

LOUISIANA COMMISSION ON LAW ENFORCEMENT  
AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW  
SUMMARY

APPLICATION NUMBER: C83-8-001

APPLICANT: Louisiana District Attorney's Association

PROJECT TITLE: Automated Victims Notification System

PROJECT FUNDS :

FUND:	\$	<u>67,614</u>	100.00%
MATCH:	\$	<u>0</u>	0.00%
TOTAL:	\$	<u>67,614</u>	100.00%

PROJECT DURATION: 12 months

START DATE: 07/01/2012

END DATE: 06/30/2013

Continuation of NEW

PROJECT SUMMARY:

The LAVNS system is currently receiving data from the individual district attorney offices through multiple dedicated interfaces maintained with each office. This has proven to be unreliable and expensive to support. The transfer technology currently utilized is also outdated and contributes to the unreliability of the current system.

RECOMMENDATION : FUND X DENY    

SPECIAL CONDITIONS :

DISTRICT USE ONLY

District N/A  
Program Director  
Date  
Project I.D.

C83-8.001



APPLICATION FOR SUBGRANT

LDAA - LAVNS Support

**LOUISIANA COMMISSION ON LAW ENFORCEMENT AND ADMINISTRATION OF CRIMINAL JUSTICE**  
Louisiana Automated Victim Notification System

1. PROGRAM TITLE: 2011 SAVIN (LAVNS) program 2. SHORT TITLE OF PROJECT: (UP TO 40 CHARACTERS)

3. PROJECT DURATION:

TOTAL LENGTH 24<sup>12</sup> Months (Not to Exceed) 12 Months)

DESIRED STARTING DATE 05/01/2012 07/1/12

DESIRED COMPLETION DATE 04/30/2014 06/30/13

4. PROJECT FUNDS:

FEDERAL FUNDS: \$ 67,614

CASH MATCH: \$ 0

TOTAL PROJECT: \$ 67,614

5. APPLICANT AGENCY:

AUTHORIZED OFFICIAL: E. Pete Adams  
AGENCY NAME: Louisiana District Attorneys Assn.  
ADDRESS: 1645 Nicholson Drive  
CITY/ZIP CODE: Baton Rouge, LA 70802-8143  
TELEPHONE: (225) 343-0171  
FAX #: (225) 387-0237  
FEDERAL EMPLOYER TAX ID#: 720738652

6. IMPLEMENTING AGENCY:

AGENCY HEAD: E. Pete Adams  
AGENCY NAME: Louisiana District Attorneys Assn.  
ADDRESS: 1645 Nicholson Drive  
CITY/ZIP CODE: Baton Rouge, LA 70802-8143  
TELEPHONE: (225) 343-0171  
FAX #: (225) 387-0237

7. PROJECT DIRECTOR:

NAME: Dale Polozola  
ADDRESS: 1645 Nicholson Drive  
CITY/ZIP CODE: Baton Rouge, LA 70802-8143  
TELEPHONE: (225) 343-0171  
FAX #: (225) 387-0237

8. FINANCIAL OFFICER

NAME: Roxanne M. Barrios  
ADDRESS: 1645 Nicholson Drive  
CITY/ZIP CODE: Baton Rouge, LA 70802-8143  
TELEPHONE: (225) 343-0171  
FAX #: (225) 387-0237

2012 JAN 13 PM 2:48  
LA COMMISSION  
LAW ENFORCEMENT

9. CONGRESSIONAL DISTRICTS SERVED: X 1 X 2 X 3 X 4 X 5 X 6 X 7

POPULATION SERVED: ALL

10. BRIEF PROJECT DESCRIPTION:

The LAVNS system is currently receiving data from the individual district attorney offices through MULTIPLE dedicated interfaces maintained with each office. This has proven to be unreliable and expensive to support. The transfer technology currently utilized is also outdated and contributes to the unreliability of the current system.



