ARIZONA CRIMINAL JUSTICE COMMISSION

GRANT PROGRAM ANNOUNCEMENT

CRIME VICTIM ASSISTANCE PROGRAM

INTRODUCTION

The Arizona Criminal Justice Commission pursuant to A.R.S. § 41-2407, has authorized the distribution of Crime Victims Assistance funds through a competitive grant process. The Commission will make multiple awards for state fiscal year 2015 (July 1, 2014 – June 30, 2015). The distribution amount will be $1,250,000 in state dollars. The grant funds must be ***used to provide victim assistance services*** directly to crime victims in Arizona in compliance with Arizona Administrative Code (A.A.C.) R10-4-201 through R10-4-204 and Commission guidelines. In fiscal year 2014, 47 awards were made; the majority of the awards were for salary and fringe benefits for those providing direct services to crime victims. The average award was $26,000. The grant solicitation period for the ACJC Victim Assistance Grant Program will open on **Monday, February 3, 2014**. See the APPLICATION PROCESS section of this announcement for application completion and submission information.

Proposals will be considered from public agencies, tribal agencies and private non-profit organizations. For non-profit organizations, three additional items must be submitted with the application:

1) A current letter from a prosecutor's office or law enforcement agency endorsing the application; and
2) A current board list that includes affiliations identifying current officers and provides the Chairman's contact information; and
3) One of the following:

- A copy of the IRS letter designating the organization as a 501(C)(3) non-profit
- Submission of a statement from the state taxing authority or state Secretary of State, or other similar official certifying that the organization is a non-profit operating within the state, and that no part of its net earnings may lawfully benefit any private shareholder or individual.
- Submission of a certified copy of the applicant's certificate of incorporation or similar document.
- Submission of any item above (1-3), if that item applies to a state or national parent organization, together with a statement by the state or parent organization that the applicant is a local nonprofit affiliate.

ALLOWABLE COSTS

The Crime Victim Assistance program is established to ***provide effective victim assistance services*** to crime victims in Arizona. In accordance with A.A.C. R10-4-204, services eligible to receive funding are:

- Crisis intervention services for the urgent emotional or physical needs of crime victims,

which may include a 24-hour hotline for counseling or referral for victims.

- Emergency services including:
  a. Temporary shelter for victims who cannot safely remain in their current location;
  b. Petty cash for immediate transportation, food, shelter, and other necessities; and
  c. The temporary repair of locks and windows damaged as a result of a crime to prevent the home or apartment from being re-burglarized immediately.
- Support services including:
  a. Follow-up counseling dealing with the victimization;
  b. Assistance with other social service and criminal justice agencies;
  c. Assistance obtaining the return of property kept as evidence;
  d. Assistance dealing with the victim's landlord or employer; and
  e. Referrals to other sources of assistance as needed.
- Court-related services including:
  a. Direct services or petty cash that help victims participate in criminal justice proceedings, including transportation to court, child care, court escort, meals, and parking expenses; and
  b. Advocate services including escort victims to criminal justice-related interviews, court proceedings, and assistance in accessing temporary protection services.
- Notification services including:
  a. Notifying victims of significant developments in the investigation or adjudication of their case;
  b. Notification that a court proceeding for which the victim has be subpoenaed has been canceled or rescheduled; and
  c. Notification of the final disposition of the case.
- Training for salaried or volunteer staff of criminal justice, social services, mental health, or related agencies that provide direct services to crime victims.
- Cost of printing and distribution of brochures or similar announcements describing the direct services available, how to obtain program assistance, and volunteer opportunities.

Applicants may apply for funding to provide these services throughout the state of Arizona.

RESTRICTIONS ON USE OF FUNDS

Ineligible Services/Expenses:

- Crime prevention efforts other than those aimed at providing specific emergency help after an individual is victimized;
- General public relations programs;
- Advocacy for particular legislative or administrative reforms;
- General criminal justice agency improvements;
- Programs in which crime victims are not the primary beneficiary;
- Management training and training aimed for persons who do not provide direct services to victims;
- Victim Compensation provided under A.A.C. R10-4-101 through R10-4-108;
- Or shelter services provided to the homeless, but not Domestic Violence related.

REPORTING REQUIREMENTS

Funded programs are required to submit monthly financial reports and an annual performance report to the Commission and cooperate fully in any evaluation efforts required. One (1) copy of the most recently completed financial audit (A-133 or independent audit) must be submitted with

the application. An approved program is required to allow the Commission or its duly authorized representative's access to, and the right to examine, any books, documents, papers, records, or other evidence of activities conducted pursuant to awards.

