LOUISIANA COMMISSION ON LAW ENFORCEMENT AND ADMINISTRATION OF CRIMINAL JUSTICE	APPLICATION AND REVIEW SUMMARY

APPLICATION NUMBER: J09-5-ADM

APPLICANT: Capital District L.E.P.C., Inc.

PROJECT TITLE: Administrative Funds

PROJECT FUNDS :

FUND:	$ 2,340	50.00%	PROJECT DURATION:	12 months
MATCH:	$ 2,340	50.00%	START DATE:	04/01/2010
TOTAL:	$ 4,680	100.00%	END DATE:	03/31/2011

Continuation of J87-8-RP5

PROJECT SUMMARY:

Funds to assist the local regional planning unit to administer, support and accomplish the goals and objectives stated in the State's Three Year State Plan and its Updates and in accordance with the JJDP Act.

RECOMMENDATION : **FUND** X **DENY** ___

SPECIAL CONDITIONS :

1. NO DRAWDOWN OF FUNDS (AWARD) BY LCLE UNTIL APPLICANT RESPONSE TO LCLE LETTER OF 08/17/10 IS REVIEWED AND APPROVED BY LCLE STAFF.
2. AS A CONDITION OF RECEIVING TITLE II (JJDP) FEDERAL PROGRAM ADMINISTRATIVE FUNDS, SUBGRANTEE CERTIFIES THAT ALL PROGRAMMATIC SUBGRANTS AWARDED BY LCLE THROUGH EACH LAW ENFORCEMENT PLANNING DISTRICT SHALL BE MONITORED IN ACCORDANCE WITH LCLE GUIDELINES.
3. ALL ADMINISTRATIVE FUNDS MUST BE USED EXCLUSIVELY FOR THE ADMINISTRATION OF THE TITLE II (JJDP) FEDERAL PROGRAM IN WHICH IT IS AWARDED.
4. NO RELEASE OF FUNDS BY LCLE UNTIL THE CENTRAL CONTRACTOR REGISTRATION (CCR) IS COMPLETED. IT IS THE RESPONSIBILITY OF THE SUBRECIPIENT TO FOLLOW UP ON INCOMPLETE REGISTRATIONS AND NOTIFY LCLE OF ITS COMPLETION BY SUBMITTING THE CCR PRINTOUT THAT INCLUDES THE CAGE/NCAGE IDENTIFICATION CODE.

LOUISIANA COMMISSION ON LAW ENFORCEMENT AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION FOR SUBGRANT

JUVENILE JUSTICE AND DELINQUENCY PREVENTION

CFDA# 16.540

FOR LCLE USE ONLY: Project ID: J09-5-ADM **Federal Purpose Area: 23**

1. TITLE OF PROJECT
ADMINISTRATIVE FUNDS

2. CONTINUATION OF SUBGRANT
☐ No ☒ Yes If yes, list grant # J 08-5-ADM

3. PROJECT DURATION
Total Length Months (Not to Exceed 12 Months)
Desired Starting Date ~~10/1/2009~~ 4/1/10
Desired Completion Date ~~9/30/2010~~ 3/31/11

4. PROJECT FUNDS Federal Funding Year 06

Federal Funds Requested	$2,340
Cash Match	$2,340
Total Project Funds	$4,680

5. APPLICANT AGENCY
Authorized Official: Chief Roddy Devall
Title: Board President
Agency Name: Capital District Law Enforcement
Address 1: 1406 South Range Ave., Ste. 5
Address 2:
City: Denham Springs Zip + 4 Code 70726 - 4801
Telephone #: (225) 667 - 1503 Fax #: (225) 667 - 1959
E-Mail: plnningc@bellsouth.net
Federal Employer Tax ID #.: 72-0743392

6. IMPLEMENTING AGENCY
Authorized Official: Chief Roddy Devall
Title: Board President
Agency Name: Capital District Law Enforcement
Address 1: 1406 South Range Ave., Ste. 5
Address 2:
City: Denham Springs Zip + 4 Code 70726 -
Telephone #: (225) 667 - 1503 Fax #: (225) 667 - 1959
E-Mail: plnningc@bellsouth.net

