LOUISIANA COMMISSION ON LAW ENFORCEMENT AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW SUMMARY

APPLICATION NUMBER: J10-4-ADM

APPLICANT: Evangeline District L.E.P.C.

PROJECT TITLE: Administrative Funds

PROJECT FUNDS :

FUND:	$ 1,575	50.00%	
MATCH:	$ 1,575	50.00%	
TOTAL:	$ 3,150	100.00%	

PROJECT DURATION: 12 months

START DATE: 10/01/2010

END DATE: 09/30/2011

Continuation of J87-8-RP4

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 BY LCLE UNTIL THE SUBGRANTEE PROVIDES DOCUMENTATION THAT IT IS IN GOOD STANDING WITH THE LOUISIANA SECRETARY OF STATE'S COMMERCIAL DIVISION.
4. NO DRAWDOWN OF FUNDS (AWARD) BY LCLE UNTIL APPLICANT RESPONSE TO LCLE LETTER OF 10/11/10 IS REVIEWED AND APPROVED BY LCLE STAFF.

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: J10-4-ADM Federal Purpose Area: 23

1. TITLE OF PROJECT
ADMINISTRATIVE FUNDS

2. CONTINUATION OF SUBGRANT
☐ No ☒ Yes If yes, list grant # J09-4-ADM

3. PROJECT DURATION
Total Length 12 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	$1,575
Cash Match	$1,575
Total Project Funds	$3,150

5. APPLICANT AGENCY
Authorized Official: K. P. GIBSON
Title: PRESIDENT
Agency Name: EVANGELINE LAW ENFORCEMENT COUNCIL, INC.
Address 1: P. O. BOX 3986
Address 2:
City: LAFAYETTE Zip + 4 Code 70502 - 3986
Telephone #: (337) 291 - 7153 Fax #: (337) 291 - 7155
E-Mail: ABergeron@lafayettegov.net
Federal Employer Tax ID #.: 72-0743141

6. IMPLEMENTING AGENCY
Authorized Official: K. P. GIBSON
Title: PRESIDENT
Agency Name: EVANGELINE LAW ENFORCEMENT COUNCIL, INC.
Address 1: P. O. BOX 3986
Address 2:
City: LAFAYETTE Zip + 4 Code 70502 - 3986
Telephone #: (337) 291 - 7153 Fax #: (337) 291 - 7155
E-Mail: ABergeron@lafayettegov.net

7. PROJECT DIRECTOR
Name: AMANDA BOURQUE
Agency Name: EVANGELINE LAW ENFORCEMENT COUNCIL, INC.
Address: P. O. BOX 3986
City LAFAYETTE Zip + 4 Code: 70502 - 3986
Telephone #: (337) 291 - 7153 Fax #: (337) 291 - 7155
Email: ABergeron@lafayettegov.net

8. FINANCIAL OFFICER
Name: GLEN DARTEZ
Agency Name: EVANGELINE LAW ENFORCEMENT COUNCIL, INC.
Address: P. O. BOX 3986
City: LAFAYETTE Zip + 4 Code: 70502 - 3986
Telephone #: (337) 291 - 7153 Fax #: (337) 291 - 7155
Email ABergeron@lafayettegov.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 AMANDA BOURQUE

Phone Number: (337) 291 - 7153 Fax Number: (337) 291 - 7155

E-Mail Address: ABergeron@lafayettegov.net

Section Category	Federal Funds	Cash Match	Total Budget Item
Section 100. Personnel	$1,575	$1,575	$3,150
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	$1,575	$1,575	$3,150

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: AMANDA BOURQUE Title: DISTRICT DIRECTOR	F	4333.32	12	6.058 %	$3,150	☒	☒
Name: Title:				%		☐	☐
Name: Title:				%		☐	☐
				Category Total	$3,150		

CATEGORY SUMMARY	
FEDERAL FUNDS	$1,575
CASH MATCH	$1,575
CATEGORY TOTAL	$3,150

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;

EVANGELINE LAW ENFORCEMENT COUNCIL WOULD LIKE TO CONTINUE HAVING A PERSON TO PERFORM ADMINISTRATIVE DUTIES FOR THE JJDP PROGRAM

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

SALARY IS BASED ON COMPARABLE POSITIONS IN THIS AREA

c. Project duties of each position requested.

MEETING WITH AGENCIES AND INDIVIDUALS IN DISTRICT 4 WHO ARE INTERESTED IN PARTICIPATING IN THE JJDP PROGRAM.
BE KNOWLEDGEABLE ABOUT CRITERIA THAT WOULD CONSTITUTE AND BE ACCEPTABLE UNDER JJDP GUIDELINES.
ASSIST WITH ALL GRANT APPLICATIONS THAT REQUEST FUNDING FOR ACCEPTABLE PROGRAMS, ASSURING THEY ARE SUBMITTED CORRECTLY AND IN A TIMELY MANNER.
SERVE AS A LIASON BETWEEN THE APPLICANT AGENCY AND L.C.L.E.
FOLLOW THROUGH WITH ALL APPROVED PROGRAMS TO ENSURE THEY ARE IN COMPLIANCE AND THEY ARE BROUGHT TO A SATISFACTORY CONCLUSION.

