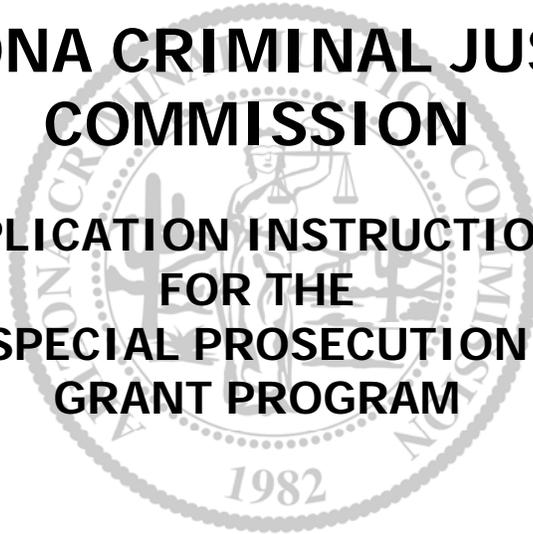


ARIZONA CRIMINAL JUSTICE COMMISSION

APPLICATION INSTRUCTIONS FOR THE SPECIAL PROSECUTION GRANT PROGRAM



INTRODUCTION

The Arizona Criminal Justice Commission (ACJC) has developed a set of specific guidelines to ensure compliance with application submission requirement for the FY 2009 Special Prosecution application. You are encouraged to review the [Special Prosecution application announcement](#) to ensure your project meets the eligibility requirements needed to be successful within the application and budget guidelines, scoring criteria, and project administration phases.

Please note any assistance with regards to the application will be for the web-based application submission only. Application content guidance can be found throughout this document and in the [Grant Writing training manual](#) available on ACJC's web site.

Here are some last minute helpful hints:

- Write your responses in a Word document, then copy and paste it into the web-based application.
- Be sure to use spelling and grammar check on each response.
- Always save your application periodically and after entering budget and goal specific data.

APPLICATION CONTENT

- **General Information**

Project Title

The applicant must provide a project title, such as task force name. For prosecution and forensic projects, the project title will begin with "Prosecution for" or "Forensic for" then insert the task force name. Projects that are not tied as a support to a specific task force and is statewide, names as desired.

Purpose Area

The applicant must select from the drop down menu the appropriate purpose area related to your project's focus.

Participating Agencies

The applicant must complete with the list of participating agencies or you must type "not applicable" in this area.

- **Project Narrative**

Project Mission Statement

The applicant must provide a mission statement that describes the focus or direction the agency (i.e. task force, prosecutorial agency, etc.) is currently undergoing to address the problems and activities promoting a safer community.

Response limitation is 1,500 characters including spaces.

Problem Statement

The applicant must demonstrate a compelling need for the program in order to maintain or improve public safety. The need for the project must be substantiated by:

- 1) Using 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).
- 2) Using data that reflects the absence or inadequacy of law enforcement, prosecution, and/or court services relating to processing multi-jurisdictional cases.
- 3) Using qualitative information such as interviews or other key information on barriers to obtaining needed services within the jurisdictions to explain quantitative data that substantiate the need for the program. For example, if you had 12 cases that went through drug court, and you include one participant's experience and success, then you are giving human value to statistical numbers. However, qualitative data should not be the sole justification for the proposal.

Applicants with previous experience should briefly describe the specific project and any administrative or participatory role played by the applicant. This should include how previous involvement of the applicant in this project resulted in reduced availability, deferred use, and/or increase public awareness of illegal drugs.

Remember in this section, DO NOT SOLVE THE PROBLEMS IDENTIFIED.

Response limitation is 7,000 characters including spaces.

Project Summary

The project must be described in a way that helps stakeholders (administrators, staff, evaluators, funding agencies, citizens, and elected officials) understand and communicate about the project and how it seeks to solve the problem described.

Clearly explain planned activities, including day-to-day operations such as surveillance, communications, presentations to be conducted, and staff organization. The professional

preparation and experience of staff must be described in relation to the knowledge and skills needed to manage and operate the program. Remember to write simply; do not use acronyms unless you identify what they are.

The project must address the extent to which the proposed activities will help the state meet the goals in accordance with state Legislation. ([See Appendix A](#)) Highlight what specific activities are to be implemented using grant funds and how the project will alleviate or solve the problem.

Response limitation is 7,000 characters including spaces.

Project Collaboration

There are two parts to the Project Collaboration section, 1) list of collaborative agencies (not including the participating agencies listed in the General Information section "Participating Agencies"); and 2) provide a recent detailed collaboration.