7. PROJECT DIRECTOR
Name: Wanda Johnson
Agency Name: Capital District Law Enforcement
Address: 1406 South Range Ave., Ste. 5
City Denham Springs Zip + 4 Code: 70726 -
Telephone #: (225) 667 - 1503 Fax #: (225) 667 - 1959
Email: plnningc@bellsouth.net

8. FINANCIAL OFFICER
Name: Mr. Jack Liuzza
Agency Name: Capital District Law Enforcement
Address: 1406 South Range Ave, Ste. 5
City: Denham Springs Zip + 4 Code: 70726 -
Telephone #: (225) 667 - 1503 Fax #: (225) 667 - 1959
Email plnningc@bellsouth.net

9. CONGRESSIONAL DISTRICT SERVED: ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7

10. ARE PRE-AWARD COSTS REQUESTED? ☒ YES ☐ NO

11. BRIEF PROJECT DESCRIPTION:

Funds to assist the local regional planning unit to administer, support, and accomplish the goals and objectives stated in the State's Three Year State Plan and its Updates and in accordance with the JJDP Act.

PROJECT BUDGET SUMMARY

Instructions: This page should be completed last. The Checklist is self-explanatory. Project Summary - Insert applicable budget category totals from the detailed Project Budget. Do not exceed space provided.

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?	☒	☐
Have Category Totals been rounded to nearest dollar?	☒	☐

Each category amount listed below must equal Category Totals shown.

Name of person completing budget section Wanda Johnson

Phone Number: (225) 667 - 1503 Fax Number: (225) 667 - 1959

E-Mail Address: plnningc@bellsouth.net

Section Category	Federal Funds	Cash Match	Total Budget Item
Section 100. Personnel	$750	$750	$1,500
Section 200. Fringe Benefits	$0	$0	$0
Section 300. Travel	$0	$0	$0
Section 400. Equipment	$0	$0	$0
Section 500. Supplies	$300	$300	$600
Section 600. Contractual	$0	$0	$0
Section 800. Other Direct Costs	$1,290	$1,290	$2,580
TOTAL PROJECT COSTS	$2,340	$2,340	$4,680

BUDGET NARRATIVE

SECTION 100. PERSONNEL

Position Title & Employee Name	F -Full Time P- Part Time Employee	Hours Worked Weekly x Pay Rate	Monthly Salary	Actual Time Devoted to Project In Percentages	No. Of Months	Total Salary Paid By Grant	Paid With F	Paid With C
Name: Wanda Johnson Title: Executive Director	F		2,559.20	4.885 %	12	$1,500	☒	☒
Name: Title:				%			☐	☐
Name: Title:				%			☐	☐
					Category Total	$1,500		

CATEGORY SUMMARY	
FEDERAL FUNDS	$750
CASH MATCH	$750
CATEGORY TOTAL	$1,500

Attachments Included:

Yes No

☒ ☐ A complete job description for each position requested

☒ ☐ A resume for each individual in positions already filled, including their education and experience. Resumes for those not filled must be submitted as soon as the individual is hired.

List each position on the previous page and explain the following:

a. Need for each position shown;

A person to process JJDP applications, project requests, grant adjustment, etc. from various agencies.

b. The basis for determining the salary of each position;

A portion of the salarly as per the hours devoted toward this project.

c. Project duties of each position requested.

Assist agencies who wish to apply for JJDP funds, assist agencies in writing applications, process paperwork relating to the applications such as request for funds, quarterly reports, grant adjustments, etc.

SECTION 200. FRINGE BENEFITS (Employer's Share)

For Project Personnel Only. Fringe Benefits cannot exceed 30% of salaries listed in Section 100. One retirement plan allowed. Indicate basis of determining rate or cost for each type listed, i.e., Social Security 6.2% of salary; life insurance at $10/month, etc. In the "Type" column, identify position(s) for whom fringe costs are requested.

