

# ARIZONA CRIMINAL JUSTICE COMMISSION

## FY 2014 COMPETITIVE GRANT ANNOUNCEMENT

### DRUG, GANG, AND VIOLENT CRIME CONTROL PROGRAM

#### Eligibility

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

#### Deadline

All applications are due by 3:00 p.m. on Friday, March 22, 2013.

#### For Assistance

If you have any questions about this grant solicitation or are having difficulties with the Grant Management System, contact Jennifer Hawkins, Grant Coordinator, at 602-364-1168, Tony Vidale, Program Manager, at 602-364-1155 or e-mail [dcadmin@azcjc.gov](mailto:dcadmin@azcjc.gov)

**Arizona Criminal Justice Commission**  
**1110 W. Washington, Suite 230**  
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## **ABOUT THE DRUG, GANG, AND VIOLENT CRIME CONTROL PROGRAM**

The Drug, Gang, and Violent Crime Control (DGVCC) program allows state, county, local and tribal governments to support activities that combat drugs, gangs, and violent crime. The DGVCC program provides funding to support the components of a statewide, system-wide enhanced drug, gang, and violent crime control program as outlined in the [Arizona 2012-2015 Drug, Gang and Violent Crime Control State Strategy](#).

The Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) funds awarded to Arizona by the United States Department of Justice, Bureau of Justice Assistance (DOJ/BJA) continue to support program activities along with state Drug and Gang Enforcement Account (DEA) funds established under A.R.S. §41-2402. The Byrne JAG program provides states, tribes, and local governments with critical funding necessary to support a range of program areas including law enforcement, prosecution and courts, prevention and education, corrections and community corrections, drug treatment and enforcement, planning, evaluation, and technology improvement, and crime victim and witness initiatives.

## **INTRODUCTION**

The Arizona Criminal Justice Commission (ACJC) is publishing this notice to announce the availability of funds for the DGVCC program to be distributed during FY 2014. Arizona prioritizes the use of these funds to support apprehension efforts, prosecution projects and projects that reinforce these activities, such as drug adjudication and sentencing, drug forensic analysis activities and corrections and community corrections projects. In addition, funds may also support substance abuse treatment for corrections-involved individuals, and prevention and education efforts.

Drug, gang and violent crime enforcement efforts must frequently cross jurisdictional boundaries in order to arrest, prosecute, and sentence criminals. ACJC supports improving the effectiveness of collaborative law enforcement by leveraging state and federal funds to reduce drug trafficking, drug-related violent crime, and criminal street gang activities throughout Arizona. Furthermore, ACJC strongly encourages agencies to coordinate efforts with other projects or initiatives, such as the direct local agency Byrne JAG funds, methamphetamine interdiction, Homeland Security programs, prescription drug abuse initiatives, and High Intensity Drug Trafficking Area (HIDTA) activities.

Agencies that have previously not received funding under the DGVCC program are encouraged to apply. Agencies within jurisdictions that receive a direct Byrne JAG award from DOJ/BJA remain eligible to apply for DGVCC program funds.

## **PROGRAM STRATEGY**

The DGVCC program is designed to implement projects aligned with ACJC's approved [Arizona 2012-2015 Drug, Gang and Violent Crime Control State Strategy](#). The strategy identifies purpose areas for funding projects designed to address the drug, gang and violent crime problem in the state. These purpose areas and definitions are as follows:

**Apprehension:** The apprehension purpose area may include, but is not limited to, efforts enhanced information sharing and intelligence exchange, approaches to address locally distinct drug, gang and violent crime related challenges; and proactive policing strategies to address drug, gang and violent crime such as multi-agency, multi-jurisdictional task forces.

**Prosecution:** The prosecution purpose area may include, but is not limited to, prosecutorial efforts in tandem with multi-agency, multi-jurisdictional drug, gang and violent crime task forces; efforts to deny criminals currency, property and drugs such as statewide civil forfeiture efforts; and other effective prosecution strategies to address drug, gang and violent crime.

**Forensic Support Services:** The forensic support services purpose area includes activities such as evidence examination and analysis, development of investigative leads, training, providing expert courtroom testimony and other forensic support services as they pertain to drug, gang and violent crime related cases.

**Adjudication and Sentencing:** The adjudication and sentencing purpose area may encompass a range of activities associated with court processes. Such activities include, but are not limited to, pre-trial services, improved criminal court case processing, supporting specialty courts and public defender services.

