

State of Louisiana

Louisiana Commission on Law Enforcement and
the Administration of Criminal Justice



TITLE II
FORMULA GRANTS PROGRAM
(JUVENILE JUSTICE AND DELINQUENCY PREVENTION)

APPLICATION INSTRUCTIONS

Only an original application signed with **BLUE** ink
will be processed by LCLE.

Do not fax or email this application.

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GENERAL FUNDING INFORMATION

THE JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT

In response to national concern about juvenile crime and delinquency, and with an intent to provide the required direction, coordination, resources, and leadership, Congress enacted the Juvenile Justice and Delinquency Prevention (JJDP) Act (Public Law No. 93-415, 42 U.S.C. § 5601 *et seq.*) in 1974. This landmark legislation established the Office of Juvenile Justice and Delinquency Prevention (OJJDP), a component of the Office of Justice Programs, U.S. Department of Justice which is under the general authority of the Attorney General. The JJDP Act represented the first federal legislation to address the problem of juvenile crime in a comprehensive, coordinated way. On November 2, 2002, Congress reauthorized the JJDP Act. The reauthorization (the 21st Century Department of Justice Appropriations Authorization Act, Public Law No. 107-273, 116 Stat. 1758) supports OJJDP's established mission while introducing important changes that streamline the Office's operations and bring a sharper focus to its role. The provisions of the reauthorization took effect in October 2003.

Under the Act, OJJDP provides national leadership, coordination, and resources to prevent juvenile victimization and respond appropriately to juvenile delinquency. OJJDP supports states and communities in their efforts to develop and implement effective and coordinated prevention and intervention programs and to improve the juvenile justice system so that it protects public safety, holds juvenile offenders accountable, and provides treatment and rehabilitative services based on the needs of each juvenile and their families.

In 1975 Louisiana began participating in the federal-state partnership created by the Act. The State receives a formula grant, which is administered by the Louisiana Commission on Law Enforcement (LCLE) and passes the majority of the money through the Law Enforcement Planning Districts to local public and non-profit private agencies. All states participating in the federal program under the JJDP Act must have a State Advisory Group (JJDP Advisory Board) whose members are appointed by the Governor. The composition of the Board is statutorily outlined in the Act and recommends to the Commission the funding of appropriate programs.

Funding, present and future, depends on the State's compliance with the core requirements of the JJDP Act. The State must submit an annual compliance monitoring report to the OJJDP, reporting compliance with the following core requirements:

1. Deinstitutionalization of Status Offenders, also known as DSO - This mandate states that no status or non-offenders shall be held in secure placement, such as juvenile detention centers or adult jails and lockups, excluding (a) juveniles who are charged with or who have committed an offense of Section 922(x)(2) of Title 18, United States Code, or of a similar State law. (b) juveniles who are charged with or who have committed a violation of a valid court order, and (c) juveniles who are held in accordance with the Interstate Compact on Juveniles as enacted by the State.
2. Sight and sound separation – This mandate states that in the very few instances that juvenile delinquents are held in adult jails and lockups, only for administrative purposes or for finding appropriate juvenile placements, they shall not be within sight and sound of adult inmates. The time held shall not exceed six hours in urban areas and twenty-four hours in rural areas.
3. Jail Removal – This mandate states that juveniles shall not be held in adult jails and lockups, except for the very instances for administrative purposes or for finding appropriate juvenile placements. This mandate does not advocate releasing dangerous juveniles back onto the streets. It merely provides for proper placement in facilities designed to hold juveniles. The time held shall not exceed six hours in urban areas and twenty-four hours in rural areas.
4. Disproportionate Minority Contact, also known as DMC – This mandate requires the State to address efforts to reduce the proportion of minority juveniles detained or confined in secure juvenile or adult facilities if the proportion exceeds the proportion the minority groups represent in the general population.

Louisiana works toward and achieves compliance, in part, through JJDP Advisory Board policies and innovative alternatives developed and successfully implemented as shown in the Funding Priorities.

ENTITIES ELIGIBLE TO APPLY FOR TITLE II (JJDP) FUNDS PER JJDP ACT SECTION 223(a)(5)

1. Units of General Local Government or combinations thereof, to the extent such programs are consistent with the State plan;
2. Local private agencies, to the extent such programs are consistent with the State plan, except that direct funding of any local private agency by the State shall be permitted only if such agency requests such funding after it has applied for and been denied funding by any unit of general local government or combination thereof, and
2. Indian tribes that perform law enforcement functions (as determined by the Secretary of the Interior) and that agree to comply with the requirements specified in paragraphs (11), (12), and (13) of the JJDP Act, applicable to the detention and confinement of juveniles.

FUNDING GUIDELINES

All awards are contingent upon availability of funds.

1. Requirements for Applications:

Year 1 – A sustainability plan must be included in application. Plan must provide partners/agencies that would assume financial responsibility, identifying specific parts of the project covered by other sources. Following years – applicants not reaching sustainability plans may be reduced at greater amounts than outlined in the policy.

Years 2 and 3 – Applicants will be evaluated for proper management of the previous year's grant. Applicants will be required to demonstrate the ability to maintain the operation, service delivery and project accomplishments equal to that proposed in the first year of the grant.

Sustainability means maintaining the same or greater level of service stated in Year's 1 plan. This includes the project's time period, number of juveniles and/or parents served, and the services provided to the juveniles and parents.

For continuation applications, the applicant will be evaluated for proper management of the previous year's subgrant. Applicants will be required to demonstrate the ability to maintain the operating services delivery and project accomplishments equal to that proposed in the first year of the subgrant.

Subgrants supporting state activity required by the JJDP Act will be exempt from the Step-Down Policy.

2. **Disproportionate Minority Contact (DMC)** - The JJDP Advisory Board adopted the Disproportionate Minority Contact (DMC) funding. Districts must allocate at least twenty percent of their total allocation to fund program(s) that directly address the DMC contact points within the juvenile justice system that shows a disparity between white youth and minority youth based on the data collected within the Parish of the proposed project. Additional information on the requirements for funding a DMC program can be obtained from the District Director.

FUNDING PRIORITIES – FEDERAL STANDARD PROGRAM AREAS

Section 223(a)(21)(A) and (B) of the JJDP Act, states shall, to the extent practicable, give priority in funding to evidence-based programs and activities. Further, under Section 223(a)(21)(C) of the JJDP Act, states shall not continue to fund a program if the subgrant recipient who carried out that program during the preceding year(s) period fails to demonstrate that the program achieved substantial success in meeting the goals specified in the original subgrant application. Therefore, the Board will approve funding those programs for juveniles established by the JJDP Act.

