

ARIZONA CRIMINAL JUSTICE COMMISSION

FY 2012 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 8, 2011.

For Assistance

If you have any questions about this grant solicitation or are having difficulties with the grant management system, contact Keri Raichert, Grant Coordinator, at (602) 364-1168, Tony Vidale, Program Manager, at (602) 364-1155 or e-mail ACJC at dcadmin@azcjc.gov.

**Arizona Criminal Justice Commission
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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, system-wide 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 along with state Drug and Gang Enforcement Account (DEA) funds established under A.R.S. §41-2402. The Byrne/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.

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 2012. Arizona prioritizes the use of these funds for the support of multi-agency, multijurisdictional 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. Priority #1 and select Priority #3 projects will receive preference in providing award recommendations under this grant announcement.

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 state and 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.

***NOTE*: DUE TO LIMITED RESOURCES AS A RESULT OF SEVERE BUDGET CUTS, THE FOLLOWING CORE PROJECTS WILL RECEIVE PREFERENCE FOR AWARD RECOMMENDATION:**

- Priority #1:**
- **Multi-agency, multi-jurisdictional drug, gang and violent crime task forces (*Apprehension*)**
 - **Prosecution projects working in tandem with drug, gang and violent crime task forces (*Prosecution*)**
 - **Statewide civil forfeiture efforts (*Prosecution, Statewide Forfeiture*)**
- Priority #3:**
- **Forensic Drug Analysis Projects (*Forensics*)**
 - **Adjudication Projects (*Adjudication*)**

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 forces¹, their tandem prosecution projects and statewide civil forfeiture efforts

Project Activities:

- Projects that encourage collaborative investigation, interdicts and apprehends drug, gang, and associated violent crimes by law enforcement personnel.
- Prosecution activities that, in addition to serving as direct support to the task force, effectively prosecute drug, gang, and associated violent crime.
- Civil asset forfeiture activities that enhance the investigation and identification of money laundering operations related to drug, associated gang and violent criminal activities.

The DOJ/BJA has identified critical components that ensure successful multi-agency, multi-jurisdictional task forces:

- Written interagency agreements establishing guidelines;
- Prosecutor involvement;
- Computerized information/intelligence sharing;
- Communication among task force members;
- Coordination of effort;
- Experienced leadership;
- Effective asset seizure and forfeiture activities;
- Commitment to long-term funding;
- Clearly formulated goals, objectives, and performance measures;
- Collection of data, monitoring, and evaluation; and
- Technical assistance and training programs that draw on the experiences of more seasoned task force supervisors' expertise.

¹ A multi-agency, multi-jurisdictional task force is defined as a formal arrangement involving three or more law enforcement agencies along with at least one prosecutorial agency to work, investigate, interdict and prosecute collaboratively on drug, gang, and related violent crime activities. Cross jurisdictional boundaries are encouraged, such as intrastate, interstate, and international.

Of these components, open and clear communication with task force participants and outside agencies, such as prosecutorial and tribal government agencies, is encouraged to ensure any and all key information and knowledge is disseminated to ensure the success of the program in the eradication of drugs, gangs, and related violent crimes within Arizona.

Priority #2 Criminal justice records improvement and information sharing projects

***NOTE*: THIS GRANT ANNOUNCEMENT IS NOT SOLICITING PRIORITY AREA #2 PROJECT PROPOSALS. THIS PRIORITY AREA IS INCLUDED IN THE GERALD HARDT MEMORIAL CRIMINAL JUSTICE RECORDS IMPROVEMENT GRANT PROGRAM ANNOUNCEMENT.**

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

Project Activities:

- Court delay reduction programs through the enhancement of court processes including the appointment of judges pro tempore and additional clerical support.
- Pretrial/Probation drug testing programs and related improvements.
- Enhancement to forensic laboratories that serve as support to the task forces and prosecution for increased processing of drug analyses and the reduction of backlog cases.
- Enhance public correctional resources and improve the correction system for drug, gang and related violent offenders. Provide proven drug treatment programs within the jails and correctional institutions.

