ARIZONA CRIMINAL JUSTICE COMMISSION

GRANT PROGRAM ANNOUNCEMENT

CRIME VICTIM ASSISTANCE PROGRAM

INTRODUCTION

The Arizona Criminal Justice Commission pursuant to A.R.S. § 41-2407, has authorized the distribution of Crime Victims Assistance funds through a competitive grant process. The Commission will make multiple awards for state fiscal year 2009 (July 1, 2008 – June 30, 2009). The amount of distribution will be $1.3 million in state dollars. The grant funds must be ***used to provide victim assistance services*** directly to crime victims in Arizona in compliance with Arizona Administrative Code (A.A.C.) R10-4-201 through R10-4-204 and Commission guidelines. In fiscal year 2008, 47 awards were made; 100% of the awards were for salary and fringe benefits for those providing direct services to crime victims. The average award was $27,800. The Application and detailed instructions will be available at www.azcjc.gov on **Monday, February 4th, 2008**. See the VICTIM SERVICES/Victim Assistance Program section of the web site for application information.

Proposals will be considered from public agencies, tribal agencies and private non-profit organizations. ***Due to funding limitations, each qualified agency may only submit one application for consideration. Agencies applying for funding to support multiple programs or projects must do so effectively within a single application.*** For non-profit organizations, two additional items must be submitted: 1) A copy of the IRS letter designating the organization as a 501(C)(3) non-profit, or if that is not available a copy of the organizations most recent IRS form 990; 2) A letter from the prosecutor's office or law enforcement agency approving the application.

ALLOWABLE COSTS

The Crime Victim Assistance program is established to ***provide effective victim assistance services*** to crime victims in Arizona. In accordance with A.A.C. R10-4-204, services eligible to receive funding are:

- Crisis intervention services for the urgent emotional or physical needs of crime victims, which may include a 24-hour hotline for counseling or referral for victims.
- Emergency services including:
  - a. Temporary shelter for victims who cannot safely remain in their current location;
  - b. Petty cash for immediate transportation, food, shelter, and other necessities; and
  - c. The temporary repair of locks and windows damaged as a result of a crime to prevent immediate, repeat burglary of a home or apartment.
- Support services including:
  - a. Follow-up counseling dealing with the victimization;
  - b. Assistance with other social service and criminal justice agencies;
  - c. Assistance obtaining the return of property kept as evidence;
  - d. Assistance dealing with the victim's landlord or employer; and
  - e. Referrals to other sources of assistance as needed.

- Court-related services including:
  a. Direct services or petty cash that help victims participate in criminal justice proceedings, including transportation to court, childcare, court escort, meals, and parking expenses; and
  b. Advocate services including escort victims to criminal justice-related interviews, court proceedings, and assistance in accessing temporary protection services.
- Notification services including:
  a. Notifying victims of significant developments in the investigation or adjudication of their case;
  b. Notification that a court proceeding for which the victim has be subpoenaed has been canceled or rescheduled; and
  c. Notification of the final disposition of the case.
- Training for salaried or volunteer staff of criminal justice, social services, mental health, or related agencies that provide direct services to crime victims.
- Cost of printing and distribution of brochures or similar announcements describing the direct services available, how to obtain program assistance, and volunteer opportunities.

Applicants may apply for funding to provide these services throughout the state of Arizona.

RESTRICTIONS ON USE OF FUNDS

Ineligible Services/Expenses:

- Crime prevention efforts other than those aimed at providing specific emergency help after victimization;
- General public relations programs;
- Advocacy for particular legislative or administrative reforms;
- General criminal justice agency improvements;
- Programs in which crime victims are not the primary beneficiary;
- Management training and training aimed for persons who do not provide direct services to victims;
- Victim Compensation provided under A.A.C. R10-4-101 through R10-4-108; and
- Homeless shelters.

REPORTING REQUIREMENTS

Applicants are required to submit quarterly financial and an Annual Performance Report to the Commission and cooperate fully in any evaluation efforts required. One (1) copy of the most recently completed financial audit must be submitted with the application. An approved program is required to allow the Commission or its duly authorized representative's access to, and the right to examine, any books, documents, papers, records, or other evidence of activities conducted pursuant to awards.

ALLOCATION PROCESS

Applications will be reviewed by an evaluation team of at least three qualified individuals. Each grant application will be evaluated according to the Crime Victim Assistance Program Rules and the priorities established by the Commission. Commission staff will prepare a proposed allocation plan.

ACJC staff will present the proposed allocation plan to the Crime Victims Committee of the Commission for review. The Committee will make 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 all applicants in the meeting agendas. Funds will be disbursed to agencies in accordance with the Commission's final approved allocation plan.

The proposed allocation of funds will be based on the amount requested and the following criteria:

1. Eligibility of services the applicant proposes to provide. **(pass/fail)**
2. Submission of application on time. **(pass/fail)**
3. Completeness and accuracy of application. All requested information and attachments are provided.
4. Program assistance to victims in filing Victim Compensation claims.
5. Effective and efficient use of volunteers in the delivery of victim services.
6. Problem statement identifies the need for services in the community and is supported by statistical data that directly related to the identified problem.
7. The program adequately addresses the problem in the community.
8. Coordination efforts with other public and private victim service providers.
9. Program's ability to meet goals and objectives established by the Arizona Criminal Justice Commission. Measurable outcomes are reasonable and achievable.
10. Mechanisms to evaluate the program are identified and are appropriate.
11. Budget costs are reasonable and allowable. Matching funds are clearly identified and available to the program.
12. Appropriate internal controls are in place to adequately administer the award.
13. Programs previously funded have met the requirements of the grant including timely reporting with no reportable deficiencies during site visits.

