

**Agency Name:** Hidalgo County

**Grant/App:** 3283102 **Start Date:** 9/1/2019 **End Date:** 4/30/2020

**Project Title:** NIBRS Upgrade

**Status:** Application Pending Submission

### Eligibility Information

**Your organization's Texas Payee/Taxpayer ID Number:**

17460007176041

### Application Eligibility Certify:

Created on:2/15/2019 2:09:21 PM By:Javier Rodriguez

### Profile Information

**Applicant Agency Name:** Hidalgo County

**Project Title:** NIBRS Upgrade

**Division or Unit to Administer the Project:** Hidalgo County Constable Pct 4

**Address Line 1:** 2814 S Business Highway 281

**Address Line 2:**

**City/State/Zip:** Edinburg Texas 78539-0000

**Start Date:** 9/1/2019

**End Date:** 4/30/2020

**Regional Council of Governments(COG) within the Project's Impact Area:** Lower Rio Grande Valley Development Council

**Headquarter County:** Hidalgo

**Counties within Project's Impact Area:** Hidalgo

### Grant Officials:

#### Authorized Official

**Name:** Richard F. Cortez

**Email:** countyjudge@co.hidalgo.tx.us

**Address 1:** 100 East Cano, 2nd Floor

**Address 1:**

**City:** Edinburg, Texas 78539

**Phone:** 956-318-2600 Other Phone:

**Fax:** 956-318-2699

**Title:** The Honorable

**Salutation:** Judge

**Position:** Hidalgo County Judge

#### Project Director

**Name:** Javier Rodriguez

**Email:** javier.rodriguez@co.hidalgo.tx.us

**Address 1:** 2814 S Business Highway 281

**Address 1:**

**City:** Edinburg, Texas 78539

**Phone:** 956-383-8560 Other Phone: 956-429-2064

**Fax:** 956-383-8565

**Title:** Mr.

**Salutation:** Sergeant

**Position:** Sergeant

#### Financial Official

**Name:** Maria Arcilia Duran

**Email:** arcilia.duran@auditor.co.hidalgo.tx.us

**Address 1:** 2808 S. Business Hwy 281

**Address 1:**

**City:** Edinburg, Texas 78539

**Phone:** 956-318-2511 Other Phone:

**Fax:** 956-318-2577

**Title:** Ms.

**Salutation:** Ms.

**Position:** County Auditor

#### Grant Writer

**Name:** Javier Rodriguez

**Email:** javier.rodriguez@co.hidalgo.tx.us  
**Address 1:** 2814 S Business Highway 281  
**Address 1:**  
**City:** Edinburg, Texas 78539  
**Phone:** 956-383-8560 Other Phone: 956-429-2064  
**Fax:** 956-383-8565  
**Title:** Mr.  
**Salutation:** Sergeant  
**Position:** Sergeant

## Grant Vendor Information

**Organization Type:** County  
**Organization Option:** applying to provide services to all others  
**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):**  
17460007176041  
**Data Universal Numbering System (DUNS):** 103110834

## Narrative Information

### Introduction

The purpose of this funding is to enable local law enforcement agencies to upgrade their technology infrastructure to allow for and support the submission of data to the Uniform Crime Reporting (UCR) National Incident-Based System (NIBRS).

Please read the funding announcement for program rules and application guides, available on the [eGrants Calendar](#) page. Additionally, you should review the *Guide to Grants* available at [CJD's resources webpage](#) for information and guidance related to the management and use of grant funds.

Use the space provided below to describe your project. For help with your narrative, see CJD's [Developing a Good Project Narrative Guide](#).  
**Note:** Do not upload attachments with further information unless specifically instructed to do so.

### Program-Specific Questions

#### Current Crime Reporting System

How are you submitting crime report data to DPS currently?

- My agency does not currently submit crime reports to DPS  
 My agency does submit crime data, and uses the summary report system (SRS) format  
 My agency does submit crime data to DPS, using the IBR format

What system do you currently use to submit crime reports to DPS?

Spillman Version 6.3

How many times per year does your agency typically now submit data to DPS?

12

Does your agency currently use a third party vendor for the submission of UCR data to the State?

- Yes  
 No

If you selected '**YES**' above, provide the following information regarding that vendor:

Business Name:

Software being used, to include version:

**Note:** Third party vendors that used to submit UCR data to the State should have demonstrable experience with compilation and submission of IBR data according to the FBI Technical Specification document.