**Corrections and Community Corrections:** This purpose area includes projects responding to the needs of prison and jail facilities and corrections practitioners for providing secure care to offenders of drug, gang and violent crime. Projects may include, but are not limited to, safety and security improvements, inmate programming, corrections equipment and technology and contraband control and detection. For community corrections projects may include, but are not limited to, pre-release planning, coordinating reentry services and supporting probation and parole services for offenders of drug, gang and violent crime.

**Substance Abuse Treatment for Corrections-Involved Individuals:** This purpose area includes, but is not limited to, providing residential substance abuse treatment for inmates, preparing offenders for reentry into the community and supporting community-based treatment and other broad-based aftercare services upon release.

**Prevention and Education:** This purpose area covers evidence-based interventions and environmental prevention strategies. Efforts should involve multiple sectors of the community and focus on reducing access and opportunity, enforcing consequences and decreasing the likelihood of engaging in drug, gang and/or violent crime by addressing risk and protective factors.

## **FUNDING PRIORITIES**

For purposes of outlining funding priorities for the FY14 Drug, Gang, and Violent Crime Control Program, the Commission has developed a tier system. Each purpose area has been categorized as a Tier I, Tier II or Tier III project (see below). Tier I projects will receive the primary focus in allocating funds. 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.

### **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

### *Strategic Principles*

In addition to identifying purpose areas, the Commission will utilize a set of strategic principles described by the [Arizona 2012-2015 Drug, Gang and Violent Crime Control State Strategy](#) to guide funding decisions. In preparing applications, applicants may find it useful take into consideration the strategic principles listed below. Projects do not need to include all of these strategic principles, but strong projects will reflect as many of these qualities as possible.

- Include proactive strategies to address the drug, gang, and violent crime problem
- Include a collaborative strategy
- Use specialized personnel or specialized processes to address the drug, gang, and violent crime problem
- Consider gaps in services
- Place a focus on intelligence and information sharing
- Include resource or cost sharing
- Build and maintain partnerships at the federal, state, and local levels
- Support evidence-based and/or innovative approaches
- Include evaluation processes that assess effectiveness and utilize sound and reliable data.

## **FUNDING**

The Commission will make funds available for multiple grants to be allocated directly to state, county, local and tribal criminal justice agencies for projects that will achieve the goals of the DGVCC program. As noted above, priority consideration will be given to projects based on the tier system and their alignment with strategic principles. At this time, the funding level for the FY14 DGVCC Grant program is estimated to be \$8,066,472.

All projects funded under this program will be for twelve (12) consecutive months starting July 1, 2013 and ending June 30, 2014.

### **Match Funds**

Hard cash matching funds up to 25 percent of the total grant award may be required. The Commission will determine the necessity of matching funds based on program need at the Commission meeting scheduled on March 21, 2013. Applicants selected for an award will be notified as to the level of match funding on May 23, 2013.

**Note:** In submitting funding requests, applicants should include the amount of grant funds being requested **plus a 25 percent match**. i.e. If the applicant intends to request \$75,000 in grant funding to carry out the proposed project, the total funding request should reflect \$100,000 (\$75,000 in grant funds plus \$25,000 in match funds).

## **ALLOWABLE COSTS**

Funds 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 in the Project Summary section of the application. In addition, applicants should have a sustainability plan to ensure the program is ongoing beyond the funding availability.

Eligible expenses include personnel, employee related expenses (ERE), overtime, travel, operating costs and costs related to contractual or consulting services. Equipment associated with project activities may be awarded on a limited basis if funding is available.

Priority in budget allocation will be given to budget categories of personnel salaries, employee related expenses (ERE) or fringe benefits and overtime to further support the activities in the reduction of drug, gang and violent crimes throughout Arizona.

## **RESTRICTIONS ON USE OF FUNDS**

DGVCC program funds cannot be used directly or indirectly for security enhancements or equipment to non-governmental criminal justice/public safety entities.

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

In addition, the following items are restricted:

- Vehicles, vessels or aircraft<sup>1</sup>
- Luxury items
- Real estate
- Construction projects
- Any similar matters.

Funding may not be used to request positions for participating federal agencies.

### *Non-Supplanting:*

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). Additional information may be found in the [ACJC Grant Management Resource Manual](#).

