

## DISTRICT OFFICE GUIDELINES FOR SUBGRANTEES

### ALLOCATIONS

The following items must be provided in order for LCLE to accept your allocations to present to its respective Boards and Commission:

1. Public Notification
  - a. Use the attached wording format for the announcement of funds
  - b. Attach the certified announcement of Federal funds
  
2. New Agencies
  - a. Must have DUNS and CCR numbers prior to submitting application
    - i. [www.dnb.com](http://www.dnb.com)
    - ii. [www.ccr.gov](http://www.ccr.gov)
  - b. Must submit a Project Proposal Worksheet outlining budget, goals and objectives; see attached
  - c. Non-profit agencies
    - i. Must be active and in good standing with LA Secretary of State's Corporation Section and attached to Project Proposal Worksheet.
      1. [www.sos.louisiana.gov/home/commercial](http://www.sos.louisiana.gov/home/commercial)
  - d. Law Enforcement Agencies
    - i. No allocations can be given if a law enforcement agency had not submitted its Uniform Crime Reporting (UCR) for the previous calendar year. Submit a written request to Anthony Myles at [anthony.myles@lcle.la.gov](mailto:anthony.myles@lcle.la.gov)
  
3. Continuation Agencies
  - a. All agencies must not be delinquent on any required reporting due to LCLE. This includes expenditure reports, quarterly progress reports, special conditions (such as contracts, resumes), and on-site monitoring reports.
  - b. Must have DUNS and CCR numbers. CCR number must be valid and current.
  - c. Non-profit agencies
    - i. Must be active and in good standing with LA Secretary of State's Corporation Section
  - d. Law Enforcement Agencies
    - i. No allocations can be given if a law enforcement agency had not submitted its Uniform Crime Reporting (UCR) for the previous calendar year. Request to LCLE through Anthony Myles via email at [anthony.myles@lcle.la.gov](mailto:anthony.myles@lcle.la.gov)

### APPLICATIONS

The following items must be provided in order for LCLE to accept your applications to present to its respective Boards and Commission:

1. New Agencies
  - a. Verification attachments required:
    - i. DUNS and CCR with expiration date. Can obtain CCR/NCAGE at [www.ccr.gov](http://www.ccr.gov)

- ii. W-9 Employer Identification form; available at LCLE’s website under Subgrant Guidance
  - iii. Vendor Location Form; available at LCLE’s website under Subgrant Guidance
  - iv. Budget show that the applicant is self-sufficient
- b. Non-profit agencies
- i. DUNS and CCR with expiration date. Can obtain CCR/NCAGE at [www.ccr.gov](http://www.ccr.gov)
  - ii. Attach verification showing status as active and in good standing with LA Secretary of State’s Corporation Section.
    - 1. A printout can be obtained from [www.sos.louisiana.gov](http://www.sos.louisiana.gov)
  - iii. W-9 Employer Identification form
  - iv. Vendor Location Form
  - v. Surety Bond/Fidelity Bond that protects Federal funds. A special condition will be placed when project is awarded. Must be submitted to LCLE within sixty (60) days from the award date.
  - vi. Budget show that they are self-sufficient
  - vii. JJDP ONLY – copy of the 501(c)(3) of non profit tax exempt status
2. Continuation Agencies
- a. Verification of DUNS and CCR numbers and expiration date. Can obtain CCR/NCAGE at [www.ccr.gov](http://www.ccr.gov)
    - i. Print out of CCR must accompany application
    - ii. If your search shows that the applicant opts out of public search or DUNS number is not found, you will need to contact the applicant and obtain a printout for verification
  - b. Non-profit agencies – Verification showing status as active and in good standing with LA Secretary of State’s Corporation Section, [www.sos.louisiana.gov](http://www.sos.louisiana.gov)
    - i. A printout can be obtained at [www.sos.louisiana.gov](http://www.sos.louisiana.gov).
3. All applications must be reviewed for the following:
- a. The correct version of application is used
  - b. The agency’s official name is used, not dba’s “doing business as”
  - c. Use LCLE’s assigned project title, if a continuation project. If a new project LCLE will assign the appropriate project title.
  - d. Zip Code + 4 – This is a Federal requirement. Can obtain by [www.zip4.usps.com/zip4/welcome.jsp](http://www.zip4.usps.com/zip4/welcome.jsp)
    - i. Note: In rural areas, the +4 is not available.
  - e. Email addresses for each designated official listed on page 1. Do not use addresses of non-designees
  - f. The Federal amount matches the allocation and match is correct and its source is identified
  - g. Personnel
    - i. Job descriptions
      - 1. Required for all positions listed; this includes volunteers.
      - 2. Job description must include job duties, required education, work experience, special education, and salary range

