

TITLE 10. LAW

CHAPTER 4. ARIZONA CRIMINAL JUSTICE COMMISSION

ARTICLE 4. DRUG AND GANG ENFORCEMENT ACCOUNT GRANTS

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ARTICLE 4. DRUG AND GANG ENFORCEMENT ACCOUNT GRANTS

R10-4-401. Definitions

In this Article:

"A-133 audit report" means a report on an audit conducted in accordance with the standards for obtaining consistency and uniformity among federal agencies for the audit of non-federal entities expending federal awards established by the Office of Management and Budget in Circular A-133.

"Account" means the Drug and Gang Enforcement Account established by A.R.S. § 41-2402.

"Applicant" means an approved agency or task force that submits an application for a grant from the Account.

"Approved agency" means a unit of state, county, local, or tribal government working to accomplish one or more of the goals established at A.R.S. § 41-2402(A).

"Approved project" means a planned endeavor to accomplish one or more of the goals established at A.R.S. § 41-2402(A) for which a grant is made from the Account.

"Commission" means the Arizona Criminal Justice Commission established by A.R.S. § 41-2404.

"Committee" means the Drug, Gang, and Violent Crime Committee of the Commission.

"Host agency" means an approved agency that submits a grant application and required reports on behalf of a task force.

"Matching funds" means non-federal and non-Account money or program income that a grant recipient adds to a grant from the Account and spends to accomplish the goals of an approved project.

"Program income" means funds generated as a result of the activities funded by a grant from the Account.

"Task force" means multiple approved agencies from different jurisdictions that collaborate to accomplish multiple goals established at A.R.S. § 41-2402(A).

R10-4-402. General Information Regarding Grants

- A.** The Commission shall annually request grant applications and make grant awards of Account funds.
- B.** The Commission's ability to make grant awards is contingent upon the availability of Account funds.
- C.** The Commission shall publish its priorities for grant awards in a report of the state's strategy for combating drugs, gangs, and violent crime. This report also includes the plan approved by the federal government and referenced under A.R.S. § 41-2402(F).

- D.** The Commission shall make all information regarding grants, including the request for grant applications and application and report forms, available on its web site.
- E.** The Commission shall ensure that training regarding grant application procedures and grant management are made available to interested approved agencies.
- F.** The Commission shall provide oversight of all grants awarded, which may include conducting a financial review or audit of a grant recipient, to ensure that Account funds are expended in compliance with all terms of the grant agreement and all applicable state and federal laws.
- G.** The Commission shall require that a grant recipient provide matching funds in the amount specified in the request for grant applications.
- H.** The Commission shall not require a grant recipient to provide matching funds that exceed 25% of the total project budget.

R10-4-403. Grant Application

- A.** An approved agency or task force may submit an application for a grant from the Account. If application is made by a task force, members of the task force shall identify a host agency.
- B.** An applicant shall access, complete, and submit to the Commission the application form that is available on the Commission's web site. The applicant shall provide the following information:
 - 1. Title of the application and proposed project;
 - 2. Purpose specified in A.R.S. § 41-2402(A) that the proposed project will address;
 - 3. Statement of whether the application is a request to continue a previously approved project;
 - 4. Name and address of the applicant,
 - 5. List of member agencies of the task force if the applicant is a task force;
 - 6. Name of the individual authorized to submit the application;
 - 7. Name of the individual responsible for administering and supervising the proposed project;
 - 8. Statement of the mission of the proposed project;
 - 9. Statement of the problem addressed by the proposed project including data reflecting:
 - a. The scope of the problem, and
 - b. The absence or inadequacy of current resources to address the problem;
 - 10. Summary of the proposed project that explains how the proposed project seeks to address the problem identified;
 - 11. Description of collaborative efforts among law enforcement, prosecution, community organizations, social service agencies, and others that will be involved with the proposed project;
 - 12. Description of the methodology that will be used to evaluate the effectiveness of the proposed project;

