

The seal of the Arizona Criminal Justice Commission is centered in the background. It features a central figure holding a scale of justice, surrounded by the text "ARIZONA CRIMINAL JUSTICE COMMISSION" in a circular border.

# **ARIZONA CRIMINAL JUSTICE COMMISSION**

## **FY2010 COMPETITIVE GRANT PROGRAM ANNOUNCEMENT**

### **Gerald Hardt Memorial Criminal Justice Records Improvement Program**

#### **Eligibility**

State, county, local and tribal agencies that meet the qualifications are eligible to apply.

#### **Deadline**

All applications are due by 3:00 p.m. on April 24, 2009.

#### **Notice**

The American Recovery and Reinvestment Act (ARRA) of 2009 mandates strict deadline and additional reporting requirements.

#### **Assistance**

If you have any questions about this grant solicitation, or are having difficulty with the online grant management system, contact Janice Simpson, Grant Program Coordinator at (602) 364-1186 or [jsimpson@azcjc.gov](mailto:jsimpson@azcjc.gov)

## **ABOUT THE PROGRAM**

Funding for this program originated in 1992, when Congress initiated a requirement that each state allocate at least five percent of its total Edward Byrne Memorial State and Local Law Enforcement Assistance Formula grant funds for the improvement of criminal justice records. No longer a mandatory set-aside, the Commission continues to approve five percent of the Byrne/JAG funding for the Gerald Hardt Memorial Criminal Justice Records Improvement Grant Program to be allocated to support the [Arizona Records Improvement and Information Sharing Plan \(AZ RIISP\)](#). The Arizona Criminal Justice Commission has approved the use of Byrne/JAG funding to projects pursuant to the Department of Justice Reauthorization Act of 2005, 42 U.S.C. 3750 et seq., Section 500.

## **INTRODUCTION**

The Arizona Criminal Justice Commission (ACJC) is publishing this notice to announce the Gerald Hardt Memorial Criminal Justice Records Improvement Program for FY2010. This program is designed to implement various projects identified by the AZ RIISP, which has been developed and submitted to the United States Department of Justice, Bureau of Justice Assistance.

The goal of the 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 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 integrate and share criminal justice records data with other criminal justice agencies in an effort to increase efficiency and improve the quality of criminal justice information.

Arizona state law requires the use of criminal history records information in decisions concerning bail, offense upgrade, sentence enhancement, criminal status, probation, pre-sentence reporting, correctional classification and firearms possession. Complete criminal history records are vital to all components of the criminal justice system, as well as the many non-criminal justice users that utilize the information for employment and licensing decisions.

The ability to routinely exchange timely information across the justice flow remains a priority for Arizona. Arizona's justice community is committed to preserving the integrity of criminal history record and criminal justice information by improving information systems and processes.

## **PROGRAM STRATEGY**

To achieve the goals of this program, grants will be made to state, county, local and tribal criminal justice agencies for improving the reporting, maintenance and use of criminal justice record information. Agencies should consider data management systems that enhance automated criminal justice records reporting, provide information sharing across jurisdictional boundaries, reduce data entry duplication, provide courts and the Central State Repository with final disposition information of criminal charges, or promote connectivity to existing systems that align with the [AZ RIISP](#).

Preference will be given to projects that develop or enhance procedures and/or systems that ensure arrests and/or dispositions information is submitted to and accessible through the database of criminal history records Central State Repository at the Arizona Department of Public Safety. An emphasis on increasing information sharing, leveraging resources by participating or increasing the system capability to participate in successful automation or integration projects, or promoting the secure transfer of criminal justice information is preferred. Due to funding limitations, it is suggested that agencies work together to facilitate automated interfaces at the local level.

