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DEPARTMENT OF PUBLIC SAFETY

CRIMINAL INVESTIGATION BUREAU

ALCOHOL REWARDS AND ENFORCEMENT (ARE)

GRANT PROGRAM

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ALCOHOL REWARDS AND ENFORCEMENT (ARE) GRANT PROGRAM

I. INTRODUCTION

Purpose: The purpose of the Alcohol Rewards and Enforcement (ARE) Grant Program is to establish a method to heighten community participation in the enforcement of local option laws. The grant funds will enable communities to encourage "individual" citizens within the community to become involved in the enforcement of local option laws by offering monetary incentives for their direct involvement and/or for information they provide which results in apprehension, conviction and/or seizure of illegally sold or possessed alcohol.

Goal: The goal of the Alcohol Rewards and Enforcement Grant Program is to reduce criminal activity, serious injuries/accidents and deaths which are directly related to alcohol abuse.

Background: The enforcement efforts against illegally sold or possessed alcohol in local option communities has steadily increased. More and more emphasis towards "bootlegging" investigations has resulted in the realization of a need for increased involvement of community members in the Alcohol Enforcement Program. To accomplish the above goal, there has to be a method of providing funds for alcohol enforcement projects, whenever necessary and appropriate, in a manner that conceals the identity of the citizen participant from becoming generally known.

Traditionally, funding to support rural alcohol enforcement has come from the Statewide Drug Enforcement Program of the Department of Public Safety, Alaska State Troopers, since enforcement efforts against "bootlegging" are nearly the same as those in drug enforcement and basically require the same types of resources including cash to purchase illegally sold or possessed items, as well as funds to pay for information and provide incentives for community involvement. The Fifteenth Alaska State Legislature, however, has included additional funding within the Alaska State Troopers for reward project grants for clandestine undercover operations to support the Alcohol Enforcement Program. The total remaining program funds available for grants is \$100,000.00.

ALCOHOL REWARDS AND ENFORCEMENT (ARE) GRANT PROGRAM

II. DEFINITIONS :

Applicant: The specific eligible community government applying for these specific funds as defined in AS 18.65.085.

Board of Directors: That group of responsible community members selected by the governing body to advise and assist the Project Administrator with regards to payment of rewards, etc.

Cooperative/Concerned Citizen: A citizen who provides information on alcohol related criminal activity to the Alcohol Information Hotline or to a law enforcement officer, whether or not for a reward, except when that citizen is hired under contract as a police informant.

Governing Body: That local governmental body (council or assembly) authorized to act for and represent the people within a given community.

Grant Funds: The amount of the grant applied for (matching funds excluded).

Police Informant: A citizen hired under contract by a law enforcement official to provide information on alcohol related criminal activity.

Program Director: The Department of Public Safety's representative to oversee the specific grant program.

Project Administrator: That person designated by the Applicant's governing body and given the authority to act for the Applicant by preparing the grant application and administering the grant funds once received.

Regional Board of Directors: A joint project advisory board consisting of members from each participating community, with each member designated by the governing body of his/her community to serve on the regional board for the purpose of electing a Project Administrator to represent the joint community project and of serving the Project Administrator as a member of that advisory group.

Total Project Funds: The combined total of grant funds, matching funds and volunteer services committed to support the Alcohol Rewards and Enforcement Project.

ALCOHOL REWARDS AND ENFORCEMENT (ARE) GRANT PROGRAM

III. SAMPLE GRANT PROJECT

The governing body of the community would appoint a Project Administrator to prepare the grant application and, once approved, to administer the grant funds, oversee the grant project, respond to the Department of Public Safety Program Director, and provide the required grant reports. The governing body would also bring together those parties involved in enforcement issues as well as those responsible members of the community who wish to support the fight against alcohol abuse. Members from the news media, local businesses, schools, volunteer help groups, etc. would be sought out and encouraged to become part of the planning and execution of the community's grant project.

From those responsible community members interested in supporting the grant project, the governing body would select a Board of Directors to act as the advising body to the Project Administrator for the one year duration of the grant. The creation of this board is extremely important to the community, because this board would be dealing with confidential information that is critical to the well being of the community or communities represented by its members. In addition, the board would be responsible for the expenditure of grant funds, because part of its duties would include determining the amount of money paid for information as well as making the actual payments to the cooperative/concerned citizens.

The Project Administrator, with the assistance of the Board of Directors, would establish within City Hall an Alcohol Information Hotline, a telephone answering service with a volunteer assigned the duties of answering this specific telephone. This telephone number would be advertised as the number to call for reporting alcohol violations and would be answered between the hours of 10:00 A.M. and 6:00 P.M. After hours, a telephone recorder would advise callers to notify the local police, State Troopers, VPSO or VPO if it's an emergency and, if not an emergency, to call the Alcohol Information Hotline the next day.

