

# CONSTABLE ETHICS, STANDARDS & TRAINING BOARD

## Request for Grant Applications

Pursuant to A.R.S. §22-138 (B)(1); §41-2702

### Constable Ethics Standards and Training Board Organizational Training Grant Program FY 2015 Organizational Training Grant (OTG) Manual & Application Package

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This manual is designed to provide interested parties with the application and instructions for FY2015 grant funding from the Constable Ethics, Standards & Training Board Organizational Training Grant Program (CNA- OTG). Section I of this grant manual provides background information on the CNA-OTG . 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 CNA- OTG 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 Constable Ethics Standards and Training Board Grant Program.

### **I. A. Purpose of the CESTB 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 Constable Ethics Standards and Training Board is required to develop, implement and administer the grant program. The primary purpose of this CNA-Organizational Training Grant program is to provide a source of funding to constables who will pursue educational training programs that will advance their compliance with statutorily mandated training, to advance their capacities to perform their statutory duties, or to provide them with the tools necessary to perform those duties.

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

One source of funding supports the CNA-OTG Grant Program: The Constable Ethics Standards and Training Fund established by A.R.S. §22-138. Under this Grant Program, up to **\$105,000.00 will be awarded**. One project will be awarded funding. There will not be multiple grant awards.

### **I. C. Eligible Applicants**

Eligible applicants include:

- Organizations within Arizona that administer training to Arizona constables.

### **I. D. Eligible Projects**

The following prospective projects will be considered eligible for funding:

Projects that provide training for Arizona Constables and Deputy Constables within FY2015 to occur within the State of Arizona. The successful applicant must ensure that its proposal provides for:

1. The requisite annual training for duly elected and/or appointed Arizona constables and deputy constables in accordance with A.R.S. 22-127(D). The training offered by the project shall consist of a minimum of 16 hours of Arizona Peace Officer Standards & Training Board-approved training for all participating constables and deputy constables, to be held in

the 3<sup>rd</sup> or 4<sup>th</sup> quarter of FY15.

2. The proposal must offer access to requisite training for all county constables from counties that have established and deposited writ fees into the Constable Ethics, Standards & Training Fund established by A.R.S. §22-138. The successful proposal(s) shall provide for a zero-cost registration for participating constables/deputy constables and shall cover the costs of all training expenses, as well as those expenses associated with any requisite lodging and mileage reimbursement for participating constables and deputy constables as appropriate, and all meal costs associated with the event in accordance with the most current Federal or State of Arizona Per Diem Rates published by the Arizona Department of Administration.

### **I.E. Grant Application Workshops**

The Constable Ethics, Standards & Training Board will not offer a grant application workshop.

### **I. 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 Constable Ethics, Standards & Training by:

**12:00 pm, Friday December 5, 2014.**

**Late 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 Organizational Training 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. Late submissions will be disqualified from consideration; no exceptions.

The Constable Ethics, Standards & Training 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.**

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

All application packages will be evaluated by the Constable Ethics, Standards & Training Board after the grant application submittal deadline. The Constable Ethics, Standards & Training Board in its entirety will review the application packages.

The Constable Ethics, Standards & Training Board will use the FY 2015 CNA-OTG Application Rating Criteria 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 Constable Ethics, Standards & Training Board. During the evaluation process, the Constable Ethics, Standards & Training 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 Constable Ethics, Standards & Training Board may adjust monetary grant requests, project proposal scopes of work, project and reporting performance measurements and/or project budgets. Once the Constable Ethics, Standards & Training 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 December 17, 2014.

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 Constable Ethics, Standards & Training Board for grant funding will also be sent a fully executed copy of the Grant Agreement (contract included in this application). **The Constable Ethics, Standards & Training Board anticipates that grant award notification will be mailed on or approximately December 17, 2014.**

After the grant award has been made, all applications and the associated evaluations will be made available to the public. The Constable Ethics, Standards & Training 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.