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.

BY RECEIVING FINANCIAL ASSISTANCE, THE EVANGELINE LAW ENFORCEMENT COUNCIL WILL EFFECTIVELY ENSURE PLANNING FOR THE JJDP PROGRAM FOR THE FISCAL YEARS OF BOTH 2009 AND 2010.

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.

OUTPUT PERFORMANCE MEASURES:

FORMAULA FUNDS AWARDED FOR PLANNING AND ADMINISTRATION
NUMBER OF PLANNING ACTIVITES CONDUCTED
NUMBER OF SUBGRANTS AWARDED

OUTCOME PERFORMANCE MEASURES:

NUMBER AND PERCENT OF PROGRAMS FUNDED DIRECTLY INLINE WITH THE 3 YEAR PLAN.
AVERAGE TIME FROM RECEIPT OF SUBGRANT APPLICATION TO DATE OF AWARD.

OBJECTIVE:

TO REVIEW ALL APPLICATIONS, MAKE RECOMMENDATIONS TO THE ELEC BOARD, JJDP ADVISORY BOARD, AND TO LCLE. TO FOLLOW THROUGH ON ALL GRANTS, TO ENSURE THEY ARE IN COMPLIANCE AND HAVE A SATISFACTORY CONCLUSION.

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.)

2. Did the project work as expected? Explain.

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 IS LOCATED AT 900 E. UNIVERSITY AVE., LAFAYETTE LA 70502

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

SERVICES ARE PROVIDED OVER AN 8 PARISH DISTRICT. OUR PARISHES INCLUDE ACADIA WITH A POPULATION OF APPROX. 60,000, EVANGELINE WITH A POPULATION OF APPROX. 36,000, IBERIA WITH A POPULATION OF APPROX. 75,000, LAFAYETTE WITH A POPULATION OF APPROX. 192,000, ST. LANDRY WITH A POPULATION OF APPROX 89,000, ST. MARTIN WITH A POPULATION OF APPROX. 50,000, ST. MARY WITH A POPULATION OF APPROX, 54,000, AND VERMILION WITH A POPULATION OF APPROX. 54,000.

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

AGENCIES LEARN OF OUR OFFICE THROUGH OTHERS FUNDED BY US, OTHER DISTRICT OFFICES, NEWSPAPER ADVERTISEMENTS AND LCLE.

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

EACH PROGRAM WILL BE MONITORED THROUGH THE TIMELY MANNER OF ALL REPORTS. THE EVALUATION OF EACH PROGRAM WILL BE THROUGH THE LACK AND PROGRESS REPORTED ON THEIR QUARTERLY PROGRESS REPORTS/

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

THE DISTRICT OFFICE EVALUATES EACH PROGRAM THROUGH THE GOALS AND OBJECTIVES AND THEIR YEARLY STATS. IF AT LEAST 75% OF THEIR STATED GOALS AND OBJECTIVES ARE MET AND REPORTED ON THEIR QUARTERLY PROGRESS REPORTS, THEY ARE IN GOOD STANDING FOR CONTINUED FUNDING.

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

ALL PAPEERWORK IS KEPT AND MAINTAINED THROUGH ACCURATED FILING AND RECORD KEEPING. ALL OTHER PAPERWORK ON EACH GRANT IS ALSO KEPT IN THEIR OWN PERSONNEL FILES.

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.

THE PROJECT RESULTS WILL BE REPORTED TO LCLE, ELEC BOARD OF DIRECTORS, AND ANY AGENCY WHO REQUESTS A COPY.

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 12:56 PM
To: 'Amanda Bourque'
Subject: J10-4-ADM, Evangeline LEC, Administrative Funds - Revised Letter

Ms. Amanda Bourque
Evangeline LEPC
PO Box 3986
Lafayette, LA 70502-3986

Re: J10-4-ADM, Administrative Funds

Dear Ms. Bourque:

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 June 16, 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, Evangeline LEC is active and but not in good standing. A special condition will be placed on this project withholding funds until documentation is submitted showing the agency is in good standing.

3. Pgs 22, 24 & 25 – The authorized official's signature is required on the Certification of Certified Assurances, Certifications Regarding Lobbying, etc., and the Certification of Match.

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.

Kathy

Katherine C. Guidry
Criminal Justice Policy Planner
LA Commission on Law Enforcement
1885 Wooddale Blvd., Room 1230
Baton Rouge, LA 70806-1555
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C: (225) 241-5978