

**LOUISIANA COMMISSION ON LAW ENFORCEMENT  
AND ADMINISTRATION OF CRIMINAL JUSTICE**

**APPLICATION AND REVIEW  
SUMMARY**

APPLICATION NUMBER: J11-4-ADM

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

PROJECT TITLE: Administrative Funds

**PROJECT FUNDS :**

FUND: \$ 1,271 50.00%

PROJECT DURATION: 12 months

MATCH: \$ 1,271 50.00%

START DATE: 09/12/2012

TOTAL: \$ 2,542 100.00%

END DATE: 08/31/2013

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. NO DRAWDOWN OF FUNDS (AWARD) BY LCLE UNTIL APPLICANT RESPONSE TO LCLE LETTER OF 10/12/12 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: J11-4-ADM

Federal Purpose Area: 23

1. TITLE OF PROJECT

ADMINISTRATIVE FUNDS

2. CONTINUATION OF SUBGRANT

No  Yes If yes, list grant # J 10-4-ADM

3. PROJECT DURATION

Total Length 12 Months (Not to Exceed 12 Months)

Desired Starting Date ~~10/17/2011~~ 9/12/12

Desired Completion Date ~~9/30/2012~~ 8/31/13

4. PROJECT FUNDS Federal Funding Year

Federal Funds Requested \$1,241

Cash Match \$1,241

Total Project Funds \$2,482

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: CHAD LEGER

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?	<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 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	\$1,241	\$1,241	\$2,482
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
<b>TOTAL PROJECT COSTS</b>	<b>\$1,241</b>	<b>\$1,241</b>	<b>\$2,482</b>

**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	C
Name: AMANDA BOURQUE Title: DISTRICT DIRECTOR	F	4333.32	12	4.889 %	\$2,542	<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					\$2,542		

CATEGORY SUMMARY	
FEDERAL FUNDS	\$1,271
CASH MATCH	\$1,271
CATEGORY TOTAL	\$2,542

**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	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"/>
<b>CATEGORY TOTAL</b>		<b>\$0</b>		

CATEGORY SUMMARY	
FEDERAL FUNDS	
CASH MATCH	
<b>CATEGORY TOTAL</b>	<b>\$0</b>

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 YEAR 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:**

FORMULA FUNDS AWARDED FOR PLANNING AND ADMINISTRATION  
NUMBER OF PLANNING ACTIVITIES CONDUCTED  
NUMBER OF SUBGRANTS AWARDED

**OUTCOME PERFORMANCE MEASURES:**

NUMBER AND PERCENT OF PROGRAMS FUNDED DIRECTLY IN LINE 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

- 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:

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 PAPERWORK 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

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**From:** Kathy Guidry  
**Sent:** Friday, October 12, 2012 2:54 PM  
**To:** Amanda Bergeron (ABergeron@LafayetteLA.gov)  
**Subject:** J11-4-ADM, Administrative Funds - Corrected

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

Re: J11-4-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 the November 14-15, 2012 meetings, which will be held in Baton Rouge. The location will be announced at a later date. A representative will be required to attend only 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. All certifications to assurances and match need be resigned and dated, along with the Addendum to the Certified Assurances and Certifications for EEOP and FFATA.
2. Pg. 1, #4 Project Funds – The correct amount is \$1,271 with a required match of \$1,271 giving this a total \$2,542. Please correct all budget pages (2 and 4)
3. Pg. 3, Section 100 Personnel – Need job description and resume.
4. Pg. 12, C Prior Results – Need to complete.

Please MAIL ONLY the changes as directed on the appropriate application pages and return only those pages for which changes or additional information to LCLE **by October 26, 2012**. Please contact me at (225) 342-1829 or [kathy.guidry@lcle.la.gov](mailto:kathy.guidry@lcle.la.gov) if you have any questions pertaining to this letter.

Sincerely,  
Kathy

*Katherine C. Guidry*

Federal Programs Section Manager  
LA Commission on Law Enforcement  
602 N. 5th St., 1st Floor

Mailing Address:

PO Box 3133

Baton Rouge, LA 70821-3133

P: (225) 342-1829