

ARIZONA CRIMINAL JUSTICE COMMISSION

FY 2021 COMPETITIVE GRANT APPLICATION INSTRUCTIONS

DRUG, GANG, AND VIOLENT CRIME CONTROL PROGRAM

For Assistance

If you have questions about the grant instructions or the Grant Management System (GMS), contact Simone Courter, Grant Coordinator, at 602-364-1186, Tony Vidale, Program Manager, at 602-364-1155 or e-mail dcadmin@azcjc.gov.

**Arizona Criminal Justice Commission
1110 W. Washington St., Suite 230
Phoenix, AZ 85007
Office: (602) 364-1146
Fax: (602) 364-1175**

Introduction

The Arizona Criminal Justice Commission (ACJC) developed these instructions to assist you with your application submission for the FY 2021 Drug, Gang and Violent Crime Control (DGVCC) Competitive Grant program.

Assistance and Resources

Arizona Criminal Justice Commission staff is able to provide assistance regarding the application submission through ACJC's Grant Management System (GMS). During the open solicitation period, staff cannot advise applicants on proposed projects. Detailed instructions on the use of the GMS are available at <http://acjc.azcjc.gov/GMS3/LogIn.aspx> and select the GMS Manual from the left-hand menu bar. Access to the GMS is available at <http://acjc.azcjc.gov/GMS3/LogIn.aspx>. In addition, application content guidance is found in the grant announcement and the [Grant Writing Training Manual](#) available on ACJC's web site.

Funding Priorities

For purposes of outlining funding priorities for the FY 2021 Drug, Gang, and Violent Crime Control Program, the Commission has developed a tier system. Each purpose area has been categorized Tier I, Tier II, or Tier III (see below). Tier I projects will receive the primary focus in allocating funding. Although Tier I projects will receive priority consideration, the funding recommendation will recognize to the extent possible the workload impact one part of the criminal justice system has on other parts of the system.

TIER I:

- Apprehension
- Prosecution

TIER II:

- Forensic Support Services
- Adjudication and Sentencing
- Corrections and Community Corrections

TIER III:

- Substance Abuse Treatment for Corrections-Involved Individuals (*Eligible under the RSAT grant program*)
- Prevention and Education

Please review the Drug, Gang, and Violent Crime Control Competitive Grant Announcement to ensure your project meets the necessary eligibility requirements.

Application Tips

When completing your application:

- Complete text responses in a Word document, then copy and paste them into the GMS application
- Check the spelling and grammar on each response
- Sustainability plan should be addressed within the Project Summary section of the application
- Save your application frequently
- Use the checklist in the Grant Announcement to make sure all required documents are submitted

Completing the Application

Please include as much information as possible for each field in the application. Fields in the GMS with a red flag are required for successful submission of the application.

1. General Information

- **ACJC Grant Program**
The GMS will auto-fill this field. (Drug, Gang and Violent Crime Control)
- **Period Title**
The GMS will auto-fill this field. (FY21 Cycle 34)
- **Project Title**
Provide the name of the project or program, such as the name of the task force. For prosecution and forensic projects, the project title may begin with "Prosecution for" or "Forensic support for" then insert the task force name. A project not associated with a specific task force or that is statewide, may be named as desired.
- **Purpose Area**
The applicant is prompted to select the applicable purpose area from a drop-down menu. *As stated in the Funding Priorities section of this document, Tier I projects will receive priority consideration in providing recommendations for award.* The purpose areas are:
 - **Apprehension**
 - **Prosecution**
 - **Prosecution, Statewide Forfeiture**
 - **Prosecution, Medicaid Fraud**
 - **Forensics**
 - **Adjudication**
 - **Corrections and Community Corrections**
- **Continuation Grant**
The radial button is automatically selected to "No." The applicant does not need to adjust this setting.
- **Applicant Agency**
This information pulls directly from the user's profile. A different agency or a different department may be selected from the dropdown menu. However, a new agency or new departments must be added through the "Edit Profile" function. *Before starting our application, please go to "Edit Profile" and add your Federal Tax ID for your agency. This is a new field in the GMS. There is a place to enter the tax id in the application, but if it is not saved in the agency information, it will not save in the application.* (see GMS instructions for more information).

