

**STATE FISCAL YEAR 2011 – 2012**

**D.A.R.E.  
State Grant  
Application  
Instructions**

**ACT 19 OF THE  
2002 REGULAR LEGISLATIVE SESSION  
TOBACCO TAX HEALTH CARE FUND**

**Application Due Date  
Friday, August 5, 2011**

**Louisiana Commission on Law Enforcement  
and Administration of Criminal Justice  
P.O. Box 3133  
Baton Rouge, Louisiana 70821  
(225) 342-1640**

# **GENERAL INSTRUCTIONS AND REQUIREMENTS FOR 2011 – 2012 D.A.R.E. STATE GRANT FUNDING**

## **1. APPLICATIONS**

Applications are being accepted for D.A.R.E. Elementary, CORE, and Junior High projects, with priority given to CORE projects, for State Fiscal Year 2011 – 2012. The funding period begins July 1, 2011, and ends May 31, 2012.

- **ELEMENTARY** - Portion of funding to support D.A.R.E. effort in the CORE Curriculum.
- **JUNIOR HIGH** - Portion of funding to support D.A.R.E. effort in the Junior High Curriculum.

## **2. CATEGORIES FOR FUNDING**

### **A. PERSONNEL**

Funding is available in the personnel category for Certified D.A.R.E. Officers only. The percentage of officers' time spent on D.A.R.E. activities is the only allowable personnel charge to the subgrant. Salaries for D.A.R.E. Officers are limited to a maximum of \$1,500 a month per officer.

### **B. FRINGE BENEFITS**

Fringe Benefits for D.A.R.E. officers are allowed as long as they are consistent with the Applicant Agency's policies. The Louisiana Commission on Law Enforcement will allow funding for only one retirement and one health and hospitalization insurance program per officer, notwithstanding the fact that another program or retirement system may be funded by some other source. Medicare payments in the amount of 1.45% of total reimbursable salary are allowed for officers employed after the enactment of the Medicare Tax. The total cost is limited to no more than 30% of the total personnel cost and must coincide with percentage of salary funded through the grant (*i.e.*, 25%, 50%, 75%, or 100%). Liability bonds are not considered a fringe benefit.

### **C. TRAVEL**

Travel expenses for the annual Louisiana D.A.R.E. Officers' Association Conference will be allowed, and reimbursed only upon certification from the State D.A.R.E. Training Center that the officer(s) on the grant have completed the required 12 hours of in-service training. **NOTE:** The new LDOA Conference Registration amount is now **\$200**. All travel requisitions must comply with State Travel Regulations. It is the responsibility of the individual agencies to insure compliance with State Travel Regulations. A copy of the Regulations may be obtained at the Louisiana State website address: [www.doa.louisiana.gov/osp/travel](http://www.doa.louisiana.gov/osp/travel).

### **D. SUPPLIES**

Supplies will be subject to the following dollar limitations and may be used to purchase workbooks, certificates, T-shirts, and any educational supplies to be used by the students only. Educational supplies may consist of pencils, pens, erasers, rulers, etc.

- \$5.50 per student for Core Elementary classes
- \$5.50 per student for Junior High classes.

### **3. OTHER REQUIREMENTS**

#### **A. REPORTING**

##### **1. QUARTERLY PROGRESS REPORTS**

Quarterly Progress Reports are due on a calendar quarterly basis, i.e., July 1 through September 30, 2011, October 1 through December 31, 2011, January 1 through March 31, 2012, and April 1 through May 31, 2012, within 15 days of the end of each quarter.

##### **2. EXPENDITURE/REQUESTS FOR FUNDS**

Expenditure/Requests for Funds are due within 15 days of the end of the cycle:

- a. Monthly if receiving \$40,000 or more in Federal funds; or
- b. Quarterly (or monthly by choice) if receiving less than \$40,000 in Federal funds.

##### **3. FAILURE TO COMPLY WITH REPORTING REQUIREMENTS**

Failure to comply with these requirements may result in administrative action such as withholding of payments, suspension of funding, cancellation of project, loss of awarded funds, or non-certification of new grant awards.

#### **B. FALL 2011 AND SPRING 2012 CLASSROOM SCHEDULES**

All schedules *must* be submitted to the D.A.R.E. Training Center by the *fifth (5th)* lesson taught. If schedules are received *after the fifth (5)* lesson is taught, the agency will *forfeit* its funding for that semester. It is important that all D.A.R.E. Officers' Fall 2011 and Spring 2012 semester school classroom schedules be mailed directly to the attention of Joanie Bertrand, D.A.R.E. Analyst, at the Louisiana D.A.R.E. Training Center. The address is 5400 East Broad Street, Lake Charles, Louisiana, 70615. Subgrant awards approved at the Advisory and Commission September 2011 meetings will not be issued until the D.A.R.E. Training Center informs LCLE of their receipt of the Fall 2011 class schedules.

