**Insert Agency Name & Logo**

**Agency Priorities for Criminal Justice Funding**

As the State Administering Agency for our [insert “state” or “territory”], [insert agency name] is responsible for receiving criminal justice grant dollars from the federal government and administering these dollars throughout the [insert “state” or “territory”] through grants in order to meet identified needs across the criminal justice system.

The purpose of this document is to illustrate how [insert agency name] determines priorities for funding, including what partners are engaged in this process, what the priorities are and how our agency uses these funding priorities to drive the types of projects for which we accept applications.

**Agency Guiding Principles**

[Insert agency name] has developed key guiding principles across all federal criminal justice funding; these guiding principles are elements or values that we encourage within funding applications. Guiding principles are broad values, whereas priorities, which will be discussed in the following section, are specific and identified through engagement with criminal justice system partners and an analysis of criminal justice system data.

In this section, make sure you discuss:

* Who is involved in determining guiding principles? Are these revisited ever and if so, how often?
* How do guiding principles fit into the types of applications you accept for funding? For example, are guiding principles requirements for funded projects or simply encouraged?

Our agency’s guiding principles are as follows: Some examples could include:

* Encourage funded programs to be evidence-informed or to include evidence-informed components within programming.
* Improve data collection and sharing among state agencies, local law enforcement, the courts and other criminal justice system partners.
* Encourage innovative programming ideas.
* Center equity within all programming and administration processes, including helping to build capacity for smaller community-based organizations and encouraging funding of diverse community-based organizations that reflect the communities being served.
* Evaluate programs for effectiveness, with a specific focus on outcomes and impact of programming.

**Agency Funding Priorities**

Priorities for criminal justice funding are determined through engaging a wide range of criminal justice partners, or stakeholders, and through an analysis of criminal justice data in the [insert “state” or “territory”].

In this section, list the priorities for criminal justice funding. Please note that this should be reflective of your agency’s criminal justice funding broadly, not any one particular grant program.

**Suggestion 1**

List all the types of projects or programs for which you intend to consider applications. Keep in mind this is across all grants. For example:

* Law enforcement programming (excluding equipment)
* Community-based restorative justice programs
* Projects focused on forensic science or criminal record improvements
* Mobile crisis units
* Deflection and diversion programs

**Suggestion 2**

Outline the priorities as goals, so it is clear to applicants and stakeholders that funded projects will need to contribute to the state/territory’s overall progress toward one or multiple goals.

* Improve access to behavioral health services by supporting crisis intervention teams/services that include a co-response of both behavioral health professionals and law enforcement by increasing programs located within law enforcement agencies from 1 to 3 during the project period ending September 30, 2025.
* Reduce violent crime in communities with the highest crime rates by a 5% reduction from the baseline through supporting evidence-informed violent crime reduction initiatives that target the underlying drivers of violence and are tailored to the unique needs of the community.

**How Does Our Agency Determine Priorities for Funding?**

In this section, explain the process of how your agency determines priorities for criminal justice funding. Do you have priorities by type of criminal justice project (priorities for behavioral health, priorities for law enforcement, etc.) or overall priorities for your state/territory? Make sure you include the following:

* How are priorities determined? Through a survey, focus groups, town halls, etc.? What does that process look like from beginning to end?
* How often are priorities determined or revisited?
* How does criminal justice system data fit into priority identification?

If you have a statewide criminal justice strategic plan that is not specific to any one grant, you should make sure you describe what a strategic plan is and describe the process of strategic planning alongside the priority identification process. [You can pull language from this document](https://www.ncja.org/_files/ugd/cda224_ed266a1fb6d944cfb25302549a0701ed.pdf) and use the following:

[Insert agency name] undergoes a comprehensive strategic planning process to determine major needs and gaps within and across the criminal justice system; needs and gaps are turned into actionable priorities, which drive the types of criminal justice projects we fund.

Read our full strategic plan here.

**Who Identifies Priorities?**

In this section, outline the partners and stakeholders involved in priority identification. If priorities are partially determined by your governor or by your SAA leadership, this is a good place to include that information.

In this section, include other partners across the criminal justice system that are engaged in this priority identification process such as prosecution, the community, individuals with lived experience, behavioral health professionals, law enforcement and reentry partners. It’s not necessary to include every person or type of role in this section; instead, you should aim to give readers a broad sense of who is involved in this process.

**Applying Priorities to Funded Projects**

In this section, explain how these priorities affect the types of applications your agency will accept for criminal justice grants. Do these priorities apply to all federal funding streams, and if so, how?

**Questions?**

Contact [insert contact’s name, email and phone number].