## **FUNDING**

The Commission is presently making these funds available for multiple grants to be allocated directly to criminal justice agencies for projects that will achieve the goals of the Arizona Records Improvement and Information Sharing Plan in accordance with the [American Recovery and Reinvestment Act of 2009 \(ARRA\)](#) and the Byrne/JAG Program. The Commission has approved the use of Byrne/JAG and CJRIP funding to projects pursuant to the Department of Justice Reauthorization Act of 2005, 42 U.S.C. 3750 et seq., Section 500.

Applicants may submit multiple applications for different projects. Grants may be made to any criminal justice agency, including law enforcement, prosecution, probation, courts, jails, or corrections. All projects funded under this program will be for twelve (12) consecutive months starting July 1, 2009 and ending June 30, 2010. The Commission may opt to renew the grant period for an additional year at the same funding level.

All applicants must certify that required matching funds up to 25 percent are available at time of application. The Commission will determine the amount and which projects will be required to supply matching funds based on state and federal requirements.

## **ALLOWABLE COSTS**

The FY2010 Gerald Hardt Memorial Criminal Justice Records Improvement Program (CJRIP) will include monies from the American Recovery and Reinvestment Act (ARRA) that was signed into law on February 17, 2009 with the intent **to retain and create jobs**. Funding from ARRA is one-time only and may be used for a limited period of time. Priority will be given to budget categories of personnel salaries and employee-related-expenses, and overtime consistent with the intent of ARRA. Other eligible expenses include equipment purchases, software development or purchase, and costs related to contractual or consulting services.

Funding may not be available in future years. Therefore, when requests are made to fund personnel or other ongoing activities or costs, applicants are strongly encouraged to identify future potential funding sources. Applicants should have a sustainability plan to ensure the program is ongoing beyond the funding availability. Personnel costs, such as overtime, or other expenses intended to clear existing backlogs of records will be allowed with the submittal of a plan to eliminate the initial cause of the backlog.

Positions requested in the grant application must be filled as soon as possible during the grant period as a requirement of the ARRA.

## FUNDING RESTRICTIONS

Program funds cannot be used directly or indirectly for security enhancements or equipment to nongovernmental entities not engaged in criminal justice or public safety.

Indirect costs, including expenses such as accounting, payroll, data processing, purchasing, and building use, may not be requested through this grant program.

In addition, the following items are restricted:

- Vehicles, vessels, or aircraft;
- Luxury items;
- Real estate; and
- Construction projects.

## SPECIAL REQUIREMENTS AND REPORTING REQUIREMENTS

Applicants applying for these funds must adhere to [Public Law 111-5](#), which is applicable to programs funded under the American Recovery and Reinvestment Act (ARRA) of 2009. The sections within the ARRA authorization will assist in providing the taxpayers a report of accountability and transparency as a result of these funds. Detailed descriptions of these additional special requirements are available through the [Recovery Act web page](#).

The following are identified as having an impact on the applicant:

- Section 1512(c) – Reporting on the Use of Funds:  
Awardees of ARRA funds must comply with stringent reporting requirements. Quarterly financial and programmatic reporting will be required; reports will be due within 10 calendar days after the end of each calendar quarter.

**ACJC applicants will be required to provide federally requested data and/or performance measures in a timely manner for staff to report to the federal awarding agency.**

- Section 1604 – Limit of Funds  
None of the funds appropriated or otherwise made available in this Act may be used by any State or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.
- Section 1605 – Buy American  
To the greatest extent practicable, all products purchased with grant funds should be American made.
- All agencies must have a DUNS number and be registered with CCR at the time of award.
  - *DUNS (Data Universal Numbering System)*  
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

address 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: <http://fedgov.dnb.com/webform/displayHomePage.do>.

- *Central Contractor Registration (CCR):*  
In addition to the DUNS number requirement, OJP 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. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

**It is recommended applicants begin the registration process immediately as it is a time consuming and labor intensive process. The registration process may last a few weeks and will require the agency to assign an administrative role and authorized users to the account.**

*Funding Disclosure Worksheet and Byrne/JAG Formula Local Application*

You will be required to disclose all other funding sources that have been requested toward this project or any part of this project. A Funding Disclosure Worksheet is available on the ACJC web site and in this document as an Appendix. Please submit the completed Funding Disclosure Worksheet as an attachment to your application via the online ACJC GMS system: <http://azcjc.gov/Grants/GMSIndex.asp>.