DUNS Number and Central Contractor Registry

These fields are mandatory for all applicants. All agencies must have a DUNS number and be registered with CCR at the time of award. Returning applicants are required to update their user profile prior to opening an application by entering the numeric DUNS number

and selecting the appropriate "Yes"/"No" response for the Central Contractor Registry (CCR).

Data Universal Numbering System (DUNS):

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 by federal agencies for tracking purposes and to validate the addresses and point of contact information for federal assistance applicants, recipients, and sub-recipients. 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: www.sam.gov.

Central Contractor Registration (CCR):

In addition to the DUNS number requirement, Office of Justice Programs requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Applicants, however, must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures may be accessed at www.sam.gov. It is recommended that applicants begin the registration process immediately, which may take up to a few weeks to complete.

- **Participating Agencies**

The applicant is to provide a listing of participating agencies or enter "not applicable" if other agencies are not involved with the project.

- **Authorized Official**

This must be a person in the applicant agency who is authorized to sign grant agreements.

- **Project Official**

This is the person who is responsible for overseeing the administration of the project or program.

2. Project Narrative

- **Project Mission Statement** (Response limitation is 1,500 characters including spaces.)

Include a mission statement that describes the focus or direction of the agency (e.g., task force, prosecutorial agency, etc.) in addressing drug, gang, and violent crime. If the agency is part of a larger, diverse service organization, use the mission statement that is most closely related to the program applying for funding.

- **Problem Statement** (Response limitation is 7,000 characters including spaces.)

Utilize this section to demonstrate a compelling need for the program in order to maintain or improve public safety.

- Describe the problem(s)/issue(s) that require your agency's involvement to reduce drug, gang, and violent crime.
 - Demonstrate the impact of the problem(s)/issue(s) on your community using verifiable statistical data:
 - Scope of Problem:* Use data that reflects the scope of the problem of illegal drug manufacture, distribution, and use. Include how this may impact and create related problems in your jurisdiction (local threat assessment).
 - Resources:* Use data that reflects the absence or limitations of resources to support law enforcement, prosecution, adjudication efforts and/or criminal justice support services.
- **Project Summary** (Response limitation is 7,000 characters including spaces.)
Provide a summary of the proposed project that would be supported with requested grant funds.
 - *Strategies/approach:* Describe the strategy/approach to be used in reaching project goals and objectives.
 - *Implementation Plan:* Outline specific tasks/activities to be conducted in order to put the strategy/approach into action.
 - *Organizational Capacity:* Describe your agency's capacity to implement the proposed project. Applicants with previous experience are encouraged to describe previous success with project implementation.
 - *Sustainability Plan:* Identify future potential funding sources to ensure the program is ongoing beyond the funding availability.
 - *Evidence-Based:* Describe whether the strategy/approach is evidence-based and if it provides information demonstrating that. Evidence-based can include a program, practice, or policy.
 - **Project Collaboration** (Response limitation is 4,000 characters including spaces.)
Demonstrate a strong collaborative effort with law enforcement, prosecution, service providers, community organizations and other governmental and social service agencies.
 - List the public and private organizations your agency collaborates with in connection to the scope of the proposed project. If there are member agencies associated with the project, identify resources such as funding, personnel, volunteers, space, equipment, and criminal intelligence support systems to be dedicated by each member agency.
 - Describe in detail a recent collaboration. Discuss the purpose of the collaboration and your agency's contribution to the process and the outcomes.
 - **Evaluation Plan** (Response limitation is 4,000 characters including spaces.)
Describe how the agency will determine whether the project is making progress toward achieving its stated goals and objectives, from the list in section 3.
 - Identify the method in which statistical data will be tracked, e.g., service tracking database, Excel spreadsheet, hand-counted tally.
 - Describe the process for reviewing the statistical data and utilizing the data to refine the strategy/approach to meet goals and objectives.

