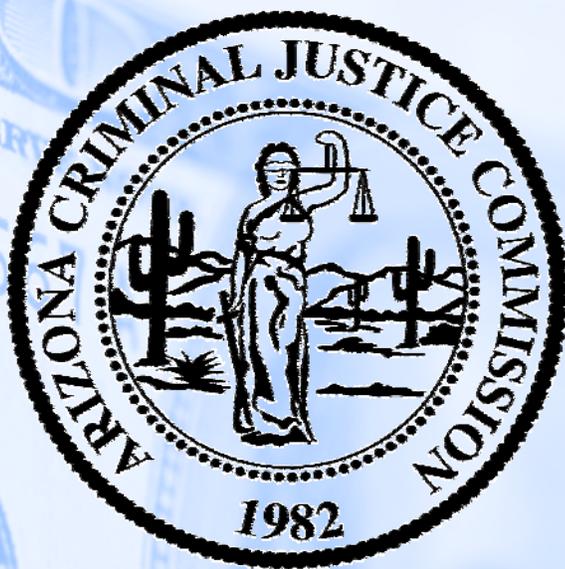


The ABCs of Grant Writing - Analysis, Budget and Content



Presented by
Arizona Criminal Justice Commission

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8. Grant Resources, Tools and Tips

Call or Write Us:

Arizona Criminal Justice Commission (ACJC)
1110 W. Washington St., Ste 230
Phoenix, AZ 85007
Main line (602) 364-1146
Website - www.azcjc.gov

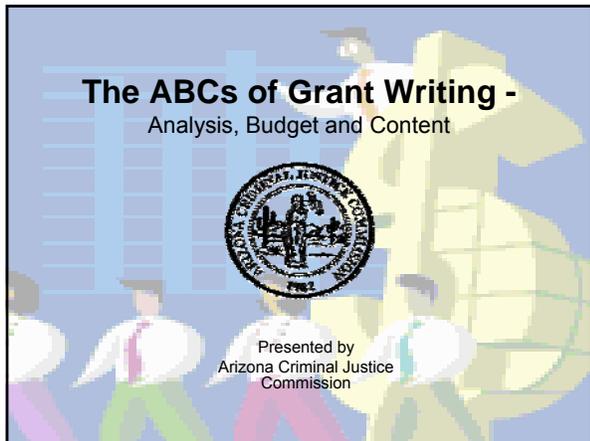
Tiffany Ashworth – tashworth@azcjc.gov
Nick Contreras – ncontreras@azcjc.gov
Debby Finkel - dfinkel@azcjc.gov
Larry Grubbs - lgrubbs@azcjc.gov
Janice Simpson - jsimpson@azcjc.gov
Amanda Zibell - azibell@azcjc.gov

The ABCs of Grant Writing -

Analysis, Budget and Content



Presented by
Arizona Criminal Justice
Commission



ACJC Mission Statement

“Our mission is to sustain and enhance the coordination, cohesiveness, productivity and the effectiveness of the criminal justice system in Arizona.”



Who Are We?

- Tiffany Ashworth, Grants Program Coordinator
- Nick Contreras, Program Compliance Auditor
- Debby Finkel, Grants Program Coordinator
- Larry Grubbs, Grants Program Coordinator
- Janice Simpson, Grants Program Coordinator
- Amanda Zibell, Program Compliance Auditor

Who Are You?



Agenda

- Overview of Grants
- Problem Statement
- Program Description
- Break
- Goals and Objectives
- Performance Measures
- Break
- Budget

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Who were some of the first grant recipients in the United States?

- Revolutionary War Veterans



- Original States



Why Grants?



Grants are a partnership

Grant Funding Resources



- ✓ Government
- ✓ Foundations
- ✓ Corporations

- Federal Grants: grants.gov
- Foundations: foundationcenter.org
- Corporations: corporate web site
- Additional Resources – Tab 8

Grant Announcement Anatomy 101

- Eligibility
- Submission Requirements
- Grant Purpose
- Reporting Requirements
- Deadlines
- Allowable Costs



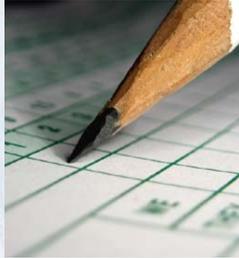
Read
Everything

A Successful Application

- ✓ Demonstrates project merit
- ✓ Is compatible with grant announcement
- ✓ Shows realistic ability to carry out project
- ✓ Adheres to submission instructions
- ✓ Presents project in a logical manner
- ✓ Targets evaluation criteria

Knowing the Score

- What criteria do ACJC grant reviewers use to evaluate each application?
- How important is each portion of the grant application?
- What is the scoring method used for each grant?



Application Puzzle Pieces

- Problem Statement
- Program Description
- Goals and Objectives
- Performance Measures
- Budget



Questions?



What seems to be the problem?



Composing an Effective Problem Statement



Objectives: Problem Statements Must

- Clearly identify who is facing the problem
- Use relevant, comparative stats to define the scope of the problem they face
- Begin to establish a connection between your program and the focus of the funding source



There's Trouble in River City

- Someone in the community has a problem
 - Officer Safety
 - Youth Gun Violence
 - Exploitation of Children
 - Drug Use
- AKA, the beneficiary
- Agency's needs are not the problem; they are the solution

Sailing the Statistical Cs

- In order to be effective, statistics must:
 - **Connect** the problem
 - To your community
 - To your agency (But remember, it's not an agency problem)
 - **Compare**: establish Context
 - **Cite** knowledgeable sources
 - **Compel** the reviewer



Grant Writing "Go Fish"

- Grants are a matching game
- Funding sources show their cards
- Prove there is a match or "Go Fish":
 - Same beneficiary
 - Same problem



Problem Statement Should Also

- Acknowledge any current efforts and state why they are inadequate
- Project what will be the result if the problem is not addressed
- Consider the expertise of the reviewer

Problem Statement Does Not



- Use excessive technical jargon or undefined acronyms
- Provide positive solutions
- Describe the program/project
- Focus on the needs of the applicant agency

Problem Statement Impact

- After reading your problem statement the reviewer will be:



- Wallowing in despair
- Weeping for the sorry state of society
- *Desperate for your proposed solution!*

Questions?



A Ray of Hope



Crafting the Program Description

Objectives: Program Description Must

- Address the needs of the beneficiary
- Provide adequate background information
- Outline objectives for funding during the grant period
- Satisfy all program requirements of the funding agency



Get Connected...

- For every problem, you are the solution
- Focus on creating a continuous narrative



Selling the Program

- Build on a strong foundation
 - Mission Statement
 - Agency Type
 - Brief History
 - Record of Service
- Highlight unique features, upgrades and awards
- Use statistics to demonstrate quality of past performance

And with your support we can...

- Outline program activity during the grant period
- Describe expected results
- Explain how these efforts will help the beneficiary





Grant Writing "Go Fish" (Round 2)

Matching program requirements:



Sustainability



Prevention Program
Participation



Coordination



Service
Area



Technical
Feasibility

Things to Remember



- Keep things positive
- Address everything the question asks for
- *Your program can provide the best solution*

Questions?



BREAK!!!!



Goals and Objectives Getting Started




To Boldly Go...

- A **mission statement** is “a concise statement of the unique, fundamental current and future public purposes of the agency and its programs.”

“To boldly go where no man has gone before.”



Source: AZ Strategic Planning Workshop, 1994

And Your Mission Is...

- Does your agency have an overall mission statement/vision?
- What is the project mission for the program and/or task force?



What Is A Good Goal?

- A goal is a broad statement that describes a desired outcome for an agency and/or its programs.
- Identify good goals:
 - priorities of agency/program
 - a path for future agency/program action
 - clear objectives
 - aligns with mission statement
 - specific and achievable
- Identify bad goals:
 - are too vague
 - do not link to the desired outcome



Objectives

An objective:

- Has a measurable result that is expected to be accomplished in a defined period of time.
- Is narrower in focus and more specific in detail than goal.
- Provides a framework for establishing program activities.
- Aligns with the mission and goals of the agency/project.

Sample Objectives

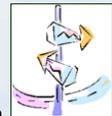
Professor Hill drafted an objective for his goal.

“To reduce juvenile delinquency in River City by 5% by the end of the grant period by establishing a youth band.”

Objectives:

Backward Glance, Forward Vision

- Use these steps to draft objectives:
 - Evaluate purpose and intent of project
 - Identify target market
 - Specify the expected result and timeframe to measure the success of the goal
 - Develop 3 to 6 realistic objectives that will achieve the identified goal
 - Select only the clearest and most realistic objectives



SMART Method

- Specific
- Measurable
- Attainable/Achievable
- Realistic
- Timely/Tangible



Created by Paul Meyer

SMART

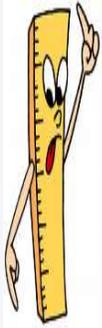
Specific



- Objectives should be straightforward and answer the basic questions: who, what, when, where, why and how
- Emphasize what you want to happen

SMART

Measurable



- If you can't measure it, you can't manage it.
- Establish concrete criteria for measuring progress.
- Set target dates.
- Ask yourself...How much? How many? How will you know when you meet your objective?

SMART

Attainable/Achievable



- Can you make it come true?
- Do you have the capacity to meet the objective?
- Do you have a plan?
- The more attainable the objective...increases likelihood of success...the more motivated you feel!

SMART

Realistic



- Not "easy"; means "do-able"
- Do you believe it can be accomplished?
- Fits with strategic goals of organization
- Set the bar high enough for a satisfying achievement

SMART

Timely/Tangible



- Gives you a clear target to work towards.
- Must be measurable, attainable, and realistic.

Arizona's Drug, Gang and Violent Crime Control Program Mission



To reduce the domestic production of, trafficking in, and the consumption of illicit drugs

Arizona Narcotics Task Force (ANT) Project Goal



To reduce drug flow into the community

Sample Application Objectives - Within the grant period:

- 1.1 Reduce meth trafficking by xx percent by (time/date) through arrests.
- 1.2 Identify xx local meth trafficking organizations by (time/date).
- 1.3 Dismantle or disrupt xx local marijuana trafficking organizations by (time/date).

Exercise:



Goals and Objectives

Developing Measures

Goal <small>Broad – what you would like to accomplish</small>	Objective <small>Specific, Time Bound What you intend to achieve, how, when</small>	Performance Measure <small>Number, percent, amount</small>
Reduce juvenile delinquency in River City	To reduce delinquency by 5% by end of grant period by establishing a youth band.	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Questions?

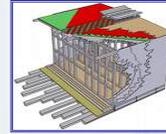


Measuring Program Performance



How do I spell success?

Measuring Program Performance



Measuring Program Performance is not an afterthought – it is an integral part of the **planning and design process**

Performance Measurement is ongoing



- Laid out in the **grant application**
- Included in **progress reports**
- Reflected in **final report**

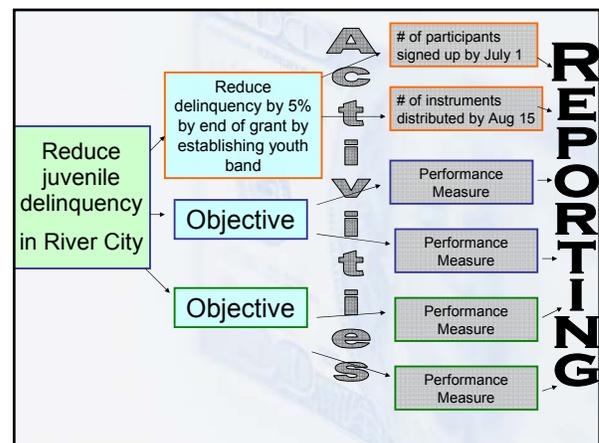
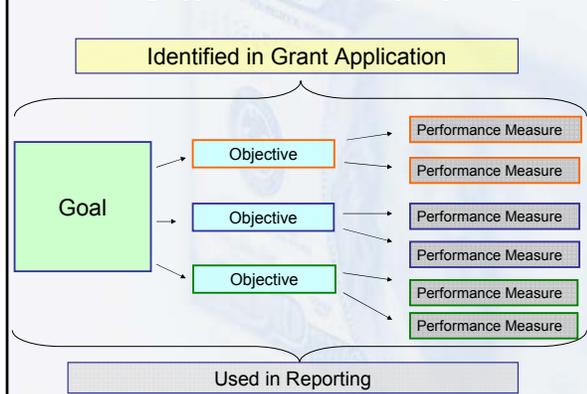


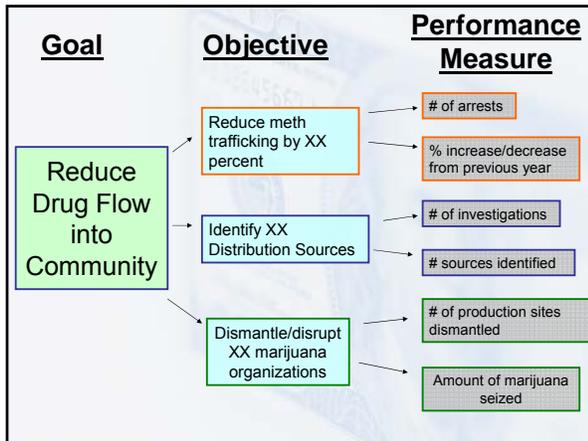
Why Measure Performance?