If your local unit of government has submitted a funding request to the DOJ/BJA under the 40 percent Byrne/JAG **direct local funding solicitation**, a copy of the application must be forwarded to the ACJC Program Manager via e-mail to: [pnelson@azcjc.gov](mailto:pnelson@azcjc.gov) or at the address below by May 25, 2009.

Arizona Criminal Justice Commission  
Attn: Program Manager, Systems Improvement  
1110 W. Washington Street, Suite 230  
Phoenix, Arizona 85007

*Supplanting Not Allowed*

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 3). Additional information may be found in the [Guidelines regarding supplanting](#).

## SELECTION CRITERIA AND ALLOCATION PROCESS

Applications will be reviewed by a selection committee. Commission staff will prepare a proposed allocation plan. The proposed allocation of funds will be based on the amount requested and the following factors:

- (a) The extent to which the proposed activities align with the goals of the [Arizona Records Improvement and Information Sharing Plan \(AZ RIISP\)](#) adopted by the Arizona Criminal Justice Commission.
- (b) The extent to which the proposed activities further the automation of disposition reporting.
- (c) The extent to which the proposed activities impact the accuracy, completeness, timeliness, and/or automation of criminal justice information, including arrest and/or disposition information.
- (d) The technical feasibility of the proposal and extent to which the proposal appears reasonable in light of the agency's current level of system development.
- (e) The reasonableness of the budget.
- (f) The extent to which the application reflects a constructive interface between relevant components of the local and state criminal justice systems.

This proposed allocation plan will be submitted to the Information and Technology Committee of the Commission for review. The Committee will formulate a recommendation regarding the allocation plan, which will be forwarded to the Criminal Justice Commission for review and final action. The proposed allocation plan will be made available to all applicants in the meeting agendas. Funds will then 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 a report showing expenditure.

### *Selection Criteria*

- **Statement of the Problem** (10 percent)  
Identify the precise problem to be address by the project.
- **Project Design and Implementation** (30 percent)  
Describe project plan including objective that link to meaningful and measurable outcomes. Application should demonstrate job creation and project sustainability. Discuss the significance of project activities to improve the functioning of the criminal justice system.
- **Goals and Objectives** (20 percent)  
Describe how project will reach the goals and objectives outlined in the application. Tie program activities to goals, objectives and performance measures applicable to the project. Include a timeline that identifies milestones and deliverables.
- **Budget** (20 percent)  
Provide a comprehensive budget and budget narrative that are complete, allowable, and justified based on the proposed project.

- **Impact, Evaluation and Sustainment** (20 percent)  
Demonstrate project's impact to improve the functioning of the criminal justice system. Discuss how project will be measured, evaluated, and sustained.

## APPEAL PROCESS

Applicants are entitled to a two-step appeal process if their application is denied. The Committee review of the applications results in a funding proposal presented to the appropriate Committee of the Arizona Criminal Justice Commission. If your application is not included in the initial proposal, you have the right to verbally appeal to the Committee. At that point, the Committee will either continue as proposed by staff and recommend the proposal to the Commission or make changes and recommend the revised proposal to the Commission. If your application is not recommended by the Committee, you have the right to verbally appeal the Commission. The Commission can then either approve the recommendation of the Committee, or make changes to the Committee proposal. The vote of the Commission is the final step of the process and no further appeals will be granted.

## APPLICATION PROCESS

The Arizona Criminal Justice Commission manages an online application process for grants. This allows you to create, submit and monitor your application and grant through a private, secure web page at <http://azcjc.gov/Grants/GMSIndex.asp>. The application will need to be completed on this web page and submitted electronically.