3. Goals and Objectives

Purpose: Goals, objectives, and performance measures are used by ACJC and the federal awarding agency to establish clear expectations of overall performance and to measure the success of the project.

NOTE: As detailed in APPENDIX A of this document, mandatory goals, objectives, and performance measures have been established for the purpose areas identified by the [Arizona 2020 Drug, Gang and Violent Crime Control Strategy](#):

Tier I Projects:

- Apprehension
- Prosecution

Tier II Projects:

- Forensic Support Services
- Adjudication and Sentencing
- Corrections and Community Corrections

Tier III Projects:

- Substance Abuse Treatment for Corrections-Involved Individuals (*Eligible under RSAT grant program*)
- Prevention and Education

***At minimum, applicants must include in their application the mandatory goals, objectives, and performance measures detailed in APPENDIX A.**

DETAILED INSTRUCTIONS FOR ENTERING GOALS, OBJECTIVES AND PERFORMANCE MEASURES:

Goals: Goals are general and should reflect what the project aims to accomplish for your jurisdiction or community area.

Step 1: Click **Add New Goal**

Step 2: Enter project goal into **Goal** text box

Step 3: After objective(s) and performance measure(s) have been entered for the goal, click **Add New Goal** to enter additional goals (if applicable)

Objectives: Objectives are specific, measurable, attainable, realistic and achievable within the timeline of the grant award. Objectives have a direct correlation to the goal selected.

Step 1: Type the objective that correlates with the goal stated above into the **Objectives** text box

Step 2: After performance measure(s) have been entered for the first objective, type the next objective in the **Objectives** text box (if there are multiple objectives for the same goal)

Performance Measures: Performance Measures are a quantitative metric used to monitor and evaluate progress toward goals and objectives. *Note: If utilizing multiple performance measures to monitor an objective, please complete separate entries for each performance measure.*

- Step 1: Quantify the measure by entering an estimated figure (by percent or quantity) for each performance measure, (e.g., 125.)
- Step 2: Type the measure into the **Performance Measures** text box, (e.g., Number of arrests for transport/import of drugs.)
- Step 3: Click **Add** when the performance measure has been entered.
- Step 4: Repeat the process of quantifying the measure, typing the measure into the **Performance Measures** text box and clicking **Add** (if there are multiple measures for the same objective).

SAMPLE VIEW OF GOALS, OBJECTIVES, AND PERFORMANCE MEASURES:

Below, a screenshot has been provided that demonstrates the format for which goals, objectives, and performance measures should be entered. This screenshot is intended to demonstrate format and not content. Applicants should reference APPENDIX A of this document for guidance on the content.

Goals and Objectives ([Edit this section](#))

Goal: To reduce or disrupt the flow of illicit drugs imported, transported, and sold in the community.

Objectives (please complete at least 1):

Description	%	#	Performance Measure
Conduct arrests for importing/transporting of illicit drugs	%	75	Number of arrests for transport/import of drugs
Conduct arrests for distribution of illicit drugs	%	225	Number of arrests for distribution/sale of drugs
	%	350	Number of arrests for buying/receiving drugs
Disrupt methamphetamine labs	%	35	Number of methamphetamine related investigations
	%	5	Number of clandestine labs seized
	%	5	Number of methamphetamine dump sites discovered
	%	10	Number of methamphetamine sites referred for mitigation/cleanup
Eradicate marijuana cultivation grows	%	50	Number of indoor marijuana grows seized
	%	100	Number of outdoor marijuana grows seized
Disrupt or dismantle Drug Trafficking Organizations	%	15	Number of DTOs disrupted
	%	5	Number of DTOs dismantled

Goal: Strengthen collaborative partnerships between federal, state, and local law enforcement and prosecutorial agencies.

