



CONSTABLE ETHICS, STANDARDS & TRAINING BOARD

REQUEST FOR GRANT APPLICATIONS

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

Constable Ethics, Standards & Training Board Equipment Grant Program FY2015 Grant Manual & Application Package

TABLE OF CONTENTS

I. General Application Information

- A. Purpose of the Constable Ethics, Standards & Training Board Equipment Grant Program – pg.2
- B. Funding Source and Available Funds – pg.2
- C. Eligible Applicants – pg.2
- D. Eligible Projects – pg.2
- E. Grant Application Workshop – pg.2
- F. Application Due Date and General Instructions – pg.3
- G. Application Evaluation and Selection Process – pg.3
- H. FY15 CNA Grant Program Application Rating Criteria – pg.4

II. How to Submit an Application

- A. Application Guidelines – pg.5
- B. Planning and Writing Your Project Proposal – pg.5
- C. Project Proposal and Application Preparation Hints – pg.5
- D. Contact Information for Questions – pg.6

III. Grant Awards and Reporting

- A. Notification of Award and Grant Agreement – pg.7
- B. Records and Reporting Requirements – pg.8
- C. General Indemnification – pg.9

IV. Grant Application Package Materials

- A. Statement of Applicant Eligibility – pg.9
- B. Project Proposal Form – pg.10
- C. Project Budget and Narrative Form – pg.11
- D. Project Performance Measurements Form – pg.12
- E. Request for Advance Payment & Justification Form – pg.13

This manual is designed to assist applicants with the preparation of applications for grant monies from the Constable Ethics, Standards & Training Board's FY 2015 Equipment Grant Program (CNA EG). Section I of this grant manual provides background information on the CNA EG process. 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 EG shall be pursuant to A.R.S. §41-2701 *et seq.*

I. General Application Information

The following section provides background information on the Constable Ethics, Standards & Training Board Grant Program.

A. Purpose of the CNA EG 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 (CNA) is required to develop, implement and administer the grant program. The primary purpose of this CNA EG Program is to provide a source of funding to counties to purchase equipment that will advance the capacity of constables to perform their statutory duties safely and effectively.

B. Funding Source and Available Funds

One source of funding supports the CNA EG Program: The Constable Ethics Standards and Training Fund established by A.R.S. §22-138. Under this CNA EG Program, no more than **\$60,000 will be awarded. Multiple grant awards may be awarded in this funding cycle.** However, no more than 50% of the grant funds may be awarded with respect to projects to benefit any one county in FY15.

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 FY15.

D. Eligible Projects

During the FY15, funding cycle, the following prospective projects will be considered eligible for funding:

- Use of CNA EG 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 Constables Ethics, Standards & Training Board will offer one grant application workshop to provide potential applicants with the opportunity to learn information about the grant program and how to apply for grant funds. The workshop is optional, but will help assure that you have the most up-to-date information available. **NOTE:** *If we do not have at least three (3) people signed up to attend a workshop by noon (12:00pm) on Friday August 1, 2014, the workshop will be cancelled. We can only notify and reschedule a meeting with those who have contacted us.*

Please RSVP at least one week prior to the workshop at cestb@azcapitolconsulting.com if you plan to attend.

Workshop Date, Time and Location:

Monday August 4, 2014 at 10:00 a.m.

Offices of Capitol Consulting, LLC

818 N. 1st Street

Phoenix, AZ 85004

Application Due Date and General Instructions

Applicants must submit their completed application package, including all necessary forms and documents, to the Constable Ethics, Standards & Training Board by:

- **Noon (12:00 p.m.), Monday, August 18, 2014**
- **Late applications will be rejected. Incomplete applications will be rejected.**
- **Submit one (1) original and nine (9) copies of the grant application package to:**
 - **Capitol Consulting, LLC**
For Constable Ethics, Standards & Training Board
818 N. 1st Street
Phoenix, Arizona 85004

Your application package must be physically submitted or mailed in a sealed envelope or package and in both cases must ARRIVE at the designated address by the due date. Late submissions will be disqualified from consideration. The CNA cannot accept applications via fax or e-mail. The original copy of the application should be clearly labeled “ORIGINAL” and must include all required forms with original ink signatures by the person who is legally authorized to enter into an agreement on behalf of the applicant. **Failure to include required information will result in the rejection of your application.**