## **SPECIAL REQUIREMENTS**

### Uniform Administrative Requirements and Cost Principles:

If the applicant's jurisdiction is awarded funds, it must comply with the following Uniform Administrative Requirements and Cost Principles indicated in the table below.

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<sup>1</sup> Vehicle, vessels or aircraft may be exempt as long as they are for the direct use of the drug task force. These items may require Commission and/or DOJ/BJA approval prior to encumbrance.

Where can I find...	if I am part of a...	Resources	
		Office of Management and Budget (OMB)	U.S. Department of Justice (DOJ)
Administrative Requirements	Educational Institution	<a href="#">Title 2 CFR, Part 215 (OMB A-110) [PDF - 267 Kb]</a>	<a href="#">Title 28 CFR 70 [PDF-216 Kb]</a>
	State or Local Unit of Government, or Tribal Organization	OMB A-102 Replaced by Uniform Administrative Requirements, also known as "common rule"	<a href="#">Title 28 CFR 66 [PDF - 222 Kb]</a>
	Nonprofit Organization	<a href="#">Title 2 CFR, Part 215 (OMB A-110) [PDF - 267 Kb]</a>	<a href="#">Title 28 CFR 70 [PDF-216 Kb]</a>
Cost Principles	Educational Institution	<a href="#">Title 2 CFR, Part 220 (OMB A-21) [PDF-348 Kb]</a>	US DOJ Administrative Requirements Reference Cost Principles in 28 CFR 66.22 and 28 CFR 70.27
	State or Local Unit of Government, or Tribal Organization	<a href="#">Title 2 CFR, Part 225 (OMB A-87) [PDF-288 Kb]</a>	
	Nonprofit Organization	<a href="#">Title 2 CFR, Part 230 (OMB A-122) [PDF- 276 Kb]</a>	
Audit Requirements	Educational Institution	<a href="#">OMB A-133 [PDF - 172 Kb]</a>	US DOJ Administrative Requirements Reference Cost Principles in 28 CFR 66.26 and 28 CFR 70.26
	State or Local Unit of Government		
	Nonprofit Organization		

<http://www.ojp.usdoj.gov/financialguide/GeneralInformation/chapter2page2.htm>

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, 2012, written correspondence indicating approval of an extension by the federal cognizant oversight agency must be attached (uploaded) with the application. The correspondence must indicate the timeframe for completion and/or approved extension date.

Other Funding Sources:

Applicants will be required to disclose all other funding sources that will be used to enhance the project. The sources and amount of funds should be identified in the **DGVCC FY14 Budget Worksheet** and a statement of how the funds will enhance your project should be included in the Project Summary section. **The DGVCC FY14 Budget Worksheet** can be found at the following location on the ACJC web site:

[www.azcjc.gov/ACJC.web/pubs/DGVCC%20FY14%20Budget%20Worksheet.xls](http://www.azcjc.gov/ACJC.web/pubs/DGVCC%20FY14%20Budget%20Worksheet.xls)

Sustainability Plan:

Within the Project Summary section, applicants should identify future potential funding sources to ensure the program is ongoing beyond the funding availability.

U.S. General Service Administration (GSA) Excluded Parties Listing Service:

If the applicant's jurisdiction is awarded funds, it must agree not to do business with any individual, agency, company or corporation listed in the U.S. General Service Administration (GSA) Excluded Parties Listing Service.

Participation/Collaboration Letters (Apprehension Purpose Area, task force specific 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.

Grantee Self-Assessment Questionnaire:

If the applicant is awarded funds, it agrees to complete the Grantee Self-Assessment Questionnaire and return it to ACJC within 90 days of award of the grant.

Task Force Training (Apprehension Purpose Area, task force specific applicants only):

If the applicant is awarded funds to support a task force project, it must agree that within 120 days of award acceptance, each member of the task force funded with these funds who is a task force commander, agency executive, task force officer or other task force member of equivalent rank, will complete a required online (internet-based) task force training. The training is provided free of charge through BJA's Center for Task Force Integrity and Leadership ([www.ctfli.org](http://www.ctfli.org)). All current and new task force members are required to complete this training once during the life of the award, or once every four years if multiple awards include this requirement.

Confidential Funds Certification:

If utilizing Confidential Funds, the applicant must submit a Certification of knowledge and adherence to the *Office of Justice Programs (OJP) Financial Guide* Chapter 17: Confidential Funds signed by

the Project Official, 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>.