The JJDP Act of 2002 established the following Standard Federal Programs deemed eligible for funding.

1. **Aftercare/Re-entry** - Programs to prepare targeted juvenile offenders to successfully return to their communities after serving a period of secure confinement in a training school, juvenile correctional facility, or other secure institution. Aftercare programs focus on preparing juvenile offenders for release and providing a continuum of supervision and services after release.
2. **Alternatives to Detention** - Alternative services provided to a juvenile offender in the community as an alternative to incarceration.
3. **Child Abuse and Neglect Programs** - Programs that provide treatment to juvenile offenders who are victims of child abuse or neglect and to their families, in order to reduce the likelihood that such juvenile offenders will commit subsequent violations of law.
4. **Children of Incarcerated Parents** - Services designed to prevent delinquency or treat delinquency or treat delinquent juveniles who are the children of incarcerated parents.
5. **Community Assessment Centers (CAC)** - Centers that lead to more integrated and effective cross-system services for juveniles and their families. CACs are designed to positively impact the lives of youths and divert them from a path of serious, violent, and chronic delinquency. Using a collaborative approach, CACs serve the community in a timely, cost-efficient, and comprehensive manner.
6. **Compliance Monitoring** - Programs, research, staff support, or other activities designed primarily to enhance or maintain a State's ability to adequately monitor jails, detention facilities, and other facilities, to assure compliance with Sections 223(a)(11), (12), (13), and (14) of the JJDP Act of 2002.
7. **Court Services** - Programs designed to encourage courts to develop and implement a continuum of pre- and post-adjudication restraints that bridge the gap between traditional probation and confinement in a correctional setting. Services include expanded use of probation, mediation, restitution, community service, treatment, home detention, intensive supervision, electronic monitoring, translation services and similar programs, and secure community-based treatment facilities linked to other support services.
8. **Deinstitutionalization of Status Offenders** - Programs, research, or other initiatives designed to eliminate or prevent the placement of nonoffenders and accused or adjudicated status offenders in secure facilities, pursuant to Section 223(a)(11) of the JJDP Act of 2002.

9. **Delinquency Prevention** - Programs, research, or other initiatives designed to reduce the incidence of delinquent acts and directed to the general youth population thought to be “at-risk” of becoming delinquent. This category includes what is commonly referred to as “primary prevention” (e.g., parent education, peer counseling, etc.). This program area excludes programs targeted at youths already adjudicated delinquent, and those programs designed specifically to prevent gang-related or substance abuse activities which are undertaken as part of program areas 12 and 32.
10. **Disproportionate Minority Confinement** - Programs, research, or other initiatives designed primarily to reduce the proportion of minority youth in secure confinement if such proportion exceeds the proportion such groups represent in the general population, pursuant to Section 223(a)(22) of the JJDP Act of 2002.
11. **Diversions** - Programs to divert juveniles from entering the juvenile justice system.
12. **Gangs** - Programs, research, or other initiatives designed primarily to address issues related to juvenile gang activity. This program area includes prevention and intervention efforts directed at reducing gang-related activities.
13. **Gender-specific Services** - Services designed to address needs unique to the gender of the individual to whom such services are provided.
14. **Graduated Sanctions** - A system of sanctions that escalate in intensity with each subsequent, more serious delinquent offense.
15. **Gun Programs** - Programs (excluding programs to purchased from juveniles) designed to reduce the unlawful acquisition and illegal use of guns by juveniles.
16. **Hate Crimes** - Programs designed to prevent and reduce hate crimes committed by juveniles.
17. **Jail Removal** - Programs, research, or other initiatives designed to eliminate or prevent the placement of juveniles in adult jails and lockups, as defined in Section 223(a)(13) of the JJDP Act of 2002.
18. **Job Training** - Projects to enhance the employability of juveniles or preparing them for future employment. Such programs may include job readiness training, apprenticeships, and job referrals.
19. **Juvenile Justice System Improvement** - Programs, research, and other initiatives designed to examine issues or improve practices, policies, or procedures on a system-wide basis (e.g., examining problems affecting decisions from arrest to disposition, detention to corrections, etc.)
20. **Mental Health Services** - Services include, but are not limited to, the development and/or enhancement of diagnostic, treatment, and prevention instruments; psychological and psychiatric evaluations; counseling services; and/or family support services.
21. **Mentoring** - Programs designed to develop and sustain a one-to-one supportive relationship between a responsible adult age 18 or older (mentor) and an at-risk juvenile (mentee), which takes place on a regular basis.
22. **Native American Programs** - Programs, research, or other initiatives designed primarily to address juvenile justice and delinquency prevention issues for American Indians and Alaska Natives.
23. **Planning and Administration** - Activity related to State plan development, other pre-awarded activities, administration of the Formula Grant Program, including evaluation and monitoring, pursuant to Section 222(c) of the JJDP Act of 2002 and the OJJDP Formula Grant Regulation.
24. **Probation** - Programs to permit juvenile offenders to remain in their communities under conditions prescribed by the juvenile court.
25. **Restitution/Community Service** - Programs to hold juveniles accountable for their offenses by requiring community services or repayment to the victim.
26. **Rural Area Juvenile Programs** - Prevention, intervention, and treatment services in an area located outside a metropolitan statistical area as designated by the U.S. Bureau of the Census.
27. **School Programs** - Education programs and/or related services designed to prevent truancy, suspension, and expulsion. School safety programs may include support for school resource officers and law-related education.
28. **Separation of Juveniles from Adult Offenders** - Programs, research, or other initiatives designed to eliminate or prevent the confinement of juveniles in institutions where they may come into contact with adults who are convicted of a crime or are awaiting trial on criminal charges, pursuant to Section 223(a)(12) of the JJDP Act of 2002.
29. **Serious Crimes** - Programs, research, or other initiatives designed to address serious and violent criminal-type behavior by youth. This program area includes intervention, treatment, and reintegration of serious and violent juvenile offenders.

