

APPLICATION NUMBER: B09-8-009

APPLICANT: Louisiana Sheriffs' Association

PROJECT TITLE: Law Enforcement Training

PROJECT FUNDS :

FUND: \$ 21,869 100.00%
MATCH: \$ 0 0.00%
TOTAL: \$ 21,869 100.00%

PROJECT DURATION: 12 months

START DATE: 10/01/2011

END DATE: 09/30/2012

Continuation of NEW

PROJECT SUMMARY:

To adequately train and prepare newly elected sheriffs and their key personnel in the workings, duties and responsibilities of a sheriff's office at the 2012 New Sheriffs Institute. Funds will also be used to provide training opportunities at the 2012 LSA Conference in August 2012 in Sandestin, Florida. Training during the summer conference will be made available to 65 sheriffs and their administrative personnel on matters ranging from legislative, ethics and office management.

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

CDFA 16.738

FOR LCLE USE ONLY:

Project ID: B09-8-009 BJA Purpose Area:

1. TITLE OF PROJECT

Law Enforcement Training

2. NEW PROJECT

CONTINUATION PROJECT OF: B - -

3. PROJECT DURATION

Total Length: **12 Months** (Not to exceed 12 Months)
Desired Start Date: 10/1/2011
Desired End Date: 9/30/2012

4. PROJECT FUNDS

Federal Funds: \$21,869
Cash Match
Total Project: \$21,869

5A. APPLICANT AGENCY INFORMATION

Agency Name: Louisiana Sheriffs' Association
Physical Address: 801 N. Blvd
City: Baton Rouge Zip: 70802-0000
Mailing Address: 1175 Nicholson Drive
City: Baton Rouge Zip: 70802-0000
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: 70802-0000
Phone: (225) 343-8402 FAX: (225) 336-0343
Email: michael@lsa.org

Fed Employer Tax Id: 72 - 6013158 DUNS: 10244 - 7588 CCR CAGE/NCAGE: 54SS4 CCR Expiration Date: 8/2/2012

6. IMPLEMENTING AGENCY

Name:
Title:
Agency:
Address:
City: Zip: -
Phone: () - FAX: () -
Email:

7. PROJECT DIRECTOR

Name: Gary Bennett
Title: Assistant Executive Director
Agency: Louisiana Sheriffs' Association
Address: 1175 Nicholson Drive
City: Baton Rouge Zip: 70802-0000
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: 70802-0000
Phone: (225) 343-8402 FAX: (225) 336-0343
Email: cindy@lsa.org

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

To adequately train and prepare newly elected sheriffs and their key personnel in the workings, duties and responsibilities of a sheriff's office at the 2012 New Sheriffs Institute. Funds will also be used to provide training opportunities at the 2012 LSA Conference in August, 2012 in Sandestin, Florida. Training during the summer conference will be made available to 65 sheriffs and their administrative personnel on matters ranging from legislative, ethics and office management.

LA COMMISSION
ON LAW ENFORCEMENT
2012 JAN 26 PM 3:23

BYRNE/JAG - 1

REVISED: MAY 2011

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 Force 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 checked="" 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 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)

BYRNE/JAG - 2

REVISED: MAY 2011

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:

Are all budgeted items allowable per Program Guidelines?	YES: <input checked="" type="checkbox"/>	NO: <input type="checkbox"/>
Were instructions followed to determine allowable personnel/contractual costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all line item computations correct?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do line items add to category totals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have category totals been rounded to nearest dollar?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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	\$0	\$0	\$0
SECTION 200 FRINGE BENEFITS	\$0	\$0	\$0
SECTION 300 TRAVEL	11,100. \$0	\$0	\$0
SECTION 400 EQUIPMENT	\$0	\$0	\$0
SECTION 500 SUPPLIES	6,663. \$0	\$0	\$0
SECTION 600 CONTRACTUAL	\$0	\$0	\$0
SECTION 800 OTHER DIRECT COSTS	4,106. \$0	\$0	\$0
SECTION 850 CONFIDENTIAL	\$0	\$0	\$0
TOTAL:	21,869. \$0	\$0	\$0

Provide Source of Cash Match: Check all that apply.