The volunteer would be responsible for recording information as relayed by the cooperative/concerned citizen on a standard form and would attempt to gain as much information as possible by questioning the caller. The caller would be assigned a code number for use during any future calls or contact with the Alcohol Information Hotline. By having a code number, the caller could remain anonymous during his/her participation in the reward project.

A permanent confidential file would be maintained on all incoming information including the assignment of code numbers, and this information would be available only to the Board of Directors, the Project Administrator and the Grantor upon request for audit purposes. A copy of the information form would be forwarded to the proper law enforcement authority for initiation of an investigation.

Upon completion of the case investigation, the final results would be forwarded to the Board of Directors on a standard form indicating what information the caller provided and what action was taken by law enforcement.

When an enforcement action benefits the community and is a result of information provided by a citizen, the law enforcement officer would, upon completion of the case investigation including criminal apprehension and successful prosecution, suggest an amount to the Board of Directors for an award payment. The board would review all the information and either agree with the law enforcement officer's recommendation or set a more appropriate amount. The board would then arrange for the reward payment to be made to the cooperative/concerned citizen.

The payment would be made to the cooperative/concerned citizen in cash and in a manner most conducive to the confidential nature of the situation. The exchange might be in person by a board member in a public place prearranged with the cooperative/concerned citizen through the hotline, or the funds might be mailed or left in a specific place named by the cooperative/concerned citizen. In the latter case, however, a witness would need to accompany the board member, and the cooperative/concerned citizen would be advised that payment could not be guaranteed under that method of delivery. When hand delivered, the cooperative/concerned citizen would sign a standard receipt form with his/her code number in the presence of a witness.

ALCOHOL REWARDS AND ENFORCEMENT (ARE) GRANT PROGRAM

IV. GRANT ELIGIBILITY

1. Communities Eligible: Any municipality or established village having adopted a local option law/ordinance providing for the local option prohibitions under AS 04.11.490 - AS 04.11.500 is eligible to apply for grant funds, as long as the community has existing law enforcement powers and capabilities within the community such as VPSO, VPO or local police. Note: A copy of the local option ordinance must accompany the grant application.
2. Joint Community Applications: Grant applications may come from more than one community, provided these communities have devised a joint-effort project. This type of application would require that a single Project Administrator be designated and given the authority to act for the whole.

Example: The area in and around Kotzebue Alaska might form a reward project to include the communities of Kotzebue, Selawik, Klana, Ambler, Kivalina, Noorvik, Buckland, Kobuk and Deering. The Kotzebue Police Department would house the project. A Regional Board of Directors would be set up with a member from Kotzebue, Noorvik and Klana. A Project Administrator selected by the Regional Board of Directors would be responsible for administration of the project.

A joint community project might well ask for more than \$10,000.00 in grant funds, based on the fact that a single project would be formed to service all agreeing communities. The total amount of grant funds available to a joint community project cannot exceed \$10,000.00 for each eligible community in the project. Note: Each community involved would be required to agree, in writing, to support the Project Administrator in meeting the requirements of the grant. A copy of each agreement would be required as part of the Alcohol Rewards and Enforcement Project (AREP) Grant Application.

ALCOHOL REWARDS AND ENFORCEMENT (ARE) GRANT PROGRAM

V. GRANT APPLICATION EVALUATION AND APPROVAL PROCEDURES:

1. Completion: Your AREP Grant Application must be complete and must include all information required/requested by the "AREP Grant Application Mandates" section of this document and "AREP Grant Application Instructions."
2. Submission: Submit your completed grant application to:

Alaska State Troopers
Criminal Investigation Bureau
Attention: Grant Program Coordinator
5700 East Tudor Road
Anchorage, Alaska 99507
3. Review: Applications will be reviewed for completion, and any applicant whose application is incomplete will be contacted and offered assistance in completing the grant application.
4. Evaluation: Once an application is determined complete, it will be evaluated, with points awarded, and ranked against all applications received statewide. Note: The points used for evaluating each section of the application are indicated in the appropriate section of the application.
5. Final Decision: Applications will then be submitted to a Grant Review Committee who will, at the direction of the Commissioner of Public Safety, make the final decision on grant awards. This committee will include a person from the Rural Enforcement Program, the VPSO program, the Drug and Alcohol Enforcement Program, Community and Regional Affairs, and the Alaska State Troopers' Director's Office.

