



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: _____

Federal Purpose Area: 23

1. TITLE OF PROJECT

ADMINISTRATIVE FUNDS

2. CONTINUATION OF SUBGRANT

No Yes If yes, list grant # J 10-3-ADM

3. PROJECT DURATION

Total Length 6 Months (Not to Exceed 12 Months)

Desired Starting Date ~~10/1/2011~~ 9/12/12

Desired Completion Date ~~3/31/12~~ 3/31/13

4. PROJECT FUNDS Federal Funding Year

Federal Funds Requested \$2498

Cash Match \$2498

Total Project Funds \$4,996

5. APPLICANT AGENCY

Authorized Official: James Mixon

Title: President

Agency Name: Red River Delta LEPC, Inc.

Address 1: 615 Main St.

Address 2:

City: Pineville

Zip + 4 Code 71360 - 6935

Telephone #: (318) 487 - 5432 Fax #: (318) 487 - 5434

E-Mail: rrdnw@aol.com

Federal Employer Tax ID #: 72-0793682

6. IMPLEMENTING AGENCY

Authorized Official: Ken Walker

Title: Program Director

Agency Name: Red River Delta, LEPC, Inc.

Address 1: 615 Main St.

Address 2:

City: Pineville

Zip + 4 Code 71360 - 6935

Telephone #: (318) 487 - 5432 Fax #: (318) 487 - 5434

E-Mail: rrdnw@aol.com

7. PROJECT DIRECTOR

Name: Ken Walker, Program Director

Agency Name: Red River Delta LEPC, Inc.

Address: 615 Main St.

City Pineville

Zip + 4 Code: 71360 - 6935

Telephone #: (318) 487 - 5432 Fax #: (318) 487 - 5434

Email: rrdnw@aol.com

8. FINANCIAL OFFICER

Name: Charles F. Wagner, Jr., Treasurer

Agency Name: Red River Delta LEPC, Inc.

Address: 615 Main St.

City: Pineville

Zip + 4 Code: 71360 - 6935

Telephone #: (318) 487 - 5432 Fax #: (318) 487 - 5434

Email rrdnw@aol.com

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.

LA COMMISSION
LAW ENFORCEMENT
2011 DEC - 9 PM 2: 28

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?	<input checked="" type="checkbox"/>	<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"/>
Have Category Totals been rounded to nearest dollar?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Each category amount listed below must equal Category Totals shown.

Name of person completing budget section Sybil A. Richards, Assistant Program Director

Phone Number: (318) 487 - 5432

Fax Number: (318) 487 - 5434

E-Mail Address: rdsybilann@aol.com

Section Category	Federal Funds	Cash Match	Total Budget Item
Section 100. Personnel	\$2,498	\$2,498	\$4,996
Section 200. Fringe Benefits			\$0
Section 300. Travel			\$0
Section 400. Equipment			\$0
Section 500. Supplies			\$0
Section 600. Contractual			\$0
Section 800. Other Direct Costs			\$0
TOTAL PROJECT COSTS	\$2,498	\$2,498	\$4,996

BUDGET NARRATIVE

SECTION 100. PERSONNEL

Position Title & Employee Name	F -Full Time P- Part Time Employee	Total Monthly Salary or Hourly Rate	Number of Months	Percent of Federal Funds and/or Cash Match Applied to Position	Total Salary Paid By Grant	Paid With	
						F	C
Name: Sybil Richards Title: Assistant Program Director	F	3,666.66	6	22.71 %	\$4,996	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Name: Title:				%		<input type="checkbox"/>	<input type="checkbox"/>
Name: Title:				%		<input type="checkbox"/>	<input type="checkbox"/>
Category Total					\$4,996		

CATEGORY SUMMARY	
FEDERAL FUNDS	\$2,498
CASH MATCH	\$2,498
CATEGORY TOTAL	\$4,996

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;

Officials at Red River Delta, LEPC, Inc. anticipate that approximately 20.23 percent of the Assistant Program Director's time for the six months of this grant will be spent toward administration and supervision of the JJDP Program.

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

The salary of the Assistant Program Director is based on local market conditions and experience of the person in this position.

c. Project duties of each position requested.

Duties include meeting with personnel from each respective criminal justice agency within the 18 parish area of the Northwest and Red River Delta Districts in the establishment and implementation of the JJDP Programs, preparation of grant applications and the assurance in meeting all reporting requirements until the completion of the respective grants.

