LOUISIANA COMMISSION ON LAW ENFORCEMENT AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW SUMMARY

APPLICATION NUMBER: J10-6-ADM

APPLICANT: Southwest District LEPC, Inc.

PROJECT TITLE: Administrative Funds

PROJECT FUNDS :

FUND:	$ 1,524	50.00%	PROJECT DURATION: 12 months
MATCH:	$ 1,524	50.00%	START DATE: 10/01/2010
TOTAL:	$ 3,048	100.00%	END DATE: 09/30/2011

Continuation of J87-8-RP6

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.

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: J10-6-ADM Federal Purpose Area: 23

1. TITLE OF PROJECT
ADMINISTRATIVE FUNDS

2. CONTINUATION OF SUBGRANT
☐ No ☒ Yes If yes, list grant # J 09-6-ADM

3. PROJECT DURATION
Total Length Months (Not to Exceed 12 Months)
Desired Starting Date 10/1/2010
Desired Completion Date 9/30/2011

4. PROJECT FUNDS Federal Funding Year

Federal Funds Requested	$1,524
Cash Match	$1,524
Total Project Funds	$3,048

5. APPLICANT AGENCY
Authorized Official: Gary G. Guillory
Title: President
Agency Name: Southwest District LEPC
Address 1: P.O. Box 1543
Address 2: 1323 Oak Park Blvd.
City: Lake Charles Zip + 4 Code 70602 -
Telephone #: (337) 439 - 6750 Fax #: (337) 439 - 6564
E-Mail: swdlepc@aol.com
Federal Employer Tax ID #.: 72-0742965

6. IMPLEMENTING AGENCY
Authorized Official: Bonnie Vaughan
Title: Director
Agency Name: Southwest District LEPC
Address 1: P.O. Box 1543
Address 2: 1323 Oak Park Blvd.
City: Lake Charles Zip + 4 Code 70602 -
Telephone #: (337) 439 - 6750 Fax #: (337) 439 - 6564
E-Mail: swdlepc@aol.com

7. PROJECT DIRECTOR
Name: Bonnie Vaughan
Agency Name: Director
Address: P.O. Box 1543
City Lake Charles Zip + 4 Code: 70602 -
Telephone #: (337) 439 - 6750 Fax #: (337) 439 - 6564
Email: swdlepc@aol.com

8. FINANCIAL OFFICER
Name: Ricky Moses
Agency Name: Finance Officer
Address: P.O. Box 1543
City: Lake Charles Zip + 4 Code: 70602 -
Telephone #: (337) 439 - 6750 Fax #: (337) 439 - 6564
Email swdlepc@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
2010 JUL 30 P 2:0

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 Bonnie Vaughan

Phone Number: (337) 439 - 6750 Fax Number: (337) 439 - 6564

E-Mail Address: swdlepc@aol.com

Section Category	Federal Funds	Cash Match	Total Budget Item
Section 100. Personnel	$1,281	$1,281	$2,562
Section 200. Fringe Benefits			$0
Section 300. Travel			$0
Section 400. Equipment			$0
Section 500. Supplies	$243	$243	$486
Section 600. Contractual			$0
Section 800. Other Direct Costs			$0
TOTAL PROJECT COSTS	$1,524	$1,524	$3,048

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: Bonnie Vaughan Title: Director	P	213.50	12	100 %	$2,562	☒	☒
Name: Title:				%		☐	☐
Name: Title:				%		☐	☐
				Category Total	$2,562		

CATEGORY SUMMARY	
FEDERAL FUNDS	$1,281
CASH MATCH	$1,281
CATEGORY TOTAL	$2,562

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;

Juvenile grants administered through this office need directive, applicants need assistance, local council need information of updates, policy changes and changes made by federal authority on program funding and priorities.

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

Is consistent with salary paid to a person holding equal position, performing equal tasks, duties, and responsibilities as paid within this working area.

c. Project duties of each position requested.

Aid local law enforcement, non-profit and government applicants; agencies needing assistance with needs assessment, program development, complete district allocations, aid in grant writing, representation at juvenile justice board and LCLE commission meetings, assist in completion of expense, progress reports as mandated by LCLE.

