

LOUISIANA COMMISSION ON LAW ENFORCEMENT
AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW
SUMMARY

APPLICATION NUMBER: B10-8-007

APPLICANT: Louisiana Sheriffs' Association

PROJECT TITLE: Criminal Records Improvement

PROJECT FUNDS :

FUND: \$ 481,359 100.00%

PROJECT DURATION: 12 months

MATCH: \$ 0 0.00%

START DATE: 10/01/2012

TOTAL: \$ 481,359 100.00%

END DATE: 09/30/2013

Continuation of B96-8-026

PROJECT SUMMARY:

THIS PROJECT IS PART OF A MULTI-YEAR PROGRAM IN JOINT COOPERATION WITH THE LCLE TO IMPROVE CRIMINAL JUSTICE RECORDS IN LOUISIANA. THE PROJECT WILL PROVIDE NECESSARY INFORMATION TO PERSONS AND ENTITIES WITH A NEED FOR TIMELY AND ACCURATE CRIMINAL JUSTICE DATA. THIS INCLUDES PROVIDING DATA FOR OFFICIALS AT ALL LEVELS OF GOVERNMENT. THIS PROJECT WILL PROVIDE FOR THE DEVELOPMENT, MANAGEMENT AND IMPLEMENTATION OF THREE OF SEVERAL CRIMINAL JUSTICE SYSTEMS IN THE STATE'S MULTI-FACETED EFFORT EVENTUALLY LEADING TO A COMPLETE STATE CRIMINAL JUSTICE SYSTEM. THESE ARE THE LOUISIANA INCIDENT BASED REPORTING SYSTEM (LIBRS), THE LOUISIANA SUMMARY UNIFORM CRIME REPORTING PROGRAM (UCR) AND THE LOUISIANA LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM (LA-LEMIS) AND LEMIS BASED PRODUCTS. LIBRS REPORTING WILL BE THE MAIN FOCUS OF THIS GRANT. NOTE: 5% SET ASIDE FUNDS CAN BE USED FOR DEVELOPMENT.

RECOMMENDATION : FUND X DENY

SPECIAL CONDITIONS :

1. NO DRAWDOWN OF FUNDS (AWARD) UNTIL APPLICATION IS REVIEWED AND APPROVED BY LCLE STAFF.



LOUISIANA COMMISSION
ON LAW ENFORCEMENT
AND THE ADMINISTRATION OF
CRIMINAL JUSTICE

EDWARD BYRNE
MEMORIAL /
JUSTICE
ASSISTANCE
GRANT PROGRAM
2012 SEP -7 PM 2:25
CDFA 16.738

FOR LCLE USE ONLY:

Project ID: **B10-8.007** BJA Purpose Area:

1. TITLE OF PROJECT

Criminal Records Improvement

2. NEW PROJECT

CONTINUATION PROJECT OF: **B09-8006**

3. PROJECT DURATION

Total Length: **12** Months (Not to exceed 12 Months)

Desired Start Date: 10/1/2012

Desired End Date: 9/30/2013

4. PROJECT FUNDS

Federal Funds: \$481,359

Cash Match

Total Project: \$481,359

5A. APPLICANT AGENCY INFORMATION

Agency Name: Louisiana Sheriffs' Association

Physical Address: 801 N. Blvd., Suite 120

City: Baton Rouge

Zip: 70802-7535

Mailing Address: 1175 Nicholson Drive

City: Baton Rouge

Zip: 70802-7535

Phone: (225) 343-8402

FAX: (225) 336-0343

Email:

5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY

Authorized Official: Michael Ranatza

Title: Executive Director

Agency Name: Louisiana Sheriffs' Association

Address: 1175 Nicholson Drive

City: Baton Rouge

Zip: 70802-7535

Phone: (225) 343-8402

FAX: (225) 336-0343

Email: michael@lsa.org

Fed Employer Tax Id: 72 - 6013158

DUNS: 10244 - 7588

CCR CAGE/NCAGE: 5HSS4

CCR Expiration Date: 3/16/2013

6. IMPLEMENTING AGENCY

Name: Michael Ranatza

Title: Executive Director

Agency: Louisiana Sheriffs' Association

Address: 1175 Nicholson Drive

City: Baton Rouge

Zip: 70802-7535

Phone: (225) 343-8402

FAX: (225) 336-0343

Email: michael@lsa.org

7. PROJECT DIRECTOR

Name: Gary Bennett

Title: Asst. Executive Director

Agency: Louisiana Sheriffs' Association

Address: 1175 Nicholson Drive

City: Baton Rouge

Zip: 70802-7535

Phone: (225) 343-8402

FAX: (225) 336-0343

Email: gary@lsa.org

8. FINANCIAL OFFICER

Name: Cynthia Butler

Title: Secretary

Agency: Louisiana Sheriffs' Association

Address: 1175 Nicholson Drive

City: Baton Rouge

Zip: 70802-7535

Phone: (225) 343-8402

FAX: (225) 336-0343

Email: cindy@lsa.org

9. BRIEF PROJECT DESCRIPTION: (Please do not exceed space provided below.)

This project is part of a multi-year program in joint cooperation with the LCLE to improve criminal justice records in Louisiana. The project will provide necessary information to persons and entities with a need for timely and accurate criminal justice data. This includes providing data for officials at all levels of government. This project will provide for the development, management and implementation of three of the several criminal justice systems in the state's multi-faceted effort eventually leading to a complete state criminal justice system. These are the Louisiana Incident Based Reporting System (LIBRS), The Louisiana Summary Uniform Crime Reporting Program (UCR) and the Louisiana Law Enforcement Management Information System (LA-LEMIS) and LEMIS based products. LIBRS reporting will be the main focus of this grant. Note: 5% set aside funds can be used for development.

