ARIZONA CRIMINAL JUSTICE COMMISSION

APPLICATION INSTRUCTIONS FOR THE SUBSTANCE ABUSE PREVENTION AND EDUCATION PROGRAM

DRUG, GANG, AND VIOLENT CRIME CONTROL PROGRAM

For Assistance

If you have questions about the grant instructions or the Grant Management System (GMS), contact Michelle Neitch, Program Coordinator at 602-364-1557, or by e-mail dcadmin@azcjc.gov.

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Introduction

The Arizona Criminal Justice Commission (ACJC) has developed these instructions to assist you with your application submission for the Substance Abuse Prevention and Education Program for 2015. You are encouraged to review the Substance Abuse Prevention and Education Program Announcement to ensure your project meets the eligibility requirements needed to be successful within the application and budget guidelines and scoring criteria.

Assistance and Resources

Arizona Criminal Justice Commission staff are able to provide assistance regarding the application submission through ACJC's Grant Management System (GMS). During the open solicitation period, staff cannot advise applicants on proposed projects. Detailed instructions on the use of the GMS are available at http://www.azcjc.gov/GMS3/LogIn.aspx and select the GMS Manual from the left-hand menu bar. Access to the GMS is available at http://www.azcjc.gov/ACJC.Web/Grants/GMSIndex.aspx. In addition, application content guidance is found in the grant announcement and the Grant Writing Training Manual available on ACJC's web site.

Funding

The Commission has approximately $650,000 available in federal funds and is presently making these funds available for multiple grants to be allocated directly to any state, county, local and tribal criminal justice agency and non-profit agencies that will achieve the goals of the Drug Prevention and Education Program.

All projects funded under this program will be for six (6) consecutive months starting April 1, 2015 and ending September 30, 2015.

To the greatest extent practicable, all products purchased with grant funds should be American-made.

Application Tips

When completing your application:

- Complete text responses in a Word document, then copy and paste them into the GMS application
- Check the spelling and grammar on each response
- Save your application frequently
- Use the checklist in the Grant Announcement to make sure all required documents are submitted

Completing the Application

Please include as much information as possible for each field in the application. Fields in the GMS with a red flag are required for successful submission of the application.

1. General Information

Continuation Request

This specific grant application is not a continuation of a grant; therefore, the radial box is correctly defaulted as "no."

Participating Agencies
Include any participating agencies that will work within the project to deliver the services proposed in the application. If none, answer, "N/A".

Authorized Official
Identify the person authorized to sign grant agreements on behalf of the agency, (i.e. Executive Director, Sheriff, Chief). This person is generally not the Project Official.

Project Official
Identify the Project Official. This person is the manager of the project and has an overall responsibility for managing the project (i.e. oversees the operations and makes decisions). Please do not list support staff in this area.

2. Project Narrative

Project Mission Statement (Response limitation is 1,500 characters including spaces)

Provide a mission statement that describes the focus of the project. The project mission should be tied to the agency mission statement and should also tie to the department/division.

Problem Statement (Response limitation is 7,000 characters including spaces)

Demonstrate a compelling need for the project. The need for the project should be substantiated.

- Problem should be clearly identified.
- Problem should align with the strategy
- Problem causes are identified
- Should include statistics:
  - Data (quantitative) that reflects the scope of the problem relating to the targeted population.
  - Data (quantitative) that reflects the absence or inadequacy of substance abuse prevention programs.
- Information on any successes of previous implementation of the proposed project or similar efforts.
- DO NOT SOLVE THE PROBLEM IDENTIFIED IN THIS SECTION

Project Summary (Response limitation is 7,000 characters including spaces)

Describe the project in a manner that assists stakeholders such as administrators, staff, evaluators, funding agencies, citizens, and elected officials in clearly understanding the project and the proposed approach to solving the problem. Include information such as:

- SOLVE THE PROBLEM IDENTIFIED IN THE PROBLEM STATEMENT SECTION
- Describe the project's approach to prevent and/or reduce substance use effectively.
- Include information demonstrating that the program design is based on effective, scientific practices. Reviewers will not know if your project is evidence-based so be sure to be clear on how your project fits with the evidence-based guidelines as described below in the Requirement for Evidence-Based Interventions section.
- Describe current substance abuse prevention programs and the coordination with other

programs.