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.

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	Paid With C
Basic supply allowance	1		$486	☒	☒
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
		CATEGORY TOTAL	$486		

CATEGORY SUMMARY	
FEDERAL FUNDS	$243
CASH MATCH	$243
CATEGORY TOTAL	$486

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

Basic supply allowance includes postage, binders, paper, dividers, file folders and pens. These supplies are needed on each grant application processed. The production, mailing, and retention of file jackets and related reports for each applicant mandates these supplies.

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 assist local government and private organizations/associations on grant funds available to address identified problems. These grant funds will aid agencies in providing programs to youth offenders such as delinquency prevention, mental health services and community service programs.

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 1: To provide funding assistance to one project within this district based on the new JJDP Board Policy as revised and adopted on 9/16/09 with federal fiscal year funds in 2010.

Receive notification of funds available to district 6 for JJDP programs. Contact agency within this district is the allowable applicant, stateing program priorities and new program and board policies. Receive request for program funds. Completed an allocation proposal. Submit allocation proposal to local board for review, discussion, approval or disapproval. Finalize the allocation request, forward to LCLE, attend LCLE meeting and JJDP Board meeting to present prepared allocation to answer questions and obtain approval.

Objective 2: To provide assistance to existing program funded in FY 09 (prior year service program) in completion of open applications.

Provide information to applicant agency on new JJDP Board policy. Assist applicant with completion of current expenditure report and quarterly progress reports. Aid in completion of adjustments as needed.

Output Measuresments:

1. Number and percent of programs funded directly in line with 3 year plan for district 6
2. Number and percent of formula grant programs evaluated
5. 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.)

1. Number and percent of program funded: 1 at 100%
2. Number and percent of formula grant program evluated: 1 at 100%
5. Average time from receipt of subgrant to date of award: 180 days for 1 applications in FY 09; 100% awarded

Delilnquency prevention project, provide a safe after school and summer program for you including delinquency prevention, counseling, drug prevention and other related activities. Served 35 youth todate as of 6/30/10.

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:

Our office provides services to inside and outlying agencies in the 5 parish area. Our office is located at 1323 Oak Park Blvd., Lake Charles, LA 70602. Our services, moreover, provide agency's within the 5 parish area services for various projects. Individual streets for services provided are listed within each respective grant program.

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

The immediate geographical location of the office site is within the municiple city limits of Lake Charles, LA; hosts a port, major college, industrial plants within and in the outyling areas, as well as, farming, cattle and crawfish industries within the area. The 5 parish area includes Allen, Beauregard, Jefferson Davis, Calcasieu and Cameron, see attached map for parishes which are provided assistance for various agency's to provide various youth program services.

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

Availability of JJDP funds are printed in local paper, known interested agency's are notified via mail by SW office, other agencies are referred from existing past subgrantees or district members. Written description of type of programs available with priorities is attached to mail out notices and those agency's which telephone in requests.

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

Programs are monitored by district office reviewing monthly expenditure reports, reviewing quarterly activitiy reports, and reviewing adjustments submitted by subgrantees. The projects are evaluated based on their respective stated goals and objectives, in comparison to their stated achievements as indicated on progress reports.

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

District council members review past history on previous program activities and current program activities to determine the programs progress or lack of progress funded through this office.

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

Documents related to each funded project are retained in district office manually on hard paper, stored in grant file jackets, which contain all grant documents from start to finish on each program. Prior to grant application completion, district retains all requests for funds for programs and related documents regarding allocation and plan changes. These are retained manually, on hard copy and in computer. Administrative grants have time sheets, personnel files and payroll documents related to program retained on computer and manually on hard copy in file jackets.

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.

LCLE, JJDP section will receive project results with expense reports (monthly and quarterly); progress reports are submitted on quarterly basis. SDWLEPC board members approve district allocation and grant application at regularly scheduled meetings or via executive order to executive board members via fax. SWDLEPC members will receive administrative project results presented on expense through budget reports presented at scheduled meetings (normally 4 annually). Expense reports are presented to board members through annual audit as well.

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.