Type	Rate	Total	Paid With F	Paid With C
SOCIAL SECURITY: Calculations:	6.2%		☐	☐
MEDICARE: Calculations:	1.45%		☐	☐
HEALTH/LIFE INSURANCE: Calculations:			☐	☐
WORKMAN'S COMPENSATION: Calculations:			☐	☐
UNEMPLOYMENT: Calculations:			☐	☐
PUBLIC/PRIVATE RETIREMENT: Calculations:			☐	☐
OTHER (Specify):			☐	☐
	CATEGORY TOTAL	$0		

CATEGORY SUMMARY	
FEDERAL FUNDS	$0
CASH MATCH	$0
CATEGORY TOTAL	$0

Check below, if applicable:

☒ All fringe benefits will be paid by the applicant agency.

☐ Additional fringe benefits will be paid by the applicant agency.

SECTION 500. SUPPLIES

List all other supplies, including office supplies (pens, pencils, paper, etc.), postage, blank cassette tapes, student supplies, etc. If office supplies average $50 per month or less ($600 maximum amount for a 12-month grant period), do not itemize items. List as "Basic Supply Allowance" under "Type", "1", under "Quantity" and the dollar amount under "Total Cost". The unit cost should include tax and shipping and handling when applicable.

Type of Supply	Quantity	Unit Cost	Total Cost	Paid With	
				F	C
Copy paper	3	$35	$105	☒	☒
Postage	337	.44	$148	☒	☒
General office supplies			$347	☒	☒
				☐	☐
				☐	☐
				☐	☐
		CATEGORY TOTAL	$600		

CATEGORY SUMMARY	
FEDERAL FUNDS	$300
CASH MATCH	$300
CATEGORY TOTAL	$600

EXPLAIN: Explain the need for and use of each major supply type requested in relationship to the project.

Copy paper is needed to make copies of all paperwork relating to the JJDP applications and grants. The postage is needed to mail items to subgrantees and LCLE. General office supplies are needed to more efficiently run the office.

SECTION 800. OTHER DIRECT COSTS

Other Direct Costs may include items such as pro-rated audit, rent (include square footage, cost per sq. ft., monthly and total cost), and local phone charges, long distance phone charges, utilities, printing, copying, etc. All costs must be pro-rated for this project alone.

Type Of Other Direct Cost	Monthly Cost	Method Of Determining	Total Cost	Paid With	
				F	C
Rent	$100	Pro-rated	$1,200	☒	☒
Gas for car	$40	Pro-rated	$480	☒	☒
Telephone	$20	Pro-rated	$240	☒	☒
Postage Machine	$20	Pro-rated	$240	☒	☒
Office insurance		Pro-rated	$75	☒	☒
Car insurance		Pro-rated	$345	☒	☒
		CATEGORY TOTAL	$2,580		

CATEGORY SUMMARY	
FEDERAL FUNDS	$1,290
CASH MATCH	$1,290
CATEGORY TOTAL	$2,580

BRIEFLY EXPLAIN:
Need for each type listed, and its relationship to project.

Portion of office rent in providing space for office to be maintained 1000 sq. ft. @ $795 mth.
Portion of telephone expense to keep communications open with agencies.
Portion of expenses to maintain office car such as gas and car insurance which allows the director to visit with agencies to assist them and to attend meetings.
Portion of office insurance to cover office equipment against loss.
Portion of postage machine which speeds sup mailings due to large volume going through office.

A. GOALS
(All applicants must complete)

GOAL: The primary mission of all projects is to have a positive impact on the youth, not just to accumulate statistics on how many are served. Based on the problem identified, BRIEFLY state what the project hopes to accomplish. Do this by providing a clear statement of the effect this project will have on the problem.

To provide technical assistance to local governmental agencies and non-profit organizations which servce juveniles and apply to this office for funding from JJDP.

B. OBJECTIVES, ACTIVITIES, AND PERFORMANCE/INDICATORS/PERFORMANCE MEASUREMENTS
(All applicants must complete)

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

List the specific activities and/or services to be provided that will accomplish the objectives. Performance indicators/performance measures must include OJJDP's **appropriate mandatory (bold) and at least TWO non-mandatory output and outcome indicators as stated in the OJJDP Logic Model**. See application instructions. **REMEMBER**: This information will be reflected in the quarterly progress reports and must coincide with project goals and objectives.