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	C
SOCIAL SECURITY: Calculations:	6.2%		<input type="checkbox"/>	<input type="checkbox"/>
MEDICARE: Calculations:	1.45%		<input type="checkbox"/>	<input type="checkbox"/>
HEALTH/LIFE INSURANCE: Calculations:			<input type="checkbox"/>	<input type="checkbox"/>
WORKMAN'S COMPENSATION: Calculations:			<input type="checkbox"/>	<input type="checkbox"/>
UNEMPLOYMENT: Calculations:			<input type="checkbox"/>	<input type="checkbox"/>
PUBLIC/PRIVATE RETIREMENT: Calculations:			<input type="checkbox"/>	<input type="checkbox"/>
OTHER (Specify):			<input type="checkbox"/>	<input type="checkbox"/>
CATEGORY TOTAL		\$0		

CATEGORY SUMMARY	
FEDERAL FUNDS	
CASH MATCH	
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.

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.

The major goal of this project is to provide the financial assistance necessary to the regional planning units to ensure effective planning for the juvenile justice system in the eight (8) parishes in the Red River Delta District and the ten (10) parishes Northwest District of the state.

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.

Objective One: To review and analyse local district problems and needs to assure appropriate focus upon juvenile justice and delinquency prevention to approximately two (2) programs throughout the eighteen (18) parish jurisdiction.

Objective Two: To review an estimated ten (10) grant requests and make recommendations to the local project priority committee and subsequently to the district law enforcement planning councils for the establishment and implementation of programs to combat juvenile crime in the two district areas.

Activity One: Solicit requests from eligible agencies for juvenile justice programs in the Northwest and Red River Delta Districts.

Activity Two: Receive/review some ten (10) juvenile grant proposals for prospective programs in the two districts.

Activity Three: Review/ recommendations made to project priority committee and board of directors for each planning district for final approval and implementation of programs to combat juvenile crime two districts.

Output Measurements: #1 TG funds for Planning and Administration
#7 Number of Subgrants Awarded

Outcome Measurements: #1 Average time from receipt of subgrant to date of award.

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.)

Objective 1 - Outcome - A total of two (2) juvenile grant requests were received for consideration of the project priority committee and board of directors of the Northwest and Red River Delta Districts.

Objective 2 - Outcome - The two (2) grant requests were reviewed and each of the two (2) were recommended for approval.

Objective 3 - Outcome - The Northwest/Red River Delta Assistant Program Director compiled the recommendation of the project priority committee and board of directors for projects for FG Funds and processed grant applications for the respective programs.

A total of two (2) juvenile grant applications were processed for proposals (both continuations) within the grant period of juvenile programs Northwest and Red River Delta Districts.

2. Did the project work as expected? Explain.

Yes.

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?

D. DEMOGRAPHICS

1. Type of Organization

Applicant Agency

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

Implementing Agency

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

2. Geographical Area:

- Rural Suburban Urban Tribal Statewide

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

615 Main St.
Pineville, LA 71360

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

Northwest and Red River Delta Districts (18 Parishes In Central & Northwest Louisiana)

Geographic Area: The eighteen parishes served in the two planning districts include the following:

District 1 - Northwest: Bienville, Bossier, Caddo, Claiborne, DeSoto, Lincoln, Natchitoches, Red River, Sabine and Webster. The 2010 census has the population at 590,984.

District 3 - Red River Delta: Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon and Winn. The 2010 census has the population at 309,984.

Is the road map and written description attached? Yes No

E. METHODS

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

The regional planning units are notified by the state office - LCLE - of the amount of money to be distributed within each district to fund juvenile justice efforts. The funds are advertised in local newspapers across each district and letters are mailed to all interested parties. The requests are compiled and meetings are setup in each district in order for the project priority committee members to review each request and listen to a presentation by the applicant agency.

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

The RPU's monitor each step of the funding process with each , ascertaining that the paperwork is completed successfully, agency representatives are notified of attending specific meetings, awards are signed properly and timely and also that expenditures and progress reports are submitted on schedule.

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

The RPU staff initiates the request for proposals, compiles the submitted requests, present the request to the appropriate committee and to the full district board for final approval. Once LCLE has approved the allocations, the agency is notified to begin the process. Grant application forms are mailed to each agency and deadlines are given for the forms to be submitted and the meeting dates are announced. The district staff is charged with the review of the application prior to submission to LCLE. The RPU staff works directly as a liaison between the local agency and the state agency for the implementation of the juvenile program.

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

The Project Priority Committees meet to hear presentations from the respective applicant. Following presentations, the committee prioritizes the requests within the allotted monies. The priority lists are then presented to the respective District Board of Directors for final approval and then submitted to the state office (LCLE) for approval.

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.

Reports on the status of programs funded through the JJDP funds will be sent to:

Red River Delta Law Enforcement Planning Council, Inc.
Northwest Law Enforcement Planning Agency, Inc.
Louisiana Commission on Law Enforcement

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.