## PROGRAM PRIORITIES

The goal of the CJRIP program is to improve and enhance the timeliness, completeness, accuracy, and accessibility of criminal history record information and to support the nationwide implementation of criminal justice and noncriminal justice background check systems. Proposed activities must align with the goals of the [Arizona Records Improvement and Information Sharing Plan \(AZ RIISP\)](#) adopted by the Arizona Criminal Justice Commission.

## PERFORMANCE MEASURES

<b>ARRA Goal 1 (Recovery Act)</b>	To retain personnel or create jobs in the criminal justice system for the reduction of crime.
Objective 1.1	Performance Indicator
Recovery Act: Preserving jobs	<p>Number of jobs saved (by type) due to Recovery Act funding</p> <p>a) How many jobs were prevented from being eliminated with the Recovery Act funding during this reporting period?</p> <p>b) How many jobs that were eliminated within the last 12 months were reinstated with Recovery Act funding?</p> <p>(An unduplicated number of jobs that would have been eliminated if not for the Recovery Act funding during the three-month quarter. Report this data for each position <b>only once</b> during the grant. A job can include full time, part time, contractual, or other employment relationship.)</p>

<p>Objective 1.2</p> <p>Recovery Act: Creating jobs</p>	<p>Performance Indicator</p> <p>Number of jobs created (by type) due to Recovery Act funding</p> <p>a) How many jobs were created with Recovery Act funding this reporting period?</p> <p>An unduplicated number of jobs created due to Recovery Act funding during the three month quarter. Report this data for each position <b>only once</b> during the grant. A job can include full time, part time, contractual, or other employment relationship.</p>

Additional project specific performance measures may be required.

### **GRANT FUNDED RECORDS INTEGRATION PROJECT REQUIREMENTS**

Due to the limited federal budget for criminal justice records integration, grant applications are becoming more restrictive and a strong emphasis is being placed on collaboration and multi-agency representation. To insure continued cooperation and success of projects, the following requirements are to be included in the Arizona Criminal Justice Commission grant funded records integration projects:

1. A project team must be established that includes a representative of each agency that is involved in the project.
2. A project business justification plan which includes the following:
  - A. Project scope
  - B. Funding requirement
  - C. Governance of project
  - D. List of agencies involved
  - E. Project goals and objectives
  - F. Critical success factors
  - G. Assumptions
  - H. Anticipated return on investment
  - I. High level milestone plan which includes the following:
    - Estimate for system requirements completion (time required or by completion date)
    - Evaluation and performance measures defined for improvements to the timeliness, accuracy and completeness of criminal history records (time required or by completion date )
    - Estimate for project security requirements completed (time required or by completion date)
    - Final system testing completed (time required or by completion date)
    - Expected roll-out (date)
    - Transition of maintenance and support of system from grant funding to full operation (time required or by completion date)

3. Project monitoring will be required and include the following sign-off documents:
  - A. Project plan finalized (date & signatures of project team members)
  - B. Final system testing completed (date & signatures of project team members)
  - C. End-user acceptance sign-off (date & signatures of project team members and agency heads)
  - D. Production "go-live" sign-off (date & signatures of project team members)
  
4. Projects involving multi-agency cooperation and requiring long term commitments for ongoing maintenance and support after the initial project completion shall have a signed Memorandum of Understanding (MOU) at start of project to address continued maintenance and support of the project.

The Arizona Criminal Justice Commission will continue to coordinate and oversee the allocation of federal and state dollars for projects directly focused on the improvement of criminal history records integration and information exchange. With the focus on unity of efforts and avoidance of duplication, the current governance structure will move forward in defining requirements that support the operational information exchanges, technical infrastructure and data exchange standards, establish policy to address legal and privacy issues surrounding information exchange, measure cost effectiveness of the integration efforts through return on investment (ROI) analysis and project milestone accomplishments.