

Criminal Justice Priority Funding Commission Program

Guidance



**Adopted
August 19, 2024**

Criminal Justice Priority Funding Commission Program Guidance

State Guidance

- Act 587 of the 2024 Regular Session of the Louisiana Legislature
- Commission Members
 - Commissioner of Administration or Designee (Chairman)
 - President of the Senate or designee:
 - Senate Judiciary B member, appointed by Senate President:
 - Senate Finance member, appointed by Senate President:
 - Senate Revenue & Fiscal Affairs member, appointed by Senate President:
 - Speaker of the House of Representatives or designee:
 - House Admin Criminal Justice member, appointed by the Speaker:
 - House Appropriations member, appointed by the Speaker:
 - House Ways and Means member, appointed by the Speaker:
 - Secretary of the Department of Public Safety and Corrections or designee
 - Secretary of the Department of Revenue, or designee
 - One member appointed by the Governor
- Staff of the Commission
 - The staffs of the Senate, House of Representatives, and the Legislative Fiscal Office shall provide staff support and otherwise assist the Commission as required by the Commission.

Important Dates

- August 1, 2024 – DOA shall submit proposed guidance (i.e. application requirements, application period dates, deadlines for submissions and approval; criteria for ratings; and a process for ensuring and prioritizing funding for projects in regions in this state lacking adequate resources and facilities for housing juveniles from those regions, etc.) to Commission for review and approval
- August 2024 – meeting of the Commission to review and approve DOA Guidance
- September 1, 2024 – DOA begins accepting applications for funding
- September 30, 2024 – DOA stops accepting applications for funding.
- October/November 2024 – The Working Panel will process and score those applications for presentation to the Commission at the next meeting. Commission will be called to meet to approve/recommend applications for funding to the Joint Legislative Committee on the Budget for final approval, date TBD.
- January 1, 2025 – DOA shall begin submitting a quarterly status update including a construction progress report for projects that received funding approval by JLCB.

Definitions

Commission	Criminal Justice Priority Funding Commission
Committee	Joint Legislative Committee on the Budget
DOA	Division of Administration
Fund	Criminal Justice Priority Fund
Program	Criminal Justice Priority Funding Commission Program
JLCB	Joint Legislative Committee on the Budget
The Act	Act 587 of the 2024 Regular Session of the Louisiana Legislature
OJJ	Office of Juvenile Justice

Regional juvenile detention center authority

Any regional juvenile detention center authority created in Title 15 of the Louisiana Revised Statutes of 1950 or as provided in criteria established in this guidance

Application Process

Applications will be accepted via electronic submission to the Division of Administration. The applications will be reviewed by a working panel comprised of employees of the DOA and state and local public agencies or entities and stakeholders, based on documentation submitted and data available to the reviewing panel. The working panel will review and rate applications and develop funding recommendations for submittal to the Commission. All of the following applies to the application process:

Eligible Applicants

Non-state entities – for the design, construction, site purchase, refurbishment, site work, and other necessary items or materials for the building, repair, or refurbishment of fully operational juvenile detention centers to house both pre-adjudicated and post-adjudicated juveniles.

Office of Juvenile Justice - for the design, construction, site purchase, refurbishment, site work, and other necessary items or materials for the building, immediate & necessary repair, or refurbishment of fully operational juvenile detention centers to house both pre-adjudicated and post-adjudicated juveniles.

Non-state entities – for the design, construction, site purchase, refurbishment, site work, and other necessary items or materials for the building, repair, or refurbishment of adult correctional and detention facilities.

Parish Sheriffs – for the design, construction, site purchase, refurbishment, site work, and other necessary items or materials for the building, repair, or refurbishment of necessary law enforcement facilities in the custody and control of the sheriff.

Department of Public Safety and Corrections – for the design, construction, site purchase, refurbishment, site work, and other necessary items or materials for the building, repair, or refurbishment of adult correctional and detention facilities.

Non-state entities and state entities – for other criminal justice priorities, including but not limited to statewide or regional crime labs for repairs, construction, or equipment necessary to fully operate such entities; immediate and necessary funding to the Integrated Criminal Justice Information System Policy Board as well as to the relevant state and local public entities for the purpose of facilitating the statewide integration of data and information necessarily generated by and shared across law enforcement, court systems, and statewide databases in this state; and other criminal justice funding priorities as deemed appropriate and necessary by the commission.

Eligible Activities

Guidance has aligned the use of these funds with the wide range of types or categories of projects that would be eligible to receive financial assistance through the Criminal Justice Priority Funding Commission Program.

The following are types of projects that are eligible under this program:

- Acquisition, planning and construction of new facilities
- Planning and construction of repairs, renovations or additions to existing facilities
- Funding for the Integrated Criminal Justice Information System Policy Board
- Funding for the statewide integration of data and information
- Priorities of the Commission

Projects Included in the Capital Outlay Act (House Bill 2)

Capital Outlay projects that meet the intent of the Program may be considered for funding through the Program. Although HB 2 projects are not required to apply by the Act, additional information can be requested by the Division of Administration (DOA) in order for the working panel to review the projects. Applicant will receive notification of when to provide any required additional information. When all additional information is provided by the applicant, the working panel will begin the review process.

Commission

DOA will provide the working panel's ratings and recommendations for funding to the commission for review. The working panel's recommendations to the Commission shall include recommendations for utilization of any existing funding sources. The lists will include scoring criteria as well as the total score for each applicant.

The Commission shall review the ratings and recommendations submitted by the working panel. The Commission shall submit its recommendations for projects to receive monies from the fund and funding amounts to the Joint Legislative Committee on the Budget. The recommendations shall include any proposed existing funding sources.

