

# CONSTABLE ETHICS, STANDARDS & TRAINING BOARD

## Request for Grant Applications

Pursuant to A.R.S. §22-138; §41-2701 et seq.

### Constable Ethics Standards and Training Board EQUIPMENT Grant Program FY 2017 Request for Grant Applications (& Application Package)

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This Request for Grant Applications is designed to provide interested parties with the application and instructions for FY2017 grant funding from the Constable Ethics, Standards & Training Board (the “Board”) Equipment Grant Program. Section I of this grant Request for Grant Applications provides background information on the Board Equipment Grant Program. Section II contains information describing how to complete a grant application. Section III contains information on the process of grant awards and contracts. Section IV contains the grant application and checklist.

Solicitation and award of Board Equipment Program grants shall be made pursuant to A.R.S. §41-2701 *et seq.*

## **I. General Application Information**

The following section provides background information on the Board Grant Program.

### **A. Purpose of the Board Equipment Grant Program**

The Constable Ethics Standards and Training Fund was established by the Arizona Legislature in (A.R.S. §22-138). As a result of the creation of the fund, the Board is required to develop, implement and administer the grant program. The primary purpose of the Board Equipment Grant Program is to provide a source of funding to counties to purchase equipment that will advance the capability of constables to perform their statutory duties safely and effectively.

### **B. Funding Source and Available Funds**

One source of funding supports the Board Equipment Grant Program: The Constable Ethics Standards and Training Fund established by A.R.S. §22-138. Under the Board Equipment Grant Program, up to **\$60,000.00** will be awarded. Multiple grant awards may be awarded in this cycle. However, no more than 50% of the grant funds may be awarded with respect to projects to benefit any one county in FY 17.

### **C. Eligible Applicants**

Eligible applicants include:

- Arizona county governments that have established and implemented writ fees pursuant to A.R.S. § 22-138 and have county constables presently holding elected or appointed office in FY 17.

### **D. Eligible Projects**

The following prospective projects will be considered eligible for funding:

Use of Board Equipment Grant Program funds for constable equipment. For example, if the applicant plans to purchase bullet-proof vests for Constables in one’s county. This is an example of equipment that may be purchased; however it is important that each applicant apply for what is needed within its jurisdiction. What is needed in one jurisdiction may be unnecessary equipment in another.

## **E. Grant Application Workshops**

The Board will not offer a grant application workshop.

## **F. Application Due Date and General Instructions**

Applicants must submit their completed application package, including all necessary forms and documents, to the Phoenix office of the Board by:

### **12:00 pm, Friday January 6, 2017**

Late applications will be rejected. Incomplete applications will be rejected. Submit one (1) original and one (1) electronic version on a CD or flash drive; no emails or faxes will be accepted. Deliver or mail the grant application package to:

Constable Ethics, Standards & Training Board  
Constable Equipment Grant Program  
c/o Capitol Consulting  
PO Box 13116  
Phoenix, Arizona 85002

Or Physical Address:  
818 North First Street  
Phoenix, AZ 85004

All applicants must make their own copies of their applications and materials as required prior to submission.

All application packages must be received in a sealed envelope or package. All application packages must arrive at the designated address by the due date and time.

The Board cannot accept applications via fax or e-mail. The original copy of the application must be clearly labeled “ORIGINAL – GRANT APPLICATION” and must include all required forms with original wet-ink signatures by the person who is legally authorized to enter into an agreement on behalf of the applicant. Failure to include any required information in the application packet or contract will result in the rejection of the application. Be advised that staff will not mark applications “Original – Grant Application” for the applicant.

NOTE: See Part II of this document (“How to Submit an Application”) for the complete instructions on how to submit an application.

## **G. Application Evaluation & Selection Process**

All application packages will be evaluated by the Board after the grant application submittal deadline. The Board will use the FY 2017 Application Rating Criteria (see part I.H, below) to rank applications. After the applications have been ranked, project proposals will be reviewed and grant award recommendations will be made based on the application ranking and the strength of the project proposal as determined by the Board. During the evaluation process, the Board will be guided by the information applicants provide in

their completed applications. Applicants may be requested to supply additional information and may also be asked to revise applications based on new information submitted. The Board may adjust monetary grant requests, project proposal scopes of work, project and reporting performance measurements and/or project budgets. Once the Board has completed its review, ranking and any modification of applications and project proposals, it expects to make grant award recommendations in a public meeting on or around January 18, 2017.

Applicants will be notified by U.S. mail as to whether or not they received a grant award after the evaluation and award process is completed. The applicant approved by the Board for grant funding will also be sent a fully executed copy of the Grant Award Contract. All applicants should review the form Grant Award Contract, because all grants are conditional on the applicant's willingness to enter into a contract with the standard terms set forth in that document. The Board anticipates that grant award notification will be mailed on or approximately January 20, 2017.

After the grant award has been made, all applications and the associated evaluations will be made available to the public. The Board may determine that trade secrets or proprietary information may continue to be held confidential. If an applicant believes that any of the information contained in its application should be held confidential it must designate that information as "confidential" in its application, and provide a written explanation as to why it should be held confidential.