13. Goals of the proposed project stating what the proposed project is intended to accomplish;
 14. Objectives that are specific, measurable, and directly correlated to the goals of the proposed project;
 15. Detailed budget that includes:
 - a. Total amount to be expended on the proposed project including both Account and matching funds;
 - b. Estimated amount to be expended for various allowable expenses and the manner in which the estimate was determined;
 - c. Sources of the required matching funds; and
 - d. Statement of whether Account funds received will be used as matching funds for another grant program and if so, the name of the grant program and funding agency;
 16. Date of the jurisdiction's current A-133 audit report;
 17. Description of the internal controls the applicant will use to ensure compliance with all terms of the grant agreement;
 18. Description of plan to sustain the project if Account funds are no longer available; and
 19. Signature of the individual identified in subsection (B)(6) certifying that the information presented is correct and that if a grant is received, the applicant will comply with the terms of the grant agreement and all applicable state and federal laws.
- C.** In addition to submitting the application form required under subsection (B), an applicant shall submit to the Commission:
1. A copy of the jurisdiction's current A-133 audit report or if the jurisdiction does not have a current A-133 audit report, a copy of all correspondence relating to an extension of time to have an audit completed;
 2. If the applicant is a task force, a letter on agency letterhead or another document from each member agency of the task force describing the manner in which the member intends to contribute to the proposed project; and
 3. If the applicant's jurisdiction applied directly for federal criminal justice grant funding, a copy of the application.

R10-4-404. Application Evaluation; Standards for Award

- A.** The Commission shall ensure that each application that is submitted timely and proposes a project eligible for funding from the Account is evaluated. After the applications are evaluated, the Committee shall forward a recommended allocation plan to the Commission. The Commission shall grant or deny funding within 90 days after the application deadline.

- B.** If the Commission determines that it needs additional information to facilitate its review of an application, the Commission shall:
 - 1. Request the additional information from the applicant, or
 - 2. Request the applicant to amend the application.
- C.** The Commission shall approve grant funding, in whole or in part, or deny funding using standards in the plan approved by the federal government and referenced under A.R.S. § 41-2402(F).
- D.** The standards referenced in subsection (C) include an assessment of whether the proposed project:
 - 1. Is directed toward a problem that is demonstrated by statistical data;
 - 2. Is designed to address the identified problem;
 - 3. Is a coordinated effort among multiple approved agencies;
 - 4. Has specific goals;
 - 5. Has measurable objectives that relate to the goals;
 - 6. Has appropriate methods for evaluating achievement of objectives;
 - 7. Has a reasonable budget of allowable expenses;
 - 8. Has identified the required matching funds;
 - 9. Has internal controls to monitor expenditure of Account funds; and
 - 10. If the program was previously funded, all grant requirements were met timely and there were no reportable deficiencies during monitoring reviews.

R10-4-405. Request for Modification of Recommended Allocation Plan

- A.** Commission staff shall provide an applicant with at least five days' notice of the Committee's recommended allocation plan and the date, time, and location of the meeting at which the Committee will make a decision about forwarding the recommended allocation plan to the Commission for its action.
- B.** If an applicant disagrees with the recommended allocation plan, the applicant may verbally request that the Committee modify the recommended allocation plan. The Committee shall consider the request for modification before forwarding the recommended allocation plan to the Commission.
- C.** Commission staff shall provide an applicant with at least five days' notice of the date, time, and location of the meeting at which the Commission will consider the recommended allocation plan.
- D.** If an applicant disagrees with the recommendation 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 of Account funds to the applicant. The Commission's decision is final.

R10-4-406. Required Reports

- A.** The Commission shall annually prepare and submit the report required under A.R.S. § 41-2405(A)(11) and the report required by the federal government regarding the current criminal justice grant program. The Commission shall use data submitted by grant recipients as specified in the recipient's grant agreement to prepare these reports.
- B.** A grant recipient shall submit to the Commission financial, activity, and progress reports documenting the activities supported by the Account funds. The grant recipient shall submit the reports as specified in the grant agreement. The specific reports required are determined by the nature of the proposed project. A grant recipient shall submit a required report by the 25th day following the end of the month or quarter in which the report is due.
- C.** The Commission shall not distribute Account funds to a grant recipient that fails to submit a required report within 60 days of its due date.
- D.** A grant recipient shall cooperate with and participate in all assessment, evaluation, or data collection efforts authorized by the Commission.
- E.** The Commission has the right to obtain, reproduce, publish, or use information provided in the required reports or assessment, evaluation, or data collection efforts. When in the best interest of the state, the Commission may authorize others to receive and use the information.