- ☺ To design an effective program
- ☞ To demonstrate performance
- ☑ To help decision makers
- 💰 To justify expenditures/funding

Linking Application to Activity Reporting

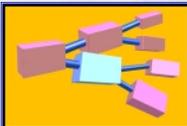




Identifying and Developing Measures

-making logical connections-

- Consider **what to measure**
- Consider how program **activity** can be measured
- Consider how the measure you select **supports your identified objective**



Measuring Program Performance



plan - design - measure - report

- Logical connections
- Valid on its face
- Defined in such a way as to minimize bias, error, or distortion



Defining Measures – Parameters Use SMART

- Focus on **Specific** project objective/activity
- Valid indicators of **Measurable** activity
- Reflects **Attainable** goals, objectives
- Feasible to implement (**Realistic**)
- Defined in terms of **Time**

Align with overriding program mission



Created by Paul Meyer

Communicating your measures

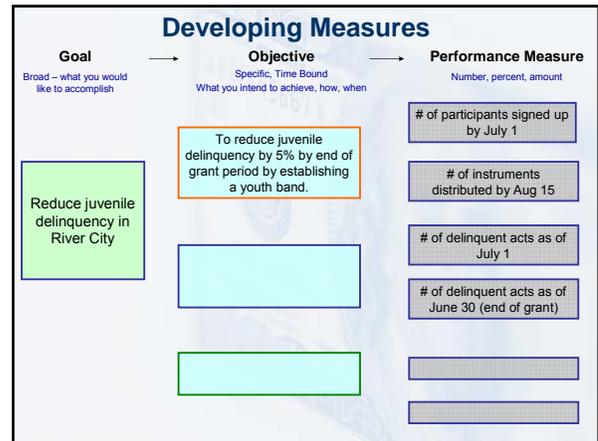
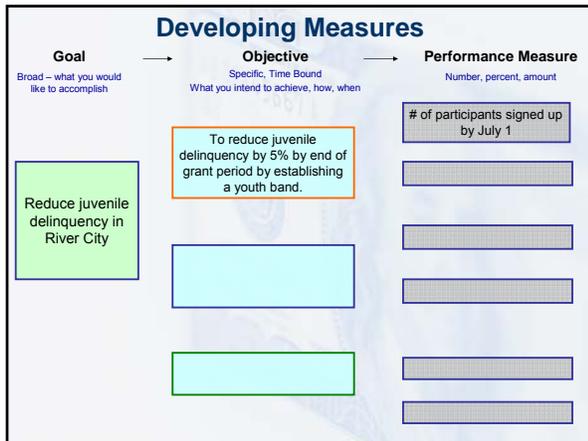
- **Clear and simple** enough to be successfully understood by the non-expert
- Stated in language sufficiently technical to relate to your activity and objective
- Don't oversimplify



Exercise:



Goals and Objectives



Reporting – Quantitative and Qualitative Measures

Quantitative Measures: You can count on me!

- # of arrests
- % delinquency reduced
- # clients served



Qualitative Measures: Tell a story

- Success Stories
- Pictures
- News clippings
- Narrative



Include:

- Best Practices
- Shortcomings

Reporting Quantitative Measures

Quantitative (Numbers):

- # of search warrants issued
- % increase/decrease
- # of charges filed
- # of clients served
- # of DNA samples reviewed
- # of sources identified
- # of days to process



Reporting Qualitative Measures

Qualitative (Tells a story):

- Success stories
- Pictures
- Narrative – Explanation, Comparison, Description
- News articles



Include:

- Best practices
- Program shortcomings

Data Sources for Measuring & Reporting



- internal records
- national records/statistics
- common data sources

Use data sources that:

- are available
- can be replicated
- are reputable, reliable



Yes!



Performance Measures:

- are part of a logical structure of effective management
- show that we are on the same team
- provide a way to **showcase your successes!**

Performance Measures = Success

- Program success = Agency success
- Agency success = Arizona success
- Arizona success = Safer communities



Questions?



BREAK!!!!



Show Me the Money!



Overview

- **Budget's Role in the Grant Application**
- Demonstrates link between the application and the budget
- Comprised of two elements:
 1. a financial plan (budget)
 2. a program plan (budget narrative)

Common Weaknesses in the Budget

- Inaccurate calculations
- Cost not tied to project objectives
- Supplanting funds instead of supplementing
 - Example:
 - Reduction in Grant Funds moves employees to the General Fund; cannot move employees back to Grant Funds next year.
 - Items already budgeted under another fund source.



Common Weaknesses in the Budget

- No long-term funding plan (sustainability)
- Budget not cost effective (too expensive for expected outcome)



Budget Development Process

- Stage One – Preliminary Budget Work
 - Gather all relevant information
 - Determine overall project costs
 - Determine match requirements and source

Common Match Questions

- ✓ Why does the grant ask for a match?
 - Shows buy-in/ownership from recipient
 - Demonstrates that this is not the sole funding source
 - Required by legislation or federal requirements



Common Match Questions (Con't)

- Where does the match come from?
 - Depends on grant - read announcement
 - Can match Federal with State money
 - Can match State with Federal money
 - Can match State with State money
 - **Can NOT match Federal with Federal money**
- ✓ What are the various match types?



Match or Cost Sharing

- Cash Match (Hard)



- In-Kind Match (Soft)

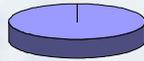


How To Calculate Match

If you know the total grant amount:

Total Grant amount X Percentage = Match amount
(includes match)

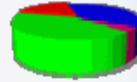
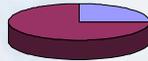
Or



If you know the Grant requested amount:

$(100 - \text{Match } \%) / \text{Match } \% = \text{Match Divider}$

Grant request / Match Divider = Match amount
(excludes match)



MATCH EXERCISE



Budget Development Process

➤ Stage Two – Estimating Project Costs

- Segment project into phases/categories
- Estimate hours/quantities
- Establish reasonable cost



BUDGET EXERCISE



Budget Exercise

➤ Calculating an Full-Time Employee (FTE) Ratio:

- ½ time = .50 FTE Ratio = 1040 hours/yr
- ¼ time = .25 FTE Ratio = 520 hours/yr
- full-time = 1 FTE Ratio = 2080 hours/yr
- Calculate based on hours
 - Hours on project / 2080 = FTE Ratio



Budget Exercise

➤ ERE (Employer Related Expenses) or Fringe Benefits:

- Shows a breakdown of benefits:
- Examples:
 - Health Care or Dental Costs
 - Social Security
 - State and Federal Taxes
 - Other Various Agency Charges
 - Etc.



Budget Development Process

➤ Stage Three – Finalizing the Budget

- Review grantor requirements and limits
- Follow specified format or budget form
- Prepare budget narrative and justification



Budget Narrative

- Function
 - Gives meaning and explains the budget elements
- What to include
 - Need
 - Relevance
 - Cost effectiveness
- Use computations



Post Award Requirements

➤ Records and Documentation

- Retain working papers
- Records retention
- Audit requirements
- Financial Reports



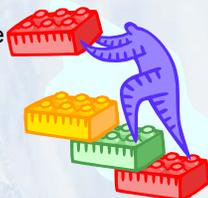
Questions



Wrap-up

➤ Building blocks of grant writing

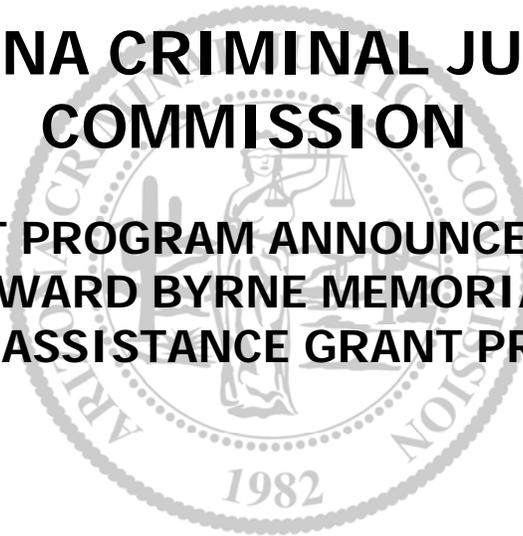
- Problem Statement
- Program Description
- Goals and Objectives
- Measuring Performance
- Budget



➤ Tools available

ARIZONA CRIMINAL JUSTICE COMMISSION

GRANT PROGRAM ANNOUNCEMENT EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM



FY 2007 COMPETITIVE GRANT SOLICITATION

Eligibility

States agencies, tribal, county and local governments and non-profit agencies that meet the qualifications are eligible to apply.

Deadline

All applications are due by 3:00 p.m. on April 14, 2006

For Assistance

If you have any questions about this grant solicitation or are having difficulties with the grant management system, contact Kathy Karam, Program Manager (602) 364-1162 or e-mail us at jag@azcjc.gov.

Arizona Criminal Justice Commission
1110 W. Washington, Suite 230
Phoenix, AZ 85007 (602) 364-1146

INTRODUCTION

The Arizona Criminal Justice Commission is publishing this notice to announce the solicitation for the Edward J. Byrne Memorial Justice Assistance Grant for FY2007. Arizona focuses the formula grant funds on the support of multi-jurisdictional multi-agency drug, gang and violent crime task forces, tandem prosecution projects, adjudication, detention and forensic laboratory activities, as well as drug prevention and education programs. **The goal of the program is to reduce domestic production of, trafficking in, and the consumption of illicit drugs.** In addition, programs are **strongly** encouraged to coordinate efforts with criminal justice and other initiatives such as the direct 40 percent Byrne/JAG funds, Methamphetamine Initiatives, Homeland Security and strategies for improving criminal history records.

ABOUT THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM (JAG)

Proposed to streamline justice funding and grant administration, the Edward Byrne Memorial Justice Assistance Grant (JAG) Program (42 U.S.C. 3750) allows states, tribes and local governments to support a broad range of activities to prevent and control crime based on their own local needs and conditions. JAG blends the previous Byrne Formula and Local Law Enforcement Block Grant (LLEBG) programs to provide agencies with the flexibility to prioritize and place justice funds where they are needed most.

Byrne/JAG funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice for any one or more of the following purpose areas:

- Law enforcement programs
- Prosecution and court programs
- Prevention and education programs
- Corrections and community corrections programs
- Drug treatment programs
- Planning, evaluation and technology improvement programs

The Arizona Criminal Justice Commission has approved use of Byrne/JAG funding to projects within the following priorities and purpose areas:

Priority #1 Multi-jurisdictional, multi-agency drug, gang and violent crime task forces and their tandem prosecution projects

Performance Measures:

- Number of drug investigations, search warrants issued, and arrests made, amount and value of drugs seized, prosecution opportunities, charges filed, and the disposition of cases.
- Number of participants in alternative to prosecution initiatives, such as drug treatment.
- Number of gang investigations, search warrants issued, and arrests

made, intelligence systems developed, prosecution opportunities, charges filed, and the disposition of cases.

Priority #2 Criminal justice records improvement (THIS PRIORITY WILL BE ADVERTISED AND FUNDED UNDER A SEPARATE ANNOUNCEMENT)

Priority #3 Forensic laboratories, adjudication, and detention

Performance Measures:

Forensics:

- Number of cases handled per chemist, cost per case for processing, timeliness of processing of evidence, reports completed for police and prosecutors.
- Case turn-around time in preparation of cases for trial.

Adjudication:

- Average time for processing drug cases from filing or initial arraignment through final disposition, and quantity of urinalysis tests performed.
- Number of participants in alternative specialty drug adjudication functions, including successful participants or graduates.

Detention:

- Number of positions funded per drug offender. Training for detention staff in effective management of drug use population.
- Number of participants in alternative to incarceration programs including successful completion of program.

Priority #4 Drug prevention and education programs

Performance Measures:

- Number of public community presentations/interactions held
- Number of prevention awareness training sessions provided by law enforcement.
- Number of participants who attended the prevention awareness training sessions.
- Number of school-based gang education programs, including community-based social intervention and gang diversion programs.
- Number of participants in the school-based gang education programs, including community-based social intervention and gang diversion programs.

PROGRAM STRATEGY

This program is designed to implement various projects identified in the *Arizona Drug, Gang and*

Violent Crime Strategy available at www.azcjc.gov , which has been developed for the years 2004 - 2007 and submitted to the United States Department of Justice, Bureau of Justice Assistance. The strategy was amended by the Arizona Criminal Justice Commission on March 24, 2005, to include drug prevention and education programs as priority number four (4).

FUNDING

The Byrne/JAG program size has been set by the Commission at \$12,041,555. This includes \$3,624,933 in federal funds, \$2,416,622 in local cash matching funds and \$6,000,000 in Drug and Gang Enforcement account funds to supplement the federal monies.

The Commission is presently making these funds available for multiple grants to be allocated directly to state, county, and local criminal justice agencies, and faith-based groups for projects which will achieve the goals of the Edward Byrne Memorial Justice Assistance Grant within the four (4) priority areas listed above. All applicants must certify that matching funds are available at time of application. All projects funded under this program will be for 12 months starting July 1, 2006 and ending June 30, 2007. To the greatest extent practicable, all products purchased with grant funds should be American made.

Program income generated as a result of federally funded projects must be spent on Byrne/JAG related activities and expended prior to the receipt of any federal funds.

Non Competitive - Under 10K Projects

Funding will not be provided directly to these projects. These funds will be used to support the larger multi-jurisdictional, multi-agency narcotics task forces and their tandem prosecution projects that in turn provide benefit to the local communities.

ALLOWABLE COSTS

Additional funds may not be available in future years. When requests are made to fund personnel or other ongoing, continuing activities or costs, applicants should identify future potential funding sources. Eligible expenses include personnel, employee related expenses (ERE), overtime, travel, operating costs, costs related to contractual or consulting services and equipment.

RESTRICTIONS ON USE OF FUNDS

Byrne/JAG funds cannot be used directly or indirectly for security enhancements or equipment to nongovernmental entities not engaged in criminal justice or public safety. Based on extraordinary and exigent circumstances making the use of funds essential, BJA may certify a state's request to use funds for:

- Vehicles, vessels, or aircraft;
- Luxury items;
- Real estate; and
- Construction projects, other than penal or correctional institutions.

REPORTING AND SPECIAL REQUIREMENTS

Applicants **must** submit, within seven (7) calendar days from the ACJC online application date, a copy of any Byrne Justice Assistance Grant (JAG) application submitted by you or on behalf of your Unit of Local Government to the Bureau of Justice Assistance under the 40 percent direct local

funding solicitation, if your agency was eligible for funding. This direct local funding application copy should be mailed to the JAG Program Manager at the address below. In addition, if the applicant received any federal Methamphetamine Initiative grant funds, a copy of the application must be mailed to the JAG Program Manager at the address below at the time of submission to the Department of Justice.

Applicants are also required to submit monthly financial and progress reports to the Commission and cooperate fully in any national evaluation efforts required by the federal government. A copy of the last available A-133 audit report, and documents from participating agencies indicating their intent to participate in and support the program, must be submitted to the Commission with the signed grant agreement.

HOW TO APPLY

To access the grants management system go to www.azcjc.gov/Grants/GMSIndex.asp. You will create, submit and monitor your application through a private, secure web site. New GMS users must register prior to log-on. If you have previously registered and your password does not work, you must register again. The application must be completed on this web site and submitted electronically. If you are having difficulties with the system, please call our office at 602-364-1162 or e-mail us at jag@azcjc.gov

Step 1: Signing On

1. Go to the ACJC home page "Apply for Grants" "Grants Management System."
2. On the Welcome page you will be able to log on or register.
3. You will not be able to log on until you receive an e-mail from ACJC with your password.
4. It is strongly suggested that you print the [instructions](#) prior to log-in or registration.

