The ABCs of Grant Writing -
Analysis, Budget and Content

Presented by
Arizona Criminal Justice Commission
| 1. ABCs of Grant Writing – Slides |
| 2. Sample Grant Announcement |
| 3. Stats Article |
| 4. Sample Grant Application |
| 5. Sample Goals, Objectives and Performance Measures |
| 6. Sample Activity Reports |
| 7. Budget Examples and Exercises |
| 8. Grant Resources, Tools and Tips |

**Table of Contents**
The ABCs of Grant Writing -
Analysis, Budget and Content

ACJC Mission Statement
“Our mission is to sustain and enhance the coordination, cohesiveness, productivity and the effectiveness of the criminal justice system in Arizona.”

Who Are We?
• Tiffany Ashworth, Grants Program Coordinator
• Nick Contreras, Program Compliance Auditor
• Debby Finkel, Grants Program Coordinator
• Larry Grubbs, Grants Program Coordinator
• Janice Simpson, Grants Program Coordinator
• Amanda Zibell, Program Compliance Auditor

Who Are You?

Agenda
• Overview of Grants
• Problem Statement
• Program Description
• Break
• Goals and Objectives
• Performance Measures
• Break
• Budget

Table of Contents
• Tab 1: Slides
• Tab 2: Grant Announcement
• Tab 3: Stats Article
• Tab 4: Sample Application
• Tab 5: Sample Goals, Objectives and Performance Measures
• Tab 6: Sample Activity Reports
• Tab 7: Budget Examples and Exercises
• Tab 8: Grant Resources, Tools and Tips
Who were some of the first grant recipients in the United States?

- Revolutionary War Veterans
- Original States

Why Grants?

Grants are a partnership

Grant Funding Resources

- Government
- Foundations
- Corporations
  - Federal Grants: grants.gov
  - Foundations: foundationcenter.org
  - Corporations: corporate web site
  - Additional Resources – Tab 8

Grant Announcement Anatomy 101

- Eligibility
- Grant Purpose
- Deadlines
  - Submission Requirements
  - Reporting Requirements
  - Allowable Costs

A Successful Application

- Demonstrates project merit
- Is compatible with grant announcement
- Shows realistic ability to carry out project
- Adheres to submission instructions
- Presents project in a logical manner
- Targets evaluation criteria

Read Everything
Knowing the Score

• What criteria do ACJC grant reviewers use to evaluate each application?
• How important is each portion of the grant application?
• What is the scoring method used for each grant?

Application Puzzle Pieces

• Problem Statement
• Program Description
• Goals and Objectives
• Performance Measures
• Budget

Questions?

What seems to be the problem?

Composing an Effective Problem Statement

Objectives: Problem Statements Must

• Clearly identify who is facing the problem
• Use relevant, comparative stats to define the scope of the problem they face
• Begin to establish a connection between your program and the focus of the funding source
There’s Trouble in River City

• Someone in the community has a problem
  - Officer Safety
  - Exploitation of Children
  - Youth Gun Violence
  - Drug Use
• AKA, the beneficiary
• Agency’s needs are not the problem; they are the solution

Sailing the Statistical Cs

• In order to be effective, statistics must:
  – Connect the problem
    • To your community
    • To your agency (But remember, it’s not an agency problem)
  – Compare: establish Context
  – Cite knowledgeable sources
  – Compel the reviewer

Grant Writing “Go Fish”

• Grants are a matching game
• Funding sources show their cards
• Prove there is a match or “Go Fish”:
  - Same beneficiary
  - Same problem

Problem Statement Should Also

• Acknowledge any current efforts and state why they are inadequate
• Project what will be the result if the problem is not addressed
• Consider the expertise of the reviewer

Problem Statement Does Not

• Use excessive technical jargon or undefined acronyms
• Provide positive solutions
• Describe the program/project
• Focus on the needs of the applicant agency

Problem Statement Impact

• After reading your problem statement the reviewer will be:
  - Wallowing in despair
  - Weeping for the sorry state of society
  - Desperate for your proposed solution!
Questions?

A Ray of Hope
Crafting the Program Description

Objectives: Program Description Must
• Address the needs of the beneficiary
• Provide adequate background information
• Outline objectives for funding during the grant period
• Satisfy all program requirements of the funding agency

Get Connected…
• For every problem, you are the solution
• Focus on creating a continuous narrative

Selling the Program
• Build on a strong foundation
  - Mission Statement
  - Agency Type
  - Brief History
  - Record of Service
• Highlight unique features, upgrades and awards
• Use statistics to demonstrate quality of past performance

And with your support we can…
• Outline program activity during the grant period
• Describe expected results
• Explain how these efforts will help the beneficiary
Grant Writing “Go Fish” (Round 2)

Matching program requirements:

- Sustainability
- Coordination
- Service Area
- Technical Feasibility
- Prevention Program Participation

Things to Remember

- Keep things positive
- Address everything the question asks for
- Your program can provide the best solution

Questions?

BREAK!!!!

Goals and Objectives Getting Started

Overview of Project Planning

- Mission/Vision Statement
- Identify Goals
- Establish Performance Measures
- Identify Objectives
- Monitor and Track Outcomes
- Problem Identified
- Report Results
- Start here
To Boldly Go...

- A **mission statement** is "a concise statement of the unique, fundamental current and future public purposes of the agency and its programs."

"To boldly go where no man has gone before."

Source: AZ Strategic Planning Workshop, 1994

And Your Mission Is...

- Does your agency have an overall mission statement/vision?
- What is the project mission for the program and/or task force?

What Is A Good Goal?

- A goal is a broad statement that describes a desired outcome for an agency and/or its programs.
- Identify good goals:
  - priorities of agency/program
  - a path for future agency/program action
  - clear objectives
  - aligns with mission statement
  - specific and achievable
- Identify bad goals:
  - are too vague
  - do not link to the desired outcome

Objectives

An objective:
- Has a **measurable** result that is expected to be accomplished in a defined period of time.
- Is **narrower** in focus and more specific in detail than goal.
- Provides a **framework** for establishing program activities.
- Aligns with the mission and goals of the agency/project.

Objectives:

**Backward Glance, Forward Vision**

- Use these steps to draft objectives:
  - Evaluate purpose and intent of project
  - Identify target market
  - Specify the expected result and timeframe to measure the success of the goal
  - Develop 3 to 6 realistic objectives that will achieve the identified goal
  - Select only the clearest and most realistic objectives

Sample Objectives

Professor Hill drafted an objective for his goal.

“To reduce juvenile delinquency in River City by 5% by the end of the grant period by establishing a youth band.”

Section 1  Page 7
# SMART Method

<table>
<thead>
<tr>
<th>SMART Method</th>
<th>SMART Specific</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>•</strong> Specific</td>
<td>Objectives should be straightforward and answer the basic questions: who, what, when, where, why and how</td>
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<tr>
<td><strong>•</strong> Measurable</td>
<td>Emphasize what you want to happen</td>
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<td><strong>•</strong> Realistic</td>
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<td><strong>•</strong> Timely/Tangible</td>
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## Specific

- Objectives should be straightforward and answer the basic questions: who, what, when, where, why and how
- Emphasize what you want to happen

## Measurable

- If you can’t measure it, you can’t manage it.
- Establish concrete criteria for measuring progress.
- Set target dates.
- Ask yourself...How much? How many? How will you know when you meet your objective?

## Attainable/Achievable

- Can you make it come true?
- Do you have the capacity to meet the objective?
- Do you have a plan?
- The more attainable the objective...increases likelihood of success....the more motivated you feel!

## Realistic

- Not “easy”; means “do-able”
- Do you believe it can be accomplished?
- Fits with strategic goals of organization
- Set the bar high enough for a satisfying achievement

## Timely/Tangible

- Gives you a clear target to work towards.
- Must be measurable, attainable, and realistic.
Arizona’s Drug, Gang and Violent Crime Control Program Mission

To reduce the domestic production of, trafficking in, and the consumption of illicit drugs

Arizona Narcotics Task Force (ANT) Project Goal

To reduce drug flow into the community

Sample Application Objectives - Within the grant period:

1.1 Reduce meth trafficking by xx percent by (time/date) through arrests.

1.2 Identify xx local meth trafficking organizations by (time/date).

1.3 Dismantle or disrupt xx local marijuana trafficking organizations by (time/date).

Exercise:

Goals and Objectives

Developing Measures

Goal

Reduce juvenile delinquency in River City

Objective

To reduce delinquency by 5% by end of grant period by establishing a youth band.

Performance Measure

Questions?
Measuring Program Performance

How do I spell success?

Measuring Program Performance is not an afterthought – it is an integral part of the planning and design process.

Performance Measurement is ongoing

• Laid out in the grant application
• Included in progress reports
• Reflected in final report

Why Measure Performance?

😊 To design an effective program
👋 To demonstrate performance
✅ To help decision makers
$$$ To justify expenditures/funding

Linking Application to Activity Reporting

Identified in Grant Application

Objective

Performance Measure
Objective

Performance Measure
Objective

Performance Measure
Objective

Performance Measure
Objective

Reduce delinquency in River City

Reduce delinquency by 5% by end of grant by establishing youth band

# of participants signed up by July 1

# of instruments distributed by Aug 15

Objective

Performance Measure

Performance Measure

Performance Measure

Objective

Performance Measure

Performance Measure

Performance Measure

Objective

Performance Measure

Performance Measure

Performance Measure

Performance Measure

Objective

Performance Measure
Goal: Reduce Drug Flow into Community

Objective: Reduce meth trafficking by XX percent
- Identify XX Distribution Sources
- Dismantle/disrupt XX marijuana organizations

Performance Measure:
- # of arrests
- % increase/decrease from previous year
- # of investigations
- # sources identified
- # of production sites dismantled
- Amount of marijuana seized

Identifying and Developing Measures
- making logical connections
  - Consider what to measure
  - Consider how program activity can be measured
  - Consider how the measure you select supports your identified objective

Measuring Program Performance
- plan - design - measure - report
  - Logical connections
  - Valid on its face
  - Defined in such a way as to minimize bias, error, or distortion

Defining Measures – Parameters
- Use SMART
  - Focus on Specific project objective/activity
  - Valid indicators of Measurable activity
  - Reflects Attainable goals, objectives
  - Feasible to implement (Realistic)
  - Defined in terms of Time

Communicating your measures
- Clear and simple enough to be successfully understood by the non-expert
- Stated in language sufficiently technical to relate to your activity and objective
- Don’t oversimplify

Exercise:
- Goals and Objectives
Developing Measures

**Goal**
- Broad – what you would like to accomplish

**Objective**
- Specific, Time-Bound – What you intend to achieve, how, when

**Performance Measure**
- Number, percent, amount

- Reduce juvenile delinquency in River City
  - To reduce juvenile delinquency by 5% by end of grant period by establishing a youth band.
  - # of participants signed up by July 1
  - # of instruments distributed by Aug 15
  - # of delinquent acts as of July 1
  - # of delinquent acts as of June 30 (end of grant)

**Reporting – Quantitative and Qualitative Measures**

**Quantitative Measures:** You can count on me!
- # of arrests
- % delinquency reduced
- # clients served

**Qualitative Measures:** Tell a story
- Success Stories
- Pictures
- News clippings
- Narrative

Include:
- Best Practices
- Shortcomings

**Reporting Quantitative Measures**

**Quantitative (Numbers):**
- # of search warrants issued
- % increase/decrease
- # of charges filed
- # of clients served
- # of DNA samples reviewed
- # of sources identified
- # of days to process

**Reporting Qualitative Measures**

**Qualitative (Tells a story):**
- Success stories
- Pictures
- Narrative – Explanation, Description
- News articles

Include:
- Best practices
- Program shortcomings

**Data Sources for Measuring & Reporting**

- internal records
- national records/statistics
- common data sources

Use data sources that:
- are available
- can be replicated
- are reputable, reliable
Performance Measures:
• are part of a logical structure of effective management
• show that we are on the same team
• provide a way to showcase your successes!

Performance Measures = Success
• Program success = Agency success
• Agency success = Arizona success
• Arizona success = Safer communities

Questions?

BREAK!!!!

Show Me the Money!

