



To the Mayor and Members of the City Council

June 21, 2022

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SUBJECT: APPLICATION PROCESS FOR CRIME CONTROL AND PREVENTION DISTRICT (CCPD) FUNDING

The Crime Control and Prevention District (CCPD) application process for agencies requesting funding within Community-Based Programs is as follows:

1. Community Engagement at Release of Request for Proposals

- a. Agencies are engaged through the release of the Request for Proposals documents. This document is reviewed by City Attorney's Office prior to release and includes:
 - i. Development Grants (1-Year/\$50,000) – grants designed to strengthen organizations through agency and program development strategies. Utilizes fixed deadline schedule (typically runs between April and May).
 - ii. Program Grants (3-Year/\$300,000) – grants designed to support impact on crime and safety issues. Utilizes rolling deadline schedule.
- b. At release, FWPD notifies the public through various online publications, news articles, media interviews, presentations to community groups, social media videos, and email notifications.
- c. FWPD has plans to expand this area in FY23 with updates to staffing and public engagement strategies.

2. Interested Agencies Attend Training

Pre-Proposal training provides an overview of the Request for Proposals (RFP), the required information to successfully apply, and a technical support contact to follow up with questions.

3. Agency Develops and Submits Information by Deadlines

- a. Agency determines their eligibility by reading RFP and submitting questions.
 - i. Eligibility requirements include:
 1. Program that clearly impacts crime or safety
 2. Agency revenue – this differs based on the funding strategy category and accommodates agencies of all sizes.
 3. Non-profit status or affiliation (if agency is not individually eligible)
 4. Not restricted from contracting with City
- b. Registering a user to submit electronic application

This was instituted in FY22 at the request of Council, applicant agencies, and the Scoring Committee. Third-party vendor was selected at the recommendation by another City Department.
- c. Completing required forms
 - i. Complete Concept Paper (Program Grants) – Ten questions that provide a brief description of the program.
 - ii. Four parts to full application (Program and Development Grants):
 1. Cover Page - general information for the program, including project name, amount requested, contacts, and tax ID.
 2. Agency Information and Narrative - narrative response questions and 10 multiple choice questions that help agencies describe their programs in detail
 3. Budget and Project Plan – agencies provide a description of their budget requests and the outcomes and activities they hope to achieve.
 4. Uploaded Documents – Uploaded documents that demonstrate their eligibility including non-profit documents, financial documents, etc.

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SUBJECT: APPLICATION PROCESS FOR CRIME CONTROL AND PREVENTION DISTRICT (CCPD) FUNDING**4. Pre-Screening Review by Staff and Advisory Council**

- a. City staff review and score applications based on eligibility requirements and scoring rubric in the RFP.
- b. Advisory Council reviews and provides feedback on online application and scoring. Advisory Council members are selected by the Chief and serve as subject matter experts in the fields of nonprofit management, program evaluation, law enforcement, crime and safety, grants, and underserved communities.

5. Scoring Committee Review

- a. Scoring Committee (SC) members are appointed by each Council District including a PD representative. Participation is voluntary and attendance is tracked but representation is often limited to 5-6 districts despite scheduling and meeting format accommodations.
- b. For Concept Papers, the Committee accesses the online application without any feedback and provides a vote. Concept papers that receive a "no" vote from any member are declined.
- c. Scoring Committee accesses electronic platform that includes full application, staff scores, and Advisory Council feedback.
 - i. Committee has 2-3 weeks to complete review and provide feedback.
 - ii. City staff convenes a meeting to facilitate discussion on applications and vote.
 - iii. Committee may decide to move forward with the recommendation, deny a recommendation, or they may elect to host an interview with the agency before making a final decision.

6. Recommendation sent to CCPD Board of Directors

Staff provides a presentation and informal report for all recommendations so the Board can take appropriate action.

7. Contract Execution

- a. Staff works with agency to complete contract documents including addressing concerns raised by the Scoring Committee.
- b. Staff submits required M&C's to Council to approve contracts.
- c. Staff completes signed contract and facilitate reporting and monitoring.

If you have any questions about this information, please contact Assistant Police Director Keith Morris at 817-392-4243 or keith.morris@fortworthtexas.gov.

David Cooke
City Manager