PROJECT FUNDING HISTORY

Projects are limited to 48-months of funding. If extenuating circumstances required additional funding beyond the 48-month, a written request must be submitted and approved by the Louisiana Commission of Law Enforcement prior to the submission of an application. Multi-Jurisdictional Task Forces, training, and statewide criminal justice improvement projects are exempted from the 48-month funding limitation.

This project is exempt from the 48-month limitation.

List the subgrant number and total number of months funded for this project.

SUBGRANT #	TOTAL NUMBER OF MONTHS
B - -	
B - -	
B - -	
B - -	
B - -	
TOTAL NUMBER OF MONTHS FUNDED	0

Date the Louisiana Commission on Law Enforcement approved the 48-month waiver

BJA PURPOSE AREAS

Check the BJA Purpose Area that this project will address. Check whether this project will provide direct services and/or provide system improvements.

	BJA Purpose Area	Direct Services	Systems Improvement
1.	Law Enforcement Programs	<input type="checkbox"/>	<input type="checkbox"/>
2.	Prosecution and Court Programs	<input type="checkbox"/>	<input type="checkbox"/>
3.	Prevention and Education Programs	<input type="checkbox"/>	<input type="checkbox"/>
4.	Corrections and Community Corrections Programs	<input type="checkbox"/>	<input type="checkbox"/>
5.	Drug Treatment and Enforcement Programs	<input type="checkbox"/>	<input type="checkbox"/>
6.	Planning, Evaluation and Technology Programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.	Crime victim and witness programs (other than compensation)	<input type="checkbox"/>	<input type="checkbox"/>

CONGRESSIONAL DISTRICT(S) that represents this project.

1 2 3 4 5 6 7 All (statewide project)

PROJECT BUDGET SUMMARY

INSTRUCTIONS: The Checklist is self-explanatory. In Project Summary, applicable budget category totals will automatically entered from each of the Detailed Project Budget Summaries. Provide source of Cash and Match.

CHECKLIST:

YES: NO:

- Are all budgeted items allowable per Program Guidelines?
- Were instructions followed to determine allowable personnel/contractual costs?
- Are all line item computations correct?
- Do line items add to category totals?
- Have category totals been rounded to nearest dollar?

Each category amount listed in the table below must equal category totals shown on the Budget Sections.

Person Completing Budget Section: Cynthia Butler Title: Secretary
 Phone: (225) 343-8402 Fax: (225) 336-0343 E-Mail: cindy@lsa.org

PROJECT BUDGET SUMMARY

BUDGET CATEGORY	FEDERAL FUNDS	CASH MATCH	SECTION TOTAL
SECTION 100 PERSONNEL	\$109,253	\$0	\$109,253
SECTION 200 FRINGE BENEFITS	\$48,061	\$0	\$48,061
SECTION 300 TRAVEL	\$5,853	\$0	\$5,853
SECTION 400 EQUIPMENT	\$28,968	\$0	\$28,968
SECTION 500 SUPPLIES	\$600	\$0	\$600
SECTION 600 CONTRACTUAL	\$247,570	\$0	\$247,570
SECTION 800 OTHER DIRECT COSTS	\$41,054	\$0	\$41,054
SECTION 850 CONFIDENTIAL	\$0	\$0	\$0
TOTAL:	\$481,359	\$0	\$481,359

Provide Source of Cash Match: Check all that apply.

STATE LOCAL OTHER. Specify:

YES NO Is the source of cash match earned program income?

2012 SEP - 7 PM 2: 26
 LA COMMISSION
 LAW ENFORCEMENT

SECTION 100. PERSONNEL

Enter only the Title Position(s) and Individual Name(s) of the employees for each position funded through this grant. For further information and direction, please refer to the application instructions.

FULL TIME POSITIONS

POSITION TITLE	EMPLOYEE NAME	FT	ACTUAL MONTHLY SALARY	TIME DEVOTED TO PROJECT	NUMBER OF MONTHS	TOTAL SALARY PAID BY GRANT	PAID WITH	
							F	C
Program Manager	Daniel Jackson	FT	\$5,166.67	100.00%	12.00	\$62,000.04	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grants Manager	Cynthia Butler	FT	\$5,833.34	45.00%	12.00	\$31,500.03	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:						\$93,500.07	F = Fed Funds C = Cash Match	

PART TIME AND/OR OVERTIME EMPLOYEES

POSITION TITLE	EMPLOYEE NAME	PT OT	ACTUAL EMPLOYEE HOURLY SALARY RATE	NUMBER OF HOURS	TIME DEVOTED TO PROJECT	NUMBER OF WEEKS	TOTAL SALARY PAID BY GRANT	PAID WITH	
								F	C
Bookkeeper	Darlene Petty	PT	\$39.06	22.16	35.00%	52.00	\$15,753.36	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF PART-TIME AND/OR OVERTIME EMPLOYEES SALARIES:							\$15,753.36	F = Fed Funds C = Cash Match	

SECTION 100. PERSONNEL SUMMARY	
FEDERAL FUNDS	\$109,253
CASH MATCH	
PERSONNEL TOTAL	\$109,253

SECTION 00. PERSONNEL (Continued) - BRIEFLY EXPLAIN:

Yes No Are job descriptions for each position attached?

