

# **ARIZONA CRIMINAL JUSTICE COMMISSION**

**FY 2011**

## **LIMITED COMPETITIVE GRANT ANNOUNCEMENT**

### **DRUG, GANG, AND VIOLENT CRIME CONTROL PROGRAM**

#### **Eligibility**

State, county, local, and tribal criminal justice agencies that meet the qualifications are eligible to apply.

#### **Deadline**

All applications are due by 3:00 p.m. on Friday April 9, 2010.

#### **For Assistance**

If you have any questions about this grant solicitation or the grant management system (GMS), contact Carter Sieber, Grant Coordinator, at (602) 364-1168, Tony Vidale, Program Manager, at (602) 364-1155, or e-mail [dcadmin@azcjc.gov](mailto:dcadmin@azcjc.gov).

**Arizona Criminal Justice Commission  
1110 W. Washington St., Suite 230  
Phoenix, AZ 85007  
Office: (602) 364-1146  
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## **ABOUT THE DRUG, GANG, AND VIOLENT CRIME CONTROL PROGRAM (DC)**

The Drug, Gang, and Violent Crime Control Program (DC) allows state, county, local and tribal governments to support activities that combat drugs, gangs, and violent crime. The DC program provides funding to support the components of a statewide, systemwide enhanced drug, gang, and violent crime control program as stated in the [2008-2011 Arizona Drug, Gang, and Violent Crime Control Strategy](#).

The Edward Byrne Memorial Justice Assistance Grant (Byrne/JAG) funds awarded to Arizona by the United States Department of Justice, Bureau of Justice Assistance (DOJ/BJA) continue to support program activities according to identified program priorities. The JAG program provides states, tribes, and local governments with critical funding necessary to support a range of program areas including law enforcement, prosecution and court, prevention and education, corrections and community corrections, drug treatment and enforcement, planning, evaluation, and technology improvement, and crime victim and witness initiatives.

This limited announcement makes funds available for projects under **priority #5 only**. **(Priorities are listed under the Program Strategy section of this announcement).**

## **INTRODUCTION**

The Arizona Criminal Justice Commission (ACJC) is publishing this notice to announce the availability of funds for the Drug, Gang, and Violent Crime Control Program (DC) to be distributed during FY 2011. Arizona prioritizes the use of these funds for the support of multi-agency, multi-jurisdictional drug, gang, and violent crime task forces, tandem prosecution projects, and projects that support these efforts, such as drug adjudication, drug forensic analysis activities, drug/community corrections, proven drug treatment in correctional facilities, and drug education/prevention projects. In addition, funds may also support eligible projects that reduce crime by enhancing the investigation and prosecution of criminals and improving the effectiveness and efficiency of the criminal justice system.

Drug, gang, and violent crime enforcement efforts must frequently cross jurisdictional boundaries in order to arrest, prosecute, and sentence criminals. ACJC supports improvement in the effectiveness of collaborative law enforcement by leveraging federal funds to reduce drug trafficking, drug-related violent crime, and criminal street gang activities throughout Arizona. Further, ACJC strongly encourages agencies to coordinate efforts with other projects or initiatives such as the direct local agency Byrne/JAG funds, methamphetamine interdiction, Homeland Security programs, and High Intensity Drug Trafficking Area (HIDTA) activities.

Agencies that previously have not received funding under the DC program are encouraged to apply. Agencies within jurisdictions that receive a direct Byrne/JAG award from DOJ/BJA remain eligible to apply for DC program funds.

## **PROGRAM STRATEGY**

This program is designed to implement projects identified in the [2008-2011 Arizona Drug, Gang, and Violent Crime Control Strategy](#), approved by the Arizona Criminal Justice Commission and submitted to the BJA. In 2009, the Arizona Criminal Justice Commission approved an expansion of the JAG purpose areas, to include priority 5 projects.

## LIMITED ANNOUNCEMENT - PRIORITY #5 PROJECTS

**\*Note\*** This is a limited announcement for projects under priority #5. Funding for priority 1 and 3 projects will be recommended under a separate grant renewal process. Priority 2 and 4 projects are funded under another grant program.