Has your agency completed the NCS-X NIBRS Readiness Assessment or similar readiness self-assessment? Reference the NCS-X NIBRS [Readiness Assessment](#)

If you selected '**YES**' above, please upload a copy of the readiness assessment to eGrants on the Summary/Upload.Files Tab.

- Yes  
 No

Does your current crime reporting system enforce any of the NIBRS data edit and validation checks at the time of data entry?

**Note:** The full list of data edit checks is available in the current NIBRS [Technical Specification](#).

- Yes  
 No

Does your current system create, or have the ability to create, a NIBRS or UCR report/export file?

- Yes  
 No

If you selected '**YES**', in what format is the data exported? In addition, explain in detail how that is accomplished:  
Flat File for export-system generated

If you answered 'NO' above, how do you currently report NIBRS/summary UCR data (e.g., via a state website or other method)?

What other reporting methods are available for submitting UCR/NIBRS data?

None

Are any of the data first collected via a paper form and then entered into the system?

Yes

No

Does/Will 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?

My agency currently provides access to other agencies for a shared solution

My agency plans to provide access to other agencies for a shared solution

My agency does not provide, or plan to provide, access to other agencies for a shared solution

Provide the total jurisdictional population of the area to be covered:

0

List the participating agencies and their individual jurisdictional populations:

If you are not currently reporting to DPS in an IBR format, select all that apply regarding your current system:

Ability to collect information about all offenses in an incident

Detailed offense code assigned to each offense in an incident

Demographic information is stored for each victim in an incident

Victim injury is stored for each victim in an incident

Demographic information is stored for each known offender in an incident

Relationship between each victim and offender is stored for all offenses in an incident

Ability to track multiple clearances

Ability to track whether an incident was exceptionally cleared

Ability to record and store exceptional clearance data

## Certifications

In addition to the requirements found in existing statute, regulation, and the funding announcement, this program requires applicant organizations to certify compliance with the following:

#### **Constitutional Compliance**

Applicant assures that it will not engage in any activity that violates Constitutional law including profiling based upon race.

#### **Information Systems**

Applicant assures that any new criminal justice information systems will comply with data sharing standards for the Global Justice XML Data Model and the National Information Exchange Model.

#### **Uniform Crime Reports**

Eligible applicants operating a law enforcement agency must be current on reporting Part I violent crime data to the Texas Department of Public Safety (DPS) for inclusion in the annual Uniform Crime Report (UCR). To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year.

#### **Criminal History Reporting**

Entities receiving funds from CJD must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the Texas Code of Criminal Procedure, Chapter 60. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

#### **National Data Exchange (N-DEx)**

Applicant assures any technology purchased with grant funds will 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 N-DEx program or via a flat file submission. Submission of data via the N-DEx IEPD is preferred, as it ensure 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.

#### **National Incident-Based Reporting Specifications**

Applicant assures to obtain a written certification from a vendor prior to purchase that their product can and will comply with all technical and submission standards and requirements. Any software solution purchased with grant funds must support reporting to DPS no less than monthly, but with a goal of near real-time reporting of data. Reporting system must include all data edits and validation routines, as supplied in the FBI NIBRS [Technical Specification](#) and DPS NIBRS [Technical Specification](#) as well as adhere to the NIBRS and TIBRS data specification guides for proper formatting included in the follow links:

#### **National Incident-Based Reporting System (NIBRS)**

[Technical Specification](#) - PDF

[XML IEPD Technical Specification](#) - Zip file

[Texas Segment 8 \(Texas-centric\) Technical Specification](#) - PDF

#### **Technical Specification**

[Cargo Theft Technical Specification](#) - PDF

[Hate Crime Technical Specification](#) - PDF

#### **Conversion of National Incident-Based Reporting System (NIBRS)**

[Data to Cargo Theft Data](#) - PDF

[Data to Hate Crime Data](#) - PDF

#### **Compliance with State and Federal Laws, Programs and Procedures**

Local units of government, including cities, counties and other general purpose political subdivisions, as appropriate, and institutions of higher education that operate a law enforcement agency, must comply with 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 Agency's custody; and (2) detain such illegal aliens in accordance with requests by DHS. Additionally, counties and municipalities may NOT have in effect, purport to have in effect, or make themselves subject to or bound by, any law, rule, policy, or practice (written or unwritten) that would: (1) require or authorize the public disclosure of federal law enforcement information in order to conceal, harbor, or shield from detection fugitives from justice or aliens illegally in the United States; or (2) impede federal officers from exercising authority under 8 U.S.C. § 1226(a), § 1226(c), § 1231(a), § 1357(a), § 1366(1), or § 1366(3). Lastly, eligible applicants must comply with all provisions, policies, and penalties found in Chapter 752, Subchapter C of the Texas Government Code.