#### **C. WRITTEN AGREEMENTS**

A Written Agreement between law enforcement and education is needed which is to be signed by the head of the Law Enforcement Agency, School Superintendent, Louisiana D.A.R.E. Training Center, and the Louisiana D.A.R.E. Advisory Board which demonstrates each agency's commitment to D.A.R.E., and defines their roles. Written Agreements with dates that are more than two years old will need to be renewed and must be on file with the State D.A.R.E. Training Center.

#### **D. IN-SERVICE REQUIREMENTS**

Officers must complete twelve (12) hours of In-Service training by December 31, 2011, before travel reimbursements are released. The officers are responsible for submitting their in-service information to the Louisiana D.A.R.E. Training Center for tracking

purposes. Travel funds will be withheld until the twelve (12) hour minimum has been reported to LCLE by the D.A.R.E. Training Center.

**E. ASSURANCES**

1. Eligible D.A.R.E. programs that receive state funding from LCLE are required to agree with certain certified assurances stated in the "D.A.R.E. State Grant Application Kit."
2. The signature of the authorized official of the agency that is requesting funding is required.

**4. HOW TO APPLY**

To be eligible for funding consideration, a single signed original of the complete application must be submitted to the Louisiana Commission on Law Enforcement. The application can be found on the LCLE web page at [www.lcle.la.gov](http://www.lcle.la.gov). Please read the "Application Instructions" before completing the application. Whenever the space provided for an application item is insufficient for adequate response, continuation pages should be attached, identifying the application page number and agency's name. If you are in need of assistance completing this application, please contact Erica Johnson at 225-342-1640 or email at [Erica.Johnson@lcle.la.gov](mailto:Erica.Johnson@lcle.la.gov). The completed application should be submitted to LCLE on or before Friday, August 5, 2011, to the attention of Erica Johnson, D.A.R.E. Program Manager, at P. O. Box 3133, Baton Rouge, Louisiana, 70821. Only applications with the original signature of the Authorized Official will be accepted – no copies, please.

**APPLICATION INSTRUCTIONS**

**PAGE 1**

**1. PROJECT DURATION**

Provide the length, in months, of the total project. Project period cannot exceed eleven (11) months. Enter the desired Start Date and End Date for this project in the "mm/dd/yyyy" format. (i.e., 07/01/2011) Use only the first day of a month as the Start Date and the last day of the month as the End Date. Start Date cannot start prior to July 1, 2011, and the End Date cannot extend beyond May 31, 2012.

***Please Note:** Applicants requesting travel reimbursement for the L.D.O.A. State Conference scheduled July 13, 14, 15, and 16, 2011, should use July 1, 2011, as a Start Date. Applicants not requesting travel reimbursement should use August 1 or September 1, 2011, as a Start Date, if D.A.R.E. officer is scheduled to teach in the Fall 2011 semester. If not teaching until the Spring 2012 semester, the Start Date will begin the first day of the month classes are to be taught.*

**2. PROJECT FUNDS REQUESTED**

Enter the amount of funds requested for the project (whole dollars only). This amount should agree with Total Funds Requested in the second table on Page 2.

**3. APPLICANT AGENCY**

Provide the official name, mailing address, telephone and fax numbers, email address, and the Federal Employer Tax ID number of the applicant agency or institution applying for funds. Do not enter same as above; each area needs to be filled in completely and accurately. (i.e., City of Baton Rouge, East Carroll Sheriff's Office, Town of Mamou, etc.)

**AUTHORIZED OFFICIAL**

This is the individual authorized to enter into binding commitments on behalf of the Applicant Agency or Institution. This is normally the chief officer of the agency, institution, or governmental unit involved. (If the applicant agency is a Sheriff's Office, the Authorized Official is the Sheriff. If the Implementing Agency is a Police Department, the Applicant Agency is the City and the Authorized Official is the Mayor of the city, town, or village.) The Authorized Official is normally superior to the Project Director.

**4. IMPLEMENTING AGENCY**

Provide the official name, mailing 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 applying for funds. Do not enter same as above; each area needs to be filled in completely and accurately. (i.e., Baton Rouge City Police Department, East Carroll Sheriff's Office, Mamou Police Department, etc.)

**AGENCY HEAD**

Enter the official name, mailing address, telephone and fax numbers, and email address of the person in charge of the agency in which the applicant program is located. (i.e., *Chief* Larry Courvillion or *Sheriff* Walter Jones)

**5. 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 time to the project. The Project Director must be an employee of the Applicant Agency and the official business address should be used.