Byrne JAG Formula Local Application:

If applicable, a copy of the local Byrne JAG application submitted by your unit of local government to the DOJ/BJA under the 40 percent direct local funding solicitation, **must** be submitted to the ACJC Program Manager by e-mail to: [dcadmin@azcjc.gov](mailto:dcadmin@azcjc.gov) or at the address below within seven (7) calendar days of the local jurisdiction's online application date to the DOJ/BJA.

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

Equal Employment Opportunity Plan (EEOP):

Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review: An EEOP must be developed by each DOJ grant recipient with 50 or more employees receiving an award of \$25,000 or more under the Omnibus Crime Control and Safe Streets Act of 1968 either directly from the Office of Justice Programs (OJP) or as a sub-grant from a state planning agency such as the Commission.

Declaration Claiming Complete Exemption: Regardless of the amount of funding or number of employees, if the recipient agency is an educational institution, non-profit organization, Indian tribe or medical institution, the agency is eligible to file a certification form claiming complete exemption from the EEOP requirement.

Submissions for the EEOP vary depending on the entity type, number of employees and funding level of a grantee agency.

An acceptable Equal Employment Opportunity Plan or Certification Form Claiming Complete Exemption or Claiming Exemption from the EEOP Submission Requirement must be submitted to the Office of Justice Programs (OJP), U.S. Department of Justice, Office for Civil Rights, 810 7<sup>th</sup> Street N.W., Washington D.C. 20531. An EEOP is a comprehensive document that analyzes a recipient's relevant labor market data, as well as the recipient's employment practices to identify possible barriers to the participation of women and minorities in all levels of a recipient's workforce. Its purpose is to ensure the opportunity for full and equal participation of men and women in the workplace, regardless of race, color or national origin. The Department of Justice (DOJ) comprehensive guidelines for developing an Equal Employment Opportunity Plan can be found at 28 CFR § 42.301 et seq.

The following guidelines should be used to determine what information, if any must be submitted to Office for Civil Rights (OCR):

An agency **must submit** a Certification Form Claiming Complete Exemption if it is a non-profit organization, educational institution, Indian tribe or medical institution; has less than 50 employees; or is not receiving a single grant or sub-grant award of at least \$25,000. Section A of a certification form must be completed and filed with the OCR and a copy sent

to the Commission: <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

An agency **must submit** a Certification Form Claiming Exemption from the EEO Submission Requirement if it has 50 or more employees and is receiving a single grant or sub-grant award of at least \$25,000, but less than \$500,000. Section B of a certification form must be completed and filed with the OCR and a copy sent to the Commission: <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

An agency **must submit** a copy of its EEO or EEO Short Form to OCR and send a copy to the Commission if it is receiving a single grant award of \$500,000.

**All grantees must forward to OCR a copy of any finding for discrimination made against their agency after a due process hearing (within the past three years) within 30 days of such finding.**

For more information, consult the Office for Civil Rights (OCR) web site at [www.ojp.usdoj.gov/ocr](http://www.ojp.usdoj.gov/ocr).

#### Civil Rights Certification

All recipients of federal funds, regardless of the type of entity or the amount of money awarded, must provide assurance that they will not discriminate against any person on the grounds of race, color, religion, sex, national origin, age or disability in any program or activity funded in whole or in part by federal financial assistance. The recipient must certify that it will comply with all applicable non-discrimination laws and regulations, and must submit this assurance with the online application as a condition of receiving federal funds (See 28 CFR 42.204).

Specifically, the statute that governs OJP funded programs or activities (Section 809 C), Omnibus Crime Control & Safe Streets Act of 1968, as amended 42 U.S.C. 3789d, (the OJP program statute), prohibits such discrimination as follows:

No person in any State shall on the ground of race, color, religion, national origin, sex (or disability)\* be excluded from participation in, be denied the benefits of, or be subjected to discrimination under or denied employment in connection with any program or activity funded in whole or in part with funds made available under this title.

\*Section 504 of the Rehabilitation Act of 1973 prohibits identical discrimination on the basis of disability.

The Assistant Attorney General of OJP has delegated the enforcement of civil rights compliance of all OJP grantees to the Director, Office for Civil Rights (OCR). The director has civil rights enforcement responsibilities and determines through established policies and procedures whether any person is being excluded from participating in, denied the benefits of, subjected to discrimination under, or denied employment in connection with the program or activity receiving OJP fund on these grounds.