30. **Sex Offender Programs** - Programs to support the assessment, treatment, rehabilitation, supervision, and accountability of juvenile sex offenders.
31. **State Advisory Group Allocation** - Activities related to carrying out the State Advisory Group's responsibilities under Section 223(a)(3) of the JJDP Act of 2002.
32. **Substance Abuse** - Programs, research, or other initiatives designed to address the use and abuse of illegal and other prescription and nonprescription drugs and the use and abuse of alcohol. Programs include control, prevention, and treatment.
33. **Youth Advocacy** - Projects designed to develop and implement advocacy activities focused on improving services for and protecting the rights of youth affected by the juvenile justice system.
34. **Youth Courts** - Youth courts (also known as teen courts) are juvenile justice programs where peers play an active role in the disposition of the juvenile offender. Most youth courts are used as a sentencing option for first-time offenders charged with misdemeanor or non-violent offenses, who acknowledge their guilt. The youth court serves as an alternative to the traditional juvenile court.
35. **Strategic Community Action Planning** – Programs and activities that bring together committed community leaders and residents to identify and access existing local resources for the development of a multifaceted response to juvenile justice issues.

To enable local applicants to implement evidence-based juvenile justice programs, applicants can use the following databases to locate evidence-based juvenile justice strategies - that will fit their needs and enhance their likelihood for success. Information can be obtained from:

1. OJJDP's Model Programs Guide – www.dsgonline.com/mpg_index.htm
2. Blueprints for Violence Prevention Program – www.colorado.edu/cspv/blueprints
3. Substance Abuse & Mental Health Services Administration (SAMHSA) – <http://modelprograms.samhsa.gov>

LACLE staff is also available for assistance.

GENERAL APPLICATION GUIDELINES

To be eligible for consideration of JJDP funds through the Louisiana Commission on Law Enforcement, the following guidelines must be followed.

1. Application must be submitted on the attached form. The application may not be computer replicated.
2. Follow the instructions for each section. **Unless otherwise noted, information in each section is limited to the space provided.**
The only accepted attachments are:
 - 2.1 Resumes
 - 2.2 Job Descriptions and Qualifications
 - 2.3 Program Curriculum
 - 2.4 Pre- and Post-tests, Evaluation surveys, etc.
 - 2.5 Letters of Support
 - 2.6 Organizational Chart
3. Submit a single, signed **original in BLUE INK** of the completed application. Copies will not be considered.
4. Applications cannot be handwritten. If the application is not computerized generated, the only acceptable font size is 10, 11, or 12 pitch.
5. Assemble and fasten by a single staple.
6. Applications must be submitted by the due date and meet all criteria. No material received after or apart from the application will be added to or considered with the application.
7. Any grant approved without complete information or with questions to be answered will not receive a grant award until this information is received and questions answered to the satisfaction of LACLE staff.
8. The subgrant number will be assigned by LACLE and must be on all contracts and future correspondence and documents regarding the project. Continuation projects receive new subgrant numbers, which must be used for continuing correspondence.
9. Contracts for professional services should not be executed until an award is made and a subgrant number is issued.
10. Before application submission to the appropriate District Program Director, the applicant should thoroughly review and understand the Certified Assurances and Criminal Penalties and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibilities Matters; and Drug-Free Workplace Requirements at the end of the application.
11. Completed applications for funding should be submitted to the appropriate Law Enforcement Planning Council District Office.
12. State Level Programs should be submitted directly to the Louisiana Commission on Law Enforcement.
13. First time applicants must adhere and provide the following:
 - 13.1 Federal Tax Identification number
 - 13.2 DUNS number
 - 13.3 Central Contractor (CAGE/NCAGE) Number
 - 13.4 Nonprofit organizations must provide
 - 13.4.1 The IRS Form 501C3 (showing tax exempt)
 - 13.4.2 All first-time applicants with private, nonprofit status are required to obtain a surety bond in the amount of the federal funds requested.

- 13.5 Provide an organizational chart.
14. Nonprofit organizations must maintain its corporate status with the Louisiana Secretary of State's Commercial Division in good standing during the life of the grant.
15. **REPORTING REQUIREMENTS**
- 15.1 **Equipment Inventory Listing and Assurance Forms** must be completed for any equipment purchased with grant funds. This must be attached to the Expenditure Request form when requesting reimbursement.
- 15.2 **Expenditure/Requests for Funds** are due within 15 days of the end of the cycle:
- 15.2.1 Monthly if receiving \$40,000 or more in Federal funds, or
- 15.2.2 Quarterly (or monthly by choice) if receiving less than \$40,000 in Federal funds.
- 15.2.3 Final Fiscal Report is submitted to LCLE **fifteen (15) days** after the end of the project.
- 15.3 **Quarterly Progress Reports** provides information on the project's performance in meeting the goals and objectives within the reporting period. This report is filed on a calendar quarterly basis and are due to LCLE by:

<u>Reporting Period</u>	<u>Due to LCLE</u>
January - March	April 15
April - June	July 15
July - September	October 15
October - December	January 15

If a project ends within a reporting period, the final reports are due to LCLE within 15 days at the conclusion of the project.

- 15.4 **Subgrant Adjustments** allows changes to the original application within the project period. Changes could include the budget, project period and/or extension, project officials/addresses, project personnel, goals and objectives, and/or other. If changes are made with project personnel, you must submit the Subgrant Adjustment Page 3 along with the resume(s), if applicable. This form can be downloaded at www.lcle.la.gov/programs/FF_OB.asp.

NOTE: Failure to Comply with Reporting Requirements may result in administrative action such as, withholding of payments, suspension of funding, cancellation of the project, loss of awarded funds, or non-certification of new grant awards.

16. Approved programs must comply with all Federal Rules regulating grants, with State criteria, JJDP Advisory Board and Commission Policies.
17. Applications will be reviewed in a two-step process. First the Juvenile Justice Programs Manager will ensure applications meet Federal, state, JJDP Advisory Board and Commission grant applications guidelines. Second, the JJDP Advisory Board Grant Review Committee will review applications for impact on juvenile justice needs.
18. The Grant Review Committee will make recommendations to the JJDP Advisory Board regarding funding and to applicants regarding potential for revising applications. The JJDP Advisory Board will make their recommendations to the Commission for final review. The following criteria will be used to recommend applications:
- 18.1 Local need for funding is supported by local data so that the program will have a meaningful and clear impact on the local needs.
- 18.2 Proposal implements an evidence-based practice, best practice, or innovative program that involves components clearly demonstrated to have positive outcomes. Applicants should include a list of references or resources showing that the proposed project meets this criterion, including evidence of the effectiveness of the program. Preference will be given to applications that utilize programs or practices highlighted at the Annual Governor's JJDP Conference.
- 18.3 Attainment of stated outcomes for continuation projects.
- 18.4 Proposal contains a realistic sustainability plan that includes continuation funding and ongoing collaborative support.
- 18.5 Timeliness of applications, quarterly reports, and related documentation.
- 18.6 A description of the applicant agency's history of implementing effective programs with documented positive outcomes, including a resume of the person submitting the application.
- 18.7 Applications are clear and concise. Spelling and grammatical errors are kept to a minimum.
19. For assistance in completing the application, call the representative of the local Law Enforcement Planning District Director or the Juvenile Justice Programs Manager at LCLE. Applicants may also contact members of the JJDP Advisory Board Grant Review Committee for technical assistance through the Juvenile Justice Programs Manager.

