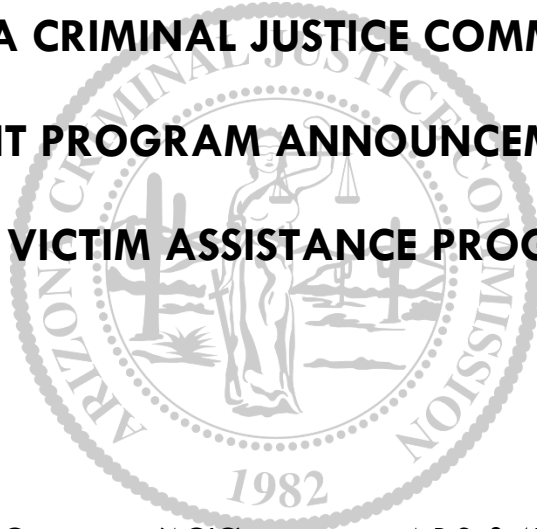


# ARIZONA CRIMINAL JUSTICE COMMISSION

## GRANT PROGRAM ANNOUNCEMENT

### CRIME VICTIM ASSISTANCE PROGRAM



#### INTRODUCTION

The Arizona Criminal Justice Commission (ACJC) pursuant to A.R.S. § 41-2407, has authorized the distribution of Crime Victim Assistance funds through a competitive grant process. The Commission will make multiple awards for state fiscal year 2019 (July 1, 2018 – June 30, 2019). The distribution amount will be \$750,000 in state dollars. The grant funds must be **used to provide victim assistance services or services addressing victimization** in Arizona in compliance with Arizona Administrative Code (A.A.C.) R10-4-201 through R10-4-204 and Commission guidelines. The grant solicitation period for the FY 2019 ACJC Victim Assistance Grant Program will open on **Friday, February 2, 2018** and close on **Friday, March 16, 2018**. 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, the following additional items must be submitted with the application:

- 1) A current board list that includes affiliations identifying current officers and provides the Chairman's contact information; and
- 2) 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, 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 ACJC Crime Victim Assistance Grant Program is established to **provide effective victim assistance services or services addressing victimization in the State of Arizona**. In accordance with A.A.C. R10-4-204, services eligible to receive funding during the FY 2019 grant period are:

1. Crisis intervention services to meet the urgent emotional or physical needs of a victim. Crisis intervention services may include a 24-hour hotline for counseling or referrals for a victim;

2. Emergency services such as:
  - a. Temporary shelter for a victim who cannot safely remain in current lodgings;
  - b. Emergency financial assistance for immediate needs related to transportation, food, shelter, and other necessities; and
  - c. Temporary repairs to doors, locks and windows damaged as a result of a crime to prevent further victimization;
3. Support services, such as:
  - a. Assistance dealing with the effects of victimization;
  - b. Assistance dealing with other social services and criminal justice agencies;
  - c. Assistance in replacing, or obtaining the return of property kept as evidence;
  - d. Assistance in dealing with the victim's landlord or employer; and
  - e. Referral to other sources of assistance as needed;
4. Court-related services, such as:
  - a. Direct services or financial assistance that helps a victim participate in criminal justice proceedings, such as child care, meals, and parking expenses; and
  - b. Advocate services such as escorting a victim to criminal justice-related interviews, court proceedings, and assistance in accessing temporary protection services; and
5. Notification services, such as those found in A.R.S Title 13, Chapter 40, Crime Victims' Rights.
6. Training for paid or volunteer staff of agencies who provide services directly benefiting victims; and
7. Produce educational or outreach materials describing the services available, how to obtain project 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:**

1. Crime prevention efforts, other than those aimed at providing specific emergency help after an individual is victimized;
2. General public relations programs;
3. Advocacy for a particular legislative or administrative reform;
4. General criminal justice agency improvement;
5. A project in which victims are not the primary beneficiaries, or a project not directly addressing victimization.