The Arizona Criminal Justice Commission has approved the use of DC funding to projects pursuant to the Arizona Revised Statutes §41-2402 and the Department of Justice Reauthorization Act of 2005, 42 U.S.C. 3750 et seq., Section 500. The following priority areas are:

Priority #1 Multi-agency, multi-jurisdictional drug, gang and violent crime task forces their tandem prosecution projects and statewide civil forfeiture efforts

Priority #2 Criminal justice records improvement and information sharing projects

Priority #3 Adjudication, forensic drug analysis, drug offender correction/community corrections projects, and drug treatment in correctional facilities

Priority #4 Drug prevention and education projects

**Priority #5 Other project areas eligible for funding under the federal Byrne Justice Assistance Grant** - State and local initiatives including technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, as well as criminal justice-related research and evaluation activities that will enhance:

- Law enforcement
- Prosecution and court programs
- Prevention and education programs
- Corrections and community corrections programs
- Drug treatment and enforcement programs
- Planning, evaluation, technology improvement programs
- Crime victim and witness programs (other than compensation)

## FUNDING

The Commission will make funds available for multiple grants to be allocated directly to state, county, local, and tribal criminal justice agencies for projects that will achieve the goals of the DC program within ***Priority #5: Other project areas eligible for funding under the federal Byrne Justice Assistance Grant.*** At this time, the funding level for the FY11 DC Grant program has not been determined.

All applicants must certify that required matching funds up to 25 percent are available at time of application. The Commission will determine the necessity of matching funds based on program need.

All projects funded under this program will be for twelve (12) consecutive months starting July 1, 2010 and ending June 30, 2011.

## ALLOWABLE COSTS

Funds may not be available in future years; therefore, when requests are made to fund personnel or other ongoing activities or costs, applicants are strongly encouraged to identify future potential funding sources in the Project Summary section of the application. In addition, applicants should have a sustainability plan to ensure the program is ongoing beyond the funding availability.

Eligible expenses include personnel, employee related expenses (ERE), overtime, travel, operating costs, and costs related to contractual or consulting services. Equipment associated with project activities may be awarded on a limited basis if funding is available.

## RESTRICTIONS ON USE OF FUNDS

DC program funds cannot be used directly or indirectly for security enhancements or equipment to nongovernmental criminal justice/public safety entities. Indirect costs, not limited to expenses such as accounting, payroll, data processing, purchasing, personnel, and building use, may not be requested through this grant program.

In addition, the following items are restricted:

- Vehicles, vessels, or aircraft<sup>1</sup>
- Luxury items
- Real estate
- Construction projects

Funding may not be used to request positions for federal participating agencies.

Non-Supplanting:

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the [OJP Financial Guide](#) (Part II, Chapter 3). Additional information may be found in the [Guidelines regarding supplanting](#).

## SPECIAL REQUIREMENTS

If the applicant's jurisdiction is awarded funds it must comply with the following Uniform Administrative Requirements and Cost Principles as indicated in the table below.

| Administrative Requirements |  |
|-----------------------------|--|
| OMB Circular A-102          | Grants and Cooperative Agreements With State and Local Governments   |
| 2 CFR Part 215              | Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals and Other Non-Profit Organizations (28 CFR Part 70) <b>(formerly known as OMB Circular A-110)</b> |
| Cost Principles             |  |
| 2 CFR Part 220              | Cost Principles for Educational Institutions"(codified at 28 CFR Part 66, by reference) <b>(formerly known as OMB Circular A-21)</b>   |
| 2 CFR Part 225              | Cost Principles for State, Local, and Indian Tribal Governments (28 CFR Part 66, by reference) <b>(formerly known as OMB Circular A-87)</b>  |
| 2 CFR Part 230              | Cost Principles for Non-Profit Organizations <b>(formerly known as OMB Circular A-122)</b>   |
| Audit Requirements          |  |
| OMB Circular A-133          | Audits of States, Local Governments, and Non-Profit Organizations (28 CFR Parts 66 and 70)   |

<http://www.ojp.gov/financialguide/part1/part1chap2.htm>

<sup>1</sup> Vehicle, vessels, or aircraft may be exempt as long as they are for the direct use of the drug task force. These items may require Commission and/or DOJ/BJA approval prior to encumbrance.

