

**ARK-TEX COUNCIL OF GOVERNMENTS  
REGIONAL CRIMINAL JUSTICE ADVISORY COMMITTEE**

**March 17, 2022 2:00 p.m.**

**Mt. Pleasant Library  
213 N. Madison, Mt. Pleasant, TX 75455**

**Also available via ZOOM teleconference –**

**Video and audio must be turned on if joining via teleconference.**

**If joining from your computer, tablet or smartphone, use the following link:**

**<https://us06web.zoom.us/j/89993441741?pwd=bTVzaEU4WUJ0ZDZsUU1nRWJ2aU5jZz09>**

**OR**

**For audio, you can also dial in using your phone: 1-888-475-4499**

**Meeting ID: 899 9344 1741**

**Passcode: 407082**

**\*\*For teleconference connection questions, please contact Patricia Haley at [phaley@atcog.org](mailto:phaley@atcog.org) or 903-255-3531.**

**AGENDA**

- 1. Call to order.**
- 2. RCJAC member roll call.**
- 3. Accept nominations and appoint RCJAC 1<sup>st</sup> Vice Chairman and 2<sup>nd</sup> Vice Chairman for the 2022/2023 term (previous 2<sup>nd</sup> Vice Chairman to assume Chairman position since previous 1<sup>st</sup> Vice Chairman is no longer on RCJAC).**
- 4. Approve the minutes (see Attachment A) as submitted from the RCJAC Meeting held in a hybrid format November 18, 2021 at the Mt. Pleasant Public Library and also via ZOOM.**
- 5. Review and consider approval of the OOG/CJD updated scoring instruments for the Residential and Community-Based Services for Victims of Commercial Sexual Exploitation (CSE) grant application(s) (see Attachment B).**
- 6. Q&A**
- 7. Other business/announcements**

**SAVE THE DATES:**

**Scoring Meeting/Presentations: April 5<sup>th</sup> 1:30pm @Mt. Pleasant Civic Center (& ZOOM)**

**Funding Recommendations Mtg: April 7<sup>th</sup> 2:00pm @Mt. Pleasant Civic Center (& ZOOM)**

- 8. Adjourn.**

**ARK-TEX COUNCIL OF GOVERNMENTS (ATCOG)  
REGIONAL CRIMINAL JUSTICE ADVISORY COMMITTEE (RCJAC)  
November 18, 2021  
Mt. Pleasant Library**

**MINUTES**

The Ark-Tex Council of Governments (ATCOG) Regional Criminal Justice Advisory Committee (RCJAC) met November 18, 2021 2:00 p.m., at Mt. Pleasant Library, 213 N. Madison, Mt. Pleasant, TX and was also available in a hybrid format via ZOOM.

Patricia Haley welcomed everyone on the call and allowed extra time for others to join before calling the meeting to order.

Darrell Bruce, Chairman, called the meeting to order at 2:05 p.m.

Patricia Haley announced new members, Richard Salter (Chief of Police-Paris) and Mark Shermer (Bowie Co. SO) recently added to the RCJAC, replacing other members who resigned.

Patricia Haley performed a roll call to record those present on the teleconference. First, a roll card of RCJAC members was performed, followed by any visitors. There were a total of 13 present in-person and on the teleconference, with a quorum met.

The minutes from the May 13, 2021 meeting were reviewed. Vivian Rhoades mentioned the total number of members in attendance at the previous meeting as listed/counted at the end of the minutes and stated that the 4<sup>th</sup> paragraph of the minutes needed to be corrected to reflect 14 total present instead of 12. A motion was made by Vivian Rhoades and seconded by Trice Lawrence to approve the minutes with the correction made. The motion carried.

Patricia Haley gave a review of the current bylaws and presented necessary updates for discussion. After reviewing/discussing all sections of the document, a motion was made by Sherry Edwards to approve the updates to the Bylaws as discussed and noted. The motion was seconded by Trice Lawrence. The motion carried with none opposed. The attached Bylaws document reflects the highlighted changes.

The local priorities, as recommended by the criminal justice planning focus groups that met on 11/3/21 & 11/4/21, were reviewed and a motion was made by Vivian Rhoades and seconded by Mark Buhman to approve the local priorities. The motion carried.

The scoring instrument was reviewed for each fund source and a motion was made by Tom Whitten and seconded by Bob Hundley to approve the scoring instruments. The motion carried.

Patricia Haley explained the situation with Basic Telecommunicator Course/Training in the ATCOG region through ETPA, ATCOG's contracted training provider, as funded through ATCOG's Regional Law Enforcement Training grant (from OOG). See Attachment A for the briefing paper/explanation of that item. After discussion, a motion was made by Mark Buhman to allow all funds to be used in ATCOG's contract with ETPA for Basic Peace Officer, Basic Jailer, and other Specialized/Advanced Courses for law enforcement, no longer providing funds for Basic Telecommunicator Course/Training through ATCOG's LET grant. The motion was seconded by Vivian Rhoades. The motion carried.

A motion to adjourn was made by Sherry Edwards and seconded by Mark Buhman. The motion carried.

The meeting adjourned at 3:12 p.m.

