

## **BPU Grant Renewal**

Soon Everyone will receive a message that CJD has opened renewal grant applications for the new BPU appropriation. **There are things you can do right now to begin preparation for filing your new grant.**

1. Review your former BPU grant and rewrite your new grant to reflect:
  - a. Updated project summary, project goals, activities, current data, and targets.
  - b. Be clear and concise in your summary, project goals, and activities and present the information so that anyone outside of law enforcement can understand.
  - c. Have someone read your grant and edit for spelling and grammar.
  - d. Make sure to provide your elected DA with a final copy of your grant for review before filing it with CJD.
2. Compile and update your current data and outcome measures. The new grant will require you to fill in current data. Remember you have been keeping track of performance measures/project outcomes and reporting them on your 6-month and final reports sent to CJD/PPRI. Transfer those outcomes to the new grant application under current data.
3. Notify your County's Authorized Official (County Judge) and your Financial Officer (Auditor/Treasurer) that there is a new appropriation earmarked for your jurisdiction and let them know of your intention to file a new grant application to continue the BPU.
4. Work with your elected DA to create your new budget.
5. If you have questions about your regional project goals and activities contact your Regional Counsel for guidance. If you would like help with your grant and would like to talk with someone within the BPU before contacting CJD you should call Renee Railey (915) 546-2059. Ext. 3404. Our grant representative at CJD is Helen Martinez.