SUMMARY PAGES

TITLE PAGE

NOTE: OJJDP requires the zip + 4 code and email addresses on subgrantees. Visit www.usps.com/zip4/ if you need help locating the correct zip code.

- Title of Project** - Enter a short title of the program. See Funding Priorities – Federal Standard Program Areas. A revision or continuation application should bear the same title as the original project. Only program brief titles approved by the JJDP Advisory Board are accepted.
- Project Status** – Indicate if this request is for a new project or continuation project. If the request is for a continuation, enter the prior subgrant number.

3. **Project Duration** - Enter the length in months of the total project. Also enter the desired start and end date for the subgrant. Use only the first day of the month as a start date and the last day of the month as the end date. Projects are limited to no more than 12 months.
4. **Project Funds** - Enter your allocated Federal amount as directed by your District Law Enforcement Planning Council. JJDP funds **DO NOT** require a match.
5. **Applicant Agency:**
 - 5.1 **A - Agency:** Enter the official name, physical AND mailing addresses, telephone and FAX numbers, email address and Federal Employer Tax ID number of the agency or institution applying for funds. For example: City of Baton Rouge, East Carroll Parish Sheriff's Office, 19th Judicial District Attorney's Office, Boys and Girls Town.
 - 5.1.1. **DUNS Number:** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Data Universal Numbering System (DUNS) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at <http://www.dnb.com/us/>.
 - 5.1.2. **Central Contractor Registration:** OJP requires that all applicants for federal financial assistance, other than individuals, maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via www.grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.
 - 5.2 **B - Authorized Official of Applicant Agency:** This is the individual authorized to enter into binding commitments on behalf of the Applicant Agency or Institution. This will normally be the chief officer of the agency, institution, or government unit involved (e.g., Mayor Earl Smith; Sheriff Walter Jones; Sam Jones, Parish President, Executive Director, etc.). Enter the official's name, title, addresses, telephone and FAX numbers, and email address.
6. **Implementing Agency:**
 - 6.1. **Agency Head & Title:** This is the person in charge of the agency in which the applicant program is located. (Example: Chief of Police Couvillion; Sheriff Walter Jones; District Attorney Jerry Smith).
 - 6.2. **Agency:** The name, address, telephone and FAX numbers and email address of the agency implementing or benefiting from the project. In most cases, this will be the same as the Applicant Agency. (Example: Applicant Agency, Caddo Parish Sheriff's Office, Implementing Agency, Caddo Parish Sheriff's Office). However, in some cases it will be different. (Example: City of Baton Rouge, Applicant Agency; the Baton Rouge Police Department, Implementing Agency).
 - 6.3. If the applicant agency and the implementing agency is the same, DO NOT put SAME AS #1.
7. **Project Director:** This is the individual who will be in direct charge of the project. He or she should be a person who combines substantial knowledge and experience in the project area with proven ability in administration and supervision of personnel and will be expected to devote a major portion of his or her time to the project. **Project Director must be an employee of the recipient's organization.** The official business address should be used along with telephone and FAX numbers and email address.
8. **Financial Officer:** This is the individual who will be responsible for fiscal matters relating to the project and in ultimate charge of agency accounting, management of funds, verification of expenditures, and sub-grant financial reports. The official business address should be used along with telephone and FAX numbers and email address.

NOTE: It is possible that a different person will fill the four positions (Authorized Official, Agency Head, Project Director, and Financial Officer). It is also possible that the same person may serve in more than one capacity. However, there must be at least 2 different people in any combination in these positions. The financial officer and the project director must be different individuals.
9. **Brief Project Description:** Enter a brief description of the project stressing project goals. This summary description must be limited to the space provided. This description is critical and will be the summary used to present the project to the Drug Control and Violent Crime Policy and Commission.

FEDERAL STANDARD PROGRAM AREAS – Provide the federal standard program area that this project will address. You will be responsible to provide performance measurements on the program area.

PROJECT BUDGET SUMMARY should be completed last after the sections of the Budget Narrative have been prepared.

1. **CHECKLIST** – All items must be answered. The contact information of the individual completing this application is required, include name, telephone number, fax number and email address.
2. **BUDGET SUMMARY**
 - 2.1 Double check computations.
 - 2.2 Each category amount must equal the Category Total in the corresponding section.
 - 2.3 Leave blank those sections, which do not apply.
 - 2.4 Indicate the source of match.
 - 2.5 Costs apply to current year only.
 - 2.6 Round amounts to the nearest whole dollar.
 - 2.7 Recipients of JJDP grant funds may not use these federal dollars to supplant (replace) State or local funds.
 - 2.8 Refer to U.S. Department of Justice Financial Guidelines, the attached Certified Assurances and any applicable program brief for allowable budget items. All items included in the budget will be reviewed to ensure budgetary reasonableness and allowable costs.

PROJECT FUNDING HISTORY

1. List the prior subgrant numbers and the total number of months funded for each subgrant. Projects are limited to 36 months.

CONGRESSIONAL DISTRICT

1. Check the **Federal** Congressional District(s) to be served by this project.
2. To find the Federal Congressional District, visit www.house.gov.

BUDGET NARRATIVE

Section 100. Personnel Costs

1. List only the position(s) and individual name(s) for each position for personnel actually working on this project.
2. **Full-Time and Part-Time Personnel** – If the position is full time, enter the total monthly salary. If the position is part-time or overtime, enter the hourly rate.
3. **Overtime Personnel** - Enter as a "Pool of Employees" in the "Position Title" field. Enter the number of overtime employees in the "Employee Name" field. Do **not** include monthly salaries for overtime personnel.

Enter the percentage of federal funds that will be applied toward the position and the total number of months the individual will paid for service in this project.