## **H. FY2017 Application Rating Criteria**

All grant applications submitted during the FY 2017 will be scored and ranked according to the following criteria:

### **1. Utilization of Equipment**

On a scale of 1 to 10 with 10 being the highest possible score, how well does this prospective project advance the capacity of Constables to perform their statutory mandates safely and efficiently?

### **2. Performance Measures**

On a scale of 1 to 10 with 10 being the highest possible score, how well does this prospective project develop meaningful measurements of the project's performance?

### **3. Fiscal Efficiency**

On a scale of 1 to 10 with 10 being the highest possible score, how well does this prospective project utilize the resources of the prospective grant award to accomplish the program goals?

### **4. Matching Funds**

On a scale of 1 to 10 with 10 being the highest possible score, will the application provide matching funds or otherwise contribute financial resources to the completion of the prospective project?

## II. How to Submit an Application

The following describes how to submit an application for the Board Equipment Grant Program funding. Please read this information carefully and follow all directions.

### A. Application Guidelines

Complete the Board Equipment Grant Program Application that is included in this Request for Grant Applications (begins on page 9).

Make sure to respond to all items and include all required forms and certifications. You can use the forms provided or create your own using 8.5" x 11" size paper. If you create your own forms, they must contain the same information in the same order as the ones provided in this Request for Grant Applications. All pages of your application must be typed (preferred) or clearly printed using a font size no smaller than 10 point.

NOTE: You must submit one (1) original and one (1) electronic version on CD or flash drive of the grant application package.

All application forms included in this Request for Grant Applications must be completely filled out and submitted with the grant application package. Failure to include required information will result in the rejection of your application.

### B. Planning and Writing the Project Proposal

Before filling out the Project Proposal Form, applicants should pre-plan their project and be able to describe in writing:

- How the project needs to be structured
- What the project components are
- When and what personnel are needed
- How much it will cost to complete (you must submit a detailed budget – see part IV.B. of the Grant Application materials)

Applicants should read and familiarize themselves with all sections of this Request for Grant Applications. Applicants should make sure the proposed project addresses at least all minimum aspects of the application. If an applicant needs more space than what is provided on any application form, attach extra sheets as needed. However, do not exceed any set word limitations.

Grant awards are implemented through binding Grant Award Contracts. The terms of this Request for Grant Applications will be incorporated by reference in the final Grant Award Contract, but in the event of a conflict between the terms of this Request for Grant Applications and the terms of the final Grant Award Contract, the terms of the final Grant Awards Contract will take priority and will define the terms of the parties' obligations to each other.

Applicants need to provide details clarifying and describing what they plan to do, when it will be done, where it will be done, how they plan to do it, how much each component of the project will cost and

demonstrate evidence to verify the costs, and how they plan to measure and report upon the outcomes of the project, if funded.

Matching Funds are not required for grant projects in this grant program, but they are encouraged and projects that are accompanied by the applicant's matching funds will receive priority consideration in the evaluation process by receiving 10 additional points in the corresponding rating criteria. However, if an applicant intends to provide matching funds, the project budget must reflect the value and source of the matching funds that the applicant intends to provide.

**Project Cash Flow:** Be aware of the timing and amount of funding (cash flow) needed to complete the project specified within your application. If you are selected for a grant award, payments are made on a reimbursable basis. Successful applicants that become grantees ("Grantees") must provide assurance that the work has been completed (receipts, invoices, etc.) in order to receive reimbursement.

If you are an applicant that will have a difficult time waiting for reimbursement, be sure to specify in your project proposal that you may need an advance payment and clearly explain in detail the reason(s) why an advance is needed. Requests for an advance payment will be considered but are not guaranteed.

No awarded project will receive more than 75% of the project funding in advance. 25% of any award will be withheld until the Board receives a completed final report from the applicant after the project is completed.

If the awarded applicant is in possession of advanced grant funds after the term of the contract or upon the conclusion of the project (whichever comes first), the applicant must return them to the Board within 90 days of the completed project or the termination of the contract.

**NOTE:** If you are selected for a grant award, you must account for your expenditures on an actual cost basis not to exceed the grant award amount. You may not request additional funds should you have cost overruns. If you have cost overruns, the Board will not be responsible for reimbursement of those costs.

### **C. Project Proposal and Application Preparation Hints**

The most important thing to keep in mind while writing your project proposal is that the purpose of the Board Grant Program is to fund projects that seek to enhance constable safety and efficiency through equipment purchases. You must demonstrate through your project proposal how your project will provide some sort of public benefit that advances these goals.