Step 2: Register a Grant

1. Select the Grant solicitation that you want to apply for from the drop-down menu.
2. Name the grant.

Step 3: Starting the Application

1. In the App Actions section, click on the word "Start" to begin.

Step 4: Filling out the Application

Section I – Agency Information

Please complete the information requested.

Section II – Project Information

Please complete the information requested – see evaluation criteria for components to be evaluated. Project Goals, Objectives Performance Measures and Timelines – Describe the broad overall goal of the projects. Objectives must be descriptive in terms of measurable observable events.

Example only;

PROGRAM GOAL	PROGRAM OBJECTIVE	PERFORMANCE MEASURE
To reduce domestic production of, trafficking in, and the consumption of illicit drugs.	Increase the number of drug dedicated law enforcement officers by xx% by xx/xx/2007	Number of investigators added.

Section III – Budget Information

Please complete the information as requested.

Confidential Funds request should be included as a category within "Operating Expenses."

Step 5: Submitting the Application

1. In the My Grants screen in the App Actions, you must hit the "Submit" to send your application to ACJC.
2. If there are no errors, the Certifications will appear; you must accept these certifications by pressing the ACCEPT button.

Certifications included are the following:

- Match Requirement;
 - Compliance with Program Income requirement;
 - Compliance with Confidential Funds policy;
 - Compliance with Criminal Intelligence Systems;
 - Civil Right Laws and Equal Employment Opportunity Plan (EEO) www.ojp.usdoj.gov/ocr.
 - Copy of Applications for Methamphetamine Initiative and 40 percent Direct Byrne/JAG grant funds must be made available to ACJC.
3. If there are any errors, you must correct these. Go to My Grants and select the "edit" under App Actions, look for the flags and complete the application. Finish the process by following steps numbers one and two above.

SELECTION CRITERIA

Each component of the application will be reviewed and evaluated by a committee. The maximum points awarded to each section of the application is listed below. In addition, each program will be evaluated for performance effectiveness.

Problem Statement (15 points)

Identification of the drug or drug related gang and violent crime problem in the community. Provide justifiable local data to show the nature and scope of the drug or drug related gang and violent crime problem in the community. Include previous and current efforts to address the problem.

Project Description (25 points)

Clearly explain how your agency will plan, organize, staff, direct and use resources to address the problem. The project must address the extent to which the proposed activities will help the state to meet the goals of *Arizona's 2004-2007 Drug, Gang and Violent Crime Strategy*. Highlight what specific activities are to be implemented using Byrne/JAG funds. The project must address the extent in which the application emphasizes collaborative strategies. The technical feasibility of the proposal and extent to which the proposal appears reasonable based on the agency or task force structure will be evaluated. In addition, the following points must be included:

- Discuss any community drug/gang education and or prevention program participation by project staff members. If there are no current community program participation, please describe your plans to participate in community drug/gang education and or prevention programs.
- Discuss how the Methamphetamine Initiative Grant and the Direct 40 percent

Arizona Criminal Justice Commission
1110 W. Washington, Suite 230
Phoenix, AZ 85007 (602) 364-1146

Byrne/JAG funds will be used to coordinate with this project. If there will be no coordination, discuss why.

- Include a discussion on your project's sustainability plan. Explain how this project will be sustained if future funding were no longer available.

Goals and Objectives and Timelines (20 points)

Outline the specific goals and objectives of the project and how they will address the problem. The goals, objectives and performance measures must clearly outline the program activities.

Performance Evaluation (20 points)

Description of how the performance measures will be documented. Include what will be measured, who will measure it, and how evaluation findings will be used.

Budget (20 points)

Provide a proposed budget that is complete, allowable and cost-effective. A separate and thorough budget analysis broken out into personnel, overtime, consultant/contractual services, travel, operating expenses and total project costs is attached. If applicable, include breakdown and description of partial funding possibilities.

In addition to the application evaluation, each project will also be evaluated for performance effectiveness.

Performance Effectiveness

In addition to the application evaluation, projects will be evaluated on measurable and attainable goals and objectives. Programs must demonstrate effectiveness. The USDOJ Bureau of Justice Assistance has developed performance measurements for the Byrne/JAG program. Projects will be required to report on these national measures. See each priority area for performance measures that will be used to evaluate effectiveness.

APPEAL PROCESS

Applicants may pursue a two-step appeal process if their application is denied. 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 or table the proposal for further study. 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, or 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.

ADDITIONAL INFORMATION

Commission staff will present a proposed funding allocation plan to the Drug, Gang and Violent Crime Committee of the Commission for review. The Committee will present a recommendation regarding the allocation plan to the Arizona 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. Funds will be disbursed to agencies on a reimbursement basis, upon submission of reports showing expenditures.



The U.S. Department of Justice, Office of Justice Programs, National Institute of Justice is seeking applications for funding under the Solving Cold Cases With DNA Program.

This program furthers the Department's mission by offering assistance to States and units of local government to identify, review, and investigate Uniform Crime Report (UCR) Part 1 Violent Crime "cold cases" that have the potential to be solved through DNA analysis and to locate and analyze biological evidence associated with these cases.

Solicitation: Solving Cold Cases With DNA

Eligibility

(See "Eligibility," page 4)

Deadline

All applications are due **February 1, 2008, 11:59 p.m. eastern time.**

Contact Information

For assistance with the requirements of this solicitation, contact Charles Heurich, 202-616-9264 or charles.heurich@usdoj.gov.

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.gov Funding Opportunity No. 2008-NIJ-1745

SL# 000828

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Solving Cold Cases With DNA

CFDA No. 16.560

Overview

The National Institute of Justice (NIJ) is the research, development, and evaluation agency of the U.S. Department of Justice and a component of the Office of Justice Programs (OJP). NIJ provides objective, independent, evidence-based knowledge and tools to enhance the administration of justice and public safety. NIJ solicits applications to inform its search for the knowledge and tools to guide policy and practice.

NIJ seeks applications from States and units of local government for funding to identify, review, and investigate “violent crime cold cases” that have the potential to be solved using DNA analysis and to locate and analyze biological evidence associated with these cases. Experience has shown that cold case programs can solve a substantial number of violent crime cold cases, including homicides and sexual assaults. Advances in DNA technologies have substantially increased the successful DNA analysis of aged, degraded, limited or otherwise compromised biological evidence. As a result, crime scene samples once thought to be unsuitable for testing may now yield DNA profiles. Additionally, samples that previously generated inconclusive DNA results may now be successfully analyzed using newer methods.

For the purposes of this announcement: “violent crime cold case” refers to any unsolved UCR Part 1 Violent Crime case for which all significant investigative leads have been exhausted.

Deadline: Registration

Registering with Grants.gov is a one-time process; however, if you are a first-time registrant, it could take up to several weeks to have your registration validated and confirmed and to receive your user password. Start the registration process early to prevent delays that may cause you to miss the application deadline. You must complete these three steps before you are able to register: 1) Register with Central Contractor Registry (CCR), 2) Register yourself as an Authorized Organization Representative (AOR), and 3) Be authorized as an AOR by your organization. For more information, visit www.grants.gov. **Note: Your CCR Registration must be renewed once a year. Failure to renew your CCR registration may prohibit submission of a grant application through Grants.gov.**

Deadline: Application

The due date for applying for funding under this announcement is **February 1, 2008, 11:59 p.m. eastern time.**

Eligibility

States (including territories) and units of local government (including federally recognized Indian tribal governments that perform law enforcement functions) are eligible to apply for funding under this solicitation.

American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations: If a grant application is being submitted on behalf of a tribe or tribal organization, a letter or similar document authorizing the inclusion of the tribe or tribal organization named in the application must be included.

Specific Information—Solving Cold Cases With DNA

A. Background

Both the Bureau of Justice Assistance (BJA) and NIJ have addressed issues surrounding the investigation of cold cases. The publication "[Cold Case Squads: Leaving No Stone Unturned](#)" (Bureau of Justice Assistance, NCJ 199781, July 2003) states that cold cases are among the most difficult and frustrating cases detectives face. To tackle this problem, numerous U.S. agencies have established cold case squads. Although the specific duties of cold case squads may vary among law enforcement agencies, the most critical component of an effective cold case squad is the right mix of talented investigative and supervisory personnel. Cold case squads can be especially useful in locating and working with past and potential witnesses and reviewing physical evidence to identify suspects. Cold case squads also perform an outreach and networking role and can assist other jurisdictions with cold case investigations as appropriate.

A special report entitled "[Using DNA to Solve Cold Cases](#)" (National Institute of Justice, NCJ 194197, July 2002) discusses the role that advances in DNA technology can play in investigating and solving cold cases. Although DNA is not the only forensic tool of value to unsolved case investigations, advances in DNA technology and the success of DNA database systems have inspired law enforcement agencies throughout the country to reevaluate cold cases for DNA evidence. The remarkable success of cold case programs is due in large part to the existence of searchable Federal, State, and local criminal DNA databases that can link DNA profiles from crime scenes to convicted offenders, arrestees, and to other crime scenes. Additionally, investigations may be aided by searching missing persons databases containing DNA profiles of unidentified remains and those of the relatives of the missing.

Both the BJA publication and the NIJ special report highlight the fact that even with technological advances, the proper team approach is essential for successfully identifying, investigating, and prioritizing cold cases, and for locating and analyzing biological evidence associated with these cases. Investigators serving as the hub of the cold case team must be patient, creative, and persistent in leading the investigation. Prosecutors can provide valuable insight into legal issues. Victim advocates may be able to help locate, educate, and encourage witnesses. Consultation with representatives from the crime laboratory is also critical.

(Both publications discussed above are available at <http://www.ncjrs.gov>. A report published by the State of California entitled “A Process Evaluation of the California DNA Cold Hit Program” (July 2003) may also be useful and is available at http://www.oes.ca.gov/Operational/OESHome.nsf/CJPD_Documents?OpenForm.)

B. Award Purposes

The goal of this solicitation is to make funding available to States and units of local government for:

1. The identification, review, and prioritization of violent crime cold cases that have the potential to be solved using DNA analysis (by appropriate persons such as prosecutors, public defenders, law enforcement personnel, forensic scientists, and medical examiners) in order to determine whether biological evidence may exist that might (through DNA analysis) assist in solving the cold case.
2. The identification, collection, retrieval, and evaluation of biological evidence from such cases that may reasonably be expected to contain DNA.
3. The performance of DNA analyses on such biological evidence including the handling and screening of this evidence.

Funds may be used for certain investigative purposes provided they fall within the scope of the solicitation. Specifically, all investigative activities must be directly related to the funding purposes (1, 2, and/or 3) above. Activities such as interviewing victims, witnesses, suspects, etc., are permissible in violent crime cold case investigations that have the potential to be solved through DNA analysis until either all samples with potential DNA evidence have been recovered and analyzed (including probative evidentiary samples, cold hit confirmatory samples, reference samples from victims and consensual partners, etc.) or the review of the case demonstrates that no biological material was present for further analysis.

Please Note: Costs for general cold case investigations—those that do not involve UCR, Part 1 violent crimes, or do not have the potential to be solved through DNA analysis—are not allowable. Funds also are not to be used for the purpose of general laboratory capacity enhancement or general casework backlog reduction.

All DNA analyses conducted using funding from this program must be performed by a laboratory (government-owned or fee-for-service) that is accredited and currently undergoes external audits not less than once every 2 years that demonstrate compliance with the DNA Quality Assurance Standards established by the Director of the FBI. All eligible DNA profiles obtained with funding under this program must be entered into the Combined DNA Index System (CODIS) and, where applicable, uploaded to the National DNA Index System (NDIS).

Each DNA analysis conducted under this program must be maintained pursuant to all applicable Federal privacy requirements, including those described in 42 U.S.C § 14132(b)(3).

Applicants should be aware that NIJ may choose to conduct an evaluation of one or more of any projects funded under this solicitation. Any such evaluation may focus on the impact of the project and its implementation, and may result in publication of a report. An example of an NIJ-funded report (on Boston's Operation Ceasefire) may be found at <http://www.ncjrs.gov/pdffiles1/nij/188741.pdf>.

C. Award Period

In general, NIJ will limit any grants under this program to a maximum period of 18 months after the start of the award.

D. Expected Results and Outcomes

The result of receiving Solving Cold Cases With DNA program funds should be the review and investigation of violent crime cold cases that have the potential to be solved through DNA analysis, including:

1. Location of biological evidence associated with such cold cases.
2. DNA analysis of appropriate biological evidence associated with such cold cases.

Accordingly, grantees must submit measurable data in their progress reports detailing the number and types of violent crime cold cases reviewed, the number of cases in which biological evidence still exists, the number of cases subjected to DNA analysis, the number of cases yielding DNA profiles, the number of profiles entered into CODIS, and the number of hits returned with a brief synopsis of the case and the sample yielding the results.

E. Permissible Uses of Funds

All expenditures under this program must relate directly to violent crime cold cases that have the potential to be solved through DNA analysis and to one or more of the three award purposes listed above. The following types of expenditures may be permitted:

- 1. Salary and benefits of additional employees.** Funds may be used for salaries and benefits of additional full-time or part-time employees to the extent such employees are directly engaged in case review, location of evidence, or DNA analysis of biological evidence. Applicants must provide documentation that additional new full-time/part-time employee(s) will be directly engaged in these activities.
- 2. Overtime.** Funds may be used for overtime for people directly engaged in case review, location of evidence, DNA analysis of biological evidence, and case investigation (including posthit investigation). All overtime payments must be made in accordance with the applicable provisions of the OJP Financial Guide, available at <http://www.ojp.usdoj.gov/FinGuide>.
- 3. Travel.** Funds may be used for travel for investigative purposes within the scope of the program (excluding witness travel).
- 4. Laboratory equipment.** Funds may be used to upgrade, replace, lease, or purchase laboratory equipment when the primary use of this equipment can be documented as

directly related to investigation of violent crime cold cases that have the potential to be solved through DNA analysis.

5. **Computer equipment.** Funds may be used to upgrade, replace, lease, or purchase computer hardware or software that will be used exclusively for case review, location of evidence, or DNA analysis of biological evidence.

6. **Laboratory supplies.** Funds may be used to acquire laboratory supplies for DNA analysis of biological evidence.