Overview
➢ Budget's Role in the Grant Application
   • Demonstrates link between the application and the budget

   • Comprised of two elements:
     1. a financial plan (budget)
     2. a program plan (budget narrative)
Common Weaknesses in the Budget

- Inaccurate calculations
- Cost not tied to project objectives
- Supplanting funds instead of supplementing
  - Example:
    - Reduction in Grant Funds moves employees to the General Fund; cannot move employees back to Grant Funds next year.
    - Items already budgeted under another fund source.

Common Weaknesses in the Budget

- No long-term funding plan (sustainability)
- Budget not cost effective (too expensive for expected outcome)

Budget Development Process

- Stage One – Preliminary Budget Work
  - Gather all relevant information
  - Determine overall project costs
  - Determine match requirements and source

Common Match Questions

- Why does the grant ask for a match?
  - Shows buy-in/ownership from recipient
  - Demonstrates that this is not the sole funding source
  - Required by legislation or federal requirements

Common Match Questions (Con’t)

- Where does the match come from?
  - Depends on grant - read announcement
    - Can match Federal with State money
    - Can match State with Federal money
    - Can match State with State money
    - Can NOT match Federal with Federal money
  - What are the various match types?

Match or Cost Sharing

- Cash Match (Hard)
- In-Kind Match (Soft)
How To Calculate Match

If you know the total grant amount:

Total Grant amount X Percentage = Match amount
(includes match)

Or

If you know the Grant requested amount:

(100 – Match %) / Match % = Match Divider

Grant request / Match Divider = Match amount
(excludes match)

Budget Development Process

➢ Stage Two – Estimating Project Costs
  • Segment project into phases/categories
  • Estimate hours/quantities
  • Establish reasonable cost

Budget Exercise

➢ Calculating an Full-Time Employee (FTE) Ratio:
  • ½ time = .50 FTE Ratio = 1040 hours/yr
  • ¼ time = .25 FTE Ratio = 520 hours/yr
  • full-time = 1 FTE Ratio = 2080 hours/yr
  • Calculate based on hours
    • Hours on project / 2080 = FTE Ratio

Budget Exercise

➢ ERE (Employer Related Expenses) or Fringe Benefits:
  • Shows a breakdown of benefits:
  • Examples:
    • Health Care or Dental Costs
    • Social Security
    • State and Federal Taxes
    • Other Various Agency Charges
    • Etc.
Budget Development Process

- Stage Three – Finalizing the Budget
  - Review grantor requirements and limits
  - Follow specified format or budget form
  - Prepare budget narrative and justification

Budget Narrative

- Function
  - Gives meaning and explains the budget elements
- What to include
  - Need
  - Relevance
  - Cost effectiveness
- Use computations

Post Award Requirements

- Records and Documentation
  - Retain working papers
  - Records retention
  - Audit requirements
  - Financial Reports

Questions

Wrap-up

- Building blocks of grant writing
  - Problem Statement
  - Program Description
  - Goals and Objectives
  - Measuring Performance
  - Budget
- Tools available
ARIZONA CRIMINAL JUSTICE COMMISSION

GRANT PROGRAM ANNOUNCEMENT
EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM

FY 2007 COMPETITIVE GRANT SOLICITATION

Eligibility
States agencies, tribal, county and local governments and non-profit agencies that meet the qualifications are eligible to apply.

Deadline
All applications are due by 3:00 p.m. on April 14, 2006

For Assistance
If you have any questions about this grant solicitation or are having difficulties with the grant management system, contact Kathy Karam, Program Manager (602) 364-1162 or e-mail us at jag@azcjc.gov.
INTRODUCTION
The Arizona Criminal Justice Commission is publishing this notice to announce the solicitation for the Edward J. Byrne Memorial Justice Assistance Grant for FY2007. Arizona focuses the formula grant funds on the support of multi-jurisdictional multi-agency drug, gang and violent crime task forces, tandem prosecution projects, adjudication, detention and forensic laboratory activities, as well as drug prevention and education programs. The goal of the program is to reduce domestic production of, trafficking in, and the consumption of illicit drugs. In addition, programs are strongly encouraged to coordinate efforts with criminal justice and other initiatives such as the direct 40 percent Byrne/JAG funds, Methamphetamine Initiatives, Homeland Security and strategies for improving criminal history records.

ABOUT THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM (JAG)
Proposed to streamline justice funding and grant administration, the Edward Byrne Memorial Justice Assistance Grant (JAG) Program (42 U.S.C. 3750) allows states, tribes and local governments to support a broad range of activities to prevent and control crime based on their own local needs and conditions. JAG blends the previous Byrne Formula and Local Law Enforcement Block Grant (LLEBG) programs to provide agencies with the flexibility to prioritize and place justice funds where they are needed most.

Byrne/JAG funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice for any one or more of the following purpose areas:

- Law enforcement programs
- Prosecution and court programs
- Prevention and education programs
- Corrections and community corrections programs
- Drug treatment programs
- Planning, evaluation and technology improvement programs

The Arizona Criminal Justice Commission has approved use of Byrne/JAG funding to projects within the following priorities and purpose areas:

**Priority #1** Multi-jurisdictional, multi-agency drug, gang and violent crime task forces and their tandem prosecution projects

Performance Measures:
- Number of drug investigations, search warrants issued, and arrests made, amount and value of drugs seized, prosecution opportunities, charges filed, and the disposition of cases.
- Number of participants in alternative to prosecution initiatives, such as drug treatment.
- Number of gang investigations, search warrants issued, and arrests
made, intelligence systems developed, prosecution opportunities, charges filed, and the disposition of cases.

Priority #2 Criminal justice records improvement (THIS PRIORITY WILL BE ADVERTISED AND FUNDED UNDER A SEPARATE ANNOUNCEMENT)

Priority #3 Forensic laboratories, adjudication, and detention
Performance Measures:
Forensics:
- Number of cases handled per chemist, cost per case for processing, timeliness of processing of evidence, reports completed for police and prosecutors.
- Case turn-around time in preparation of cases for trial.
Adjudication:
- Average turn-around time for processing drug cases from filing or initial arraignment through final disposition, and quantity of urinalysis tests performed.
- Number of participants in alternative specialty drug adjudication functions, including successful participants or graduates.
Detention:
- Number of positions funded per drug offender. Training for detention staff in effective management of drug use population.
- Number of participants in alternative to incarceration programs including successful completion of program.

Priority #4 Drug prevention and education programs
Performance Measures:
- Number of public community presentations/interactions held
- Number of prevention awareness training sessions provided by law enforcement.
- Number of participants who attended the prevention awareness training sessions.
- Number of school-based gang education programs, including community-based social intervention and gang diversion programs.
- Number of participants in the school-based gang education programs, including community-based social intervention and gang diversion programs.

PROGRAM STRATEGY
This program is designed to implement various projects identified in the Arizona Drug, Gang and
Violent Crime Strategy available at [www.azcjc.gov](http://www.azcjc.gov), which has been developed for the years 2004 - 2007 and submitted to the United States Department of Justice, Bureau of Justice Assistance. The strategy was amended by the Arizona Criminal Justice Commission on March 24, 2005, to include drug prevention and education programs as priority number four (4).
**FUNDING**

The Byrne/JAG program size has been set by the Commission at $12,041,555. This includes $3,624,933 in federal funds, $2,416,622 in local cash matching funds and $6,000,000 in Drug and Gang Enforcement account funds to supplement the federal monies.

The Commission is presently making these funds available for multiple grants to be allocated directly to state, county, and local criminal justice agencies, and faith-based groups for projects which will achieve the goals of the Edward Byrne Memorial Justice Assistance Grant within the four (4) priority areas listed above. All applicants must certify that matching funds are available at time of application. All projects funded under this program will be for 12 months starting July 1, 2006 and ending June 30, 2007. To the greatest extent practicable, all products purchased with grant funds should be American made.

Program income generated as a result of federally funded projects must be spent on Byrne/JAG related activities and expended prior to the receipt of any federal funds.

**Non Competitive - Under 10K Projects**

Funding will not be provided directly to these projects. These funds will be used to support the larger multi-jurisdictional, multi-agency narcotics task forces and their tandem prosecution projects that in turn provide benefit to the local communities.

**ALLOWABLE COSTS**

Additional funds may not be available in future years. When requests are made to fund personnel or other ongoing, continuing activities or costs, applicants should identify future potential funding sources. Eligible expenses include personnel, employee related expenses (ERE), overtime, travel, operating costs, costs related to contractual or consulting services and equipment.

**RESTRICTIONS ON USE OF FUNDS**

Byrne/JAG funds cannot be used directly or indirectly for security enhancements or equipment to nongovernmental entities not engaged in criminal justice or public safety. Based on extraordinary and exigent circumstances making the use of funds essential, BJA may certify a state’s request to use funds for:

- Vehicles, vessels, or aircraft;
- Luxury items;
- Real estate; and
- Construction projects, other than penal or correctional institutions.

**REPORTING AND SPECIAL REQUIREMENTS**

Applicants must submit, within seven (7) calendar days from the ACJC online application date, a copy of any Byrne Justice Assistance Grant (JAG) application submitted by you or on behalf of your Unit of Local Government to the Bureau of Justice Assistance under the 40 percent direct local funds.
funding solicitation, if your agency was eligible for funding. This direct local funding application copy should be mailed to the JAG Program Manager at the address below. In addition, if the applicant received any federal Methamphetamine Initiative grant funds, a copy of the application must be mailed to the JAG Program Manager at the address below at the time of submission to the Department of Justice.

Applicants are also required to submit monthly financial and progress reports to the Commission and cooperate fully in any national evaluation efforts required by the federal government. A copy of the last available A-133 audit report, and documents from participating agencies indicating their intent to participate in and support the program, must be submitted to the Commission with the signed grant agreement.

HOW TO APPLY
To access the grants management system go to www.azcjc.gov/Grants/GMSIndex.asp. You will create, submit and monitor your application through a private, secure web site. New GMS users must register prior to log-on. If you have previously registered and your password does not work, you must register again. The application must be completed on this web site and submitted electronically. If you are having difficulties with the system, please call our office at 602-364-1162 or e-mail us at jag@azcjc.gov

Step 1: Signing On
1. Go to the ACJC home page “Apply for Grants” “Grants Management System.”
2. On the Welcome page you will be able to log on or register.
3. You will not be able to log on until you receive an e-mail from ACJC with your password.
4. It is strongly suggested that you print the instructions prior to log-in or registration.

Step 2: Register a Grant
1. Select the Grant solicitation that you want to apply for from the drop-down menu.
2. Name the grant.

Step 3: Starting the Application
1. In the App Actions section, click on the word “Start” to begin.

Step 4: Filling out the Application
Section I - Agency Information
Please complete the information requested.

Section II - Project Information
Please complete the information requested - see evaluation criteria for components to be evaluated. Project Goals, Objectives Performance Measures and Timelines - Describe the broad overall goal of the projects. Objectives must be descriptive in terms of measurable observable events.

Example only:

<table>
<thead>
<tr>
<th>PROGRAM GOAL</th>
<th>PROGRAM OBJECTIVE</th>
<th>PERFORMANCE MEASURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>To reduce domestic production of, trafficking in, and the consumption of illicit drugs.</td>
<td>Increase the number of drug dedicated law enforcement officers by xx% by xx/xx/2007</td>
<td>Number of investigators added.</td>
</tr>
</tbody>
</table>

Section III - Budget Information
Please complete the information as requested.
Confidential Funds request should be included as a category within “Operating Expenses.”

Step 5: Submitting the Application
1. In the My Grants screen in the App Actions, you must hit the “Submit” to send your application to ACJC.
2. If there are no errors, the Certifications will appear; you must accept these certifications by pressing the ACCEPT button.
Certifications included are the following:
- Match Requirement;
- Compliance with Program Income requirement;
- Compliance with Confidential Funds policy;
- Compliance with Criminal Intelligence Systems;
- Copy of Applications for Methamphetamine Initiative and 40 percent Direct Byrne/JAG grant funds must be made available to ACJC.
3. If there are any errors, you must correct these. Go to My Grants and select the “edit” under App Actions, look for the flags and complete the application. Finish the process by following steps numbers one and two above.