Priority #4 Drug prevention and education projects

Project Activities:

- Proven substance abuse education and prevention programs where law enforcement personnel are involved.
- Community-based substance abuse prevention education programs that focus on the substance abuse problems presented or disseminated by criminal justice agencies.

Priority #5 Other project areas eligible for funding under the federal Byrne Justice Assistance Grant

***NOTE*: THIS GRANT ANNOUNCEMENT IS NOT SOLICITING PRIORITY AREA #5 PROJECT PROPOSALS. A SEPARATE GRANT ANNOUNCEMENT WILL BE RELEASED IF FUNDING BECOMES AVAILABLE FOR THIS PRIORITY AREA.**

Project Activities:

- State and local initiatives, 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. As noted above, Priority #1 and select Priority #3 projects will receive preference in providing award recommendations. At this time, the funding level for the FY12 DC Grant program has not been determined.

Matching funds up to 25 percent may be required. The Commission will determine the necessity of matching funds based on program need at the Commission meeting scheduled on March 24, 2011. Applicants selected for an award will be notified as to the level of match funding on May 20, 2011.

All projects funded under this program will be for twelve (12) consecutive months starting July 1, 2011 and ending June 30, 2012. The Commission may choose to renew a grant for up to an additional year at the same funding level if the funds are available.

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.

Priority in budget allocation will be given to budget categories of personnel salaries, employer related expenses (ERE) or fringe benefits and overtime to further support the activities in the reduction of drug, gang, and violent crimes throughout Arizona.

RESTRICTIONS ON USE OF FUNDS

DC program funds cannot be used directly or indirectly for security enhancements or equipment to non-governmental 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 aircraft²
- Luxury items

² 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.

- Real estate
- Construction projects

Funding may not be used to request positions for participating federal 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 [ACJC Grant Management Resource Manual](#).

SPECIAL REQUIREMENTS

Uniform Administrative Requirements and Cost Principles:

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" (codified at 28 Code of Federal Regulations (CFR) Part 70) (formerly known as OMB Circular A-110)
Cost Principles	
2 CFR Part 220	"Cost Principles for Educational Institutions"(codified at 28 CFR Part 66, by reference) (formerly known as OMB Circular A-21)
2 CFR Part 225	"Cost Principles for State, Local, and Indian Tribal Governments" (codified at 28 CFR Part 66, by reference) (formerly known as OMB Circular A-87)
2 CFR Part 230	"Cost Principles for Non-Profit Organizations" (formerly known as OMB Circular A-122)
Audit Requirements	
OMB Circular A-133	"Audits of States, Local Governments, and Non-Profit Organizations" (codified at 28 CFR Parts 66 and 70).

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

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, 2010, 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 though 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 **DGVCC FY12 Budget Worksheet** and a statement of how the funds will enhance your project should be included in the Project Summary section. **The DGVCC FY12 Budget Worksheet** will be available on the ACJC web site.

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.

Participation/Collaboration Letters (Priority Area 1 – Task Force Applicants only):

Participation/collaboration letters or documents signed by the Authorized Official of the participating agencies indicating their intent to **participate fully** (staff assignment, office space, etc.) in the project are required to be uploaded with the application. Please note: letters of participation from the Arizona Department of Public Safety are sent directly to the Arizona Criminal Justice Commission, therefore, uploading this letter is an exception.

Task Force Training (Priority Area 1 – Task Force Applicants only):

If the applicant is awarded funds under the Priority 1: Task Force project area, it must agree that within 120 days of award acceptance, each member of a the task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete a required online (internet-based) task force training. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership (www.ctfli.org). All current and new task force members are required to complete this training once during the life of the award, or once every four years if multiple awards include this requirement.

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://www.azcjc.gov/ACJC.Web/pubs/ConfidentialFundsCertification.pdf>.

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 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.

