

ARIZONA CRIMINAL JUSTICE COMMISSION

FY 2011 LIMITED COMPETITIVE GRANT APPLICATION INSTRUCTIONS

DRUG, GANG, AND VIOLENT CRIME CONTROL PROGRAM

For Assistance

If you have any questions about the grant instructions or the grant management system (GMS), contact Carter Sieber, Grant Coordinator, at (602) 364-1168, Tony Vidale, Program Manager, at (602) 364-1155.

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Introduction

The Arizona Criminal Justice Commission (ACJC) has developed these instructions to assist you with your application submission for the FY 2011 Drug, Gang, and Violent Crime Control (DC) Limited Competitive Grant application.

Funding Priority

Only priority #5 projects will be considered for funding. Please review the Drug, Gang, and Violent Crime Control Limited Competitive Grant Announcement to ensure your project meets the necessary eligibility requirements.

Assistance and Resources

ACJC staff is able to provide assistance regarding the application submission through ACJC's Grant Management System (GMS). During the open solicitation period, staff cannot advise applicants on proposed projects. Detailed instructions on the use of GMS are available at http://72.32.210.188/grants/GMS2/Documentation/ACJC_GMS_Manual.pdf. Access to the GMS is available at <http://72.32.210.188/Grants/GMSIndex.asp>. In addition, application content guidance is found in the grant announcement and the [Grant Writing training manual](#) available on ACJC's web site.

Application Tips

When completing your application:

- Complete text responses in a Word document; then copy and paste them into the GMS application.
- Check the spelling and grammar on each response.
- Sustainability plan should be addressed within the Project Summary section of the application.
- Save your application frequently.
- Fields in the Grant Management System (GMS) with a red flag next to them are required for successful submission of the application.
- Use the checklist in the Grant Announcement to make sure all required documents are submitted.

Performance Measures

Performance measures are used to monitor the performance of program activities. Determining appropriate measures should include:

- Tying measures directly to project objectives
- Making sure data is reliable and collectible
- Multiple measures to reflect project performance.
- The application should contain enough performance measures to address objectives and goals of the project adequately.

Collect the necessary data to measure the objective, especially to compare one year to another and verify percentages. Data gathered will be used to formulate program improvements and used for reporting on progress to ACJC during the grant period.

The Bureau of Justice Assistance (BJA) requires performance measures that meet with the Government Performance and Results Act (GPRA). Performance measures for the JAG program may be found through BJA: http://www.ojp.usdoj.gov/BJA/grant/JAG_Measures.pdf.

Confidential Funds

If your project uses confidential funds, a **Confidential Funds Certification** signed by the Project Official **MUST** be attached (uploaded) with your application.

Attachments

Document Attachments (uploads)

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.

Funding Disclosure Worksheet

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. If your agency has applied for funds but the status of the request is unknown, indicate with a "P" in the bottom box indicating the request is pending. The Funding Disclosure Worksheet is available in the Grant Resources link via ACJC's web site: <http://72.32.210.188/Grants/>. There is a "Downloads" section under the Drug and Gang program.

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>.

How to attach (upload) a document into GMS

In the *Attachments* tab in GMS (see Tabs example), you may attach (upload) documents to accompany your application.

Tabs Example:

[General Information](#) > [Project Narrative](#) > [Goals and Objectives](#) > [Budget](#) > [Administration](#) > [Attachments](#)
> [Special Conditions](#)

Click the **Browse...** button to navigate to the document you wish to attach/upload. Once you have selected the document, click **Upload Selected File**.

Your document will be attached (you will see it just below the **Browse...** button) and you will be returned to the Attachments tab where you may repeat the process for additional documents to attach/upload.

Remember to save the page by clicking the **Save** button on the right of the screen.