**COMMITTEE MEMBERS PRESENT**

Trice Lawrence, Hopkins County Concerned Citizen  
Darrell Bruce, Lamar County Juvenile Probation  
Vivian Rhoades, Franklin County Concerned Citizen  
Tom Whitten, Bowie County Commissioner  
Max Cannaday, Mt. Vernon ISD Police Department  
Scott Cass, Lamar County Sheriff  
Bob Hundley, Lamar County Concerned Citizen  
Sherry Edwards, Red River County Juvenile Probation  
Mark Buhman, Mt. Pleasant Chief of Police  
Robbin Vaughn, 8<sup>th</sup> Judicial District Probation  
Jack Martin, Morris County Sheriff  
Richard Salter, Paris Chief of Police

**STAFF PRESENT**

Patricia Haley, ATCOG staff

**ARK-TEX COUNCIL OF GOVERNMENTS  
REGIONAL CRIMINAL JUSTICE ADVISORY COMMITTEE  
BYLAWS**

**ARTICLE I – NAME, PURPOSE, RESPONSIBILITIES**

The name of this body shall be the Regional Criminal Justice Advisory Committee (RCJAC) of the Ark-Tex Council of Governments (ATCOG).

The Committee shall assist and advise the staff and Executive Board of ATCOG on all appropriate matters relating to criminal justice issues in the region. Specifically, it shall:

- ❖ Review and consider recommendations concerning funding of local, State and/or Federal programs.
- ❖ Review and prioritize programs submitted for funding provided through the Office of the Governor – Public Safety Office (PSO), Criminal Justice Division (CJD), in accordance with RCJAC and CJD rules and regulations as adopted.

**ARTICLE II – MEMBERSHIP**

*(Moved from page 11 and revised to match OOG contract language)*

The RCJAC shall have a multi-disciplinary representation of members from the region, which includes the following groups or disciplines: non-profit organizations, municipalities, counties, citizens or parents, substance abuse prevention, education, juvenile justice, law enforcement, mental health, prosecution or courts, and victim services. No single group or discipline may constitute more than one-third (1/3) of the RCJAC.

**County Membership**

The RCJAC shall have 27 county members. The membership per county shall be based on population with the following distribution: counties with 50,000 and above shall be allocated five members; counties with 25,000 and above shall be allocated four members; counties with 10,000 and above shall be allocated two members, and counties below 10,000 shall be allocated one member.

Members shall be recommended by the County Judge of the County where a vacancy exists, subject to approval by the ATCOG Board.

~~The membership shall be composed of representatives from law enforcement, juvenile justice, drug abuse prevention, nonprofit organizations, victim services, mental health, prosecution/courts, education and concerned citizens.~~

### **Regional Membership**

The RCJAC shall have additional members from the region, recommended by ATCOG Criminal Justice staff subject to approval by the ATCOG Board, in order to ensure representation from each membership category.

### **Other Membership**

A member of the ATCOG Board may be appointed by the ATCOG Executive Committee to serve as a liaison between the Board and the RCJAC.

ATCOG Criminal Justice staff shall perform the necessary staff functions to support the Committee's activities.

### **Membership Terms and Attendance**

Terms of membership shall be two years. Members may be reappointed to serve additional terms. Terms of membership shall begin January 1 of every evenly numbered year.

Members who are absent from three consecutive meetings without a valid excuse shall be considered to have submitted his/her resignation. A member may resign at any time by submitting a written notice to ATCOG.

## **ARTICLE III - OFFICERS**

The officers of the RCJAC shall be Chairman, 1<sup>st</sup> Vice-Chairman, and 2<sup>nd</sup> Vice-Chairman. Officers shall serve two-year terms. Officers shall be selected from and by the RCJAC membership during the first quarter of every evenly numbered year. Officers may be elected to serve more than one term.

The Chairman shall preside at all meetings of the RCJAC. The 1<sup>st</sup> Vice-Chairman shall perform the duties of the Chairman in his/her absence. The 2<sup>nd</sup> Vice-Chairman shall perform the duties of the 1<sup>st</sup> Vice-Chairman in his/her absence. If both the Chairman and 1<sup>st</sup> Vice-Chairman are absent, the 2<sup>nd</sup> Vice-Chairman shall perform the duties of the Chairman.

## **ARTICLE IV – MEETINGS**

### **Open Meetings and Records**

All meetings of the RCJAC shall be open to the public. All ATCOG governing board meetings and RCJAC meetings at which PSO/CJD-related matters are discussed

must comply with the requirements listed in the Texas Government Code, Chapter 551 (Texas Open Meetings Act).

The RCJAC Chairman or presiding Chairman has the option of closing the meetings when deemed necessary for confidentiality purposes.

Minutes of the RCJAC meetings, documents distributed and other records are the property of ATCOG. These materials are available for public view, at the ATCOG offices, upon receipt of a written request by the interested party.

Except where these bylaws require otherwise, Robert's Rules of Order shall govern the conduct of RCJAC meetings.

### **Quorum and Action**

Twenty-five percent (25%) of the total membership will constitute a quorum at any meeting, whether at a location or by teleconference or webinar. If by teleconference or webinar, an official roll call will be taken to ensure a quorum is present.

Action taken by the committee shall be by a simple majority vote of the members present at the meeting by which a quorum is present.

### **Regular Meetings**

The RCJAC shall meet as necessary during the year on a day, time and place specified by the ATCOG Executive Director, the ATCOG Criminal Justice liaison or the RCJAC as a whole.

RCJAC meetings can be conducted at a location, via teleconference, or via webinar as is allowable by the Texas Open Meetings Act.