Yes No Are resumes for each position attached? If not, explain: These employees were new hires at the start of employment.

A) Need for each position shown above; justify need for overtime:

Funds are allotted for four (4) personnel positions being housed at the Louisiana Sheriffs' Association, 1175 Nicholson Drive, Baton Rouge, Louisiana. Currently there are only three (3) personnel positions filled with the Assistant Program Manager position being vacant. Not all positions require 100% of time as can be seen in the detailed budget.

B) The basis for determining the salary of each position:

Salary determined by the LSA Executive Director.

C) Project duties of each position requested:

Program Manager - The Program Manager will oversee the daily operations and management of the program and make certain that all guidelines are strictly adhered to.

Bookkeeper - The bookkeeper is responsible for assistance with the preparation of the budget, expenditures, disbursements and receipts and for maintaining financial records relating to the same.

Grants Manager - The grants manager is responsible for maintaining financial records relative to the grant and for the year-end financial audit records.

D) Indicate if personnel will be new or existing personnel. If existing, indicate if position was backfilled. Indicate the personnel's original status. (PLEASE NOTE: Existing personnel are employees currently working for the agency in a different position, but will now be working on this grant's activities. If so, the position from which the employee was moved must be filled with a new employee. If employee is the same from the previous grant, indicate when the employee was originally hired for that position.)

These employees were all new hires at the beginning of their employment.

SECTION 200. FRINGE BENEFITS (Employer's Share Only)

Enter the Individual Name(s) of the employees receiving fringe benefits for each position funded through this grant. There are two sets of each benefit below to allow budgeting for eight (8) employees. Check either box if Federal funds are partially being requested or not being requested.

Check: All Fringe Benefits Will Be Paid by Applicant Agency Additional Fringe Benefits Will Be Paid by Applicant Agency

EMPLOYEES' NAMES:					EMPLOYEES' NAMES: (Continued)						
SOCIAL SECURITY		RATE		SALARY	TOTAL	SOCIAL SECURITY		RATE		SALARY	TOTAL
1. Darlene Petty		.062		\$15,750	\$976	5.		.062			\$0
2.		.062			\$0	6.		.062			\$0
3.		.062			\$0	7.		.062			\$0
4.		.062			\$0	8.		.062			\$0
MEDICARE		RATE		SALARY	TOTAL	MEDICARE		RATE		SALARY	TOTAL
1. Daniel Jackson		.0145		\$62,000	\$899	5.		.0145			\$0
2. Cynthia Butler		.0145		\$31,500	\$456	6.		.0145			\$0
3. Darlene Petty		.0145		\$15,750	\$228	7.		.0145			\$0
4.		.0145			\$0	8.		.0145			\$0
HEALTH/LIFE INSURANCE Provide monthly insurance rates		RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL	HEALTH/LIFE INSURANCE Provide monthly insurance rates		RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL
1. Daniel Jackson		705.69	12.00	100.00%	\$8,468	5.					\$0
2. Cynthia Butler		1407.40	12.00	45.00%	\$7,599	6.					\$0
3. Darlene Petty		731.19	12.00	35.00%	\$3,070	7.					\$0
4.					\$0	8.					\$0
WORKMAN'S COMPENSATION		RATE		SALARY	TOTAL	WORKMAN'S COMPENSATION		RATE		SALARY	TOTAL
1. Daniel Jackson		0.007		\$62,000	\$434	5.					\$0
2. Cynthia Butler		0.007		\$31,500	\$220	6.					\$0
3. Darlene Petty		0.007		\$15,750	\$110	7.					\$0
4.					\$0	8.					\$0
UNEMPLOYMENT TAX Based on first \$7,000 or Less		RATE	TYPE	SALARY	TOTAL	UNEMPLOYMENT TAX Based on first \$7,000 or Less		RATE	TYPE	SALARY	TOTAL
1. Daniel Jackson		0.002	CHECK TYPE:	\$62,000	\$124	5.			CHECK TYPE:		\$0
2. Cynthia Butler		0.002		\$31,500	\$63	6.					\$0
3. Darlene Petty		0.002	<input type="checkbox"/> FUTA	\$15,750	\$31	7.			<input type="checkbox"/> FUTA		\$0
4.			<input type="checkbox"/> SUTA		\$0	8.			<input type="checkbox"/> SUTA		\$0
PUBLIC/PRIVATE RETIREMENT		RATE		SALARY	TOTAL	PUBLIC/PRIVATE RETIREMENT		RATE		SALARY	TOTAL
1. Daniel Jackson		0.232		\$62,000	\$14,384	5.					\$0
2. Cynthia Butler		0.232		\$31,500	\$7,308	6.					\$0
3. Darlene Petty		0.232		\$15,750	\$3,654	7.					\$0
4.					\$0	8.					\$0
OTHER: Liability Insurance		RATE		SALARY	TOTAL	OTHER:		RATE		SALARY	TOTAL
1. Daniel Jackson		1.00		\$21	\$21	5.					\$0
2. Cynthia Butler		1.00		\$7	\$7	6.					\$0
3. Darlene Petty		1.00		\$9	\$9	7.					\$0
4.					\$0	8.					\$0
FRINGE BENEFITS TOTAL (A):					\$48,061	FRINGE BENEFITS TOTAL (B):					\$0

