Office of the Governor

Criminal Justice Division

Funding Announcement:

Texas Conversion to the National Incident-Based Reporting System (NIBRS)

May 31, 2016

Opportunity Snapshot

Below is a high-level overview of many of the elements of this opportunity. Full information is provided in the funding announcement that follows.

Purpose

The purpose of this announcement is to solicit applications for projects to local law enforcement agencies to upgrade technology infrastructure to allow for and support Incident Reporting to the Texas Department of Public Safety (DPS). This program is a partnership between the Office of the Governor, Criminal Justice Division (CJD) and DPS. Funds may be used for activities that further the reporting of NIBRS data to DPS.

Funds Available

Up to $16.2M may be funded under this announcement.

Process

Applicants will respond to this funding announcement by completing an application in eGrants https://eGrants@gov.texas.gov.

Budget

The minimum allowed under this program is $5,000 and there is no funding cap.

Match

There is no match requirement under this program.

Project Periods

A project funded must begin on or after September 1, 2016 and may not extend past August 31, 2017.

Organizational Eligibility

Texas law enforcement agencies collecting crime data for submission to the Department of Public Safety are eligible to apply.

Contact Information

If potential applicants need additional information about the application process, contact the CJD eGrants help desk at eGrants@gov.texas.gov or (512) 463-1919. If potential applicants need additional information about the technical and programmatic aspects of the required technology upgrades, other programmatic questions, or information on available training, contact Thomas Earl Adams at thomas.adams@dps.texas.gov or (512) 424-2418 at DPS.

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Texas Conversion to the National Incident-Based Reporting System

The goal of the Governor's Criminal Justice Division (CJD) is to provide needed funding to improve public safety and support victims of crime by filling system gaps and promoting innovative solutions to common problems. CJD is accepting applications for projects from local law enforcement agencies to upgrade technology infrastructure to allow for and support Incident-Based Reporting to the Texas Department of Public Safety (DPS).

Background. Uniform Crime Reporting gathers crime data from law enforcement agencies for statistical analysis. Currently, there are two distinct methods for reporting data: the original model built in 1927, known as Summary Reporting (SRS) and Incident Reporting, known as National Incident-Based Reporting System (NIBRS). In comparing the two data collection methodologies, it is readily apparent that NIBRS provides a deeper, richer data set. Summary Reporting tallies 10 offenses, also known as the index crimes, homicide, rape, robbery, aggravated assault, burglary, etc., as well as arrests made and property stolen. Incident Reporting collects data on 24 offense types comprised of 52 distinct offenses and agencies report based upon the specific incident that includes data related not only to offenses and arrests, but also to location, victim and offender data, etc.

The Texas Legislature, during the 84th Session, enacted legislation to move the state away from Summary Reporting and forward to an incident based reporting state.

If you are interested in applying for a grant under this program, follow the four-step process outlined below.

- **Step One - Review the Process:** Get familiar with the funding announcement and the process used for this particular program.
- **Step Two - Consider the Requirements:** Consider the eligibility requirements as well as what will be required of successful applicants.
- **Step Three - Apply in eGrants.** Compile and submit your grant application. To understand how to apply online or to register for the system go to https://eGrants@gov.texas.gov.
- **Step Four – Funding Decisions and Grant Acceptance.** Await the funding decision. CJD does so through a grant award or other notice. If you receive an award, complete the acceptance process to access funds.

Step 1: Review the Process

Timeline

Action	Date
Funding Announcement Release	June 1, 2016
Online System Opening Date	July 1, 2016
Application Deadline	August 1, 2016
Earliest Start Date	September 1, 2016

Submission Method

Applicants must submit applications through eGrants (eGrants.gov.texas.gov) by the deadline listed above.

Step 2: Consider the Requirements

Organizational Eligibility

Texas law enforcement agencies collecting or planning to collect crime data for submission to the Department of Public Safety may submit applications. Preference will be given to those agencies that are either 1) not submitting any data to the Department currently or 2) are submitting Summary (SRS) data only.

