

# ARIZONA CRIMINAL JUSTICE COMMISSION

FY2012

## GRANT PROGRAM ANNOUNCEMENT

### FULL SERVICE FORENSIC CRIME LABORATORY PROGRAM (CLAB)

#### Eligibility

State, county, local law enforcement full-service forensic crime laboratories that meet the qualification are eligible to apply.

#### Deadline

All applications are due by 3:00 p.m. on June 17, 2011.

#### For Assistance

If you have any questions about this grant solicitation or are having difficulties with the grant management system, contact Debby Finkel, Grant Coordinator, at (602) 364-1191, Pat Nelson, Program Manager, at (602) 364-1152 or e-mail ACJC at [clab@azcjc.gov](mailto:clab@azcjc.gov).

## **INTRODUCTION**

A.R.S. § 41-2421 (J)(5) directs that 14.29% of the surcharge attached by courts within Arizona be placed into a fund for distribution to state, county and municipal law enforcement full-service forensic crime laboratories by the Arizona Criminal Justice Commission. The Commission is publishing this notice to announce the initiation of the Arizona Full-Service Crime Laboratory Program for FY 2012.

The goal of the Full-Service Crime Laboratory Program is to improve the efficiency and effectiveness of the state's various full-service crime laboratories. The Commission has adopted a goal of having laboratory results posted on an automated site for prosecutors and law enforcement. ACJC requests that laboratories support that goal as laboratory improvements are made.

## **WHO CAN APPLY**

The Commission is presently making these funds available for grants to be allocated directly to:

- 1) State, county, and local law enforcement full-service forensic crime laboratories
- 2) The laboratory must employ at least one (1) full-time forensic scientist who holds a minimum of a bachelor's degree in a physical or natural science
- 3) The lab must be registered as an analytical laboratory with the United States Department of Justice for possession of all scheduled controlled substances
- 4) The lab must be accredited by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board
- 5) Provides, at a minimum, services in the areas of controlled substances, forensic biology, DNA, blood and breath alcohol, firearms and tool marks.

**Total Available is \$850,000**

## **ALLOWABLE COSTS**

When requests are made to fund personnel or other ongoing, continuing activities or costs, applicants should identify future potential funding sources. Eligible expenses include equipment purchases, software development or purchase, and costs related to contractual or consulting services, personnel costs such as overtime, employee-related expenses (ERE) or other expenses.

## **RESTRICTIONS ON USE OF FUNDS**

Grant funds cannot be used for land acquisition or construction projects.

## **REPORTING REQUIREMENTS**

Applicants are required to submit quarterly financial and progress reports to the Commission as well as a complete final report at the end of the project.

## **ALLOCATION PROCESS**

Applications will be evaluated by a review team. 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 help the state to meet the program goals for laboratory improvement
- (b) 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
- (c) The reasonableness of the budget.

ACJC staff will present a proposed allocation plan to the Information and Technology Committee of the Commission for review. The Committee will present a recommendation regarding the allocation plan 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.

## **APPEAL PROCESS**

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

## **APPLICATION PROCESS**

The application and notice will be posted on the Arizona Criminal Justice Commission web site, [www.azcjc.gov](http://www.azcjc.gov), on Friday, May 13, 2011.

**Applications must be received through the ACJC grant management system by 3:00 p.m. on June 17, 2011. Late applications will not be accepted.**

## **HOW TO APPLY**

All applications will be created, submitted and monitored through a public, secure web site. Upon registration, log-in information will be e-mailed to you. The application must be completed on this web site and submitted electronically at:

<http://www.azcjc.gov/ACJC.Web/Grants/GMSIndex.aspx>.