PLEASE NOTE: IF MORE THAN EIGHT EMPLOYEES CHARGED TO THIS PROJECT, PLEASE COMPLETE AN ADDENDUM PAGE.

200. Fringe Benefits Total (A+B): \$48,061

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	\$48,061
CASH MATCH	
TOTAL FRINGE BENEFITS	\$48,061

SECTION 300. TRAVEL

Itemize travel expenses of project personnel. Mileage is unallowable in agency-owned vehicles. Charges not to exceed established agency travel rates, but in no case can travel expenses exceed current Louisiana Travel Guidelines. *Out-of-state travel requires prior approval from LCLE.*

LOCAL TRAVEL: NAME/POSITION TITLE/PURPOSE OF TRAVEL	MILEAGE RATE	TOTAL MILES	TOTAL COST	PAID WITH	
				F	C
NAME: Daniel Jackson TITLE: Program Manager PURPOSE: Site Visits	\$0.51	1000.00 <i>+60</i>	\$510.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NAME: TITLE: PURPOSE:			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
NAME: TITLE: PURPOSE:			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
NAME: TITLE: PURPOSE:			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL FOR LOCAL TRAVEL			\$510.00	F = Federal Funds C = Cash Match	

NON-LOCAL IN-STATE/OUT-OF-STATE TRAVEL (OUT-OF-STATE TRAVEL REQUIRES PRIOR APPROVAL FROM LCLE) NAME/POSITION TITLE/PURPOSE OF TRAVEL	TRAVEL DESTINATION	TRAVEL DATES:		PAID WITH	
		FROM	TO	F	C
NAME: Daniel Jackson TITLE: Program Manager PURPOSE: 2013 Louisiana Sheriff's Training Conference	Destin, Florida	6/14/2013	6/18/2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NAME: Daniel Jackson TITLE: Program Manager PURPOSE: SQL Server 2008 Training	Dallas, Texas	2/11/2013	2/15/2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NAME: TITLE: PURPOSE:				<input type="checkbox"/>	<input type="checkbox"/>

CONTINUED FROM ABOVE TABLE	MILEAGE RATE	TOTAL MILES	MILES COST	NO. OF DAYS	NO. OF MEALS	MEAL COSTS	AIRFARE COSTS	LODGING COSTS (Include Tax)	OTHER TRAVEL COSTS	TOTAL COSTS	PAID WITH	
											F	C
NAME: Daniel Jackson	\$0.51	610.00	\$311.10	5	15	\$270		\$425		\$1,006.10	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NAME: Daniel Jackson	\$0.51	542.00	\$276.42	6	18	\$360		\$675	\$2,995	\$4,306.42	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL FOR NON LOCAL IN-STATE AND OUT-OF-STATE TRAVEL COST:										\$5,312.52	F = Federal Funds C = Cash Match	

SECTION 300. TRAVEL SUMMARY	
FEDERAL FUNDS	\$5,853
CASH MATCH	
TRAVEL TOTAL	\$5,853

SECTION 400. EQUIPMENT

List each type separately. The unit cost should include tax and shipping and handling when applicable. Do not use brand names. Sole source requires LCLE's approval. Submit a Sole Source justification if. Please refer to application instructions for direction.

TYPE OF EQUIPMENT	QUANTITY	UNIT PRICE	TOTAL COST	PAID WITH	
				F	C
Cellular Smart Phone	2.00	\$299.00	\$598.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Desktop Workstation	3.00	\$2,500.00	\$7,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AppAssure Backup and Replication for SQL Version 5	2.00	\$2,248.75	\$4,497.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
External Harddrives	3.00	\$150.00	\$450.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Server	1.00	\$4,000.00	\$4,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SFTP Software	1.00	\$5,997.24	\$5,997.24	<input checked="" type="checkbox"/>	<input type="checkbox"/>
UPS for new Desktop Workstations	3.00	\$275.00	\$825.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interactive LCD Projector	1.00	\$2,200.00	\$2,200.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LCD Projector	2.00	\$1,450.00	\$2,900.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL OF EQUIPMENT:			\$28,967.74	<small>F = Federal Funds C = Cash Match</small>	

BRIEFLY EXPLAIN:

A. Justify the need for each equipment item requested; [*NOTE: Computer equipment (hardware and/or software) requires a completed Computer Questionnaire.]
 1. Needed to allow the staff to keep in contact with one another while attending training/site visits; 2. Replace problematic Windows XP desktop workstations currently in use by project staff; 3. Protect mission critical custom developed application, reports and data and allow rapid recovery of critial systems in the event of disaster/equipment failure; 4. Allow backups and other critical electronic data to be stored off computer and off site; 5. Replace aging server used for agency data file and report storage and FTP site operations. Server being replaced was purchased in 10/2003 and 6. Replace outdated software that has been in used on project server since 2004 and allows agencies to upload data sets and download reports.