BUDGET NARRATIVE/DETAILED BUDGET

Personnel \$ 13,000 (Federal Funds)

The Louisiana District Attorneys' Association (LDAA) will dedicate 5 hours per week of an IT staff member to monitor LAVNS data transfers and manage outage resolutions over the 2 year period covered by this grant application. Calculations are as follows:

IT specialist. 520 hours (5 hrs. per week for 2 years) @ \$25 per hour = \$ 13,000

Fringe Benefits \$3,529 (Federal Funds)

The Louisiana District Attorneys' Association's rate to calculate fringe benefits is set at 27.15%. Fringe benefits include Social Security (6.2%), Medicare (1.45%), and Insurance (Health, Life, Unemployment, Workers' Compensation) (19.50%). Total Fringe benefits for position listed in Personnel category above: \$13,000 x 27.15% = \$2,529

Travel \$1,585 (Federal Funds)

The Louisiana District Attorneys' Association's will follow state travel regulations, and although most work will be done in-house, a small amount is dedicated to travel for trips to District Attorneys' offices for on-site work and/or LDAA Board meetings for reporting purposes.

Contractual \$49,500 (Federal Funds)

The LDAA will contract with two primary software vendors to provide a total of 97 hours of support per year to monitor and maintain the LAVNS connectivity and assist with developing the required mappings from the respective Crimes or Karpel Criminal Case Management System to the LDAA CrossFlow Server. 165 hours of support @ \$150.00 per hour = \$24,750 (federal funds).

The LDAA will also contract with their existing integration vendor to perform the necessary programming & development on their CrossFlow server to build the NIEM compliant interface to APPRIS/LAVNS. 165 hours @ \$150.00 per hour = \$24,750 (federal funds).

TOTAL \$67,614 (Federal Funds)

## PROJECT PLAN

### I. BACKGROUND

The mission of the Louisiana District Attorneys Association (LDAA) is to improve Louisiana's justice system and the Office of District Attorney by enhancing the effectiveness and professionalism of Louisiana's District Attorneys and their staffs through education, legislative involvement, liaison, and information sharing.

LDAA was incorporated in 1973 and operates as a non-profit 501(c) (6) organization. The LDAA has a staff of 16+ people, including staff attorneys, administration, accounting, and information system professionals. They have strong support from their membership that is governed by a 16 member board of directors that meets twice annually. Additionally, there is a five member technology board that directly oversees all technical activities accomplished by the LDAA. The LDAA successfully procures, manages, and maintains the funding necessary to remain responsive to the needs of the District Attorneys of Louisiana.

There are 42 elected District Attorneys in Louisiana serving 64 parishes. These District Attorneys represent a single component of a much larger judicial system comprised of law enforcement, courts, corrections, and other entities. The LDAA has been successful in implementing modern SQL based case management systems in the majority of District Attorney Offices throughout Louisiana.

Database backups from these systems are transmitted nightly and stored in a Tier 4 data center located in Baton Rouge, Louisiana and then replicated to another co-location that is geographically separated to protect from disasters. This data is then automatically restored to a central repository also residing within the data center.

Once restored to the repository, the relevant subset of LAVNS data will be available on a nightly basis and could be transmitted to APPRISS, the LAVNS service provider to facilitate victim notification.

The LAVNS system is currently receiving data from the individual district attorney offices through MULTIPLE dedicated interfaces maintained with each office. This has proven to be unreliable and expensive to support. The transfer technology currently utilized is also outdated and contributes to the unreliability of the current system.

### II. PROGRAM DESCRIPTION

In order to improve the efficiency and reliability of transferring data from the District Attorney's systems to the LAVNS system, LDAA is proposing to develop/program "mappings" on an existing LDAA CrossFlow server for the the individual DA databases located in the repository. This server's sole function is to pull data from one source and deliver it to another. Once these mappings have been implemented, the CrossFlow server will be able to pull the LAVNS data out of the DA's databases and deliver a SINGLE transmission to APPRISS. This will drastically reduce the maintenance effort and increase the timeliness of the LAVNS notification information.