The project must address the extent in which the application emphasizes collaborative strategies. If there are member agencies associated with the project, they must be identified, including resources to be dedicated by each member agency, such as funding, staff, volunteers, time, space, equipment, vehicles, and criminal intelligence support systems. Collaboration is a key factor in planning and implementing a successful task force program, thus task force applicants must describe the nature and extent of this collaborative planning.

Participation/collaboration letters or documents signed by the Authorized Official of the participating agencies must be included see the Document Attachment section for additional information.

In addition, if any other funding sources will be used to enhance your project, the sources and amounts of funds must be identified and a statement of how the funds will enhance your project must be included in this section of the application.

Applicants are strongly encouraged to identify future potential funding sources. In addition to the identification, a plan of sustainability is ideal to ensure the program is ongoing beyond the funding availability.

Response limitation is 4,000 characters including spaces.

Evaluation Plan (Performance Monitoring)

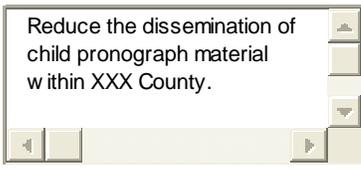
The performance monitoring should be designed to document whether the project is making progress toward achieving its stated goals and objectives, as reflected in performance measures or outcomes (such as arrests, seizures, convictions, and other results of project activities). Remember, evaluation of the project is ongoing and is ideally scheduled on a quarterly basis.

Response limitation is 4,000 characters including spaces.

Goals

In broad terms, describe what the project is intended to accomplish for your jurisdiction as an overarching statement. This goal must be consistent with the goal(s) of the DC program, as your goal(s) will align with your mission/vision which supports your projects direction and success.

Sample goal in application goal field:

Goal: 

[See Appendix B for additional examples.](#)

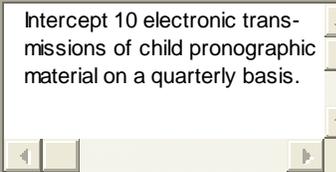
Objectives

The objective(s) selected must be specific, measurable, attainable, realistic, and be accomplishable within the timeline of the grant award. The objective must have a direct correlation to the goal selected. An objective must have a quantitative aspect that is time-bound, such as monthly, quarterly, biannually, or annually. [See Appendix B for examples.](#)

Remember, objectives require you to prove your actions/activities are accomplished as you stated in your application. Therefore, it is important to select a few powerful objectives that truly demonstrate your project's accomplishments instead of many which only provide a simple overview. The more objectives you identify, means the more time your staff will spend tallying the numbers to ensure you have met the objective.

Sample objective in application objective field:

Objectives (please complete at least 1):

Description	%	#	Performance Measure
	<input type="text"/>	<input type="text" value="40"/>	

[Add](#) [Cancel](#)

In this sample, 10 interceptions per quarter times four quarters during the grant period are equal to 40 interceptions during the year. This is the number you will need to meet and/or exceed.

Or

Objectives (please complete at least 1):

Description	%	#	Performance Measure
To increase the number of forensic traces by 10 percent from the prior year.	10		

[Add](#) [Cancel](#)

In this sample, the prior year is the benchmark to exceed. Remember you can also maintain the benchmark from last year, and if doing so, indicate the benchmark number to meet or exceed.

[See Appendix B for examples.](#)

Performance Measures

Performance measures selected must align and measure the objective. The performance measures selected are used to monitor the performance of the program activities; therefore, be sure to collect the necessary data to support the accomplishment of the objective, especially when comparing one year to another and verifying a percentage. Data and other information gathered will be used to formulate program improvements and used for reporting on progress to ACJC during the grant period.

Sample performance measure(s) in application performance measure field:

Objectives (please complete at least 1):

Description	%	#	Performance Measure
Intercept 10 electronic transmissions of child pronographic material on a quarterly basis.		40	# of intercepted electronic transmission.

[Add](#) [Cancel](#)

In this sample you will count the number of drug interdiction stops for the quarter and determine if the objective is met when 10 or more stops had occurred for the quarter.

Or

Objectives (please complete at least 1):

Description	%	#	Performance Measure
To increase the number of forensic traces by 10 percent from the prior year.	10		# of forensic traces - current period. # of forensic traces - prior period.

[Add](#) [Cancel](#)

In this sample the prior year is the benchmark to exceed. You will need to compare the current year against the prior year to determine if the percentage has been met or exceeded. At anytime, you

can measure your performance; simply compare the same period against the prior time period, i.e. first quarter – current year against first quarter – prior year.