7. **Consultant and contractor services.** Funds may be used to hire consultants or temporary contract staff, or both, to conduct case reviews, locate evidence, or conduct DNA analysis of biological evidence. Funds may also be used for contracts with accredited fee-for-service vendors to conduct DNA analysis of biological evidence.

8. **Training.** Funds may be used for training directly related to case review, location of evidence, DNA analysis of biological evidence, and case investigation.

F. Expenses That Are Not Permitted

Federal funds awarded under the Solving Cold Cases With DNA Program may not be used for purposes or types of expenditures other than those described above. For example, funds may not be used for:

1. **Salaries and benefits for existing staff.** Funds may not be used to pay salaries or benefits, or both, for existing staff, other than overtime as discussed above.

2. **Travel for witnesses.**

3. **Portable investigative equipment such as cameras and tape recorders.**

4. **Cell phones and cell phone plans.**

5. **Vehicles.**

6. **Construction.**

7. **Renovation.**

8. **Rental costs for space.**

G. Cost of Proposed Work

Total funding for this solicitation and the number of awards made will depend on the availability of funds and the number and quality of the applications. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law. Individual awards typically will not exceed \$500,000.

Recognizing a potential higher priority based on population, applicants representing cities with a population of 250,000 or greater may apply for funding in excess of

\$500,000 if they rank in the top 25 nationwide based on the number of murders and non-negligent manslaughter for the year 2006. These data are based on Federal Bureau of Investigation Uniform Crime Reports statistics available as of September 2007. The data are available on the FBI 2006 statistics site (<http://www.fbi.gov/ucr/cius2006/index.html>). Justification for the increased funding must be detailed within the body of the application.

A grant made by NIJ under this solicitation may account for up to 100 percent of the total cost of the project. See "Cofunding" under "What an Application Must Include."

Limitation on use of award funds for employee compensation; waiver: No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at <http://www.opm.gov>.)

This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>To identify, review, and investigate "violent crime cold cases" that have the potential to be solved through DNA analysis, and to locate and analyze biological evidence associated with these cases.</p>	<ol style="list-style-type: none"> 1. To increase the number of the total identified UCR Part 1 Violent Crimes cold cases where the files or evidence, or both, have been reviewed for the presence of biological evidence. 2. To increase the number of UCR Part 1 Violent Crimes cold case DNA profiles generated that have been entered into CODIS 	<ol style="list-style-type: none"> 1. The number of violent crime cold cases reviewed. 2. The number of violent crime cold cases reviewed in which biological evidence still existed. 3. The number of violent crime cold cases subjected to DNA analysis. 4. The number of violent crime cold cases which yielded DNA profiles. 5. The number of DNA profiles entered into CODIS. 6. The number of CODIS hits.

How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative—Grants.gov—is a “one-stop storefront” that provides a unified process for all customers of Federal grants to find funding opportunities and apply for funding.

Grants.gov Instructions: Complete instructions can be found at http://www.grants.gov/applicants/get_registered.jsp. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at 1–800–518–4726.

Note: Grants.gov does not support the Microsoft Vista operating system. The PureEdge software used by Grants.gov for forms is not compatible with Vista. Also, Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension “.DOCX.” Please ensure the document is saved using “Word 97–2003 Document (*.doc)” format.

Please also note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments. OJP's Grants Management System (GMS) downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. These disallowed file types include, but are not limited to, the following extensions: “.com”, “.bat”, “.exe”, “.vbs”, “.cfg”, “.dat”, “.db”, “.dbf”, “.dll”, “.ini”, “.log”, “.ora”, “.sys”, and “.zip”.

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.560, titled “Solving Cold Cases With DNA,” and the Grants.gov funding opportunity number is 2008–NIJ–1745.

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point-of-contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1–866–705–5711 or by applying online at <http://www.dnb.com/us>. Individuals are exempt from this requirement.

What an Application Must Include

Applications should include the following:

Standard Form 424

Program Narrative

Proposals must clearly define the strategy and criteria that will be used to identify, prioritize, and select violent crime cold cases that have the potential to be solved through

DNA analysis. These may be demonstrated through the inclusion of checklists, flowcharts, diagrams, or narratives, and should be developed through collaboration with appropriate members of the criminal justice community (such as crime laboratory personnel, prosecutors, defense counsel, medical examiners, law enforcement investigators, etc.). The proposal must include a description of the followup activities that will be performed to advance a case toward adjudication should a DNA match be obtained. For proposals where the crime laboratory is not the submitting agency but where DNA analysis will be performed, there must be a demonstration of the crime laboratory's commitment to analyze the biological evidence, interpret the DNA results, and upload the DNA profiles into DNA databases.

The program narrative must address the specific project objectives, expected results, and implementation approach. It should demonstrate, specifically and comprehensively, how requested funds will be used for the review and investigation of violent crime cold cases that have the potential to be solved through DNA analysis and for the location and analysis of biological evidence associated with these cases.

The Program Narrative includes:

1. Abstract (not to exceed 400 words).
2. Table of contents.
3. Main body, which includes:
 - a. Purpose, goals, and objectives.
 - b. Review of relevant literature.
 - c. Implementation plan.
 - d. Management plan and organization.
4. Appendixes (not counted against program narrative page limit) include:
 - a. Bibliography/References (if applicable).
 - b. List of key personnel (required).
 - c. Résumés of key personnel (required).
 - d. List of previous and current NIJ awards (required).
 - e. Letters of cooperation/support or administrative agreements from organizations collaborating in the project (recommended, if applicable).
 - f. Chart for timeline or milestones (required).
 - g. Other materials required by the solicitation.

Budget Detail Worksheet

Templates for filling out the Budget Detail Worksheet may be found online at www.ojp.usdoj.gov/Forms/budget_fillable.pdf, OJP Standard Forms & Instructions. If you have any questions, please contact the Office of the Chief Financial Officer's Customer Service Center at 1-800-458-0786.

Budget Narrative

The budget narrative is a plain-language description of each of the proposed expenditures listed in the Budget Detail Worksheet.

Indirect Rate Agreement (if applicable)

Applicants that do not have a federally negotiated indirect cost rate and wish to establish one can submit a proposal to their "cognizant" Federal agency. Generally, the cognizant Federal agency is the agency that provides the preponderance of direct Federal funding. This can be determined by reviewing an organization's schedule of Federal financial assistance. If DOJ is your cognizant Federal agency, obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.usdoj.gov/oc/indirectcosts.htm>.

Other Program Attachments

These include several forms, available on OJP's funding page at www.ojp.usdoj.gov/forms.htm.

Page limit: The program narrative section of invited full proposals must not exceed 30 double-spaced pages in 12-point font with 1-inch margins. Abstract, table of contents, charts, figures, appendixes, and government forms do not count toward the 30-page limit for the narrative section.

Selection Criteria

Successful applicants must demonstrate the following:

Understanding of the problem and its importance.

Applicants should include appropriate citations and other information to demonstrate an understanding of the problem and the expected impact of the funding in solving cold cases with DNA.

Quality and technical merit.

1. Awareness of the state of current DNA technology and its application to solving cold cases.
2. Soundness of methodology and approach, including a demonstrated team approach to solving cold cases.
3. Feasibility of proposed project and awareness of pitfalls.
4. Innovation and creativity (when appropriate).

Capabilities, demonstrated productivity, and experience of applicants.

1. Qualifications and experience of proposed staff.
2. Demonstrated ability of proposed staff and organization to manage the effort.
3. Adequacy of the plan to manage the project, including how various tasks are subdivided and resources are used.
4. Successful past performance on NIJ grants and contracts (when applicable).

Impact of the proposed project.

1. Potential for resolving violent crime cold cases.
2. Affordability and cost-effectiveness.

Budget.

1. Total cost of the project relative to the perceived benefit.
2. Appropriateness of the budget relative to the level of effort.
3. Use of existing resources to conserve costs.

Review Process

NIJ is firmly committed to the competitive process in awarding grants. All applications under this solicitation will be subjected to independent peer-review panel evaluations. External peer-review panelists consider both technical and programmatic merits. Panelists are selected based on their expertise in subject areas pertinent to the applications.

Peer-review panelists will evaluate applications using the criteria listed above. NIJ staff then make recommendations to the NIJ Director. The Director makes award decisions.

Reasons for rejection: NIJ may reject applications that are incomplete, do not respond to the scope of the solicitation, do not comply with format requirements, or are submitted after the deadline. No additions to the original submission are allowed.

When awards will be made: All applicants, whether they are accepted or rejected, will be notified. The review and approval process takes about 10 months. You should not propose to begin work until at least 10 months after the application deadline on the cover of this solicitation. Also, you should not expect to receive notification of a decision for at least 10 months after that date. Lists of awards are updated regularly on NIJ's Web site at <http://www.ojp.usdoj.gov/nij/funding.htm>.

All awards under this solicitation are subject to the availability of appropriated funds.

Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protection Compliance
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
- Suspension or Termination of Funding
- Funding to Faith-Based and Community Organizations
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA)

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at <http://www.ojp.usdoj.gov/funding/otherrequirements.htm>.

If your proposal is funded, you will be required to submit several reports and other materials, including quarterly financial reports, semi-annual progress reports, a final progress report, and, if applicable, an annual audit report in accordance with Office of Management and Budget Circular A-133. The final report must include a summary and assessment of the program carried out with the award. Future awards and fund drawdowns may be withheld if reports are delinquent. If a cold DNA hit occurs during a reporting period, a brief description of the case should be included detailing the type of hit (offender or forensic) and the evidence the hit was obtained from.

Violent Crime Up for 1st Time in 5 Years

By MARK SHERMAN

The Associated Press

Monday, June 12, 2006; 9:11 AM

WASHINGTON -- Murders, robberies and aggravated assaults in the United States increased last year, spurring an overall rise in violent crime for the first time since 2001, [according to FBI data](#).

Murders rose 4.8 percent, meaning there were more than 16,900 victims in 2005. That would be the most since 1998 and the largest percentage increase in 15 years.

Murders jumped from 272 to 334 in Houston, a 23 percent spike; from 330 to 377 in Philadelphia, a 14 percent rise; and from 131 to 144 in Las Vegas, a 10 percent increase.

Despite the national numbers, Detroit, Los Angeles and New York were among several large cities that saw the number of murders drop.

The overall increase in violent crime was modest, 2.5 percent, which equates to more than 1.4 million crimes. Nevertheless, that was the largest percentage increase since 1991.

The FBI data, compiled from reports by more than 12,000 law enforcement agencies, does not contain overall crime numbers in any category nor does it offer any explanation for the changes. The FBI's final annual crime report comes out in the fall.

Criminal justice experts said the statistics reflect the nation's complacency in fighting crime, a product of dramatic declines in the 1990s and the abandonment of effective programs that emphasized prevention, putting more police officers on the street and controlling the spread of guns.

"We see that budgets for policing are being slashed and the federal government has gotten out of that business," said James Alan Fox, a criminal justice professor at Northeastern University in Boston. "Funding for prevention at the federal level and many localities are down and the (National Rifle Association) has renewed strength."

Still, Fox said, "We're still far better off than we were during the double-digit crime inflation we saw in the 1970s."

Robberies were up 4.5 percent and aggravated assaults 1.9 percent, according to preliminary data. Alone among violent crime categories, the number of rapes fell 1.9 percent.

Violent crimes peaked at 1.9 million in 1992 and fell steadily through the end of that decade. The number has been relatively stable for the past six years.

Crime last year increased in all regions, although the 5.7 percent rise in the Midwest was at least three times any other region's. These states make up the Midwest: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin.

Fox cautioned against reading too much into year-to-year changes in individual cities, saying some differences result from random variation and marked swings the previous year. Also, some large statistical increases result from some small numerical changes.

In Hartford, Conn. for example, murders jumped more than 50 percent, from 16 to 25.

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FBI: <http://www.fbi.gov/>

Section II- Project

1. Problem Statement

The County Threat Assessment performed shows that the county area presents a national, and international, dominant point of entry and demarcation for illegal narcotics that are coming into the United States. In its daily work, the Arizona Narcotics Task Force (ANT) encounters and experiences neighborhoods throughout the county that are inundated with stash houses, crack houses, methamphetamine labs, marijuana groves, and drug trafficking activities affecting the security and safety of all citizens.

The county's proximity to the Mexican border makes geographically desirable for the importation, sale and dissemination of illicit drugs. Record drug seizures are a normal course of action among all law enforcement agencies in this region. It is common for ANT to seize thousands of pounds of marijuana in addition to significant quantities of cocaine and methamphetamine each year. During the calendar year 2006, ANT seized xx,xxx pounds of marijuana, xxx,xxx marijuana plants, xx.xx kilograms of cocaine, and xx,xxx.xx grams of methamphetamines (as compared with x,xxx.xx grams seized in 2005). In addition, ANT seized xx meth labs.

Within the county, drug traffickers have targeted Any Town as a gateway and distribution point for large quantities of marijuana, cocaine, and methamphetamine entering the United States. In addition, the remoteness and climate of the county make ideal conditions for major marijuana growing operations. Any Town continues to be severely challenged with local problems as demonstrated by the high rate (xx per 1,000 population) of individuals showing up in hospital emergency rooms with illicit drugs in their systems.

The drug trafficking situation analysis in the County Threat Assessment is consistent with the reported findings in the HIDTA seizure analysis, COBIJA site maps, the latest available ADAM data, ANT analysis trends, Arizona. Department of Health Services emergency room data, and the case load trends of all local enforcement jurisdictions.

2. Project Description

The Arizona Narcotics Task Force (ANT) represents a facilitation management model. ANT'S xx partner agencies encourage and exemplify an independent, yet cohesive task force approach to drug interdiction. ANT implements an intelligence driven law enforcement approach to drug trafficking that guides the task force's use of resources. This approach also includes a unique prosecution strategy applied to investigations that produce maximum impact and long-term sentencing results.

The management model was developed from the results produced by ANT'S track record of narcotics interdiction in the county area. This helped ANT to identify the important and critical role that interagency collaboration takes in conducting drug investigations that result in successful outcomes. By combining law enforcement resources of federal, state, and local agencies, we are able to coordinate and support each other in investigations from street interdiction to international conspiracy.

ANT currently has a task force of xx investigators, including x prosecutors from xx local and federal jurisdictions. Having the members co-located and working together creates several advantages and efficiencies over working independently. Officers have the advantage of sharing their talents, experiences and expertise. Analysts gain the advantage of intelligence gathering available from all participating agencies. The Threat Assessment has been used to set the priorities of the project. Through these efforts, ANT is effectively targeting, prioritizing and pursuing local, national, and international drug trafficking offenders operating in the county area.