Objectives (please complete at least 1):

Description	%	#	Performance Measure
Conduct coordination or collaborative activities with other agencies	%	20	Number of deconfliction events
	%	40	Number of tips/leads referred to other task forces
	%	10	Number of counterterrorism referrals
	%	25	Number of drug-endangered child referrals or calls to CPS
	%	25	Number of drug interdiction activity assists
Conduct intelligence driven, collaborative investigations	%	40	Number of intelligence driven, collaborative investigations
	%	30	Number of intelligence driven investigations resulting in arrest
	%	25	Number of intelligence driven investigations resulting in drug seizures

4. Budget

Provide budget detail and narrative for the *applicable* budget categories listed below. **NOTE:** Matching funds of 25 percent are required. **In submitting funding requests, applicants should include the amount of grant funds being requested plus a 25 percent match.** For example, if the applicant intends to request a total project cost of \$100,000 to carry out the proposed project, then ACJC would contribute \$75,000, and your agency would contribute \$25,000. The method to calculate the Match is the following:

Total Project Cost * Match percentage = Agency Contribution
 \$100,000 * .25 = \$25,000

Total Project Cost – Agency Contribution = ACJC Contribution
 \$100,000 - \$25,000 = \$75,000

- Salary and ERE

In the budget table provide the position title, what portion of the position will be funded (e.g., 1.0 or 0.5), the total annual salary for the position, and the ERE Rate. If requesting funding for more than one position, please prioritize the positions from top to bottom.

Use the "Personnel" text box above the table to provide a very brief description of each position (please provide detailed job descriptions as attachments). Please explain why this position is critical to the program. If requesting funding for multiple positions, please explain prioritization.

In the "ERE Breakdown" text box below the Overtime table, list all the expenses included in fringe benefits (i.e., health insurance, workers' compensation, FICA, etc.). Include a percentage for each category and a total ERE percentage for each position.

NOTE: Multi-agency, multi-jurisdictional drug crime projects may request state, county, and local personnel; ERE; and overtime. There must be a commitment by the participating agency that the personnel will be available for the project. Funding may not be used to request positions for participating federal agencies.

NOTE: Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the OJP Financial Guide (Part II, Chapter 5).

NOTE: If requesting Salary, Overtime or ERE for "Other" agencies that are working with the taskforce, please include these employees in the "Consultant/Contractual Services" category. In the text box provided, include the breakdown of the Salary and ERE as follows:

Position Title	#Pos (FTE)	Annual Salary	Subtotal Salary	ERE Rate	ERE Subtotal	Total

ERE Breakdown (should include a breakdown of the ERE Rate above)

Please remember to save after entering individual lines when entering budget data.

- Overtime
Enter the request for overtime in the table provided.

Please remember to save after entering individual lines when entering budget data.

- Consultant/Contractual Services
In the text box for each vendor, provide detailed vendor information including name and a description of the services provided to the program.

In the table, provide the type of service, number of hours and hourly rate for each vendor. Examples of Consultant/Contractual Service types are contractual accounting, legal, counseling, and data processing services. See the Salary and ERE section for information on entering "Other" agency participation on taskforces.

Please remember to save after entering individual lines when entering budget data.

- In-State Travel
In the text box, provide a detailed description of the purpose of the travel and how it supports the work of the program.

In the table, provide a description of the travel type, rate per mile and number of miles using your organization's established mileage rate.

Please remember to save after entering individual lines when entering budget data.

- Out-of-State Travel
In the text box, provide a detailed description of the purpose of the travel and how it supports the work of the program.

In the table provide a description of the travel type, rate per mile and number of miles using your organization's established mileage rate.

Please remember to save after entering individual lines when entering budget data.

- Confidential Funds
Select the "expense type" from the dropdown list and then enter the dollar amount requested.

Please remember to save after entering individual lines when entering budget data.