Written notice, including an agenda, of each regular meeting shall be prepared by the ATCOG Criminal Justice liaison and electronically transmitted to each RCJAC member at least five (5) business days before the meeting date.

### **Special Meetings**

The RCJAC shall hold a special meeting if called by the ATCOG Executive Director, the ATCOG Criminal Justice liaison, the RCJAC Chairman or requested in writing by at least one-third of the RCJAC membership. Only business reasonably related to the purpose or purposes described in the request may be conducted at a special meeting.

Notice of any special meeting shall be given at least seventy-two (72) hours prior to the special meeting.

Special meetings can be conducted in person, via teleconference, or via webinar as is allowable by the Texas Open Meetings Act.

## **ARTICLE V - SUBCOMMITTEES**

The RCJAC Chairman shall appoint temporary subcommittees as the need arises to perform specific tasks related to the business and activities of the RCJAC.

## **ARTICLE VI - BYLAWS AMENDMENTS**

### **RCJAC Bylaws Review**

The RCJAC shall review the bylaws annually to keep the document current. The RCJAC may amend these bylaws at a regular or special meeting. The written text of a proposed amendment must be recorded at the meeting at which the amendments are discussed and voted on. RCJAC amendment recommendations shall be presented to the ATCOG Board of Directors for final approval. If upon review of the bylaws no amendments are deemed necessary, then no further action is required.

### **By ATCOG Board of Directors**

The ATCOG Board of Directors may amend these bylaws at a regular or special meeting. The written text of a proposed amendment must be included with the notice of the meeting at which the amendment will be considered.

### **Effective Date**

An amendment to the bylaws takes effect when approved by the ATCOG Board of Directors unless the amendment specifies a later effective date. Copies of amended bylaws will be distributed to the RCJAC members by ATCOG Criminal Justice staff.

## **ARTICLE VII - GRANT APPLICATION REVIEW PROCEDURES**

### **Local Priorities & Strategic Plan**

Each proposal must provide services, which have been identified as a local priority/need in the ATCOG region. Each applicant should contact ATCOG Criminal Justice staff to determine if the proposed project is listed as a local priority in the ATCOG region.

The Strategic Plan for the region shall be reviewed and revised as necessary and should not exceed a 5-year cycle without updating, with an effort to follow the format recommended by the Criminal Justice Division of the Governor's Office (CJD). Based on the current requirements by CJD, the top five local priorities within each category of the Strategic Plan (Victim Services, Juvenile Services, Law Enforcement) will be used in the grant application scoring process and also submitted to CJD. Focus groups of the previously mentioned categories will develop a list of recommendations for the top five (can be less than five if necessary) priorities of each category. These recommendations will be reviewed by the RCJAC and ATCOG Board for their approval prior to the scoring process. Since the local priorities are necessary in the application scoring process, the priorities will be reviewed/discussed by the focus groups each year and recommended to the RCJAC and ATCOG Board for approval, regardless if the full Strategic Plan is updated during that particular year. A list of participating representatives present at the Strategic Planning meeting, and their affiliation, should be attached to the Strategic Plan, with the date of review and revision. The Strategic Plan is available to view on the ATCOG website, [www.atcog.org](http://www.atcog.org).

### **Grant Application Workshop**

Each applicant must attend a Grant Application Workshop presented by ATCOG Criminal Justice staff prior to beginning the application process each year until further notice. The workshop will be conducted at a location, via teleconference, webinar, or by other electronic means as decided by ATCOG CJ Staff each year. Local officials and anyone who has expressed an interest in applying for a grant will be notified of the date, time and location (physical location and/or teleconference/webinar/electronic info) of the workshop, along with deadlines that may apply. This information will be announced with the notification of available grant funding. A one-on-one conference can substitute for workshop attendance if someone is unable to attend. Applicants must have the "Intent to Apply/Grant Workshop Verification Form" signed and returned to ATCOG CJ Staff at least 30 calendar days prior to the PSO/CJD eGrants application submission deadline.

### **Notification of Application Deadlines**

All local officials, current and potential grantees, will be notified of grant application deadlines as soon as they are established.

Under no circumstances will grant applications be accepted after the deadline.

### **Funding Categories Reviewed by RCJAC**

*(Moved from page 9)*



The RCJAC reviews and competitively scores/ranks, prioritizes, and establishes funding recommendations for the following categories:

General Victim Assistance – Direct Services Program

(Victims of Crime Act – VOCA)

Violent Crimes Against Women Justice and Training Program

Domestic Violence, Sexual Assault, Dating Violence, and Stalking

(Violence Against Women Act – VAWA)

Juvenile Justice and Truancy Prevention Programs

(Juvenile Justice and Delinquency Prevention Act – JJDP)

(State Criminal Justice Planning Fund - 421)

Justice Assistance Grant (JAG) Program

(Byrne Justice Assistance Grant)

(State Criminal Justice Planning Fund – 421)

Victims of Commercial Sexual Exploitation

(Victims of Crime Act – VOCA)

CJD may also recommend or require the RCJAC to review and score applications in additional funding categories when necessary. At that time, the corresponding scoring instruments or other scoring documents to be used will be reviewed and approved by the RCJAC and made available to those applicant(s) prior to the scoring process.