ALCOHOL REWARDS AND ENFORCEMENT (ARE) GRANT PROGRAM

VI. AREP GRANT APPLICATION MANDATES:

1. Each community involved in the project must have existing law enforcement powers and capabilities within the community, and the type of law enforcement (VPSO, VPO or local police) for each community must be specified in the AREP Grant Application.
2. A copy of the local option ordinance must be attached to the AREP Grant Application.
3. Previous grants awarded your community in the last five years must be specified in the AREP Grant Application, including the type of grant, granting agency, grant identification numbers, award amount and current status.
4. The Project Cost Analysis section of the AREP Grant Application must include a proposed operating budget showing how "total project funds" will be spent.
5. The amount of start-up funds requested (not to exceed 25% of the grant amount) must be specified in the Project Cost Analysis section of the AREP Grant Application.
6. A resolution of the governing body authorizing submission of the application, naming a Project Administrator, and agreeing to support the Project Administrator in meeting the requirements of the grant must be attached to the AREP Grant Application.
7. For joint applicants, a joint resolution authorizing the application, naming a Project Administrator and agreeing to support the Project Administrator in meeting the requirements of the grant must be signed by each governing body authorizing submission of the application and attached to the AREP Grant Application.

ALCOHOL REWARDS AND ENFORCEMENT (ARE) GRANT PROGRAM

VII. AREP GRANT ADMINISTRATION MANDATES:

1. Confidential funds that are expended for the purchase of evidence or the payment of police informant services can only be made by an authorized law enforcement official.
2. Confidential funds that are expended for reward payments to cooperative/concerned citizens must be approved in writing by a majority of the Board of Directors and the Project Administrator. Payment of the reward must be made to the cooperative/concerned citizen by a member of the board.
3. Any person delegated authority or responsibilities on the behalf of the Project Administrator shall be designated in writing by the Project Administrator. A copy of the letter of authority will be forwarded to:

Program Director
ARE Grant Program
Department of Public Safety
5700 East Tudor Road
Anchorage, AK 99507

4. Monthly statistical reporting will be completed by the Project Administrator on a standard "Monthly Report" form provided by the Department of Public Safety, Criminal Investigation Bureau, and submitted to the Program Director at the above address.

ALCOHOL REWARDS AND ENFORCEMENT (ARE) GRANT PROGRAM

- VIII. DISTRIBUTION OF GRANT FUNDS AWARDED: When a community is awarded a grant, an amount of funds mutually agreed upon but not to exceed 25% of the grant amount, will be provided at the beginning of the contract year. This advance payment will be considered start-up funds and will be charged against the amount of the total grant award.

The remaining funds will be paid to the community on a monthly basis. The Project Administrator designated by the Grantee will provide a billing statement for expenditures within the billing period on forms provided by the Department of Public Safety. Statements are to be mailed to:

The Alaska State Troopers
Attention: Frank Allan - Alcohol Grants
5700 East Tudor Road
Anchorage, Alaska 99507

ALCOHOL REWARDS AND ENFORCEMENT (ARE) GRANT PROGRAM

IX. EXPENDITURES FOR ADMINISTRATION OF THE GRANT: No separate grant award is available for administrative costs. Therefore, administration of the grant can be accomplished as follows:

1. Provided that administrative costs are specified in the Project Cost Analysis section of the AREP Grant Application (see paragraph 2.e. of the AREP Grant Application Instructions), administrative costs NOT TO EXCEED TEN PERCENT (10%) OF THE GRANT AWARD may be paid from grant funds.

EXAMPLE: The community may elect to utilize the authorized ten percent (10%) of grant funds to pay for a part-time administrative position for the purpose of maintaining the necessary financial records and completing the required reports, and/or the community may elect to utilize these authorized funds to pay for office supplies and equipment required for administration of the grant.

2. The community may elect to utilize community volunteer workers to accomplish all or part of the administrative personnel requirements.

EXAMPLE: The community may specify that the grant funds will be used to pay for rewards payments and office supplies and that citizen volunteers of the community will answer a telephone information hotline and record information for the local law enforcement entity responsible for enforcing the alcohol prohibition laws.

3. The community may elect to utilize community matching funds to pay the costs of administering the grant.

EXAMPLE: The community may specify that all of the grant funds will be used for rewards payments and that community matching funds will be used to pay for office space, supplies and a part-time position to administer the project.

It should be noted that communities showing commitment by supporting the Alcohol Rewards and Enforcement Project (AREP) in providing volunteer support and/or community matching funds will receive favorable consideration by the Grants Review and Selection Board.

ALCOHOL REWARDS AND ENFORCEMENT (ARE) GRANT PROGRAM

- X. AUTHORIZED GRANT EXPENDITURES: In accomplishing the purpose and goal as stated in the "Introduction" to "Alcohol Rewards and Enforcement (ARE) Grant Program, grant funds may be expended without revealing the name of the receiver.

Only four (4) categories of AREP grant expenditures are authorized:

CATEGORY 1: Confidential reward funds may be paid by the Board of Directors for specific information from cooperative/concerned citizens.

Example: A cooperative/concerned citizen calls in and provides information that a shipment of alcohol has arrived in the village and states the alcohol is at a specific house and is being sold from that house.