SELECTION CRITERIA
Each component of the application will be reviewed and evaluated by a committee. The maximum points awarded to each section of the application is listed below. In addition, each program will be evaluated for performance effectiveness.

Problem Statement (15 points)
Identification of the drug or drug related gang and violent crime problem in the community. Provide justifiable local data to show the nature and scope of the drug or drug related gang and violent crime problem in the community. Include previous and current efforts to address the problem.

Project Description (25 points)
Clearly explain how your agency will plan, organize, staff, direct and use resources to address the problem. The project must address the extent to which the proposed activities will help the state to meet the goals of Arizona’s 2004-2007 Drug, Gang and Violent Crime Strategy. Highlight what specific activities are to be implemented using Byrne/JAG funds. The project must address the extent in which the application emphasizes collaborative strategies. The technical feasibility of the proposal and extent to which the proposal appears reasonable based on the agency or task force structure will be evaluated. In addition, the following points must be included:
- Discuss any community drug/gang education and or prevention program participation by project staff members. If there are no current community program participation, please describe your plans to participate in community drug/gang education and or prevention programs.
- Discuss how the Methamphetamine Initiative Grant and the Direct 40 percent
Byrne/JAG funds will be used to coordinate with this project. If there will be no coordination, discuss why.

- Include a discussion on your project's sustainability plan. Explain how this project will be sustained if future funding were no longer available.

**Goals and Objectives and Timelines (20 points)**
Outline the specific goals and objectives of the project and how they will address the problem. The goals, objectives and performance measures must clearly outline the program activities.
**Performance Evaluation (20 points)**
Description of how the performance measures will be documented. Include what will be measured, who will measure it, and how evaluation findings will be used.

**Budget (20 points)**
Provide a proposed budget that is complete, allowable and cost-effective. A separate and thorough budget analysis broken out into personnel, overtime, consultant/contractual services, travel, operating expenses and total project costs is attached. If applicable, include breakdown and description of partial funding possibilities.

In addition to the application evaluation, each project will also be evaluated for performance effectiveness.

**Performance Effectiveness**
In addition to the application evaluation, projects will be evaluated on measurable and attainable goals and objectives. Programs must demonstrate effectiveness. The USDOJ Bureau of Justice Assistance has developed performance measurements for the Byrne/JAG program. Projects will be required to report on these national measures. See each priority area for performance measures that will be used to evaluate effectiveness.

**APPEAL PROCESS**
Applicants may pursue a two-step appeal process if their application is denied. If an application is not included for funding in the initial proposal, the applicant may verbally appeal to the Committee. At that point, the Committee will either accept the staff proposal and recommend the proposal to the Commission or make changes and recommend the revised proposal to the Commission or table the proposal for further study. If an application is not recommended for funding by the Committee, the applicant may verbally appeal to the Commission. The Commission can approve the recommendation of the Committee, or make changes to the Committee proposal, or table the proposal for further study. The vote of the Commission is the final step of the process and no further appeals will be granted.

**ADDITIONAL INFORMATION**
Commission staff will present a proposed funding 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 all applicants in the meeting agendas. Funds will be disbursed to agencies in accordance with the Commission’s final approved allocation plan. Funds will be disbursed to agencies on a reimbursement basis, upon submission of reports showing expenditures.
The U.S. Department of Justice, Office of Justice Programs, National Institute of Justice is seeking applications for funding under the Solving Cold Cases With DNA Program.

This program furthers the Department’s mission by offering assistance to States and units of local government to identify, review, and investigate Uniform Crime Report (UCR) Part 1 Violent Crime “cold cases” that have the potential to be solved through DNA analysis and to locate and analyze biological evidence associated with these cases.

Solicitation: Solving Cold Cases With DNA

Eligibility

(See “Eligibility,” page 4)

Deadline

All applications are due February 1, 2008, 11:59 p.m. eastern time.

Contact Information

For assistance with the requirements of this solicitation, contact Charles Heurich, 202–616–9264 or charles.heurich@usdoj.gov.

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1–800–518–4726.


SL# 000828
CONTENTS

Overview ........................................................................................................................... 3
Deadline: Registration ....................................................................................................... 3
Deadline: Application ........................................................................................................ 3
Eligibility ............................................................................................................................ 4

American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations....4
Specific Information ........................................................................................................... 4
Performance Measures ..................................................................................................... 8
How to Apply ..................................................................................................................... 9
What an Application Must Include ..................................................................................... 9
Selection Criteria .............................................................................................................11
Review Process .............................................................................................................. 12
Additional Requirements ................................................................................................. 13
Overview

The National Institute of Justice (NIJ) is the research, development, and evaluation agency of the U.S. Department of Justice and a component of the Office of Justice Programs (OJP). NIJ provides objective, independent, evidence-based knowledge and tools to enhance the administration of justice and public safety. NIJ solicits applications to inform its search for the knowledge and tools to guide policy and practice.

NIJ seeks applications from States and units of local government for funding to identify, review, and investigate “violent crime cold cases” that have the potential to be solved using DNA analysis and to locate and analyze biological evidence associated with these cases. Experience has shown that cold case programs can solve a substantial number of violent crime cold cases, including homicides and sexual assaults. Advances in DNA technologies have substantially increased the successful DNA analysis of aged, degraded, limited or otherwise compromised biological evidence. As a result, crime scene samples once thought to be unsuitable for testing may now yield DNA profiles. Additionally, samples that previously generated inconclusive DNA results may now be successfully analyzed using newer methods.

For the purposes of this announcement: “violent crime cold case” refers to any unsolved UCR Part 1 Violent Crime case for which all significant investigative leads have been exhausted.

Deadline: Registration

Registering with Grants.gov is a one-time process; however, if you are a first-time registrant, it could take up to several weeks to have your registration validated and confirmed and to receive your user password. Start the registration process early to prevent delays that may cause you to miss the application deadline. You must complete these three steps before you are able to register: 1) Register with Central Contractor Registry (CCR), 2) Register yourself as an Authorized Organization Representative (AOR), and 3) Be authorized as an AOR by your organization. For more information, visit www.grants.gov. Note: Your CCR Registration must be renewed once a year. Failure to renew your CCR registration may prohibit submission of a grant application through Grants.gov.

Deadline: Application

The due date for applying for funding under this announcement is February 1, 2008, 11:59 p.m. eastern time.
Eligibility

States (including territories) and units of local government (including federally recognized Indian tribal governments that perform law enforcement functions) are eligible to apply for funding under this solicitation.

American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations: If a grant application is being submitted on behalf of a tribe or tribal organization, a letter or similar document authorizing the inclusion of the tribe or tribal organization named in the application must be included.

Specific Information—Solving Cold Cases With DNA

A. Background

Both the Bureau of Justice Assistance (BJA) and NIJ have addressed issues surrounding the investigation of cold cases. The publication “Cold Case Squads: Leaving No Stone Unturned” (Bureau of Justice Assistance, NCJ 199781, July 2003) states that cold cases are among the most difficult and frustrating cases detectives face. To tackle this problem, numerous U.S. agencies have established cold case squads. Although the specific duties of cold case squads may vary among law enforcement agencies, the most critical component of an effective cold case squad is the right mix of talented investigative and supervisory personnel. Cold case squads can be especially useful in locating and working with past and potential witnesses and reviewing physical evidence to identify suspects. Cold case squads also perform an outreach and networking role and can assist other jurisdictions with cold case investigations as appropriate.

A special report entitled “Using DNA to Solve Cold Cases” (National Institute of Justice, NCJ 194197, July 2002) discusses the role that advances in DNA technology can play in investigating and solving cold cases. Although DNA is not the only forensic tool of value to unsolved case investigations, advances in DNA technology and the success of DNA database systems have inspired law enforcement agencies throughout the country to reevaluate cold cases for DNA evidence. The remarkable success of cold case programs is due in large part to the existence of searchable Federal, State, and local criminal DNA databases that can link DNA profiles from crime scenes to convicted offenders, arrestees, and to other crime scenes. Additionally, investigations may be aided by searching missing persons databases containing DNA profiles of unidentified remains and those of the relatives of the missing.

Both the BJA publication and the NIJ special report highlight the fact that even with technological advances, the proper team approach is essential for successfully identifying, investigating, and prioritizing cold cases, and for locating and analyzing biological evidence associated with these cases. Investigators serving as the hub of the cold case team must be patient, creative, and persistent in leading the investigation. Prosecutors can provide valuable insight into legal issues. Victim advocates may be able to help locate, educate, and encourage witnesses. Consultation with representatives from the crime laboratory is also critical.
B. Award Purposes

The goal of this solicitation is to make funding available to States and units of local government for:

1. The identification, review, and prioritization of violent crime cold cases that have the potential to be solved using DNA analysis (by appropriate persons such as prosecutors, public defenders, law enforcement personnel, forensic scientists, and medical examiners) in order to determine whether biological evidence may exist that might (through DNA analysis) assist in solving the cold case.

2. The identification, collection, retrieval, and evaluation of biological evidence from such cases that may reasonably be expected to contain DNA.

3. The performance of DNA analyses on such biological evidence including the handling and screening of this evidence.

Funds may be used for certain investigative purposes provided they fall within the scope of the solicitation. Specifically, all investigative activities must be directly related to the funding purposes (1, 2, and/or 3) above. Activities such as interviewing victims, witnesses, suspects, etc., are permissible in violent crime cold case investigations that have the potential to be solved through DNA analysis until either all samples with potential DNA evidence have been recovered and analyzed (including probative evidentiary samples, cold hit confirmatory samples, reference samples from victims and consensual partners, etc.) or the review of the case demonstrates that no biological material was present for further analysis.

Please Note: Costs for general cold case investigations—those that do not involve UCR, Part 1 violent crimes, or do not have the potential to be solved through DNA analysis—are not allowable. Funds also are not to be used for the purpose of general laboratory capacity enhancement or general casework backlog reduction.

All DNA analyses conducted using funding from this program must be performed by a laboratory (government-owned or fee-for-service) that is accredited and currently undergoes external audits not less than once every 2 years that demonstrate compliance with the DNA Quality Assurance Standards established by the Director of the FBI. All eligible DNA profiles obtained with funding under this program must be entered into the Combined DNA Index System (CODIS) and, where applicable, uploaded to the National DNA Index System (NDIS).

Each DNA analysis conducted under this program must be maintained pursuant to all applicable Federal privacy requirements, including those described in 42 U.S.C § 14132(b)(3).
Applicants should be aware that NIJ may choose to conduct an evaluation of one or more of any projects funded under this solicitation. Any such evaluation may focus on the impact of the project and its implementation, and may result in publication of a report. An example of an NIJ-funded report (on Boston’s Operation Ceasefire) may be found at http://www.ncjrs.gov/pdffiles1/nij/188741.pdf.

C. Award Period

In general, NIJ will limit any grants under this program to a maximum period of 18 months after the start of the award.

D. Expected Results and Outcomes

The result of receiving Solving Cold Cases With DNA program funds should be the review and investigation of violent crime cold cases that have the potential to be solved through DNA analysis, including:

1. Location of biological evidence associated with such cold cases.
2. DNA analysis of appropriate biological evidence associated with such cold cases.

Accordingly, grantees must submit measurable data in their progress reports detailing the number and types of violent crime cold cases reviewed, the number of cases in which biological evidence still exists, the number of cases subjected to DNA analysis, the number of cases yielding DNA profiles, the number of profiles entered into CODIS, and the number of hits returned with a brief synopsis of the case and the sample yielding the results.

E. Permissible Uses of Funds

All expenditures under this program must relate directly to violent crime cold cases that have the potential to be solved through DNA analysis and to one or more of the three award purposes listed above. The following types of expenditures may be permitted:

1. **Salary and benefits of additional employees.** Funds may be used for salaries and benefits of additional full-time or part-time employees to the extent such employees are directly engaged in case review, location of evidence, or DNA analysis of biological evidence. Applicants must provide documentation that additional new full-time/part-time employee(s) will be directly engaged in these activities.