### **Fund Specific Requirements**

#### **Decreasing Ratio Policy for JAG and JJP Applications:**

Decreasing ratio and five-year maximum projects shall establish their CJD request each year by following the percentages listed below (Benchmark is based on the amount awarded by CJD in the first year of funding). This requirement is in effect for the following funding categories: Criminal Justice Programs (JAG), and Juvenile Justice Program (JJP).

1st year – 100% CJD funding (Benchmark amount established)

2nd year - 80% CJD funding

3rd year - 60% CJD funding

4th year - 40% CJD funding

5th year - 40% CJD funding

If a grant applicant is not funded during any year of the cycle, they will be allowed to apply at the same percentage/amount for the following year. (Ex. In 2019 an agency is currently at 80% (yr. 2) applying for \$50,000, but they are not awarded the grant. In 2020, they will be allowed to apply at 80% (yr. 2) for \$50,000. If awarded in 2020, they will then be allowed to apply at 60% (yr. 3) in 2021.)

~~Exceptions to this policy include the Purchase of Juvenile Services Project (JJP). This project is exempt from the decreasing funding ratio and maximum years policy.~~

### **Grant Application Scoring Guidelines *(Moved from page 9,10)***

New projects and continuation projects shall be reviewed, scored, and prioritized for funding each year, as applicable, ~~utilizing a standard review instrument~~. All projects considered for CJD funding must meet the guidelines and requirements established by CJD annually. The applicant agency/organization must be located within the ATCOG region and provide services within the ATCOG region in order for the application to be eligible for review and scoring.

### **Review Instrument/Score Sheet *(New verbiage in red - other moved from page 11)***

~~A standard review instrument shall be used to score the projects, and an average score shall be calculated for each proposal.~~ The review instrument used by the RCJAC to score the grant applications is developed by ATCOG staff to accommodate the recommendations/approvals by the RCJAC, based on CJD requirements and the local priorities in the Regional Criminal Justice Strategic Plan. This review instrument is subject to change each year, as the CJD requirements and the local priorities are also subject to change.

### **High/Low Scores Dropped *(Moved from page 11)***

The high and low score of each grant application will be dropped if the number of eligible RCJAC scoring members (to submit their scores) for the particular funding source is ten or greater.

### **Tie-Breaker Method *(Moved from page 11)***

In the event of a tie, the following procedure will be utilized: Staff shall remove the lowest score from the applications that result in a tie and re-average the remaining scores. This process shall be repeated, continuing to remove the lowest remaining score until the tie is broken. The scores resulting from the tie breaking process will only be used for the purpose of breaking the tie. These scores will not be used to change any other rankings in the prioritization process. The RCJAC shall be notified of the tie and the revised results.

### **Applicant Correspondence with RCJAC Regarding Scoring *(Moved from page 10)***

A grant applicant, or individual(s) acting on behalf of the applicant, shall not contact any RCJAC member prior to any scoring/prioritization meeting to persuade a score.

If an applicant, or individual(s) acting on behalf of the applicant, contacts a scoring member to persuade a score, their application may be disqualified at the discretion of the RCJAC.

If a RCJAC member receives a contact of this nature from an applicant, or individual(s) acting on behalf of the applicant, the scoring member should contact the RCJAC Chairman and/or ATCOG Criminal Justice staff.

### **Conflict of Interest** *(Moved from page 10,11)*

The COG's governing body and RCJAC members must abstain from scoring, commenting, and voting on any application, other than a grant application submitted by the COG, during the prioritization process if they or an individual related within the third degree by consanguinity or within the second degree by affinity:

- Is employed by the applicant agency and works for the unit or division that would administer the grant if awarded,
- Serves on any governing board that oversees the unit or division that would administer the grant if awarded,
- Owns or controls any interest in a business entity or other non-governmental organization that benefits, directly or indirectly, from activities with the applicant agency,
- Receives any funds, or a substantial amount of tangible goods or routine services, from the applicant agency as a result of the grant, if awarded.

RCJAC members who have a conflict of interest should contact ATCOG CJ Staff prior to the scoring meeting regarding their conflict.

### **Prioritization Applicant Presentation/Scoring Meeting**

Mandatory Attendance of **Prioritization Applicant Presentation/Scoring Meeting**: Grant applicants are required to have a representative attend the RCJAC **Prioritization Applicant Presentation/Scoring Meeting**, to provide a brief presentation regarding their project to the RCJAC. If no representative is present for an applicant, the RCJAC has the option to not consider the project for funding. Upon receipt of copies of the grant applications and review instruments, the committee members may complete the scoring sheets at their convenience and bring them to the **Prioritization Applicant Presentation/Scoring Meeting**. If RCJAC members wish to revise their scores after hearing the applicant presentations, they may do so before submitting them to ATCOG staff for tabulation.

If a RCJAC member is not present at the scoring meeting, their scores will not be considered unless it is decided there are extenuating circumstances related to their absence. In order for their scores to be considered, the member must send a notarized letter to ATCOG prior to, or at the meeting, with their reason for absence stated in the letter. The letter will be presented to the RCJAC members who are present at the meeting, at which time the RCJAC will vote to accept or not accept the scores based on the member's reason for absence.