Remember you can also maintain the benchmark from last year, and if doing so, indicate the benchmark number to meet or exceed. If using this type of measure you will reference the first performance measure sample.

[See Appendix B for examples.](#)

Budget

A detailed budget must be prepared. Categories of expenses included are personnel salaries, employee related expenses (ERE), contractual/consultant services, operating expenses such as rent, utilities and supplies, travel, and equipment. Provide how the cost of each item was calculated. Provide a proposed budget that is complete, allowable, and cost-effective and that includes matching funds. If applicable, include breakdown and description of partial funding possibilities.

Document Attachments (uploads)

To meet federal audit requirements, the jurisdictions 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, 2007, 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.

Participation/collaboration letters or documents signed by the Authorized Official of the participating agencies indicating their intent to **participate fully** (staff assignment, office space, etc.) in the project may be attached (uploaded) with the application or submitted to the ACJC Program Manager no later than thirty (30) calendar days from the application submission date.

Appendix A

Legislation:

Aggravated Domestic Violence Prosecution

13-3601.02. Aggravated domestic violence; classification; definition

A person is guilty of aggravated domestic violence if the person within a period of sixty months commits a third or subsequent violation of a domestic violence offense or is convicted of a violation of a domestic violence offense and has previously been convicted of any combination of convictions of a domestic violence offense or acts in another state, a court of the United States or a tribal court that if committed in this state would be a violation of a domestic violence offense.

For the purposes of this section, "domestic violence offense" means an offense involving domestic violence as defined in section 13-3601.

13-3601. Domestic violence; definition; classification; sentencing option; arrest and procedure for violation; weapon seizure; notice

A. "Domestic violence" means any act which is a dangerous crime against children as defined in section 13-604.01 or an offense defined in section 13-1201 through 13-1204, 13-1302 through 13-1304, 13-1502 through 13-1504 or 13-1602, section 13-2810, section 13-2904, subsection A, paragraph 1, 2, 3 or 6, section 13-2916 or section 13-2921, 13-2921.01, 13-2923, 13-3019, 13-3601.02 or 13-3623, if any of the following applies:

1. The relationship between the victim and the defendant is one of marriage or former marriage or of persons residing or having resided in the same household.
2. The victim and the defendant have a child in common.
3. The victim or the defendant is pregnant by the other party.
4. The victim is related to the defendant or the defendant's spouse by blood or court order as a parent, grandparent, child, grandchild, brother or sister or by marriage as a parent-in-law, grandparent-in-law, stepparent, step-grandparent, stepchild, step-grandchild, brother-in-law or sister-in-law.
5. The victim is a child who resides or has resided in the same household as the defendant and is related by blood to a former spouse of the defendant or to a person who resides or who has resided in the same household as the defendant.

Obscenity Prosecution

13-3502. Production, publication, sale, possession and presentation of obscene items; classification

A person is guilty of a class 5 felony who, with knowledge of the character of the item involved, knowingly:

1. Prints, copies, manufactures, prepares, produces, or reproduces any obscene item for purposes of sale or commercial distribution.
2. Publishes, sells, rents, lends, transports or transmits in intrastate commerce, imports, sends or causes to be sent into this state for sale or commercial distribution or commercially distributes or exhibits any obscene item, or offers to do any such things.
3. Has in his possession with intent to sell, rent, lend, transport, or commercially distribute any obscene item.
4. Presents or participates in presenting the live, recorded or exhibited performance of any obscene item to the public or an audience for consideration or commercial purpose.

Sexual Exploitation of Children Investigation/Prosecution

13-3552. Commercial sexual exploitation of a minor; classification

A. A person commits commercial sexual exploitation of a minor by knowingly:

1. Using, employing, persuading, enticing, inducing or coercing a minor to engage in or assist others to engage in exploitive exhibition or other sexual conduct for the purpose of producing any visual depiction or live act depicting such conduct.
2. Using, employing, persuading, enticing, inducing or coercing a minor to expose the genitals or anus or the areola or nipple of the female breast for financial or commercial gain.
3. Permitting a minor under such person's custody or control to engage in or assist others to engage in exploitive exhibition or other sexual conduct for the purpose of producing any visual depiction or live act depicting such conduct.
4. Transporting or financing the transportation of any minor through or across this state with the intent that the minor engage in prostitution, exploitive exhibition or other sexual conduct for the purpose of producing a visual depiction or live act depicting such conduct.

B. Commercial sexual exploitation of a minor is a class 2 felony and if the minor is under fifteen years of age it is punishable pursuant to section 13-604.01.

