

LOUISIANA COMMISSION ON LAW ENFORCEMENT
AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW
SUMMARY

APPLICATION NUMBER: P13-8-003

APPLICANT: Louisiana Sheriffs' Association

PROJECT TITLE: Training & Equipment

PROJECT FUNDS :

FUND: \$ 20,000 100.00%

PROJECT DURATION: 11 months

MATCH: \$ 0 0.00%

START DATE: 07/01/2012

TOTAL: \$ 20,000 100.00%

END DATE: 05/31/2013

Continuation of P11-8-002

PROJECT SUMMARY:

Funds are needed to update existing equipment.

RECOMMENDATION : FUND DENY

SPECIAL CONDITIONS :

DISTRICT USE ONLY: This application has been reviewed by the local Council at the _____ meeting.
(DATE)

Recommendation: _____ Fund _____ Deny

District Director Signature: _____ Date: _____

1. Short Title of Project: **BLOCK TRAINING and EQUIPEMENT**

2. Program Area:

3. Project Duration: Total Length: 11 Months
Start Date: 07/01/12 End Date: 05/31/13

4. Program Funds: \$ 20,000.

5. Applicant Agency or Institution
(Name, address, phone number)
Louisiana Sheriffs' Association
1175 Nicholson Drive
Baton Rouge, LA 70802
(225)343-8402

6. Project Director
(Name, title, address, phone number)
Michael Ranatza
Executive Director
1175 Nicholson Drive
Baton Rouge, LA 70802
(225)343-8402

Federal Tax ID Number: 72-6013158

7. Financial Officer
(Name, address, phone number)

Cynthia Butler
1175 Nicholson Drive
Baton Rouge, LA 70802
(225)343-8402

8. Official Authorized to Sign Application
(Name, address, phone number)

Michael Ranatza
Executive Director
1175 Nicholson Drive
Baton Rouge, LA 70802
(225)343-8402

*Rec'd
12/4/12
[Signature]*

9. Summary: Concisely state the application's (1) Problem/Needs; (2) Goals/Objectives; and (3) Results desired.

Funds are needed to update existing equipment.

10. Detailed Project Budget (Current Year Only)

| 100. Personnel | | | | | Project Funds | Category Totals |
|--|----------|-----------|----------------|------------------|---------------|-----------------|
| Name | Position | % Of Time | Monthly Salary | Number of Months | | |
| | | | | | | |
| | | | | | | |
| Personnel Subtotal | | | | | | |
| 200. Fringe Benefits (FICA, Retirement, Etc.) | | | | | | |
| | | | | | | |
| | | | | | | |
| Fringe Benefits Subtotal | | | | | | |
| 300. Travel (Transportation and Subsistence) | | | | | | |
| | | | | | | |
| | | | | | | |
| Travel Subtotal | | | | | | |
| 400. Equipment (Itemized) | | | | | | |
| See Budget Narrative (Page 3) | | | | | 20,000 | 20,000 |
| | | | | | | |
| | | | | | | |
| Equipment Subtotal | | | | | 20,000 | 20,000 |
| 500. Supplies (Itemize) | | | | | | |
| | | | | | | |
| | | | | | | |
| Supplies Subtotal | | | | | | |
| 600. Professional Services (Consultants, Etc.) | | | | | | |
| | | | | | | |
| Professional Services Subtotal | | | | | | |
| 800. Other Direct Costs | | | | | | |
| | | | | | | |
| | | | | | | |
| Other Direct Costs Subtotal | | | | | | |
| Total Project Costs | | | | | 20,000 | 20,000 |

11. Budget Narrative

Begin below and add as many continuation pages (3a, 3b, etc.) as may be necessary to relate the items budgeted to project activities, and complete the required justification and explanation of the project budget.

*****SEE ATTACHED*****

Standard Grant Conditions: Applicant understands and agrees that any grant received as a result of this application shall be subject to and incorporate the following standard grant conditions:

- (A) **Compliance with Policy.** This grant shall be subject to the policies and regulations established by the Louisiana Commission on Law Enforcement and Administration of Criminal Justice.
- (B) **Competitive Procurement.** Competitive procurement is to be utilized in the purchasing of equipment and contractual expenditures.
- (C) **Reports.** The grantee shall submit, at such times and in such form as many be prescribed, such reports as LCLE may reasonably require, including quarterly and/or final fiscal reports.
- (D) **Inspection and Audit.** LCLE and/or the Louisiana Legislative Auditor shall have access for purpose of audit and examinations to any books, documents, papers, and records of the grantee, and to relevant books and records of contractors.
- (E) **Maintenance of Records.** All required records, including inventory of equipment purchased with funds from Act 562 funds shall be maintained until an audit is completed and all questions arising therefrom are resolved, or three (3) years after completion of project, whichever is sooner.
- (F) **Written Approval of Changes.** Grantee must obtain prior written approval from LCLE for major project changes. These include (a) changes of substance in project activities, designs, or research plans set forth in the approved application; (b) changes in project director or key personnel identified in the approved application; (c) changes in the approved budget; and (d) changes in the grant period. Requests for change or extension of the grant must be made in writing in advance of grant expiration.
- (G) **Obligation of Grant Funds.** Grant funds may not, without advance written approval by LCLE, be obligated prior to the effective date or subsequent to the termination date of the grant period. Such obligations must be related to goods or services provided and utilized within the grant period. In all cases, all obligations must be incurred prior to May 31, 2013. **ALL GOODS AND SERVICES PAID FROM GRANT FUNDS MUST BE DELIVERED TO GRANTEE ON OR BEFORE MAY 31, 2013. REQUEST FOR FUNDS AND FINAL EXPENDITURE REPORTS MUST BE RECEIVED BY LCLE NO LATER THAN MAY 31, 2013. ANY REQUEST FOR FUNDS OR EXPENDITURE REPORTS RECEIVED AFTER THIS DATE WILL NOT BE PAID.**
- (H) **Property.** Property acquired under the grant shall be used in the criminal justice system consistent with the objectives of the project funded.

REVISED 09/19/12

Signature of Authorized Official: _____



Date: _____

11/29/12

| ITEM | UNITS | COSTS | TOTAL |
|--|-------|---------|-----------|
| 1 Digital Recorder & Transcription Kit | 2 | 1534.72 | 3069.44 |
| 2 Hard Drive Disk Duplicator & Sanitizer | 1 | 280.16 | 280.16 |
| 3 48 Port Gigabit | 2 | 600.95 | 1201.9 |
| 4 Scanner | 1 | 1325.05 | 1325.05 |
| 5 Server | 1 | 9000 | 9000 |
| 6 LaserJet Printer | 2 | 141.46 | 282.92 |
| 7 Personal Computer | 1 | 1450 | 1450 |
| 8 Power Module | 1 | 1400 | 1400 |
| 9 UPS Batteries | 5 | 400 | 2000 |
| | | | 20009.47 |
| TOTAL | | | 20,000.00 |

JUSTIFICATION

- 1 Replace outdate cassette tape based transcription system.
- 2 Allow duplication of hard drives for computer maintenance and to wipe drives before disposal.
- 3 New LSA building has a larger network and larger switches were needed to connect it.
- 4 Replace failing legacy scanner in use by Lsa staff.
- 5 Replace LSA main office server. The existing server is now over 5 years old and out of warranty support.
- 6 Replace failed and outdated desktop inkjet printers for LSA staff use.
- 7 Replace outdated Windows XP desktop currently in use by the Executive Director.
- 8 Replace failed expansion power module in the UPS system that protects LSA servers.
- 9 Replace failed batteries in the UPS system that protects LSA servers.