### **Prioritization Meeting Outcomes**

The RCJAC shall meet to discuss and take further action(s), if necessary, in determining the application funding recommendations, prior to submitting them to the ATCOG Board. Following approval by the ATCOG Board, the results of the funding priorities/recommendations prioritization meeting will be compiled and emailed to the RCJAC members and grant applicants, the following day, if possible and will be submitted to the OOG/PSO/CJD. If an applicant wishes to inquire about the scoring results sooner, they may contact ATCOG staff.

The RCJAC reviews and competitively scores/ranks the following categories:

General Victim Assistance—Direct Services Program  
(Victims of Crime Act—VOCA)

Violent Crimes Against Women Justice and Training Program—  
Domestic Violence, Sexual Assault, Dating Violence, and Stalking  
(Violence Against Women Act—VAWA)

Juvenile Justice Program  
(Juvenile Justice and Delinquency Prevention Act—JJDP)  
(State Criminal Justice Planning Fund—421)

Justice Assistance Grant (JAG) Program  
(Byrne Justice Assistance Grant)  
(State Criminal Justice Planning Fund—421)

CJD may also recommend or require the RCJAC to review and score applications in additional funding categories when necessary. At that time, the corresponding scoring instruments or other scoring documents to be used will be reviewed and approved by the RCJAC and made available to those applicant(s) prior to the scoring process.

The RCJAC and/or the ATCOG Board has the option not to recommend for funding, an application or line item(s) identified as ineligible. The decision not to recommend funding these applications must be accurately reported to CJD.

The RCJAC and/or the ATCOG Board has the option to recommend less funding than applied for on any fund source application submitted by an applicant. The

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decision to recommend less funding than the original amount requested by the grant applicant must be reached by a simple majority vote of the RCJAC **and/or the ATCOG Board** present at the scoring meeting.

**Grant Application Scoring Guidelines (Moved to page 6,7)**

New projects and continuation projects shall be reviewed, scored, and prioritized for funding each year, as applicable, utilizing a standard review instrument. All projects considered for CJD funding must meet the guidelines and requirements established by CJD annually. The applicant agency/organization must be located within the ATCOG region and provide services within the ATCOG region in order for the application to be eligible for review and scoring.

All eligible applications in each funding category must be prioritized and ranked for funding consideration by the RCJAC. These recommendations shall be forwarded to the Ark-Tex Council of Governments Board of Directors/Executive Committee for their approval. ATCOG will submit prioritization results to CJD.

Each application shall be scored by each RCJAC member unless the member has a conflict of interest, and an average score shall be assigned to each proposal. Applications in each category shall be prioritized according to the average score assigned to the proposals. Proxy votes shall not be allowed at scoring meetings.

**Applicant Correspondence with RCJAC Regarding Scoring (Moved to page 7)**

A grant applicant, or individual(s) acting on behalf of the applicant, shall not contact any RCJAC member prior to any scoring/prioritization meeting to persuade a score. If an applicant, or individual(s) acting on behalf of the applicant, contacts a scoring member to persuade a score, their application may be disqualified at the discretion of the RCJAC.

If a RCJAC member receives a contact of this nature from an applicant, or individual(s) acting on behalf of the applicant, the scoring member should contact the RCJAC Chairman and/or ATCOG Criminal Justice staff.

**Conflict of Interest (Moved to page 7,8)**

The COG's governing body and RCJAC members must abstain from scoring, commenting, and voting on any application, other than a grant application submitted by the COG, during the prioritization process if they or an individual related within the third degree by consanguinity or within the second degree by affinity:

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

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

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

➤ Receives any funds, or a substantial amount of tangible goods or routine services, from the applicant agency as a result of the grant, if awarded.

RCJAC members who have a conflict of interest should contact ATCOG CJ Staff prior to the scoring meeting regarding their conflict.

### **High/Low Scores Dropped (Moved to page 7)**

The high and low score of each grant application will be dropped if the number of eligible RCJAC scoring members (to submit their scores) for the particular funding source is ten or greater.

### **Tie-Breaker Method (Moved to page 7)**

In the event of a tie, the following procedure will be utilized: Staff shall remove the lowest score from the applications that result in a tie and re-average the remaining scores. This process shall be repeated, continuing to remove the lowest remaining score until the tie is broken. The scores resulting from the tie-breaking process will only be used for the purpose of breaking the tie. These scores will not be used to change any other rankings in the prioritization process. The RCJAC shall be notified of the tie and the revised results.

### **RCJAC Representation (Moved to page 1 and revised to match OOG contract language)**

The RCJAC is required to have a multi-disciplinary representation of members from the region, which includes the following categories: law enforcement, juvenile justice, drug abuse prevention, non-profit organizations, victim services, mental health, prosecution/courts, education, and concerned citizens or parents, with no more than one third (1/3) of the total membership being representatives of one group.

### **Review Instrument / Score Sheet (Moved to page 7)**

The review instrument used by the RCJAC to score the grant applications is developed by ATCOG staff to accommodate the recommendations/approvals by the

RCJAC, based on CJD requirements and the local priorities in the Regional Criminal Justice Strategic Plan. This review instrument is subject to change each year, as the CJD requirements and the local priorities are also subject to change.

### **Appeal Procedure**

Each applicant will be allowed to appeal actions of the Regional Criminal Justice Advisory Committee (RCJAC). Appeals must be based on a verifiable error made during the prioritization or review process and the applicant must be able to show that the error actually caused the application or portion of the application to not be funded. Factors that allow discretion by RCJAC members will not be considered for an appeal. The applicant must submit written documentation in support of the appeal. Letters and phone calls of support will not be considered as part of the official appeal process.