Where such discriminatory actions are found through compliance reviews or complaint processing the recipient agency may be determined to be in noncompliance for violation of the law and of its signed assurances. If attempts to secure voluntary compliance through negotiations are not successful, the sanction of suspension or termination of funding is required by statute. Some specific forms of discrimination that are prohibited are set out in the OJP program statute's implementing regulations 28 CFR 42.203. For more information consult the Office for Civil Rights (OCR) web site at [www.ojp.usdoj.gov/ocr](http://www.ojp.usdoj.gov/ocr).

### Civil Rights Training:

If the applicant is awarded funds, it must agree that within 90 calendar days of award acceptance, the agency will participate in any required civil rights related training to ensure compliance with all federal and state civil rights laws.

## **REPORTING REQUIREMENTS**

**Monthly financial reports:** Grantees are required to submit monthly financial reports for expenditure reimbursement.

**Quarterly activity reports:** Grantees are required to report on progress towards the goals and objectives identified in their grant application.

Detailed information on data variables **for core project areas** that successful applicants will, at minimum, be required to report can be accessed by clicking on this link <http://www.azcjc.gov/ACJC.Web/Byrne/ReportingForms.aspx>

As well as any other reporting requirements, grantees are expected to cooperate fully in any national evaluation efforts required by the federal government.

## **SCORING PROCESS**

Each grant application will be scored by a team of qualified individuals based on the scorecard on page 13. The [Arizona 2012-2015 Drug, Gang and Violent Crime Control State Strategy](#), will provide further guidance to application reviewers.

ACJC staff will prepare a proposed allocation plan based upon the results of the scored grant applications and present the proposed 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 applicants five (5) days prior to the funding meeting. Funds will be disbursed to agencies in accordance with the Commission's final approved allocation plan for the grant period of July 1, 2013 through June 30, 2014.

Staff may provide additional information to assist the Commission in making funding decisions. This information may include, but is not limited to, past performance, including achievement of past goals and objectives or outcomes, and financial and/or programmatic monitoring deficiencies. Applications will be scored using the scorecard included in this announcement.

New applicants are those that do not have a documented award history with ACJC and may provide at least one year of prior grant performance history to obtain points in the Administrative History category, for a maximum total of 40 points. Prior grant performance history documentation should be uploaded for review along with the application.

Acceptable prior grant performance history can be one or all of the following:

- a letter of past performance signed by an agency head
- programmatic monitoring summary and/or corrective action report
- financial monitoring summary and/or corrective action report

- other documentation supporting the achievement/success of a project
- Please note: a scored application does not guarantee an award.

## APPLICATION CHECKLIST

\_\_\_ Application submitted via GMS: <http://72.32.210.188/GMS2/Login.aspx>

\_\_\_ A-133 Audit (submit as attachment)

\_\_\_ Sustainability Plan (included in Project Summary section)

\_\_\_ [DGVCC FY14 Budget Worksheet](#) (submit as attachment)

\_\_\_ [Confidential Funds Certification](#) (if applicable, submit as attachment)

\_\_\_ Participation/Collaboration Letters (Task Force specific applicants only, submit as attachment)

\_\_\_ Byrne JAG Formula Local Application (if applicable, submit as an attachment or e-mail to [dcadmin@azcjc.gov](mailto:dcadmin@azcjc.gov))

### Scorecard - Drug, Gang, and Violent Crime Control Grant Application

1. Is the project eligible under the *Arizona Drug, Gang and Violent Crime Control State Strategy*? **Yes/No**

2. Was the application received on time? **Yes/No**

If the answer to either question is "No," the application is disqualified and should not be scored.