You may submit your application early to be reviewed for completeness by CNA staff. All applications being submitted for review must be received by **noon Monday, August 11, 2014**. This will allow staff the necessary time to review the application to submit the missing information by the due date deadline described on the previous page. Be certain to mark outer delivery envelopes of draft applications for review “FOR REVIEW” or they will not be opened until the grant deadline. **Remember, ALL application information MUST be submitted in the form of a completed grant application in the manner described by this manual by noon, August 18, 2014. Failure to include required information will result in the rejection of your application.**

F. Application Evaluation & Selection Process

All application packages will be evaluated by the Board after the grant application submittal deadline. The Board in its entirety will review and evaluate the application packages.

The Board will use the FY15 CNA Grant Program Application Rating Criteria to rank applications. After the applications have been ranked, project proposals will be reviewed and grant award recommendations will be 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 you provide. You may be requested to supply additional information and may also be asked to revise your application 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 ranking of applications and project proposal review, it expects to make grant award recommendations in a public meeting on August 20, 2014.

Applicants will be notified by mail as to whether or not they received a grant award after the evaluation and award process is completed. Applicants awarded by the Board for grant funding will also be returned a fully executed original Grant Agreement (contract). **CNA anticipates that grant award and notifications will be made on or about August 25, 2014.**

After the grant awards have 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 you believe that any of the information contained in your

application should be held confidential you must designate that information as “confidential” in your application, and provide an explanation as to why it should be held confidential.

G. FY15 CNA Grant Program Application Rating Criteria

All grant applications submitted during the FY15 CNA EG funding cycle will be 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 CNA EG Program funding. Please read this information carefully and follow all directions.

A. Application Guidelines

Complete the CNA EG Program Application that is included in this manual (beings on page **pg.9**). Make sure to respond to all items and include all required forms and certifications. You must use the forms provided. 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 nine (9) copies 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.**

B. Planning and Writing Your Project Proposal

Before filling out the Project Proposal Form, you should pre-plan your project and outline:

- 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 fill out Budget Narrative and Detail form).

Read and familiarize yourself with all sections of this manual. Make sure your proposed project addresses all the described requirements of the Project Proposal Form.

Grant awards are implemented through binding contracts. **The Board will write your contract based on your application, so it is important that you carefully complete the application forms.** If you need more space than that provided on any application form, attach extra sheets as needed. However, please do not exceed the set work limitations.

Matching funds are not required for grant projects in this EG Program, but they are encouraged. However, if you intend to provide matching funds, your project budget should reflect the value of the matching funds you intend to provide. Applicants that provide matching funds or cost efficiency savings may receive additional points through the ranking criteria.

Project Cash Flow: Be aware of the timing and amount of money (cash flow) needed to complete the project specified within your application. If you are selected for a grant award, **payments will be made on a reimbursable basis. Grantees must provide evidentiary assurance that the work has been completed (bid documents, receipts, 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 advance payment will be considered but are not guaranteed. In no case will the Board issue advance payment to any applicant in excess of 75% of project budget.** **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 or if advanced funds are unaccounted. 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 CNA EG 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 public benefits that advances these goals.**

D. Phone Numbers for Questions

Please contact the Constable Ethics, Standards & Training Board if you have any questions:

- Constable Ethics, Standards & Training Board
818 N. 1st Street
Phoenix, Arizona 85004
Phone: (602) 343-6280
Fax: (602) 712-1252
E-Mail: cestb@azcapitolconsulting.com

III. Grant Awards And Reporting

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) is incorporated as a component of this grant application and 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 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 & 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.**

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 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 is required to submit a quarterly progress 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 Board. 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 any given quarter.

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 the Grant Agreement, and in any publication of reports, or any printed materials generated within the financial support of the Constable Ethics, Standards & Training Board:

- “The Constable Ethics, Standards and Training Board has funded all (or a portion) of this Project.” and
- “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.”

C. General Indemnification

To the extent permitted by A.R.S. § 41-621 and § 35-154, the Constable Ethics, Standard & 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.

