LOUISIANA COMMISSION ON LAW ENFORCEMENT AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW SUMMARY

APPLICATION NUMBER: J09-3-ADM

APPLICANT: Red River Delta L E P C, Inc.

PROJECT TITLE: Administrative Funds

PROJECT FUNDS :

FUND:	$ 3,097	50.00%	
MATCH:	$ 3,097	50.00%	
TOTAL:	$ 6,194	100.00%	

PROJECT DURATION: 6 months

START DATE: 09/01/2010

END DATE: 02/28/2011

Continuation of J87-8-RP3

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. AS A CONDITION OF RECEIVING 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.
2. ALL JJDP ADMINISTRATIVE FUNDS MUST BE USED EXCLUSIVELY FOR THE ADMINISTRATION OF THE FEDERAL PROGRAM IN WHICH IT IS AWARDED.
3. NO RELEASE OF FUNDS ($1,666) BY LCLE UNTIL THE SUBGRANTEE PROVIDES DOCUMENTATION THAT IT IS IN GOOD STANDING WITH THE LOUISIANA SECRETARY OF STATE'S COMMERCIAL DIVISION.

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: J09-3-ADM Federal Purpose Area: 23

1. TITLE OF PROJECT
ADMINISTRATIVE FUNDS

2. CONTINUATION OF SUBGRANT
☐ No ☒ Yes If yes, list grant # J 08-3-ADM

3. PROJECT DURATION
Total Length 6 Months (Not to Exceed 12 Months)
Desired Starting Date 9/1/2010
Desired Completion Date 2/28/2011

4. PROJECT FUNDS Federal Funding Year 2009

Federal Funds Requested	$3,097
Cash Match	$3,097
Total Project Funds	$6,194

5. APPLICANT AGENCY
Authorized Official: JAMES MIXON
Title: PRESIDENT
Agency Name: RED RIVER DELTA LEPC, INC.
Address 1: 615 MAIN STREET
Address 2:
City: PINEVILLE, LA Zip + 4 Code 71360 -
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 STREET
Address 2:
City: PINEVILLE, LA Zip + 4 Code 71360 -
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 STREET
City PINEVILLE, LA 7 Zip + 4 Code: 71360 -
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 STREET
City: PINEVILLE, LA Zip + 4 Code: 71360 -
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.

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 SYBIL A. RICHARDS, ASSISTANT PROGRAM DIRECTOR
Phone Number: (318) 487 - 5432 Fax Number: (318) 487 - 5434
E-Mail Address: RRDSYBILANN@AOL.COM

Section Category	Federal Funds	Cash Match	Total Budget Item
Section 100. Personnel	$3,097	$3,097	$6,194
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	$3,097	$3,097	$6,194

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 March Applied to Position	Total Salary Paid By Grant	Paid With F	Paid With C
Name: SYBIL A. RICHARDS Title: ASSISTANT PROGRAM DIRECTOR	F	4166.66	6	24.77 %	$6,194	☒	☒
Name: Title:				%		☐	☐
Name: Title:				%		☐	☐
				Category Total	$6,194		

CATEGORY SUMMARY	
FEDERAL FUNDS	$3,097
CASH MATCH	$3,097
CATEGORY TOTAL	$6,194

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;

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

c. Project duties of each position requested.

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	
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.

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.

OB JECTIVE ONE: To review and analyze 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 area.

ACTIVITY ONE: Solicit requets from eligible agecies for juvenile justice programs in the Northwest and Red River Delta Districts.

ACTIVITY TWO: Receive/review some ten (10) juvenile grant proposals for prosective programs i 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 in the 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 application 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 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 in the 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	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:

615 MAIN STREET
PINEVILLE, LA 71360

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

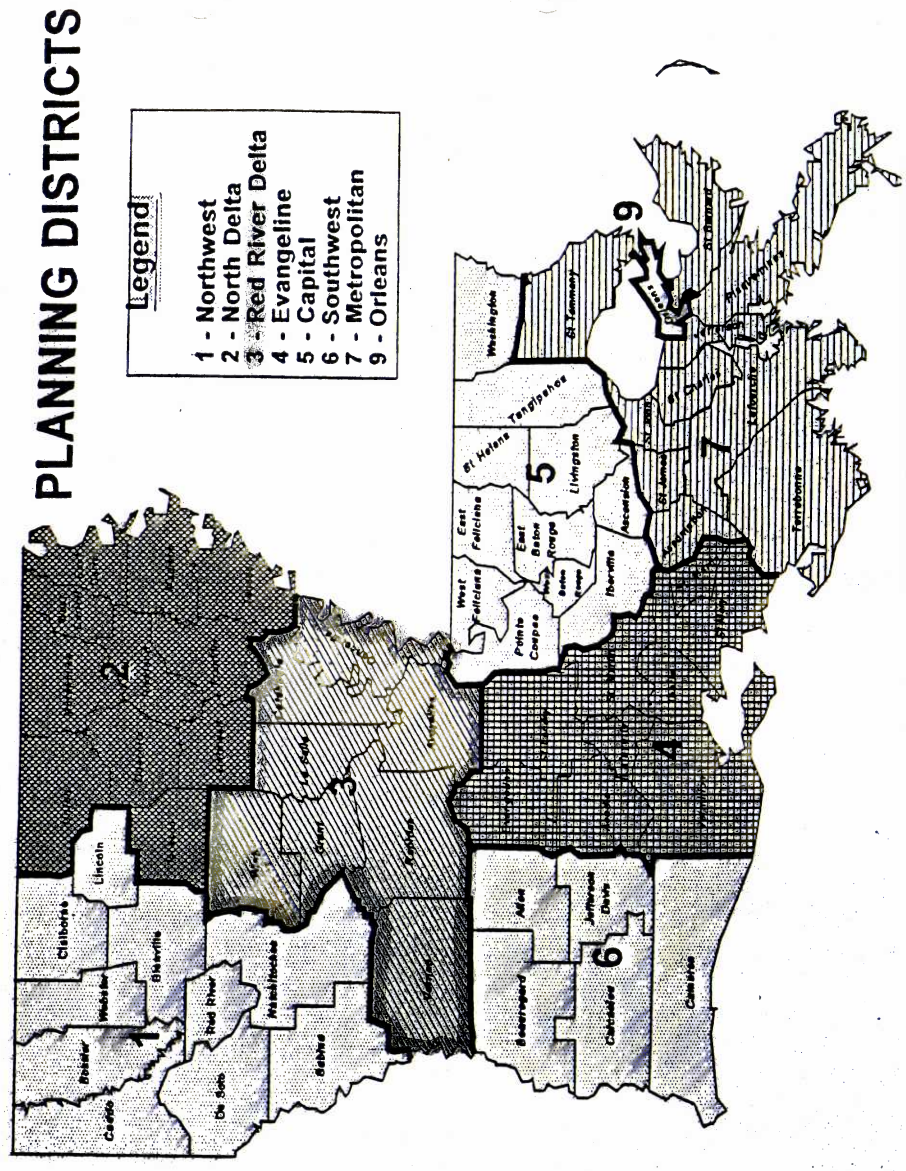
NORTHWEST AND RED RIVER DELTA DISTRICTS (18 PARISHES)

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

DISTRICT 1 - NORTHWEST: BIENVILLE, BOSSIER, CADDO, CLAIBORNE, DESOTO, LINCOLN, NATCHITOCHES, RED RIVER, SABINE AND WEBSTER. THE 2000 CENSUS HAS THE POPULATION AT 557,195.

DISTRICT 3 - RED RIVER DELTA - AVOYELLES, CATAHOULA, CONCORDIA, GRANT, LASALLE, RAPIDES, VERNON AND WINN. THE 2000 CENSUS HAS THE POPULATION AT 229,446.

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 inorder 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 application, 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 staf 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 the LCLE has approved the allocations the agency is notified to begin the application 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 applicatio prior to submission to LCLE. The RPU staff works directly asan liaison between the local agency and the state agency for the implementaion 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 presentation, the committee prioritizes the requests within the alioted monies. The priority lists are then presented the respective District Boar dof 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.

Kathy Guidry

From: Kathy Guidry
Sent: Monday, October 11, 2010 10:50 AM
To: 'Sybil Richards'; 'Jeremy Edwards'
Subject: J09-3-ADM, Administrative Funds

Mr. Ken Walker
Red River Delta District LEPD, Inc.
615 Main Street
Pineville, Louisiana 71360-6935

Re: J09-3-ADM, Administrative Funds

Dear Mr. Walker:

This office has received the above application. This application will be presented to the JJDP Advisory Board and Louisiana Commission on Law Enforcement at 10:00 a.m. on Wednesday and Thursday, November 17 and 18, 2010 respectively. The meetings will be at the Holiday Inn-South, 9940 Airline Highway in Baton Rouge. Since this is a continuation project and under $20,000, a representative is required to attend the JJDP Advisory Board meeting.

Based on the preliminary review of the referenced application, the following issues need to be addressed and/or resolved. Additional issues may arise between the agency review process and the Commission meetings. If so, you will be given every opportunity and assistance to address and/or resolve any additional issues to avoid delaying the award process.

1. The Federal government now requires all recipients of Federal funds obtain a DUNS and Central Contractor Registration (CCR). Both registrations must be kept active throughout the project period. I printed your information from CCR's website. Your registration expires May 10, 2011, and I have included this information with your application.

2. Non-profit organizations also must maintain a active and "good standing" status with the Louisiana Secretary of State's (SOS) Commercial Division throughout the project period. Based on the LA's SOS website, Red River Delta is active and in good standing; however, Northwest LEPA is active but not in good standing. A special condition will be placed on this project withholding $1,666 (Northwest's allocation) until documentation is submitted showing the agency is in good standing.

Please provide this information as requested to LCLE **by October 25, 2010**. Please contact me at (225) 925-4980 or kathy.guidry@lcle.la.gov if you have any questions pertaining to this letter.

Sincerely,
Kathy

Katherine C. Guidry
Criminal Justice Policy Planner
LA Commission on Law Enforcement
1885 Wooddale Blvd., Room 1230
Baton Rouge, LA 70806-1555
P: (225) 925-4980
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