- Other Operating Expenses
In the text box provide a detailed description of the expense; in the table, information on the amount requested. "Other Operating Expenses" include pager, cell phones, training fees, etc. Other expenses must be in direct support of the program.

Please remember to save after entering individual lines when entering budget data.

- Equipment
In the text box, provide a description of the item, quantity, purchase price or monthly lease rate for each type of equipment item requested. Note: Pagers and cell phones will be reported under Other Operating Expenses. Complete the table to request equipment funding.

Please remember to save after entering individual lines when entering budget data.

- Matching Funds
Hard cash matching funds of 25 percent of the total grant award are required

In responding to the statement, "If matching funds are required for this grant program, provide a description of what funds will be used as the required match," provide one of the following descriptions:

- General Fund
- RICO
- HIDTA
- Other (list the source)

Please note federal funds cannot be used to match other federal dollars and use of match funds must be in accordance with the appropriating authority or guidelines and policies applicable to those specific fund sources.

5. Financial Capacity

- **Matching Funds Form Field**
If ACJC funds will be used as matching funds for other grant program(s), please list the name(s) of the grant program and funding agency.
- Answer all of the questions provided to help ACJC determine your agency's financial capacity to administer grant funds.

6. Attachments

- *A-133 Audit or Single Audit*
To meet federal audit requirements, the jurisdiction's most recently completed financial audit must be attached (uploaded) at the time of the application. If your agency does not have a current audit completed for the period ending June 30, 2019, a written explanation as to why and a timeframe for completion is required.
- *Participation/Collaboration Letters (Task Force Applicants only)*
Participation/collaboration letters or documents signed by the Authorized Official(s) of the participating agencies indicating their intent to **participate fully** (staff assignment, office space, etc.) in the project are required to be uploaded with the application. Please note: letters of participation from the Arizona Department of Public Safety are sent directly to the Arizona Criminal Justice Commission, therefore uploading this letter is an exception.

- *Confidential Funds Certification*
If utilizing Confidential Funds, a Certification of knowledge and adherence to the Office of Justice Programs (OJP) Financial Guide *Chapter 17: Confidential Funds* must be signed by the Project Official and submitted as an attachment at time of application. The **Confidential Funds Certification** form is available via ACJC's web site:
<http://www.azcjc.gov/ACJC.Web/pubs/ConfidentialFundsCertification.pdf>.

How to attach (upload) a document into GMS

Step 1: From the **Attachments** tab in GMS, Click the **Browse** button to navigate to the document you wish to attach/upload.

Step 2: Once you have selected the document, click **Upload Selected File**.

Step 3: Click the **Save** button on the right side of the screen

7. Special Conditions

Please read all special conditions. Acceptance is required in order to submit the grant application.

Appendix A – Mandatory Goals, Objectives, and Performance Measures

Purpose Area: APPREHENSION

APPREHENSION Goal 1: To reduce or disrupt the flow of illicit drugs imported, transported and sold in the community.	
Objective 1.1 Increase arrests for importing/transporting of illicit drugs	Performance Measure: 1. Number of arrests for transport/import of drugs
Objective 1.2 Increase arrests for the distribution of illicit drugs	Performance Measures: 1. Number of arrests for distribution/sale of drugs 2. Number of arrests for buying/receiving drugs
Objective 1.3 Disrupt methamphetamine labs	Performance Measures: 1. Number of methamphetamine related investigations 2. Number of clandestine labs seized. 3. Number of methamphetamine dump sites discovered 4. Number of methamphetamine sites referred for mitigation/cleanup
Objective 1.4 Eradicate marijuana cultivation grows	Performance Measures: 1. Number of indoor marijuana grows seized 2. Number of outdoor marijuana grows seized
Objective 1.5 Disrupt or dismantle Drug Trafficking Organizations	Performance Measures: 1. Number of DTOs disrupted 2. Number of DTOs dismantled
Objective 1.6 Arrest members of criminal street gangs	Performance Measures: 1. Number of arrests of criminal street gang members