- ii. Resumes
  - 1. Required for each individual listed. If overtime is requested and applicant will be using a pool of personnel, resumes are not required.
  - 2. Resumes for volunteers are not required.
  - 3. Resumes for law enforcement personnel assigned to the project to provide administrative duties or other duties outside normal patrol activity are required.
- h. Fringe Benefits do not exceed 30% of the requested Federal funds.
- i. Travel – Be specific about the Travel policy used – the stricter policy prevails. Must refer to the State’s most current Travel Regulations and be mindful of the program’s regulations.
- j. Equipment and Supplies – Be specific regarding method of procurement for goods. Cannot state “will follow applicable policies/regulations” or “will follow applicable local, state, federal guidelines.” Must state the appropriate procurement procedure they will follow and the steps to be taken to secure the request item(s).
  - i. If procurement is on a sole source, prior approval must be requested as stated by LCLE Sole Source Approval guidelines; available at LCLE’s website.
- k. Contractual –
  - i. Description of services must be clear
  - ii. Only the LCLE’s approved contract format will be accepted; available at LCLE’s website.
  - iii. Be specific regarding method of procurement for goods and services. Cannot state “will follow applicable policies/regulations” or “will follow applicable local, state, federal guidelines.” Must state the appropriate procurement procedure they will follow and the steps to be taken to secure the request item(s).
    - 1. If procurement is on a sole source, prior approval must be requested as stated by LCLE Sole Source Approval guidelines; available at LCLE’s website.
  - iv. Individual consultant’s resume is attached;
  - v. Correct subgrant number and project period is used;
  - vi. Needs all proper signatures including witnesses;
  - vii. State the maximum amount to be paid (can state \$20 per hour up to a maximum of \$500); Scope of services must coincide with activities stated in application; Maximum amount to be paid for consultants for the following programs:
    - 1. Byrne/JAG, JJDP, Title V, and CVA – is \$450 per day; \$56.25 per hour
    - 2. VAWA – is \$650 per day; \$81.25 per hour
- l. Other Direct Costs –
  - i. Actual computation of pro-rated costs are shown and justification provided
  - ii. Registration fees for trainings/conferences, etc. must be included in this category
- m. Programmatic Section of the Application must be completed as stated in the instructions and no section is blank, with the exception of Prior Results for new applications
- n. Letters of Support/Memorandum of Understanding (MOU) are current and coincides with the individuals/agencies listed in the application
- o. Certifications are signed by the proper person

## QUARTERLY PROGRESS REPORTS

The following items must be provided in order for LCLE to accept Quarterly Progress Reports:

1. All required information on cover sheet is completed: the correct subgrant number, LCLE's assigned project title, formal agency name, individual completing the report and project director's signature
2. Proper Reporting period is marked
3. Signed by the District and dated
4. Due in LCLE's office **by the 15<sup>th</sup> of the month**
5. If a project ends the first or second month of the quarter, final report is submitted by the 15<sup>th</sup> day after the grant conclusion.
6. All aspects of the report are completed
7. Data adds correctly
8. Individual Programs
  - a. Edward Byrne/JAG project –
    - i. Use the appropriate QPR report for their project
    - ii. BJA PMT report is attached
  - b. JJDP/Title V – PMT measurements are entered correctly according to OJJDP's formula—must have the number for each factor (a), (b) and (c)
  - c. CVA – breakdown of funds is recorded correctly to each purpose area
9. More detail information on activities in the narratives

## EXPENDITURE REPORTS

The following items must be provided in order for LCLE to accept Expenditure Reports:

1. District acknowledgement in upper left-hand corner
2. Mark "N" non-final, "Y" final
3. Expenditures reported in each category add up to the TOTAL Expenditures
4. Federal plus Match (if match is applicable) equals total.
5. Match (If applicable)
  - a. Documentation of match supports the amount charged
  - b. The match being charged is approved in the project budget
6. Unliquidated Obligations should be project funds properly obligated during the reporting period; not the balance of the funds in the budget categories
7. Program Income
  - a. "Forfeited" plus "Other" EQUALS "Expended" plus "Unexpended"
  - b. Must be spent before project can be finalized
  - c. Use Program Income guidelines for appropriate reporting of income; available at LCLE's website
8. Request for payment option marked
9. Proper signature
10. Due in LCLE's office **by the 15<sup>th</sup> of the month**

## **SUBGRANT ADJUSTMENTS**

The following items must be provided in order for LCLE to accept Subgrant Adjustments:

1. All Subgrant Adjustments must in LCLE's office no later than thirty (30) days prior to the project end date.
2. Changes in personnel must have the following attachments:
  - a. Personnel supplemental page (Subgrant Adjustment Page 3) showing each individual's name, employment start and end dates, salary/hourly rate.
  - b. Resume of the new individual.
3. Subgrant adjustments will not be accepted with delinquent prescribed periodic reports
4. Justification requires details – explain the circumstances of the adjustment from the current approved project
  - a. For example, "Meeting Goals and Objectives" "Funds Left Over" "Because the award was received late" are not acceptable justification statements
    - i. What occurred during the implementation that caused the need for amendment
    - ii. The start date must be the date the applicant actually begins implementing the project. If the applicant budgeting is the factor for the project start date, consideration should be given for the length of time for this process
5. Subrecipients to use proper identifying language for personnel changes and official changes
  - a. The Project Director is not a Project Coordinator in some cases. If the Project Coordinator changes, could that person be a designated official? If yes, will the officials need to be changed as well?
  - b. The job title provided in the approved project must match the project title identified in the adjustment request
6. Goals and Objectives – If staff's review appears that the program area is being significantly modified from the original approved application, this request will be denied.
7. Budget changes:
  - a. Present calculations for budget changes that substantiates the modification to funds distribution
  - b. Movement of funds from one budget category to another must coincide with the overall budget category amendment
  - c. Supplies – If the original application, requested \$600 for Basic Office Supplies and the subgrantee wants to increase this, an itemized list of the total budget category is required. Copy paper and printer cartridges are part of basic office supplies.
8. When reprogramming match, indicate where the match is being applied and acknowledge if it is changing from cash to in-kind or vice versa.

## **ON-SITE MONITORING VISITS**

1. All on-site monitoring must be conducted at the agency's facility where the project is being housed.

2. Monitoring cannot be conducted via telephone or the subgrantee going to the District office.
  - a. However, if a desk monitoring (via telephone) is needed due to unforeseen circumstances, the District must receive prior approval from LCLE. The subgrantee has not been delinquent in any submission of the required documents. A desk monitoring on a subgrantee can only occur once every three (3) years.
3. On-site Monitoring visits must be conducted within the first six (6) months of the project's start date.
4. Districts are required to complete the Pre-site Monitoring Form and submit to LCLE thirty (30) days prior to the on-site visit for additional information. The Pre-site monitoring visit form is completed from information obtained from GMIS.
5. Districts must follow up with a letter to subgrantee outlining the observations from the on-site monitoring visit. LCLE is to be cc'd. If needed, LCLE will forward a letter for corrective action if needed to the District and subgrantee. The subgrantee will be provided a timeframe to correct the action, which the District must follow up through the resolution.