The cooperative/concerned citizen in this case could ultimately be paid a reward for his/her participation if a substantial law enforcement benefit to the community resulted from the information provided. The benefit could be an arrest, conviction or a large alcohol seizure (Refer to the "Established Criteria for AREP Rewards Payments" in the AREP Grant Application Instructions). The cooperative/concerned citizen would only be identified in the fiscal records by an assigned code number, and his/her identity would remain unknown to everyone involved in the project.

CATEGORY 2: Confidential investigative expenses may be incurred by the law enforcement officer for purchase of police informant services.

Example: A citizen from a village comes to the local law enforcement officer and indicates that he/she can purchase illegally sold alcohol from a suspected bootlegger. The citizen is employed under contract as a police informant to go to the bootlegger and purchase a bottle of alcohol at the direction of the law enforcement officer. When the contract has been fulfilled, the police informant is paid an amount of confidential funds by the law enforcement officer. This informant would be known only to that particular law enforcement officer, who would maintain a confidential record of this person as described in paragraph "1" of "Confidential Expenditure Records."

CATEGORY 3: Confidential investigative expenses may be incurred by the law enforcement officer for purchase of evidence.

Example: In the example above where the police informant is paid an amount of confidential funds to go to the bootlegger and purchase a bottle of alcohol, the funds to pay for the "alcohol" would come under this category.

CATEGORY 4: Administrative costs associated with the grant (incurred by the Project Administrator) may not exceed 10% of the grant award.

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XI. CONFIDENTIAL EXPENDITURE RECORDS:

1. For all category "2" expenditures paid to police informants to provide a service, the Project Administrator or his/her designee shall maintain confidential files of the true names, assumed names, and the signature of the police informants. A signed receipt by the recipient of the funds will be maintained within the confidential files, the place where the above mentioned pertinent information concerning the police informant is kept.
2. For all category "3" expenditures for purchase of evidence, the Project Administrator or his/her designee shall maintain records showing the person who authorized the confidential fund expenditure for evidence, the person who expended the funds, the evidence purchased, the amount expended, and the investigative case number associated with the evidence purchased.
3. For reward payments, the Project Administrator or his/her designee shall maintain records of confidential fund expenditures which include the same information as required for category "2" expenditures in paragraph "1" above.
 - a. When the cooperative/concerned citizen is known, a receipt signed by the recipient of the reward will be maintained within the confidential files.
 - b. For category "1" expenditures or confidential reward payments, where an anonymous reporting reward program has been established and payments are made confidentially, the Project Administrator or his/her designee (Board of Directors member only) shall maintain in the records a code number for the cooperative/concerned citizen and a receipt signed by the cooperative/concerned citizen using his/her code number.

ALCOHOL ENFORCEMENT AND REWARDS PROJECT
MONTHLY REPORT

PROJECT TITLE: _____

STATE PROJECT I.D.: _____

PROJECT ADMINISTRATOR:

GRANTEE NAME: _____

NAME: _____
TITLE: _____

ADDRESS: _____
CITY: _____ ZIP: _____
PHONE: _____

LEVEL OF GOVERNMENT PARTICIPATING:

Municipality

Established Village

PROJECT REPORTING PERIOD:

FROM _____ TO _____
(Month/Day/Year) (Month/Day/Year)

| | | | | |
|---|--------------------|-----------------------|-----------------------|-------------------|
| # OF TIPS AND/OR INFORMATION RECEIVED: _____ | | | | |
| INVESTIGATIONS: | # INITIATED | # COMPLETED | # DISCONTINUED | |
| _____ | _____ | _____ | # ONGOING | |
| _____ | | | | |
| REWARDS: | | | | |
| # of Rewards Paid: _____ | | | | |
| Total Amount Paid Out in Rewards: \$ _____ | | | | |
| ALCOHOLIC BEVERAGES SEIZED FROM MARKET: | # BOTTLES | # CANS | # LITERS | |
| Distilled Spirits _____ | _____ | _____ | _____ | |
| Wine _____ | _____ | _____ | _____ | |
| Malt Beverages _____ | _____ | _____ | _____ | |
| TOTAL | _____ | _____ | _____ | |
| # OF ALCOHOL ARRESTS AND CITATIONS: | # CITATIONS | # MISDEMEANORS | # FELONIES | |
| Illegal Alcohol Import _____ | _____ | _____ | _____ | |
| Illegal Alcohol Possession _____ | _____ | _____ | _____ | |
| Sale of Liquor Without a License _____ | _____ | _____ | _____ | |
| Possession of Alcohol for Sale _____ | _____ | _____ | _____ | |
| Other Specific Charges (List Below): _____ _____ _____ | _____ | _____ | _____ | |
| TOTAL | _____ | _____ | _____ | |
| OFFENDERS CITED AS A RESULT OF PROJECT: | MALE | | FEMALE | |
| 1st Time Offenders _____ | # ADULT | # JUVENILE | # ADULT | # JUVENILE |
| Repeat Offenders _____ | _____ | _____ | _____ | _____ |