2. **Overtime.** Funds may be used for overtime for people directly engaged in case review, location of evidence, DNA analysis of biological evidence, and case investigation (including posthit investigation). All overtime payments must be made in accordance with the applicable provisions of the OJP Financial Guide, available at http://www.ojp.usdoj.gov/FinGuide.

3. **Travel.** Funds may be used for travel for investigative purposes within the scope of the program (excluding witness travel).

4. **Laboratory equipment.** Funds may be used to upgrade, replace, lease, or purchase laboratory equipment when the primary use of this equipment can be documented as
5. **Computer equipment.** Funds may be used to upgrade, replace, lease, or purchase computer hardware or software that will be used exclusively for case review, location of evidence, or DNA analysis of biological evidence.

6. **Laboratory supplies.** Funds may be used to acquire laboratory supplies for DNA analysis of biological evidence.

7. **Consultant and contractor services.** Funds may be used to hire consultants or temporary contract staff, or both, to conduct case reviews, locate evidence, or conduct DNA analysis of biological evidence. Funds may also be used for contracts with accredited fee-for-service vendors to conduct DNA analysis of biological evidence.

8. **Training.** Funds may be used for training directly related to case review, location of evidence, DNA analysis of biological evidence, and case investigation.

### F. Expenses That Are Not Permitted

Federal funds awarded under the Solving Cold Cases With DNA Program may not be used for purposes or types of expenditures other than those described above. For example, funds may not be used for:

1. **Salaries and benefits for existing staff.** Funds may not be used to pay salaries or benefits, or both, for existing staff, other than overtime as discussed above.

2. **Travel for witnesses.**

3. **Portable investigative equipment such as cameras and tape recorders.**

4. **Cell phones and cell phone plans.**

5. **Vehicles.**

6. **Construction.**

7. **Renovation.**

8. **Rental costs for space.**

### G. Cost of Proposed Work

Total funding for this solicitation and the number of awards made will depend on the availability of funds and the number and quality of the applications. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law. Individual awards typically will not exceed $500,000.

Recognizing a potential higher priority based on population, applicants representing cities with a population of 250,000 or greater may apply for funding in excess of
$500,000 if they rank in the top 25 nationwide based on the number of murders and non-negligent manslaughter for the year 2006. These data are based on Federal Bureau of Investigation Uniform Crime Reports statistics available as of September 2007. The data are available on the FBI 2006 statistics site (http://www.fbi.gov/ucr/cius2006/index.html).

Justification for the increased funding must be detailed within the body of the application.

A grant made by NIJ under this solicitation may account for up to 100 percent of the total cost of the project. See "Cofunding" under "What an Application Must Include."

**Limitation on use of award funds for employee compensation; waiver:** No portion of any award of more than $250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at http://www.opm.gov.)

This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application.

**Performance Measures**

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103–62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Performance measures for this solicitation are as follows:

<table>
<thead>
<tr>
<th>Objective</th>
<th>Performance Measures</th>
<th>Data Grantee Provides</th>
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<tbody>
<tr>
<td>To identify, review, and investigate “violent crime cold cases” that have the potential to be solved through DNA analysis, and to locate and analyze biological evidence associated with these cases.</td>
<td>1. To increase the number of the total identified UCR Part 1 Violent Crimes cold cases.</td>
<td>1. The number of violent crime cold cases reviewed.</td>
</tr>
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<td></td>
<td>2. To increase the number of UCR Part 1 Violent Crimes cold case DNA profiles generated that have been entered into CODIS.</td>
<td>2. The number of violent crime cold cases reviewed in which biological evidence still existed.</td>
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<tr>
<td></td>
<td>3. The number of violent crime cold cases subjected to DNA analysis.</td>
<td>3. The number of violent crime cold cases which yielded DNA profiles.</td>
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<td></td>
<td>4. The number of violent crime cold cases which yielded DNA profiles.</td>
<td>4. The number of CODIS hits.</td>
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<td>5. The number of DNA profiles entered into CODIS.</td>
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<td></td>
<td>6. The number of CODIS hits.</td>
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How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President’s Management Agenda. Part of this initiative—Grants.gov—is a “one-stop storefront” that provides a unified process for all customers of Federal grants to find funding opportunities and apply for funding.

**Grants.gov Instructions:** Complete instructions can be found at [http://www.grants.gov/applicants/get_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp). If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at 1–800–518–4726.

**Note:** Grants.gov does not support the Microsoft Vista operating system. The PureEdge software used by Grants.gov for forms is not compatible with Vista. Also, Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".DOCX." Please ensure the document is saved using "Word 97–2003 Document (*.doc)" format.

Please also note: OJP’s Grants Management System (GMS) does not accept executable file types as application attachments. OJP’s Grants Management System (GMS) downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. These disallowed file types include, but are not limited to, the following extensions: ".com", ".bat", ".exe", ".vbs", ".cfg", ".dat", ".db", ".dbf", ".dll", ".ini", ".log", ".ora", ".sys", and ".zip".

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.560, titled “Solving Cold Cases With DNA,” and the Grants.gov funding opportunity number is 2008–NIJ–1745.

**A DUNS number is required:** The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point-of-contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1–866–705–5711 or by applying online at [http://www.dnb.com/us](http://www.dnb.com/us). Individuals are exempt from this requirement.

What an Application Must Include

Applications should include the following:

**Standard Form 424**

**Program Narrative**

Proposals must clearly define the strategy and criteria that will be used to identify, prioritize, and select violent crime cold cases that have the potential to be solved through
DNA analysis. These may be demonstrated through the inclusion of checklists, flowcharts, diagrams, or narratives, and should be developed through collaboration with appropriate members of the criminal justice community (such as crime laboratory personnel, prosecutors, defense counsel, medical examiners, law enforcement investigators, etc.). The proposal must include a description of the followup activities that will be performed to advance a case toward adjudication should a DNA match be obtained. For proposals where the crime laboratory is not the submitting agency but where DNA analysis will be performed, there must be a demonstration of the crime laboratory’s commitment to analyze the biological evidence, interpret the DNA results, and upload the DNA profiles into DNA databases.

The program narrative must address the specific project objectives, expected results, and implementation approach. It should demonstrate, specifically and comprehensively, how requested funds will be used for the review and investigation of violent crime cold cases that have the potential to be solved through DNA analysis and for the location and analysis of biological evidence associated with these cases.

The Program Narrative includes:

1. Abstract (not to exceed 400 words).
2. Table of contents.
3. Main body, which includes:
   a. Purpose, goals, and objectives.
   b. Review of relevant literature.
   c. Implementation plan.
   d. Management plan and organization.
4. Appendixes (not counted against program narrative page limit) include:
   a. Bibliography/References (if applicable).
   b. List of key personnel (required).
   c. Résumés of key personnel (required).
   d. List of previous and current NIJ awards (required).
   e. Letters of cooperation/support or administrative agreements from organizations collaborating in the project (recommended, if applicable).
   f. Chart for timeline or milestones (required).
   g. Other materials required by the solicitation.
Budget Detail Worksheet

Templates for filling out the Budget Detail Worksheet may be found online at www.ojp.usdoj.gov/Forms/budget_fillable.pdf, OJP Standard Forms & Instructions. If you have any questions, please contact the Office of the Chief Financial Officer’s Customer Service Center at 1–800–458–0786.

Budget Narrative

The budget narrative is a plain-language description of each of the proposed expenditures listed in the Budget Detail Worksheet.

Indirect Rate Agreement (if applicable)

Applicants that do not have a federally negotiated indirect cost rate and wish to establish one can submit a proposal to their “cognizant” Federal agency. Generally, the cognizant Federal agency is the agency that provides the preponderance of direct Federal funding. This can be determined by reviewing an organization’s schedule of Federal financial assistance. If DOJ is your cognizant Federal agency, obtain information needed to submit an indirect cost rate proposal at http://www.ojp.usdoj.gov/oc/indirectcosts.htm.

Other Program Attachments

These include several forms, available on OJP’s funding page at www.ojp.usdoj.gov/forms.htm.

Page limit: The program narrative section of invited full proposals must not exceed 30 double-spaced pages in 12-point font with 1-inch margins. Abstract, table of contents, charts, figures, appendixes, and government forms do not count toward the 30-page limit for the narrative section.

Selection Criteria

Successful applicants must demonstrate the following:

Understanding of the problem and its importance.

Applicants should include appropriate citations and other information to demonstrate an understanding of the problem and the expected impact of the funding in solving cold cases with DNA.

Quality and technical merit.

1. Awareness of the state of current DNA technology and its application to solving cold cases.

2. Soundness of methodology and approach, including a demonstrated team approach to solving cold cases.

3. Feasibility of proposed project and awareness of pitfalls.

4. Innovation and creativity (when appropriate).
Capabilities, demonstrated productivity, and experience of applicants.

1. Qualifications and experience of proposed staff.

2. Demonstrated ability of proposed staff and organization to manage the effort.

3. Adequacy of the plan to manage the project, including how various tasks are subdivided and resources are used.

4. Successful past performance on NIJ grants and contracts (when applicable).

Impact of the proposed project.

1. Potential for resolving violent crime cold cases.


Budget.

1. Total cost of the project relative to the perceived benefit.

2. Appropriateness of the budget relative to the level of effort.

3. Use of existing resources to conserve costs.

Review Process

NIJ is firmly committed to the competitive process in awarding grants. All applications under this solicitation will be subjected to independent peer-review panel evaluations. External peer-review panelists consider both technical and programmatic merits. Panelists are selected based on their expertise in subject areas pertinent to the applications.

Peer-review panelists will evaluate applications using the criteria listed above. NIJ staff then make recommendations to the NIJ Director. The Director makes award decisions.

Reasons for rejection: NIJ may reject applications that are incomplete, do not respond to the scope of the solicitation, do not comply with format requirements, or are submitted after the deadline. No additions to the original submission are allowed.

When awards will be made: All applicants, whether they are accepted or rejected, will be notified. The review and approval process takes about 10 months. You should not propose to begin work until at least 10 months after the application deadline on the cover of this solicitation. Also, you should not expect to receive notification of a decision for at least 10 months after that date. Lists of awards are updated regularly on NIJ’s Web site at http://www.ojp.usdoj.gov/nij/funding.htm.

All awards under this solicitation are subject to the availability of appropriated funds.
Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protection Compliance
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
- Suspension or Termination of Funding
- Funding to Faith-Based and Community Organizations
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA)

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [http://www.ojp.usdoj.gov/funding/otherrequirements.htm](http://www.ojp.usdoj.gov/funding/otherrequirements.htm).

If your proposal is funded, you will be required to submit several reports and other materials, including quarterly financial reports, semi-annual progress reports, a final progress report, and, if applicable, an annual audit report in accordance with Office of Management and Budget Circular A–133. The final report must include a summary and assessment of the program carried out with the award. Future awards and fund drawdowns may be withheld if reports are delinquent. If a cold DNA hit occurs during a reporting period, a brief description of the case should be included detailing the type of hit (offender or forensic) and the evidence the hit was obtained from.
WASHINGTON -- Murders, robberies and aggravated assaults in the United States increased last year, spurring an overall rise in violent crime for the first time since 2001, according to FBI data.

Murders rose 4.8 percent, meaning there were more than 16,900 victims in 2005. That would be the most since 1998 and the largest percentage increase in 15 years.

Murders jumped from 272 to 334 in Houston, a 23 percent spike; from 330 to 377 in Philadelphia, a 14 percent rise; and from 131 to 144 in Las Vegas, a 10 percent increase.

Despite the national numbers, Detroit, Los Angeles and New York were among several large cities that saw the number of murders drop.

The overall increase in violent crime was modest, 2.5 percent, which equates to more than 1.4 million crimes. Nevertheless, that was the largest percentage increase since 1991.

The FBI data, compiled from reports by more than 12,000 law enforcement agencies, does not contain overall crime numbers in any category nor does it offer any explanation for the changes. The FBI's final annual crime report comes out in the fall.

Criminal justice experts said the statistics reflect the nation's complacency in fighting crime, a product of dramatic declines in the 1990s and the abandonment of effective programs that emphasized prevention, putting more police officers on the street and controlling the spread of guns.

"We see that budgets for policing are being slashed and the federal government has gotten out of that business," said James Alan Fox, a criminal justice professor at Northeastern University in Boston. "Funding for prevention at the federal level and many localities are down and the (National Rifle Association) has renewed strength."