**I. H. FY2015 Application Rating Criteria**

All grant applications submitted during the FY 2015 CNA-OTG will be scored and ranked according to the following criteria:

**1. Mandated Training**

- On a scale of 1 to 10 with 10 being the highest possible score, how well does this prospective project meet the mandated training needs of the constables identified in the application?

**2. Performance Measures**

- On a scale of 1 to 10 with 10 being the highest possible score, how well will the prospective project/acquisition meet the **minimum required performance measurements**.

**3. Fiscal Efficiency**

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

#### **4. Past Compliance**

- If applicable, did the Applicant comply with all provisions of contracts associated with previous grant awards? If the answer is “Yes,” the applicant will receive 10 points. If the answer is “No,” the applicant will receive 0 points.

#### **5. Matching Funds**

- Does the Applicant offer matching funds to the project? If the answer is “Yes,” the applicant will receive 10 points. If the answer is “No,” the applicant will receive 0 points.

#### **6. Priority for Reimbursement-Based Awards**

- Does the Applicant seek funding on a reimbursement-basis? If the answer is “Yes,” the applicant will receive 10 points. If the answer is “No,” the applicant will receive 0 points.

## **II. How to Submit an Application**

The following describes how to submit an application for CNA-Organizational Training Grant Program funding. Please read this information carefully and follow all directions.

### **II. A. Application Guidelines**

Complete the Constable Ethics, Standards & Training Board Organizational Training Grant Program Application that is included in this manual (begins on page 10).

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 manual.** All pages of your application must be typed (preferred) or clearly printed using a font size no smaller than 10 point.

**REMINDER:** *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 manual 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.**

### **II. 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 example in Project Proposal Form Instructions, IV.B. of the Grant Application Materials)
- How many constables and deputy constables will benefit from the project and what the participant -

cost ratio will be as a result of the project.

Applicants should read and familiarize themselves with all sections of this manual and application. 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, please do not exceed any set word limitations.

Grant awards are implemented through binding contracts. **The contract is a component of this application and must be completed in order for an applicant's proposal to be considered.**

**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. Grantees must provide assurance that the work has been completed (receipts, invoices, etc.) in order to receive reimbursement. Applicants that propose projects that seek reimbursable payment of their potential grant award will receive additional priority in the evaluation process and will be awarded 10 additional points according to the published rating criteria.**

**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 and will not be eligible to receive any points in the rating criteria related to Priority for Reimbursement-Based Awards.**

**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 Constable Ethics, Standards & Training 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 Constable Ethics, Standards & Training Board will not be responsible for reimbursement of those costs.*

## II. 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 Constable Ethics, Standards & Training Board Grant Program is to fund projects that seek to enhance the compliance of Arizona's constables with statutorily prescribed training requirements and those that seek to enhance constable safety and efficiency through training opportunities. **You MUST demonstrate through your project proposal how your project will provide some sort of public benefit that advances these goals.**

## II. D. Phone Numbers for Questions

Please contact the Constable Ethics, Standards & Training 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

### III. A. Notification of Award and Grant Agreement

Applicants will be notified in writing as to whether or not they received a grant award after the evaluation process is completed. The Grant Agreement (contract) incorporated as a component of this grant application will govern the terms of the agreement between the Board and the grantee. The applicant **must** submit two (2) signed originals of the Grant Agreement (contract) **with their completed original** and copies of the grant application in order to be considered for funding. Applicants with proposals selected for funding will receive a fully executed contract via U.S. Mail complete with a grant contract number.

**NOTE:** Please do not contact the Constable Ethics Standards or Training 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.

### III. B. Records and Reporting Requirements

The grant recipient will be responsible for setting up and maintaining a project file that contains all records of correspondence with the Constable Ethics, Standards & Training 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 and Task Number(s) completed in all reports submitted to the Program Coordinator. On a quarterly basis until the project is completed and the contract is terminated, the Grantee shall submit to the Board a Budget Report and Narrative Report. 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. Reports must be sent to the Constable Ethics, Standards & Training Board no later than thirty (30) calendar days after the close of the twelve month fiscal year period.