This project will require a moderate level of coordination and management to develop the mappings and program a NIEM (National Information Exchange Model) compliant interface. It will also require on a continued basis, monitoring the data transmission and maintaining the business rules required by the individual "mappings" for each DA office.

#### A. GOALS :

The goal of this project is to improve the effectiveness of the LAVNS system by providing more timely and accurate data.

#### B. OBJECTIVES :

1. Developing/programming internal mappings between the District Attorney's databases currently participating in LAVNS and the LDAA Crossflow Server. These mappings will extract the LAVNS subset of data.
2. Developing a SINGLE NIEM (National Information Exchange Model) compliant exchange between the LDAA Crossflow server and APPRISS to replace the existing MULTIPLE interfaces used to deliver data to the LAVNS system.

**CERTIFIED ASSURANCES.** Applicant understands and agrees that receipt of a subgrant as a result of this application subjects the applicant to the following assurances:

1. **COMPLIANCE WITH REQUIREMENTS.** The recipient agrees to comply with the financial and administrative requirements set forth in the Office of Justice Programs Comptroller's Office Financial Guide.
2. **AUDIT REQUIREMENTS.** The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, as further described in OJP's Financial Guide, Chapter 19.
3. **FUNDING.** This project is to be funded as a subgrant. The basis for using a subgrant is the substantial involvement of the LCLE in providing information, guidance, and direction relative to criminal history records improvements within the state. LCLE will exercise general approval over the entire project. In addition, the substantial involvement of LCLE will include, but not be limited to:
  - a. Determining the types of criminal history record information that will be useful to Federal, state, and local agencies.
  - b. Identifying Federal information reporting standards and guidelines and making them available to the subgrantee or providing access to them.
  - c. Providing assistance to the subgrantee to enhance state criminal history records, and improve the quality and timeliness of criminal history information.
  - d. Informing the subgrantee of the status of Federal program requirements, specifications, and funding levels.
4. **SUPPLANTING.** The applicant assures that Federal Funds will not be used to supplant or replace State or local funds, but will be used to increase the amount of such funds that would otherwise, in the absence of Federal funds, have been made available for the program funded.
5. **UTILIZATION AND PAYMENT OF FUNDS.** The applicant assures that awarded funds are to be expended only for purposes and activities covered in the subgrantee's approved project plan and budget. Payments will be made on the basis of periodic requests or estimates of fund needs submitted by the subgrantee. Payment will be adjusted to correct previous overpayments, underpayments or disallowances resulting from audit.
6. **OBLIGATION OF SUBGRANT FUNDS.** The applicant certifies that subgrant funds may not, without advance written approval by LCLE, be obligated prior to the effective date or subsequent to the termination date of the subgrant period. Obligations outstanding as of the termination date shall be liquidated within 90 days. Such obligation must be related to goods or services provided and utilized within the grant period. No additional obligations can be incurred after the end of the grant.
7. **EQUIPMENT AND CONTRACTUAL EXPENDITURES.** Budget item submissions for equipment and contractual items are accepted as best estimate only and are not deemed approved at that price. Recipients are required to assure such items are not currently available, are not duplicative or excessive, and should make market surveys and obtain the best prices available. All contracts under this award should be competitively awarded unless circumstances preclude competition. When a contract amount exceeds \$100,000.00 and there has been no competition for the award, the recipient must comply with rules governing sole source procurement found in OJP's Financial Guide. Approval of this project does not indicate an approval of any consultant rate in excess of \$450.00 per day. Specific and detailed justification must be submitted to and approved by the BJS prior to obligation or expenditure of such funds.
8. **INVENTORY CONTROL OVER EQUIPMENT.** The applicant certifies that any equipment purchased through the subgrant will be tagged, put in an inventory control system, and identified or distinguished as BJS purchased equipment. When equipment is willfully or negligently lost, stolen, damaged, or destroyed, the subgrantee is responsible for replacing or repairing the equipment. Stolen equipment must be reported to local police, and all resulting reports must be submitted to LCLE.
9. **RECORDING AND DOCUMENTATION OF RECEIPTS AND EXPENDITURES.** The applicant certifies that accounting procedures will provide for accurate and timely recording of receipt of funds to include the source, expenditures made from such funds, and the