1. Provide assistance to 3 - 4 agencies with programmatic questions, grant adjustments, expenditure reports, and other grant related items.
2. Review at least 2 JJDP grants.

Performance Indicators:

Output Indicator 1:	Formula Grants funds awarded for planning and administration (mandatory)
Output Indicator 2:	The number of subgrantees awarded during the reporting period (mandatory)
Output Indicator 3:	Number of Distirct Planning meetings held (non-mandatory)
Output Indicator 4:	Average time from receipt of subgrantee grant application to date of award (non-mandatory)
Outcome Indicator 1:	Number & percent of programs that support the 3-year plan (mandatory)
Outcome indicator 2:	Number & percent of programs funded in the reporting period that were subjected to an outcome evaluation (non-mandatory)
Outcome Indicator 3:	The average time from receipt of application to date of award during the reporting period. (non-mandatory)

C. PRIOR RESULTS

1. Based on the objectives of the previous application, what were the measurable outcomes? (Number and separate outcomes so as to correspond with their relevant objectives. Include a summary of the program's activities and the number of youth served.)

1. Capital District Law Enforcement has 5 active JJDP programs at this time.
2. Capital District Law Enforcement has assisted at least 5 agencies with programmatic questions during this fiscal year.
3. Capital District Law Enforcement has reviewed 5 JJDP applications and recommended funding to the JJDP Advisory Board and LCLE.

Outcome 1: All 5 program support the 3 year plan.
Outcome 2: All 5 programs were subject to an outcome evaluation.
Outcome 3: Average time was 6 months from receipt of application to date of award.

2. Did the project work as expected? Explain.

Yes. This office was able to provide funding to several agencies for JJDP programs. This office also assisted these agencies with their applicatioins, grant adjustments, progress reports, etc.

3. Have the original goals and objectives been revised? ☐ YES ☒ NO
Explain what changes will be made in the continuation of this project and why?

None

D. DEMOGRAPHICS

1. Type of Organization

Applicant Agency	Implementing Agency
☐ Faith-based organization	☐ Faith-based organization
☐ Juvenile Justice	☐ Juvenile Justice
☒ Non-profit community-based organization	☒ Non-profit community-based organization
☐ Other community-based organization	☐ Other community-based organization
☐ Other government agency	☐ Other government agency
☐ Police/other law enforcement	☐ Police/other law enforcement
☐ School/Other education	☐ School/Other education
☐ Unit of Local Government	☐ Unit of Local Government

2. Geographical Area:

☒ Rural ☒ Suburban ☐ Urban ☐ Tribal ☐ Statewide

List the street address(es) where service are provided:

1406 South Range Ave., Ste. 5, Denham Springs, LA 70726

Describe the geographical location (where service will be provided):

Capital District covers 11 parishes from west of the Mississippi River to the LA/MISS state line. The 11 parish include Point Coupee, West Baton Rouge, Iberville, Ascension, East Baton Rouge, West Feliciana, East Feliciana, St. Helena, Livingston, Tangipahoa, and Washington. These parishes are mostly rural with a few suburban areas such as Baton Rouge and Hammond. Agencies which apply for funding from JJDP are located in these areas.

Is the road map and separate written description attached? ☒ Yes ☐ No

E. METHODS

1. Describe specific procedures on how potential applicants are referred to the district

Notice of funding is placed in the Advocate.
Subgrantees which are receiving funding refer other potential applicants.
LCLE staff refer some potential applicants.

2. Describe how each funded project is monitored and evaluated on its progress.

The staff of Capital District review the progress reports submitted by subgrantees. The progress reports are reviewed to determine if the subgrantee is meeting the goals and objectives of their program. The staff of Capital District also reviews the history of the subgrantee in submitting their expenditure reports and progress reports in a timesly manner.

3. Describe how the District Planning Council participates in the evaluation of projects for continued funding?

The staff reviews the progress reports to determine if the subgrantees have obtained their stated goals and objectives listed in the application. If the agency request continuation funding, the staff reports to the Board of Directors the success or failure of the subgrantees in meeting their goals and objectives.

