation of \$0.00 from the CJAC.
- 8.5. The CJAC may not recommend funding in an amount greater than the amount requested by the Applicant.
- 8.6. If the total value of the CJAC funding recommendation for Applications in a funding category is less than the RBE for that category, the CJAC may recommend funding for applications in an amount greater than the amount allowed by Sections 8.1, 8.2, 8.3, 8.4 above.

SECTION 9. CONFLICT OF INTEREST

- 9.1 To avoid a conflict of interest, members of the CAPCOG's Executive Committee, CJAC members, and CAPCOG staff must abstain from voting and comment on discussion regarding the application and all other applications in the same funding category.
- 9.2 Potential Conflicts of Interest include the member or an individual related to the member within the third degree of consanguinity or within the second degree by affinity:
 - 9.2.a. Is employed by the Applicant agency and works for the unit or division that would administer the grant, if awarded; or,
 - 9.2.b. Serves on any board that oversees the unit or division that would administer the grant if awarded; or,
 - 9.2.c. Owns or controls any interest in a business entity or other non-governmental organization that benefits, directly or indirectly, from activities with the Applicant agency; or
 - 9.2.d. Receives any funds, or a substantial amount of tangible goods or services, from the Applicant agency as a result of the grant, if awarded.
- 9.3. If a member must abstain from reviewing, voting, commenting, or taking any action on any grant Application, the member must also abstain from voting on any competing Applications within that funding source during the prioritization process.
- 9.4. Members will clearly state their abstention from voting on certain Applications and will not speak on behalf of or in support of an Applicant.
- 9.5. If CAPCOG learns that any inappropriate actions occurred during the scoring or prioritization of PSO criminal justice projects, CAPCOG will notify the PSO of the concerns.

SECTION 10. CAPCOG TECHNICAL ASSISTANCE

- 10.1. CAPCOG will maintain a website and post all reference materials here: www.capcog.org/what-we-do/funding-grants/criminal-justice/.
- 10.2. CAPCOG staff will provide current grantees, potential Applicants, and others with CAPCOG's criminal justice priorities, a copy of the CJAC application review and prioritization scoring instrument, the criteria used in the scoring of Applications, and other relevant materials, including relevant policies, procedures, and bylaws, during the grant application workshop or by request. For more information, please contact CAPCOG's Criminal Justice Liaison: Karina Trevino at ktrevino@capcog.org.
- 10.3. 10.3 In addition to the CAPCOG-facilitated grant application workshops, Applicants may request grant-related technical assistance before the Applicant's submission of the certified Application to PSO.
- 10.4. CAPCOG staff will answer questions for both current grantees and new Applicants via email consultation as much as is practical, as well as in-person upon request. For more information, please contact CAPCOG's Criminal Justice Liaison: Karina Trevino at ktrevino@capcog.org
- 10.5. The Office of the Governor, PSO staff will provide technical assistance with the operation of the eGrants web-based application.



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BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM

October 23, 2023

TO: Executive Committee

FROM: Charles Simon, Director of Regional Planning and Services

RE: CAPCOG Plan Year 2025 Criminal Justice Regional Priorities

CAPCOG's Criminal Justice Advisory Committee has selected the following activities as the Plan Year 2025 Criminal Justice Regional Priorities. The selected priorities will serve as the basis for the prioritization process of the Office of the Governor's Criminal Justice grants. These priorities are presented for the Executive Committee's consideration.

- Violence Prevention (Juvenile Justice and School-based system)
- Training for Law Enforcement (Criminal Justice System)
- Counseling/Therapy Services (Mental Health/Substance Abuse Treatment)
- Crisis Services (Victims of Crime)

Stakeholder input was collected via an online survey that CAPCOG released to various subject matter experts across the region. This survey contained lists of programs grouped by four criminal justice topics. Survey respondents were asked to indicate their priorities for each topic. The list of recommended priorities above indicates in parentheses the topic group from which the priority was selected. The selected priorities represent those that received the most votes in each group. The survey had 70 responses.

In the previous plan year, the regional priorities were:

- Behavioral Health/Mental Health Services/Substance Use,
- Community-Based Programs or Services,
- Crisis Services,
- Law Enforcement, and
- Crime Prevention.



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Plan Year 2025 Criminal Justice Grant Application Scoring Criteria and Guidance

Each question in the Regional Priorities, Application Review, and Project Presentation sections of the Score Sheet indicate a maximum score available for each. CAJC members are advised to indicate a score for each question in the range from 0 to the maximum points allowed based on the extent to which the application addresses the question and by using the guidance provided in this document.

Objective Score (20 points maximum)

Did the applicant attend CAPCOG's Grant Workshop? (10 Points Maximum)

CAPCOG staff will provide a yes or no answer to this question on Score Sheet if the applicant attended the Grant workshop as stated in Policy Statement.