**ATTACHMENT 1**

**WORDING FOR  
PUBLICATION ANNOUNCEMENT OF FUNDS**

**SAMPLE OF  
EDWARD BYRNE / JUSTICE ASSISTANCE GRANT PROGRAM  
NEWSPAPER ARTICLE**

Notice is hereby given of the availability of Edward Byrne Memorial Justice Assistance Grant Program, federal funds, through the Bureau of Justice Assistance housed in the U.S. Department of Justice, Office of Justice Programs. The goal is to support a range of program areas including law enforcement, prosecution and court programs, prevention and education programs, corrections and community corrections, drug treatment and enforcement, crime victim and witness initiatives (other than victim compensation), and planning, evaluation, and technology improvement programs. Eligible applicants are units of general local government or combinations and Indian tribes that perform law enforcement functions (as determined by the Secretary of the Interior). The Louisiana Commission on Law Enforcement administers and allocates these funds through <NAME OF DISTRICT>.

The total amount available to the <NAME OF DISTRICT> is <\$>. Projects will be funded on a 12-month basis.

Complete guidelines and instructions for applying may be obtained from:

<PROGRAM DIRECTOR>  
<ADDRESS>  
<OTHER CONTACT INFORMATION>

The deadline for submitting is: <FILL IN AS APPROPRIATE>

## **SAMPLE OF JJDP NEWSPAPER ARTICLE**

Notice is hereby given of the availability of federal funds through the Office for Juvenile Justice and Delinquency Prevention housed in the U.S. Department of Justice, Office of Justice Programs. The goal is to improve juvenile justice systems by increasing the availability and types of prevention and intervention programs and juvenile justice system improvements. Eligible applicants are units of general local government or combinations, local private agencies, and 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. The Louisiana Commission on Law Enforcement administers and allocates these funds through <NAME OF DISTRICT>.

The total amount available to the <NAME OF DISTRICT> is <\$>. Projects will be funded on a 12-month basis.

Complete guidelines and instructions for applying may be obtained from:

<PROGRAM DIRECTOR>  
<ADDRESS>  
<OTHER CONTACT INFORMATION>

The deadline for submitting is: <FILL IN AS APPROPRIATE>

## **SAMPLE OF TITLE V NEWSPAPER ARTICLE**

Notice is hereby given of the availability of Title V Community Prevention Grant Program, federal funds, through the Office for Juvenile Justice and Delinquency Prevention housed in the U.S. Department of Justice, Office of Justice Programs. The goal is to focus reducing risks and enhancing factors to prevent youth at risk of becoming delinquent from entering the juvenile justice system and to intervene with first-time and nonserious offenders to keep them out of the juvenile justice system. Eligible applicants are units of general local government or combinations and 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. The Louisiana Commission on Law Enforcement administers and allocates these funds through <NAME OF DISTRICT>.

The total amount available to the <NAME OF DISTRICT> is <\$>. Projects will be funded on a 12-month basis.

Complete guidelines and instructions for applying may be obtained from:

<PROGRAM DIRECTOR>  
<ADDRESS>  
<OTHER CONTACT INFORMATION>

The deadline for submitting is: <FILL IN AS APPROPRIATE>

## **SAMPLE OF VOCA NEWSPAPER ARTICLE**

Notice is hereby given of the availability of federal funds through the Office for Victims of Crime housed in the U.S. Department of Justice, Office of Justice Programs. This funding is to support the provision of direct services to victims of crime at no cost to victims. Programs must be operated by a public agency, a nonprofit organization or a combination of such agencies. Priority shall be given to victims of sexual assault, spousal abuse, child abuse, and underserved populations. The Louisiana Commission on Law Enforcement administers and allocates these funds through <NAME OF DISTRICT>.

The total amount available to the <NAME OF DISTRICT> is <\$>. All applicants are required a 20% cash or in-kind match with the following exception: a 5% cash or in-kind match is required for Native American tribes/organizations on reservations. Projects will be funded on a 12-month basis.

Complete guidelines and instructions for applying may be obtained from:

<PROGRAM DIRECTOR>  
<ADDRESS>  
<OTHER CONTACT INFORMATION>

The deadline for submitting is: <FILL IN AS APPROPRIATE>

## **SAMPLE OF VAWA NEWSPAPER ARTICLE**

Notice is hereby given of the availability of federal funds through the Office of Justice Programs, Office for Violence Against Women Office. Part of this funding is for law enforcement agencies and prosecutors' offices programs that support comprehensive and coordinated responses to sexual assault, domestic violence, stalking, and dating violence crimes. Applicants must develop and implement victim-centered strategies that encourage collaboration among law enforcement, prosecution, the judiciary, pretrial services, probation and parole, and with private, nonprofit victim service providers and victim advocates. The Louisiana Commission on Law Enforcement administers and allocates these funds through <NAME OF DISTRICT>.