4. How and what type of records will be maintained on the subgrantees of JJDP funding?

Folders are maintained on all subgrantees receiving grant awards for JJDP funding. These folders include a copy of the original application, grant award and special conditions, all paperwork from LCLE to the subgantees, request for funds, grant adjustments, progess reports, and any other paperwork received from LCLE or subgrantees relating to these grants.

F. DISSEMINATION OF REPORTING

Name the recipients who will receive the project's results and the schedule of reporting (i.e. monthly, quarterly, yearly). Recipients MUST include the Louisiana Commission on Law Enforcement. Recipients should also include, if applicable, board of directors, applicant agency (if different from implementing agency), courts with jurisdiction, etc.

Quarterly progress reports and expensiture reports will be submitted to LCLE. Reports on the success or failure of each program will be reported to Capital District Executive Board of Directors.

G. 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:
2. Dates covered by last audit:
3. Date of next audit:
4. Dates to be covered by next audit:
5. Date next audit will be forwarded to LCLE:

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

BOBBY JINDAL
GOVERNOR

JOEY WATSON
EXECUTIVE DIRECTOR

State of Louisiana

Office of the Governor

Louisiana Commission on Law Enforcement and Administration of Criminal Justice

August 17, 2010

Ms. Wanda Johnson
Capital District LEPC, Inc.
1406 S. Range Ave., Suite 5
Denham Springs, LA 70726-4801

Re: J09-5-ADM, Administrative Funds

Dear Ms. Johnson:

This office has received the above application. This application will be presented at the JJDP Advisory Board and the Commission meetings, which are scheduled for September 15 and 16, 2010, respectively. The meetings will be held at the Shreveport Convention Center, 104 Market Street in Shreveport. Phone: (318) 698-0900. Since this application request is a continuation project, you will be required to attend only the JJDP Advisory Board meeting, which is scheduled at 10:00 a.m.

Based on the preliminary review of the referenced application, the following issues must be addressed and resolved by close of business (5:00 p.m.) on September 7, 2010. If these issues are not resolved, the application will **not** be presented at the September meetings. Please be advised that additional issues may arise between the agency review process and the Advisory Board/Commission meetings. If so, you will be given every opportunity and assistance to address and/or resolve any additional issues to avoid delaying the application to be presented.

1. Effective with the FFY 2009 funds, the Federal government requires **all** recipients who receive Federal funding must have a DUNS (Data Universal Numbering System) Number and a CCR (Central Contractor Registration aka CAGE/NCAGE) Number. You must provide a copy of your CAGE/NCAGE printout from the CCR website that shows you are registered and the expiration date.

   NOTE: A special condition will be placed on this application, if approved. "*No release of funds by LCLE until the Central Contractor Registration (CCR) is completed. It is the responsibility of the subrecipient to follow-up on incomplete registrations and notify LCLE of its completion by submitting the CCR printout that includes the CAGE/NCAGE Identification Code.*"

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To obtain your DUNS and CCR numbers, please follow these steps:

a. DUNS (Data Universal Numbering System) Number. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at http://fedgov.dnb.com/webform/displayHomePage.do. .

b. Central Contractor Registration (CCR) Database. To be eligible to participate in this program. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

2. Pg. 1, #4 Project Duration – Only six months pre-award costs can be granted. The project period has been adjusted to April 1, 2010 to March 31, 2011.

3. Pg. 10, Section 500 Other Direct Costs – Please provide the calculation used for each item. You should show the average monthly cost for each item and the calculation to show the prorate cost

Please MAIL ONLY the changes as directed on the appropriate application pages and return only those pages for which changes or additional information was requested. All pages resubmitted must be complete in all aspects, including signatures, initials, dates, and responses. This information is due to LCLE **by August 30, 2010.** Please contact me at (225) 925-4980 or kathy.guidry@lcle.la.gov if you have any questions pertaining to this letter.

Sincerely,

Katherine C. Guidry
Criminal Justice Policy Planner