



**PROJECT FUNDING HISTORY**

Projects are limited to 48-months of funding. If extenuating circumstances required additional funding beyond the 48-month, a written request must be submitted and approved by the Louisiana Commission of Law Enforcement prior to the submission of an application. Multi-Jurisdictional Task Forces, training, and statewide criminal justice improvement projects are exempted from the 48-month funding limitation.

This project is exempt from the 48-month limitation.

List the subgrant number and total number of months funded for this project.

SUBGRANT #	TOTAL NUMBER OF MONTHS
<b>B - -</b>	
TOTAL NUMBER OF MONTHS FUNDED	0

Date the Louisiana Commission on Law Enforcement approved the 48-month waiver

**BJA PURPOSE AREAS**

Check the BJA Purpose Area that this project will address. Check whether this project will provide direct services and/or provide system improvements.

	BJA Purpose Area	Direct Services	Systems Improvement
1.	Law Enforcement Programs	<input type="checkbox"/>	<input type="checkbox"/>
2.	Prosecution and Court Programs	<input type="checkbox"/>	<input type="checkbox"/>
3.	Prevention and Education Programs	<input type="checkbox"/>	<input type="checkbox"/>
4.	Corrections and Community Corrections Programs	<input type="checkbox"/>	<input type="checkbox"/>
5.	Drug Treatment and Enforcement Programs	<input type="checkbox"/>	<input type="checkbox"/>
6.	Planning, Evaluation and Technology Programs	<input type="checkbox"/>	<input type="checkbox"/>
7.	Crime victim and witness programs (other than compensation)	<input type="checkbox"/>	<input type="checkbox"/>

**CONGRESSIONAL DISTRICT(S)** that represents this project.

1     2     3     4     5     6     7     All (statewide project)

**PROJECT BUDGET SUMMARY**

**INSTRUCTIONS:** The Checklist is self-explanatory. In Project Summary, applicable budget category totals will automatically entered from each of the Detailed Project Budget Summaries. Provide source of Cash and Match.

**CHECKLIST:**

- |  |                          |                          |
|--|--------------------------|--------------------------|
|  | <b>YES:</b>              | <b>NO:</b>               |
| Are all budgeted items allowable per Program Guidelines?                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Were instructions followed to determine allowable personnel/contractual costs? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all line item computations correct?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Do line items add to category totals?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Have category totals been rounded to nearest dollar?                           | <input type="checkbox"/> | <input type="checkbox"/> |

Each category amount listed in the table below must equal category totals shown on the Budget Sections.

Person Completing Budget Section:

Title:

Phone: ( ) -

Fax: ( ) -

E-Mail:

**PROJECT BUDGET SUMMARY**

BUDGET CATEGORY	FEDERAL FUNDS	CASH MATCH	SECTION TOTAL
<b>SECTION 100 PERSONNEL</b>	\$0	\$0	\$0
<b>SECTION 200 FRINGE BENEFITS</b>	\$0	\$0	\$0
<b>SECTION 300 TRAVEL</b>	\$0	\$0	\$0
<b>SECTION 400 EQUIPMENT</b>	\$0	\$0	\$0
<b>SECTION 500 SUPPLIES</b>	\$0	\$0	\$0
<b>SECTION 600 CONTRACTUAL</b>	\$0	\$0	\$0
<b>SECTION 800 OTHER DIRECT COSTS</b>	\$0	\$0	\$0
<b>SECTION 850 CONFIDENTIAL</b>	\$0	\$0	\$0
<b>TOTAL:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Provide Source of Cash Match: Check all that apply.

STATE     LOCAL     OTHER. Specify:

YES     NO    Is the source of cash match earned program income?

**SECTION 100. PERSONNEL**

Enter only the Title Position(s) and Individual Name(s) of the employees for each position funded through this grant. For further information and direction, please refer to the application instructions.

**FULL TIME POSITIONS**

POSITION TITLE	EMPLOYEE NAME	FT	ACTUAL MONTHLY SALARY	TIME DEVOTED TO PROJECT	NUMBER OF MONTHS	TOTAL SALARY PAID BY GRANT	PAID WITH	
							F	C
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:						\$0.00	F = Fed Funds C = Cash Match	

**PART TIME AND/OR OVERTIME EMPLOYEES**

POSITION TITLE	EMPLOYEE NAME	PT OT	ACTUAL EMPLOYEE HOURLY SALARY RATE	NUMBER OF HOURS	TIME DEVOTED TO PROJECT	NUMBER OF WEEKS	TOTAL SALARY PAID BY GRANT	PAID WITH	
								F	C
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF PART-TIME AND/OR OVERTIME EMPLOYEES SALARIES:							\$0.00	F = Fed Funds C = Cash Match	

SECTION 100. PERSONNEL SUMMARY	
<b>FEDERAL FUNDS</b>	
<b>CASH MATCH</b>	
<b>PERSONNEL TOTAL</b>	<b>\$0</b>

**SECTION 100. PERSONNEL (Continued) - BRIEFLY EXPLAIN:**

Yes  No Are job descriptions for each position attached?

Yes  No Are resumes for each position attached? If not, explain:

A) Need for each position shown above; justify need for overtime:

B) The basis for determining the salary of each position:

C) Project duties of each position requested:

D) Indicate if personnel will be new or existing personnel. If existing, indicate if position was backfilled. Indicate the personnel's original status. (PLEASE NOTE: Existing personnel are employees currently working for the agency in a different position, but will now be working on this grant's activities. If so, the position from which the employee was moved must be filled with a new employee. If employee is the same from the previous grant, indicate when the employee was originally hired for that position.)