The total amount available to the <NAME OF DISTRICT> is <\$>. All applicants are required a 25% cash or in-kind match with the following exception: a 5% cash or in-kind match is required for Native American tribes/organizations on reservations. Projects will be funded on a 12-month basis.

Complete guidelines and instructions for applying may be obtained from:

<PROGRAM DIRECTOR>  
<ADDRESS>  
<OTHER CONTACT INFORMATION>

The deadline for submitting is: <FILL IN AS APPROPRIATE>

**ATTACHMENT 2**

**PROJECT PROPOSAL WORKSHEETS**

**FY \_\_\_ BYRNE/JAG FUNDS  
PROJECT PROPOSAL WORKSHEET  
\*All answers limited to space provided.**

**1. APPLICANT AGENCY:**

**2. AGENCY DESCRIPTION:** (check one)

- Law Enforcement       Unit of Local Government       Prosecution

**3. FEDERAL PROGRAM AREA TO BE ADDRESS**

- 1. Law Enforcement Program
- 2. Prosecution and Court Programs
- 3. Prevention and Education Programs
- 4. Corrections and Community Corrections Programs
- 5. Drug Treatment and Enforcement Programs
- 6. Planning, Evaluation, and Technology Improvement Programs
- 7. Crime Victim and witness Programs (other than compensation)

**4. PROPOSED BUDGET** - Provide the estimated proposed budget for this program.

Section 100. Personnel	
Section 200. Fringe Benefits	
Section 300. Travel	
Section 400. Equipment	
Section 500. Supplies	
Section 600. Contractual	
Section 800. Other Direct Costs	
<b>TOTAL PROJECT COSTS</b>	<b>\$0</b>

**5. PROGRAM DESCRIPTION**

**GOAL** – Provide a brief concise statement of the overall results from this proposed project.

**OBJECTIVES** - State two measurable objectives (in absolute numbers not percentages) for this project.

**PROJECT SUMMARY** - Give a brief description of this project and/or summary of the project's intent.

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Signature of Applicant Agency Date

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Signature of District Program Manger/Assistant Date

**FY \_\_ JJDJ FUNDS  
PROGRAM PLAN WORKSHEET**  
\*All answers limited to space provided.

**1. APPLICANT AGENCY:** \_\_\_\_\_

**2. AGENCY DESCRIPTION:** (check one)

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Faith-based organization | <input type="checkbox"/> Non-profit community-based organization | <input type="checkbox"/> Other government agency      | <input type="checkbox"/> Unit of Local Government |
| <input type="checkbox"/> Juvenile Justice         | <input type="checkbox"/> Other community-based organization      | <input type="checkbox"/> Police/other law enforcement |   |