Did the Applicant Submit a Project Summary Sheet? (10 Points Maximum)

CAPCOG staff will provide a yes or no answer to this question on Score Sheet if the applicant submitted the CAPCOG Project Summary Sheet as stated in Policy Statement.

Regional Priorities (10 points maximum)

Does the project address 1 or more of the top 5 criminal justice regional priorities and/or serve as a current resource filling in a gap in services or resources identified during the planning process? (10 Points Maximum)

CJAC members should reference the Project Activities Information portion of the application summary when awarding these points.

- The top 4 priorities are:
- Points should be awarded based on the portion of a project that falls under one or more of these priorities

Application Review (50 points maximum)

Are the project costs in the budget eligible, reasonable, and essential to the goal and activities of the project? (10 Points Maximum)

CJAC Members should reference the Budget Information in the application summary when awarding these points. Also, please consider the questions below.

- Does the budget include all items necessary to complete the project?
- How cost effective are the items identified in the project budget?
- Has the applicant provided a clear explanation for how all items in the project budget will be used in the execution of the project?
- Has the applicant budgeted correctly for the proposed project?
- If a match is required for the project, does the applicant have the match properly calculated and allocated?

Does the applicant’s approach clearly address the problem and outlined activities that will be conducted during the project? (10 Points Maximum)

CJAC Members should reference the Approach and Activities, and Evidence-Based Practices narratives in the application summary when awarding these points. Also, please consider the questions below.

- Is it easy to understand what the project does by reading the Approach and Activities narrative in the application summary?
- Will the approach outlined here have a meaningful impact on the problem?
- Is there a justifiable and clear reason given for choosing the approach?
- Is a reasonable timeline for all relevant aspects of the project identified by the applicant?
- Are the methods, approaches, and activities identified evidence-based?
- Is the evidence cited? Is the citation used reputable and knowledgeable?
- Does the applicant demonstrate an understanding of the target population’s needs?

Does the applicant use supporting data that demonstrates the problem exists, demonstrates the problem’s size and scope, and demonstrates the problem’s negative effects on the target population? (10 Points Maximum)

CJAC Members should reference the Supporting Data and Problem Statement narratives as well as the Performance Management, and Data Management narratives in the application summary when awarding these points. Also, please consider the questions below.

- Has the applicant cited and used verifiable and trustworthy data sources?
- Is the data used “right sized” for the project? Does it use local or regional data to support the existence of the problem?
- Does the data used clearly support the problem statement?
- In the target group(s) identified in the number, geographic area, and demographic makeup? Is there data supporting these claims?
- Are there clearly defined ways to measure the project’s success?
- Have goals and measurable objectives been identified? Are specific outcome and output measures defined?
- How well are the goals and objectives tied to the problem?
- Has the baseline and the expected change resulting from the project been identified?
- Does the applicant have sound methods for reviewing project performance?
- Are the methods used to analyze performance data explained clearly?
- Does the applicant use the information from project performance reviews to make decisions about the project?
- How well does the applicant outline how performance data is collected, tracked, and maintained? Does the applicant identify any software or tools to be used?

How well does the project support a regionally-integrated criminal justice system that provides inherent value? (10 points maximum)

CJAC Members should reference the Project Abstract, Problem Statement, and Capacity & Capabilities narratives in the application summary when awarding these points. Also, please consider the questions below:

- Is the root problem and need clearly defined?
- Does the identified problem fall within the jurisdiction and responsibilities of the applicant?
- Is the problem supported by evidence, either statistical or anecdotal?
- Has the applicant identified a problem that is not just the lack of the proposed project?
- Does the Problem Statement make a compelling case for the existence of and need to solve the problem?
- Does the problem statement identify the people that will be served?
- Is the target group identified in number, geographic area, and demographic makeup? Is there data supporting these claims?
- Have special characteristics of the targeted population been identified?
- Does the applicant demonstrate an understanding of the target population's needs?

How capable is the applicant in executing the project identified in the application and completing any required reporting? (10 points maximum)

CJAC Members should reference the Capabilities & Capacity, Approach & Activities, and Performance Management narratives in the application summary when awarding these points. Also, please consider the questions below.

- Has the applicant provided sufficient information about their organizational qualifications and performance history to confidently ensure the project is feasible?
- Has the applicant provided enough information to indicate it has the capacity to handle all the work required for successful completion of the project, including all reporting that is required by CJD?
- Does the applicant identify personnel who are sufficiently qualified and experienced to add value and increase the likelihood of success for the project?
- Are the proposed activities tied to personnel qualification in a way that shows a reasoned connection between the two?

**Project Presentation
(20 points maximum)**

Is the applicant's presentation consistent with the content provided in the written application? (Maximum 10 Points)

CJAC Members should consider the following and reference to the full application.