Detailed information on data variables **for core project areas** that successful applicants will be required to report, can be accessed by clicking on the links below:

Programmatic Reporting Requirements: Priority 1 Projects

- Multi-agency, multi-jurisdictional drug, gang and violent crime task forces: http://www.azcjc.gov/ACJC.Web/pubs/FY12_ByrneJAG_Report_Form_-_Task_Force.xlsx
- Prosecution projects working in tandem with drug, gang and violent crime task forces: http://www.azcjc.gov/ACJC.Web/pubs/FY12_ByrneJAG_Report_Form_-_Tandem_Prosecution.xlsx
- Statewide civil forfeiture projects: http://www.azcjc.gov/ACJC.Web/pubs/FY12_ByrneJAG_Report_Form_-_AG_Forfeiture.xlsx

Programmatic Reporting Requirements: Priority 3 Projects

- Forensic drug analysis projects: http://www.azcjc.gov/ACJC.Web/pubs/FY12_ByrneJAG_Report_Form_-_Forensic_Task_Force_Support.xlsx
- Adjudication projects: http://www.azcjc.gov/ACJC.Web/pubs/FY12_ByrneJAG_Report_Form_-_Adjudication.xlsx

As well as any 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 11. 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 Arizona 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, 2011 through June 30, 2012.

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

- Application submitted via GMS:**
<http://72.32.210.188/GMS2/Login.aspx>

- A-133 Audit (submit as attachment)**

- Sustainability Plan (included in Project Summary section)**

- DGVCC FY12 Budget Worksheet (submit as attachment)**

- Confidential Funds Certification (if applicable, submit as attachment)**

- Participation/Collaboration Letters (Priority Area 1 – Task Force applicants only, submit as attachment)**

- Byrne/JAG Formula Local Application (if applicable, submit as an attachment or e-mail to 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.

Scorecard			
Category	Description	Valuation	Maximum Possible Score
Submission	All application information is complete and accurate. <ul style="list-style-type: none"> • Application is complete and accurate • A-133 Audit or Budget Extension Letter • Funding Disclosure Worksheet • Sustainability Plan • Certification (Signed) • Participation/Collaboration Letters (task force only) 	Factual	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"> • Problems are clearly stated • Problems are evidenced with statistics • Problems align with the strategy • Problem causes are identified 	Judgment	200
Project Summary	Project summary describes project to be supported. <ul style="list-style-type: none"> • Summary addresses the problems stated • Summary describes agency's activities • Summary includes networking with agencies • Summary is realistic and achievable • Includes sustainability plan 	Judgment	200
Collaboration Efforts	The project collaborates with other criminal justice agencies and community organizations. <ul style="list-style-type: none"> • Public and community agencies are listed • Detailed collaboration described 	Judgment	100
Goals And Objectives	Goals and objectives identify intended project accomplishments. <ul style="list-style-type: none"> • Goals are overarching and reasonable • Goals relate to the problems identified • Objectives are reasonable and achievable • Objectives are a logical connect to goals • Measures are appropriate and collectable 	Judgment	125
Evaluation Plan	Performance Measures are identified and are appropriate. <ul style="list-style-type: none"> • Data collection methodologies clearly defined • Measures are appropriate and collectable • Resolution Plan/Process 	Factual	130
Budget	<ul style="list-style-type: none"> • Budget costs are reasonable and allowable • Narrative description is complete • Matching funds are included, if applicable 	Factual and Judgment	100
Internal Controls	<ul style="list-style-type: none"> • Applicant demonstrates adequate internal controls 	Judgment	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"> • Activity reporting • Financial reporting • Programmatic reportable deficiencies • Financial reportable deficiencies *New applicants may submit proof of prior performance	Factual	40
Total:			1,000

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.

APPLICATION PROCESS

The grant application for FY2012 must be completed and submitted using the ACJC Grant Management System (GMS). Detailed application instructions including information on how to access the GMS, will be available at www.azcjc.gov in the GRANTS/Grant Resources/Drug, Gang and Violent Crime Control Program section of the web site.

Paper or emailed applications will not be accepted. All applications and attachments must be submitted through the ACJC Grant Management System.

The application must be successfully submitted to the GMS no later than 3:00 p.m. on Friday, April 8, 2011. Late applications will not be accepted by the GMS or be considered by ACJC.

Funding recommendations will be presented for the Commission's approval at the meeting scheduled on Thursday, May 19, 2011. If approved, a list of funded programs will be posted on the ACJC web site no later than Friday, May 27, 2011.