NOTE: The percentage of time devoted to project may not necessarily equal the percentage of federal funds devoted to position. In no case, should the salary paid by federal funds exceed the salary times the percentage of time devoted to the project.

4. Federal funds cannot be used to supplant positions that are already funded. In order for the JJDP funds to be used for personnel, the duties of the position must be above and beyond the duties for which the employee is currently being paid by means of other sources. Please refer to Certified Assurances.
5. Salary rates are to be comparable with salaries of similar jobs in the region served by the project.
6. Retroactive pay increases are unallowable. The applicant agency should have policy to provide for merit raises applicable to both grant and non-grant personnel. Raises should be estimated in budget, if possible.
7. If merit increases are a part of agency policy, the merit increase for project personnel should be budgeted in this section.
8. List employee to receive a merit increase twice by showing as a separate line items — once at current salary, then at salary per merit increase. The salary *times* the percentage of time devoted to project *times* the number of months will *equal* the employee's total salary.

Calculation Example:

Annual Salary for a Full-Time Employee:

30 Weeks at \$ 8/Hour X 40 Hours = \$ 9,600

Annual Salary Increase of Five Percent (5%):

22 Weeks at \$ 8.40/Hour X 40 Hours = \$ 7,392

9. Time and attendance records must be maintained on a current basis.
10. If a position is not yet filled, indicate TBN (To Be Named) in the Employee Name & Position column.
11. Position Qualifications
 - 11.1 Must meet those established for the particular position and/or be comparable to existing positions in funded grants.
 - 11.2 Are to be at a minimum level to perform duties described and in line with salary rates established.
 - 11.3 Unless a waiver is granted by LCLE, based on verifiable work experience, the following education requirements must be met:
 - 11.3.1 Counselors must have at least a Bachelor's Degree in a social science or related field.
 - 11.3.2 Therapists must have at least a Master's Degree in social work, psychology, counseling, or related field.
12. Job descriptions are an attachment and must be provided for each position given and must include
 - 12.1. Description of work expected to performed,
 - 12.2. Required level of education (diploma, degrees, special training, etc.)
 - 12.3. Work experience for hire (how many years in what fields),
 - 12.4. Any special requirements (such as POST certified, completion of SRO training, etc.), and
 - 12.5. The minimum and maximum salary range.
13. Resumes are an attachment:
 - 13.1. Must list qualifications,
 - 13.2. Must be submitted with the application if position is already filled,
 - 13.3. Must be submitted with quarterly progress reports for positions filled later,
 - 13.4. Must be resubmitted for grant continuation applications.
14. Complete category total box.

Section 200. Fringe Benefits

1. Apply only to the employer's share for those salaries funded
2. Are limited to no more than 30% of the total salary.
3. For project personnel only.
4. The rate or cost used for calculation must be shown for each type:
 - 4.1. Social Security (FICA): 6.2%
 - 4.2. Medicare: 1.45%
 - 4.3. Health/Life Insurance – use monthly premium, then multiply by the time devoted to the project and the months to be worked

- 4.4. Workman's Compensation – use the agency's percentage rate
- 4.5. Unemployment – use the agency's percentage rate
- 4.6. Public/Private Retirement – use the agency's percentage rate
- 4.7. Liability/Malpractice Insurance - If part of an employee benefit package for all employees, use agency's percentage rate
5. ONLY Social Security **OR** one bona fide retirement plan is eligible **NOT BOTH**.
6. If personnel costs are budgeted and either all or additional fringe benefits are being paid by another source, please check the appropriate box.
7. Complete category total box.

Section 300. Travel

1. The agency should have an established travel policy. In the absence of such policy, the agency must follow state travel regulations. Travel charges cannot exceed established agency rates, but in no case can exceed Louisiana State travel rates. For complete State travel regulations, visit Office of State Travel at www.state.la.us/osp/travel/traveloffice.
2. Travel expenditures are restricted to only Section 100. Personnel listed in the application with the exception of training only grants.
3. Travel is a reimbursable expenditure for actual travel, not a flat allowance.
4. Amount of funds budgeted for travel is to be in line with project duration, scope of travel required, etc.
5. Travel reimbursement for mileage is not allowable in a public vehicle when gas and operating expenses are provided by the agency.
6. Travel for Training:
 - 6.1. All travel must be related to the scope of the project.
 - 6.2. Travel expenses must be cost-effective.
 - 6.3. Prior approval from LCLE is required for non-local in-state and out-of-state travel using grant funds.
 - 6.4. Training program agenda and descriptions and/or brochures must accompany all requests prior to approval.
7. For out-of-state travel, the applicant must comply with the following requirements:
 - 7.1. Applicant has demonstrated efforts to bring training to their site, including requesting technical assistance from free training resource banks such of OJJDP. To obtain technical assistance from OJJDP, applicant must contact LCLE's Juvenile Justice Programs Manager for details.
 - 7.2. The training/conference has a direct relationship to the goals and objectives outlined in the project's application.
 - 7.3. Applicant attends the Annual Governor's Conference to receive training. If needed training is not provided through the Governor's Conference, a written request is submitted to the JJDP Advisory Board to consider adding the topic(s).
 - 7.4. Only 5% of the award or \$500, whichever is less, can be requested for out-of-state travel.
8. Complete category total box.

Section 400. Equipment

1. Distinguish between equipment and supplies. An equipment item is any item, regardless of costs, that has a life expectancy of two or more years and is not consumable.
2. Only equipment costs, which are deemed necessary and essential to the project, are allowable.
3. Applicant must maintain records of the signed and dated invoices for equipment purchased.
4. Competitive procurement must be used, i.e., the agency must obtain three bids or quotes in writing and maintain such on file.
5. All equipment must be tagged and proper inventory controls established.
6. No equipment may be disposed of (sold, destroyed, given away) without LCLE approval.
7. If purchasing any computer hardware and/or software, applicant must complete the Standard Computer Checklist form.
8. Videotapes sold, as a set for \$500 or more, must be listed under equipment, not supplies. For example: Video set contains five tapes for a total cost of \$500 for the entire set is listed under equipment. Five videos @ \$100 per video for a total cost of \$500 are listed under supplies.
9. Complete the explanation section and category total box.