- Did the Agency send a presenter that was knowledgeable of the program?
- Was the presenter able to answer the CJAC's questions accurately?
- Were the items mentioned in the presentation consistent with the application?

Does the agency have a strategy to sustain this project if grant funds are not available in subsequent years or if the project received a reduction in funding? (10 Points Maximum)

CJAC members should consider the following and reference the full application and the 5-minute presentation from the presenter.

- Did the presenter describe the agency's strategy to sustain this project beyond the grant period? Would the agency be able to carry out the program if the funding were to disappear tomorrow?
- For equipment or technology projects, did the presenter describe the agency's plan to maintain equipment beyond the grant period (i.e., routine maintenance, repairs, upgrades, etc.).



PY 2025 CAPCOG Criminal Justice Advisory Committee Score Sheet

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

Funding Opportunity:		Date:	
Applicant Agency:			
Project Title:			
Application Number:		Amount Requested:	\$
Previous Years of Continuous Funding:			

<u>Objective Score</u>	Points Scale	Yes	No	Score
Did the applicant attend CAPCOG's Grant Workshop?	0 or 10			
Did the Applicant Submit a Project Summary Sheet?	0 or 10			
Total Points Scored:				

<u>Discretionary Score</u>		
Regional Priorities (10 points)	Maximum Points Allowed	Score
Does the project address 1 or more of the 4 criminal justice regional priorities and/or serve as a current resource filling in a gap in services identified during the planning process? Please note the Regional Priorities identified were...	10	

Application Review (50 points)	Maximum Points Allowed	Score
Are the project cost in the budget eligible, reasonable, and essential to the goal and activities of the project?	10	
Does the applicant's approach clearly address the problem and outlined activities that will be conducted during the project?	10	

Does the applicant use supporting data that demonstrates the problem exists, demonstrates the problem's size and scope, and demonstrates the problem's negative effects on the target population?	10	
How well does the project support a regionally integrated criminal justice system that provides inherent value?	10	
How capable is the applicant in executing the project identified in the application and completing any required reporting?	10	
Project Presentation (20 points)	Maximum Points Allowed	Score
Is the applicant's presentation consistent with the content provided in the written application?	10	
Does the agency have a strategy to sustain this project if grant funds are not available in subsequent years or if the project received a reduction in funding?	10	

Vote Exemption Status

Per the CAPCOG Criminal Justice Advisory Committee Policy Statement and the requirements established by the State of Texas Office of the Governor's (OOG), a CJAC member must abstain from reviewing, voting, commenting, presenting, or taking any action on any grant application that could be a conflict of interest.

<input type="checkbox"/> I abstain from voting on this project as I am either employed by or am directly affiliated with the applicant agency and, therefore, cannot vote or provide comment or discussion on the project and all other applications in the same funding category.
--

Member Voting Agreement

As a CAPCOG Criminal Justice Advisory Committee member, I agree that I have scored this application in honesty and fairness. I understand this committee's bylaws, scoring practices, and funding process and agree to the requirements established by the Office of the Governor's Criminal Justice Grant Division.

Printed Name

Signature

Date

CAPCOG STAFF Only:

_____ Input Scores

_____ Input Scores

_____ Verified Scores

Final Score (Completed by CAPCOG Staff)			
Category (select one)	CJAC Member Score	Multiplier	Final Score
Non-profit Applications		1.0	
Local Government Continuation Application		1.0	
Progressed Local Government Application		0.5	

3. If your project will cover multi-jurisdictions, please list other cities and counties served.

4. Please provide a breakdown of where your clientele is located.

5. What is the demographic breakdown of your clientele served or proposed to be served?
a. [White/African American / Hispanic /Asian/etc.]

6. Are services provided through temporary or permanent facilities?

Fiscal Capability:

7. Based on the current Fiscal Year identify by source the amount of funds allocated for the proposed project?
For example: This project will be funded 50 % by HHSC for \$5,000 and by 50% by the OOG for \$5,000.

8. What are your long-term plans for funding?

9. What would the impact of 10% reduction in funding be on this project?



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Criminal Justice Division Grant Timeline, Plan Year 2025