Each local unit of government, and institution of higher education that operates a law enforcement agency, must download, complete and then upload into eGrants the [CEO/Law Enforcement Certifications and Assurances Form](#) certifying compliance with federal and state immigration enforcement requirements. This Form is required for each application submitted to OOG and is active until August 31, 2021 or the end of the grant period, whichever is later.

#### **Civil Rights Liaison**

A civil rights liaison who will serve as the grantee's civil rights point of contact and who will be responsible for ensuring that the grantee meets all applicable civil rights requirements must be designated. The designee will act as the grantee's liaison in civil rights matters with CJD and with the federal Office of Justice Programs.

Enter the Name of the Civil Rights Liaison:

Valde Guerra

Enter the Address for the Civil Rights Liaison:

2818 S bus Hwy 281 Edinburg, Texas 78539

Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999 x9999]:

956-292-7655

#### **Overall Certification**

Each applicant agency must certify to the specific requirements detailed above as well as to comply with all requirements within the CJD Funding Announcement, the *Guide to Grants*, the *Grantee Conditions and Responsibilities*, any authorizing or applicable state and federal statutes and regulations to be eligible for this program.

**X I certify to all of the above requirements.**

### **Project Abstract :**

The Hidalgo County "Project NIBRS" goal is to comply as a border county in the development of all the elements involved in the reporting of crime data to the National Incident Based Reporting System. Project NIBRS proposes to transition from the Summary Reporting System (Uniform Crime Reporting (UCR) to NIBRS to include all specific data requirements. The project seeks funding for a single data submission system that meets the standards of DPS, TDEX, N-DEX and NIBRS. In order to allow and support Incident-Based reporting to the Texas Department of Public Safety, Hidalgo County agencies (Hidalgo County Sheriff's Office, Pct 1 Constable Office, Pct 2 Constable Office, Pct 3 Constable Office, and Pct 4 Constable Office) will need to purchase a software module to upgrade its current Technologies public safety software.

### **Problem Statement :**

Hidalgo County is 1,588 square miles and is located at the south most tip of the state of Texas. Its southern border covers seventy-eight miles of Texas/Mexico border along the Rio Grande River. With four ports of entry and a population of 849,843 (US Census, July 2016). As a result of its proximity to the border, Hidalgo County Law Enforcement Departments experiences a high volume of criminal activity that is stemmed by various factors including a high unemployment rate, economically disadvantaged households, below national average education levels, illegal immigration entries, drug trafficking and human smuggling, among others. The Hidalgo County Agencies serves 22 communities in the County of Hidalgo. The Hidalgo County Agencies responds to an average of 100,000 calls for service from the community annually thus making the reporting of crime a challenge. During the 84th Session, the Texas Legislature, enacted legislation to move the state away from Summary Reporting and forward to an Incident based reporting state. The current system and product currently in use by for Reporting and Records Management (R/RMS) does not allow for Incident-based reporting and not NIBRS compliant. Without receipt of funding no revenue source exists to bring the Hidalgo County Agencies into compliance with these reporting standards. No funding exists to acquire, implement or improve data collection and reporting of criminal information to the Texas Department of Public Safety in proposed NIBRS format without receipt of grant funding. The current versions of vendor supported systems do not meet the desired/mandated NIBRS reporting standard. The need to be NIBRS compliance is important especially being a border county that deals on an everyday with cartels, drugs, human trafficking, domestic violence, child abuse, and other types of crime that require incident reporting to specific data bases for efficient handling of criminal and prosecution.

### **Supporting Data :**

n/a

### **Project Approach & Activities:**

Hidalgo County Agencies, with the assistance of CJD grant funding will purchase a NIBRS module to upgrade its current public safety software to allow for the operation and support of incident-based reporting to the DPS and TTIC plus all automation of data submission as required to be compliant with this project.