Still, Fox said, "We're still far better off than we were during the double-digit crime inflation we saw in the 1970s."

Robberies were up 4.5 percent and aggravated assaults 1.9 percent, according to preliminary data. Alone among violent crime categories, the number of rapes fell 1.9 percent.

Violent crimes peaked at 1.9 million in 1992 and fell steadily through the end of that decade. The number has been relatively stable for the past six years.

Crime last year increased in all regions, although the 5.7 percent rise in the Midwest was at least three times any other region's. These states make up the Midwest: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin.

Fox cautioned against reading too much into year-to-year changes in individual cities, saying some differences result from random variation and marked swings the previous year. Also, some large statistical increases result from some small numerical changes.

In Hartford, Conn. for example, murders jumped more than 50 percent, from 16 to 25.

FBI: http://www.fbi.gov/
Section II- Project

1. Problem Statement

The County Threat Assessment performed shows that the county area presents a national, and international, dominant point of entry and demarcation for illegal narcotics that are coming into the United States. In its daily work, the Arizona Narcotics Task Force (ANT) encounters and experiences neighborhoods throughout the county that are inundated with stash houses, crack houses, methamphetamine labs, marijuana groves, and drug trafficking activities affecting the security and safety of all citizens.

The county’s proximity to the Mexican border makes geographically desirable for the importation, sale and dissemination of illicit drugs. Record drug seizures are a normal course of action among all law enforcement agencies in this region. It is common for ANT to seize thousands of pounds of marijuana in addition to significant quantities of cocaine and methamphetamine each year. During the calendar year 2006, ANT seized xx,xxx pounds of marijuana, xxx,xxx marijuana plants, xx.xx kilograms of cocaine, and xx,xxx.xx grams of methamphetamines (as compared with x,xxx.xx grams seized in 2005). In addition, ANT seized xx meth labs.

Within the county, drug traffickers have targeted Any Town as a gateway and distribution point for large quantities of marijuana, cocaine, and methamphetamine entering the United States. In addition, the remoteness and climate of the county make ideal conditions for major marijuana growing operations. Any Town continues to be severely challenged with local problems as demonstrated by the high rate (xx per 1,000 population) of individuals showing up in hospital emergency rooms with illicit drugs in their systems.

The drug trafficking situation analysis in the County Threat Assessment is consistent with the reported findings in the HIDTA seizure analysis, COBIJA site maps, the latest available ADAM data, ANT analysis trends, Arizona, Department of Health Services emergency room data, and the case load trends of all local enforcement jurisdictions.

2. Project Description

The Arizona Narcotics Task Force (ANT) represents a facilitation management model. ANT’S xx partner agencies encourage and exemplify an independent, yet cohesive task force approach to drug interdiction. ANT implements an intelligence driven law enforcement approach to drug trafficking that guides the task force’s use of resources. This approach also includes a unique prosecution strategy applied to investigations that produce maximum impact and long-term sentencing results.

The management model was developed from the results produced by ANT’S track record of narcotics interdiction in the county area. This helped ANT to identify the important and critical role that interagency collaboration takes in conducting drug investigations that result in successful outcomes. By combining law enforcement resources of federal, state, and local agencies, we are able to coordinate and support each other in investigations from street interdiction to international conspiracy.

ANT currently has a task force of xx investigators, including x prosecutors from xx local and federal jurisdictions. Having the members co-located and working together creates several advantages and efficiencies over working independently. Officers have the advantage of sharing their talents, experiences and expertise. Analysts gain the advantage of intelligence gathering available from all participating agencies. The Threat Assessment has been used to set the priorities of the project. Through these efforts, ANT is effectively targeting, prioritizing and pursuing local, national, and international drug trafficking offenders operating in the county area.
The ANT includes x participating agencies; Any Town Police Department, County Sheriff’s Office, County Attorney’s Office, Kit Kat Police Department, DPS, FBI, DEA, and ICE. In addition, other agencies that support ANT’S mission include the Snicker Police Department, M&M Valley, and Payday Police Department.

The ANT oversight board includes a member from each of the participating agencies. Using the Threat Assessment as a tool to set priorities, the oversight board committed a major portion of ANT’S resources and efforts toward its top priority of methamphetamine reduction. With this priority and the board’s encouragement, several task force strategies have been developed that include new investigative techniques and prosecution strategies that take into account the fight against methamphetamine on two fronts – that which is smuggled in and that which is locally manufactured. These strategies required the formation of new clandestine lab teams, a lab response vehicle, Drug Endangered Children’s (DEC) protocol, including a response vehicle.

ANT also helped with the development of a 300 member community-wide methamphetamine coalition that will address all aspects of the negative impact of methamphetamine and citizen safety. The community coalition and task force personnel meet frequently to discuss progress toward the solution of methamphetamine problem.

The oversight board is dedicated to the continuation of the multi-jurisdictional task force approach to drug interdiction. If funding was no longer available, the project would rely on asset forfeitures in addition to each participating agency funding their assigned personnel. Currently this grant covers about 60% of the total annual expenses.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Goal</th>
<th>Objective</th>
<th>Start</th>
<th>End</th>
<th>Performance Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>To reduce drug flow into the community.</td>
<td>Reduce meth trafficking by xx percent by (time/date) through arrests.</td>
<td>7/01/XX</td>
<td>6/30/XX</td>
<td>Number of meth investigations. Number of meth related search warrants issued. Number of meth related arrests. Number of meth labs seized. Amount of meth seized. Amount of meth precursor chemicals seized. Number of responses to meth labs where children were present. Number of children testing positive to meth exposure. Number of officers trained in the DEC protocol. Number of personnel trained or certified in meth lab cleanup.</td>
</tr>
<tr>
<td>1.1</td>
<td>Identify xx local meth trafficking organizations by (time/date).</td>
<td>7/01/XX</td>
<td>6/30/XX</td>
<td>Number of meth trafficking organizations identified. Number of meth search warrants issued. Number of meth traffickers arrested. Amount of meth seized.</td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Dismantle or disrupt xx local marijuana trafficking organizations by (time/date).</td>
<td>7/01/XX</td>
<td>6/30/XX</td>
<td>Number of marijuana trafficking organizations dismantled. Number of marijuana trafficking organizations disrupt. Number of marijuana search warrants issued. Number of marijuana traffickers arrested. Amount of marijuana seized.</td>
<td></td>
</tr>
</tbody>
</table>

Section III - Budget
1. Personnel
Description
Attached are job descriptions for these positions. These are new positions not currently being funded by other sources. Breakdown of ERE calculations are included.

1a. Full Time / Part Time

<table>
<thead>
<tr>
<th>Description</th>
<th>FT/PT</th>
<th>Pos</th>
<th>Annual Salary</th>
<th>Subtotal Salary</th>
<th>ERE Rate</th>
<th>ERE Subtotal</th>
<th>Total P/S &amp; ERE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sergeant</td>
<td>FT</td>
<td>1</td>
<td>50,000</td>
<td>50,000</td>
<td>27.35%</td>
<td>13,676</td>
<td>$63,676</td>
</tr>
<tr>
<td>Officers</td>
<td>FT</td>
<td>2</td>
<td>35,000</td>
<td>70,000</td>
<td>27.35%</td>
<td>19,146</td>
<td>$89,146</td>
</tr>
<tr>
<td>Administrative Staff</td>
<td>FT</td>
<td>1</td>
<td>25,000</td>
<td>25,000</td>
<td>27.35%</td>
<td>6,838</td>
<td>$31,838</td>
</tr>
</tbody>
</table>

SubTotal: $184,660

Health/Dental/Life 9.19% Pro Rata Attorney Gen 0.63%
FICA/Medicare 8.33% Accum Sick Leave 0.40%
Retirement 9.33% Pro Rata Personnel 1.04%
Workers Comp 0.31% IT Charge 0.15%
Unemployment Ins 0.19% 27.35%

1b. Overtime

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
<th>Hourly Wage</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SubTotal: 0

2. Consultant/Contractual Services
Description

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SubTotal: 0

3. Travel (In State)
Description

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Units</th>
<th>Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SubTotal:

4. Travel (Out State)
Description
This training is for certification on the use and legal ramifications of using Tasers and is only offered at this location once a year. Two officers will be attending this training and the following shows the breakdown of expenditures.

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Units</th>
<th>Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taser Certification</td>
<td>2 people</td>
<td>520</td>
<td>1,040</td>
</tr>
<tr>
<td>Airfare</td>
<td>2 people</td>
<td>520</td>
<td>1,040</td>
</tr>
<tr>
<td>Meals</td>
<td>3 days 2 people</td>
<td>50</td>
<td>300</td>
</tr>
<tr>
<td>Lodging</td>
<td>3 days 2 people</td>
<td>500</td>
<td>3,000</td>
</tr>
</tbody>
</table>

SubTotal: $4,340
5. Operating Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
<th>Quantity</th>
<th>Each</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SubTotal: 0</td>
</tr>
</tbody>
</table>

6. Equipment Purchase

Description
The new employees to the Task force will require laptops. We are limited to purchasing computers that are on County contract and the ones available are HP Compaq nc6220.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Each</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer - laptops</td>
<td>5</td>
<td>2,200</td>
<td>11,000</td>
</tr>
</tbody>
</table>

SubTotal: $11,000

7. Total Project Cost: $200,000

8. Cash Match (25% of Total Project Cost): $50,000

- General Fund Appropriations (Local, County State)
- Anti-Racketeering Funds (RICO)
- Other:

9. Federal Funding: $150,000
SMART Method

• Specific
• Measurable
• Attainable/Achievable
• Realistic
• Timely/Tangible

Created by Paul Meyer
Developing Measures

**Goal**
Broad – what you would like to accomplish

**Objective**
Specific, Time Bound
What you intend to achieve, how, when

**Performance Measure**
Number, percent, amount

---

Reduce juvenile delinquency in River City

To reduce juvenile delinquency by 5% by end of grant period by establishing a youth band.

Exercise 1
Developing Measures

**Goal**

Broad – what you would like to accomplish

Reduce juvenile delinquency in River City

---

**Objective**

Specific, Time Bound
What you intend to achieve, how, when

To reduce juvenile delinquency by 5% by end of grant period by establishing a youth band.

---

**Performance Measure**

Number, percent, amount

- # of participants signed up by July 1
- # of instruments distributed by Aug 15
- # of delinquent acts as of July 1
- # of delinquent acts as of June 30 (end of grant)
To find Activity and Financial reports for the Drug, Gang and Violent Crime Grants please go to the following link:

http://azcjc.gov/Byrne/ReportingForms.asp

For other grants please contact the Program Manager or Coordinator for appropriate forms.
1. Please provide a detailed description of program activities supported by Forensic Casework Backlog Reduction Program funds during this reporting period:

2. Please describe your agency's progress toward completion of the project goals, objectives and timelines as described in your Forensic Casework Backlog Reduction Program grant application.

3. Please complete the spreadsheet on page 2, highlighting your agency's progress in meeting the proposed goals, objectives, performance indicators and timelines (from your grant application):

4. Was any equipment purchased with grant funds this quarter? □ Yes  □ No

   4a. If yes, what type of equipment was purchased?

   4b. What is the status of the purchased equipment?
       □ In Bid Process  □ On Order  □ Delivered  □ Awaiting Installation
       □ Installed  □ Undergoing Testing  □ Operational/On Line

5. Were the services of an outside consultant used during this reporting period? □ Yes  □ No

   5a. If yes, please attach copies of any reports, audits or other deliverables.

6. Will your agency be requiring an extension of the grant period? □ Yes  □ No

   (Extensions must be requested from the program manager no later than 60 days prior to the expiration of the award.)
By signing below, I certify that to the best of my knowledge and belief, this report is correct and complete and that all outlays and unpaid obligations are for the purposes set forth in the grant award documents.

Prepared by: ________________________________________________________________
Typed Name/Date/Telephone/Fax

Certified by: ________________________________________________________________
Signature of Authorized Official    Date
Refer to your grant application for your stated goals and objectives.