- Describe the agency's activities:
    - o Explain project implementation, including the project design and participation requirements.
- Describe the professional preparation and experience of project staff.
- Discuss gaps in substance abuse prevention programs.

Requirement for Evidence-Based Interventions

States, tribes, and jurisdictions or non-profit agencies receiving Strategic Prevention Framework, Partnerships for Success grants are required to implement evidence-based interventions. According to SAMHSA an intervention is a program, practice, policy, and strategy that affect individuals, groups of individuals, or entire communities. **SAMHSA defines as evidence-based those interventions that are included in *one or more* of the three categories below:**

- **Category #1**. The intervention is included in Federal registries of evidence-based interventions; **OR**

- **Category #2**. The intervention is reported (with positive effects on the primary targeted outcome) in peer-reviewed journals; **OR**

- **Category #3**. The intervention has documented evidence of effectiveness, based on guidelines developed by SAMHSA/CSAP and/or the state, tribe or jurisdiction. Documented evidence should be implemented in accordance with four recommended guidelines, *all of which* should be followed. These guidelines include the following:

    Guideline 1: The intervention is based on a theory of change that is documented in a clear logic or conceptual mode; **AND**

    Guideline 2: The intervention is similar in content and structure to interventions that appear in registries and/or the peer-reviewed literature; **AND**

    Guideline 3: The intervention is supported by documentation that it has been effectively implemented in the past, and multiple times, in a manner attentive to scientific standards of evidence and with results that show a consistent pattern of credible and positive effects; **AND**

    Guideline 4: The intervention is reviewed and deemed appropriate by a panel of informed prevention experts that includes: well-qualified prevention researchers who are experienced in evaluating prevention interventions similar to those under review; local prevention practitioners; and key community leaders as appropriate, e.g., officials from law enforcement and education sectors or elders within indigenous cultures.

For additional information on the SAMHSA Criteria for evidence-based interventions, please visit: http://captus.samhsa.gov/prevention-practice/defining-evidence-based/samhsa-criteria.

Resources for Evidence-Based Interventions

For those agencies unfamiliar with where to find evidence-based substance abuse interventions that fall into category #1, #2, or #3 stated above here is some additional information. This information comes directly from the SAMHSA publication, "Identifying and Selecting Evidence-Based Interventions."

<u>Using Federal Registries (Category #1)</u>
Federal registries are readily accessible and easy-to-use public resources for identifying interventions that reduce substance use risk factors and consequences or increase protective factors thought to be associated with reduced potential for substance abuse. Federal registries include:

- CrimeSolutions
  Sponsored by the National Institute of Justice
  http://www.crimesolutions.gov/
  Provides research on the effectiveness of programs and practices as reviewed and rated by Expert Reviewers by indicating whether a program or practice achieves its goals.

- SAMHSA National Registry of Evidence-Based Programs and Practices (NREPP)
  http://www.nrepp.samhsa.gov
  Provides descriptions of and rates evidence for various interventions related to substance use and abuse and mental health problems.

- OJJDP Model Programs Guide
  http://www.dsgonline.com/mpg2.5/mpg_index.htm
  Provides descriptions of and rates evidence for youth-oriented interventions, many of which are relevant to the prevention of substance use and abuse.

- Exemplary and Promising Safe, Disciplined and Drug-Free Schools Programs
  Sponsored by the U.S. Department of Education
  http://ed.gov/admins/lead/safety/exemplary01/exemplalry01.pdf
  Provides descriptions of and rates evidence for educational program related to substance use.

- Guide to Clinical Preventive Services
  Sponsored by the Agency for Healthcare Research and Quality (AHRQ)
  http://ahrq.gov/clinic/cps3dix.htm
  Provides recommendations regarding screening and counseling in clinical settings to prevent the use of tobacco, alcohol, and other substances.

- Guide to Community Preventive Services
  Sponsored by the Centers for Disease Control and Prevention (CDC)
  http://www.thecommunityguide.org
  Provides recommendations regarding generic programs and policies to prevent and reduce tobacco use and alcohol-impaired driving.

- A list of other registries may be found at SAMHSA's website:
  http://www.samhsa.gov/ebpWebguide/appendixB.asp

<u>Using Peer-Reviewed Journals (Category #2)</u>
The research literature constitutes another primary resource for identifying evidence-based prevention interventions, including those not listed in Federal registries. When the literature is used to determine strength of evidence, all articles relevant to the specific intervention should be

considered. In other words, it is not sufficient to garner support for an intervention from a single document selected from a larger body of work. Careful review is recommended of all documents that have been published on a particular intervention to ensure that the outcomes reported comprise a consistent pattern of positive effects on the target outcomes.