All appeals must be handled as follows:

- An applicant must notify the ATCOG Executive Director in writing of the alleged violation of the RCJAC scoring guidelines and/or the error(s) made in the scoring/prioritization process within ten (10) days following the scoring meeting.
- The ATCOG Board of Directors shall consider all appeals in an open meeting. Documentation submitted by the applicant that meets the criteria as stated above will be considered by the ATCOG Board of Directors. Subsequent notification by ATCOG of a decision concerning funding serves as final notice of approval or denial.

### **Civil Rights Policies**

- ATCOG has an Equal Employment Opportunity Plan in place and the ATCOG Human Resources Manager acts as the EEO Officer and is responsible for implementing the ATCOG EEO Program. Through the EEO Plan and the EEO Officer, employees are notified that ATCOG provides a work environment that is free from discrimination, including harassment, based on race, color, national origin, religion, creed, sex, age, genetic information, disability status, or other protected class: veteran status, sexual orientation, gender identity or expression.

In addition to ATCOG's EEO Plan for employees, ATCOG offers the following civic rights information available to employees and also to individuals that participate in (or benefit from) ATCOG's criminal justice grant programs/activities (available on the ATCOG website [www.atcog.org/atcog-home/criminal-justice](http://www.atcog.org/atcog-home/criminal-justice)):

- ATCOG's criminal justice programs do not discriminate on the basis of race, color, national origin, religion, creed, sex, age, genetic information, disability status, protected veteran status, sexual orientation, gender identity or expression, nationality, or English proficiency.

- ATCOG's EEO Complaint Process (p.8 in ATCOG EEO Plan - on website) should be used when an ATCOG employee, or an individual that participates in (or benefits from) ATCOG's criminal justice programs, files a complaint alleging discrimination on the basis of race, color, national origin, religion, creed, sex, age, genetic information, disability status, protected veteran status, sexual orientation, gender identity or expression, nationality, or English proficiency.
- ATCOG does not retaliate against the following individuals:
  - Persons who file discrimination complaints or lawsuits.
  - Persons who participate in discrimination proceedings as witnesses.
- ATCOG provides access to their criminal justice programs/activities to persons who have limited English proficiency (LEP) by using a language translation/interpretation service when necessary.
- ATCOG criminal justice programs comply with the Equal Treatment for Faith-Based Organizations guidelines including efforts to ensure the programs do not use direct federal funding to engage in inherently explicitly religious activities and that the program does not discriminate against program participants and/or vendors on the basis of religion or religious beliefs, a refusal to hold a religious belief, or a refusal to participate in a religious practice.

Reviewed/amended/approved by RCJAC 11-18-21.  
 Reviewed/approved by ATCOG Board 12-09-21.



**Attachment B**

**Office of the Governor, Criminal Justice Division  
CJAC Application Score Sheet**

<b>Funding Opportunity:</b>	Residential and Community-Based Services for Victims of the Commercial Sexual Exploitation (CSE)	<b>Date:</b>	
<b>Applicant Agency:</b>			
<b>Project Title:</b>			
<b>Application Number:</b>			
<b>Amount Requested:</b>		<b>Total Score:</b>	
<i>If you have a conflict of interest you are exempt from scoring or commenting on the application in conflict.</i>			
<b>INSTRUCTIONS: Assign up to 5 total points (with 5 being the highest/best) for project's consistency with applicable core elements. Examples: If all core elements are present and clear in their project/program, the applicant should receive a score of 5. If one core element is absent or unclear, the score should be 4.</b>			
<b>COMMERCIALLY SEXUALLY EXPLOITED YOUTH (CSEY) ADVOCATES:</b>			
<b>Core elements / what to look for:</b>	<b>Max Points Allowed</b>	<b>Score</b>	
1. Does the applicant demonstrate an awareness and understanding of the problem; does it cover a gap in service?	1.00		
	<b>Max Points Allowed</b>	<b>Score</b>	
2. Does the applicant provide full-time CSEY Advocates with experience responding to survivors in crisis 24/7?	1.00		
	<b>Max Points Allowed</b>	<b>Score</b>	
3. Does the applicant describe its formal partners; specifically its local care coordination advisory council? (i.e. Law Enforcement, DFPS, shelters/placements, etc)	1.00		
	<b>Max Points Allowed</b>	<b>Score</b>	
4. Does the applicant have the adequate personnel, experience, capabilities (24/7 Crisis Response) and resources to accomplish its intended goal?	1.00		
	<b>Max Points Allowed</b>	<b>Score</b>	
5. Does the applicant successfully describe its usage of Evidence-Based Models; specifically long-term, trust-based relationships & case management for survivors up through age 21?	1.00		
	<b>Max Points Allowed</b>	<b>Score</b>	
	<b>TOTAL</b>	<b>0.00</b>	
<i>List any missing or unclear core element(s) that caused a reduction in score (if any): (Example: "#4", "none")</i>			
<p align="center"><i>By entering your name below, you are certifying that the above scores are your own. For the scores to be considered valid, this electronically signed form must be submitted by the the scorer via email.</i></p>			
<b>Printed Name of CJAC Member</b>	<b>Signature of CJAC Member</b>		

