

**Arkansas State Police  
Special State Asset  
Forfeiture Grant**

<b>Organizational Unit</b>	<b>Amount Awarded</b>
Hope Police Department	6,393.44
12th Judicial District Drug Task Force	10,000.00
Searcy PD/Central Ark DTF	5,000.00
Jacksonville Police Department	6,434.21
Pulaski County Sheriff's Office	28,187.20
16th Judicial District Drug Task Force	19,435.00
Conway County Sheriff's Office	7,030.00
Howard County Sheriff's Office	8,950.00
Siloam Springs Police Department	13,808.66
20th Judicial District Drug Task Force	18,903.79
10th Judicial District Drug Task Force	5,443.00
Madison County Sheriff's Office	46,873.00
14th Judicial District Drug Task Force	16,099.00
Little Rock Police Department	29,295.72
4th Judicial District DTF	36,068.08
Texarkana Police Department	18,144.90
15th Judicial Drug Task Force	2,392.88
Sebastian County Sheriff's Office	17,522.93
Magnolia Police Department	16,880.81
Miller County Sheriff's Office	2,614.92
18th Judicial Drug Task Force	36,790.00
2nd Judicial District DTF	28,437.95
Elkins Police Department	2,176.00
Fort Smith Police Department	1,169.58
Faulkner County Sheriff's Office	16,383.25
<b>Grand Total</b>	<b>400,434.32</b>

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Arkansas State Police  
Special State Assets Forfeiture Fund  
2014-2015

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Director  
Colonel Stan Witt



## Application Instructions

## REQUEST FOR APPLICATION

The Arkansas State Police is accepting applications for the Special State Assets Forfeiture Fund authorized by Act 830 of 2007 for the purpose of drug enforcement. Pursuant to Arkansas Code 5-64-505 (i), any money deposited into this fund is considered **federal forfeiture funds**.

Only one application will be accepted from each agency.

**Eligible Applicants:** Drug Task Forces, Police Departments, and Sheriff's Departments operating within the State of Arkansas. Applications must be made by the chief administrative officer or appropriate person from the local unit of government. **Applicant must be in compliance with the Department of Justice Equitable Sharing Program. See attachment FEDERAL REPORTING REQUIREMENTS.**

**Matching Requirements:** None

**Length of Funding:** July 1, 2014 – May 31, 2015

**Expenditure Restrictions:** Funds **cannot** be used for salaries, overtime, fringe benefits related to salaries, contractual services, travel expenses, electronic immobilization devices, Drug Court Programs, real estate, construction projects, and buy money.

**Project Description:** Applicants must provide a clear and concise description of their project.

**Problem Statement:** Applicants must provide a detailed narrative on how the funds would be utilized.

**Project Plan and Goals:** Describe the specific steps that will be taken to complete the project.

**Budget Proposal:** List each item, and its estimated cost. Items should include consumable supplies, hardware, equipment, etc. Overtime, salaries, contract and travel expenses will not be allowed. **All purchases must follow approved state or local purchasing procedures. Individual items costing \$5,000 or more with a useful life of more than one year are considered equipment. Individual items costing less than \$5,000 are considered supplies or low value assets.**

If changes need to be made to the budget in excess of 10%, a new budget proposal must be submitted to the Committee for approval before the expense is incurred.

**Budget Narrative:** Applicants must provide a detailed budget on what the funds will be used to purchase. For example, the narrative should explain why items must be purchased. The budget narrative should justify the specific line items listed in the budget worksheet and demonstrate all costs are reasonable.

**One Time Funding:** Open competitive process and funding will not be continued.

**Reporting:** Monthly expenditure reports are required by the 10<sup>th</sup> of the following month. A final report is due at the end of the grant period, or after all expenses have been incurred.

