



# ARIZONA DEPARTMENT OF PUBLIC SAFETY

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*"Courteous Vigilance"*

JANICE K. BREWER ROBERT C. HALLIDAY  
Governor Director

November 22, 2011

John A. Blackburn Jr.  
Executive Director  
AZ Criminal Justice Commission  
1110 W. Washington Ste#230  
Phoenix, AZ 85007

Dear Director Blackburn:

Attached are the guidelines the Department of Public Safety has established to administer the award of CJEF funds distributed under ASRS§41-2401 D.6.a. These guidelines are submitted for Arizona Criminal Justice Commission approval pursuant the authority established under ASRS§41-2405.

The Department of Public Safety has not awarded funding pursuant to this legislation since FY06. We have not done so based on our assessment that insufficient funding was available to justify a process. Over the past several years, this fund has absorbed numerous legislative fund sweeps and annual appropriations in support of sections b. (Support of the Automated Fingerprint Identification System) and c. (Operational Costs of the Criminal Justice Information System) of ASRS§41-2401 D.6.

As we begin FY12, the fund has a balance of approximately \$372,000 and projections indicate we should receive new revenues totaling \$2,954,300. That would result in \$3,326,300 in available funding. In FY12, the fund must support sweeps totaling \$468,200 and legislative appropriations totaling \$2,952,200. This puts total obligations of the fund at \$3,420,400 and would result in a projected shortfall of \$94,100. Needless to say, we do not plan to solicit applications for funding in FY12.

If you have any suggestions regarding our proposed guidelines or need any additional information concerning fund activity, please contact me at 602.223.2480 or via email at [cleblanc@azdps.gov](mailto:cleblanc@azdps.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "C. LeBlanc".

Chuck LeBlanc  
Financial Services Manager

# **DPS CJEF GRANT APPLICATION GUIDELINES**

## **Introduction**

The Criminal Justice Enhancement Fund (CJEF) is established by A.R.S. 41-2401. The Department of Public Safety (DPS) may receive an allocation of CJEF to distribute among state and local law enforcement authorities for the purpose of enhancing projects designed to prevent residential and commercial burglaries, control street crime, including the activities of criminal street gangs, and locate missing children. (A.R.S. 41-2401.D).

All state, county, tribal and local law enforcement agencies, which employ Arizona Peace Officer Standards and Training (POST) board, certified officers are eligible to apply for CJEF funds.

DPS will determine when sufficient funds are available in the fund to warrant an application process.

## **Project Eligibility**

**CJEF funds are to be used for projects. *They are not intended to be used for the nonspecific purchase of equipment or overtime. "Upgrades" of equipment utilized in normal operations (such as radio consoles or towers) are not recognized as "enhancements"*.**

To be eligible for CJEF funding, a project must be designed to do one, or more, of the following:

- Prevent Residential and/or Commercial Burglaries
- Control Street Crime (including the activities of criminal street gangs)
- Locate Missing Children

## **Multiple Agency/Task Force Applications:**

Multi-agency or task force projects are eligible for CJEF funding. However, one agency must be designated as the lead agency for purposes of applying for the CJEF grant and administering the funds.

## **Funding Guidelines**

Most expenses incurred in support of a project that meets the criteria set forth in A.R.S. 41-2401 are eligible for funding. Examples of items that have been funded in the past include:

- Body bugs, surveillance cameras, video/audio camera equipment, digital cameras
- Night vision equipment
- Portable alarm systems, motion/voice activated alarm systems
- Overtime and ERE (Project Specific)
- Printing costs associated with public education and information
- Supplies in support of neighborhood watch programs and child identification programs
- Laptops, computers, software and printers
- Power point presentation equipment, projectors, screens, TV/DVD equipment
- Patrol bicycles and related equipment
- Radios

Items not eligible for funding include:

- Indirect/administrative costs
- Vehicles
- Salaries/ERE
- Uniforms
- Training

Individual grant awards will not exceed \$50,000.00 per project and this funding cannot be used to supplant other available funding.

## **Application Cycle:**

The application cycle for these grants normally begins in January, with an application deadline in March. Contracts resulting from an award process will begin the following July 1<sup>st</sup>.

Announcement of an open application process will be made to all eligible law enforcement agencies in the State.

## **Application Format:**

All applications must be submitted in the following format and must be limited to no more than ten (10), double-spaced pages, including attachments.

1. **AGENCY:** *Requesting agency name & address*
2. **AGENCY HEAD:** *Name and title of individual in charge of the requesting agency, i.e., Director, Chief, Sheriff.*
3. **CONTACT NAME:** *Name and telephone number(s) of the individual designated as the Project Manager (an individual who has a working knowledge of the project).*
4. **PROJECT NAME:** *Name given to the project by the requesting agency.*
5. **CJEF PROJECT GOAL:** *Overall goal of this project, i.e., "prevent residential or commercial burglaries"; "control street crime"; or "locate missing children".*
6. **PROBLEM STATEMENT:** *Clearly define a problem to be addressed by the proposed project and how this problem is related to the CJEF goal identified in the application.*
7. **PROPOSED SOLUTION:** *Clearly outline the proposed project and its projected impact on the problem (stated above). Include the following:*
  - *how the project will be conducted,*
  - *how the project will help achieve the CJEF goal,*
  - *how CJEF monies will enhance the project,*
  - *what the requesting agency will contribute to the project (funding, staff, equipment etc).*
8. **OBJECTIVES TO BE ACHIEVED BY THE PROJECT:** *Identify expected results that are specific, measurable, time bound and are directed toward the fulfillment of a goal. Items listed here become the basis for reporting the projects impact on a quarterly basis. Include how the success of the project is to be evaluated.*
9. **BUDGET:** *Clearly outline how the grant funds will be expended. Provide as much detail as possible, i.e., overtime monies should include the number of hours and the rate of pay per hour.*

All applications must be accompanied by a signed letter of support from the **HEAD** of the requesting agency.