APPREHENSION Goal 2: Strengthen collaborative partnerships between federal, state and local law enforcement and prosecutorial agencies.	
Objective 2.1 Conduct coordination or collaboration activities with other agencies	Performance Measures: 1. Number of deconfliction events 2. Number of tips/leads referred to other task forces 3. Number of counterterrorism referrals 4. Number of drug-endangered child referrals or calls to CPS 5. Number of drug interdiction activity assists
Objective 2.2 Conduct intelligence-driven, collaborative investigations	Performance Measures: 1. Number of intelligence-driven, collaborative investigations 2. Number of intelligence-driven investigations resulting in arrest 3. Number of intelligence-driven investigations resulting in drug seizures

Purpose Area: PROSECUTION

PROSECUTION Goal 1: To enhance the pursuit of justice for drug and drug-related gang and violent crimes in an equitable, unprejudiced and expeditious manner.	
Objective 1.1 Prosecute drug-related cases	Performance Measures: 1. Number of drug-related cases referrals received 2. Number of drug-related cases declined for prosecution 3. Number of drug-related cases deferred to a diversion program 4. Number of drug-related cases dismissed 5. Number of drug-related cases resulting in conviction 6. Number of drug-related cases resulting in acquittal
Objective 1.2 Prosecute members of criminal street gangs	Performance Measures: 1. Number of criminal street gang members prosecuted
PROSECUTION Goal 2: Strengthen collaborative partnership between federal, state and local law enforcement and prosecutorial agencies.	
Objective 2.1 Conduct coordination or collaboration activities with other agencies	Performance Measures: 1. Number of drug-related law enforcement investigation assists 2. Number of meeting(s) with law enforcement related to case preparation, case processing and/or hearings 3. Number of trainings/briefings offered to law enforcement from prosecutors 4. Number of trainings/briefings offered by law enforcement and attended by prosecutors
PROSECUTION Goal 3 (Statewide Civil Forfeiture Efforts Only): Deprive Arizona drug money laundering criminals of their profits.	
Objective 3.1 Achieve successful outcomes in high-impact cases	Performance Measure: 1. Number of successful outcomes 2. Total number of high-impact cases
Objective 3.2 Disrupt criminal enterprises with consequence of limiting subsequent criminal conduct	Performance Measure: 1. Number of criminal enterprises disrupted 2. Number of cases involving criminal enterprises
Objective 3.3 Partner with task forces to prepare and execute seizure warrants in cases where money laundering is a principal allegation	Performance Measure: 1. Number of seizure warrants issued on behalf of task forces in money laundering cases 2. Total number of seizure warrants issued in money laundering cases
PROSECUTION Goal 4 (Statewide Civil Forfeiture Efforts Only): Improve coordination of Arizona forfeiture/money laundering efforts.	
Objective 4.1 Provide forfeiture/money laundering training programs for attorneys and investigators statewide	Performance Measure: 1. Number of prosecutors and/or investigators that are provided training on forfeiture/money laundering 2. Number of training participants demonstrating increased knowledge
Objective 4.2 Provide analytical/investigative law enforcement assists	Performance Measure: 1. Number of requests for assistance received 2. Number of assists provided

Purpose Area: FORENSIC SUPPORT SERVICES

FORENSIC SUPPORT SERVICES Goal 1: To enhance forensic analysis processing to aid in the apprehension and prosecution of drug offenders.	
Objective 1.1 Conduct forensic drug analysis	Performance Measures: 1. Number of requests for analysis awaiting analysis (in queue or backlogged) 2. Number of analysis reports completed 3. Average number of days from receipt of sample to analysis report
Objective 1.2 Provide expert witness testimony	Performance Measure: 1. Number of times staff testified in court 2. Number of times staff testified in court on cases brought forward by task force
Objective 1.3 Efficiently process forensic cases	Performance Measures: 1. Number of cases handled per FTE 2. Average number of working days to complete analysis 3. Average processing cost per analysis