**3. FEDERAL PROGRAM AREA TO BE ADDRESS**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> 1. Aftercare / Re-entry                       | <input type="checkbox"/> 17. Jail Removal                         | <input type="checkbox"/> (b) School Counseling                            |
| <input type="checkbox"/> 2. Alternatives to Detention                  | <input type="checkbox"/> 18. Job Training                         | <input type="checkbox"/> (c) Special Education                            |
| <input type="checkbox"/> 3. Child Abuse and Neglect Program            | <input type="checkbox"/> 19. Juvenile Justice System Improvement: | <input type="checkbox"/> (d) Alternatives to Suspensions & Expulsions     |
| <input type="checkbox"/> 4. Children of Incarcerated Parents           | <input type="checkbox"/> (a) Ombudsman Services                   | <input type="checkbox"/> (e) After-School                                 |
| <input type="checkbox"/> 5. Community Assessment Centers               | <input type="checkbox"/> (b) Services                             | <input type="checkbox"/> (f) In School                                    |
| N/A 6. Compliance Monitoring   | <input type="checkbox"/> (c) Legal                                | <input type="checkbox"/> 28. Separation of Juveniles from Adult Offenders |
| <input type="checkbox"/> 7. Court Services                             | <input type="checkbox"/> (d) MIS                                  | <input type="checkbox"/> 29. Serious Crimes                               |
| <input type="checkbox"/> 8. Deinstitutionalization of Status Offenders | <input type="checkbox"/> 20. Mental Health Services               | <input type="checkbox"/> 30. Sex Offender Program                         |
| <input type="checkbox"/> 9. Delinquency Prevention                     | <input type="checkbox"/> 21. Mentoring                            | N/A   |
| <input type="checkbox"/> 10. Disproportionate Minority Contact         | <input type="checkbox"/> 22. Native American Programs             | A   |
| <input type="checkbox"/> 11. Diversion                                 | N/A 23. Planning and Administration                               | <input type="checkbox"/> 31. State Advisory Group Allocation              |
| <input type="checkbox"/> 12. Gangs                                     | <input type="checkbox"/> 24. Probation                            | <input type="checkbox"/> 32. Substance Abuse:                             |
| <input type="checkbox"/> 13. Gender-Specific Services                  | <input type="checkbox"/> 25. Restitution/Community Service        | <input type="checkbox"/> (a) Treatment                                    |
| <input type="checkbox"/> 14. Graduated Sanctions                       | <input type="checkbox"/> 26. Rural Area Juvenile Programs         | <input type="checkbox"/> (b) Prevention                                   |
| <input type="checkbox"/> 15. Gun Programs                              | <input type="checkbox"/> 27. School Programs:                     | <input type="checkbox"/> (c) Control                                      |
| <input type="checkbox"/> 16. Hate Crimes                               | <input type="checkbox"/> (a) Law-Related Education                | <input type="checkbox"/> 33. Youth Advocacy                               |
|  |   | <input type="checkbox"/> 34. Youth Courts                                 |
|  |   | <input type="checkbox"/> 35. Strategic Community Action Planning          |

**4. PROPOSED BUDGET** - Provide the estimated proposed budget for this program.

Section 100. Personnel	
Section 200. Fringe Benefits	
Section 300. Travel	
Section 400. Equipment	
Section 500. Supplies	
Section 600. Contractual	
Section 800. Other Direct Costs	
<b>TOTAL PROJECT COSTS</b>	<b>\$0</b>

**5. ESTIMATED NUMBER OF JUVENILES TO BE SERVED.**

**6. PROGRAM DESCRIPTION**

**GOAL** – Provide a brief concise statement of the overall results from this proposed project.

**OBJECTIVES** - State two measurable objectives (in absolute numbers not percentages) for this project.

**PROJECT SUMMARY** - Give a brief description of this project and/or summary of the project's intent.

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Signature of Applicant Agency Date

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Signature of District Program Manger/Assistant Date

**FY \_\_\_ TITLE V FUNDS  
PROGRAM PLAN WORKSHEET**  
\*All answers limited to space provided.

**1. APPLICANT AGENCY:**

**2. AGENCY DESCRIPTION:** (check one)

- City, Township, Town, Village     
  Parish Government     
  Sheriff     
  District Attorney  
 Indian Tribe that performs law enforcement functions

**3. FEDERAL PROGRAM AREA TO BE ADDRESS**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> 3. Child Abuse and Neglect Program<br><input type="checkbox"/> 4. Children of Incarcerated Parents<br><input type="checkbox"/> 9. Delinquency Prevention<br><input type="checkbox"/> 10. Disproportionate Minority Contact<br><input type="checkbox"/> 11. Diversion<br><input type="checkbox"/> 12. Gangs<br><input type="checkbox"/> 13. Gender-Specific Services<br><input type="checkbox"/> 15. Gun Programs<br><input type="checkbox"/> 16. Hate Crimes<br><input type="checkbox"/> 18. Job Training<br><input type="checkbox"/> 20. Mental Health Services | <input type="checkbox"/> 21. Mentoring:<br><input type="checkbox"/> 22. Native American Programs<br><input type="checkbox"/> 25. Restitution/Community Service<br><input type="checkbox"/> 26. Rural Area Juvenile Programs<br><input type="checkbox"/> 27. School Programs<br><input type="checkbox"/> (a) Law-Related Education<br><input type="checkbox"/> (b) School Counseling<br><input type="checkbox"/> (c) Special Education<br><input type="checkbox"/> (d) Alternatives to Suspensions & Expulsions<br><input type="checkbox"/> (e) After-School<br><input type="checkbox"/> (f) In School | <input type="checkbox"/> 32. Substance Abuse:<br><input type="checkbox"/> (a) Treatment<br><input type="checkbox"/> (b) Prevention<br><input type="checkbox"/> (c) Control |
|---|---|--|