DPS and CJD will also consider applications from current NIBRS contributors who wish to upgrade their reporting system but will evaluate these applications based on their overall response to the solicitation and availability of funding. Additionally, DPS and CJD will consider applications who are eligible to receive or have applied to receive funding through the BJS NCS-x project; however, DPS and CJD will evaluate these applications based on their overall need, response to the solicitation, and availability of funding.

Funding and Project Period Limits

Funding Limits. The minimum award under this program is $5,000.

Project Period. Grant-funded projects must begin on or after September 1, 2016 and may not extend past August 31, 2017.

Available Funding. Up to $16.2 million may be funded under this announcement.

Source of Funding. The source of funds is a state appropriation for the 2016-2017 biennium under Article V, Rider 44, General Appropriations Act, HB 1 (84R). All awards are subject to the availability of appropriated funds and any modifications or additional requirements imposed by law.

Match Requirement

There is no match requirement under this program.

Eligible Costs and Activities

Grantees may use funds for activities that further the reporting of (NIBRS) data to DPS. Such activities include technology upgrades to existing infrastructure, the purchase of new technology that would allow for the reporting of NIBRS data, and other reasonable directly related costs. While the procurement of a complete Records Management System (RMS) does not directly correlate to the reporting of NIBRS data, identifiable components within an RMS procurement that specifically relate to NIBRS reporting would and, therefore, that specific component would be an eligible activity.

Eligible expenses include purchase of technology that furthers the agency's effort to move to a NIBRS reporting agency.

Ineligible Costs and Activities

Grantees may not use funds to support the following services, activities, and costs:

1. System training (Contact should be made with the Texas Department of Public Safety for inquiries related to additional funding opportunities for NIBRS related training);
2. purchase of hardware or software or any other activity that does not further NIBRS reporting;
3. purchase of vehicles and other vehicle related equipment, i.e. computers, that could be used for the data entry of crime information;
4. salaries;
5. supplanting or use of grant funds to replace any other existing federal, state or local funds;
6. any other prohibition imposed by federal, state or local law or regulation;
7. equipment for government agencies that are for general agency use that is not in direct support of transmitting NIBRS information from an agency database to DPS; and
8. indirect costs.

Reporting Requirements

Financial and Progress Reports. At the end of each quarter of the state fiscal year during the one-year grant period, grantees will be required to submit a financial status report via eGrants and a progress report to the Department of Public Safety in a format required by the Department and CJD.

Monitoring. The CJD and DPS reserve the right to monitor the agency and their vendors to ensure completion of the project, according to the agency's submitted project plan, budget, and that all work done and money expended is in compliance with the grant solicitation and award.

Program-Specific Requirements

Grantees must use funds for solutions that upgrade the agency's technology infrastructure to allow for and support incident-based reporting to the Texas Department of Public Safety (DPS) as well as maximize the automation of the data submission.

- Technology purchases must employ national data standards for NIBRS data submissions. NIBRS data may be submitted to the Department in the National Data Exchange (N-DEx) Information Exchange Packet Documentation (IEPD) format in order to participate in the

NDEx program or via a flat file submission. Submission of data via the N-DEx IEPD is preferred, as it ensures submission not only to the state's UCR system but also to the DPS Texas Data Exchange program, and eventually to the FBI's National Data Exchange.