The ANT includes x participating agencies; Any Town Police Department, County Sheriff's Office, County Attorney's Office, Kit Kat Police Department, DPS, FBI, DEA, and ICE. In addition, other agencies that support ANT'S mission include the Snicker Police Department, M&M Valley, and Payday Police Department.

The ANT oversight board includes a member from each of the participating agencies. Using the Threat Assessment as a tool to set priorities, the oversight board committed a major portion of ANT'S resources and efforts toward its top priority of methamphetamine reduction. With this priority and the board's encouragement, several task force strategies have been developed that include new investigative techniques and prosecution strategies that take into account the fight against methamphetamine on two fronts – that which is smuggled in and that which is locally manufactured. These strategies required the formation of new clandestine lab teams, a lab response vehicle, Drug Endangered Children's (DEC) protocol, including a response vehicle.

ANT also helped with the development of a 300 member community-wide methamphetamine coalition that will address all aspects of the negative impact of methamphetamine and citizen safety. The community coalition and task force personnel meet frequently to discuss progress toward the solution of methamphetamine problem.

The oversight board is dedicated to the continuation of the multi-jurisdictional task force approach to drug interdiction. If funding was no longer available, the project would rely on asset forfeitures in addition to each participating agency funding their assigned personnel. Currently this grant covers about 60% of the total annual expenses.

3. Project Goals, Objectives and Timelines

Rank	Goal		
1	To reduce drug flow into the community.		
Objective	Start	End	Performance Measure
1.1	7/01/XX	6/30/XX	Number of meth investigations. Number of meth related search warrants issued. Number of meth related arrests. Number of meth labs seized. Amount of meth seized. Amount of meth precursor chemicals seized. Number of responses to meth labs where children were present. Number of children testing positive to meth exposure. Number of officers trained in the DEC protocol. Number of personnel trained or certified in meth lab cleanup.
1.2	7/01/XX	6/30/XX	Number of meth trafficking organizations identified. Number of meth search warrants issued. Number of meth traffickers arrested. Amount of meth seized.
1.3	7/01/XX	6/30/XX	Number of marijuana trafficking organizations dismantled. Number of marijuana trafficking organizations disrupt. Number of marijuana search warrants issued. Number of marijuana traffickers arrested. Amount of marijuana seized.

Section III - Budget

1. Personnel

Description

Attached are job descriptions for these positions. These are new positions not currently being funded by other sources. Breakdown of ERE calculations are included.

1a. Full Time / Part Time

Description	FT/PT	Pos	Annual Salary	Subtotal Salary	ERE Rate	ERE Subtotal	Total P/S & ERE
Sergeant	FT	1	50,000	50,000	27.35%	13,676	\$63,676
Officers	FT	2	35,000	70,000	27.35%	19,146	\$89,146
Administrative Staff	FT	1	25,000	25,000	27.35%	6,838	\$31,838
SubTotal:							\$184,660
Health /Dental/Life			9.19%		Pro Rata Attorney Gen		0.63%
FICA/Medicare			8.33%		Accum Sick Leave		0.40%
Retirement			9.33%		Pro Rata Personnel		1.04%
Workers Comp			0.31%		IT Charge		0.15%
Unemployment Ins			0.19%				27.35%

1b. Overtime

Description	Hours	Hourly Wage	Total
SubTotal:			0

2. Consultant/Contractual Services

Description

Description	Hours	Rate	Total
SubTotal:			0

3. Travel (In State)

Description

Type of Expense	Units	Amount	Total
SubTotal:			

4. Travel (Out State)

Description

This training is for certification on the use and legal ramifications of using Tasers and is only offered at this location once a year. Two officers will be attending this training and the following shows the breakdown of expenditures.

Type of Expense	Units	Amount	Total
Taser Certification - Texas – Airfare	2 people	520	1,040
Meals	3 days 2 people	50	300
Lodging	3 days 2 people	500	3,000
SubTotal:			\$4,340

5. Operating Expenses

Description

Description	Type	Quantity	Each	Total
			SubTotal:	0

6. Equipment Purchase

Description

The new employees to the Task force will require laptops. We are limited to purchasing computers that are on County contract and the ones available are HP Compaq nc6220.

Description	Quantity	Each	Total	
Computer - laptops	5	2,200	11,000	
			SubTotal:	\$11,000

7. Total Project Cost:

\$200,000

8. Cash Match (25% of Total Project Cost):

\$50,000

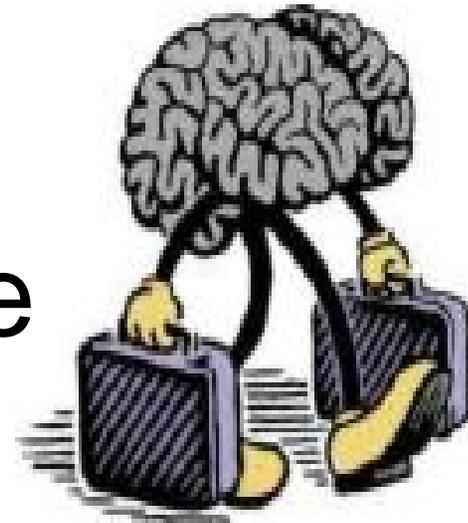
- General Fund Appropriations(Local, County State)
 - Anti-Racketeering Funds (RICO)
 - Other:
-

9. Federal Funding:

\$150,000

SMART Method

- Specific
- Measurable
- Attainable/Achievable
- Realistic
- Timely/Tangible



Created by Paul Meyer

Developing Measures

Goal

Broad – what you would like to accomplish

Reduce juvenile delinquency in River City



Objective

Specific, Time Bound
What you intend to achieve, how, when

To reduce juvenile delinquency by 5% by end of grant period by establishing a youth band.



Performance Measure

Number, percent, amount

Exercise 1

Developing Measures

Goal

Broad – what you would like to accomplish

Reduce juvenile delinquency in River City



Objective

Specific, Time Bound
What you intend to achieve, how, when

To reduce juvenile delinquency by 5% by end of grant period by establishing a youth band.



Performance Measure

Number, percent, amount

of participants signed up by July 1

of instruments distributed by Aug 15

of delinquent acts as of July 1

of delinquent acts as of June 30 (end of grant)

ACJC > Reporting Forms - Microsoft Internet Explorer

Address: <http://azcjc.gov/Byrne/ReportingForms.asp>

ARIZONA CRIMINAL JUSTICE COMMISSION

ARIZONA @YOUR SERVICE

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BROWSE BY CATEGORY

- About ACJC
- Finance & Administration
- Criminal Justice Systems
- Victim Services
- Drug, Gang & Violent Crime
- Statistical Analysis Center
- Public Information Office
- Apply For Grants
- Criminal Justice Resources

Reporting Forms

Name	Description	Form Date	Download/Link
Accounting System and Financial Capability Questionnaire	This form is required to be completed by new grantees who have never been awarded funds through ACJC. This form allows ACJC to determine the grantees ability to manage the financial responsibilities of grants.	6/2005	
Aggravated Domestic Violence Prosecution Quarterly Activity Report Form	Download a fillable form that can be completed using Microsoft Office Word.	7/2006	
Financial Report (General)	Download a PDF form.	7/2005	
Gang Prosecution Quarterly Activity Report Form	Download a fillable form that can be completed using Microsoft Office Word.	7/2006	
Methamphetamine Interdiction Quaterly Activity and Financial Report Form	Download a fillable form that can be completed using Microsoft Office Word.	9/2006	
Obscenity Prosecution Quarterly Activity Report Form	Download a fillable form that can be completed using Microsoft Office Word.	7/2006	
Residential Substance Abuse Treatment (RSAT) Quarterly Activity Report Form	Download a fillable form that can be completed using Microsoft Office Word.	6/2006	
Residential Substance Abuse Treatment (RSAT) Annual Activity Report Form	Download a fillable form that can be completed using Microsoft Office Word.	6/2006	

<http://azcjc.gov/index.asp>

To find Activity and Financial reports for the Drug, Gang and Violent Crime Grants please go to the following link:

<http://azcjc.gov/Byrne/ReportingForms.asp>

For other grants please contact the Program Manager or Coordinator for appropriate forms.

**ARIZONA CRIMINAL JUSTICE COMMISSION
FORENSIC CASEWORK BACKLOG REDUCTION PROGRAM
QUARTERLY PROGRESS REPORT**

AGENCY NAME: «txtAgencyName» GRANT NUMBER: «txtGrantNumber»

PROJECT: _____

Report Period: 1 2 3 4 Final

1. Please provide a detailed description of program activities supported by Forensic Casework Backlog Reduction Program funds during this reporting period:

2. Please describe your agency's progress toward completion of the project goals, objectives and timelines as described in your Forensic Casework Backlog Reduction Program grant application.

3. Please complete the spreadsheet on page 2, highlighting your agency's progress in meeting the proposed goals, objectives, performance indicators and timelines (from your grant application):

4. Was any equipment purchased with grant funds this quarter? Yes No

4a. If yes, what type of equipment was purchased?

4b. What is the status of the purchased equipment?

In Bid Process On Order Delivered Awaiting Installation
 Installed Undergoing Testing Operational/On Line

5. Were the services of an outside consultant used during this reporting period? Yes No

5a. If yes, please attach copies of any reports, audits or other deliverables.

6. Will your agency be requiring an extension of the grant period? Yes No

(Extensions must be requested from the program manager no later than 60 days prior to the expiration of the award.)

By signing below, I certify that to the best of my knowledge and belief, this report is correct and complete and that all outlays and unpaid obligations are for the purposes set forth in the grant award documents.

Prepared by: _____
Typed Name/Date/Telephone/Fax

Certified by: _____
Signature of Authorized Official Date

Refer to your grant application for your stated goals and objectives.

Goal:

No.	Measurable Objective	Program Activities	Performance Indicator	Targeted Result Date	Actual Results	Comments/Remarks
1	To reduce backlogged DNA analyses in State and local government crime laboratories	Number of backlogged DNA cases, sexual assault, homicide and kidnapping at the beginning of the grant period.	Percent of backlogged DNA casework completed			
2		Number of backlogged DNA cases, sexual assault, homicide and kidnapping – analyzed using casework funds.				
3		Number of current backlogged DNA cases, sexual assault, homicide and kidnapping.				
4						

ARIZONA CRIMINAL JUSTICE COMMISSION

AFTERCARE

QUARTERLY ACTIVITY REPORT

GRANTEE AGENCY:

PROJECT TITLE:

PROJECT GRANT NUMBER:

REPORT PERIOD:

Please provide the number of offenders admitted to the grant supported treatment program this quarter:

ADULTS		
	M	F
White		
Black		
Hispanic		
Native American		
Other		
TOTAL	0	0

JUVENILES		
	M	F
White		
Black		
Hispanic		
Native American		
Other		
TOTAL	0	0

Please provide the number of offenders successfully completing the grant supported treatment program this quarter:

ADULTS		
	M	F
White		
Black		
Hispanic		
Native American		
Other		
TOTAL	0	0

JUVENILES		
	M	F
White		
Black		
Hispanic		
Native American		
Other		
TOTAL	0	0

Please provide:

the number of participants who dropped out of the aftercare program this quarter.*	
the number of offenders who were terminated from the aftercare program this quarter*	
the average daily population during this quarter	

* If this rate is 25 percent or higher, please provide details on a separate sheet of paper.

Please provide the number of offenders who successfully completed the aftercare program this quarter:

Total Males - Adult	
Total Females - Adult	
Total Males - Juvenile	
Total Females - Juvenile	
TOTAL	0

Please provide the number of urinalysis test that was completed this quarter.

Total Urinalysis tests completed	
----------------------------------	--

Please include with this report a narrative that includes program highlights, staff activities and issues.

CERTIFICATION: I certify that to the best of my knowledge and belief, this report is correct and complete.

Prepared by:

(Printed Name)

Telephone Number: _____

(Signature)

Fax Number: _____

Certified by:

E-Mail: _____

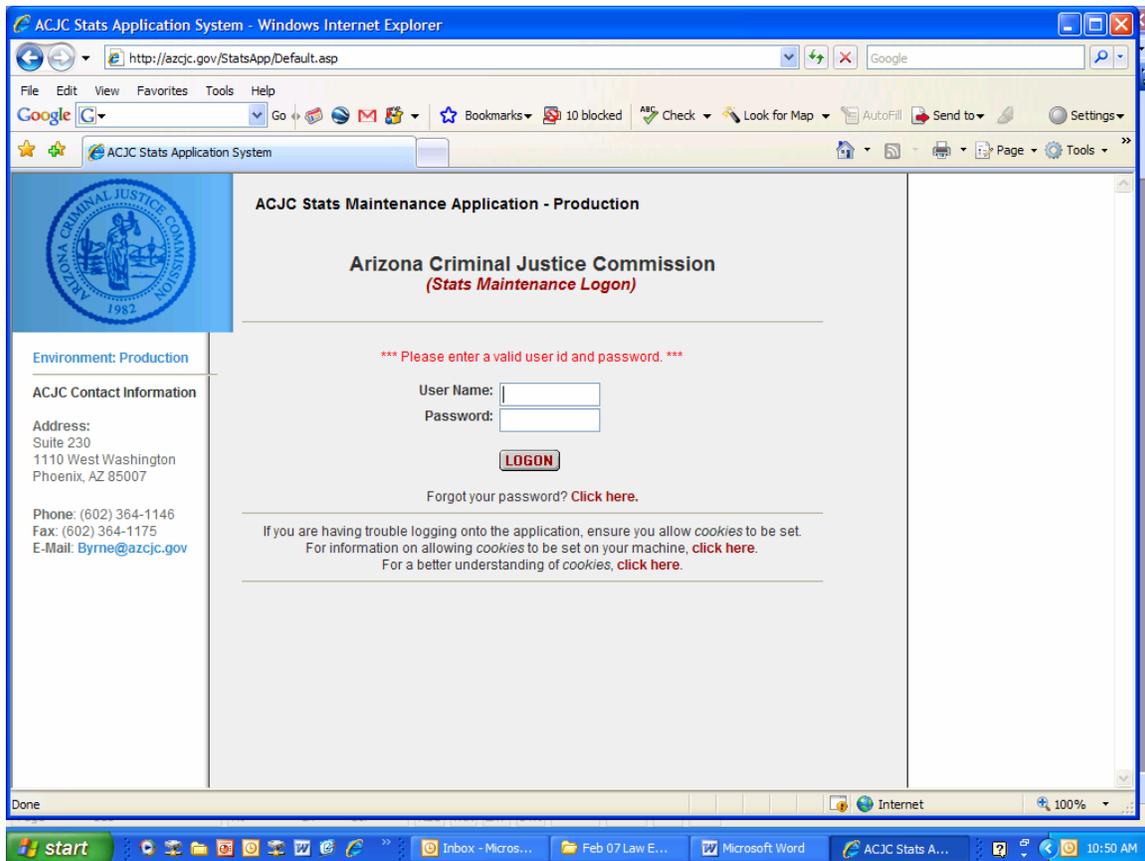
(Signature of Authorized Official)

Date: _____

Apprehension BYRNE/JAG Activity Report

The activity reports for the BYRNE/JAG grant are available and filed on-line. These are some of the screen shots of the fields required for activity reporting for this grant.