Section 500. Supplies

1. Distinguish between supplies and equipment. Supply items are those that by nature are used up or are consumable or have a life expectancy less than two years.
2. Only supplies costs, which are deemed necessary and essential to the project, are allowable.
3. Basic Office Supply is considered paper, envelopes, pens, pencils, staples, etc. Art/craft and student supplies are not considered as Basic Office Supply.
4. Allowable items are publications, workbooks, curriculum guides, videotapes, office supplies, postage, blank cassettes, student supplies, etc.
5. Complete explanation section and category total box.

Section 600. Contractual/Consultant Services

There are specific requirements with respect to the arrangement for services with individuals and other government units, which are as follows:

1. See Certified Assurance for Competitive Procurement.
2. Arrangements with individuals must ensure that:
 - 2.1. Dual compensation is not involved (i.e., the individual may not receive compensation from his regular employer and the retaining grantee or subgrantee work performed during a single period of time even though the services performed benefit both.)
 - 2.2. The contractual arrangement is written, formal, proper, and otherwise consistent with the grantee's usual practices for obtaining such services.

- 2.3. Time and/or services for which payment will be made and rates of compensation will be supported by adequate documentation.
- 2.4. Transportation and subsistence costs for travel performed are at an identified rate consistent with the grantee's general travel reimbursement practices.
3. Contract:
 - 3.1. Current LCLE contract form must be used and can be obtained from LCLE's website, www.lcle.la.gov.
 - 3.2. Contractual agreement is to contain detailed description of work to be performed. This must also coincide with the explanation found in the application.
 - 3.3. Contract must state **'the hourly rate and not to exceed the maximum dollar amount'** stated in the contractual budget summary of the application. If travel expenses are to be included, a breakdown of each cost is required and not to exceed the maximum dollar amount stated in the contractual budget summary of the application.
 - 3.4. Before release of funds, contractual agreement must be reviewed and approved by LCLE. The contract packet must include:
 - 3.4.1. The executed contract with current subgrant number,
 - 3.4.2. Contractor's resume, which includes educational background and relevant work history and references.
4. Arrangements with other governmental units shall ensure that the work for services for which reimbursement is claimed must be directly and exclusively devoted to grant purposes and charged at rates not in excess of actual costs to the "contractor."
5. Arrangements with non-governmental organizations shall ensure that:
 - 5.1. The arrangement is written, formal, proper, and consistent with the usual practices and policies of the grantee or subgrantee in contracting for or otherwise obtaining services of the type required.
 - 5.2. Indirect costs or overhead charges in cost-type arrangements are based on an audited or negotiated rate previously approved by a State or Federal Agency, or are based on an indirect cost submittal reflecting actual cost experiences during the contractor's last annual or other recently completed fiscal period.
 - 5.3. The customary fixed fee or profit allowance in cost-type arrangements does not exceed 10 per cent of total estimated costs.
6. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. Consideration will be given to compensation including fringe benefits for those individuals whose employers do not provide the same. In addition, the policy is that the maximum rate for consultants is \$56.25 per hour or \$450 for an 8-hour day, excluding travel and subsistence costs. Preparation, evaluation, and travel time in addition to the time required for actual performance may be included. A request for compensation in excess of this rate requires additional justification showing that the particular consultant's usual rate of pay is in excess of this amount. **Also, prior approval from LCLE is required.**
7. Contractual Services vs. Overtime Personnel
 - 7.1. Before completing either the contractual or personnel portions of the budget, first determine if the employees are regular employees of the subgrant agency that are being paid overtime, or if they are truly contractual.
 - 7.2. The Internal Revenue Service offers the following guideline: If employees working for the subgrant agency are issued a Form 1099 for their work, they are then considered contractual employees. If they are issued a W-2, then they are considered regular employees and should be paid overtime for hours worked on the grant. If personnel are not regularly employed at all by the subgrant agency, they may be hired in any category except overtime. Whether they are regular (full- or part-time) employees or contractual employees depend on whether the subgrant agency desires to pay fringe benefits and taxes.
 - 7.3. If it is determined that the employees fall into the contractual category, then the contracts must indicate regular work hours and the hours above and beyond those hours are contract hours. JJDP funds cannot be used to pay contractual wages while an employee is working during regular agency hours. There can be no "going off the clock" so as to earn grant funds.
 - 7.4. A simple way to avoid any problems is to eliminate contracts for regular staff, pay them overtime for hours above regular working hours and only use contracts strictly for people not on the regular payroll.
8. Complete explanation section and category total box.

Section 800. Other Direct Costs

1. **All costs must be pro-rated for this project alone.**
2. **Rental Cost** - The total cost of space may not exceed the rental cost of comparable space and facilities in a privately owned building in the same locality. The pro-rata shares of maintenance and operation costs are allowable to the extent they are not otherwise included in rental or other charges for space. NOTE: Space rental cannot be charged to the project if the building is owned by the applicant agency; however, the pro-rata shares of overhead costs (utilities, janitorial services, etc.) are allowable.
3. **Telephone Service** - Local and long distance must be listed separately.
4. **Printing** - All printed material must bear a prominent statement *"This project was supported with Juvenile Justice and Delinquency Prevention funds obtained through a subgrant (give grant number) from the Louisiana Commission on Law Enforcement through the Office of Juvenile Justice and Delinquency Prevention."* See Certified Assurances. Five (5) copies must be submitted to LCLE.
5. **Audit Cost** - For any non-federal entity, meaning state, local government, or non-profit organizations, the following apply:
 - 5.1. The entity must comply with the conditions of the Office of Management and Budget (OMB) Circular A-133 current revision.
 - 5.2. If the entity expends less than \$500,000 of Federal awards in a year, it may be exempt from Federal audit requirements for that year, but its records must be available for review or audit. Audit costs **CANNOT** be charged to the subgrant if the entity is exempt.
 - 5.3. If the entity expends \$500,000 or more in a year in Federal awards, it shall have a single or a program-specific audit conducted for that year according to OMB Circular A-133.
 - 5.4. For an agency, which is required to have an audit, the audit cost may be an allowable expense. Check with LCLE for guidance.
 - 5.5. **NOTE:** A copy of the audit must be submitted to LCLE.
6. **Training Expenses** – are limited to registration fees for conferences and workshops that received prior approval from LCLE.
7. Complete explanation section and category total box.

