DATE: November 13, 2013  
TO: SHSP and LBSP Grant Recipients  
FROM: Machelle Pharr, Deputy Assistant Director  
Texas Homeland Security State Administrative Agency (THSSAA)  
SUBJECT: Criminal History Reporting- Eligibility Requirement for Grants Starting on or after 9/1/14  

For grant year 2013 federal funds, the Texas Homeland Security State Administrative Agency (THSSAA) required all county level sub-recipients of State Homeland Security Program (SHSP) grants to be at or above a 90% completeness rate for reporting on both adult and juvenile criminal history dispositions to the Texas Department of Public Safety (TXDPS). Many jurisdictions across the state worked together to update criminal history records, and as a result, 251 of the 254 counties met the 90% completeness rates by the deadline established.

For grant year 2014 federal funds, the criminal history reporting eligibility requirement will be applied to all SHSP sub-recipients. The criminal history reporting eligibility requirement will be applied to all Local Border Security Program (LBSP) grantees for grant year 2015 state funds. Only entities within a county that has met the 90% completeness rates by August 1, 2014 will be eligible for these THSSAA awards issued on or after September 1, 2014. The THSSAA will review the 5-year average for 2008-2012 to ensure the completeness rates for both adult and juvenile arrests is at or above 90% by August 1, 2014. Any local unit of government or other entity located within a county that does not meet the requirement by the deadline will not be eligible for SHSP or LBSP grant funds.

The THSSAA is required by Texas Code of Criminal Procedure, Article 60.14 to consider criminal history reporting compliance before allocating grant funds to a jurisdiction. Additionally, accurate up-to-date criminal history records are vital to the safety of law enforcement officers across the state and to public and private agencies that are required to perform background checks on potential employees.

If you have technical questions about Chapter 60 data reporting requirements or would like contact information for the TXDPS field liaison for your area, please contact Angie Kendall (angie.kendall@dps.texas.gov) with TXDPS Crime Records.

The THSSAA also generally posts criminal history disposition reports (5-year completeness reports) on its website during the summer as part of an annual SHSP Eligibility Review process, and leading up to the August 1 reporting compliance deadline. If you have questions about SHSP or LBSP grants, please contact Nancy Carrales (nancy.carrales@dps.texas.gov) or Sherry Saba (sherry.saba@dps.texas.gov) with the THSSAA.