#### A-133 Audit or Single Audit:

To meet federal audit requirements, one copy of the most recently completed financial audit must be attached (uploaded) at the time of the application. If your agency does not have a current audit completed for the period ending June 30, 2009, the written correspondence requesting an extension to the federal cognizant oversight agency must be attached (uploaded) with the application. The correspondence must indicate the timeframe for completion and/or requested extension date.

#### Program Income:

Program income generated through anti-racketeering forfeiture activities as a result of Drug, Gang, and Violent Crime Control (DC) program's Byrne/JAG federal funds must be spent on DC related activities and expended prior to the receipt of any federal funds.

#### Other Funding Sources:

Applicants will be required to disclose all other funding sources that will be used to enhance your project. The sources and amount of funds should be identified in the **Funding Disclosure Worksheet** and a statement of how the funds will enhance your project should be included in the Project Summary section.

#### Sustainability Plan:

Within the Project Summary section, applicants should identify future potential funding sources to ensure the program is ongoing beyond the funding availability.

#### U.S. General Service Administration (GSA) Excluded Parties Listing Service:

If the applicant's jurisdiction is awarded funds, it must agree not to do business with any individual, agency, company or corporation listed in the U.S. General Service Administration (GSA) Excluded Parties Listing Service.

#### Confidential Funds Certification:

If utilizing Confidential Funds, a Certification of knowledge and adherence to the Office of Justice Programs (OJP) Financial Guide *Chapter 8: Confidential Funds* must be signed by the Project Official, and submitted as an attachment at time of application. The **Confidential Funds Certification** form is available via ACJC's web site:

<http://72.32.210.188/Byrne/ReportingForms.asp>.

#### Byrne/JAG Formula Local Application:

If applicable, a copy of the local Byrne/JAG application submitted by your unit of local government to the DOJ/BJA under the 40 percent direct local funding solicitation **must** be submitted to the ACJC Program Manager by e-mail to: [dcadmin@azcjc.gov](mailto:dcadmin@azcjc.gov) or at the address below within seven (7) calendar days from the local jurisdiction's online application date to the DOJ/BJA.

Arizona Criminal Justice Commission  
Attn: Tony Vidale, Program Manager  
1110 W. Washington Street, Suite 230  
Phoenix, Arizona 85007

## **REPORTING REQUIREMENTS**

Monthly financial reports Grantees are required to submit monthly financial reports for expenditure reimbursement.

Quarterly activity reports Grantees are required to report on progress towards the goals and objectives identified in their grant application. As well as other reporting requirements, grantees are

expected to cooperate fully in any national evaluation efforts required by the federal government.

## **SCORING PROCESS**

Each grant application will be scored by a team of qualified individuals based on the scorecard on page 8. The [\*2008 – 2011 Arizona Drug, Gang, and Violent Crime Control Strategy\*](#), as amended, will provide further guidance to application reviewers.

ACJC staff will prepare a proposed allocation plan based upon the results of the scored grant applications, and present the proposed allocation plan to the Drug, Gang, and Violent Crime Committee of the Commission for review. The Committee will present a recommendation regarding the allocation plan to the Criminal Justice Commission for review and final action. The proposed allocation plan will be made available to applicants five (5) days prior to the funding meeting. Funds will be disbursed to agencies in accordance with the Commission's final approved allocation plan for the grant period of July 1, 2010 through June 30, 2011.

Staff may provide additional information to assist the Commission in making funding decisions. This information may include but is not limited to past performance including achievement of past goals and objectives or outcomes, and financial and/or programmatic monitoring deficiencies. Applications will be scored using the scorecard included in this announcement.

New applicants are those who do not have a documented award history with ACJC and may provide at least one year of prior grant performance history to obtain points in the Administrative History category, for a maximum total of 1,000 points. Prior grant performance history documentation should be uploaded for review along with the application.

Acceptable prior grant performance history can be one or all of the following:

- a letter of past performance signed by an agency head
- programmatic monitoring summary and/or corrective action report
- financial monitoring summary and/or corrective action report
- other documentation supporting the achievement/success of a project

Please note: a scored application does not guarantee an award.