- unexpended balance. Controls must be established which are adequate to insure that expenditures charged to project activities are for allowable purposes and that documentation is readily available to verify that such charges are accurate.
10. **PERSONNEL.** The applicant certifies that specific detailed time and attendance records, to include overtime, will be maintained on all grant personnel. Salaries and wages of employees chargeable to more than one grant program must be supported by appropriate time distribution records, which show equitable distribution of time and effort.
  11. **TRAVEL.** The applicant certifies that all travel will be in accordance with the current State Travel Regulations unless stricter regulations apply.
  12. **COMPLIANCES.** Recipient agrees that criminal justice information systems designed, implemented, or upgraded will be compatible with the National Incident-Based Reporting System (NIBRS), the National Crime Information Center system (NCIC 2000), the National Criminal Instant Background Check System (NICS), the Integrated Automated Fingerprint Identification System (IAFIS), and applicable statewide or regional criminal justice information sharing standards and plans. Protection order systems developed with funds awarded under this cooperative agreement will be designed to permit interface with the National Protection Order file maintained by the FBI. Recipient agrees that it will provide data and interface with the FBI's national Sex Offender Registry and that the equipment and systems acquired under this cooperative endeavor will be compatible with the FBI standards.
  13. **COORDINATION.** Recipient agrees that activities funded under this award will be closely coordinated with related activities supported with OJP, State, or local funds. Recipient agree that activities supported under this award will be coordinated with Federal, State, and local activities relating to homeland security and presale firearm checks, as appropriate.
  14. **PUBLICATIONS.** Applicants are encouraged to make the results and accomplishments of their activities available to the public. The applicant assures that where activities supported in whole, or in part, by this subgrant produce books, manuals, films, videos, plans or other publications, the applicant will comply with guidelines listed in Chapter 7 of the current OJP Financial Guide as follows: a) Inclusion of the statement, "The opinions, findings, and conclusions or recommendations expressed in this book/manual/film/video/plan/publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice or LCLE"; b) An acknowledgment of support shall be made through use of the following, or comparable, footnote: "This project was supported by Subgrant number \_\_\_\_\_ awarded by the Louisiana Commission on Law Enforcement"; c) Submittal of a copy of any book/manual/film/video/plan/publication/computer software to LCLE, as well as a publication and distribution plan prior to publishing or distributing any of the aforementioned items developed under this subgrant.
  15. **PRESS RELEASES.** The applicant certifies that any statements or press releases describing projects, activities, or results shall name LCLE as the agency responsible for making federal funds available for such activity.
  16. **PUBLIC AVAILABILITY OF INFORMATION.** The applicant agrees to comply with all applicable federal regulations and state policies relating to the public availability of identifiable records or other documents that are pertinent to the receipt and expenditure of subgrant funds.
  17. **NON-DISCRIMINATION.** The applicant assures that he, and all his contractors, will comply with the non-discrimination requirements set forth in policies and regulations of the organizations and publications listed in #1 and #3; 42 USC (United States Code) 3789(d) and 12131 - 12134; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) of 1990; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; and Department of Justice Non-Discrimination Regulations, 28 CFR Part 35, 39, and 42, Subparts C, D, E, and G.
  18. **EQUAL EMPLOYMENT OPPORTUNITY PLAN.** The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 CFR 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in the suspension of the draw down of funds.
  19. **IMMIGRATION AND NATURALIZATION SERVICES EMPLOYMENT ELIGIBILITY VERIFICATION.** The applicant agrees to comply with, and keep on file as appropriate, the Immigration and Naturalization Services Employment Eligibility Verification form (I-9). This form is to be used by recipients of federal funds to verify that persons are eligible to work in the United States.
  20. **DEBARMENT.** The applicant assures that neither he nor his principles are presently debarred, suspended, proposed for debarment, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This assurance is required by regulations implementing Executive Order 12549, 28 CFR Part 67, Section 67.510, Participants' Responsibilities.