Please contact Kathy Karam to get access to the system. Access to the system can be found at: <http://azcjc.gov/StatsApp/Default.asp>.



The screenshot shows a web browser window titled "ACJC Stats Application System - Windows Internet Explorer". The address bar displays "http://azcjc.gov/StatsApp/Default.asp". The page content includes the Arizona Criminal Justice Commission logo on the left, which features a scale of justice and the text "ARIZONA CRIMINAL JUSTICE COMMISSION 1982". To the right of the logo, the text reads "ACJC Stats Maintenance Application - Production" and "Arizona Criminal Justice Commission (Stats Maintenance Logon)". Below this, a red error message states: "*** Please enter a valid user id and password. ***". There are two input fields: "User Name:" and "Password:". A "LOGON" button is positioned below the password field. A link "Forgot your password? Click here." is located below the button. At the bottom of the login area, there is a note: "If you are having trouble logging onto the application, ensure you allow cookies to be set. For information on allowing cookies to be set on your machine, click here. For a better understanding of cookies, click here." The browser's status bar at the bottom shows "Done" and "Internet". The Windows taskbar at the very bottom includes the Start button and several open applications: "Inbox - Micros...", "Feb 07 Law E...", "Microsoft Word", and "ACJC Stats A...". The system clock shows "10:50 AM".

ACJC Stats Application System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://64.106.143.181/statsapp/app_p1.asp?fldAgencyKey=2018&fldMonthYear=6/22/2004&fldPageMode=A

Arizona Criminal Justice Commission Apprehension Monthly Activity Report

REPORT SUMMARY

Agency Name:	Counter Narcotics Alliance
Report Month/Year:	June 2004
Status:	OPEN
Date Locked:	1/1/1900

SAVE Go back to the Agency selection page. << < Drug Related Arrest Activity > >>

DRUG RELATED ARREST ACTIVITY

Provide the total number of people arrested during the report period for drug offenses. Count each person arrested only once. If charged with multiple offenses, select the offense type that carries the greatest penalty. If all are of equal importance, choose the one most representative. If more than one drug is involved, use the hierarchy of drug types listed below; Cocaine being the most important and unknown drugs the least important. DO NOT DUPLICATE THE COUNT. Enter non-drug violent crime and gang membership arrests in the bottom section.

PRIMARY DRUG	Buy/Receive	Cultivate/Manufature	Distribute/Sale	Posses/Conceal	Trans/Import	Cons/Use	Other	Total
Cocaine:	<input type="text"/>	0						
Crack:	<input type="text"/>	0						
Hashish:	<input type="text"/>	0						
Heroin:	<input type="text"/>	0						
Marijuana:	<input type="text"/>	0						
Other Narcotic:	<input type="text"/>	0						
LSD:	<input type="text"/>	0						
PCP:	<input type="text"/>	0						
Other Hallucinogen:	<input type="text"/>	0						
Methamphetamine/Amph:	<input type="text"/>	0						
Other Stimulant:	<input type="text"/>	0						
Other Depressant:	<input type="text"/>	0						
Other Drug:	<input type="text"/>	0						
Unknown Drug:	<input type="text"/>	0						
Total:	0	0	0	0	0	0	0	0

NUMBER OF PERSONS ARRESTED BY DRUG OFFENSE AND BY VIOLENT CRIME AND GANG MEMBERSHIP

Violent Offenses consist of murder; rape; robbery; aggravated assault Gang membership is determined by meeting two of the seven GMIC criteria: (a) self proclamation or association; (b) witness testimony or official statement; (c) written or electronic correspondence; (d) paraphernalia or photographs; (e) tattoos; (f) clothing colors; (g) any other indicia of membership.

Note: Drug total should equal total above	Violent Crime	Gang Member	Violent Crime & Gang Member	Neither/Not Known	Total	
Drug:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	Totals do not match
Non-Drug:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	Totals match
Total:	0	0	0	0	0	

SAVE Go back to the Agency selection page. << < Drug Related Arrest Activity > >>

ACJC Stats Application System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://64.106.143.181/statsapp/app_p2.asp?fldAgencyKey=2018&fldReportKey=1655

Arizona Criminal Justice Commission Apprehension Monthly Activity Report

REPORT SUMMARY				
Agency Name:	Counter Narcotics Alliance			
Report Month/Year:	June 2004			
Status:	OPEN			
Date Locked:	1/1/1900			

SAVE Go back to the Agency selection page. << < Drug Removals by Amount > >>

DRUG REMOVALS BY AMOUNT

Report all drug removals that took place during the report period by seizure and by purchase. Note: Amount is the weight of the drugs, the measure is lbs, oz, grams, etc. DO NOT ENTER DOLLAR VALUE OF DRUGS

DRUG TYPE	SEIZURE		PURCHASE	
	Amount (Weight)	Unit of Measure	Amount (Weight)	Unit of Measure
Cocaine:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Crack:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hashish:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Heroin:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Marijuana (pounds):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Marijuana Plants - * NP = Number of Plants	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sinsemilla:	<input type="text"/>	<input type="text"/>	<input type="text"/>	NP
Commercial Grade:	<input type="text"/>	<input type="text"/>	<input type="text"/>	NP
Wild (ditchweed):	<input type="text"/>	<input type="text"/>	<input type="text"/>	NP

Done Internet

ACJC Stats Application System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://64.106.143.181/statsapp/app_p3.asp?fldAgencyKey=2018&fldReportKey=1655

Arizona Criminal Justice Commission Apprehension Monthly Activity Report

REPORT SUMMARY		
Agency Name:	Counter Narcotics Alliance	
Report Month/Year:	June 2004	
Status:	OPEN	
Date Locked:	1/1/1900	

SAVE Go back to the Agency selection page. << < Asset Seizures > >>

ASSET SEIZURES

Provide the total number of non drug assets seized during the report period. Dollar Value should be estimated as the "Fair Market" value of the property seized.

	Total Seizures	
	Number	Dollar Value
Vehicles:	<input type="text"/>	<input type="text"/>
Vessels (Boats):	<input type="text"/>	<input type="text"/>
Aircraft:	<input type="text"/>	<input type="text"/>
Currency:	<input type="text"/>	<input type="text"/>
Other Financial Instruments:	<input type="text"/>	<input type="text"/>
Real Property (Real Estate):	<input type="text"/>	<input type="text"/>
Weapons:	<input type="text"/>	<input type="text"/>
Other:	<input type="text"/>	<input type="text"/>
Total:	0	0

Done Internet

ACJC Stats Application System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://64.106.143.181/statsapp/app_p4.asp?fldAgencyKey=2018&fldReportKey=1655

Arizona Criminal Justice Commission Apprehension Monthly Activity Report

REPORT SUMMARY

Agency Name:	Counter Narcotics Alliance
Report Month/Year:	June 2004
Status:	OPEN
Date Locked:	1/1/1900

SAVE Go back to the [Agency selection page.](#) << < Offender Arrest Profile > >>

OFFENDER ARREST PROFILE

Provide the information by number of offenders arrested during the report period. *Repeat Offender is defined as any offender having one or more prior felony convictions. Do Not include Non-Drug Violent Crime or Gang Member offenders in this section.

	Age				Offender Criminal History					
	Under 18		18 Plus		1st Time		*Repeat		Unknown	
Race	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Caucasian:										
Black:										
Hispanic:										
Native American:										
Asian/Islander:										
Other:										
Unknown:										
Total:	0	0	0	0	0	0	0	0	0	0

ACJC Stats Application System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://64.106.143.181/statsapp/app_p5.asp?fldAgencyKey=2018&fldReportKey=1655

Arizona Criminal Justice Commission Apprehension Monthly Activity Report

REPORT SUMMARY

Agency Name:	Counter Narcotics Alliance
Report Month/Year:	June 2004
Status:	OPEN
Date Locked:	1/1/1900

SAVE Go back to the [Agency selection page.](#) << < Weapons / Labs Seized > >>

NUMBER OF WEAPONS SEIZED BY WEAPON TYPE

Provide a count of the number of weapons seized pursuant to an arrest. Include the total number of weapons seized in each category. Do Not include Non-Drug Violent Crime or Gang Member offenders in this section.

Weapon Type:	Count
Handguns:	
Semi-Automatic Handguns:	
Rifles:	
Semi-Automatic Rifles:	
Shotguns:	
Semi-Automatic Shotguns:	
Automatic Weapons Machine Guns:	
Knives/Cutting Instruments:	
Explosive Devices:	
Other:	

ACJC Stats Application System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address http://64.106.143.181/statsapp/app_p5.asp?fldAgencyKey=2018&fldReportKey=1655 Go Links

Total:

NUMBER OF CLANDESTINE LABS SEIZED:

Enter the number of times the chemical was found this month. Enter drugs seized in the DRUG REMOVALS BY AMOUNT section.

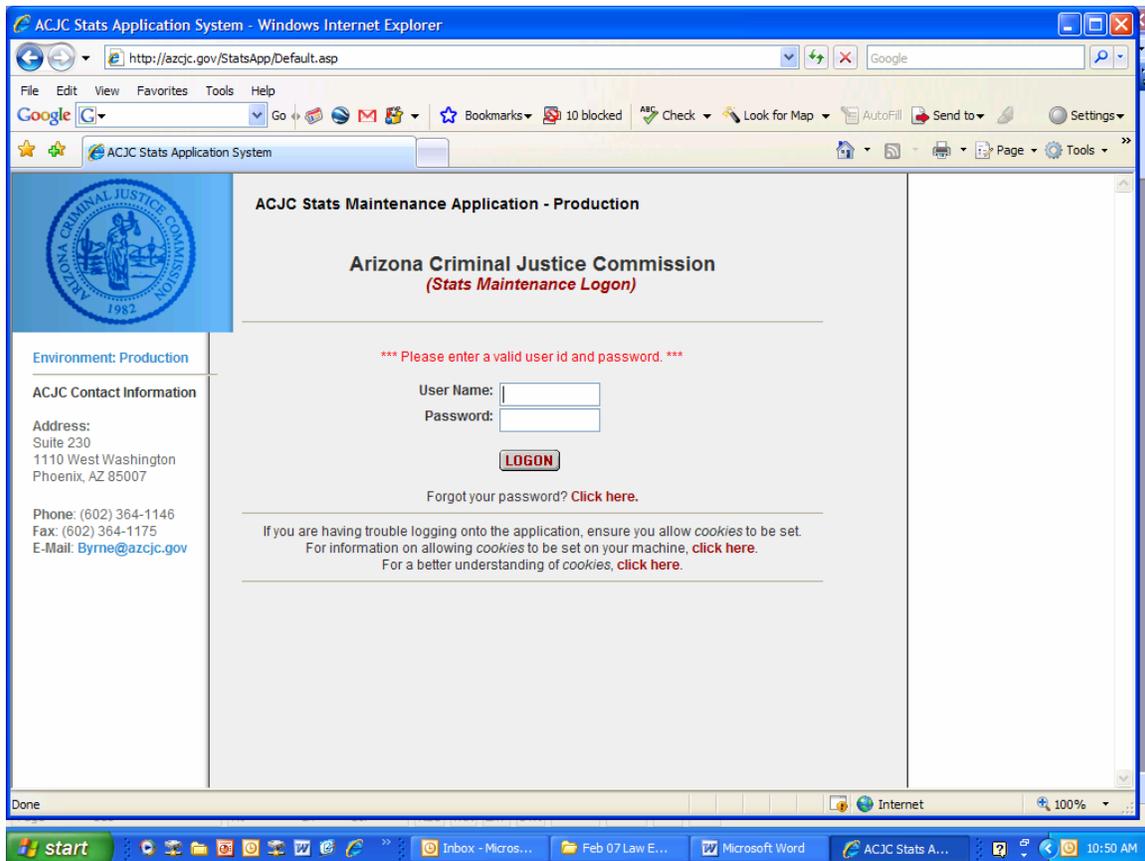
NAME OF CHEMICAL	# of Occurrences
Acetone:	<input type="text"/>
Hydrochloric Acid:	<input type="text"/>
Muratic/Sulfuric Acid:	<input type="text"/>
Ephedrine/Pseudoephedrine:	<input type="text"/>
Iodine:	<input type="text"/>
Phosphorous (incl Red):	<input type="text"/>
Lye:	<input type="text"/>
Hydrogen Peroxide:	<input type="text"/>
2 Stage Liquid:	<input type="text"/>
Meth Oil:	<input type="text"/>
Other:	<input type="text"/>

Done Internet

Prosecution BYRNE/JAG Activity Report

The activity reports for the BYRNE/JAG grant are available and filed on-line. These are some of the screen shots of the fields required for activity reporting for this grant.

Please contact Kathy Karam to get access to the system. Access to the system can be found at: <http://azcjc.gov/StatsApp/Default.asp>.



ACJC Stats Application System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://64.106.143.181/statsapp/pro_p1.asp?fldAgencyKey=1158&fldMonthYear=4/25/2004&fldPageMode=A

Status: OPEN
Date Locked: 1/1/1900

SAVE Go back to the Agency selection page. << < Drug Related Arrest Activity > >>

DRUG/NON-DRUG OFFENSES

STATUS Note: Report Number of Persons (see instructions for violent offenses and gang membership definitions)	Drug Offenses				Non-Drug Offenses		
	Drug Offense Only	Drug and Violent Offense	Drug Committed by a Gang Member	Drug, Violent & Gang Member	Violent Offense	Committed by a Gang Member	Violent & Gang Member
Referrals Received this month:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Declined to Prosecute: Enter the number by type listed below:							
No Laboratory Analysis:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Departmental Report Problems:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No Conviction Likely:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Illegal Search:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assisted in Another Prosecution:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Deferred to a Diversion Program (Reported Convicted):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Drug Offense Convictions:						0	

* Person "convicted" refers to an individual receiving a finding of "guilty" during the reporting period.