- Agencies must obtain a written certification from a vendor prior to purchase and implementation of any system or equipment that their product can and will comply with all technical and submission standards and requirements identified in this funding announcement.
- Agencies must only utilize systems that adhere to the NIBRS and TIBRS data specification guides for proper formatting included in the following links:
  National Incident-Based Reporting System (NIBRS) Technical Specification (Version 2.1) (pdf)
  National Incident-Based Reporting System (NIBRS) XML IEPD Technical Specification (zip)
  Cargo Theft Technical Specification (pdf)
  Conversion of National Incident-Based Reporting System (NIBRS) Data to Cargo Theft Data (pdf)
  Conversion of National Incident-Based Reporting System (NIBRS) Data to Hate Crime Data (pdf)
  Conversion of National Incident-Based Reporting System (NIBRS) Data to Summary Reporting System (SRS) Data (pdf)
  Hate Crime Technical Specification (pdf)

  Texas Incident-Based Reporting Training and Reference Manual
- All data edits and validation routines, as supplied in the FBI NIBRS Technical Specification, must be included in the software solution. See following link:
  https://www.fbi.gov/about-us/cjis/ucr/technical-specifications
- Edits for Texas-centric data, as supplied in the Texas Incident-Based reporting Training and Reference Manual, must be included in the software solution. See following link:

  http://www.txdps.state.tx.us/ucr/tibrsManual.pdf
- Data edits must be performed within the local agency application prior to the submission to DPS to ensure that data is submitted error free.
- Changes to incorporate new data elements and/or changes within the data formats must be performed routinely and systems kept up to date.
- System implementation funded by these grants must support reporting to DPS no less than monthly, but with a goal of near real-time reporting of data.

Standard CJD Requirements

CJD Regulations. Grantees must comply with the standards applicable to this funding source cited in the Texas Administrative Code (1 TAC Chapter 3), and all statutes, requirements, and guidelines applicable to this funding.

Immigration and Customs Enforcement Requests. If the applicant organization is a sheriff's department or the project is providing direct resources to or is being implemented by a sheriff's department, the following certification applies. "I certify that the applicant sheriff's department (department) participates fully, and will continue throughout the grant period to participate fully, in all aspects of the programs and procedures utilized by the U.S. Department of Homeland Security (DHS) to (1) notify

DHS of all information requested by DHS related to illegal aliens in the custody of the department, and (2) detain such aliens in accordance with requests by DHS. I further certify that the department has no policy, procedure, or agreement that limits or restricts the department's full participation in all aspects of the programs and procedures utilized by DHS to (1) notify DHS of all information requested by DHS related to illegal aliens in the custody of the department, and (2) detain such aliens in accordance with requests by DHS. I agree that failure to comply with this certification will result in CJD terminating the grant and the department shall return all funds received to CJD. Additionally, I agree that the department will remain ineligible for future CJD funding until it can provide satisfactory evidence that the jurisdiction has been in compliance with this requirement for a period of at least one year."

Step 3: Apply via eGrants

Basics

To apply to CJD for these grants, you must complete or make sure you have already completed some standard requirements. All of the following are needed to apply within eGrants:

- Applicants must have a DUNS (Data Universal Numbering System) number assigned to its agency (to request a DUNS number, go to http://fedgov.dnb.com/webform/displayHomePage.do).
- Applicants must have or register for an account in eGrants eGrants@gov.texas.gov.

Program-Specific Questions

The eGrants system will provide additional information about the requirements of applying and contents of the application. Answer these questions:

- What is the agency's jurisdictional population? (number only)
- Does your agency provide access to other agencies for a shared solution; wherein, the host agency is responsible for the submission of NIBRS data for other hosted agencies?
    - If yes, provide the total jurisdictional population of the area to be covered, including that of the applicant agency. (number only)
    - If yes, please list the hosted agencies and their individual jurisdictional populations.
- How does your agency currently submit Uniform Crime Reporting data to the State? (SRS or IBR)
- How often does your agency submit data currently and what process do you use to submit?
- Has your agency completed the NCS-X NIBRS Readiness Assessment or similar readiness self-assessment? See the following link for information on the NCS-X NIBRS Readiness Assessment: http://www.bjs.gov/content/pub/pdf/NCS-X_ASA_COTS_Feb2016.pdf
    - If yes, upload a copy of the readiness assessment to eGrants.
- Does your agency use a third party vendor for the submission of UCR data to the State?
    - If yes, please provide the following information regarding that vendor:
        - Business name;

- Software being used, to include version;
- If a NIBRS vendor, a listing of other states or agencies, either within or outside of the state of Texas, that use their IBR reporting product/tool; and,
- Demonstrable experience with compilation and submission of IBR data according to FBI Technical Specification document.