21. **LOBBYING.** The applicant certifies that no grant funds (federal or match) will be used for attempting to influence the outcome of any federal, state, or local election, referendum, initiative, similar procedure; for establishing, administering, contributing to, or paying for the expenses of a political party, campaign, political action committee, or other organization established for the purpose of influencing the outcome of elections; for attempting to influence federal or state legislation or appropriation by any means or in any manner whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; for engaging in legislative liaison activities including attendance at legislative sessions or committee hearings, gathering information regarding legislation, and analyzing the effect of legislation, when such activities are carried out in support of or in knowing preparation for an effort to engage in unallowable lobbying; or for paying a publicity expert. Applicant also assures they are aware that support of activities that are permissible under federal law and regulation does not make such costs allowable. The activity must also be within the scope of the purposes of the grant. If such objectives and activities have no direct applicability to the federal legislative process, then no costs related to federal congressional activity would be allowed.
22. **MATCH.** Recipient assures that cash and/or in-kind match is available and dedicated to this project. Recipients must maintain records, which clearly show the source, the amount, and the timing of all matching contributions.
23. **SPECIAL CONDITIONS.** The applicant certifies that it will abide by and incorporate any additional special conditions and requirements placed on the applicant agency as a result of a subgrant award or subgrant adjustment.
24. **LANGUAGE PROFICIENCY.** "Applicants must certify that Limited English Proficiency persons have meaningful access to the services under the program(s). National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Street Act, recipients are required to take reasonable steps to ensure the LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov)."
25. **OTHER FEDERAL COMPLIANCE.** A. FLOOD DISASTER PROTECTION ACT OF 1973. The applicant certifies that flood insurance will be purchased in communities where such insurance is available as a condition for the construction or acquisition purpose for use. {Flood Section 102(a) of the Flood Disaster Protection Act of 1973, (P.L. 93-234, 87 Stat. 975, approved 12/31/76}. B. NATIONAL HISTORIC PRESERVATION. The applicant will comply with the Federal regulations regarding any minor renovations or remodeling of a property or structure fifty years or older. {National Historic Act of 1966 as amended (16 USC 470), Executive Order 11593 and the Archeological & Historical Preservation Act of 1966 (16 USC 596a-1 et seq)}. C. NATIONAL ENVIRONMENTAL POLICY ACT (NEPA). The applicant will comply with the Federal regulations in regards to the implementation of a new program involving the use of chemicals other than chemicals used in household, office, recreational, or educational environments.

**CRIMINAL PENALTIES:**

- (A) Whoever embezzles, willfully misapplies, steals, or obtains by fraud any funds, assets, or property which are the subject of a grant or contract or other form of assistance pursuant to this title, whether received directly or indirectly from the U.S. Department of Justice, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.
- (B) Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance submitted pursuant to this title or in any records required to be maintained pursuant to this title, shall be subject to prosecution under the provisions of Section 1001 of Title 18, United States Code.
- (C) Any law enforcement program or project underwritten, in whole or in part, by any grant, contract, or other form of assistance pursuant to this title, whether received directly or indirectly from the U.S. Department of Justice shall be subject to the provisions of Section 371 of Title 18, United States Code.

I have read and agree to comply with and abide by CERTIFIED ASSURANCES 1-25 and CRIMINAL PENALTIES A, B, and C.

Signature of Authorized Official

  
(Please sign in blue ink only.)

Date January 12, 2012