



ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF INTERGOVERNMENTAL SERVICES
1515 West 7th Street, Suite 404
P. O. Box 8031
Little Rock, Arkansas 72203

Asa Hutchinson
Governor

Larry W. Walther
DFA Director

**EDWARD BYRNE JUSTICE ASSISTANCE GRANT (JAG)/STATE DRUG CRIME
ENFORCEMENT AND PROSECUTION (SDCEP)
REQUEST FOR APPLICATION INSTRUCTIONS 2017-18**

EDWARD BRYNE JUSTICE ASSISTANCE GRANT (JAG)/STATE DRUG CRIME ENFORCEMENT
AND PROSECUTION (SDCEP)
REQUEST FOR APPLICATION
DATE RELEASED: May 24, 2017
DUE DATE: June 12, 2017
(Postmarked no later than June 12th)

SUBMISSION

Submit Completed Applications:

For Delivered Applications:

DFA-Office of Intergovernmental Services
1515 West 7th Street, Suite 404
Little Rock, Arkansas 72203-8031

For Mailed Applications:

DFA-Office of Intergovernmental Services
1515 West 7th Street, Suite 404
Post Office Box 8031
Little Rock, Arkansas 72203-8031

Please Note: Only Completed Applications Will Be Reviewed

APPLICATION DEADLINE: June 12, 2017 at 4:30 p.m.



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REQUEST FOR APPLICATION INSTRUCTIONS AND CHECKLIST

The grant announcement, application instructions, Forms, other related documents can be downloaded and/or accessed from the DFA-IGS program website

<http://www.dfa.arkansas.gov/offices/intergovernmentalServices/grants/Pages/jag.aspx>. An application checklist has been below to assist with the application process.

- ACTIVE DUNS (Verified and Confirmed)**
 - **ORGANIZATIONAL DUNS:** (Active DUNS Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet on the SF424 and Cover Page. To obtain a number or update registration, call 1-866-705-5711 or access the Dun and Bradstreet website at <http://fedgov.dnb.com/webform/displayHomePage.do>. To update registration and check for status access the SAM.gov website at <https://www.sam.gov/portal/SAM/#1>.
 - **PLEASE NOTE:** An inactive DUNS will delay your municipality/county's award process. An award will not be issued with an inactive DUNS.

- STANDARD 424 FORM**
 - **Complete Standard Form 424.** Form and instructions are located on the DFA-IGS website.

- COVER PAGE**
 - Complete cover page. Instructions are included. Please make sure you list the name, email address and telephone number (with area code) of person to be contacted on matters involving the application and the award.

- PROJECT NARRATIVES AND SUSTAINABILITY**

This section may not exceed five (5) pages. The following items must be included in the project narrative.

 - NEEDS ASSESSMENT**
 - The needs assessment establishes the problem and is the foundation upon which the rest of the proposal is built. List a maximum of five (5) reasons why there is a need for this project in the jurisdiction. Reasons should be short simple statements that substantiate a lack of availability of services, a steady or rising need for law enforcement services, identify gap in services, and/or an identified problem that the project will address.
 - In addition to clearly defining the problem to be addressed, include a description of the population to be served along with demographics, current services and obstacles faced

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within the jurisdiction. Be sure to include relevant “local” data to support the need for the project.

APPLICANT’S CAPACITY AND STRUCTURE

- In this section describe the agency’s ability to provide the services in the proposed project as well as staffing structure and functions. Provide a listing of all staff/positions and an overview of qualification regardless of funding. Be sure to include historical information, partnerships/collaborations and memorandum of agreements described and the scope of services currently being provided.
- Provide a brief history of the organization (i.e. year established, notable events, scope of activities currently performed, etc.). Be sure to address the agency’s ability to carry out the proposed project, including financial capability, and staff qualifications. Describe the organization’s capabilities and competencies, including a description of how the organization will track FY 2017 grant expenditures separately from other federal funding.

PROJECT DESCRIPTION: PROPOSED USE OF FUNDING

- Provide a program description which includes the applicant’s name, title of the project, an overview of goals and objectives of the project, a description of the strategies to be used, major deliverables, coordination plans, collaboration/partnerships agreements, data collection procedures, and types of crime/problems that will be the focus or emphasis of the project. Description of identified objectives related to goals clearly demonstrating how the objectives will produce an intended outcome and how outcome/output will be documented and tracked.

SUSTAINABILITY PLAN

- Federal funds are provided as a temporary means to accomplish goals with the federal legislation and should be administered in a manner that ensures long-term sustainable activities. Congress periodically assesses the accomplishments of federal grant programs to determine the need to reauthorize the appropriation of funds; therefore applicants should devise a plan to continue services in the absence of federal funds. Provide a plan of action for sustainability of your Drug Task Force (DTF) project.

GOALS AND OBJECTIVES FORM

- The goals define the overall direction of a program and state and what should be accomplished by this program. The goals are measurable statements of the desired long-term impact of the program. (See Sample Project Goals)
- Complete Goals and Objectives Form that has been provided. Objectives are specific measurable statements of the desired immediate or direct outcome of a program, which

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support the accomplishment of a goal. Well-formulated objectives reflect changes in knowledge, attitudes, skills, and/or behaviors that are the direct result of specific activities. Include the performance measures to assess whether grant objectives are being met, and method of collecting data to measure performance.

BUDGET REQUEST FORM

- Applicants must submit a detailed budget including match items and budget narratives that outlines any proposed uses of grant funds. The budget requests are divided into seven (7) categories: personnel (salary), mandated benefits, employer benefits, maintenance and operation, professional/contract services, training and travel, and other costs. The applicant must submit a total budget request not to exceed previous awarded amounts.

BUDGET JUSTIFICATION NARRATIVE

- The applicant must provide a justification narrative/description for each proposed budget category including match items. The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget request form. DFA-IGS expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).
- **For More Instructions, See Posted Budget Instructions**

REQUIRED FORMS, ASSURANCES, AND CERTIFICATIONS

As part of the awarding process, all sub recipients/sub grantees must complete and sign the required forms, assurances, and certifications required of the DFA-IGS and the Justice Assistance Program (JAG). All required forms are posted to the DFA-IGS webpage.

- Certification of Employment of Qualified Personnel
- Completion of Memorandum Of Understanding (MOU) w/Signatures
- Standard Assurances Signed
- Certified Assurances Signed
- Assurances-Non Construction Programs Signed
- Certifications Regarding Lobbying; Debarment, Suspension Signed
- Certification Regarding Debarment, Suspension, Ineligibility Signed
- Equal Employment Opportunity Plan (EEO) Signed

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- W-9 (If applicable- For Address Change/New Entity)

- AREAWIDE CLEARINGHOUSE SUBMISSION**

- It is a requirement that the applicant must submit their proposed application to their local Area-wide Clearinghouse for notification and review. The Area-wide Clearinghouse listing can be accessed from the DFA-IGS website <http://www.dfa.arkansas.gov/offices/intergovernmentalServices/grants/Pages/jag.aspx>

- APPLICATION SUBMISSION**

- **AUTHORIZED OFFICIAL:** The authorized official is either the mayor or county judge. All documents and forms that require a signature must be signed in **BLUE INK** by the authorized official. No other signature will be accepted.
- Application must be typewritten, single-spaced, using twelve (12) point font, one-sided on 8 ½ x 11 paper only. (No legal sheets)
- Submit one (1) original and two (2) full copies of the application
- Submission of Completed Applications:

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