<table>
<thead>
<tr>
<th>No.</th>
<th>Measurable Objective</th>
<th>Program Activities</th>
<th>Performance Indicator</th>
<th>Targeted Result Date</th>
<th>Actual Results</th>
<th>Comments/Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>To reduce backlogged DNA analyses in State and local government crime laboratories</td>
<td>Number of backlogged DNA cases, sexual assault, homicide and kidnapping at the beginning of the grant period.</td>
<td>Percent of backlogged DNA casework completed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Number of backlogged DNA cases, sexual assault, homicide and kidnapping - analyzed using casework funds.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Number of current backlogged DNA cases, sexual assault, homicide and kidnapping.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**ARIZONA CRIMINAL JUSTICE COMMISSION**

**AFTERCARE**

**QUARTERLY ACTIVITY REPORT**

**GRANTEE AGENCY:**

**PROJECT TITLE:**

**PROJECT GRANT NUMBER:**

**REPORT PERIOD:**

Please provide the number of offenders admitted to the grant supported treatment program this quarter:

<table>
<thead>
<tr>
<th></th>
<th>M</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native American</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>M</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Juveniles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native American</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Please provide the number of offenders successfully completing the grant supported treatment program this quarter:

<table>
<thead>
<tr>
<th></th>
<th>M</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native American</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>M</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Juveniles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native American</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Please provide:

- the number of participants who dropped out of the aftercare program this quarter.*
- the number of offenders who were terminated from the aftercare program this quarter*
- the average daily population during this quarter

* If this rate is 25 percent or higher, please provide details on a separate sheet of paper.

Please provide the number of offenders who successfully completed the aftercare program this quarter:

<table>
<thead>
<tr>
<th>Total Males - Adult</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Females - Adult</td>
<td></td>
</tr>
<tr>
<td>Total Males - Juvenile</td>
<td></td>
</tr>
<tr>
<td>Total Females - Juvenile</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

Please provide the number of urinalysis test that was completed this quarter.

<table>
<thead>
<tr>
<th>Total Urinalysis tests completed</th>
</tr>
</thead>
</table>

Please include with this report a narrative that includes program highlights, staff activities and issues.

**CERTIFICATION:** I certify that to the best of my knowledge and belief, this report is correct and complete.

Prepared by: ____________________________
(Printed Name)

Phone: ____________________________
(Telephone Number: ______)

Fax: ____________________________
(Fax Number: ______)

E-Mail: ____________________________
(E-Mail: ____)

Certified by: ____________________________
(Signature of Authorized Official)

Date: ____________________________
Apprehension
BYRNE/JAG Activity Report

The activity reports for the BYRNE/JAG grant are available and filed on-line. These are some of the screen shots of the fields required for activity reporting for this grant.

Please contact Kathy Karam to get access to the system. Access to the system can be found at: http://azjc.gov/StatsApp/Default.asp.
### Drug Related Arrest Activity

Provide the total number of people arrested during the report period for drug offenses. Count each person arrested only once. If charged with multiple offenses, select the offense type that carries the greatest penalty. If all are of equal importance, choose the one which is representative. If more than one drug is involved, use the name of the drug listed first below. Do not repeat the most important and unknown drugs through the table. Important: DO NOT DUPLICATE THE COUNT. Enter non-drug violent crime and gang membership arrests in the bottom section.

<table>
<thead>
<tr>
<th>PRIMARY DRUG</th>
<th>Buy/Receive</th>
<th>Cultivate/Manufacture</th>
<th>Distribute</th>
<th>Sale</th>
<th>Possess/Conceal</th>
<th>Trans/Import</th>
<th>Cons/Use</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Crack</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Hashish</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Heroin</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Marijuana</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Other Narcotics</td>
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<td></td>
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<td></td>
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</tr>
<tr>
<td>LSD</td>
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<td></td>
<td>0</td>
</tr>
<tr>
<td>Other Hallucinogens</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
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<tr>
<td>Methamphetamine</td>
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<td></td>
<td></td>
<td>0</td>
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<tr>
<td>Other Stimulant</td>
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<td>0</td>
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<td>Other Depressant</td>
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<td></td>
<td>0</td>
</tr>
<tr>
<td>Other Drug</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td>0</td>
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<tr>
<td>Unknown Drug</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Total</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Number of Persons Arrested by Drug Offense and by Violent Crime and Gang Membership

Violent offense count of murder, rape, robbery, and related assault. Gang membership is determined by meeting two of the three criteria: (a) personal knowledge or observation, (b) witness testimony or official statement, or (c) written or electronic communication (e.g., gangster letter or photograph, letterbox, club list, etc.). (d) Any other indicia of membership.

<table>
<thead>
<tr>
<th>Note: Drug total should equal total above</th>
<th>Violent Crime</th>
<th>Gang Member</th>
<th>Violent Crime &amp; Gang Member</th>
<th>Neither/Not Known</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drug</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-Drug</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

The Drug Total should equal the Drug Arrests reported above.
### Drug Removals by Amount

**Drug Type**

<table>
<thead>
<tr>
<th>Amount (Weight)</th>
<th>Unit of Measure</th>
<th>Amount (Weight)</th>
<th>Unit of Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine:</td>
<td></td>
<td>Crack:</td>
<td></td>
</tr>
<tr>
<td>Crack:</td>
<td></td>
<td>Hashish:</td>
<td></td>
</tr>
<tr>
<td>Heroin:</td>
<td></td>
<td>Methamphetamine</td>
<td></td>
</tr>
<tr>
<td>Marijuana (pounds):</td>
<td></td>
<td>Marijuana Plants:</td>
<td></td>
</tr>
</tbody>
</table>

**Purchasing**

- NP - Number of Plants

### Asset Seizures

<table>
<thead>
<tr>
<th>Total Seizures</th>
<th>Number</th>
<th>Dollar Value</th>
</tr>
</thead>
</table>

| Vehicles: | | |
| Vessels:  | | |
| Aircraft: | | |
| Currency: | | |
| Other Financial Instruments: | | |
| Real Property (Real Estate): | | |
| Weapons: | | |
| Other:   | | |
| Total:   | 0 | 0 |
OFFENDER ARREST PROFILE

Reports the information by number of offenders arrested during the report period. *Repeat Offender is defined as any offender having one or more prior felony convictions. Do not include Non-Drug Violent Crime or Gang Member offenders in this section.

<table>
<thead>
<tr>
<th>Age</th>
<th>Offender Criminal History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Race</td>
<td>Male</td>
</tr>
<tr>
<td>Caucasian</td>
<td></td>
</tr>
<tr>
<td>Black</td>
<td></td>
</tr>
<tr>
<td>Hispanic</td>
<td></td>
</tr>
<tr>
<td>Native American</td>
<td></td>
</tr>
<tr>
<td>Unknown</td>
<td></td>
</tr>
</tbody>
</table>

| Total |     |       |     |       |     |       |     |       |

NUMBER OF WEAPONS SEIZED BY WEAPON TYPE

Provide a count of the number of weapons seized pursuant to an arrest. Include the total number of weapons seized in each category. Do not include Non-Drug Violent Crime or Gang Member offenders in this section.

<table>
<thead>
<tr>
<th>Weapon Type</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handgun</td>
<td></td>
</tr>
<tr>
<td>Semi-Automatic Handgun</td>
<td></td>
</tr>
<tr>
<td>Rifle</td>
<td></td>
</tr>
<tr>
<td>Semi-Automatic Rifle</td>
<td></td>
</tr>
<tr>
<td>Shotgun</td>
<td></td>
</tr>
<tr>
<td>Semi-Automatic Shotgun</td>
<td></td>
</tr>
<tr>
<td>Automatic Weapons/Machine Gun</td>
<td></td>
</tr>
<tr>
<td>Knives/Cutting Instruments</td>
<td></td>
</tr>
<tr>
<td>Explosives</td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
</tr>
</tbody>
</table>
NUMBER OF CLANDESTINE LABS SEIZED:

Enter the number of times the chemical was found that month. Enter drugs seized in the DRUG REMOVALS BY AMOUNT section.

<table>
<thead>
<tr>
<th>NAME OF CHEMICAL</th>
<th># of Occurrences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acetone</td>
<td></td>
</tr>
<tr>
<td>Hydrochloric Acid</td>
<td></td>
</tr>
<tr>
<td>Methanic Sulfonic Acid</td>
<td></td>
</tr>
<tr>
<td>Ephedrine-Pseudoephedrine</td>
<td></td>
</tr>
<tr>
<td>Toluene</td>
<td></td>
</tr>
<tr>
<td>Phosphorous Acid Rods</td>
<td></td>
</tr>
<tr>
<td>Epsom</td>
<td></td>
</tr>
<tr>
<td>Hydrogen Peroxide</td>
<td></td>
</tr>
<tr>
<td>2 Stage Liquid</td>
<td></td>
</tr>
<tr>
<td>Meth Oil</td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
</tr>
</tbody>
</table>
Prosecution
BYRNE/JAG Activity Report

The activity reports for the BYRNE/JAG grant are available and filed on-line. These are some of the screen shots of the fields required for activity reporting for this grant.

Please contact Kathy Karam to get access to the system. Access to the system can be found at: http://azjc.c.gov/StatsApp/Default.asp.
### DRUG/NON-DRUG OFFENSES

<table>
<thead>
<tr>
<th>STATUS Note: Report Number of Persons (see instructions for violent offenses and gang membership definitions)</th>
<th>Drug Offenses</th>
<th>Non-Drug Offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Drug Offense Only</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drug and Violent Offense</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drug Committed by a Gang Member</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drug, Violent &amp; Gang Member</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Violent Offense Only</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Committed by a Gang Member</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Violent &amp; Gang Member</td>
<td></td>
</tr>
</tbody>
</table>

- Total Drug Offense Conditions: 0

*Person "convicted" refers to an individual receiving a finding of "guilty" during the reporting period.*

### CONVICTION INFORMATION FOR DRUG OFFENSES ONLY

(Do not include Non-Drug Offenses in the table.) The number of persons convicted in this table must equal to Convicted Drug Offenses in the above table.

<table>
<thead>
<tr>
<th>TOTAL NUMBER OF PERSONS CONVICTED* BY PLEA, JURY OR NON-JURY:</th>
<th>NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plea/Jury or Non-Jury:</td>
<td></td>
</tr>
<tr>
<td>Jury:</td>
<td></td>
</tr>
<tr>
<td>Non-Jury:</td>
<td></td>
</tr>
</tbody>
</table>

- Total Drug Offense Conditions: 0

*Total number of persons convicted for drug offenses by class of offense if a person is convicted of more than one class of offense, enter the class that is the most serious (Eg. 1F to 3F only), use "Undesignated" when the judge has delayed class of offense assignment. (So not include Non-Drug Offenses in this table.) Count each person only once.

<table>
<thead>
<tr>
<th>CLASS OF OFFENSE:</th>
<th>NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1F:</td>
<td></td>
</tr>
<tr>
<td>2F:</td>
<td></td>
</tr>
<tr>
<td>3F:</td>
<td></td>
</tr>
<tr>
<td>4F:</td>
<td></td>
</tr>
<tr>
<td>5F:</td>
<td></td>
</tr>
</tbody>
</table>

- Total Drug Offense Conditions: 0

**The total number of convicted drug offenses must be the same in all three sections: Drug/Non-Drug Offenses, Total Number of Persons Convicted By Plea, Jury or Non-Jury, and Total Number of Persons Convicted for Drug Offenses by Class of Offense when class of offense is not specified.**
**CONVICTION INFORMATION**

TOTAL NUMBER OF PERSONS CONVICTED BY DRUG TYPE AND DRUG OFFENSES (See instructions on how to apply the hierarchy rules before entering data). Total in this table must equal total number of persons convicted for Drug Offenses in the first section of this report.