Scorecard			
Category	Description	Valuation	Maximum Possible Score
Submission	<p>All application information is complete and accurate.</p> <ul style="list-style-type: none"> <li>• Application is complete and accurate</li> <li>• A-133 Audit or Audit Extension Letter</li> <li>• DGVCC Budget Worksheet</li> <li>• Sustainability Plan</li> <li>• Confidential Funds Certification (if applicable)</li> <li>• Participation/Collaboration Letters (task force only)</li> </ul>	Factual	55
Problem Statement	<p>The problem statement identifies the need for services in the community and is supported by statistical data.</p> <ul style="list-style-type: none"> <li>• Problems are clearly stated</li> <li>• Problems are evidenced with statistics</li> <li>• Problems align with the strategy</li> <li>• Problem causes are identified</li> </ul>	Judgment	200
Project Summary	<p>Project summary describes project to be supported.</p> <ul style="list-style-type: none"> <li>• Summary addresses the problems stated</li> <li>• Summary describes agency's activities</li> <li>• Summary includes networking with agencies</li> <li>• Summary is realistic and achievable</li> <li>• Includes sustainability plan</li> <li>• Resembles proactive strategies to address the drug, gang, and violent crime problem</li> <li>• Uses specialized personnel or specialized processes to address the drug, gang, and violent crime problem</li> <li>• Considers gaps in services</li> <li>• If applicable, places a focus on intelligence and information sharing</li> </ul>	Judgment	200
Collaboration Efforts	<p>The project collaborates with other criminal justice agencies and community organizations.</p> <ul style="list-style-type: none"> <li>• Public and community agencies are listed</li> <li>• Detailed collaboration described</li> <li>• Includes a collaborative strategy</li> <li>• Builds and maintains partnerships at federal, state and/or local levels</li> </ul>	Judgment	100
Goals And Objectives	<p>Goals and objectives identify intended project accomplishments.</p> <ul style="list-style-type: none"> <li>• Goals are overarching and reasonable</li> <li>• Goals relate to the problems identified</li> <li>• Objectives are reasonable and achievable</li> <li>• Objectives are a logical connect to goals</li> <li>• Measures are appropriate and collectable</li> </ul>	Judgment	125
Evaluation Plan	<p>Performance Measures are identified and are appropriate.</p> <ul style="list-style-type: none"> <li>• Data collection methodologies clearly defined</li> <li>• Measures are appropriate and collectable</li> <li>• Process to incorporate evaluation findings for purposes of project improvement is identified</li> <li>• Includes evaluation processes that allow for assessing effectiveness and includes sound and reliable data.</li> </ul>	Factual	130

Budget	<ul style="list-style-type: none"> <li>• Budget costs are reasonable and allowable</li> <li>• Narrative description is complete</li> <li>• Matching funds are included (if applicable)</li> <li>• Includes resource or cost sharing</li> </ul>	Factual and Judgment	100
Internal Controls	<ul style="list-style-type: none"> <li>• Applicant demonstrates adequate internal controls</li> </ul>	Judgment	50
Administrative History	<p>Projects previously funded have met the requirements of the grant including timely, accurate submission of reports and no reportable deficiencies during monitoring reviews.</p> <ul style="list-style-type: none"> <li>• Activity reporting</li> <li>• Financial reporting</li> <li>• Programmatic reportable deficiencies</li> <li>• Financial reportable deficiencies</li> </ul> <p>*New applicants may submit proof of prior performance</p>	Factual	40
Total:			1,000

## **REQUEST FOR MODIFICATION OF RECOMMENDED ALLOCATION PLAN**

Pursuant to R10-4-405 Drug and Gang Enforcement Account Grants Request for Modification of Recommended Allocation Plan, if an applicant disagrees with the recommended funding allocation, the applicant may verbally appeal to the Committee. The Committee shall consider the request for modification before forwarding the recommended allocation plan to the Commission for action.

If the applicant disagrees with the decision of the Committee, the applicant may verbally request that the Commission modify the recommended allocation plan. The Commission shall consider the request for modification when making a final decision to award or deny a grant. The Commission's decision is final.

## **APPLICATION PROCESS**

The grant application for FY2014 must be completed and submitted using the ACJC Grant Management System (GMS). Detailed application instructions, including information on how to access the GMS, are available at this link <http://www.azcjc.gov/ACJC.Web/Grants/> under the Drug, Gang and Violent Crime Control Program section of the web site.

***Paper or emailed applications will not be accepted. All applications and attachments must be submitted through the ACJC Grant Management System.***

***The application must be successfully submitted to the GMS no later than 3:00 p.m. on Friday, March 22, 2013. Late applications will not be accepted by the GMS or be considered by ACJC.***

Funding recommendations will be presented for the Commission's approval at the meeting scheduled on Thursday, May 23, 2013. If approved, a list of funded programs will be posted on the ACJC website on Friday, May 24, 2013.