FORENSIC SUPPORT SERVICES Goal 2: To collaborate with apprehension and prosecution agencies in the investigation and examination of drug-related evidence.	
Objective 2.1 Assist law enforcement in the examination of drug evidence	Performance Measure: 1. Number of investigation assists 2. Number of task force specific investigation assists
Objective 2.2 Conduct drug field testing training	Performance Measures: 1. Number of field test training classes completed 2. Number of officers trained in drug field testing 3. Number of agencies participating in field testing sessions 4. Number of training participants demonstrating increased knowledge

Purpose Area: ADJUDICATION AND SENTENCING

ADJUDICATION AND SENTENCING Goal 1: To enhance court adjudication services for drug offenders.	
Objective 1.1 Provide enhanced court service activities for drug offenders	Performance Measures: <ol style="list-style-type: none"> 1. Number of drug court participants 2. Number of drug court graduates 3. Number of drug court participants that did not recidivate during participation 4. Average processing time of drug-related cases funded by the grant 5. Number of indigent defendants requesting services 6. Number of indigent defendants served
Objective 1.2 Provide probation services	Performance Measures: <ol style="list-style-type: none"> 1. Number of drug offenders that received surveillance 2. Average number of days to prepare cases for drug offenders 3. Total number of drug probationers screened for services 4. Total number of drug probationers receiving drug treatment 5. Total number of drug probation absconders apprehended
Objective 1.3 Conduct presentence investigations	Performance Measures: <ol style="list-style-type: none"> 1. Number of presentence investigation reports prepared 2. Number of presentence investigation reports submitted on time without a continuance

Purpose Area: CORRECTIONS AND COMMUNITY CORRECTIONS

CORRECTIONS AND COMMUNITY CORRECTIONS Goal 1: Provide a safer and more effective environment for inmates and staff at correctional and detention facilities.	
Objective 1.1 Identify and disrupt criminal support systems of inmates	Performance Measures: 1. Number of successful criminal syndicate investigations involving civilian suspects 2. Number of successful prosecutions involving inmates and civilians for prison contraband
Objective 1.2 Identify Security Threat Group (STG) members, associates, and prospective members	Performance Measures: 1. Number of validation packets and gang member identification cards used to document prison gangs 2. Number of inmates participating in debriefings to cooperate with investigators 3. Number of inmates entering into the Step Down program, in which STG members formally denounce their membership and agree to stop associating with their gang
Objective 1.3 Enhance security measures within correctional facilities	Performance Measures: 1. Number of seizures of contraband located, entering facilities and within facilities 2. Number of successful prosecutions for prison contraband

CORRECTIONS AND COMMUNITY CORRECTIONS Goal 2: To maintain effective community supervision of drug offenders, facilitate their successful transition from prison to the community and return offenders to prison when necessary to protect the public.	
Objective 1.1 To effectively release, supervise and monitor drug offenders under active Department community supervision.	Performance Measures: 1. Percentage of drug offenders on community supervision 2. Percentage of drug offenders on community supervision returned to prison for technical violations 3. Percentage of drug offenders on community supervision returned to prison for a new crime 4. Number of drug offenders returned to prison for absconding

Purpose Area: PREVENTION AND EDUCATION

PREVENTION AND EDUCATION Goal 1: Decrease the likelihood of engagement in drug, gang and/or violent crime	
Objective 1.1 Conduct effective education and awareness	Performance Measures:

<p>events on the risks associated with drug and gang involvement</p>	<ol style="list-style-type: none"> 1. Number of individuals receiving drug and/or gang prevention and education programming 2. Number of individuals demonstrating an increased knowledge that received programming
<p>Objective 1.2 Improve pro-social behaviors</p>	<p>Performance Measures:</p> <ol style="list-style-type: none"> 1. Number of individuals served 2. Number of individuals completing program requirements 3. Of individuals completing program requirements, number of individuals exhibiting desired change in targeted behaviors