

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**ANTI-DRUG ABUSE ENFORCEMENT PROGRAM
REQUEST FOR APPLICATION**

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components, as well as to the forms provided in Part IV.

The applicant must use the forms provided or computer-generated forms, and plain 8½ x 11" white paper for the project and budget narrative sections. The included Project and Budget Narrative sections have been pre-formatted to OES standards. If you create your own computer-generated forms they must duplicate the OES forms.

Application must be typed with characters no smaller than standard 12 pitch font. **The applicant must double-space all narrative sections of the application.**

Copies of the application must be assembled separately and individually fastened in the upper left corner. **Do not bind or staple application.**

A. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address that problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

To be eligible for funding, applicants are required to prepare a plan to address illegal drugs and associated violence in their jurisdiction and to determine how the JAG funds will be utilized to implement this plan. Funds for this program are to be used for the purposes of enforcing the State and local controlled substances laws and to improve the functioning of the criminal justice system with emphasis on drugs through multi-jurisdictional drug task forces.

For county applicants, this plan must be created by their Anti-Drug Abuse (ADA) Steering Committee, and must be a cooperative, collaborative, multi-disciplinary approach. The composition of the ADA Steering Committee requires the mandatory participation of law enforcement, prosecution, probation agencies, and county drug administrators. For these projects, participants are strongly encouraged to also include school superintendents, judges, the Public Defender, state/federal enforcement agencies, treatment and rehabilitation professionals, and additional agencies as appropriate to their project.

State agency applicants are not required to create an ADA Steering Committee; however, they must develop a plan, involve key individuals in their collaborative process, and determine goals and approaches to be used, as well as determine how the JAG funds will be utilized to implement their plan.

All applicants are encouraged to establish a long-range (up to three years) comprehensive strategy to address their identified goals. This three-year strategy is designed to promote long-term, proactive planning and facilitate greater coordination and collaborative efforts. **Although applicants may refer to their long-range strategy in the narrative, this specific application is only for a 12-month period, as it relates to goals, objectives, activities, and budget.**

In developing a comprehensive strategy, all of the key individuals should be included in the process (i.e., ADA Steering Committee members and others with relevant knowledge of the drug issues within their jurisdiction). Through a facilitated and collaborative effort, the goals are determined and the approach is collectively decided upon.

The project narrative also contains detailed information that describes the applicant, the need for funding, and the plan to address a community problem/issue through appropriate and achievable objectives and activities. The project narrative is to be divided into three sections: 1) Problem Statement, 2) Plan, and 3) Implementation.

1. Problem Statement

The problem statement was identified in the previous funding year. Unless additional issues need to be addressed, the problem statement can be summarized providing updates in the target area, target population and/or crime statistics. If needed, please adhere to the following guidelines:

The problem statement is the foundation of the project.

a. Description of the Jurisdiction

Describe the demographic, geographic, ethnic and economic composition of the county. Describe the drug culture and identify the underlying social factors that have contributed to the overall drug problem in the project area/jurisdiction.

b. Problems and Trends

The problem statement must describe the nature and extent of the illegal drug problem to be addressed by the applicant and should be focused on the overriding problems and trends.

List and discuss, in order of priority, the drug problems identified. Issues should be directed at a specific problem or problem area and should be realistic so that progress can be measured. Supporting factual and illustrative data must include the following, in the order listed:

1. Estimates of the availability and use of drugs in the jurisdiction;
2. The major sources of drugs transported into or through the jurisdiction;
3. The extent to which drugs are produced within the jurisdiction;
4. An analysis of changes in drug availability and drug use;
5. Increase or decrease in the cost and purity of major drugs;
6. The prevalence and patterns of violent crime in the jurisdiction, including incidents and patterns of drug-related violent crime;
7. Emerging problems or significant changes in the level of a specific problem, as it relates to drug-related violence;
8. Process used to determine problems; and
9. Others, if applicable.

The discussion should address the current efforts underway and any new efforts or programs, whether or not grant-funded, that will respond to the priority issue.

Activities that represent collaborative efforts between federal and state funded programs should be emphasized. Indicate how the priority issues were determined.