### **D. Contact Information for Questions**

Please contact the Board Grant Program Coordinator if you have any questions:

Grant Program Coordinator  
Constable Ethics, Standards & Training Board  
PO Box 13116  
Phoenix, AZ 85002  
Phone: (602) 343-6280  
Fax: (602) 712-1252  
E-mail: [cestb@azcapitolconsulting.com](mailto:cestb@azcapitolconsulting.com)

### **III. Grant Awards & Reporting**

#### **A. Notification of Award and Grant Award Contract**

Applicants will be notified in writing as to whether or not they received a grant award after the evaluation process is completed. The Board will prepare the final Grant Award Contract and will send two signed originals to the successful applicant, which must execute both originals, returning one fully-executed original of the Grant Award Contract to the Board and keeping the other for its own records. No funds will be disbursed by the Board and the Grant Award Contract will not be a final binding contract until the fully-executed original of the Grant Award Contract has been received by the Board.

NOTE: Please do not contact the Board or any of its individual members to check on the status of your application. All applicants will be notified in writing as to whether or not they received a grant award after the evaluation process is completed.

#### **B. Records and Reporting Requirements**

The applicant that becomes a successful Grantee will be responsible for setting up and maintaining a project file that contains all records of correspondence with the Board, receipts, invoices and copies of all reports and documents associated with the project. These records must be maintained for five (5) years after the submission of the final report indicating project completion.

Included with every reimbursement request, the Grantee shall submit to the Board a budget report and a brief narrative report. Reimbursement requests may be submitted on a quarterly basis or less frequently if no expenses have occurred. A paper copy of the budget and narrative reports shall be mailed to the Board. The reports shall include, but are not limited to, budget expenditures, in-kind expenditures, and a brief narrative of the project's progress, as applicable. The Grantee must obtain Board pre-approval before any funds are reallocated within the original/approved budget in the Grant Application. The Grantee is responsible for responding to any inquiries from the Board within any time periods specified by the Board.

The Grantee may request advance payment of partial grant funds. No more than 75% of funds will be advanced, and the remaining 25% will be awarded upon receipt of all necessary reports.

The Grantee is required to submit a quarterly update to the Board that includes a brief narrative report describing the outcome of the work performed on the project and all purchases or investments made with grant funds, a revised advanced funds budget report with paid receipts attached showing the actual cost of all items purchased and the balance of any advanced funds remaining. If there are remaining advanced funds, including any interest earned on advanced funds, will be returned to the Board. The Grantee will be required to remit any unexpended balance of grant funds to the Board no later than 60 days after the completion of the grant funded project.

The Grantee shall reference the Grant Contract Number in all reports submitted to the Program Coordinator. The reports shall include, but are not limited to, budget expenditures, in-kind expenditures and a narrative detailing how grant funds were used to achieve project objectives to date as outlined by the Grantee in the Grant Application.

At the end of the project, a final budget report and a final narrative report must be submitted and approved

by the Board. The final narrative report shall include at a minimum: A summary of the project goals and objectives, project results or outcomes (including any data or photos), aspects of the project that worked well and things that did not work well, any public involvement and coordination, how the project has met the program goals, and how the project has benefited the State of Arizona. The Board will not disburse final payment until all reports and all requirements of the Grant Award Contract have been fulfilled. All unspent grant funds or outstanding grant funds must be repaid to the Board within thirty (30) days of written notice from the Board.

The Grantee shall include the following language in all reports prepared for this Contract, and in any publication of reports, or any printed or digital materials or advertising generated with the financial support of the Board:

- a) "The Constable Ethics Standards and Training Board has funded all (or a portion) of this Project."
- b) "The views or findings presented are the Grantee's and do not necessarily represent those of the State, or the Constable Ethics Standards and Training Board."









**D. Project Performance Measures**

***INSTRUCTIONS:***

Please identify performance measurements that you will use to illustrate the outcomes of your proposal, if selected for funding. The following performance measures must be included at a minimum for consideration. The performance measurements you identify in this section, as approved by the Board, will become provisions of your grant contract if the Applicant is selected as a Board Equipment Grant Program Grantee.

The performance measurements must demonstrate how the proposed project will meet the program goals described in this Request for Grant Applications. Minimum performance measurements for each project shall include:

1. The total number of constables and deputy constables that will benefit from the equipment funding;
2. The estimated savings to your government entity that would result from awarding the requested grant;
3. How the safety of constables and deputy constables would be improved by awarding the requested grant; and
4. How the execution of constable duties would be improved by awarding the requested grant.

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# FY17 Application Checklist

Be sure to comply with all of the following information in order for your application to be considered for funding.

- Submit one (1) completed, signed original of this grant application marked “ORIGINAL” in a sealed envelope or box, addressed to the Board as provided in this Request for Grant Applications.
- Submit one (1) electronic copy of this completed grant application on CD or flash drive marked “COPY” submitted in the same sealed envelope or box addressed to the board as provided in this Request for Grant Applications
- Include a cover letter briefly stating the equipment you are planning to purchase, and the total dollar amount you are applying for. Submit in the same sealed envelope or box addressed to the board as provided in this Request for Grant Applications
- Ensure your application addresses all questions and submits all requested justification materials in this application
- Deliver or mail in time to **arrive by January 9, 2017**

Signed:

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Name and Title of Signatory

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Date Signed