Date(s)	Activity
Monday, October 2 nd , 2023	CAPCOG will release “Criminal Justice Regional Priorities Survey” to collect priorities for the region.
Friday, October 13 th , 2023	Deadline to submit a response to the Regional Priorities Survey.
Tuesday, October 17 th , 2023 9:30am –11:30 am	CAPCOG Criminal Justice Advisory Committee Meeting. This meeting will serve as a review and update CJ policy statement, priorities, and scoring process.
Wednesday, November 8 th , 2023 9:30 am- 11:30 am	CAPCOG Executive Committee to consider priorities and Criminal Justice Policy Statement.
Monday December 11 th - Friday December 15 th , 2023	Expected time frame for the Office of the Governor to publishes Regional Funding Announcements (RFA’s) for PY 2025.
Friday December 15, 2023	Criminal Justice Policy Statement posted online and distributed via email
Monday, January 8, 2024 OR Thursday, January 11, 2024	Monday, January 8, 2024- In-person grant writing workshop. Online registration link: (LINK)
	Thursday, January 11, 2024- Virtual grant writing workshop. Online registration link: (LINK)
TBD	Application Deadline for submitting Applications to the Office of the Governor eGrants Home (texas.gov) Project Summary Sheet due to CAPCOG (LINK)
Monday-Friday March 11-15 th	Applications sent to Criminal Justice Advisory Committee members to begin reviewing
Friday March 15 th , 2024	Presentation schedule distributed to applicants and available via CAPCOG’s Website: (LINK)
Monday-Friday April 1st- 5th	Applicants present their projects to the CJAC, please arrive 15 minutes early to your scheduled time.
Wednesday, May 8 th , 2024	CAPCOG Executive Committee considers scoring, ranking, and funding recommendations
Friday, May 10 th , 2024	Deadline for CAPCOG to submit scores and funding recommendations to Office of the Governor via eGrants.
Wednesday May 22 nd , 2024	Deadline for notifying applicants of final prioritization results (14 calendar days after COG’s decision)

****Bolted items are meetings in which applicants should or must attend or deadlines for applicants.**

This timeline will be amended as times and dates get finalized or are updated by the Office of the Governor (OOG). Please check <https://www.capcog.org/what-we-do/funding-grants/criminal-justice/> for updates.

EXECUTIVE COMMITTEE MEETING

MEETING DATE: November 8, 2023

AGENDA ITEM: #9 Consider Approving Appointments to Advisory Committees

GENERAL DESCRIPTION OF ITEM:

This is the monthly item for filling positions on our Advisory Committees; please let us know if our staff can assist in identifying interested persons to serve. It is presumed that both city and county representatives will collaborate when making appointments.

THIS ITEM REPRESENTS A:

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to a previously discussed item
- Special item requested by board member
- Other

PRIMARY CONTACT/STAFF MEMBER: **Jennifer Salazar, Senior Administrative Coordinator**

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: N/A

Is item already included in fiscal year budget? Yes No

Does item represent a new expenditure? Yes No

Does item represent a pass-through purchase? Yes No

If so, for what city/county/etc.? _____

PROCUREMENT: N/A

ACTION REQUESTED:

Approve any advisory committee recommendations.

BACK-UP DOCUMENTS ATTACHED:

N/A

BACK-UP DOCUMENTS NOT ATTACHED (to be sent prior to meeting or will be a handout at the meeting):

1. Executive Committee attendance roster
2. Advisory Committee attendance rosters

EXECUTIVE COMMITTEE MEETING

MEETING DATE: November 8, 2023

AGENDA ITEM: # 10 Consider Providing Guidance for Solid Waste Grants

GENERAL DESCRIPTION OF ITEM:

Every biennium CAPCOG receives a solid waste grant from TCEQ. The amount is formula based for 24 COGs which has allowed CAPCOG to get minimal increases due to population growth; the total for all COGs is unchanged for several years. For this biennium, our grant is \$708,868 consistent with the funding plan and timeline approved at the September Executive Committee.

CAPCOG will be awarding \$274,000 in grants through a competitive process with a Request for Applications (RfA) which was released October 13, 2023. Based on our current schedule, the SWAC will score them in time for the January 10, 2023 Executive Committee agenda. Projects will need to be closed out by May 30, 2025.

In an effort to fund more projects that support the goals adopted in CAPCOG's Regional Solid Waste Management Plan, the RfA has a \$30,000 per project limit and a 10 percent match. The RfA was reviewed by the Solid Waste Advisory Committee at its September 22, 2023 meeting.

Burnet County Commissioner Joe Don Dockery has stated concerns about the RfA related to the grant amounts and requested this issue be added to the November agenda.

THIS ITEM REPRESENTS A:

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to a previously discussed item
- Special item requested by board member
- Other

PRIMARY CONTACT/STAFF MEMBER:

Betty Voights, Executive Director
Charles Simon, Regional Planning & Services Director

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: N/A

Is item already included in fiscal year budget? Yes No

Does item represent a new expenditure? Yes No

Does item represent a pass-through purchase? Yes No

If so, for what city/county/etc.? _____

ACTION REQUESTED:

Provide guidance to staff regarding the requirements in the Request for Applications

BACK-UP DOCUMENTS ATTACHED:

Original Request for Applications packet released October 13, 2023

BACK-UP DOCUMENTS NOT ATTACHED (to be sent prior to meeting or will be a handout at the meeting):

Adjusted timeline if Request for Applications will be re-released.