2. Plan

The program plan was presented in the previous funding year. Unless updates are needed, the applicant may carryover the goals, objectives and activities, etc. from last year's plan. However, please provide updated information on status of Operational Agreements and/or Memorandum of Understanding (MOU), and Drug-Endangered Children (DEC) Protocol. If needed, please adhere to the following guidelines:

The plan will demonstrate the processes and methods the county will utilize to attack the various problems that have been identified and prioritized in the Problem Statement.

a. Target Area and Target Population:

Define the project target area and target population. The project must concentrate efforts on an identifiable geographic area. The target area must be delineated by criminal justice agency boundaries or governmental boundaries (e.g., a city, county, or school district area). This area may be one or more communities/cities, specified unincorporated areas, a single county, or region.

b. Program Description:

1. Project Title: The title should be worded in general terms, but it should define the focus of the program within a major topical area.
2. Long-Range Strategy (if applicable): Applicants are encouraged to develop a long-term (three years or more) strategy, as well as a comprehensive strategy. Provide a broad overview of this plan and describe anticipated long-range activities.
3. Impact: Describe how the project will effectively impact the target area and the expected outcomes. What is the intended effect(s) on the problem(s) and the target area?
4. Project Design: Describe the overall project and project design. The description should include project size, composition, range and focus of services, and location in proximity to the implementing agency. If necessary, delineate by participating component.
5. Roles: Describe the specific role of each participating agency and how their individual efforts will help achieve the goal(s). Generally describe how each participating agency will address the problem and how they will work together. Efforts of each component should connect together.
6. Source Documentation: Demonstrate the project's ability to create and implement data collection instruments. Describe the source documentation.

c. Goals, Objectives, Activities, and Performance Measures:

To better determine effectiveness, the projects funded through the ADA Program have moved from process evaluation to impact and outcome evaluation. Process evaluation typically counts/tracks the "outputs" (i.e., arrests), while impact evaluations consider the "outcomes" (safer communities, decrease in drug availability, less demand for drugs, etc.).

1. **Goals - Utilizing the issues that were identified and prioritized in the Problem Statement, specify the goals of the project.**

A goal is the largest overall effect that your program has on your community. Goals may be multiple in nature and may differ from one county to another. Each goal should be presented with all of its accompanying objectives, key activities, and performance measures.

What is (are) the goal(s) of the project? Overall goal(s) may be broad in scope and long in duration. There may be underlining goals as steps to achieve the overall goal(s).

2. **Objectives - For each goal include a minimum of three objectives.**

Objectives focus on the methods that will be used to address the problem. They should be clearly stated, realistic and **measurable**. They should reflect the project description and support the achievement of the project goals.

Describe in detail the objectives that will be implemented to achieve the goals. Each objective must also be linked to one or more corresponding performance measures.

3. **Activities - Activities are the key operational elements** of the program and occur in support of the achievement of objectives. Activities must be specific, detailed enough to determine effectiveness, and must be reflective of the budget.

Describe in detail the activities to be performed to accomplish each objective. Activities are the key operational elements of the program and must be specific and **measurable**.

4. **Performance Measures and Projections** - Performance measures must be clearly identified, results-oriented and reasonably attainable. Use the following **definitions** to assist in your response:

Output - the amount of work done; must be quantifiable (numbers projected and numbers achieved). Enter specific numbers, not percentages and not a range of numbers.

Output Measure - A measure of the volume of something actually produced; counts the goods and services produced (workload).

Outcome - The results of activities designed to accomplish the project's goal(s) and demonstrate a change.

Outcome Measure - The unit of measurement used to evaluate the success of an outcome; measures the actual impact or public benefit of a project's actions. For outcome measures, the initial year may consist of collecting baseline data.

Determine how the impact of the plan (project) can be assessed. The measurements for each objective may be a combination of outputs and outcomes. Based on federal requirements, OES has moved from output measures alone, to incorporate outcome measures. Outcome measures can measure the effects/impact of the project efforts. If you eliminate the identified problem, what would or would not happen? Once the anticipated effects have been determined, baseline data needs to be established to measure program effectiveness over time. Recipients will be required to submit output/outcome data in the progress reports.