Project Narrative

Within eGrants, applicants will complete several narrative fields. Below is each area along with specific instructions on the minimum requirements.

Project Abstract. Provide a brief summary of the proposed project. Do not share new information here that you do not include in the questions below. This abstract is a description of your project and intended for the public and policy makers. Be sure that the summary is easy to understand by a person not familiar with your project. (Limit to 1500 characters.)

Problem Statement. Explain why your agency needs this funding.

Supporting Data. Enter N/A.

Project Approach & Activities. Provide an understanding of the approach that the agency will take to implement the project, including the solution(s) selected, the project management method and the people involved in it, and a timeline or project plan for project implementation. (If you would prefer to upload the project plan portion of this section, simply reference the document in this section and upload it to eGrants).

Capacity & Capabilities. Enter N/A

Performance Management. Provide an understanding of how the applicant organization will measure success for this project.

Data Management. Provide an understanding of how the applicant organization plans to track and maintain the data needed to measure success as stated above.

Target Group. Enter N/A

Evidence-Based Practices. Explain here whether the solution that the agency is procuring is in operation anywhere else in the state and any other pertinent information about why the agency selected this particular solution.

Step 4: Funding Decisions and Grant Acceptance

Selection Criteria

Project-Specific. DPS will screen all applications to ensure that they meet the program-specific requirements included above. Applications that meet those requirements will move forward to the merit review phase during which a panel of experts from DPS will review those applications for quality

and rank by priority. DPS will use a variety selection criteria to prioritize funding. These criteria may include, but are not limited to:

- Geographical location;
- Jurisdictional population covered by and benefitting from proposed solution;
- Submissions by one jurisdiction that supports NIBRS data submissions from many hosted agencies;
- NCS-X NIBRS Readiness Assessment or similar readiness assessment of agency applying;
- Proposed solutions that have vendors with demonstrable experience in NIBRS reporting and have deployed their solution to other similarly sized agencies;
- NIBRS file submissions that can be initiated with little to no human intervention, ensuring a near real time or more frequent than monthly file submission;
- XML/IEPD submissions to the state that allow for TDEx/N-DEx data contribution;
- Frequency in file submissions; and
- Whether or not the agency is eligible for other federal or state funding sources.

Overall. DPS will provide CJD with the outcomes of the merit review, which will form the core decision making factor. However, CJD will review all applications for quality, capability, and past performance and may consider other factors in determining which programs to fund such as (but not limited to) geographic distribution, fairness among different sizes of population areas, need based on crime rate or other similar factors, including economic factors. If the interest in grant funds exceeds available funding, CJD may not fund all applications or may only award part of the amount requested.

Announcements

After CJD makes final funding decisions, each applicant will receive either an unfunded notice or a preliminary decision notification or final grant award. The award will provide all of the conditions and requirements of the grant. Release of final grant awards are always contingent on availability of the funds and CJD cannot release or guarantee funding to any applicant until a determination that adequate funding is available.

About CJD

Our mission at the Criminal Justice Division is to direct much needed resources to those who are committed to making Texas a safer place and those who help victims of crime to recover and feel safe again. In carrying out this mission, we are committed to helping our grantees by actively finding ways for them to accomplish their goals and by making sure that we always have our eye to identifying the approaches that work best. We envision positive and beneficial working relationships with our grantees where we provide as much assistance as is needed and where are always ready with answers, not burdensome restrictions or requirements.

CJD is providing over $250 million in funding to hundreds of organizations during state fiscal year 2016 for juvenile justice, delinquency prevention, victims services, law enforcement, prosecution, courts, specialty courts, prevention of child sex trafficking, and other types of projects to benefit Texans.