**ALCOHOL ENFORCEMENT AND REWARDS PROJECT
MONTHLY REPORT**

PROJECT TITLE: _____

STATE PROJECT I.D.: _____

PROJECT REPORTING PERIOD:

FROM _____ TO _____
(Month/Day/Year) (Month/Day/Year)

| | MALE | | FEMALE | |
|--|--------|-----------|--------|-----------|
| | #ADULT | #JUVENILE | #ADULT | #JUVENILE |
| # OF CRIMES RELATED TO ALCOHOL ABUSE: | | | | |
| Burglaries | _____ | _____ | _____ | _____ |
| Thefts | _____ | _____ | _____ | _____ |
| Assaults (non-sexual) | _____ | _____ | _____ | _____ |
| Sexual Assaults | _____ | _____ | _____ | _____ |
| Criminal Mischief | _____ | _____ | _____ | _____ |
| Others Specific Crimes (List Below): | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| TOTAL CRIMES | _____ | _____ | _____ | _____ |
| # OF DEATHS RELATED TO ALCOHOL ABUSE: | | | | |
| Accidental deaths | _____ | _____ | _____ | _____ |
| Suicides | _____ | _____ | _____ | _____ |
| Homicides | _____ | _____ | _____ | _____ |
| TOTAL DEATHS | _____ | _____ | _____ | _____ |
| "ATTEMPTED" CRIMES RELATED TO ALCOHOL ABUSE | | | | |
| Attempted Burglaries | _____ | _____ | _____ | _____ |
| Attempted Thefts | _____ | _____ | _____ | _____ |
| Attempted Assaults (non-sexual) | _____ | _____ | _____ | _____ |
| Attempted Sexual Assaults | _____ | _____ | _____ | _____ |
| Attempted Criminal Mischief | _____ | _____ | _____ | _____ |
| Attempted Suicides | _____ | _____ | _____ | _____ |
| Attempted Homicides | _____ | _____ | _____ | _____ |
| Other Specific Attempted Crimes (List): | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| TOTAL ATTEMPTED CRIMES | _____ | _____ | _____ | _____ |

PAYMENT FOR SERVICES - POLICE INFORMANT

(PLEASE PRINT)

AGENCY: _____

LOCATION: _____

CASE NUMBER: _____

NAME OF LAW ENFORCEMENT OFFICER: _____

INFORMANT'S IDENTIFICATION NUMBER: _____

INFORMANT'S NAME: _____

AMOUNT BEING PAID: \$ _____

DESCRIBE SERVICE (What was informant paid to do?) _____

Alcohol Purchased:

Yes

No

Cost: \$ _____ Type: _____ Amount: _____

I hereby certify that the above expenditures are correct to the best of my knowledge.

Signature of Law Enforcement Officer

Date: _____

Signature of Police Informant

Date: _____

COOPERATIVE/CONCERNED CITIZEN TIP QUESTIONNAIRE

CONFIDENTIAL

ASSIGNED COOPERATIVE/CONCERNED CITIZEN CODE NUMBER: _____

1. SUSPECT INFORMATION:

Name - Suspect "A" Address _____

Name - Suspect "B" Address _____

Current location of suspect: _____

Is suspect armed? Yes No

Type of weapon: _____

2. PHYSICAL DESCRIPTION OF SUSPECT:

Suspect "A":
Age _____ Height _____ Weight _____
Hair Color _____ Hair Length _____

Suspect "B":
Age _____ Height _____ Weight _____
Hair Color _____ Hair Length _____

3. OTHER INFORMATION ABOUT THE SUSPECTS:

Suspect "A" _____

Suspect "B" _____

4. FACTS OF THE CRIME:

CONFIDENTIAL

5. LOCATION OF EVIDENCE/CRIME ACTIVITY:

Address: _____
Description of location: _____

6. COOPERATIVE/CONCERNED CITIZEN INFORMATION:

Were there any other witnesses to the crime? Yes No
Who? _____

Do you wish to remain anonymous? Yes No

IF NO: Citizen's Name: _____
Address: _____
Telephone Number: _____

Will you testify? Yes No

7. WHO TOOK THIS INFORMATION?

Name: _____ Date: _____ Time: _____

8. REFERRED TO LAW ENFORCEMENT OFFICER (NAME): _____

Date: _____ Time: _____

9. DISPOSITION: (What was law enforcement able to do with this information?)

REWARD RECOMMENDATION

CASE #: _____

COOPERATIVE/CONCERNED CITIZEN CODE NUMBER: _____

RECOMMENDED AWARD AMOUNT: _____

INFORMATION PROVIDED BY COOPERATIVE/CONCERNED CITIZEN:

INVESTIGATION RESULTS:

ACTION TAKEN BY LAW ENFORCEMENT:

INVESTIGATOR (PRINTED NAME): _____

INVESTIGATOR'S SIGNATURE _____

DATE: _____

STATE OF ALASKA

DEPARTMENT OF PUBLIC SAFETY

ALCOHOL REWARDS AND ENFORCEMENT PROJECT (AREP)

GRANT APPLICATION AND INSTRUCTIONS

ALCOHOL REWARDS AND ENFORCEMENT PROJECT (AREP)

GRANT APPLICATION INSTRUCTIONS

1. GENERAL INFORMATION:

- a. Write a descriptive title of your Alcohol Rewards and Enforcement Project.
- b. Enter the estimated date the project will begin.
- c. Name of community where the Alcohol Rewards and Enforcement Project will be located.
- d. Enter the total amount of grant funds requested.

NOTE: The maximum grant funds available upon first application is \$10,000.00.

- e. Name of the specific Applicant(s) applying for the grant. (If more than one Applicant is applying, then all Applicants must be listed).
- f. Mailing address of the Applicant.
- g. Name and title of the Project Administrator, the person appointed by the Applicant to be responsible for administering the grant.
- h. Briefly describe the total monetary cost of the project to the community or communities. This includes any monies to be provided by the community (grant funds excluded) in supporting the project, such as matching funds contributed to the project by the Applicant(s) and/or project funding from other sources such as loans.
- i. Self explanatory.
- j. Describe any alcohol enforcement and/or rewards program currently in force.
- k. Self explanatory.

ALCOHOL REWARDS AND ENFORCEMENT PROJECT (AREP)

GRANT APPLICATION INSTRUCTIONS

2. PROJECT NARRATIVE

The Project Narrative is the section where the Applicant has the opportunity to FULLY explain the project. In this section, you must include WHAT your project is, how it will work, and what its goals and objectives are.

- a. GOALS AND OBJECTIVES: In this section explain the purpose of the project as completely as possible.

EXAMPLE: To simply say "A reward system will be established so that people can report alcohol violations to the VPSO" would not be as informative as saying "A system will be set up in the Bethel Alaska State Troopers' office which will enable people to call a 24-hour toll free number and leave information concerning alcohol violations within their community or other communities. The system will include a method to identify the person providing the information for future reward payments. That identification system will include a number assigned to the caller, so that the caller can check back on the status of a possible reward payment using that assigned number."

- b. PROJECT EVALUATION: Provide information in this section as to how you will evaluate your project and what performance indicators you will use to show your progress and success in meeting your goals and objectives.

EXAMPLE: The following performance indicators will be utilized to measure the success of the Alcohol Rewards and Enforcement Project:

- 1) By 4/15/89 - Will have arrested, prosecuted and convicted four (4) violators of AS 04.11.010 based on information provided by a citizen or the active assistance of a citizen under this project.
- 2) By 3/15/89 - Will have received a minimum of 30 alcohol violation tips.
- 3) By 6/1/89 - Will have awarded 10 persons cash payments for their participation in enforcement activities.

ALCOHOL REWARDS AND ENFORCEMENT PROJECT (AREP)

GRANT APPLICATION INSTRUCTIONS

2. PROJECT NARRATIVE (Continued)

- c. CRITICAL OR UNIQUE PROJECT ELEMENTS: It is in this section that you will need to explain in detail what the critical or unique elements of the project are and how they will be dealt with.

EXAMPLE: Anonymity may be the key in gaining participation in the project. A critical element may be the creation of a system that allows for anonymity in your community, where everyone knows one another. This critical element may be addressed by one of all the following methods:

- 1) The establishment of a secure locked box where the information may be deposited. From that information, the law enforcement person can act as well as identify the information supplier for future reward payment.
- 2) The establishment of a 24-hour call-in number where persons can call into a local area and provide information, receive an identifying code for future reward payment and be advised to use that code during all future contacts.
- 3) The establishment of a confidential file, by number, for those persons who wish to actively work with local law enforcement. They would be known only to that law enforcement officer. They could receive monetary incentives to conduct authorized activities at the direction of law enforcement authorities.

- d. PROJECT IMPLEMENTATION: Explain in this section how the alcohol rewards and enforcement project will be implemented and what the time period is for implementation.

EXAMPLE: Within the first 30 days, the following will be accomplished:

- 1) A Board of Directors will be selected for rewards review.
- 2) Project administrative records will be established.
- 3) Public notification of the project will be accomplished.