JLCB

The JLCB shall review the recommendations submitted by the Commission and have final approval of funding for projects. No monies shall be expended from the fund without approval of the JLCB.

Communication Efforts

Upon Commission approval of the program guidelines, the DOA will post the Guidelines and any other relevant information regarding the Program, including eligibility requirements to its website.

Administration

All projects receiving funds in whole or in part from the Program shall be disbursed by the Office of Facility Planning and Control, Division of Administration and administered by the same. All projects receiving funds in whole or in part from the Program under the name of non-state entities shall be administered by the Office of Facility Planning and Control, Division of Administration under cooperative endeavor agreements. Cooperative endeavor agreements entered into pursuant to funds disbursed by the Program shall not be required to be submitted to the Division of Administration, Office of State Procurement.

Priorities/Requirements/Scoring Criteria for Each Grant “Type” (Up to 100 points)

General

General requirements for all grant types is that projects to be funded must be non-recurring funding needs. The scoring criteria should reflect the highest to lowest priorities for funding which we have tentatively ordered as follows: juvenile facilities (new or refurbishment); OJJ emergency repairs; ICJIS funding for creation of data integration program; Crime labs high priority/emergency needs; and Sheriffs’ facilities emergency needs.

Types of Grants

- Juvenile Facilities
 - Requirements:
 - Must reserve 30% bed space for OJJ post-adjudicated youth (to be compensated at set rate by OJJ per juvenile per day)
 - Must serve multiple parishes
 - Must have a proposed location where juvenile facility will be located
 - Must have a proposed building plan (or be willing to work with OJJ towards an actual building plan)
 - Must have a proposed operating budget that assumes full capacity and fully staffed at all times.
 - Must have a proposed agreement/MOU amongst the participating parishes that allocates percentages of overall operating cost contribution to be paid by each respective parish
 - Must have some type of commitment letter/agreement/ or other binding documentation from each participating parish (i.e. police jury, sheriff, or other) that commits each parish to funding its allocated percentage monthly/annually.
 - Must agree to adhere to the basic detention facility guidelines for licensure set forth by OJJ

- Sheriffs’ Facilities
 - Requirements (these may be amended if additional funding is received in future years):
 - Must be an emergency funding need that has immediate and verifiable impact on public safety (i.e. urgent repairs to perimeter fencing, security gates, etc.)
 - Must be a non-recurring expense
 - Project must be immediately ready to be implemented upon receipt of funds
 - Project must be able to be completed within one year of receipt of funds

- Other Criminal Justice Priorities
 - Requirements (these may be amended if additional funding is received in future years):
 - Must be an emergent or urgent need that has immediate and verifiable impact on public safety and the criminal justice system in this State.
 - Must be a non-recurring expense
 - Project must be immediately ready to be implemented upon receipt of funds
 - Must be able to adhere to all applicable state and federal guidelines and requirements.

Scoring Criteria

State Priority / Project Severity & Needs – Up to 30 points

Project Severity is the existence of conditions that prevent adequate resources and facilities for housing juveniles and adult offenders from regions within the state and for adult correctional and detention facilities owned and operated by one or more parish sheriffs and for other criminal justice priorities that will assist in expediting the processing of evidence and the criminal trial process. Consideration will be given for those applicants that propose projects that could assist the locality with the custody of pre-adjudicated juveniles, post adjudicated juveniles, and 17 year old offenders or juveniles charged as adults. Additional consideration will be given for those projects that include or will lead to further consolidation or unification of distinct geographic regions of the State for the provision of juvenile detention facilities and services. Additional consideration will be given for proposals that include with the implementation or expansion of rehabilitation programs for offenders in custody at the facilities. For other criminal justice facilities such as crime labs consideration will be given for those applicants that propose projects that would increase the number and/or decrease the time necessary for processing sexual assault kits and that would show an immediate and tangible impact on decreasing delays in getting criminal cases to trial as well as those projects that can show an immediate and tangible impact on backlogs for evidence processing. For criminal justice data projects, consideration will be given for those applications or projects that seek to improve the quality and completeness of data integration amongst and across criminal justice data systems in this State.

A lower score could result due to the submittal of incomplete or inaccurate information.

Resiliency – Up to 10 points

This will include completion of a risk assessment and resilience assessment and emergency response plan. A resiliency plan, including local standards or guidelines that can be applied to housing of juvenile or adult offenders must be completed. Resiliency plans should include extreme weather events and the effect of water and wind damage to critical infrastructure as well as what must be done during and after an extreme weather event to maintain operating capabilities of critical infrastructure. The items identified in risk assessment/resiliency plan must be included in the cost estimate to increase resilience.

Sustainability – Up to 35 points

This category is broken down into technical, managerial and financial capacity. Technical capacity refers to the infrastructure of the system, the technical ability of the system personnel to implement and operate the project, and an analysis of alternatives including but not limited to consolidation. Managerial Capacity refers to management structure of the system, including ownership, accountability, staffing, and organization. Financial Capacity refers to financial resources of the system including revenue sufficiency, credit worthiness, fiscal controls, and a financial strategy reflecting the full lifecycle costs and adequate revenues to ensure the system is sufficiently funded, maintained, and replaced as needed in order to house both the juvenile and adult population.

Readiness to Proceed / Timeline – Up to 20 points

Points will be awarded if agreements (planning, construction, consolidation, etc.) are executed, and/or plans and specifications are underway or complete.

Increased Cost Share / Funding Secured – 5 points

5 Points will be awarded for those applicants willing to provide funds in excess of funding provided by the Program (25+% share of the total project cost) to include secured up-front contributions pledged towards the overall cost of the facility and/or evidence of an existing millage or proposed millage that is dedicated to or can be utilized for the operation of the facilities.