### **Capacity & Capabilities:**

n/a

### **Performance Management :**

IT personnel will perform regular maintenance on the system and any necessary updates. The administrative staff (Chief Deputy and Admin Sergeant) will ensure that proper protocols are followed for submitting data into the system to enforce data integrity.

### **Data Management:**

The software will track the data through records management approved by DPS.

### **Target Group :**

n/a

### **Evidence-Based Practices:**

Hidalgo County Agencies have been using emergency software for summary reporting for a couple of years with very minimal issues.

### **Project Activities Information**

## Reserved

This section left intentionally blank.

### Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Technology Upgrades	100.00	Purchase, install and maintain NIBRS module to allow and support Incident-Based reporting to the Texas Department of Public Safety

### CJD Purpose Areas

PERCENT DEDICATED	PURPOSE AREA	PURPOSE AREA DESCRIPTION
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## Measures Information

### Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
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### Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
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### Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
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### Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
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## Resolution from Governing Body

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a [resolution](#) that contains the following:

1. Authorization by your governing body for the submission of the application to CJD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update CJD should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to CJD.

Upon approval from your agency's governing body, upload the [approved](#) resolution to eGrants by clicking on the **Upload Files** sub-tab located in the **Summary** tab.

## Contract Compliance

Will CJD grant funds be used to support any contracts for professional services?

- Yes  
 No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

## Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

- Yes  
 No  
 N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

- Yes  
 No  
 N/A

## Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

1/1/2019

Enter the End Date [mm/dd/yyyy]:

12/31/2019

## Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (\$) of Federal Grant Funds:

78280843

Enter the amount (\$) of State Grant Funds:

12603481

## Single Audit

Applicants who expend less than \$750,000 in federal grant funding or less than \$750,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. However, CJD may require a limited scope audit as defined in 2 CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of \$750,000 or more, or state grant funding of \$750,000 or more during the most recently completed fiscal year?

- Yes  
 No

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor in accordance with the State of Texas Single Audit Circular; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit:

12/31/2017

## Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

- I Certify  
 Unable to Certify

If you selected **Unable to Certify** above, please provide an explanation as to why the applicant agency cannot certify the statements.

## Fiscal Capability Information

### Section 1: Organizational Information

THIS SECTION APPLIES TO NONPROFIT CORPORATIONS ONLY

Enter the Year in which the Corporation was Founded:  
Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:  
Enter the Employer Identification Number Assigned by the IRS:  
Enter the Charter Number assigned by the Texas Secretary of State:

### Section 2: Accounting System

THIS SECTION APPLIES TO NONPROFIT CORPORATIONS ONLY

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).

Select the appropriate response:

- Yes  
 No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Select the appropriate response:

- Yes  
 No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

- Yes  
 No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

### Section 3: Financial Capability

THIS SECTION APPLIES TO NONPROFIT CORPORATIONS ONLY

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

- Yes  
 No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

- Yes  
 No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

- Yes
- No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

### Section 4: Budgetary Controls

THIS SECTION APPLIES TO NONPROFIT CORPORATIONS ONLY

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

- Yes
- No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

- Yes
- No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

### Section 5: Internal Controls

THIS SECTION APPLIES TO NONPROFIT CORPORATIONS ONLY

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

- Yes
- No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

- Yes
- No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

### Budget Details Information

#### Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Supplies and Direct Operating Expenses	Specialized Computer Software (\$5,000 or less per unit)	Hidalgo County Pct 4 - NIBRS Compliant RMS/Mobile Field Reporting Full Time Licenses, NIBRS Compliant RMS/Mobile Field Reporting Command Staff Licenses, NIBRS Compliant RMS/Mobile	\$76,750.00	\$0.00	\$0.00	\$0.00	\$76,750.00	0

		Field Reporting Administrative Licenses, Record Management Site License, Setup and Installation, NIBRS Reporting Module.						
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### Source of Match Information

#### Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
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#### Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Budget Summary Information

#### Budget Summary Information by Budget Category:

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Supplies and Direct Operating Expenses	\$76,750.00	\$0.00	\$0.00	\$0.00	\$76,750.00

#### Budget Grand Total Information:

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$76,750.00	\$0.00	\$0.00	\$0.00	\$76,750.00

### Condition Of Fundings Information

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
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You are logged in as **User Name:** javier