ALCOHOL REWARDS AND ENFORCEMENT PROJECT (AREP)

GRANT APPLICATION INSTRUCTIONS

2. PROJECT NARRATIVE: (Continued)

e. PROJECT COST ANALYSIS: Include in this section:

- (1) The amount of start-up funds requested.
- (2) A proposed operating budget showing how the "total project funds" (grant funds awarded plus community matching funds, including voluntary resource contributions) will be spent.
- (3) The proposed operating budget must show how administrative costs will be paid and what, if any, administrative costs will be paid with the 10% maximum allowance from grant funds (see ARE Grant Program, Section IX, "Expenditures for Administration of the Grant").

EXAMPLE OF A PROPOSED OPERATING BUDGET:

| | | |
|--|-----------------|--------------------|
| <u>COST ANALYSIS - GRANT FUNDS</u> | | <u>\$10,000.00</u> |
| Cooperative/Concerned Citizen | \$ 6,000.00 | |
| Police Informant Services | 1,500.00 | |
| Evidence Purchase | <u>1,500.00</u> | |
| CONTRACTUAL TOTAL | \$ 9,000.00 | |
| Office Supplies | \$ 300.00 | |
| Personnel Services | <u>700.00</u> | |
| ADMINISTRATIVE TOTAL | \$1,000.00 | |
| <u>COST ANALYSIS - MATCHING FUNDS</u> | | <u>\$15,000.00</u> |
| Police Informant Services | \$ 3,000.00 | |
| Communications | 1,800.00 | |
| Office Equipment | <u>200.00</u> | |
| CONTRACTUAL TOTAL | \$ 6,000.00 | |
| <u>VOLUNTARY RESOURCE CONTRIBUTIONS</u> | | |
| Voluntary Part-time (value of services) | \$ 9,000.00 | |
| ADMINISTRATIVE TOTAL | \$ 9,000.00 | |
| TOTAL PROJECT FUNDS | | <u>\$25,000.00</u> |

ALCOHOL REWARDS AND ENFORCEMENT PROJECT (AREP)

GRANT APPLICATION INSTRUCTIONS

2. PROJECT NARRATIVE: (Continued)

- f. ESTABLISHED CRITERIA FOR "AREP" REWARDS PAYMENTS: In this section include the "range" of the reward payment amount, who will recommend the amount of a specific reward payment, who will make the final determination of a specific reward amount, and how the reward payment will be delivered.

EXAMPLE: The amount of rewards in all cases will range between \$0.00 and \$500.00, with \$500.00 being the largest reward. The law enforcement officer for a specific case will suggest a reward amount to the person(s) designated to set the final reward payment amount, and that person will arrange for the reward payment. (See the final two paragraphs of Section III, Sample Grant Project of "ARE Grant Program" for an additional example).

- g. PROJECT USE OF CONFIDENTIAL FUNDS: In this section explain in detail the categories of expenditures your project will authorize, under what conditions those expenditures will be authorized, who will authorize each particular category, and how the payment will be made.

EXAMPLE: See section X, "Authorized Grant Expenditures" for examples of information to be included in this section.

- h. PROJECT EXPENDITURE PROCEDURES: In this section explain accounting or record keeping procedures for each category of expenditures authorized under "Project Use of Confidential Funds" above.

EXAMPLE: See section XI, "Confidential Expenditure Records," for examples of the information required in this section.

3. The person authorized by the governing body, Council or Assembly to apply for and administer the grant (Project Administrator) must sign and date this application.

AREP GRANT APPLICATION

COMMUNITY

PROJECT TITLE

1. GENERAL INFORMATION

a. Project Title: _____

b. Estimate Starting Date: _____

c. Project Location: _____

d. Grant Funds Requested: \$ _____

e. Specific Applicant(s) Applying for the Grant:

f. Mailing Address: _____

g. Project Administrator:

Name: _____

Title: _____

h. Total Community Funds Committed (cost of the project to the community):

| Explanation | Amount |
|-------------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| TOTAL | \$ _____ |

AREP GRANT APPLICATION

COMMUNITY

PROJECT TITLE

I. GENERAL INFORMATION (Continued)

1. Previous grants awarded in the last five years (specify type of grant, granting agency, grant identification numbers, award amount and current status):

- j. Is an enforcement program or rewards program currently in force in your community which is similar in any way to the Alcohol Rewards and Enforcement Project available under this grant program?

Yes No

If yes, please explain: _____

- k. What type of law enforcement powers and capabilities exist within the community?

| <u>TYPE</u> | <u>YES</u> | <u>NO</u> | <u>NUMBER</u> |
|-------------|------------|-----------|---------------|
| VPSO | _____ | _____ | _____ |
| VPO | _____ | _____ | _____ |
| Police | _____ | _____ | _____ |
| AST | _____ | _____ | _____ |

AREP GRANT APPLICATION

3. AGREEMENT AND CERTIFICATION: The Project Administrator hereby certifies that he/she has been authorized by _____ (the governing body of the Applicant) to file this AREP Grant Application and further certifies that the data contained in this application and its attachments is true and correct to the best of his/her knowledge and belief.