**6. FINANCIAL OFFICER**

This is the person who will be responsible for fiscal matters relating to the project and in ultimate charge of accounting, management of funds, verification of expenditures, and sub-grant financial reports (normally someone other than the Project Director). The official business address should be used.

***Please Note:*** *It is possible that a different person will fill each of the four positions – the 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 two (2) different people in any combination of these positions. The Financial Officer and the Project Director must be two different individuals.*

**7. CONGRESSIONAL DISTRICT(S)**

Check the Congressional District(s) to be served by the D.A.R.E project.

**8. POPULATION SERVED**

Enter the total population of the Congressional District(s) served by the D.A.R.E. project. It is possible that you will serve more than one population. If unknown, leave blank.

**9. PARISH SERVED**

Enter the name of the parish served.

**10. SCHOOL DISTRICT(S)**

Enter the name of the school district(s) served. (i.e., East Baton Rouge Parish School System, City of Central School System, City of Baker School System and City of Zachary School Systems are all located in East Baton Rouge Parish.)

**PAGE 2**

**1. CLASSROOM PRESENTATION – (Target Groups)**

Indicate the anticipated number of schools, classes, and students per project period for D.A.R.E. classroom presentation at the elementary and junior high levels. Show target groups for visitations, core (current and revised curriculum), and junior high (current and revised curriculum). The target numbers should match the numbers given on Page 3 for totals of schools, classes and students on the “2011 – 2012 TARGET SCHOOLS WORKSHEET”.

**2. PROJECT BUDGET SUMMARY - ENTER CATEGORY TOTALS ONLY**

The “Detailed Project Budget Summary” form must be completed with amounts rounded to the nearest whole dollar. This number should agree with total “STATE FUNDS’ on Page 1, Section 2, of the application.

**PAGE 3**

**1. 2011 – 2012 TARGET SCHOOLS WORKSHEET**

List each school by name targeted by the agency project. Provide target number of classes and students for each school. Provide data for each curriculum presented (Visitation, Core and Junior High). The totals for schools, classes and students should match the numbers given in the “CLASSROOM PRESENTATIONS” table on Page 2. Addendum pages available for this form on the LCLE website.

***Please Note:** Please review your target numbers from the previous school years and compare them with the actual numbers of schools, students and classrooms that were actually taught in those years. Significant shortages or overages should be considered when determining your 2011–2012 target numbers.*

## **PAGE 4**

### **1. D.A.R.E. OFFICER PERCENTAGE WORKSHEET**

Provide the number of days per week each officer plans to present the D.A.R.E. curriculum at the Elementary and Junior High school levels. Complete presentation plans for both Fall 2011 and Spring 2012 semesters.

***Please Note:** Only enter the number of days that Core or Junior High will be taught in a given semester. If numbers are entered in these fields, LCLE staff will hold funds until schedules for the indicated officers have been received or a Sub-grant Adjustment is submitted to remove the information from the grant.*

## **PAGES 5 THROUGH 7**

### **1. DETAILED PROJECT BUDGET**

The cost of each item listed under the various budget categories should be shown under the Project Funds column. The cost of all items listed in each major budget category should be inserted in the Category Total space. Whenever the space for any budget category is inadequate to permit listing of all items the notation "*See Continuation Sheet*" should be entered. Only the "*Category Total*" should be inserted on this page. All items in the category should be listed on an attached page.

### **2. 100. PERSONNEL**

List each position by Certified D.A.R.E. Officer's name and rank. Show the officers actual base pay if it is below \$1,500 per month. If the actual base salary is less than \$1,500 per month, the lesser amount is the figure that can only be reimbursed on this grant. No dual compensation is permitted. Time and attendance records must be maintained on a regular basis. Show the percentage of time to be devoted to the project by the employee, the number of months, and the total employee cost for the full project. The percentage of salary requested should agree with the percentages shown on the "*D.A.R.E. Officers Percentage Worksheet*" on Page 4 of the application.

Salaries for D.A.R.E. Officers paid from this sub-grant must coincide with actual percentage of time spent in D.A.R.E. activities, and should follow the guidance below when budgeting for salaries:

- **100%** Officer would teach four (4) full days a week with the fifth (5<sup>th</sup>) day set aside for planning.
- **75%** Officer would teach three (3) full days a week with one (1) day (6 hours) set aside for planning.
- **50%** Officer would teach two (2) full days a week with four (4) hours a week for planning.
- **25%** Officer would teach one (1) day a week with two (2) hours a week for planning.

**Example A:** An officer teaches 4 days, plans 1 day (100%); base pay is \$1,750; teaches fall and spring semester.

**Calculation:** \$1,500 (max/month) X 100% X 10 months = \$15,000

**Example B:** An officer teaches 2 days; plans 4 hrs. (50%); base pay is \$1,400; teaches spring semester only.

**Calculation:** \$1,400 (does not exceed \$1,500 limit) X 50% X 5 months = \$3,500

**Example C:** An officer is certified in August 2008; will teach 2 days the fall semester (50%) and 4 days the spring semester (100%); base pay is \$1,600.