**4. PROPOSED BUDGET** - Provide the estimated proposed budget for this program.

	FEDERAL	MATCH	TOTAL REQUEST
Section 100. Personnel			\$0
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>	\$0	\$0	\$0

**5. ESTIMATED NUMBER OF JUVENILES TO BE SERVED.**

**6. PROGRAM DESCRIPTION**

**GOAL** – Provide a brief concise statement of the overall results from this proposed project.

**OBJECTIVES** - State two measurable objectives (in absolute numbers not percentages) for this project.

**PROJECT SUMMARY** - Give a brief description of this project and/or summary of the project's intent.

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Signature of Applicant Agency Date

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Signature of District Program Manger/Assistant Date

**FY \_\_\_ CVA FUNDS  
PROJECT PROPOSAL WORKSHEET**

\*All answers limited to space provided.

1. **APPLICANT AGENCY:** \_\_\_\_\_

2. **AGENCY DESCRIPTION:** (check one)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> Unit of Local Government | <input type="checkbox"/> Prosecution   |
| <input type="checkbox"/> Courts          | <input type="checkbox"/> Non Profit Organization  | <input type="checkbox"/> Other: state: |

3. **FEDERAL PROGRAM AREA TO BE ADDRESS**

- 1. Sexual Assault
- 2. Domestic Abuse
- 3. Child Abuse
- 4. Previously Underserved; State:

4. **PROPOSED BUDGET** - Provide the estimated proposed budget for this program.

	Federal Funds	Match	Total
Section 100. Personnel			\$0
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>	\$0	\$0	\$0

5. **ESTIMATED NUMBER OF VICTIMS TO BE SERVED:**

**6. PROGRAM DESCRIPTION**

**GOAL** – Provide a brief concise statement of the overall results from this proposed project.

**OBJECTIVES** - State two measurable objectives (in absolute numbers not percentages) for this project.

**PROJECT SUMMARY** - Give a brief description of this project and/or summary of the project's intent.

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Signature of Applicant Agency Date

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Signature of District Program Manger/Assistant Date

**FY \_\_\_ VAWA FUNDS  
PROJECT PROPOSAL WORKSHEET**

**\*All answers limited to space provided.**

**1. APPLICANT AGENCY:** \_\_\_\_\_

**2. AGENCY DESCRIPTION:** (check one)

- Law Enforcement                       Prosecution                       Court  
 Non Profit Organization               Other: state:

**3. FEDERAL PROGRAM AREA TO BE ADDRESS**

- 1 Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
- 2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault and domestic violence.
- 3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault and domestic violence.
- 4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and the courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence.
- 5. Developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault and domestic violence.
- 6. Developing, enlarging, or strengthening programs addressing stalking.
- 7. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault and domestic violence.
- 8. Supporting formal and informal Statewide, multi-disciplinary efforts, to the extent not supported by State funds, to coordinate the response of State law enforcement agencies, prosecutors, courts, victim services agencies, and other State agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
- 9. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.
- 10 Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence of assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.
- 11 Providing assistance to victims of domestic violence and sexual assault in immigration matters.
- 12 Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.
- 13 Support the placement of special victim assistants (to be known as "Jessica Gonzales Victim Assistants") in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders.
- 14 Providing funding to law enforcement agencies, nonprofit nongovernmental victim services providers, and State, Tribal, Territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program.)