SIGNATURE OF PROJECT ADMINISTRATOR

DATE SIGNED

PRINTED NAME OF PROJECT ADMINISTRATOR

STATE OF ALASKA



LYMAN E. HOFFMAN
CO-CHAIRMAN
HOUSE FINANCE COMMITTEE

P.O. BOX V
JUNEAU, ALASKA 99811
(907) 465-3706

HOUSE OF REPRESENTATIVES

DISTRICT 25

MEMORANDUM

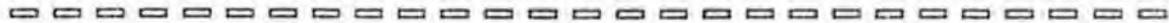
AKTACHAK
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KWIGHLINGOK
MEKORYUK
NAPAKIAK
NAPASKIAK
NEWTOK
SIGITMUTE
NUNAPITUHUK
OSCARVILLE
PLATINUM
QUINSHAGAK
TOKSOOK BAY
TUNTUTULJAK
TUSUNAR

TO: Representative Johnny Ellis
Chairman, House HESS Committee

FROM: Representative Lyman Hoffman *Lyman Hoffman*
Co-Chairman, House Finance Committee

DATE: February 14, 1990

SUBJ: HB 506



I respectfully request a public hearing on House Bill 506, an act allowing nonprofit associations to receive grants from the Department of Public Safety for a reward program to enforce alcoholic beverage control laws.

In the rural regions, the regional non-profits have in place infrastructures to coordinate programs between villages. In difficult alcohol "bootlegger" or drug dealer situations, some villages currently do not have capability to address and implement a successful reward program.

This legislation would complement an already successful reward program and assist in leading to the apprehension and conviction of persons who violate the local option laws.

If there are questions concerning this request, please do not hesitate to contact my office at your earliest opportunity.

Thank you.

FISCAL NOTE

REQUEST:

Revision Date: _____ Agency Affected: Public Safety
Title: Reward/grants for alcohol law BRU: Alaska State Troopers
enforcement
Sponsor: Representative Hoffman Component: Detachments
Requestor: House HESS

EXPENDITURES/REVENUES: (Thousands of Dollars) (Inflation not included)

| OPERATING | FY 91 | FY 92 | FY 93 | FY 94 | FY 95 | FY 96 |
|-------------------|-------|-------|-------|-------|-------|-------|
| PERSONAL SERVICES | | | | | | |
| TRAVEL | | | | | | |
| CONTRACTUAL | | | | | | |
| SUPPLIES | | | | | | |
| EQUIPMENT | | | | | | |
| LAND & STRUCTURES | | | | | | |
| GRANTS, CLAIMS | | | | | | |
| MISCELLANEOUS | | | | | | |
| TOTAL OPERATING | -0- | -0- | -0- | -0- | -0- | -0- |

| | | | | | | |
|---------|-----|-----|-----|-----|-----|-----|
| CAPITAL | -0- | -0- | -0- | -0- | -0- | -0- |
|---------|-----|-----|-----|-----|-----|-----|

| | | | | | | |
|---------|-----|-----|-----|-----|-----|-----|
| REVENUE | -0- | -0- | -0- | -0- | -0- | -0- |
|---------|-----|-----|-----|-----|-----|-----|

FUNDING: (Thousands of Dollars)

| | | | | | | |
|-----------------|-----|-----|-----|-----|-----|-----|
| GENERAL FUND | -0- | -0- | -0- | -0- | -0- | -0- |
| FEDERAL FUNDS | | | | | | |
| OTHER/PROG RCPT | | | | | | |
| TOTAL | -0- | -0- | -0- | -0- | -0- | -0- |

POSITIONS:

| | | | | | | |
|-----------|---|---|---|---|---|---|
| FULL-TIME | 0 | 0 | 0 | 0 | 0 | 0 |
| PART-TIME | 0 | 0 | 0 | 0 | 0 | 0 |
| TEMPORARY | 0 | 0 | 0 | 0 | 0 | 0 |

ANALYSIS: (Attach a separate page if necessary)

No fiscal impact anticipated.

Prepared by: Francis C. Allan Phone: 269-5691
Division: Alaska State Troopers Date: 02/16/90
Approved by Commissioner: Arthur English Date: _____
Agency: Department of Public Safety Page 1 of 1

STATE OF ALASKA
THE LEGISLATURE

POUCH Y. STATE CAPITOL
JUNEAU, ALASKA 99811
907.465-3800

LEGISLATIVE AFFAIRS AGENCY
LEGISLATIVE REFERENCE LIBRARY

Copies of minutes listed below were originally included in this file. The minutes are available on the STAIRS database CMPR. In order to save space copies of minutes have not been left in the files.

Mary Van Nimwegen

H. HESS 2-20-90

H. HESS 2-28-90