**Calculation:** Fall semester - \$1,500 (max/month) X 50% X 4 months = \$3,000 [not certified the full month of August] Spring semester - \$1,500 (max/ month) X 100% X 5 month = \$7,500. \$3,000 + \$7,500 = \$10,500.

**Please Note:** *Personnel costs for non-D.A.R.E. activities are not allowable AND salary for months of non-D.A.R.E. activity should not be requested. Reimbursement of certified D.A.R.E. officers' salaries are limited to the officers' base pay but cannot exceed \$1,500 per month per officer. Salary and fringe benefits may be charged to the sub-grant during the period of August 1, 2011, through May 31, 2012. An officer's percentage of time devoted to D.A.R.E must be considered when calculating salaries to be charged to the sub-grant.*

### **3. 200. FRINGE BENEFITS - (Employer's Share of Employee Benefits)**

Apply only the employer's share of fringe benefits that are part of an employee benefit package provided by the applicant agency for all employees. The percentage rate (%) or cost (dollar amount) used for calculating fringe benefits must be provided for each type budgeted for each officer. Calculate each fringe benefit according to the number of months of salary requested and at the percentage of time the officer devotes to the D.A.R.E. program. Include the total Fringe Benefits requested for all officers in the total at the bottom of the page.

Only one retirement and health insurance per officer is allowed with grant funds. Federal Unemployment Tax (FUTA) and State Unemployment Tax (SUTA) are limited to the first \$7,000 of reimbursable salary per officer. If applicable, include the rate for the State Unemployment Tax. Liability bonds are not allowable fringe benefits even if part of the employee benefit package.

**Please Note:** *Total fringe benefit costs charged to the grant are limited to no more than thirty percent (30%) of total salaries charged to the grant.*

### **4. 300. TRAVEL**

Travel expenditures are restricted to only Certified D.A.R.E. Officers listed in the Personnel Section (100). These expenditures are restricted to costs related to the annual State D.A.R.E. Officers' Association Conference. Travel expenses include L.D.O.A. registration, lodging, and meals. **NOTE:** The new LDOA Registration amount is now **\$200**. Mileage will be paid only when a department vehicle is not available for use.

Itemize the travel expenses (i.e. registration, lodging, meals) by officer's name. Provide the total cost allocable per officer in the project funds column and the total travel request for all

officers in the category total column. The applicant ensures that all travel is in accordance with Louisiana State Travel Regulations. Reimbursements for these expenses will be made within the Louisiana State Travel Regulation guidelines. A copy of the regulations may be obtained at [www.doa.louisiana.gov/osp/travel](http://www.doa.louisiana.gov/osp/travel).

***Please Note:*** Officers must complete twelve (12) hours of In-Service training by December 31, 2011, before travel reimbursements are released. The officers are responsible for submitting their in-service information to the Louisiana D.A.R.E. Training Center for tracking purposes. Travel funds will be withheld until the twelve (12) hour minimum has been reported to LCLE by the D.A.R.E. Training Center.

#### **5. 400. SUPPLIES**

Indicate quantity to be purchased by the grant. Supply totals must remain within the dollar limit for each category. Core costs are limited to \$5.50 per student; Junior High costs are limited to \$5.50 per student.

### **PAGES 8 THROUGH 11**

#### **1. COMPONENTS AND CERTIFIED ASSURANCES**

Be sure to read the components of the D.A.R.E. Program on Page 8 and the Certified Assurances on Pages 9 through 12. The Authorized Official, not the Project Director, must sign the Certified Assurances on Page 12. The entire set of Certified Assurances, Pages 9 through 12, must be returned with the completed application.

### **PAGES 12 THROUGH 22**

#### **1. AGREEMENTS AND SCHEDULES**

Mail the original of these forms to the DARE Training Center with the appropriate signatures. The submission of these forms is required to activate your grant award. Please submit Fall 2011 Schedules to the D.A.R.E. Training Center as soon as possible. All schedules **must** be submitted to the D.A.R.E. Training Center by the **fifth (5<sup>th</sup>)** lesson taught. If schedules are submitted **after** the **fifth (5<sup>th</sup>)** lesson is taught, the agency **forfeits** its funding for that semester. Written Agreements with dates that are more than **(2) two** years old will need to be renewed.

***Please Note:*** Written Agreements and Schedules are now formatted for online entry. Please complete, print, and submit with your application. Mail copies of each agreement or schedule completed to the D.A.R.E. Training Center and keep copies for your records.