B. Indicate procurement method; and
 Use state contract when available.

C. Relationship to this project:
 Critical to continue the operations of the project.

SECTION 400. EQUIPMENT SUMMARY	
FEDERAL FUNDS	\$28,968
CASH MATCH	
EQUIPMENT TOTAL	\$28,968

SECTION 400. COMPUTER QUESTIONNAIRE

If a computer and/or computer software is requested, the following must be completed. Please do not exceed spaces provided.

1. How will the purchase of computer equipment and/or software enhance the program to be funded?

Desktop #1-replace an existing Windows XP that has been in service since 2005. Computer is experiencing intermittent hardware problems. Desktop #2-replace an existing Windows XP Pro computer that has been in service since 2006. Computer is experiencing intermittent hardware problems. Desktop #3--replace an existing Windows XP that has been in service since 2007. Computer is experiencing intermittent hardware problems. Disaster Recovery Software - Replace outdated and non function backup software. Server--replace outdated Windows 2003 server currently in use. Secure FTP Software--replace outdated and secure FTP software that has been phased out of support and has been in use since 2003.

2. How will the computer(s) be integrated into and/or enhance your current system?

The three desktop computers will replace existing workstations that have been in active used by project staff. Disaster Recover Software - Software will be used to backup the main production and development server that is used to process agency LIBRS data submission to submit to the FBI to generate state level provisional UCR report for the agencies. Server--server would serve the same role as the existing server that it is replacing and be used for storage of agency LIBRS data submissions, error reports and LIBRS generated UCR reports. Server also hosts the software that provides FTP functionality for agencies to upload and download files. Secure FTP Software--will be used to replace outdated software currently in use on project servers that allows agencies to upload data sets and download reports.

3. What is the cost of each of the following:

- A. Installation?

Desktop Workstations--Staff will perform the setup of the computer. Disaster Recovery Software--Staff will perform the installation. Server--staff will perform the setup of this server with assistance from project contract vendor if needed to integrate with existing file submission website. Secure FTP Software--staff will perform the installation.

- B. Staff training to use the computer equipment?

Desktop Workstations--No training needed. Disaster Recovery Software--Training on use will be provided by the vendor. Server--no additional training anticipated at this time. Secure FTP Software--training on use will be provided by the vendor.

- C. The on-going operational costs, such as maintenance agreements, supplies, etc.?

Desktop Workstations--Maintenance agreements will be included in the purchase price, so no ongoing support. Disaster Recovery Software--yearly ongoing support and upgrade fees would have to be evaluated in subsequent grants, the software can be used in future years without purchasing additional support. Server--maintenance agreements will be included in the purchase price, no ongoing support. Secure FTP software--yearly ongoing support and upgrade fees would have to be evaluated in subsequent grants. The software can be used in future years without purchasing additional support.

4. How will additional costs be supported?

Desktop Workstations--n/a Disaster Recovery Software--n/a Server--n/a Secure FTP Software--n/a

SECTION 500. SUPPLIES (Continued)

SECTION B: Use this section only for Publications, workbooks, curriculum guides, videotapes, etc. Under type use: **P** - publications; **W** - workbooks; **CG** - curriculum guides; **V** - videotapes; **O** - other. Itemize each separately. The unit cost should include tax and shipping and handling when applicable.

TYPE	TITLE OF PUBLICATIONS/FILMS	QUANTITY	UNIT PRICE	TOTAL COST	PAID WITH	
					F	C
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL OF SECTION B SUPPLIES:				\$0.00	<small>F = Federal Funds C = Cash Match</small>	

EXPLAIN: Explain the use of each request and its relationship to the project. Also explain the choice of materials, e.g. based on previous experiences or research showing its effectiveness, etc.

SECTION 500. SUPPLIES SUMMARY	
FEDERAL FUNDS	\$600
CASH MATCH	
SUPPLIES TOTAL	\$600

SECTION 600. CONTRACTUAL

Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. Travel, lodging, and meals, if applicable, should be figured in addition to compensation. All expenses must be included in the contract. Must use approved LCLE contract.