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 Agreement have been fulfilled. All unspent grant funds or outstanding grant funds must be repaid to the Constable Ethics, Standards & Training 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 Constable Ethics Standards and Training 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."

### **III. C. General Indemnification**

To the extent permitted by A.R.S. § 41-621 and § 35-154, the Constable Ethics, Standards & Training Board, its employees, members, and contractors shall be indemnified and held harmless by the applicant and all persons hired by and associated with the applicant for any liability as a result of work performed due to

the filing of this application or as a result of enforcement or monitoring undertaken due to the grant.

## **IV. Grant Application Package Materials**

### **IV. A. Statement of Applicant Eligibility**

#### ***INSTRUCTIONS:***

Please describe the nature of your organization and explain how you are eligible to apply for the Constable Ethics Standards and Training Board Organizational Training Grant Program. Please limit your response to no more than 1,000 words and attach as exhibits accompanying documentation of your eligibility.

## **IV. B. Project Proposal Form**

### ***INSTRUCTIONS:***

Please describe completely the project you propose to complete if awarded the Constable Ethics Standards and Training Board Organizational Training Grant. Be complete in your description of the project. **At a minimum**, your response to this form must contain:

1. A detailed description of the proposed project.
2. An explanation of how many hours will be credited toward constables' and mandatory annual training requirements in accordance with A.R.S. 22-137(D).
3. The number of constables or deputies that will receive the training.
4. An explanation of outcomes to be expected from the funding proposal.

An explanation of how grant funds will be used (this is not a substitute for the project budget required in Section IV C.

#### **IV. C. Project Budget**

##### ***INSTRUCTIONS:***

Please submit a detailed budget for the project and identify all revenue and expenses that will be applied and incurred in the completion of the project. Each expense item should be associated with a project task and should be identified with a projected date for accomplishing the task/expending the funding.

#### **IV. 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 nine (9) performance measures **must** be included at a minimum for consideration. The performance measurements you identify in this section, as approved by the Constable Ethics, Standards & Training Board, will become provisions of your grant contract if the Applicant is selected as a CNA-OTG Grant Program Grantee.

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

- 1.) The total number of constables and deputy constables that will complete training through the project;
- 2.) Number of training hours each constable and deputy constable will complete through the project;
- 3.) Ratios of number constables and deputy constables that will receive training compared to the amount of funding requested for the training per constable and the number of hours of training per constable and deputy constable that will be earned through the project;
- 4.) The training courses that will be provided through the project along with the names of the trainers;
- 5.) Number of constables and deputy constables by county that will benefit from the training;
- 6.) The cost of the project per constable and deputy constable to be trained by the project;
- 7.) An explanation of how the project will fulfill a need or accomplish a priority that otherwise would go unfilled or unaccomplished;
- 8.) An explanation of how the project will serve the citizens of Arizona.

## **V. E. Request for Advance Payment & Justification**

### ***INSTRUCTIONS:***

As described in the Grant Manual, grant awards are typically disbursed as reimbursements for expenses incurred in the completion of projects. However, the Constable Ethics, Standards & Training Board will consider requests for Advance Payment of funding pursuant to the provisions of the Grant Manual. If you require Advance Payment, please identify what portion of the project budget is being requested in advance and clearly explain the reason(s) why an advance is required for the completion of the project.

Please note that if your request for advance payment is approved, you will be subject to the terms outlined in section III.B as shown on page 7 of the Grant Application Manual.

## FY15 CNA-OTG Application Checklist

Be sure to include **ALL** of the following information in order for your application to be considered for funding.

- A signed copy of this checklist
- One (1) Original completed grant application marked “ORIGINAL” submitted in a sealed envelope or box addressed to the Board as provided in this Manual.
- One (1) electronic copy of the 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 Manual
- Ensure your application addresses all questions and submits all requested justification materials in this application
- Two (2) completed and signed grant award contracts must be submitted with your application

Signed:

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Name and Title of Signatory

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Date Signed