13-3553. Sexual exploitation of a minor; evidence; exemption; classification

A. A person commits sexual exploitation of a minor by knowingly:

1. Recording, filming, photographing, developing or duplicating any visual depiction in which a minor is engaged in exploitive exhibition or other sexual conduct.
2. Distributing, transporting, exhibiting, receiving, selling, purchasing, electronically transmitting, possessing or exchanging any visual depiction in which a minor is engaged in exploitive exhibition or other sexual conduct.

B. If any visual depiction of sexual exploitation of a minor is admitted into evidence, the court shall seal that evidence at the conclusion of any grand jury proceeding, hearing or trial.

C. Sexual exploitation of a minor is a class 2 felony and if the minor is under fifteen years of age it is punishable pursuant to section 13-604.01.

13-3554. Luring a minor for sexual exploitation; classification

A. A person commits luring a minor for sexual exploitation by offering or soliciting sexual conduct with another person knowing or having reason to know that the other person is a minor.

B. It is not a defense to a prosecution for a violation of this section that the other person was a peace officer posing as a minor.

C. Luring a minor for sexual exploitation is a class 3 felony, and if the minor is under fifteen years of age it is punishable pursuant to section 13-604.01, subsection I.

Street Gang Prosecution

Arizona Criminal Justice Commission has been appropriated funds for the purpose of enhancing prosecution of any offense relating to criminal street gangs. The monies shall be distributed to state, county and municipal prosecution offices for the purposes of training prosecutors, providing personnel and prosecuting any offense relating to criminal street gangs.

"Criminal street gang" means an ongoing formal or informal association of persons whose members or associates individually or collectively engage in the commission, attempted commission, facilitation or solicitation of any felony act and who has at least one individual who is a criminal street gang member.

"Criminal street gang member" means an individual to whom two of the following seven criteria that indicate criminal street gang membership apply:

- (a) Self-proclamation.
- (b) Witness testimony or official statement.
- (c) Written or electronic correspondence.
- (d) Paraphernalia or photographs.
- (e) Tattoos.
- (f) Clothing or colors.
- (g) Any other indicia of street gang membership.

Appendix B

Goals, Measurable Objectives and Performance Measure Examples:

Goals Examples

- Reduce the community impact of illegal drug activities and associated crime.
- Reduce drug flow into the community.
- Reduce the number of drug trafficking organizations and or cells.
- Reduce the illegal sale, purchase transportation, and use of illicit drugs.
- Provide effective law enforcement efforts to reduce the illicit drug problem in the community or county.
- Enhance public safety by removing from the community both illegal drugs and offenders who manufacture, distribute and sell them.

Measurable Objectives Examples

- Reduce the number of drug manufacturers by (percent).
- Increase drug manufacturing arrest by (percent).
- Increase the drug smuggler/trafficking arrests by (percent).
- Identify (number) of local drug trafficking organizations.
- Target (number) of local drug trafficking organizations.
- Disrupt (number) of trafficking organizations targeted.
- Reduce the number of burglaries associated with illegal drug activity.
- Reduce the number of violent crime associated with illegal drug activity by (percent).
- Reduce the number of domestic production sites of drugs by (percent).
- Maintain or Increase the (number) of undercover investigators.
- Increase the number of reliable informants by (percent).
- Reduce the number of domestic production sites for marijuana by (percent).
- Disrupt or dismantle (number) of drug trafficking organizations or cells.
- Disrupt (number) and dismantle (number) of money laundering organizations or cells.
- Increase drug seizures by (percent).
- Conduct (number) of successful controlled deliveries.
- Identify and seize (number) of illegal drugs shipped via commercial carriers.
- Seize (number) of clandestine labs.
- Identify (number) of drug trafficking organizations responsible for the production and distribution.
- Maintain (number) of K-9 handler certifications.
- Conduct (number) of trainings with assigned K-9's.
- Increase the number of K-9 assistance calls by (percent).
- Attend (number) of specialized narcotics trainings.

Performance Measure Examples

- Number of drug, drug related gang, and violent crime investigations.
- Number of search warrants issued.
- Number of arrest.
- Cost per arrest.
- Number of drug associated burglaries.
- Number of drug associated car thefts.
- Amount of drug seized.
- Value of drug seized.
- Value of assets seized.
- Number of clandestine labs seized.
- Number of clandestine labs cleaned.
- Number of dump sites discovered.
- Amount of precursor chemicals seized.
- Number of growing operation investigations.
- Number of growing operations eradicated.