## CJAC Application Score Sheet Continued

<b>Funding Opportunity:</b>	Residential and Community-Based Services for Victims of the Commercial Sexual Exploitation (CSE)	<b>Date:</b>	
<b>Applicant Agency:</b>			
<b>Project Title:</b>			
<b>Application Number:</b>			
Amount Recommended for Funding: (If different than requested amount)		\$	
Comments:			
<input type="checkbox"/> Check If Exempt  Reason: _____  _____			

## CJAC Application Score Sheet Continued

<b>Funding Opportunity:</b>	<b>Residential and Community-Based Services for Victims of the Commercial Sexual Exploitation (CSE)</b>	<b>Date:</b>	
<b>Applicant Agency:</b>			
<b>Project Title:</b>			
<b>Application Number:</b>			
<b>Amount Requested:</b>		<b>Total Score:</b>	
<i>If you have a conflict of interest you are exempt from scoring or commenting on the application in conflict.</i>			
<b>INSTRUCTIONS: Assign up to 5 total points (with 5 being the highest/best) for project's consistency with applicable core elements. Examples: If all core elements are present and clear in their project/program, the applicant should receive a score of 5. If one core element is absent or unclear, the score should be 4.</b>			
<b>DROP-IN CENTERS/NON-RESIDENTIAL ASSESSMENT CENTERS/STREET OUTREACH:</b>			
<b>Core elements / what to look for:</b>		<b>Max Points Allowed</b>	<b>Score</b>
1. Does the applicant demonstrate an awareness and understanding of the problem; does it cover a gap in service?		1.00	
		<b>Max Points Allowed</b>	<b>Score</b>
2. Does the applicant provide for physical safety, basic needs, medical and mental health, case management and connecting activities for youth walk-ins and/or drop-offs?		1.00	
		<b>Max Points Allowed</b>	<b>Score</b>
3. Does the applicant describe its formal partners? (i.e. Law Enforcement, DFPS, shelters/placements, etc)		1.00	
		<b>Max Points Allowed</b>	<b>Score</b>
4. Does the applicant have the adequate personnel, experience, capabilities and resources to accomplish its intended goal?		1.00	
		<b>Max Points Allowed</b>	<b>Score</b>
5. Does the applicant successfully describe evidence-based site-based services for walk-ins, drop-offs, and as applicable street outreach programming?		1.00	
		<b>Max Points Allowed</b>	<b>Score</b>
		<b>TOTAL</b>	<b>0.00</b>
<i>List any missing or unclear core element(s) that caused a reduction in score (if any): (Example: "#4", "none")</i>			
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## CJAC Application Score Sheet Continued

<b>Funding Opportunity:</b>	Residential and Community-Based Services for Victims of the Commercial Sexual Exploitation (CSE)	<b>Date:</b>	
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Amount Recommended for Funding: (If different than requested amount)		\$	
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## CJAC Application Score Sheet Continued

<b>Funding Opportunity:</b>	Residential and Community-Based Services for Victims of the Commercial Sexual Exploitation (CSE)	<b>Date:</b>	
<b>Applicant Agency:</b>			
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<b>Application Number:</b>			
<b>Amount Requested:</b>		<b>Total Score:</b>	
<i>If you have a conflict of interest you are exempt from scoring or commenting on the application in conflict.</i>			
<b>INSTRUCTIONS:</b> Assign up to 5 total points (with 5 being the highest/best) for project's consistency with applicable core elements. Examples: If all core elements are present and clear in their project/program, the applicant should receive a score of 5. If one core element is absent or unclear, the score should be 4.			
<b>LONG-TERM RESIDENTIAL PLACEMENTS:</b>			
<b>Core elements / what to look for:</b>	<b>Max Points Allowed</b>	<b>Score</b>	
1. Does the applicant demonstrate an awareness and understanding of the problem; does it cover a gap in service?	1.00		
		<b>Max Points Allowed</b>	<b>Score</b>
2. Does the applicant provide trauma-responsive case management, wraparound services, and crisis services?	1.00		
		<b>Max Points Allowed</b>	<b>Score</b>
3. Does the applicant describe its formal partners? (i.e. Law Enforcement, DFPS, CSEY Advocates, etc)	1.00		
		<b>Max Points Allowed</b>	<b>Score</b>
4. Does the applicant have the adequate personnel, experience, residential treatment or therapeutic foster care capabilities (long-term), and resources to accomplish its intended goal?	1.00		
		<b>Max Points Allowed</b>	<b>Score</b>
5. Does the applicant successfully describe its usage of Evidence-Based and/or Promising Practice Models?	1.00		
		<b>Max Points Allowed</b>	<b>Score</b>
		<b>TOTAL</b>	<b>0.00</b>
<i>List any missing or unclear core element(s) that caused a reduction in score (if any): (Example: "#4", "none")</i>			
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<b>Applicant Agency:</b>			
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Amount Recommended for Funding: (If different than requested amount)		\$	
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## CJAC Application Score Sheet Continued