PROGRAM NARRATIVE

A. PROBLEM DEFINITION

This section should begin with a **brief** description of the community's specific problem and causes of the problem or conditions to be addressed by this project. The applicant should then illustrate the need for the project, providing specific local data or, if local data is not available, state data concerning the specific problem(s) and risk factors to be addressed. Relevant data such as population and other demographic data, the local poverty rate, teen birth rates, school truancy/dropout rate, and juvenile court trends should be provided in this section. If the project targets a particular neighborhood within the parish/city, specific background information should be provided concerning that community. Data should be provided concerning risk factors that may be altered as a result of the program (e.g., recidivism, school attendance, school failure, teen pregnancy rate, etc.). It is especially important to define the size of the project's targeted population. For example, if the program proposes to serve middle school students with severe academic deficiencies, the application should specify the number of students in the local school system and the number impacted by the program.

The applicant needs to describe existing gaps in local services for at-risk children and youth and how the gap was identified. Also, the applicant should explain how the proposed project will address these needs. For example, if the proposed project is an after-school tutoring or abstinence education program, the applicant should discuss the extent to which these types of programs are currently available. Similarly, applicant should illustrate the need for the project by describing the current availability of services to this population.

It is not necessary for this section to be extensive. However, it should clearly define the problem(s) and risk factors targeted by the project as well as the population to be served. Information provided must be limited to the space provided.

B. GOAL

The goal statement is a **broad-based statement** which reflects an overall **desired end result** of the project. Goals can include developing a program/practice that can be used as a model program or practice. The goal statement should answer the following questions:

1. Does it directly relate to problems (risk factors) identified in the assessment?
2. Is the goal feasible?
3. Is the goal realistic?
4. Is the goal doable?
5. Is the program/practice capable of becoming a model program/practice?

A project usually will have **one** goal.

VERY ABBREVIATED EXAMPLE:

To reduce the number of school dropouts.

C. OBJECTIVES

Measurable objectives reflect how your project will assist in reaching the stated goal(s). Objectives also address the problem identified in Problem Definition. A **measurable objective is something the project will do**, utilizing the grant funds, **by a certain amount** (measurable) within a certain time period. Objectives **must** be measurable.

Measurable objectives use the words "to increase," "to decrease," or "to maintain." Do not use words such as "to provide", "to train", "to establish" in measurable objectives. These are activity statements. Once the objectives are written, ask, "Does the statement allow you to measure something?" The number that will be increased, decreased or maintained directly relates to the baseline statistics. This allows for the measurement of the progress of the project.

A project will normally have **two** objectives for each goal. Remember, most projects have one broad based overall goal.

VERY ABBREVIATED EXAMPLES:

1. *To increase the number of juveniles offenders participating in the Diversion Program (to do something) from 0 to 50 (by a certain amount) within a 12-month period (within a certain time frame).*

NOTE: This measurable objective relates to a **new** program. The baseline number is zero because the program did not exist.

2. *To increase the number of juvenile offenders placed in the Diversion Program (to do something) from 60 to 120 (by a certain amount) within a 12-month period (within a certain time frame).*

NOTE: This measurable objective relates to an existing program. The baseline number is 60 juveniles.

D. ACTIVITIES

The applicant needs to provide a clear description of the activities/services that will be provided to accomplish the goals and objectives. This includes, not limited to, the type and frequency of proposed activities and/or services. This information will be reflected in the Quarterly Progress Report.

D-2. TRAINING PROJECTS ONLY

This section is to be completed only if the request for funding is to hold training programs. Training topics should, inasmuch as possible, use curricula that implement and evidence-based practice, promising program, or best practice OR utilizes a training program that is based on best practice in the topic presented. This training must be available to all individuals involved in the juvenile justice system. This training can be in the form of workshop, seminar, or conference. DO NOT use this form for in-house training for personnel. The applicant must provide:

1. Brief concise description of the curriculum.
2. Type of personnel to be trained
3. Number of personnel expected to attend
4. Geographic location of attendees
5. The dates and times of the training
6. Location of the training
7. Documentation supporting the effectiveness of the training program in addressing the identified need.

E. METHODS

Applicants need to provide a brief concise description of the format and methodology to be used in the program. It is crucial that the overall organization of the project and the relationship of different program components be clearly described. Different program activities should be linked to one another and all should seek to achieve the overall program goal described in the Goal section. In short, this section should clearly describe the who, what, when, and how” of the project’s operation. The following must be included:

1. The days and hours the project will be operational, including summer components (if applicable).
2. A description of the program’s referral process.
3. State how long the youth will be in the program and how they are released from the program.
4. The project’s overall format and organization, i.e., type and maintenance of records, curriculum/models used. If the project is modeled after an evidence-based program, be sure to state the model. Refer to OJJDP Model Programs Guide and Database, Blueprints for Violence Prevention, and/or Substance Abuse and Mental Health Services Administration. Websites are found in Funding Priorities – Federal Standard Program Areas within this application. Communities can use the databases to locate evidence-based juvenile justice strategies that will fit their needs and enhance their likelihood for success. If other source is used, please identify.
5. Provide documentation the program is an evidence-based practice, promising program, or best practice with positive results and the source of the program description.

F. PERFORMANCE INDICATORS and PERFORMANCE MEASURES

The Performance Indicators/Performance Measures are data/information that will be collected at the program level to measure specific outcomes the program is designed to achieve. Therefore, they must be developed and included with each program objective. OJJDP has set standard mandatory and non-mandatory performance indicators for each Federal Standard Program Area. Subgrantees must include all appropriate mandatory (in bold) output and outcome measurements and at least TWO non-mandatory performance measurements from both the output and outcome. Each output and outcome measure should include a baseline number (for new projects) or the number from the previous funding cycle (for continuation projects). There are two types of performance indicators:

1. **Output Measurements** are the products of a program’s implementation. They provide quantitative information on a program’s activities, services delivered, materials developed, policies, procedures, and/or legislation created. Examples are the number of juveniles served, number of mentoring hours, classes, number of pre- and post-tests given, etc.
2. **Outcome Measurements** are the short and/or long-term program effectiveness, benefits, or results for juveniles, the juvenile justice system, the community, or the state that are related to the program’s objectives. Examples are changes in grades of program participants after program completion, changes in conditions of confinement in detention, changes in the recidivism rate, and changes in parish-level juvenile crime rate.

EXAMPLE: The above objectives are for Federal Standard Program Area 11 Diversion. The following is the correct format that must be used.

Objective 1 To increase the number of juvenile offenders placed in the program from 60 to 90 within a 12-month period.

Objective 2 To reduce the recidivism rate from 60 to 40 or 20%.