### DRUG OFFENSES (Do not Include Non-Drug Offenses in this table)

<table>
<thead>
<tr>
<th>Drug Type</th>
<th>Transport</th>
<th>Impact</th>
<th>Cultivate</th>
<th>Manufacture</th>
<th>Distribute</th>
<th>Selling</th>
<th>Buy</th>
<th>Receive</th>
<th>Possess</th>
<th>Conceal</th>
<th>Use</th>
<th>Consum</th>
<th>Other</th>
<th>Unknown</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine/Crack</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Heroin</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Marijuana/Cannabis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Opiates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Amphetamines/Ethyl</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Other Stimulants</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Depressants</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Hallucinogens</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Other Drugs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Parapharmaceutical</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Unknown</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Total Drug Offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### TOTAL NUMBER OF PERSONS CONVICTED BY VIOLENT OFFENSE & GANG MEMBERSHIP (Enter Non-Drug Offenses in the appropriate row in this table) See instruction for Violent offenses and gang member definitions.

<table>
<thead>
<tr>
<th></th>
<th>Violent</th>
<th>Offense</th>
<th>Non</th>
<th>Gang</th>
<th>Non</th>
<th>Gang</th>
<th>Unknown</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drug Offenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non Drug Offenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: The row and column totals in the above table must equal the drug offense total here. Offenses not known are unknown.

**Totals do not match**

**Totals match**
MONTHLY SUMMARY OF FORFEITURES

Enter the Number and Value of the items forfeited for this report period. Forfeitures are to be reported at time of
reception. DO NOT ESTIMATE. Vehicle buy-backs are to be reported in the vehicle section. For forfeited currency,
provide the number of incidents. Summarize all forfeitures for this month on one report.

<table>
<thead>
<tr>
<th>Case Status</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referrals received this month:</td>
<td></td>
</tr>
<tr>
<td>Conclusions:</td>
<td></td>
</tr>
<tr>
<td>Pending:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Forfeitures</th>
<th>Number</th>
<th>Dollar Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicles (automobiles, Motor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cycles, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vessels (Boats, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aircraft:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Currency ($ of incidents):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Financial Instruments (</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stocks, Bonds, etc.):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Precious Metals:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jewelry:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aircraft:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Currency ($ of incidents):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Financial Instruments (</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stocks, Bonds, etc.):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Precious Metals:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jewelry:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weapons:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Real Property (Residential):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Real Property (Commercial):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unknown:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

NARRATIVE

Please provide a detailed narrative of all seizures undertaken during the reporting period that were supported or enhanced through the
use of grant money received from ACJC.
Match Exercise

25% match on the federal grant requested amount of $75,000

If you know the federal grant requested amount:

\[(100 - \underline{______}) / \underline{______} = \underline{______} / \underline{______} = \underline{______} \]

\[\$75,000 / \underline{______} = \underline{______} \]

If you know the total federal grant amount:

\[\$100,000 \times \underline{______} \% = \underline{______} \]

10% match on the federal grant requested amount of $45,000

If you know the federal grant requested amount:

\[(100 - \underline{______}) / \underline{______} = \underline{______} / \underline{______} = \underline{______} \]

\[\$45,000 / \underline{______} = \underline{______} \]

If you know the total federal grant amount:

\[\$50,000 \times \underline{______} \% = \underline{______} \]

5% match on the federal grant requested amount of $47,500

If you know the federal grant requested amount:

\[(100 - \underline{______}) / \underline{______} = \underline{______} / \underline{______} = \underline{______} \]

\[\$47,500 / \underline{______} = \underline{______} \]

If you know the total federal grant amount:

\[\$50,000 \times \underline{______} \% = \underline{______} \]
**Match Exercise Answer Key**

25% match on the federal grant requested amount of $75,000

If you know the federal grant requested amount:

\[
\frac{100 - 25}{25} = \frac{75}{25} = 3
\]

\[
\frac{75,000}{3} = 25,000
\]

If you know the total federal grant amount:

\[
100,000 \times 25\% = 25,000
\]

---

10% match on the federal grant requested amount of $45,000

If you know the federal grant requested amount:

\[
\frac{100 - 10}{10} = \frac{90}{10} = 9
\]

\[
\frac{45,000}{9} = 5,000
\]

If you know the total federal grant amount:

\[
50,000 \times 10\% = 5,000
\]

---

5% match on the federal grant requested amount of $47,500

If you know the federal grant requested amount:

\[
\frac{100 - 5}{5} = \frac{95}{5} = 19
\]

\[
\frac{47,500}{19} = 2,500
\]

If you know the total federal grant amount:

\[
50,000 \times 5\% = 2,500
\]
Your Agency Name (This is a generic budget sample report if GMS is unavailable)

BUDGET DETAIL

A. Personnel - Attached are job descriptions for these positions. These are new positions not currently being funded by other sources.

<table>
<thead>
<tr>
<th>Name/Position</th>
<th>Computation</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Sergeant FTE 1</td>
<td>@</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>2 Officers FTE 2</td>
<td>@</td>
<td>$35,000.00</td>
</tr>
<tr>
<td>3 Administrative staff</td>
<td>@</td>
<td>$25,000.00</td>
</tr>
</tbody>
</table>

A. TOTAL $145,000.00

B. Fringe Benefits - Same people as above see breakdown of ere calculation below

<table>
<thead>
<tr>
<th>Name/Position</th>
<th>Computation</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Sergeant 27.35%</td>
<td>@</td>
<td>$13,676.00</td>
</tr>
<tr>
<td>2 Officers 27.35%</td>
<td>@</td>
<td>$19,146.00</td>
</tr>
<tr>
<td>3 Administrative staff</td>
<td>27.35%</td>
<td>$6,838.00</td>
</tr>
</tbody>
</table>

ERE Breakdown

| Health /Dental/Life    | 9.19% | Pro Rata Attorney Gen 0.63% |
| FICA/Medicare         | 8.33% | Accum Sick Leave 0.40%   |
| Retirement            | 9.33% | Pro Rata Personnel 1.04% |
| Workers Comp          | 0.31% | IT Charge 0.15%      |
| Unemployment Ins      | 0.19% | 27.35%               |

B. TOTAL 39,660.00

TOTAL A. Personnel & B. Fringe Benefits from above $184,660.00

C. Travel - This training is for certification on the use and legal ramifications of using Tasers and is only offered at this location once a year. Two officers will be attending this training and the following shows the breakdown of expenditures.

<table>
<thead>
<tr>
<th>Purpose of Travel</th>
<th>Location</th>
<th>Item</th>
<th>Amount</th>
<th>Days</th>
<th>People</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Taser Certification</td>
<td>Texas</td>
<td>Airfare</td>
<td>$520.00</td>
<td>1</td>
<td>2</td>
<td>1,040.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meals</td>
<td>$50.00</td>
<td>3</td>
<td>2</td>
<td>300.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lodging</td>
<td>$500.00</td>
<td>3</td>
<td>2</td>
<td>3,000.00</td>
</tr>
</tbody>
</table>

C. TOTAL $4,340.00

D. Equipment - The new employees to the Task force will require laptops. We are limited to purchasing computers that are on County contract and the ones available are HP Compaq nc6220.

<table>
<thead>
<tr>
<th>Item</th>
<th>Computation</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Computer - laptop</td>
<td>4 @</td>
<td>$2,750.00</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D. TOTAL $11,000.00

E. Supplies -

<table>
<thead>
<tr>
<th>Supply Item</th>
<th>Computation</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E. TOTAL $-

Your Agency Name

Page 3
Your Agency Name (This is a generic budget sample report if GMS is unavailable)

F. Construction

<table>
<thead>
<tr>
<th>Supply Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td><strong>F. TOTAL</strong></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

G. Consultants/Contracts -

<table>
<thead>
<tr>
<th>Name of Consultant</th>
<th>Computation</th>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>@</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>@</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td><strong>Sub-TOTAL</strong></td>
<td><strong>$</strong></td>
<td><strong>-</strong></td>
<td></td>
</tr>
</tbody>
</table>

Consultant Expenses:

<table>
<thead>
<tr>
<th>Item</th>
<th>Computation</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>@</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>@</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td><strong>Sub-TOTAL</strong></td>
<td><strong>$</strong></td>
<td><strong>-</strong></td>
<td></td>
</tr>
</tbody>
</table>

Contracts:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>Sub-TOTAL</strong></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

| TOTAL | G. Consultants/Contracts from above | **$** | **-** |

H. Other Costs -

<table>
<thead>
<tr>
<th>Description</th>
<th>Computation</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>@</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>@</td>
<td>-</td>
</tr>
<tr>
<td><strong>H. TOTAL</strong></td>
<td><strong>$</strong></td>
<td><strong>-</strong></td>
</tr>
</tbody>
</table>

I. Indirect Costs-

<table>
<thead>
<tr>
<th>Description</th>
<th>Computation</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>@</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>@</td>
<td>-</td>
</tr>
<tr>
<td><strong>I. TOTAL</strong></td>
<td><strong>$</strong></td>
<td><strong>-</strong></td>
</tr>
</tbody>
</table>
Budget Summary:

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Personnel</td>
<td>$145,000.00</td>
</tr>
<tr>
<td>B. Fringe Benefits</td>
<td>$39,660.00</td>
</tr>
<tr>
<td>C. Travel</td>
<td>$4,340.00</td>
</tr>
<tr>
<td>D. Equipment</td>
<td>$11,000.00</td>
</tr>
<tr>
<td>E. Supplies</td>
<td>$ -</td>
</tr>
<tr>
<td>F. Construction</td>
<td>$ -</td>
</tr>
<tr>
<td>G. Consultant/Contracts</td>
<td>$ -</td>
</tr>
<tr>
<td>H. Other</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>TOTAL DIRECT COSTS</strong></td>
<td><strong>$200,000.00</strong></td>
</tr>
<tr>
<td>I. Indirect Cost</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>TOTAL PROJECT COSTS</strong></td>
<td><strong>$200,000.00</strong></td>
</tr>
</tbody>
</table>

MATCH CALCULATION 25%

\[(100 - 25) / 25 = ____\]

\[200,000 / _____ = $_______\]
To find Activity and Financial reports for the Drug, Gang and Violent Crime Grants please go to the following link:

http://azcjc.gov/Byrne/ReportingForms.asp

For other grants please contact the Program Manager or Coordinator for appropriate forms.
ACJC Grant Program: _____

Agency Name: _____

Grant Number: _____

Report Period: From ____ to ____

**PART I FINANCIAL DETAIL**

Provide the following *DETAILED* budget information

<table>
<thead>
<tr>
<th>Category</th>
<th>This Period Expenses</th>
<th>This Period Encumbrances</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Salaries &amp; Fringe Benefits</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>2. Overtime</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>3. Professional &amp; Outside/ Consultant &amp; Contractual Services</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>4. In-State Travel</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>5. Out-of-State Travel</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>6. Confidential Expenses</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>6a. Match for ACJC <em>(Gang Prosecution Grant Program Only)</em></td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>7. Operating Expenses</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Equipment: (See Budget Category Guidelines for definitions)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Capital (List Below)</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>9. Non-Capital (List Below)</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>9. Total paid this period</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>10. Total Encumbrances this period</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>11. Program Income spent this period***</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>12. <strong>SUBTOTAL</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
</tr>
</tbody>
</table>

*Please round to the nearest dollar.*

Type of Equipment Purchased: **List Each Item Included Above**
(Written Approval is Required)

<table>
<thead>
<tr>
<th>Capital</th>
<th>Non-Capital</th>
<th>Type of Equipment</th>
<th>Quantity</th>
<th>Amount Each ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
</tr>
<tr>
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<td>$0</td>
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<td></td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>

***Refer to Part III Chapter 4: Program Income; OJP Financial Guide, for explanation of Program Income.
## PART II FINANCIAL SUMMARY
Provide information as requested below

**Please round to the nearest dollar:**

<table>
<thead>
<tr>
<th>Line #</th>
<th>Status of Funds</th>
<th>Current Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Total funds spent from prior report (Enter the number from Line C page 2 from your previous report)</td>
<td>$0</td>
</tr>
<tr>
<td>B</td>
<td>Total funds spent this period (Enter the number from Line 9 Page 1)</td>
<td>$0</td>
</tr>
<tr>
<td>C</td>
<td>Total funds spent to date (Add Lines A+B)</td>
<td>$0</td>
</tr>
<tr>
<td>D</td>
<td>Total encumbrances this period (Enter the number from Line 10 Page 1)</td>
<td>$0</td>
</tr>
<tr>
<td>E</td>
<td>Total spent and encumbered to date (Add Line C+D)</td>
<td>$0</td>
</tr>
<tr>
<td>F</td>
<td>Total grant award (includes match, if any)</td>
<td>$0</td>
</tr>
<tr>
<td>G</td>
<td>Balance of grant (Line F-E)</td>
<td>$0</td>
</tr>
<tr>
<td>H</td>
<td>Interest earned this period**</td>
<td>$0</td>
</tr>
<tr>
<td>I</td>
<td>Program income received this period***</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Please round to the nearest dollar:**

**All interest, if earned, must be reported for all programs receiving federal monies. All interest must be reverted to the Arizona Criminal Justice Commission at the end of the grant period if applicable. The current version of the OJP Financial Guide is available at [http://www.ojp.usdoj.gov](http://www.ojp.usdoj.gov) to check if a vendor or contractor has a debarment or suspension as required in the Grant Agreement check the Excluded Parties Listing System web site at [http://epls.arnet.gov](http://epls.arnet.gov).