INDIVIDUAL CONSULTANT	TYPE OF SERVICE OR TASK	HOURS DEVOTED	RATE PER HOUR	TOTAL COST	PAID WITH	
					F	C
Name: Title: LIBRS Support Agency: TEI	Professional Services/Systems Programmer	0.00	\$0.00	\$194,950	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name: Title: LEMIS Support Agency: TEI	Professional Services/Systems Programmer			\$52,620.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name: Title: Agency:				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
Name: Title: Agency:				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL OF CONTRACTUAL COSTS				\$0.00	F=Fed Funds C=Cash Match	

CONTINUED FROM ABOVE TABLE	MILEAGE RATE	TOTAL MILES	MILES COST	NO. OF DAYS	NO. OF MEALS	MEAL COSTS	AIRFARE COSTS	LODGING COSTS (Include Tax)	OTHER TRAVEL COSTS	TOTAL COSTS	PAID WITH	
											F	C
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL FOR NON LOCAL IN-STATE AND OUT-OF-STATE TRAVEL COST:										\$0.00	F=Fed Funds C=Cash Match	

BRIEFLY EXPLAIN:

A) Purpose of each consultant or other contractual service requested:

Provide continued support and development of custom built software that was created by TEI for use by the LIBRS and LEMIS projects

B) Why the service requested is necessary and cost effective:

Ongoing changes to data requirements created by the FBI, replacement of legacy computer systems, and requests for new auditing and trend analysis reports to support both project and participating agency staff.

C) Method of procurement and basis for determining rate of pay:

Hourly rates will follow grant guidelines.

SECTION 600. CONTRACTUAL SUMMARY	
FEDERAL FUNDS	\$247,570
CASH MATCH	
CONTRACTUAL TOTAL	\$247,570

SECTION 800. OTHER DIRECT COSTS

Itemize each type: e.g. audit, rent (show square footage and cost per square foot), phone charges, utilities, printing, duplicating, training registration fees, etc. Prorate telephone and utility bills. Show method of determining cost. Please refer to application instructions for direction.

TYPE OF OTHER DIRECT COST	METHOD OF DETERMINING COST	QUANTITY	UNIT PRICE	TOTAL COST	PAID WITH	
					F	C
Telephone (ATT, Cingular, KMC)	17%	12.00	\$598.66	\$7,183.92	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Utilities (Entergy, Utility Payment	18%	12.00	\$639.22	\$7,670.64	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maintenance (Building, Lawn, Air)	19%	12.00	\$659.22	\$7,910.64	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internet, DSL Line	9%	12.00	\$325.25	\$3,903.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trash Pickup	1%	12.00	\$43.61	\$523.32	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alarm	8%	12.00	\$297.27	\$3,567.24	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student	.01%	12.00	\$50.00	\$600.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Legal Retainer	17%	12.00	\$600.00	\$7,200.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Audit	.06%	12.00	\$208.00	\$2,496.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL OF OTHER DIRECT COSTS:				\$41,054.76	<small>F = Federal Funds C = Cash Match</small>	

BRIEFLY EXPLAIN:

A) Need for each type listed; and

Needed to provide office space and overhead to allow for the continuation of the project.

B) Its relationship to project.

Each item is needed for day-to-day operations.

SECTION 800. OTHER DIRECT COSTS SUMMARY	
FEDERAL FUNDS	\$41,054
CASH MATCH	
OTHER DIRECT COSTS TOTAL	\$41,054

PROGRAM NARRATIVE

A. PROBLEM DEFINITION

1. Crime Data:

YES NO

Are you a police department or sheriff's office?

YES NO

If Yes, was the previous calendar year's (January – December) Uniform Crime Data submitted?

If No, please state when data will be submitted:

2. Identify the nature and magnitude of the specific problem existing in your community that needs to be addressed through this proposed project. **Document the need, not the symptoms or solutions.** Provide background information that supports the need for the proposed program/service. Be sure to include current **valid local data or state data, if local data is not available**, to support the justification. Give the source and date of your information.

This project is a part of a multi-year program by the LCLE to improve criminal records in Louisiana and to provide necessary information to all persons and entities, including officials at the state level as well as the local level of government.

This project will provide for the development, management and implementation of three of the several criminal justice systems in the multi-faceted effort conducted by the LCLE. These are the Louisiana Incident Based Reporting Systems (LIBRS), the Louisiana Law Enforcement Management Information Systems (LA-LEMIS) and LEMIS based products and the Summary Uniform Crime Reporting Systems (UCR).

First it is necessary to continue the management and development of the LIBRS program, specifically the continuation of the development of LIBRS Version 2.0. LIBRS 2.0 will be the version of software allowing the use of LIBRS data in conjunction with the state computerized criminal history system (CCH). This ability is part of the entire Louisiana Integrated Criminal Justice Information System (ICJIS) which will allow the state to comply with the Anti-Violent and Drug Abuse Act.

What LIBRS accomplishes relative to the Anti-Violent Crime and Drug Abuse Act is the standardizing of data captured at the point of incident and point of arrest. It also will build local law enforcement infrastructure for participation in the state level system including the Louisiana CCH.

Second, the project will allow the continuation of the management of the Summary UCR program, the base aggregate statistical crime data collection program for the state. Eventually, as LIBRS is phased in to all agencies in the state, the Summary UCR systems will only be a function of the LIBRS system and not a separate system as it is now. The LIBRS system will be capable of extracting data in the Summary UCR format so that the statistical analysis and trends established through the years can continue. Until the time when the LIBRS is fully operational, it is imperative to ensure agencies report via the Summary UCR system for consistent, uniform manner of reporting crime.