ALLOCATION PROCESS

Applications will be reviewed by an evaluation team of at least three qualified individuals. Each grant application will be evaluated according to the Crime Victim Assistance Program Rules and the priorities established by the Commission. Commission staff will prepare a proposed allocation plan.
ACJC staff will present the proposed allocation plan to the Crime Victims Committee of the Commission for review. The Committee will make 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 be disbursed to agencies in accordance with the Commission's final approved allocation plan.

The proposed allocation of funds will be based on the amount requested and the following criteria:

1. Eligibility of services the applicant proposes to provide. **(pass/fail)**
2. Submission of application on time. **(pass/fail)**
3. Completeness and accuracy of application. All requested information and attachments are provided.
4. Program assistance to victims in filing Victim Compensation claims.
5. Effective and efficient use of volunteers in the delivery of victim services.
6. Problem statement identifies the need for services in the community and is supported by statistical data that directly related to the identified problem.
7. The program adequately addresses the problem in the community.
8. Coordination efforts with other public and private victim service providers.
9. Program's ability to meet goals and objectives established by the Arizona Criminal Justice Commission. Measurable outcomes are reasonable and achievable.
10. Mechanisms to evaluate the program are identified and are appropriate.
11. Budget costs are reasonable and allowable. Matching funds are clearly identified and available to the program.
12. Appropriate internal controls are in place to adequately administer the award. **(pass/fail)**
13. Programs have demonstrated a strong performance history.

Applications will be evaluated in accordance with the following funding priorities:

1. Continue funding from one grant period to the next for programs with a strong performance history, who meet the minimum required application score.
2. Funding programs that demonstrate a strong collaborative effort with law enforcement, prosecution, service providers, community organizations, and other social service agencies.
3. Funding programs that provide multiple service types to a diverse range of *victimization* types.
4. Funding programs that demonstrate strong support of established goals and objectives and clearly identify how the success of the program will be measured.
5. Funding at least one program in each county in the State provided that the program meets eligibility requirements and the minimum required application score.
6. Funding programs operating in counties with the highest crime rate per capita based on

the latest Uniform Crime Report.

7. Funding programs that demonstrate a strong component of assisting crime victims in filing victim compensation claims.
8. Annually providing $20,000 directly to the Arizona Victim Assistance Academy.

Applications will be scored using the scoring criteria shown on page 5.

Category	Description	Valuation	Max Score
Submission	The application was complete and accurate. All requested information was provided.	Factual	50
Compensation Claim Assistance	Program assists victims in seeking available Victim Compensation benefits.	Factual	100
Volunteers	Program uses volunteers to effectively and efficiently provide victim services.	Factual	50
Problem Statement	The problem statement identifies the need for services in the community and is supported by statistical data that supports the identified problem.	Judgment	100
Program Description	The program adequately addresses the problem in the community.	Judgment	150
Coordination Efforts	The program coordinates victim service activities with other service providers.	Judgment	100
Goals and Objectives	The measurable outcomes selected are appropriate for the program and numbers and percentages provided are reasonable and achievable.	Judgment	125
Evaluation	Mechanisms to evaluate the program are provided and are appropriate.	Judgment	125
Budget	Budget costs are reasonable and allowable. Matching funds are clearly identified and available to the program.	Factual / Judgment	100
Program Performance History	Program has demonstrated a strong performance history.	Factual	100
		Total:	1000

APPEAL PROCESS

Pursuant to A.R.S. § 41-2704, protests of an award or proposed award may be made to the Crime Victims Committee and then to the Arizona Criminal Justice Commission. An appeal of a decision by the Commission for an award for the Crime Victim Assistance Program may be made to the Director of the Department of Administration and shall be resolved in accordance with the Rules of Procedure pursuant to A.R.S. § 41-2611.

APPLICATION PROCESS

While the Arizona Criminal Justice Commission would like to support each worthy program, only a limited amount of funding is available. In addition to providing continued funding for existing projects, the Commission will consider funding new eligible projects that provide direct services to victims.

The grant application for FY2015 must be completed and submitted using the ACJC Grant

Management System (GMS). Detailed instructions on how to access the GMS, as well as application instructions, are available at www.azcjc.gov in the VICTIM SERVICES/Victim Assistance Program section of the website. A computer-based video training series on the GMS for Victim Assistance applicants is also available on the ACJC website under VICTIM SERVICES/Computer-Based Training.

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 14, 2014. 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 on Thursday, May 22, 2014. If approved, a list of funded programs will be posted on the ACJC website no later than Friday, June 6, 2014.

Questions concerning this program, or the application process, should be directed to Larry Grubbs or Michelle Neitch (mneitch@azcjc.gov) at the Arizona Criminal Justice Commission at 602-364-1146 or 1-877-668-2252 (outside Maricopa County).