Unfortunately, using the primary literature is not easy and can be very time consuming and resource intensive, particularly for practitioners without ready access to university libraries or electronic copies of journal articles. Additionally, a healthy degree of skepticism and considerable technical expertise is required to review articles and interpret results, as the quality of the study reported depends on many factors such as the conceptual model or theory on which the intervention is based, the measurement and design strategies used to evaluate it, and the findings that are presented.

Using Other Sources for Documenting Effectiveness (Category #3)
When no existing evidence-based interventions are available in registries or the research literature to address the problem, then empirical support for other interventions may be found in unpublished reports (e.g., doctoral theses) or published, non-peer-reviewed sources (e.g., book chapters, evaluation reports, and Federal reviews). We recommend caution when relying on these other sources of support because they usually have not been subjected to the methodological scrutiny provided by registries and peer-reviewed journals. Ultimately, the “burden of proof” for documented effectiveness lies with the program planners and practitioners making the selection decision. Under what conditions is it appropriate to select an intervention that is not included in an established Federal list of evidence-based programs or reported with positive effects in the peer-reviewed journal literature? When no appropriate interventions are available through these primary resources on evidence-based interventions, then prevention planners may need to rely on other, weaker sources of information to identify an intervention that is appropriate for the assessed community need, the population served, and the cultural and community context in which it will be implemented.

When selecting interventions based on other sources of supporting information, *all four of the guidelines listed in the Requirement for Evidence-Based Interventions section above should be met.*

Project Collaboration (Response limitation is 4,000 characters including spaces)

There are two parts to the Project Collaboration section: 1) list of collaborative partners, service providers and/or agencies; 2) provide information on how the project will utilize service providers or other collaborative partners in assuring the success of the project.

Describe the extent to which the project incorporates collaborative strategies. If there are member agencies, providers, organizations associated with the project, include resources that will be dedicated by each entity, such as funding, staff, volunteers, time, space, equipment, etc. Letters or documents demonstrating participation in the project may be included with the application.

For non-profits applying, the applicant must have a strong collaboration with a criminal justice agency on the proposed project and include a letter of support from this agency.

Note: the instructions in the application require programs to demonstrate strong collaboration with a number of agency types. For the purposes of this grant, applicants do not need to collaborate with each area listed. However, the greater number of collaborative partners, the stronger the grant proposal.

Evaluation Plan (Response limitation is 4,000 characters including spaces)

Describe how the agency will determine whether the project is making progress toward achieving its stated goals and objectives.

- Identify the method in which statistical data will be measured and tracked (i.e. service tracking database, Excel spreadsheet, hand-counted tally).
- Describe the process for reviewing the statistical data and utilizing the data to refine the strategy/approach to meet goals and objectives.

3. Goals and Objectives

Purpose: Goals, objectives, and performance measures are used by ACJC and the federal awarding agency to establish clear expectations of overall performance and to measure the success of the project. ACJC has left the goals and objectives up for the applicant to determine.

The overall goals that ACJC would like to meet in this partnership with ADHS are:

1. Support projects that are designed to prevent and/or reduce substance abuse that are cost-effective and result in increased public safety,
2. Proactively address substance abuse before its inception to thwart negative consequences related to safety, health, and academic achievement, and
3. Build collaborative relationships between public health, community, and criminal justice organizations to better address substance abuse.

The goals that you set for your particular project or activity should support one or more of these overall goals. The more goals you establish for your project or activity, the better defined your project or activity will be, and the application will be stronger.

Goals: Goals are general and should reflect what the project aims to accomplish for your jurisdiction or community area.

Step 1: Click **Add New Goal**
Step 2: Enter project goal into **Goal** text box
Step 3: After objective(s) and performance measure(s) have been entered for the goal, click **Add New Goal** to enter additional goals (if applicable)

Objectives: Objectives are specific, measurable, attainable, realistic and achievable within the timeline of the grant award. Objectives have a direct correlation to the goal selected.