STATE LOCAL OTHER. Specify:
 YES NO Is the source of cash match earned program income?

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: 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"/>
NAME: TITLE: PURPOSE:			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL FOR LOCAL TRAVEL			\$0.00		

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: 2012 Sheriffs' Training Institute Attendees TITLE: Sheriff-Elect PURPOSE: Training	Baton Rouge	2/27/2012	3/2/2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NAME: 2012 LSA Training Conference and Exhibition TITLE: Louisiana Sheriffs' Association Staff PURPOSE: Sheriffs Training	Sandestin, Florida	8/19/2012	8/22/2012	<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: 60 Attendees			\$0.00	5	120	\$6,000				\$6,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NAME: 10 LSA Staff			\$0.00	6				\$5,100		\$5,100.00	<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:										\$11,100.00		

F = Federal Funds
C = Cash Match

SECTION 300. TRAVEL SUMMARY		
FEDERAL FUNDS		21,100
CASH MATCH		
TRAVEL TOTAL	11,100	\$0

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
Audio/Visual Equipment Rental	Determined by Hotel	1.00	\$2,500.00	\$2,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Postage	US Postal Service	177.00	\$0.60	\$106.20	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Training Room Rental	Determined by Hotel	5.00	\$300.00	\$1,500.00	<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 OTHER DIRECT COSTS:				\$4,106.20	<small>F = Federal Funds C = Cash Match</small>	

BRIEFLY EXPLAIN:

A) Need for each type listed; and Room Rental and Audio Visual rental are needed to provide the training. The postage will be used for mailings to the 22 sheriff's elect and their key personnel on the upcoming 2012 New Sheriffs Institute.

B) Its relationship to project. Needed to actually provide the training.

SECTION 800. OTHER DIRECT COSTS SUMMARY	
FEDERAL FUNDS	4,106.
CASH MATCH	
OTHER DIRECT COSTS TOTAL	4,106. \$0

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.

The Association conducts this class every four years to orient and familiarize newly elected sheriffs and their one designee (chief deputy, transition director, etc.) on the basic information needed to assume the office of sheriff. This includes presentations and discussions by the Governor, the Attorney General, the Legislative Auditor, the Ethics Commission, the LCLE and executives, lawyers and administrators. The program will address the 22 newly elected sheriffs and one designee. As well as, any additional sheriff's office personnel the sheriff would like to send at his expense. Also, funds will be utilized to offset the costs of the 2012 LSA Training Conference and Exhibition being held August 19-22, 2012 in Sandestin, Florida. During the Training Conference sheriffs will be involved in continuing education classes related to the functions of the sheriff's office and the management of their personnel.

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.

GOAL: To provide newly elected sheriff's and their key personnel with the basic information needed to assume the office of sheriff.

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.

Objective 1: To train the 22 newly elected sheriffs and their designee.

Objective 2: Present to the sheriff's and their designee duties and responsibilities of the sheriff's office.

D-2. TRAINING PROJECTS

Complete this page in lieu of Section D - Activities/Methods. This page is to be completed only if this application is for the training of individuals involved in the criminal justice system. DO NOT use this form for in-house training.

1. Training Curriculum (topics to be included):

Conduct trainings to orient and familiarize new sheriffs and their key personnel with the basic knowledge of their duties and expectations. Presentations and discussions will be given by the Governor, the Attorney General, the Legislative Auditor, the Ethics Commission, the Louisiana Commission on Law Enforcement and other key executives, lawyers and administrators. Key directories, manuals and handbooks will also be prepared and distributed.

2. Type of personnel to be trained:

22 newly elected sheriffs and their key personnel

3. Number of personnel to be trained: 44

4. Geographical locations of trainees (who will be invited):

Across the state of Louisiana

5. Dates and hours of training: February 27, 2012 - March 2, 2012
8:00 A.M. - 4:30 P.M.

6. Location of training: Marriott Hotel
Baton Rouge, LA

7. Explanation supporting the effectiveness of the training program including how the program will meet the identified need

This training will allow for a more prepared and knowledgeable sheriff and staff members to assume the office of sheriff.

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 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 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 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 type="checkbox"/>	Technical Assistance	This activity area includes the provision of technical assistance for staff.
<input checked="" 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).