CONVICTION INFORMATION FOR DRUG OFFENSES ONLY

(Do not include Non-Drug Offenses in this table.) The number of persons convicted in this table must equal to Convicted Drug Offenses in the above table.

TOTAL NUMBER OF PERSONS CONVICTED* BY PLEA, JURY or NON-JURY:	NUMBER
Plea (Jury or Non-Jury):	<input type="text"/>
Jury:	<input type="text"/>
Non-Jury:	<input type="text"/>
Total Drug Offense Convictions:	0

TOTAL NUMBER OF PERSONS CONVICTED* FOR DRUG OFFENSES BY CLASS OF OFFENSE (If a person is convicted of more than one class of offense, enter the class that is the severest (1F high to 3M low). Use "Undesignated" when the judge has delayed class of offense assignment. (Do not include Non-Drug Offenses in this table.) Count each person only once.:

CLASS OF OFFENSE:	NUMBER:	CLASS OF OFFENSE:	NUMBER:	CLASS OF OFFENSE:	NUMBER:
1F:	<input type="text"/>	5F:	<input type="text"/>	3M:	<input type="text"/>
2F:	<input type="text"/>	6F:	<input type="text"/>	Undesignated:	<input type="text"/>
3F:	<input type="text"/>	1M:	<input type="text"/>	Unknown:	<input type="text"/>
4F:	<input type="text"/>	2M:	<input type="text"/>	Total Drug Offense Convictions:	0

** The total number of Convicted Drug Offenses must be the same in all three sections (e.g. Drug/Non-Drug Offenses, Total Number of Persons Convicted By Plea, Jury or Non-Jury, and Total Number of Persons Convicted for Drug Offenses by Class of Offense). When class of offense is not

Totals do not match
Totals match

Done Internet

ACJC Stats Application System - Microsoft Internet Explorer

Address: http://64.106.143.181/statsapp/pro_p2.asp?fldAgencyKey=1158&fldReportKey=1480

CONVICTION INFORMATION

TOTAL NUMBER OF PERSONS CONVICTED* BY DRUG TYPE AND DRUG OFFENSES (See instructions on how to apply the hierarchy rules before entering data). Total on this table must equal total number of persons convicted for Drug Offenses in the first section of this report.

DRUG OFFENSES (Do not include Non-Drug Offenses in this table).									
Drug Type	Transport/Import	Cultivate/Manufacture	Distribute/Selling	Buy/Receive	Possess/Conceal	Use/Consume	Other	Unknown	Total
Cocaine/Crack:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Heroin:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Marijuana/Cannabis:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Opiates:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Amphetamine/Meth:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Other Stimulants:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Depressant:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Hallucinogens:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Other Drugs:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Paraphernalia:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Unknown:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Total Drug Offenses:	0	0	0	0	0	0	0	0	0

TOTAL NUMBER OF PERSONS CONVICTED* BY VIOLENT OFFENSE AND GANG MEMBERSHIP (Enter Non-Drug Offenses in the appropriate row in this table.) See instruction for Violent offense and gang member definitions.

	Violent Offense	Gang Member	Violent Offense & Gang Member	Neither	Unknown	Total	
Drug Offenses:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	Totals do not match
Non Drug Offenses:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	Totals match

Done Internet

ACJC Stats Application System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address http://64.106.143.181/statsapp/pro_p4.asp?fldAgencyKey=1158&fldReportKey=1480

Status: OPEN
Date Locked: 1/1/1900

SAVE Go back to the Agency selection page. Summary of Forfeitures

MONTHLY SUMMARY OF FORFEITURES

Enter the Number and Value of the Items Forfeited for this report period. Forfeitures are to be reported at time of liquidation. DO NOT ESTIMATE. Vehicle buy-backs are to be reported in the vehicle section. For forfeited currency, provide the number of incidents. Summarize all forfeitures for this month on one report.

Case Status	Number
Referrals received this month:	<input type="text"/>
Concluded:	<input type="text"/>
Pending:	<input type="text"/>

Type of Forfeitures	Number	Dollar Value
Vehicles (Automobiles, Motor Cycles, etc.):	<input type="text"/>	<input type="text"/>
Vessels (Boats, etc.):	<input type="text"/>	<input type="text"/>
Air craft:	<input type="text"/>	<input type="text"/>
Currency (# of incidents):	<input type="text"/>	<input type="text"/>
Other Financial Instruments (Stocks, Bonds, etc.):	<input type="text"/>	<input type="text"/>
Precious Metals:	<input type="text"/>	<input type="text"/>
Jewelry:	<input type="text"/>	<input type="text"/>
Air craft:	<input type="text"/>	<input type="text"/>
Currency (# of incidents):	<input type="text"/>	<input type="text"/>
Other Financial Instruments (Stocks, Bonds, etc.):	<input type="text"/>	<input type="text"/>
Precious Metals:	<input type="text"/>	<input type="text"/>
Jewelry:	<input type="text"/>	<input type="text"/>
Weapons:	<input type="text"/>	<input type="text"/>
Real Property (Residential):	<input type="text"/>	<input type="text"/>
Real Property (Other):	<input type="text"/>	<input type="text"/>
Unknown:	<input type="text"/>	<input type="text"/>
Total:	0	0

NARRATIVE

Please provide a brief narrative of activities undertaken during this reporting period that were supported or enhanced through the use of grant money received from ACJC

SAVE Go back to the Agency selection page. Summary of Forfeitures

Done Internet

Match Exercise

25% match on the federal grant requested amount of \$75,000

If you know the federal grant requested amount:

$$(100 - \underline{\hspace{2cm}}) / \underline{\hspace{2cm}} =$$

$$\underline{\hspace{2cm}} / \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$$

$$\$75,000 / \underline{\hspace{2cm}} = \$\underline{\hspace{2cm}}$$

If you know the total federal grant amount:

$$\$100,000 \times \underline{\hspace{2cm}}\% = \$\underline{\hspace{2cm}}$$

10% match on the federal grant requested amount of \$45,000

If you know the federal grant requested amount:

$$(100 - \underline{\hspace{2cm}}) / \underline{\hspace{2cm}} =$$

$$\underline{\hspace{2cm}} / \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$$

$$\$45,000 / \underline{\hspace{2cm}} = \$\underline{\hspace{2cm}}$$

If you know the total federal grant amount:

$$\$50,000 \times \underline{\hspace{2cm}}\% = \$\underline{\hspace{2cm}}$$

5% match on the federal grant requested amount of \$47,500

If you know the federal grant requested amount:

$$(100 - \underline{\hspace{2cm}}) / \underline{\hspace{2cm}} =$$

$$\underline{\hspace{2cm}} / \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$$

$$\$47,500 / \underline{\hspace{2cm}} = \$\underline{\hspace{2cm}}$$

If you know the total federal grant amount:

$$\$50,000 \times \underline{\hspace{2cm}}\% = \$\underline{\hspace{2cm}}$$

Match Exercise Answer Key

25% match on the federal grant requested amount of \$75,000

If you know the federal grant requested amount:

$$(100 - 25) / 25 =$$

$$75 / 25 = 3$$

$$\$75,000 / 3 = \$ 25,000$$

If you know the total federal grant amount:

$$\$100,000 \times 25\% = \$25,000$$

10% match on the federal grant requested amount of \$45,000

If you know the federal grant requested amount:

$$(100 - 10) / 10 =$$

$$90 / 10 = 9$$

$$\$45,000 / 9 = \$ 5,000$$

If you know the total federal grant amount:

$$\$50,000 \times 10\% = \$5,000$$

5% match on the federal grant requested amount of \$47,500

If you know the federal grant requested amount:

$$(100 - 5) / 5 =$$

$$95 / 5 = 19$$

$$\$47,500 / 19 = \$ 2,500$$

If you know the total federal grant amount:

$$\$50,000 \times 5\% = \$2,500$$

Your Agency Name (This is a generic budget sample report if GMS is unavailable)

BUDGET DETAIL

A. **Personnel**- Attached are job descriptions for these positions. These are new positions not currently being funded by other sources.

<u>Name/Position</u>	<u>Computation</u>				<u>Cost</u>
1 Sergeant	FTE	1	@	\$ 50,000.00	50,000.00
2 Officers	FTE	2	@	\$ 35,000.00	70,000.00
3 Administrative staff	FTE	1	@	\$ 25,000.00	25,000.00
A. TOTAL \$					145,000.00

B. **Fringe Benefits** - Same people as above see breakdown of ere calculation below

<u>Name/Position</u>	<u>Computation</u>			<u>Cost</u>
1 Sergeant	27.35%	@	\$ 50,000.00	13,676.00
2 Officers	27.35%	@	\$ 70,000.00	19,146.00
3 Administrative staff	27.35%	@	\$ 25,000.00	6,838.00
ERE Breakdown				B. TOTAL
Health /Dental/Life	9.19%	Pro Rata Attorney Gen	0.63%	
FICA/Medicare	8.33%	Accum Sick Leave	0.40%	
Retirement	9.33%	Pro Rata Personnel	1.04%	
Workers Comp	0.31%	IT Charge	0.15%	
Unemployment Ins	0.19%		27.35%	

TOTAL A. Personnel & B. Fringe Benefits from above \$ **184,660.00**

C. **Travel** - This training is for certification on the use and legal ramifications of using Tasers and is only offered at this location once a year. Two officers will be attending this training and the following shows the breakdown of expenditures.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>			<u>Cost</u>
			<u>Amount</u>	<u>Days</u>	<u>People</u>	
1 Taser Certification	Texas	Airfare	\$ 520.00	1	2	1,040.00
		Meals	\$ 50.00	3	2	300.00
		Lodging	\$ 500.00	3	2	3,000.00
C. TOTAL \$						4,340.00

D. **Equipment** - The new employees to the Task force will require laptops. We are limited to purchasing computers that are on County contract and the ones available are HP Compaq nc6220.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
1 Computer - laptop	4 @	\$ 2,750.00
2	@	-
D. TOTAL \$		11,000.00

E. **Supplies** -

<u>Supply Item</u>	<u>Computation</u>	<u>Cost</u>
1	@	-
2	@	-
E. TOTAL \$		-

Your Agency Name (This is a generic budget sample report if GMS is unavailable)

Budget Summary:

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	\$ 145,000.00
B. Fringe Benefits	\$ 39,660.00
C. Travel	\$ 4,340.00
D. Equipment	\$ 11,000.00
E. Supplies	\$ -
F. Construction	\$ -
G. Consultant/Contracts	\$ -
H. Other	\$ -
TOTAL DIRECT COSTS	\$ 200,000.00
I. Indirect Cost	\$ -
TOTAL PROJECT COSTS	\$ 200,000.00

MATCH CALCULATION 25%

$(100 - 25) / 25 = \underline{\hspace{2cm}}$

$\$200,000 / \underline{\hspace{2cm}} = \$ \underline{\hspace{2cm}}$

ACJC > Reporting Forms - Microsoft Internet Explorer

Address: <http://azcjc.gov/Byrne/ReportingForms.asp>

ARIZONA CRIMINAL JUSTICE COMMISSION

ARIZONA @YOUR SERVICE

Home | Contact Us | Site Map | Employment | Latest News

BROWSE BY CATEGORY

- About ACJC
- Finance & Administration
- Criminal Justice Systems
- Victim Services
- Drug, Gang & Violent Crime
- Statistical Analysis Center
- Public Information Office
- Apply For Grants
- Criminal Justice Resources

Reporting Forms

Name	Description	Form Date	Download/Link
Accounting System and Financial Capability Questionnaire	This form is required to be completed by new grantees who have never been awarded funds through ACJC. This form allows ACJC to determine the grantees ability to manage the financial responsibilities of grants.	6/2005	
Aggravated Domestic Violence Prosecution Quarterly Activity Report Form	Download a fillable form that can be completed using Microsoft Office Word.	7/2006	
Financial Report (General)	Download a PDF form.	7/2005	
Gang Prosecution Quarterly Activity Report Form	Download a fillable form that can be completed using Microsoft Office Word.	7/2006	
Methamphetamine Interdiction Quaterly Activity and Financial Report Form	Download a fillable form that can be completed using Microsoft Office Word.	9/2006	
Obscenity Prosecution Quarterly Activity Report Form	Download a fillable form that can be completed using Microsoft Office Word.	7/2006	
Residential Substance Abuse Treatment (RSAT) Quarterly Activity Report Form	Download a fillable form that can be completed using Microsoft Office Word.	6/2006	
Residential Substance Abuse Treatment (RSAT) Annual Activity Report Form	Download a fillable form that can be completed using Microsoft Office Word.	6/2006	

http://azcjc.gov/index.asp

To find Activity and Financial reports for the Drug, Gang and Violent Crime Grants please go to the following link:

<http://azcjc.gov/Byrne/ReportingForms.asp>

For other grants please contact the Program Manager or Coordinator for appropriate forms.



ARIZONA CRIMINAL JUSTICE COMMISSION FINANCIAL REPORT

ACJC Grant Program: _____

Agency Name: _____

Grant Number: _____

Report Period: From _____ to _____

PART I FINANCIAL DETAIL

Provide the following **DETAILED** budget information

Please round to the nearest dollar.

	Category	This Period Expenses	This Period Encumbrances
1.	Salaries & Fringe Benefits	\$ 0	\$ 0
2.	Overtime	\$ 0	\$ 0
3.	Professional & Outside/ Consultant & Contractual Services	\$ 0	\$ 0
4.	In-State Travel	\$ 0	\$ 0
5.	Out-of-State Travel	\$ 0	\$ 0
6.	Confidential Expenses	\$ 0	\$ 0
6a.	Match for ACJC (<i>Gang Prosecution Grant Program Only</i>)	\$ 0	\$ 0
7.	Operating Expenses	\$ 0	\$ 0
Equipment: (See Budget Category Guidelines for definitions)			
8.	Capital (List Below)	\$ 0	\$ 0
	Non-Capital (List Below)	\$ 0	\$ 0
9.	Total paid this period	\$ 0	
10.	Total Encumbrances this period		\$ 0
11.	Program Income spent this period***	\$ 0	\$ 0
12.	SUBTOTAL	\$ 0	\$ 0

Please round all line items to the nearest dollar.