## APPLICATION CHECKLIST

\_\_\_ A-133 Audit (submit as attachment)

\_\_\_ Application submitted via GMS

<http://72.32.210.188/grants/GMS2/Login.aspx>

\_\_\_ Sustainability Plan (included in Project Summary section)

\_\_\_ Funding Disclosure Worksheet (submit as attachment)

\_\_\_ Confidential Funds Certification (submit as attachment)

\_\_\_ Byrne/JAG Formula Local Application (if applicable, submit as attachment or email to [dcadmin@azcjc.gov](mailto:dcadmin@azcjc.gov))

## Scorecard - Drug, Gang, and Violent Crime Control Grant Application

1. Is the project eligible under the *Arizona Drug, Gang and Violent Crime Control Strategy*? **Yes/No**
2. Was the application received on time? **Yes/No**

If the answer to either question is "No," the application is disqualified and should not be scored.

| Category               | Description   | Maximum Score |
|------------------------|---|---------------|
| Submission             | All application information is complete and accurate. <ul style="list-style-type: none"> <li>• Application is complete and accurate</li> <li>• A-133 Audit or Budget Extension Letter</li> <li>• Funding Disclosure Worksheet</li> <li>• Sustainability Plan</li> <li>• Certification (Signed)</li> </ul>   | 55            |
| Problem Statement      | The problem statement identifies the need for services in the community and is supported by statistical data. <ul style="list-style-type: none"> <li>• Problems are clearly stated</li> <li>• Problems are evidenced with statistics</li> <li>• Problems align with the strategy</li> <li>• Problem causes are identified</li> </ul>  | 200           |
| Project Summary        | Project summary describes project to be supported. <ul style="list-style-type: none"> <li>• Summary addresses the problems stated</li> <li>• Summary describes agency's activities</li> <li>• Summary includes networking with agencies</li> <li>• Summary is realistic and achievable</li> <li>• Includes sustainability plan</li> </ul>   | 200           |
| Collaboration Efforts  | The project collaborates with other criminal justice agencies and community organizations. <ul style="list-style-type: none"> <li>• Public and community agencies are listed</li> <li>• Detailed collaboration described</li> </ul>   | 100           |
| Goals And Objectives   | Goals and objectives identify intended project accomplishments. <ul style="list-style-type: none"> <li>• Goals are overarching and reasonable</li> <li>• Goals relate to the problems identified</li> <li>• Objectives are reasonable and achievable</li> <li>• Objectives relate to solution activities</li> <li>• Measures are appropriate and collectible</li> </ul>   | 125           |
| Evaluation Plan        | Performance measures are identified and are appropriate. <ul style="list-style-type: none"> <li>• Data collection methodologies clearly defined</li> <li>• Measures are appropriate and collectible</li> <li>• Resolution Plan/Process</li> </ul>   | 130           |
| Budget                 | <ul style="list-style-type: none"> <li>• Budget costs are reasonable and allowable</li> <li>• Narrative description is complete</li> <li>• Matching funds are included</li> </ul>   | 100           |
| Internal Controls      | <ul style="list-style-type: none"> <li>• Applicant demonstrates Adequate internal control</li> </ul>  | 50            |
| Administrative History | Projects previously funded have met the requirements of the grant including timely, accurate submission of reports and no reportable deficiencies during monitoring reviews. <ul style="list-style-type: none"> <li>• Activity reporting</li> <li>• Financial reporting</li> <li>• Programmatic reportable deficiencies</li> <li>• Financial reportable deficiencies</li> </ul> *New applicants may submit proof of prior performance | 40            |
| Total:                 |   | 1000          |

## **REQUEST FOR MODIFICATION OF RECOMMENDED ALLOCATION PLAN**

Pursuant to R10-4-405 Drug and Gang Enforcement Account Grants Request for Modification of Recommended Allocation Plan, if an applicant disagrees with the recommended funding allocation, the applicant may verbally appeal to the Committee. The Committee shall consider the request for modification before forwarding the recommended allocation plan to the Commission for action.

If the applicant disagrees with the decision of the Committee, the applicant may verbally request that the Commission modify the recommended allocation plan. The Commission shall consider the request for modification when making a final decision to award or deny a grant. The Commission's decision is final.