The following goal is MANDATORY for all multi-jurisdictional drug task force projects. Use these measures, as well as others you establish, to determine how your objectives will be achieved.

Mandatory Goal: During the grant year, reduce illegal activities of targeted offenders through law enforcement, prosecution, and probation efforts.

Objective: Conduct special investigations using multi-jurisdictional drug task forces, integrating federal/state/local drug enforcement agencies, prosecution, and probation departments.

Outcome Measures:

Number of drug arrests (include methamphetamine)
Number of methamphetamine arrests (number included in drug arrests)
Number of drug investigations conducted (include methamphetamine)
Number of methamphetamine investigations conducted (number included in drug investigations conducted)
Number of drug related search warrants issued
Number of methamphetamine related search warrants issued
Number of methamphetamine related sites mitigated or cleaned up
Number of drug prosecutions
Number of methamphetamine prosecutions
Number of drug convictions
Number of methamphetamine convictions
Dollar amount of assets seized
Number of clandestine labs dismantled (capacity 0-9 lbs, capacity 10 lbs or greater)
Number of lab dump sites discovered
Number of drugs seized by quantity of targeted drugs seized by type:
 Cocaine (grams/street value)
 Heroin (grams/street value)
 Methamphetamine (processed in grams/street value)
 Methamphetamine "ice" (grams/street value)
 Methamphetamine solution (gallons/street value)
 Ephedrine (grams/street value)
 Pseudoephedrine (grams/street value)
 Marijuana (grams/street value)
 Marijuana (plants/street value)
 Other drugs seized by type (grams/street value)
Number of weapons seized
Number of probation revocations
Number of drug-endangered children

- Each project must provide the mandatory goal as well as a minimum of one additional goal.
- Each objective must have a minimum of one outcome measure.

3. Implementation

The applicant's ability to implement the plan was presented in the previous funding year. Unless updates are required, i.e., operational agreements, the applicant may carryover the implementation plan from last year. If needed, please adhere to the following guidelines:

Provide a description of the plans for coordination.

a. Organizational Description

Provide a narrative that describes the relationship between the ADA Steering Committee, the overall project, project staff, and other participating agencies. For all applicants, describe the project's organizational framework, listing all funded and donated positions assigned to the project.

b. Organizational Chart

Provide an organizational chart demonstrating the relationship between the ADA Steering Committee, if applicable, the project components, project staff and other participating agencies. Clearly highlight grant-funded positions. Titles for individuals should match those in the budget.

c. Drug-Endangered Children (DEC) Protocol: Per Penal Code §13879.80 (Attachment B, page 26) and special legislation in the California Budget, to be eligible for funding, an agency must show the existence of a DEC program that includes, but is not limited to:

- An MOU between Law Enforcement, Prosecution and Health/Children's Protective Services that outlines a written plan including policies and procedures that spell out how agencies will deal with children found at narcotics crime scenes, or where there is an indication that a child lives at the scene;
- An Identified contact person for each agency included in the MOU who will deal with DEC cases; and
- Protocol that outlines CPS will be responsible for the child's medical and family services.

B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds. Projects may supplement grant funds with funds from other sources. All budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget that will enable them to meet the intent and requirements of the program, ensure the successful implementation of the project, and cost-effective. Failure of the applicant to include required items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at www.oes.ca.gov. The applicant can select "Plans and Publications, *Recipient Handbook*" for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact a Drug Enforcement Program Specialist (refer to page 1 for contact information") if you have additional budget questions.

1. **Budget Narrative**

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application in front of the budget pages. In the narrative describe:

- How the applicant's proposed budget supports the objectives and activities;
- How funds are allocated to minimize administrative costs and support direct services;
- The duties of project-funded staff, including any qualifications or education level necessary for the job assignment;
- How project-funded staff duties and time commitments support the proposed objectives and activities;
- Proposed staff commitment/percentage of time to other efforts, in addition to this project;
- The necessity for subcontracts and any unusual expenditures; and
- Mid-year salary range adjustments.

2. **Specific Budget Categories**

There is a separate form in the Forms Section (Part IV) for each of the following three budget categories:

- Personal Services – Salaries/Employee Benefits;
- Operating Expenses; and
- Equipment.