## FY 2019 SPECIAL FUNDING PRIORITIES

For the FY 2019 grant period, the Commission has approved awarding victim assistance funding in accordance with the following tier structure:

<b>Tier 1</b>
Fund projects identified as VOCA Assistance <i>ineligible</i> , for a period beginning July 1, 2018 and ending June 30, 2019. Projects must meet ACJC victim assistance grant program eligibility requirements in effect on July 1, 2018. Majority of funds requested must support VOCA assistance ineligible activities.
<b>Tier 2</b>
Fund crime victim service training projects, for a period beginning July 1, 2018 and ending June 30, 2019. Projects must meet current ACJC victim assistance grant program eligibility requirements in effect on July 1, 2018.
<b>Tier 3</b>
Fund all other victim service projects that meet ACJC victim assistance grant program eligibility requirements in effect on July 1, 2018, for a period beginning July 1, 2018 and ending June 30, 2019. Projects demonstrating the lowest percentage of funding support from DPS-VOCA Assistance grant funds during the grant period will be prioritized.

Tiers are listed in order of funding priority. The following restrictions apply to applications submitted under the approved tier structure:

- Applicant agencies may submit applications for multiple victim service projects, but applications for the same project may not be submitted under more than one tier.

## REPORTING REQUIREMENTS

Funded projects 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 project 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 at the meeting on Tuesday, May 1, 2018 at 1:30 p.m. The Committee will make a recommendation regarding the allocation plan to the Criminal Justice Commission for review and final action on Thursday, May 17, 2018. The proposed allocation plan will be made available to all applicants prior to the meeting in the meeting agenda. 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. Project assistance to victims in filing Victim Compensation claims.
5. Effective and efficient use of volunteers in the delivery of victim services.
6. Applicant clearly identifies the need for services in the community and that need is supported by statistical data that is directly related to the identified need.
7. The project includes activities that adequately addresses the need in the community.
8. Coordination efforts with other public and private victim service providers.
9. Project'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 project are identified and are appropriate.
11. Budget costs are reasonable and allowable. Matching funds are clearly identified and available to the project.
12. Appropriate internal controls are in place to adequately administer the award. **(pass/fail)**

Applications will be scored using the following scorecard:

Category	Description	Valuation	Max Score
Submission	The application was complete and accurate. All requested information was provided.	Factual	50
Compensation Awareness and Claim Assistance	Project increases awareness of, and facilitates access to, available compensation benefits.	Factual	100
Volunteers	Project uses volunteers to effectively and efficiently provide victim services.	Factual	50
Problem/Need Statement	The problem/need statement identifies the need for services in the community and is supported by statistical data.	Judgment	100

Project Description	The project adequately addresses the problem in the community.	Judgment	150
Coordination Efforts	The project coordinates victim service activities with other service providers.	Judgment	100
Goals and Objectives	The measurable outcomes selected are appropriate for the project and numbers and percentages provided are reasonable and achievable.	Judgment	125
Evaluation	Mechanisms to evaluate the project are provided and are appropriate.	Judgment	125
Budget	Budget costs are reasonable and allowable. Matching funds are clearly identified and available to the project.	Factual / Judgment	100
Project Performance History	Project 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 ACJC Crime Victim Assistance Grant 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 project, 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, or services addressing victimization.

### ***Tier 1 and Tier 3***

Grant applications for Tier 1 and Tier 3 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](http://www.azcjc.gov) in the GRANTS 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.

### ***Tier 2 (Training)***

The grant application for Tier 2 (Training) must be completed and submitted using the eCivis Sub Recipient Management (SRM) system. Detailed instructions on how to access the eCivis SRM, as well as application instructions, and templates for required attachments are available at [www.azcjc.gov](http://www.azcjc.gov) in the GRANTS section of the website.

***Paper or emailed applications will not be accepted. All applications and attachments must be submitted through the ACJC GMS or state eCivis SRM system.***

***The application must be successfully submitted no later than 3:00 p.m. on Friday, March 16, 2018. Late applications will not be accepted or be considered by the Commission.***

Funding recommendations will be presented for the Commission's approval at the meeting on Thursday, May 17, 2018. If approved, a list of funded projects will be posted on the ACJC website no later than Friday, June 1, 2018.

Questions concerning this grant program, or the application process, should be directed to Dorinda Johns ([djohns@azcjc.gov](mailto:djohns@azcjc.gov)), Victim Services Program Coordinator, at the Arizona Criminal Justice Commission at 602-364-1177 or 1-877-668-2252 (outside Maricopa County).