## **Multiple Grant Applications:**

Although submission of two or more applications/proposals by one agency for CJEF grants is acceptable, funding of more than one project per agency may not be possible based on the amount of funding available. If an agency submits more than one application in a funding cycle – the cover letter must prioritize the applications, i.e., list the projects in order of significance to the agency.

### **Proposal Scoring:**

The scoring range per section is 0 to 18 points. The sections are:

- **Problem Statement** - Does the application identify the problem adequately and does the problem fall under one or more of the CJEF statutory purposes?
- **Proposed Solution** - Does the application identify an adequate, realistic and attainable solution to the problem?
- **Objectives** - Does the application identify objectives that are specific, measurable and directed toward the fulfillment of the identified CJEF goal.
- **Budget** - Does the application identify planned expenditures and does it include adequate detail, i.e., ranking budget items by need and justification for each item requested?

In addition to the total score given to the proposals, the following factors will be considered in the final ranking of applications:

- The population of the jurisdiction.
- The previous funding levels for the agency.
- The felony violent crime per 1,000 population of the jurisdiction.

### **Evaluation Process:**

- All applications that were submitted timely are reviewed by staff to establish preliminary scores and funding recommendations
- All applications, along with preliminary scores and funding recommendations, are sent to each member of the CJEF Advisory Committee for review
- The CJEF Advisory Committee meets to agree on final scores and funding recommendations
- CJEF Advisory Committee funding recommendations are sent to the DPS Director for final approval

Applicant agencies will be notified 30-45 days after the award process close date.

**CJEF Advisory Committee:**

The committee is comprised of one Arizona County Sheriff and one Arizona Chief of Police and a DPS Executive Staff member.

**Reporting Requirements**

All grantees are required to submit quarterly financial and operational status reports throughout the term of their grant. The quarterly report forms are sent to all grantees during the last month of each quarter and are required to be returned within 30 days of the end of each quarter.

QUARTERLY CJEF FINANCIAL & OPERATIONAL REPORTS	
Forms Sent to Grantees	Reports Due at Grants Administration
September 15 <sup>th</sup>	October 30 <sup>th</sup>
December 15 <sup>th</sup>	January 30 <sup>th</sup>
March 15 <sup>th</sup>	April 30 <sup>th</sup>
June 15 <sup>th</sup>	July 30 <sup>th</sup>

**Budget Amendments:**

During the project, budget variances (modifications) may become necessary. These modifications must be consistent with the original intent of the grant project and must be approved in writing by the DPS Grants Administrator.

**Grant Extensions:**

The grant effective dates may be extended up to 360 days. Requests for extensions must be received **prior** to the end of the grant term. The request must list the causes for project delay and the measures to be implemented to ensure successful completion of the project. All project extensions must be approved in writing by the DPS Grants Administrator.

**Project Revenues:**

Monies generated by the grant project must be tracked and must be used to enhance the grant project. This revenue includes interest earned on CJEF monies, recovered CJEF currency, CJEF funded case expense reimbursements and proceeds from the liquidation of CJEF funded equipment that occur within the grant term.

Project revenue can be used to increase the budgeted amount for any approved expenditure or a budget variance can be requested to allow for the expenditure of these monies on unfunded items that would be consistent with the original intent of the project.

**Ending Balances:**

All unexpended monies, including unexpended revenue, i.e, interest earned, must be returned to DPS Grants Administration no later than 30 days after the end of the grant term.

**Procurement:**

CJEF monies are State of Arizona funds and are subject to the same accounting and expenditure restrictions as other public funds. CJEF monies should not be used to circumvent other city, county, or state regulations regarding the uses of public funds.

Equipment purchased with these funds becomes the property of the grantee at the conclusion of the project.

**Audit:**

All agencies receiving funds provided through the Criminal Justice Enhancement Fund (CJEF) program will maintain and account for monies in accordance with sound business practices and generally accepted accounting principles. All project files and associated documents may be audited by the Arizona Department of Public Safety with a 24-hour notice.

A representative of DPS may visit grantee agencies to review records for compliance with the terms of the inter-agency contract. If the audit reveals unauthorized expenditures, the grantee agency shall reimburse DPS for the unauthorized expenditures.

All documentation regarding CJEF monies must be made available to an authorized DPS representative upon request.

**Additional Information:**

Additional information concerning Criminal Justice Enhancement Funds can be obtained by contacting the DPS Grants Administrator at (602) 223-2480.