***Refer to Part III Chapter 4: Program Income; OJP Financial Guide, for explanation of Program Income.

CERTIFICATION: I certify that to the best of my knowledge and belief, this report is correct and complete and that all outlays and unpaid obligations are for the purposes set forth in the grant award documents.

Prepared by: __________________________  1/8/2008  ( ) - ( ) -
Typed Name Date Telephone Fax Number

Certified by: __________________________  1/8/2008
Signature of Authorized Official Date
### Financial Status Report (Short Form)

1. **Federal Agency and Organizational Element to which Report is Submitted**
   - US Department of Justice
   - Office of Justice Programs

2. **Federal Grant or Other Identifying Number Assigned by Federal Agency**
   - OMB Approval No.
   - 0348-0039

3. **Recipient Organization (Name and Complete address, including zip code)**

4. **Employee Identification Number**

5. **Recipient Account Number or Identifying Number**

6. **Final Report**
   - [ ] Yes
   - [ ] No

7. **Basic Cash Accrued**
   - [ ] Cash
   - [ ] Accrued

8. **Funding/Grant Period**
   - From: (Month, Day, Year)
   - To: (Month, Day, Year)

9. **Period Covered by this Report**
   - From: (Month, Day, Year)
   - To: (Month, Day, Year)

10. **Transactions:**
    - I. Previously Reported
    - II. This Period
    - III. Cumulative
    a. Total Outlays
    b. Recipient share of outlays
    c. Federal share of outlays
    d. Total unliquidated obligations
    e. Recipient share of unliquidated obligations
    f. Federal share of unliquidated obligations
    g. Total Federal share (Sum of lines c and f)
    h. Total Federal funds authorized for this funding period
    i. Unobligated balance of Federal funds (Line h minus line g)

11. **Indirect Expenses**
    - a. Type of Rate (Place X in appropriate box)
      - [ ] Provisional
      - [ ] Predetermined
      - [ ] Final
      - [ ] Fixed
    b. Rate
    c. Base
    d. Total Amount
    e. Federal Share

12. **Remarks:** attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.

    PROGRAM INCOME:
    - A. Block/Formula passthrough $  
    - B. Federal Funds subgranted $  
    - C. Forfeiture $  
    - D. Other $  
    - E. Expended $  
    - F. Unexpended $  

13. **Certification:** I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

    Typed or Printed Name and Title
    Telephone (Area Code, number and extension)

    Signature of Authorized Certifying Official
    Date Report Submitted

---

Standard Form 269A (Rev 4-88)
Described by OMB Circulars A102 and A-110
**Additional Grant Funding Resources**

Grant information  
[www.grants.gov](http://www.grants.gov)

Grant Proposal Self Assessment Tool (GrantSAT)  
[http://www.orsp.cmich.edu](http://www.orsp.cmich.edu)

OMB Circulars – Cost Principles  
[http://www.whitehouse.gov/omb/circulars/](http://www.whitehouse.gov/omb/circulars/)

Incorporating Evaluation into the RFP  
[http://www.jrsa.org/jjec/about/briefing_incorporating-evaluation.html](http://www.jrsa.org/jjec/about/briefing_incorporating-evaluation.html)

The Catalog of Federal Domestic Assistance (CFDA)  

**Additional Grant Statistical Resources**

AZ Criminal Justice Commission (ACJC)  
Publications and fact sheets by Arizona’s Statistical Analysis Center and links to external resources:  

Bureau of Justice Statistics (BJS)  
Numerous statistical data – national and state:  

*Crime in Arizona 2006*  
AZ Department of Public Safety (DPS) annual report  
[http://www.dps.state.az.us/crimereport/default.asp](http://www.dps.state.az.us/crimereport/default.asp)

*Crime in the United States 2006*  
U.S. Department of Justice, Federal Bureau of Investigation Uniform Crime Reports (UCR) reported by law enforcement agencies nationwide to the Federal Bureau of Investigation monthly.  
[http://www.fbi.gov/ucr/ucr.htm](http://www.fbi.gov/ucr/ucr.htm)

State by state crime statistics:  

Justice Research and Statistics Association (JRSA)  

National Criminal Justice Reference Service (NCJRS)  
National Crime Victimization Survey (NCVS)
Summary findings and statistical data:
http://www.ojp.usdoj.gov/bjs/cvict.htm#ncvs

Substance Abuse and Mental Health Services Administration (SAMHSA)

U.S. Census Bureau
Numerous publications by city, state, region and national:
http://www.census.gov/
Practical Tips from Grant Evaluators

- Read the grant announcement at least three or four times so that the grant writer has a clear understanding of what the grantor expects in the grant application. Highlight the important points stressed within the announcement.

- Make sure that the grant addresses your problem. If it doesn’t, do not invest your time in writing a grant that is likely to be rejected.

- How do you know you have a problem? Research, statistics, crime analysis? Spend a good portion of the grant writing effort addressing the problem, its background, how you know you have a problem, the impact on the community because of the problem, what’s been done to fix the problem, how successful the past efforts have been, the consequences of not fixing the problem, etc.

- The process and flow of writing the grant is a very important part of the grant writing process that sometimes is given too little attention.

- Spell-check your document.

- Check your math. If your math doesn’t add up, the grantor is not going to have the confidence that you can handle large sums of their money.

- Follow instructions. If the instructions say limit a response to one page, double-spaced, one-inch margins, 12-point font, follow those instructions. If the instructions say, “do not bind”, follow those instructions. No sense annoying those who are going to evaluate your application.

- Consider using the paragraph headings used in the announcement so that the grantor can more easily understand how your application fulfills the submission requirements.

- Think about the total package you are submitting. Make it flow as if it were a “conversation” rather than just responses to different topic areas.

- Number the pages and make sure you send all the pages.

- If responding on a form, don’t leave blanks on the forms. Write “N/A” or “information not available” or whatever is appropriate if no response is given.
Assume the grant evaluators don’t know much about your organization. Use the Program Description to provide background about your organization.

Don’t use acronyms, abbreviations or jargon that is not commonly used in everyday language.

Think like an evaluator. Give the evaluators a reason to fund your application. Be persuasive and give a compelling reason that you need the funds. Remember several evaluators will review your application and discuss the merits of your application as compared to all the other applications. Make it easy to find reasons to fund you.

Show in your application how you’re funding request fits the purpose of the grant and the mission of the funding organization.

If the announcement includes the scorecard used for evaluation, read it and use it to your advantage. The scorecard tells you what the evaluator thinks is important. For instance, if 30% of the weight is on the goals and objectives, make sure you give that part of the application sufficient effort.

Do not cut and paste last year’s information and resubmit with current info. The evaluators look at last year’s application while reviewing the current application.

Budget – Send all the information requested, not just what you think is important. The budget is very critical and sloppiness in this area is a significant problem.

If you don’t understand the instructions, call the grantor. They will answer what they can and will tell you when they can’t give you information.

If additional information is requested by the evaluator because the application is incomplete or unclear, be sure to promptly reply. Ask the caller for a deadline if you cannot fax the information that day. The fact that you were called may mean you are not going to be funded unless the information is received. Hence, time may be critical. If you are called, do not tell the caller that you write so many grants that you don’t remember this grant. That may be the case, but it doesn’t instill confidence in you.

Once the entire grant application is put together, ask someone who’s not been closely working on it to review it. After working with a document for a long period of time, it’s harder for the writer to see its flaws. Ask the
other person to look at the announcement and the grant application and see if the points have all been covered.

☐ Once funded, do not file required reports late. If you are going to be late, call and explain to the grantor that you will be late and the reason why. A reputation for poor compliance with grant requirements is hard to overcome for the next grant cycle.

☐ After the grants are awarded and the appeal period has ended, call the grantor and ask for advice on how you can improve your application next time. Most will be willing to give you assistance.
<table>
<thead>
<tr>
<th>Glossary of Grant-Related Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accounting System</strong></td>
</tr>
<tr>
<td><strong>Award</strong></td>
</tr>
<tr>
<td><strong>Blanket Purchase Order</strong></td>
</tr>
<tr>
<td><strong>Budget</strong></td>
</tr>
<tr>
<td><strong>Capital Assets</strong></td>
</tr>
<tr>
<td><strong>Compliance Auditing</strong></td>
</tr>
<tr>
<td><strong>Comprehensive Annual Financial Report (CAFR)</strong></td>
</tr>
<tr>
<td><strong>Consultant/Contractor</strong></td>
</tr>
<tr>
<td><strong>Cost Sharing or Matching</strong></td>
</tr>
<tr>
<td><strong>Disallowed Costs</strong></td>
</tr>
<tr>
<td>Term</td>
</tr>
<tr>
<td>----------------------</td>
</tr>
<tr>
<td>Discretionary Grant</td>
</tr>
<tr>
<td>Electronic Funds Transfer</td>
</tr>
<tr>
<td>Encumbrances</td>
</tr>
<tr>
<td>Equipment</td>
</tr>
<tr>
<td>Expenditures</td>
</tr>
<tr>
<td>Expenses</td>
</tr>
<tr>
<td>Financial Audits</td>
</tr>
<tr>
<td>Fiscal Year</td>
</tr>
<tr>
<td>Fringe Benefits</td>
</tr>
<tr>
<td>Fund</td>
</tr>
<tr>
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</tr>
<tr>
<td>Indirect Costs</td>
</tr>
<tr>
<td>Indirect Expenses</td>
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<tr>
<td>Term</td>
</tr>
<tr>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>Internal Control</td>
</tr>
<tr>
<td>Invoice</td>
</tr>
<tr>
<td>Oversight Agency</td>
</tr>
<tr>
<td>Per Diem</td>
</tr>
<tr>
<td>Personnel</td>
</tr>
<tr>
<td>Prior Approval</td>
</tr>
<tr>
<td>Program Income</td>
</tr>
<tr>
<td>Purchase Order</td>
</tr>
<tr>
<td>Reconciliation</td>
</tr>
<tr>
<td>Request For Proposals (RFP)</td>
</tr>
</tbody>
</table>
The RFP will usually include complete details on the kinds of services or programs the grantmaker will consider; what the proposal needs to contain; deadline information; proposal review and evaluation; and other guidelines to help respondents submit a technically qualified, highly competitive proposal.

| **Revenues** | Increases in the net current assets of a governmental fund type from other than expenditure refunds, interfund transfers, residual equity transfers, and debt issue proceeds. Also, increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions, and residual equity transfers. |
| **Source Documents** | Documents used to initiate accounting transactions that should be retained to support each entry recorded in the accounting records. Source documents for expenditures include requisitions, purchase orders, receiving reports, and vendor invoices. Source documents for revenues include prenumbered receipts, register tapes, validated deposit slips, and treasurer’s receipts. |
| **Subrecipient** | The legal entity to which a subaward is made and which is accountable to the recipient for the use of the funds provided. |
| **Supplanting** | Using grant funds for an activity previously funded with state or local funds. |
| **Supplies** | Include any materials that are expendable or consumed during the course of the project, such as office supplies, copy paper, or postage. |
| **Travel** | Travel expenses include lodging, meals, and transportation and are listed and calculated separately. |
| **Warrant** | An order drawn by the county, directing the county treasurer to pay a specified amount to a designated payee. |