Step 1: Type the objective that correlates with the goal stated above into the **Objectives** text box
Step 2: After performance measure(s) have been entered for the first objective, type the next objective in the **Objectives** text box (if there are multiple objectives for the same goal)

Performance Measures: Performance Measures are a quantitative metric used to monitor and evaluate progress toward goals and objectives. *Note: If utilizing multiple performance measures to monitor an objective, please complete separate entries for each performance measure.*

Step 1: Quantify the measure by entering an estimated figure (by percent or quantity) for each performance measure, (e.g. 125).

Step 2: Type the measure into the **Performance Measures** text box, (e.g. Number of youth prevention and education programming).

Step 3: Click **Add** when the performance measure has been entered.

Step 4: Repeat the process of quantifying the measure, typing the measure into the **Performance Measures** text box and clicking **Add** (if there are multiple measures for the same objective).

4. Budget

Provide budget detail and narrative for the applicable budget categories listed below.

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 the methodology in which the cost of each item was calculated. Provide a proposed budget that is complete, cost-effective, includes allowable expenses and that includes matching funds. If applicable, include breakdown and description of partial funding opportunities.

- Salary and ERE
  In the budget table provide the position title, what portion of the position will be funded (e.g. 1.0 or 0.5), the total annual salary for the position, and the ERE Rate. If requesting funding for more than one position please prioritize the positions from top to bottom.

  Use the "Personnel" text box above the table to provide a very brief description of each position (please provide detailed job descriptions as attachments). Please explain why this position is critical to the program. If requesting funding for multiple positions, please explain prioritization.

  In the "ERE Breakdown" text box below the Overtime table, list all the expenses included in fringe benefits (i.e. health insurance, workers' compensation, FICA, etc.). Include a percentage for each category and a total ERE percentage for each position.

  NOTE: 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).

- Overtime
  Enter the request for overtime in the table provided.

- Consultant/Contractual Services
  In the text box for each vendor, provide detailed vendor information including name and a description of the services provided to the program.

  In the table, provide the type of service, number of hours and hourly rate for each vendor. Examples of Consultant/Contractual Service types are contractual accounting, legal counseling and data processing services.

- In-State Travel
  In the text box, provide a detailed description of the purpose of the travel and how it supports the work of the program.

  In the table, provide a description of the travel type, rate per mile and number of miles using your organization's established mileage rate.

- Out-of-State Travel
  In the text box, provide a detailed description of the purpose of the travel and how it supports the work of the program.

  In the table provide a description of the travel type, rate per mile and number of miles using your organization's established mileage rate.

- Other Operating Expenses
  In the text box provide a detailed description of the expense; in the table, information on the amount requested. "Other Operating Expenses" include pager, cell phones, training fees, etc. Other expenses must be in direct support of the program.

- Equipment
  In the text box, provide a description of the item, quantity, purchase price or monthly lease rate for each type of equipment item requested. Note: Pagers and cell phones will be reported under Other Operating Expenses. Complete the table to request equipment funding.

  Please remember to save after entering individual lines when entering budget data.

5. Financial Capacity

- **Matching Funds Form Field**
  If ACJC funds will be used as matching funds for other grant program(s), please list the name(s) of the grant program and funding agency.

- Answer all of the questions provided to help ACJC determine your agency's financial capacity to administer grant funds.

6. Attachments

Document Attachments (uploads)

- To meet federal audit requirements, the jurisdiction's most recently completed financial audit (A-133) 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, 2013, written correspondence requesting an extension to the federal oversight agency must be attached (uploaded) with the application. The correspondence must indicate the timeframe for completion and/or requested extension date.

- If applicable, letter(s) from participating agencies indicating their intent to participate in the project must be submitted to the Commission with the grant application or follow as soon as available. If your agency is collaborating with another agency and this collaboration is integral to the success of the project, a letter of participation from that agency is required.
- Non-profit organizations are required to submit letter(s) from a criminal justice agency.

How to attach (upload) a document into GMS

Step 1: From the **Attachments** tab in GMS, Click the **Browse** button to navigate to the document you wish to attach/upload.
Step 2: Once you have selected the document, click **Upload Selected File**.
Step 3: Click the **Save** button on the right side of the screen

7. Special Conditions

Please read all special conditions. Acceptance is required in order to submit the grant application.

8. Submission

Validation/Error Checking

Upon certifying the application, the system will conduct a validation check to ensure all required fields have been completed. After all errors have been cleared, the applicant may then proceed with submitting the application.

Once submitted, a message will appear indicating the application was submitted successfully and the applicant will receive an e-mail acknowledging receipt of the application submission.