Third, there is a need to continue management, implementation, dissemination and training of the LA-LEMIS and LA-LEMIS 2000 based software programs. These law enforcement packages were designated and have been implemented in several agencies to date. However, since these softwares have been implemented, users have determined that further development is necessary.

Because of the sensitive nature of the crime data reported and because a thorough understanding of the burden of shifting crime-reporting methods is necessary and because all three programs are interrelated, it is imperative that the management of these program be placed under the control of an agency that is sensitive of these realities.

3. Describe gap in community resources and how the gap was identified. Explain what need is created by this gap in services/programs

B. GOALS

GOALS: The primary mission of all projects is to have a positive impact on the community. Based on the problem identified, BRIEFLY state what the project hopes to accomplish. Do this by providing a clear statement of how this project will impact the problem or how the program/practice is a model program/practice.

- A. The grantee will ensure that the LIBRS system is ready to properly accept, process, report and maintain production LIBRS data from law enforcement agencies in Louisiana.
- B. The grantee will provide project management to ensure that the available resources are effectively and efficiently deployed to achieve the management approved goals and objectives.
- C. The grantee will direct/manage and schedule site visits for program staff for development, implementation and continuation of reporting to LIBRS. Vists will be ongoing through the grant period.
- D. The grantee will work with the FBI to correct NIBRS reporting errors, implement FBI reasonableness recommendations and identify new FBI requirements in order to maintain the NIBRS certification for the statewide LIBRS program.
- E. The grantee will work to obtain the production reporting of LIBRS data for agencies in Louisiana.

C. OBJECTIVES

OBJECTIVES: Provide at least TWO (2) measurable objectives for EACH goal. Objectives need to be measurable, observable aspects of the program. Identify what will change, when, and by how much. Use absolute numbers, not percentages and be sure to include a baseline number.

A(1) Establish a smoothly running LIBRS operational environment consistent with a statewide data process system. The grantee will review, validate, refine and automate operational procedures for the LIBRS data flow including refining Error Correction and Change Authorization (ECCA) procedures, prioritization of programming work assignments, refining agency data submission and response procdures and NIBRS data submission from LIBRS and response procedures. A(2) The grantee will implement changes and recommendation derived from the years of live production of the LIBRS system, which consisted of a production operation, including NIBRS reporting using twelve full months of data. B(1) Develop, review and adapt a project plan to achieve the goals and objectives, including tasks, milestones, resources, start and end dates and internal and external dependencies and determine a critical path. B(2)Track and manage the project plan wich will include analyzing status weekly, reviewing and resolving plan deviations with LSA and LCLE management and applying approved change control to the project plan, perform issue and risk analysis and produce monthly status reports on the progress of the effort. C(1) The grantee will represen LIBRS at necessary meetings and seminars held for law enforcement to convey the status of the program. These meetings and seminars will be ongoing through the grant period. E(1) The grantee will work with existing RMS software users groups to encourage agency participation in LIBRS reporting. E(2) The grantee will create an Agency Participation Plan based on the current status of law enforcement agencies in Louisiana, current LIBRS reporting interface and realistic target LIBRS participation dates for those agencies not submitting data.

D. ACTIVITIES / METHODS

List the specific activities and/or services to be provided that will accomplish the objectives. Must include a timetable for achieving the various components of your project. Timetable must cover entire grant period. This must relate back to the Goals and Objectives. If this is a training/education project, omit this page and complete D-2 Training Projects.

During the entire 12 month grant period, the LSA staff will work with the LIBRS Interagency Workgroup and its Technical Committee, the LA-LEMIS User's Group and the LSA Technical Advisory Committee and the LCLE on projects and issues to insure all aspects and views are considered in relation to the development of LIBRS, LA-LEMIS and components of Summary UCR.

Also during the entire 12 month grant period, the LSA staff will work with the LCLE management to insure that the LIBRS project is being developed and implemented as necessary in relation to the development of the overall Integrated Criminal Justice Information Systems (ICJIS).

Twice during the 12 month grant period, the LSA staff will meet with the FBI's UCR representative in joint with the LCLE regarding quality assurance of data in Louisiana and any other program matters.

Monthly, the LSA staff in joint with the LCLE staff will meet with contractors for LIBRS, LA-LEMIS regarding methods and procedures to carry out all goals and objectives.

E. PERFORMANCE MEASUREMENTS

Refer to the instructions for complete details in completing this section. Check the box(es) that this project addresses. This information must be submitted to BJA and the BJA Report must be attached to your Quarterly Progress Report to LCLE.