Each budget category requires line item detail including the method of calculation and justification for the expense. Enter the amount of each line item in the right hand column of the Budget Category form. All charges must be clearly documented **and rounded off to the nearest whole dollar**. Enter the total amount of the budget category at the bottom of the form. If additional pages are needed, total only the last page of each budget category. The total of the budget must correspond to the amount of the Total Project Cost (block 10G) on the Grant Award Face Sheet.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

NOTE: For further detail on allowable expenses, please reference the Recipient Handbook.

a. **Personal Services – Salaries/Employee Benefits (OES A303a):**

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1½ clerical positions).

1) Salaries

Salaries are fixed compensation for services performed by staff assigned to the Multi-Jurisdictional Drug Task Forces (MJDTF) who are directly employed by the applicant and are paid for on a regular basis. These costs must be identified by position and percentage of salaries and rounded off to the nearest whole dollar. They may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If agency personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take that time off using project funds.

Salaries for staff not directly employed by the applicant must be shown as participating staff costs under the Operating Expenses category, and supported by a Memorandum of Understanding (MOU) or Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit.

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Other benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

- b. Operating Expenses (OES A303b):** A line-item is required for each allowable expense, and must include a detailed description of the expense and the method of calculation.

Operating expenses are defined as necessary expenditures exclusive of personal salaries, benefits and equipment. Such expenses may include specific items directly charged to the project, and in some cases, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period. **All charges must be clearly documented and rounded off to the nearest whole dollar.**

The following items fall within this category: consultant services such as subcontractors who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. **Furniture and office equipment with an acquisition cost of less than \$1,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category.**

Salaries for staff not directly employed by the applicant must be shown as participating staff costs under the Operational Expenses category. These costs must be supported by a MOU or an OA, which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. Furthermore, in the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category.

- c. **Equipment (OES A303c):** A line-item is required for each allowable expense, and must include a detailed description of the expense and the method of calculation.

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year and an acquisition cost of \$1,000 or more per unit (including tax, installation, and freight).**

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

Allowable Equipment:

- a. **Vehicles** are an allowable expense for the ADA Enforcement Program only with prior written approval from OES. Follow the justification instructions in Section 2331 of the *Recipient Handbook*.
- b. **Confidential Fund** expenditures are costs that will be incurred by law enforcement agencies using grant personnel working in an undercover or other investigative capacity. It may include the purchase of information, physical evidence (e.g., narcotics or stolen property), or services. Confidential fund expenditures are only allowable for grants to state or local law enforcement agencies. (Refer to the ADA Enforcement Program Guidelines for the Federal Guidelines on Confidential Funds.)
- c. **Weapons and Ammunition** are allowable expenditures for Multi-Jurisdictional Drug Task Forces.

C. APPLICATION APPENDIX

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following forms/information has been presented in the previous funding year and must be included. Unless updates are required, the applicant may carryover information from last year's plan:

- Additional Signature Authorization;
- Project Summary;
- Project Service Area Information;
- Operational Agreements (OA): OAs must be dated and contain original signatures, titles, and agency names for both parties. This document must demonstrate a formal system of networking and coordination with other agencies and the applicant. Those submitted with the application must be effective for the proposed grant year. For the purpose of this RFA, the terms OA and MOU are synonymous. A sample OA is provided in the Forms Section of this RFA;
- WSIN Certification of Compliance;
- Reporting Alien Convictions to the U.S. Citizenship and Immigration Services (USCIS);
- Methamphetamine Assurance of Compliance (needed only if Task Force dismantles clandestine labs);
- County Drug-Endangered Children (DEC) Protocol for handling children found at drug scenes (if agency does not have a plan, it must be submitted within six (6) months of the start of the grant. Refer to Penal Code Section 13879.80, (Attachment B) page 26;
- ADA Steering Committee Minutes;
- Sample of Disbursement of Confidential Funds/Receipt from Informer Payee (if applicable);
- Out-of-State Travel Request, OES 700, Appendix S, (if applicable);
- Computers and Automated Systems Purchase Justification Guidelines; and
- Noncompetitive Bid Request.