

# **ARIZONA CRIMINAL JUSTICE COMMISSION**



## **FY 2012 GERALD HARDT MEMORIAL CRIMINAL JUSTICE RECORDS IMPROVEMENT PROGRAM (CJRIP)**

### **APPLICATION INSTRUCTIONS**

#### **Assistance**

If you have questions about the grant instructions or the grant management system (GMS), contact Janice Simpson, Grant Coordinator, at (602) 364-1186 or e-mail ACJC at [cjadmin@azcjc.gov](mailto:cjadmin@azcjc.gov).

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## **Introduction**

The Arizona Criminal Justice Commission (ACJC) has developed these instructions to assist you with your application submission for the FY 2012 Gerald Hardt Memorial Criminal Justice Records Improvement Program (CJRIP) application.

## **Funding Priority**

The goal of the Arizona Records Improvement and Information Sharing Plan (AZ RIISP) is to improve the timeliness, completeness, accuracy, and accessibility of the state's criminal justice information systems, with an emphasis on criminal history information. High priority is given to addressing disposition backlogs, encouraging automation, and establishing uniform, automated procedures for reporting arrests and/or disposition information to the criminal history records Central State Repository. Criminal justice agencies are strongly encouraged to share criminal justice records data with other criminal justice agencies to increase efficiency and improve the quality of criminal justice information.

**Preference will be given to projects that address disposition reporting backlogs to include processing of rejected disposition reports.** Program goals encourage procedures and systems that ensure arrest and/or disposition information is submitted to and accessible through the database of criminal history records Central State Repository at the Arizona Department of Public Safety. Priority will be given to clearing existing backlogs of disposition report records. Applicants should include an explanation of how they are addressing the initial cause of the backlog.

## **Assistance and Resources**

ACJC staff is able to provide assistance regarding the application submission through ACJC's Grant Management System (GMS). Detailed instructions on the use of GMS are available at [http://72.32.210.188/grants/GMS2/Documentation/ACJC\\_GMS\\_Manual.pdf](http://72.32.210.188/grants/GMS2/Documentation/ACJC_GMS_Manual.pdf). Access to the GMS is available at <http://www.azcjc.gov/ACJC.Web/Grants/GMSIndex.aspx>. In addition, application content guidance is found in the grant announcement and the [Grant Writing Training Manual](#) available on ACJC's web site.

## **Application Tips**

When completing your application:

- Complete responses in a Word document; then copy and paste them into the GMS application
- Check the spelling and grammar on each response
- Save your application frequently
- Fields in the Grant Management System (GMS) with a red flag next to them are required for successful submission of the application
- Use the checklist in the Grant Announcement (if available) to make sure all required documents are submitted.

## **Performance Measures**

Performance measures are used to monitor the performance of program activities. Determining appropriate measures should include:

- Tying measures directly to project objectives
- Making sure data is reliable and collectible

- Multiple measures to reflect project performance
- The application should contain enough performance measures to address objectives and goals of the project adequately.

Collect the necessary data to measure the objective, especially to compare performance prior to and after project implementation. Data gathered will be used to formulate program improvements and used for reporting progress to ACJC during the grant period. Applicants should provide information in the application to explain their data collection methods and how data collected will measure the results of their work. Performance measures should be tied to activities that improve criminal history information or criminal justice information systems or processing.

Assistance with creating performance measures is available by permission through the SEARCH organization. See slides 15, 22, 28, 34, and 38. This is a large PowerPoint document that may require a few minutes to download:

<http://www.search.org/files/ppt/presentations/jacksonville/PerformanceMgmtRoberts-Prisoc.ppt>.

Performance measures used by BJA are also available:  
[http://www.ojp.usdoj.gov/BJA/grant/JAG\\_Measures.pdf](http://www.ojp.usdoj.gov/BJA/grant/JAG_Measures.pdf).

## Attachments

### Document Attachments (uploads)

#### *A-133 Audit or Single Audit*

To meet federal audit requirements, one copy of the 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, 2010, the written correspondence requesting an extension to the federal cognizant oversight agency must be attached (uploaded) with the application. The correspondence must indicate the timeframe for completion and/or requested extension date.

### How to attach (upload) a document into GMS

In the *Attachments* tab in GMS (see Tabs example), you may attach (upload) documents to accompany your application.

Tabs Example:

[General Information](#) > [Project Narrative](#) > [Goals and Objectives](#) > [Budget](#) > [Administration](#) > [Attachments](#) > [Special Conditions](#)

Click the **Browse...** button to navigate to the document you wish to attach/upload. Once you have selected the document, click **Upload Selected File**.

Your document will be attached (you will see it just below the **Browse...** button) and you will be returned to the Attachments tab where you may repeat the process for additional documents to attach/upload.

Remember to save the page by clicking the **Save** button on the right of the screen.