## **TIMELINE**

- **July 29, 2014** – Applications are placed on the Arkansas State Police website.
- **August 29, 2014** – Completed applications must be received at the Arkansas State Police by end of business day. Faxed or late applications will not be accepted.
- **September 2, 2014** – Special State Asset Forfeiture Committee reviews the requests for applications.
- **September 12, 2014** – Announcement of Awards and Non Awards.
- **September 12, 2014** – Statement of Grant Awards mailed with Memorandum of Understanding.
- **September 19, 2014** – Statement of Grant Awards and Memorandum of Understanding due back to Arkansas State Police.
- **November 10, 2014** - Monthly report due to ASP
- **December 10, 2014** – Monthly report due to ASP
- **January 10, 2015** - Monthly report due to ASP
- **February 10, 2015** – Monthly report due to ASP
- **March 10, 2015** - Monthly report due to ASP
- **April 10, 2015** – Monthly report due to ASP
- **May 10, 2015** – Monthly report due to ASP
- **June 10, 2015** - Final report due to ASP or unexpended funds returned to ASP

## REQUIREMENTS AND EVALUATION OF PROPOSALS

### *Minimum Requirements*

- Applicants must be willing to comply with state administrative, financial, evaluation, and other reporting and record keeping requirements subject to Legislative Audit.
- **Applicants must be in compliance with the Department of Justice Equitable Sharing Program as of August 29, 2014. See attachment FEDERAL REPORTING REQUIREMENTS.**

### **Criteria for Evaluation**

Applications will be evaluated by the Special State Assets Forfeiture Fund Committee within Arkansas State Police using the criteria listed below.

- The application addresses a critical public safety need.
- The application provides an adequate justification of need.
- Goals and Objectives are time-framed and measurable.
- Budget is reasonable and justified including a cost basis for the cost estimate.
- The method to be used to measure the success of the project is described.
- The Special State Assets Forfeiture Fund Committee will award funds, which in the Committee's opinion, will best facilitate drug enforcement operations.

### **Evaluation of applications**

Each application will be evaluated against a total possible point score of 100.

Applications will be scored based on the following scale:

Applicant Information	10 points
Budget Proposal	20 points
Budget Narrative	10 points
Project Description	20 points
Problem Statement	20 points
Project Plan & Goals	20 points
Total	100 points maximum

The application will be reviewed and assigned points based on the Committee's evaluation. Once all the applications have been evaluated, the committee will rank them in order of the highest score first.

**Applicants will have seven (7) days to sign and return the Memorandum of Understanding to the Committee.**

## **REPORTING REQUIREMENTS**

Recipients will be required to complete a monthly financial report, due by the 10<sup>th</sup> of the following month. A copy of all receipts must be attached. All expenditures are subject to Arkansas State Police and Legislative Audit Review. All documents must be retained for a period of three (3) years.

A final report is due at the end of the grant period, or after all expenses have been incurred.

Send application, forms, and receipts to:

Arkansas State Police  
Attn: John Tidwell  
1 State Police Plaza Drive  
Little Rock, AR 72209  
(501) 618-8335

**Arkansas State Police**  
**Application for Special State Asset Forfeiture Fund**

Date: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Employer Identification Number (EIN): \_\_\_\_\_

Name & Number of Person to Contact Regarding the Application:

\_\_\_\_\_

Areas Affected by Project (cities, counties, state, etc.):

\_\_\_\_\_

Total Amount Requested: \_\_\_\_\_

***TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION IS TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE MEMORANDUM OF UNDERSTANDING IF THE ASSISTANCE IS AWARDED.***

Typed Name of Authorized Representative:  
\_\_\_\_\_

Title:  
\_\_\_\_\_

Signature:  
\_\_\_\_\_

Date:  
\_\_\_\_\_



## Budget Proposal

Item Description	Quantity	Amount	Total
<b>Grand Total</b>			

**Budget Narrative**

## FEDERAL REPORTING REQUIREMENTS

All applicants must be in compliance with the Federal Equitable Sharing Program **as of August 29, 2014.**

To view a list of eligible applicants go to website:

<http://www.justice.gov/criminal/afmls/agency-list/>

Select Arkansas

If your agency does not appear on this list you are **not** in compliance.

To get in compliance go to website:

<http://www.justice.gov/criminal/afmls/forms/pdf/2012-10-aca-form.pdf>

Complete the form for each year that is not in compliance and email it to [aca.submit@usdoj.gov](mailto:aca.submit@usdoj.gov).

If you have additional questions, contact:

Razia Ahmad  
(202) 305-4572  
[Raziz.ahmad@usdoj.gov](mailto:Raziz.ahmad@usdoj.gov)

**Arkansas State Police  
Project Description**

Agency \_\_\_\_\_

Requested Amount \_\_\_\_\_

**Project Description**

**Problem Statement**

**Project Plan & Goals**