<b>Funding Opportunity:</b>	Residential and Community-Based Services for Victims of the Commercial Sexual Exploitation (CSE)	<b>Date:</b>	
<b>Applicant Agency:</b>			
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<b>Application Number:</b>			
<b>Amount Requested:</b>		<b>Total Score:</b>	
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<b>INSTRUCTIONS:</b> Assign up to 5 total points (with 5 being the highest/best) for project's consistency with applicable core elements. Examples: If all core elements are present and clear in their project/program, the applicant should receive a score of 5. If one core element is absent or unclear, the score should be 4.			
<b>EMERGENCY RESIDENTIAL SERVICES:</b>			
<b>Core elements / what to look for:</b>	<b>Max Points Allowed</b>	<b>Score</b>	
1. Does the applicant demonstrate an awareness and understanding of the problem; does it cover a gap in service?	1.00		
	<b>Max Points Allowed</b>	<b>Score</b>	
2. Does the shelter provide basic needs, safety planning, case management, empowering activities; specifically strategies to promote victim's safety?	1.00		
	<b>Max Points Allowed</b>	<b>Score</b>	
3. Does the applicant describe its formal partners? (i.e. Law Enforcement, DFPS, CSEY Advocates, etc)	1.00		
	<b>Max Points Allowed</b>	<b>Score</b>	
4. Does the applicant have the adequate personnel, experience, capabilities (24/7 Emergency Shelter), and resources to accomplish its intended goal?	1.00		
	<b>Max Points Allowed</b>	<b>Score</b>	
5. Does the applicant provide evidence-based clinical and behavioral services?	1.00		
	<b>Max Points Allowed</b>	<b>Score</b>	
	<b>TOTAL</b>	<b>0.00</b>	
<i>List any missing or unclear core element(s) that caused a reduction in score (if any): (Example: "#4", "none")</i>			
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Comments:			
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## CJAC Application Score Sheet Continued

<b>Funding Opportunity:</b>	Residential and Community-Based Services for Victims of the Commercial Sexual Exploitation (CSE)	<b>Date:</b>	
<b>Applicant Agency:</b>			
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<b>Amount Requested:</b>		<b>Total Score:</b>	
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<b>INSTRUCTIONS:</b> Assign up to 5 total points (with 5 being the highest/best) for project's consistency with applicable core elements. Examples: If all core elements are present and clear in their project/program, the applicant should receive a score of 5. If one core element is absent or unclear, the score should be 4.			
<b>SPECIALIZED TRAUMA-RESPONSIVE BEHAVIORAL HEALTH COMMUNITY SERVICES:</b>			
<b>Core elements / what to look for:</b>	<b>Max Points Allowed</b>	<b>Score</b>	
1. Does the applicant demonstrate an awareness and understanding of the problem; does it cover a gap in service?	1.00		
	<b>Max Points Allowed</b>	<b>Score</b>	
2. Does the applicant have experience providing identical or similar services for victims of trafficking, sexual assault, or exploitation?	1.00		
	<b>Max Points Allowed</b>	<b>Score</b>	
3. Does the applicant have certification in and experience providing counseling and/or other therapeutic services with individuals experiencing symptoms of Complex-Post Traumatic Stress Disorder (C-PTSD) and similar conditions?	1.00		
	<b>Max Points Allowed</b>	<b>Score</b>	
4. Does the applicant demonstrate ability to provide services that are responsive to survivors' needs such as crisis support, flexible hours, or off-site service delivery?	1.00		
	<b>Max Points Allowed</b>	<b>Score</b>	
5. Does the applicant successfully describe its usage of Evidence-Based and/or Promising Practice Models?	1.00		
	<b>Max Points Allowed</b>	<b>Score</b>	
	<b>TOTAL</b>	<b>0.00</b>	
<i>List any missing or unclear core element(s) that caused a reduction in score (if any): (Example: "#4", "none")</i>			
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## CJAC Application Score Sheet Continued

<b>Funding Opportunity:</b>	<b>Residential and Community-Based Services for Victims of the Commercial Sexual Exploitation (CSE)</b>	<b>Date:</b>	
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<b>Project Title:</b>			
<b>Application Number:</b>			
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<b>INSTRUCTIONS: Assign up to 5 total points (with 5 being the highest/best) for project's consistency with applicable core elements. Examples: If all core elements are present and clear in their project/program, the applicant should receive a score of 5. If one core element is absent or unclear, the score should be 4.</b>			
<b>INNOVATIVE SERVICES:</b>			
<b>Core elements / what to look for:</b>	<b>Max Points Allowed</b>	<b>Score</b>	
1. Does the applicant demonstrate an awareness and understanding of the problem; does it cover a gap in service?	1.00		
	<b>Max Points Allowed</b>	<b>Score</b>	
2. Does the applicant demonstrate experience providing identical or similar services for adult or youth victims of trafficking, sexual assault, or exploitation in the same or nearby county in which innovative services are proposed OR have endorsement by local trafficking coalition, task force, or care coordination team that includes law enforcement, for the innovative service proposed?	1.00		
	<b>Max Points Allowed</b>	<b>Score</b>	
3. Does the applicant designate the organization(s) and program(s) that will benefit directly from this innovative service?	1.00		
	<b>Max Points Allowed</b>	<b>Score</b>	
4. Does the applicant identify the target population that will benefit and the survivor outcomes that will be different as a result of this innovation?	1.00		
	<b>Max Points Allowed</b>	<b>Score</b>	
5. Does the applicant identify research that supports the effectiveness of the service for victims of commercial sexual exploitation?	1.00		
	<b>Max Points Allowed</b>	<b>Score</b>	
	<b>TOTAL</b>	<b>0.00</b>	
<b>List any missing or unclear core element(s) that caused a reduction in score (if any): (Example: "#4", "none")</b>			
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