Applications will be evaluated to determine whether they meet any of the funding priorities listed below. Those applicants that meet a funding priority will be given one additional point for each funding priority met, for an additional eight points possible. The eight funding priorities are:

1. $20,000 provided directly to the Arizona Victim Assistance Academy.
2. Programs that provide unduplicated services within a 35-mile radius.
3. Programs that provide multiple services to a diverse range of crime victims.
4. Programs that demonstrate the highest ratio of ***Advocates*** to ***Victims Served.***
5. Programs that demonstrate the highest ratio of ***Victims*** to ***Services Provided.***
6. Programs operating in counties with the highest crime per capita rate based on the latest Uniform Crime Report. Crime data is based on all Index Crimes reported and Part II Victim Crimes only.
7. Programs that demonstrate strong support of established goals and objectives and clearly identify how the success of the program will be measured.
8. Programs that demonstrate a strong collaborative effort with law enforcement, prosecution, service providers, community organizations, and other social service agencies.
9. Programs that demonstrate a strong component of assisting crime victims in filing victim compensation claims.

Applications will be scored using the Scorecard shown. APPLICANTS MUST SCORE AT LEAST 700 POINTS TO BE CONSIDERED FOR FUNDING. HOWEVER, A MINIMUM SCORE OF 700 POINTS DOES NOT GUARANTEE AN AWARD DUE TO THE VERY LIMITED FUNDING AVAILABLE.

Scorecard - Crime Victim Assistance Grant Application

Applicant:_____

1. Are the services eligible under the Crime Victim Assistance Program Rules? _____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 further.

Scorecard				
Category	**Description**	**Valuation**	**Maximum Possible Score**	**Actual Score**
Submission	The application was complete and accurate. All requested information was provided.	Factual	50	
Compensation Claim Assistance	Program assists victims in seeking available Victim Compensation benefits.	Factual	50	
Volunteers	Program uses volunteers to effectively and efficiently provide victim services.	Factual	50	
Problem Statement	The problem statement identifies the need for services in the community and is supported by statistical data that supports the identified problem.	Judgment	150	
Program Description	The program adequately addresses the problem in the community.	Judgment	200	
Coordination Efforts	The program coordinates victim service activities with other service providers.	Judgment	50	
Goals and Objectives	The measurable outcomes selected are appropriate for the program and numbers and percentages provided are reasonable and achievable.	Judgment	100	
Evaluation	Mechanisms to evaluate the program are identified and are appropriate.	Judgment	150	
Budget	Budget costs are reasonable and allowable. Matching funds are clearly identified and available to the program.	Judgment and Factual	100	
Internal Controls	The applicant has appropriate internal controls to adequately administer the award.	Judgment	50	
Program Performance History	Programs previously funded have met the requirements of the grant including timely, accurate submission of reports and no reportable deficiencies during site visits.	Factual	50	
Funding Priorities	One additional point will be given to each priority area met.	Factual/ Judgment	80	
		Total:	1080	

APPEAL PROCESS

Pursuant to A.R.S. § 41-2704, protests of an award or proposed award may be made to the Crime Victims Committee and then to the Arizona Criminal Justice Commission. An appeal of a decision by the Commission for an award for the Crime Victim Assistance Program may be made to the Director of the Department of Administration and shall be resolved in accordance with the Rules of Procedure pursuant to A.R.S. § 41-2611.

APPLICATION PROCESS

While the Arizona Criminal Justice Commission would like to support each worthy program, only a limited amount of funding is available. In addition to new projects, the Commission will consider funding existing projects that will require further monies to reach a successful completion.

All application forms, instructions and samples will be available at www.azcjc.gov in the VICTIM SERVICES/Victim Assistance Program section of the web site. The grant application can be completed using Microsoft Word. **Because the application form is different from that of prior years', only applications submitted on the current form will be accepted for consideration.** Submitted application packets must include the following:

(1) Original Application + Attachments
(1) Copy of the Application + Attachments
(1) Copy of Agency's most recently completed financial audit
+ Schedule of findings *or Extension Letter (if applicable)*

All application items must be submitted individually clipped; *not bound or stapled*. Applications must be mailed, shipped or hand delivered to the following address:

Arizona Criminal Justice Commission
Crime Victim Assistance Program
1110 West Washington, Suite 230
Phoenix, Arizona 85007

Faxed or emailed applications will not be accepted.
Due to funding limitations, each qualified agency may only submit one application for consideration.

The application must be received at the Commission office no later than **3:00 p.m. on Friday, March 14th, 2008**.

Funding recommendations will be presented for the Commission's approval at the meeting on **Thursday, May 22nd, 2008.** If approved a list of funded programs will be posted on the website no later than Friday, May 30th, 2008.

Questions concerning this program, or the application process, should be directed to Tony Vidale or Larry Grubbs at the Arizona Criminal Justice Commission at 602-364-1146 or 1-877-668-2252 (outside Maricopa County).