ACTIVITY TYPE	DESCRIPTION
<input checked="" type="checkbox"/> Personnel	Personnel activities may include the employment of new staff either through new recruitment activities or payment to existing staff for work over and beyond (overtime) the normal work period.
<input checked="" type="checkbox"/> Contractual Support	Contractual support includes activities that address issues that help to improve the effectiveness and/or efficiency in various points of the criminal justice system. This may include consultants or evaluators, not otherwise captured in another activity area.
<input checked="" type="checkbox"/> Equipment/Supplies	Equipment and supplies includes the purchase of new or replacement equipment or supplies to improve or replace what currently exists.
<input type="checkbox"/> Information Systems for Criminal Justice System	This activity area includes the development, implementation or improvements made to benefit staff or departments.
<input type="checkbox"/> Research, Evaluation, and Product Development	This activity area includes research and evaluation activities that have a goal of informing decisions and providing information as to what works. Product development activities are those that have a goal to inform.
<input type="checkbox"/> State/Local Initiatives	This includes activities that are planned for implementation of a new program to provide a direct service or to improve a criminal justice system by implementing a new process, procedure, or policy. Initiatives may improve a program, service, or system. They also may include the implementation of a new program to meet an identified need of a population. Planned activities also may include a campaign to counteract criminal activity in a variety of settings.
<input type="checkbox"/> Task Force Activity	This activity area covers using funds to cover task force activities not otherwise captured in other activity areas. Activities may include those that help to decrease violent crime.
<input checked="" type="checkbox"/> Technical Assistance	This activity area includes the provision of technical assistance for staff.
<input type="checkbox"/> Training	Training activities would include the provision of different types of training, the purchase of training services for or to staff or departments

You will also be required to provide the following information in a narrative format to BJA

1. What were your accomplishments within this reporting period?
2. What goals were accomplished, as they relate to your grant application?
3. What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching goals or milestones?
4. Is there any assistance that BJA can provide to address any problems/barriers identified in question #3 above?
5. Are you on track to fiscally and programmatically complete your program as outlined in your grant applications? (Please answer YES or NO and if no, please explain.)
6. What major activities are planned for the next 6 months?
7. Based on your knowledge of criminal justice field, are there any innovative programs/accomplishments that you would like to share with BJA?

Please state who will be responsible for submitting the performance measurements for the above activities. This information must be submitted to BJA's PMT Reporting System via their website.

Name: Cynthia Butler

Phone: (225) 343-8402

Email: cindy@lsa.org

F. PRIOR RESULTS (For Continuation Projects Only)

1. Based on the objectives of the previous application, what were the measurable outcomes? (Refer to the previous project's performance measurements quarterly progress reports and other additional information.)

2. Did the project work as expected? Explain.

3. Have the original goals and objectives been revised? Yes No

If Yes, describe the revised goals and measurable objectives and include what changes will be made in the continuation of this project. Explain the reason for the revision(s).

G. EVALUATION AND DISSEMINATION OF REPORTING

1. From who will the data be collected – what is the source?

Participating agencies that submitting data to the LIBRS project and/or using the LEMIS software.

2. When will the data be collected?

Agencies are encouraged on a monthly basis but some elected to submit bi-annually.

3. Who will collect and analyze the data?

Data submissions are uploaded to a LSA website, then processed by the automated system and then reviewed by project personnel.

4. Following evaluation, who and how will updating or revising of the project's strategy be accomplished?

Through a series of combined meetings through out the grant period attended by staff personnel agencies and FBI representatives as needed.

5. Name the recipients who will receive the project's results and the schedule of reporting (i.e., monthly, quarterly, yearly). Recipients MUST state the Louisiana Commission on Law Enforcement will receive the LCLE's Quarterly Report along with the BJA PMT Report. Recipients should include, if applicable the applicant agency if different from implementing agency, courts with jurisdiction, etc.

Data is scheduled to be submitted to the FBI on a monthly basis. All error reports will be made available to LCLE and agency representatives.

H. CONTINUATION

- Yes No Do you plan to continue this project at the conclusion of federal support?
Since continued Byrne/JAG funding is limited and not assured, alternate funding sources should be sought. Name the sources and potential sources of continued funding for this project at the conclusion of Federal support.

Project would halt.

I. RESOURCES

Describe the facilities and additional resources available to this project. Include the physical facility(ies), where services is provided. If applicable, list other resources available to this project, i.e., equipment, supplies, staff, etc.

The facilities available include the offices of the Louisiana Sheriffs' Association and the LCLE. The LSA jointly with the LCLE provides the general direction and management of the program upon the resources of each organization. LSA provides the management and supervision of the data processing and clerical support personnel. The LCLE provides the management and supervision of the field and training personnel and provides the necessary data processing equipment located at LSA and supported by the grantee staff.

J. AUDIT REQUIREMENTS

All applicants **must** check one.

This organization/agency expends \$500,000 or more in federal funds (during the fiscal year of the organization/agency from any and all sources including the amount of this application) **AND MUST SUBMIT THE FOLLOWING INFORMATION:**

- | | |
|---|-----------|
| 1. Date of last audit: | 11/1/2011 |
| 2. Dates covered by last audit: | 9/1/2010 |
| 3. Date of next audit: | 9/1/2012 |
| 4. Dates to be covered by next audit: | 9/1/2012 |
| 5. Date next audit will be forwarded to LCLE: | 1/1/2013 |

This organization/agency expends less than \$500,000 in federal funds from all sources during the fiscal year of the organization/agency.

K. COLLABORATION AND/OR PARTICIPATING AGENCIES

- Inter-agency Agreement is attached
- Multi-Jurisdictional Task Force Agreement is attached.