Type of Equipment Purchased: List Each Item Included Above (Written Approval is Required)					
Capital	Non-Capital	Type of Equipment	Quantity	Amount Each (\$)	
					\$ 0
					\$ 0
					\$ 0
					\$ 0

***Refer to Part III Chapter 4: Program Income; OJP Financial Guide, for explanation of Program Income.

(This report is used to report to the Federal Agencies)
FINANCIAL STATUS REPORT
(Short Form)

1. Federal Agency and Organizational Element to which Report is Submitted US Department of Justice Office of Justice Programs	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	OMB Approval No. 0348-0039	Page 1	of 1 pages						
3. Recipient Organization (Name and Complete address, including zip code)										
4. Employee Identification Number	5. Recipient Account Number or Identifying Number	6. Final Report <input type="checkbox"/> Yes <input type="checkbox"/> No	7. Basic <input type="checkbox"/> Cash <input type="checkbox"/> Accrued							
8. Funding/Grant Period From: (Month, Day, Year) To: (Month, Day, Year) / / / /		9. Period Covered by this Report From: (Month, Day, Year) To: (Month, Day, Year) / / / /								
10. Transactions:	I Previously Reported	II This Period	III Cumulative							
a. Total Outlays										
b. Recipient share of outlays										
c. Federal share of outlays										
d. Total unliquidated obligations										
e. Recipient share of unliquidated obligations										
f. Federal share of unliquidated obligations										
g. Total Federal share (Sum of lines c and f)										
h. Total Federal funds authorized for this funding period										
i. Unobligated balance of Federal funds (Line h minus line g)										
11. Indirect Expenses	a. Type of Rate (Place X in appropriate box) <input type="checkbox"/> Provisional <input type="checkbox"/> Predetermined <input type="checkbox"/> Final <input type="checkbox"/> Fixed									
	b. Rate	c. Base	d. Total Amount	e. Federal Share						
12. Remarks: attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation. <div style="text-align: center;">PROGRAM INCOME:</div> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">A. Block/Formula passthrough \$</td> <td style="width: 33%;">C. Forfeiture \$</td> <td style="width: 33%;">E. Expended \$</td> </tr> <tr> <td>B. Federal Funds subgranted \$</td> <td>D. Other \$</td> <td>F. Unexpended \$</td> </tr> </table>					A. Block/Formula passthrough \$	C. Forfeiture \$	E. Expended \$	B. Federal Funds subgranted \$	D. Other \$	F. Unexpended \$
A. Block/Formula passthrough \$	C. Forfeiture \$	E. Expended \$								
B. Federal Funds subgranted \$	D. Other \$	F. Unexpended \$								
13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.										
Typed or Printed Name and Title			Telephone (Area Code, number and extension)							
Signature of Authorized Certifying Official			Date Report Submitted							

Additional Grant Funding Resources

Grant information

www.grants.gov

Grant Proposal Self Assessment Tool (GrantSAT) <http://www.orsp.cmich.edu>

OMB Circulars – Cost Principles

<http://www.whitehouse.gov/omb/circulars/>

Incorporating Evaluation into the RFP

http://www.jrsa.org/jjec/about/briefing_incorporating-evaluation.html

The Catalog of Federal Domestic Assistance (CFDA)

<http://12.46.245.173/cfda/cfda.html>

Additional Grant Statistical Resources

AZ Criminal Justice Commission (ACJC)

Publications and fact sheets by Arizona's Statistical Analysis Center and links to external resources:

<http://azcjc.gov/sac/>

Bureau of Justice Statistics (BJS)

Numerous statistical data – national and state:

<http://www.ojp.usdoj.gov/bjs/welcome.html>

Crime in Arizona 2006

AZ Department of Public Safety (DPS) annual report

<http://www.dps.state.az.us/crimereport/default.asp>

Crime in the United States 2006

U.S. Department of Justice, Federal Bureau of Investigation

Uniform Crime Reports (UCR) reported by law enforcement agencies nationwide to the Federal Bureau of Investigation monthly.

<http://www.fbi.gov/ucr/ucr.htm>

State by state crime statistics:

<http://bjsdata.ojp.usdoj.gov/dataonline/Search/Crime/State/statebystatelist.cfm>

Justice Research and Statistics Association (JRSA)

<http://www.jrsa.org/pubs/index.html>

National Criminal Justice Reference Service (NCJRS)

<http://www.ncjrs.gov/>

National Crime Victimization Survey (NCVS)

Summary findings and statistical data:

<http://www.ojp.usdoj.gov/bjs/cvict.htm#ncvs>

Substance Abuse and Mental Health Services Administration (SAMHSA)

<http://www.samhsa.gov/newsroom/pubs.aspx>

U.S. Census Bureau

Numerous publications by city, state, region and national:

<http://www.census.gov/>

Practical Tips from Grant Evaluators

- Read the grant announcement at least three or four times so that the grant writer has a clear understanding of what the grantor expects in the grant application. Highlight the important points stressed within the announcement.
- Make sure that the grant addresses your problem. If it doesn't, do not invest your time in writing a grant that is likely to be rejected.
- How do you know you have a problem? Research, statistics, crime analysis? Spend a good portion of the grant writing effort addressing the problem, its background, how you know you have a problem, the impact on the community because of the problem, what's been done to fix the problem, how successful the past efforts have been, the consequences of not fixing the problem, etc.
- The process and flow of writing the grant is a very important part of the grant writing process that sometimes is given too little attention.
- Spell-check your document.
- Check your math. If your math doesn't add up, the grantor is not going to have the confidence that you can handle large sums of their money.
- Follow instructions. If the instructions say limit a response to one page, double-spaced, one-inch margins, 12-point font, follow those instructions. If the instructions say, "do not bind", follow those instructions. No sense annoying those who are going to evaluate your application.
- Consider using the paragraph headings used in the announcement so that the grantor can more easily understand how your application fulfills the submission requirements.
- Think about the total package you are submitting. Make it flow as if it were a "conversation" rather than just responses to different topic areas.
- Number the pages and make sure you send all the pages.
- If responding on a form, don't leave blanks on the forms. Write "N/A" or "information not available" or whatever is appropriate if no response is given.

- Assume the grant evaluators don't know much about your organization. Use the Program Description to provide background about your organization.
- Don't use acronyms, abbreviations or jargon that is not commonly used in everyday language.
- Think like an evaluator. Give the evaluators a reason to fund your application. Be persuasive and give a compelling reason that you need the funds. Remember several evaluators will review your application and discuss the merits of your application as compared to all the other applications. Make it easy to find reasons to fund you.
- Show in your application how you're funding request fits the purpose of the grant and the mission of the funding organization.
- If the announcement includes the scorecard used for evaluation, read it and use it to your advantage. The scorecard tells you what the evaluator thinks is important. For instance, if 30% of the weight is on the goals and objectives, make sure you give that part of the application sufficient effort.
- Do not cut and paste last year's information and resubmit with current info. The evaluators look at last year's application while reviewing the current application.
- Budget – Send all the information requested, not just what you think is important. The budget is very critical and sloppiness in this area is a significant problem.
- If you don't understand the instructions, call the grantor. They will answer what they can and will tell you when they can't give you information.
- If additional information is requested by the evaluator because the application is incomplete or unclear, be sure to promptly reply. Ask the caller for a deadline if you cannot fax the information that day. The fact that you were called may mean you are not going to be funded unless the information is received. Hence, time may be critical. If you are called, do not tell the caller that you write so many grants that you don't remember this grant. That may be the case, but it doesn't instill confidence in you.
- Once the entire grant application is put together, ask someone who's not been closely working on it to review it. After working with a document for a long period of time, it's harder for the writer to see its flaws. **Ask the**

other person to look at the announcement and the grant application and see if the points have all been covered.

- Once funded, do not file required reports late. If you are going to be late, call and explain to the grantor that you will be late and the reason why. A reputation for poor compliance with grant requirements is hard to overcome for the next grant cycle.

- After the grants are awarded and the appeal period has ended, call the grantor and ask for advice on how you can improve your application next time. Most will be willing to give you assistance.

Glossary of Grant-Related Terms

Accounting System	The methods and records established to identify, assemble, analyze, classify, record, and report the county's transactions, and to maintain accountability for the related assets and liabilities.
Award	Financial assistance that provides support or stimulation to accomplish a public purpose. Awards include grants and other agreements in the form of money or property in lieu of money, by the Federal Government to an eligible recipient. The term does not include: technical assistance, which provides services instead of money; other assistance in the form of loans, loan guarantees, interest subsidies, or insurance; direct payments of any kind to individuals; and contracts which are required to be entered into and administered under Federal procurement laws and regulations.
Blanket Purchase Order	A purchase order that authorizes numerous purchases from one vendor and is approved up to a specified dollar amount for items of a similar nature over a specified period of time.
Budget	An itemized and systematic plan of operation for a given period that estimates proposed expenditures and the means of financing them.
Capital Assets	Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.
Compliance Auditing	Auditing for compliance with applicable laws and regulations. Compliance auditing should not be confused with the term "compliance testing," which refers to testing for compliance with internal controls.
Comprehensive Annual Financial Report (CAFR)	A financial report that encompasses all funds and component units of the county. The CAFR should contain (a) the basic financial statements and required supplementary information, (b) combining statements to support columns in the basic financial statements that aggregate information from more than one fund or component unit, and (c) individual fund statements as needed. The CAFR is the county's official annual report and also should contain introductory information, schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, and statistical data.
Consultant/Contractor	Also known as Professional Services. Projects that require knowledgeable experts who are not part of the project staff will retain outside assistance through a contract.
Cost Sharing or Matching	The portion of project or program costs not borne by the Federal Government.
Disallowed Costs	Charges to an award that the awarding agency determines to be unallowable, in accordance with the applicable Federal cost principles or other terms and

	conditions contained in the award.
Discretionary Grant	A grant (or cooperative agreement) for which the Federal awarding agency generally may select the recipient from among all eligible recipients, may decide to make or not make an award based on the programmatic, technical, or scientific content of an application, and can decide the amount of funding to be awarded.
Electronic Funds Transfer	An alternative method of disbursing monies other than by a county warrant. Must be authorized by the board of supervisors. Arizona Revised Statutes (A.R.S.) §11-493(5)
Encumbrances	Commitments related to unperformed (executory) contracts for goods or services.
Equipment	Tangible nonexpendable personal property, including exempt property, charged directly to the award and having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, consistent with recipient policy, lower limits may be established.
Expenditures	Decrease in net financial resources under the current financial resources measurement focus not properly classified as other financing uses.
Expenses	Outflows or other uses of assets or incurrences of liabilities from delivering or producing goods, rendering services, or carrying out other activities that constitute the county's major or central operations.
Financial Audits	Audits designed to provide independent assurances of the fair presentation of financial information.
Fiscal Year	Any period to which the annual operating budget applies and at the end of which a county determines its financial position and reports financial transactions. The fiscal year for Arizona counties is July 1 st through June 30 th .
Fringe Benefits	Based on actual known costs or an established formula, also known as Employee Related Expenses (ERE) and may include health insurance. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation and Unemployment Compensation.
Fund	A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions, or limitations.
Grant	A contribution or gift of cash or other assets from another government to be used or expended for a specified purpose, activity, or facility.
Indirect Costs	Costs that are incurred for the common benefit of more than one county activity and are not specifically identifiable with a particular activity. Indirect costs may be allocated and charged to a state or federal project along with direct costs when an indirect cost rate has been approved.
Indirect Expenses	Expenses that cannot be specifically associated with a

	given service, program, or department and, thus, cannot be clearly associated with a particular functional category.
Internal Control	Internal control is a process effected by the county's board of supervisors, management, and other personnel, and designed to provide reasonable assurance regarding the achievement of objectives for reliability of financial reporting; effectiveness and efficiency of operations; and compliance with applicable laws and regulations. The five components of internal control are: control environment, risk assessment, control activities, information and communication, and monitoring.
Invoice	An itemized statement from a vendor for services or merchandise provided or sent to the county that shows quantities, prices, and total charges.
Oversight Agency	The federal awarding agency that provides the predominant amount of direct funding to the county if the county has not been assigned a cognizant agency for audit. When there is no direct funding, the federal agency with the predominant indirect funding assumes the oversight responsibilities.
Per Diem	As specified by the county, a daily amount covering the costs for meals, lodging, and other incidental expenses related to travel, except for transportation, registration fees, and communication expenses.
Personnel	Full time (FTE) or part-time employees
Prior Approval	Written approval by an authorized awarding agency official evidencing prior consent.
Program Income	Gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the award.
Purchase Order	A document for the authorization and control of expenditures, that should be prenumbered and numerically controlled, authorizing the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.
Reconciliation	1) The determination of the items necessary to bring the balance of two or more related accounts into agreement, such as the book and bank balance of cash held in bank accounts. (2) The comparison of actual cash receipts or payments to documentation supporting those transactions. Differences should be identified and resolved.
Records Management	The Arizona State Library, Archives and Public Records is authorized by A.R.S. §41-1345 to establish standards, procedures, and techniques for the effective management of public records and publishes the <i>Records Management Manual for Arizona Counties</i> .
Request For Proposals (RFP)	This is simply a formal announcement issued by a grantmaker (private or public) letting agencies know that it is looking for proposals for funding in specific

	topic or program areas. The RFP will usually include complete details on the kinds of services or programs the grantmaker will consider; what the proposal needs to contain; deadline information; proposal review and evaluation; and other guidelines to help respondents submit a technically qualified, highly competitive proposal.
Revenues	Increases in the net current assets of a governmental fund type from other than expenditure refunds, interfund transfers, residual equity transfers, and debt issue proceeds. Also, increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions, and residual equity transfers.
Source Documents	Documents used to initiate accounting transactions that should be retained to support each entry recorded in the accounting records. Source documents for expenditures include requisitions, purchase orders, receiving reports, and vendor invoices. Source documents for revenues include prenumbered receipts, register tapes, validated deposit slips, and treasurer's receipts.
Subrecipient	The legal entity to which a subaward is made and which is accountable to the recipient for the use of the funds provided.
Supplanting	Using grant funds for an activity previously funded with state or local funds.
Supplies	Include any materials that are expendable or consumed during the course of the project, such as office supplies, copy paper, or postage.
Travel	Travel expenses include lodging, meals, and transportation and are listed and calculated separately.
Warrant	An order drawn by the county, directing the county treasurer to pay a specified amount to a designated payee.