*Activities Provide special education, substance abuse, and anger management classes to all youths with an education-related disability
Provide pre- and post-tests for juveniles and families
Provide community-based referrals to families*

Performance Indicators:

*Output Measurement #12 Number of program youth served
Output Measurement #13 Number of service hours completed
Output Measurement #4 Average length of stay in diversion program*

*Outcome Measurement #1 Number and percent of program youth who offend or reoffend
Outcome Measurement #2 Number and percent of program youth completing program requirements*

<i>Outcome Measurement</i>	<i>#3b Number and percent of program youth exhibiting a desired change in antisocial behavior</i>
<i>Outcome Measurement</i>	<i>#3c Number and percent of program youth exhibiting a desired change in family relationship</i>
<i>Outcome Measurement</i>	<i>#4 Number and percent of program youth formally processed</i>

Information on the performance indicators/performance measures for each Federal Standard Program area can be obtained from the District Office, LCLE, or at the website: www.ojjp-dctat.org.

G. PRIOR RESULTS

List the output and outcome measurements from the previous application. Replace the words “number” and “percentage” with actual numbers. This data is available by cumulative data that were provided in the previous subgrant’s Quarterly Progress Reports.

VERY ABBREVIATED EXAMPLE:

Output #12: 124 program youth served

Outcome #2: 100 (80%) of program youth completed program requirements

Applications for continuation funding must describe the program’s activities and accomplishments to date. This should include a summary of the previous funding project’s activities, the number of youth served to date, the recidivism rate and data concerning the project’s progress up to the time of application in meeting its goals. Applicants should also describe any problems encountered with the program’s original goals and objectives and corrective action taken. If necessary, applicants should revise their initial goals and include how they will be measured. The applicant should describe its strategy for obtaining permanent financial support for the project at the conclusion of LCLE funding. This should include a description of existing local financial and volunteer support for the project and the applicant’s plan for involving other local organizations and individuals in acquiring permanent funding.

H. DEMOGRAPHICS

1. Type of Organization - The type of organization for the authorized agency and the implementing agency that are listed on page 1 of the application needs to be identified.
2. Geographical Information – List the street address(es) where services are provided. If the services are provided in a rural area with no street address, include the nearest street intersection (for example: First Street and Main Hwy.)
3. State the geographic area (parish, city) served by the project and a brief description of the geographic area that the project serves.
4. An estimated number of the juvenile population to be served in terms of age, gender, ethnicity, and the primary status of juveniles. The breakdown of race, gender and ethnicity must equal the total estimated number of youth to be served. The estimated number of youth to be served must equal the number of youth to be served stated in the Objectives. If youth are not directly served, check the box.
5. Check the appropriate box(es) that best identifies the primary status of juveniles that will be served under the project.

I. DISPROPORTIONATE MINORITY CONTACT

This section is to be completed ONLY if the request for funding is to address Disproportionate Minority Contact (DMC). To determine if the project qualifies for DMC funding, the applicant and District must contact LCLE to determine which contact point(s) shows a possible disproportionate problem. Once LCLE receives the request, notification will be forward to the District and applicant identifying the juvenile justice contact point(s) that need to be addressed. Once the contact point(s) have been identified, further information can be obtained from the District Office and LCLE to determine if the project qualifies as a DMC program. Programs or practices should be based on programs or practices with documented successes.

J. EVALUATION AND DISSEMINATION OF REPORTING

A copy of the pre- and post-tests, surveys, and/or other forms used for gathering data needs to be included with the attachments. Forms should include, at a minimum, baseline data (for new projects), previous funding cycle data (for continuation projects), and current data related to goals, objectives, outputs, and outcomes.

The applicant should state who will be responsible for the collection of data, when data will be collected and who will be responsible in analyzing the data. Also, all entities receiving project results and the schedule of reporting (i.e., monthly, quarterly, yearly) must be included. Examples of recipients could include: Board of Directors, Applicant Agency (if different from Implementing Agency), Courts with jurisdiction, etc. Applicants MUST state the Louisiana Commission on Law Enforcement will receive quarterly progress reports and expenditure reports on a monthly or quarterly basis.

K. COLLABORATIVE AND/OR PARTICIPATING AGENCIES

Community Coordination – The program should be coordinated with other community activities and plans that address the project either directly or indirectly. The applicant should describe how the project’s activities are coordinated with other juvenile justice agencies and providers in the community. A letter of support from the local Children and Youth Planning Board or other stakeholder collaborative is strongly encouraged. This letter should identify gaps in services, describe the need to fill the gap, and document collaboration between local stakeholders to implement the proposed program.

Key Leaders’ Commitment - Original, current letters of support and/or written cooperative agreements indicating awareness and cooperation from the key leaders involved with this project MUST be attached. The letter must state how they will contribute to the project.

L. RESOURCES

List all additional resources available to the project. Items could include equipment, supplies, additional staff, volunteers, etc.

M. CONTINUATION OF PROGRAM

All applicants must describe its strategy for obtaining permanent financial support for the project at the conclusion of federal funding. The description must include the source of additional funding that helps maintains the level of services. This should include a description of existing local financial and volunteer support for the project and applicant's plan for involving other local organizations and individuals in acquiring permanent funding. Updates on obtaining permanent financial support will be required in the Quarterly Progress Reports.

N. AUDIT REQUIREMENTS

The applicant must choose either A or B that best describes their organization's expenditure of federal funding. Refer to the audit information found in Section 800. Other Direct Costs instructions.

OTHER REQUIRED INFORMATION

1. **CERTIFICATIONS** - The Authorized Official for the applicant agency should review the following conditions prior to signing in **BLUE INK**. A copy of these requirements must be kept for your records.
 - 1.1. Certified Assurances
 - 1.2. Criminal Penalties
 - 1.3. Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug-Free Workplace Requirements
 - 1.4. Certification of Non-supplanting
2. **ORGANIZATION CHART** – A current organizational chart is required. It should show the placement of the project within the agency.
3. **CERTIFICATION OF LEPC/CJCC DISTRICT DIRECTOR** – The District Director or Assistant Director of the local Law Enforcement Planning Council/Criminal Justice Coordination must sign the certification in **BLUE INK**.
4. If the application is being considered as a state level project, applications are mailed directly to the Juvenile Justice Programs Manager at LCLE.
5. **QUESTIONS/PROBLEMS** - Please contact your District Program Manager or the Juvenile Justice Programs Manager if you have any questions or have any problems with the completion of the application and/or the application process.