**4. PROPOSED BUDGET** - Provide the estimated proposed budget for this program.

	Federal Funds	Match	Total
Section 100. Personnel			\$0
Section 200. Fringe Benefits			
Section 300. Travel			
Section 400. Equipment			
Section 500. Supplies			
Section 600. Contractual			
Section 800. Other Direct Costs			
<b>TOTAL PROJECT COSTS</b>	\$0	\$0	\$0

**5. PROGRAM DESCRIPTION**

**GOAL** – Provide a brief concise statement of the overall results from this proposed project.

**OBJECTIVES** - State two measurable objectives (in absolute numbers not percentages) for this project.

**PROJECT SUMMARY** - Give a brief description of this project and/or summary of the project's intent.

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Signature of Applicant Agency

Date

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Signature of District Program Manger/Assistant

Date

ATTACHMENT 3

PRE-SITE REVIEW FORM  
FOR  
ON-SITE MONITORING VISITS

# Pre-Site Review Form

## Pre-Site Review Form

Prepared by: \_\_\_\_\_

Current Date: \_\_\_\_\_

Subgrantee: \_\_\_\_\_

Grant Number: \_\_\_\_\_

Grant Period: \_\_\_\_\_

Begin Date      End Date

Site Visit Monitor: \_\_\_\_\_

Expected Review Date: \_\_\_\_\_

Grant award date: \_\_\_\_\_

Grant acceptance date: \_\_\_\_\_

**Budget Analysis**

	Current Budget	Project In Months	Monthly Budget	Months To Date	Budget To Date	Expended To Date as of	Expenditures Over/(under) to Date
Personnel		0	#DIV/0!	0	#DIV/0!		#DIV/0!
Fringe	\$ -	0	#DIV/0!	0	#DIV/0!	\$ -	#DIV/0!
Travel	\$ -	0	#DIV/0!	0	#DIV/0!	\$ -	#DIV/0!
Equipment	\$ -	0	#DIV/0!	0	#DIV/0!	\$ -	#DIV/0!
Supplies		0	#DIV/0!	0	#DIV/0!	\$ -	#DIV/0!
Contract Services	\$ -	0	#DIV/0!	0	#DIV/0!	\$ -	#DIV/0!
Construction	\$ -	0	#DIV/0!	0	#DIV/0!	\$ -	#DIV/0!
Other Direct Costs		0	#DIV/0!	0	#DIV/0!		#DIV/0!
Confidential Funds	\$ -	0	#DIV/0!	0	#DIV/0!	\$ -	#DIV/0!
Indirect Costs	\$ -	0	#DIV/0!	0	#DIV/0!	\$ -	#DIV/0!
<b>Total</b>	<b>\$ -</b>		<b>#DIV/0!</b>		<b>#DIV/0!</b>	<b>\$ -</b>	<b>#DIV/0!</b>

**Required Reports:**

*Expenditure reports*

Due within days?

\_\_\_\_\_ Monthly      \_\_\_\_\_ Quarterly  
15

As of	Dt Rec'd	Comments	As of	Dt Rec'd	Comments
					Expenditure Reports

NYA - Not yet awarded/accepted

*Progress Reports*

Due within days?

\_\_\_\_\_ Monthly      \_\_\_\_\_ Quarterly  
15

As of	Dt Rec'd	Comments	As of	Dt Rec'd	Comments

NYA - Not yet awarded/accepted

Project start date      + 60 =

If a project is not operational within 60 days of the original starting date of the subgrant period, what documentation has been received to outline the steps taken to initiate the project, the reasons for delay, and the expected start date?

\_\_\_\_\_

**ITEMS NOTED DURING PRE- SITE VISIT:**

**FISCAL:** \_\_\_\_\_ **NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

GRANTS: NAME: DATE:

PROGRAM: NAME: DATE:

\*\*\*\*\*  
NOTES OF MEETING AFTER SITE VISIT OF SUBGRANTEE

DATE OF MEETING:

ITEMS DISCUSSED BY:

PROGRAM: NAME: DATE:

FISCAL: NAME: DATE:

GRANTS: NAME: DATE:

Revised 2/14/2011