**SECTION 200. FRINGE BENEFITS (Employer's Share Only)**

Enter the Individual Name(s) of the employees receiving fringe benefits for each position funded through this grant. There are two sets of each benefit below to allow budgeting for eight (8) employees. Check either box if Federal funds are partially being requested or not being requested.

Check:  All Fringe Benefits Will Be Paid by Applicant Agency  Additional Fringe Benefits Will Be Paid by Applicant Agency

EMPLOYEES' NAMES:					EMPLOYEES' NAMES: (Continued)				
SOCIAL SECURITY	RATE		SALARY	TOTAL	SOCIAL SECURITY	RATE		SALARY	TOTAL
1.	.062			\$0	5.	.062			\$0
2.	.062			\$0	6.	.062			\$0
3.	.062			\$0	7.	.062			\$0
4.	.062			\$0	8.	.062			\$0
MEDICARE	RATE		SALARY	TOTAL	MEDICARE	RATE		SALARY	TOTAL
1.	.0145			\$0	5.	.0145			\$0
2.	.0145			\$0	6.	.0145			\$0
3.	.0145			\$0	7.	.0145			\$0
4.	.0145			\$0	8.	.0145			\$0
HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL	HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL
1.				\$0	5.				\$0
2.				\$0	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL	WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL
1.				\$0	5.				\$0
2.				\$0	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
UNEMPLOYMENT TAX Based on first \$7,000 or Less	RATE	TYPE	SALARY	TOTAL	UNEMPLOYMENT TAX Based on first \$7,000 or Less	RATE	TYPE	SALARY	TOTAL
1.		CHECK TYPE:		\$0	5.		CHECK TYPE:		\$0
2.				\$0	6.				\$0
3.		<input type="checkbox"/> FUTA		\$0	7.		<input type="checkbox"/> FUTA		\$0
4.		<input type="checkbox"/> SUTA		\$0	8.		<input type="checkbox"/> SUTA		\$0
PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL	PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL
1.				\$0	5.				\$0
2.				\$0	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
OTHER:	RATE		SALARY	TOTAL	OTHER:	RATE		SALARY	TOTAL
1.				\$0	5.				\$0
2.				\$0	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
FRINGE BENEFITS TOTAL (A):				\$0	FRINGE BENEFITS TOTAL (B):				\$0

PLEASE NOTE: IF MORE THAN EIGHT EMPLOYEES CHARGED TO THIS PROJECT, PLEASE COMPLETE AN ADDENDUM PAGE.

**200. Fringe Benefits Total (A+B): \$0**

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	
CASH MATCH	
<b>TOTAL FRINGE BENEFITS</b>	<b>\$0</b>

**SECTION 300. TRAVEL**

Itemize travel expenses of project personnel. Mileage is unallowable in agency-owned vehicles. Charges not to exceed established agency travel rates, but in no case can travel expenses exceed current Louisiana Travel Guidelines. *Out-of-state travel requires prior approval from LCLE.*

LOCAL TRAVEL: NAME/POSITION TITLE/PURPOSE OF TRAVEL	MILEAGE RATE	TOTAL MILES	TOTAL COST	PAID WITH	
				F	C
NAME: TITLE: PURPOSE:			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
NAME: TITLE: PURPOSE:			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
NAME: TITLE: PURPOSE:			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
NAME: TITLE: PURPOSE:			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL FOR LOCAL TRAVEL			\$0.00	F = Federal Funds C = Cash Match	

NON-LOCAL IN-STATE/OUT-OF-STATE TRAVEL (OUT-OF-STATE TRAVEL REQUIRES PRIOR APPROVAL FROM LCLE) NAME/POSITION TITLE/PURPOSE OF TRAVEL	TRAVEL DESTINATION	TRAVEL DATES:		PAID WITH	
		FROM	TO	F	C
NAME: TITLE: PURPOSE:				<input type="checkbox"/>	<input type="checkbox"/>
NAME: TITLE: PURPOSE:				<input type="checkbox"/>	<input type="checkbox"/>
NAME: TITLE: PURPOSE:				<input type="checkbox"/>	<input type="checkbox"/>

CONTINUED FROM ABOVE TABLE	MILEAGE RATE	TOTAL MILES	MILES COST	NO. OF DAYS	NO. OF MEALS	MEAL COSTS	AIRFARE COSTS	LODGING COSTS (Include Tax)	OTHER TRAVEL COSTS	TOTAL COSTS	PAID WITH	
											F	C
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL FOR NON LOCAL IN-STATE AND OUT-OF-STATE TRAVEL COST:										\$0.00	F = Federal Funds C = Cash Match	

SECTION 300. TRAVEL SUMMARY	
FEDERAL FUNDS	
CASH MATCH	
<b>TRAVEL TOTAL</b>	<b>\$0</b>

**SECTION 400. EQUIPMENT**

List each type separately. The unit cost should include tax and shipping and handling when applicable. **Do not use brand names.** Sole source requires LCLE's approval. Submit a Sole Source justification if. Please refer to application instructions for direction.

TYPE OF EQUIPMENT	QUANTITY	UNIT PRICE	TOTAL COST	PAID WITH	
				F	C
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL OF EQUIPMENT:			\$0.00	<small>F = Federal Funds C = Cash Match</small>	

**BRIEFLY EXPLAIN:**

A. Justify the need for each equipment item requested; [\*NOTE: Computer equipment (hardware and/or software) requires a completed Computer Questionnaire.]

B. Indicate procurement method; and

C. Relationship to this project:

SECTION 400. EQUIPMENT SUMMARY	
FEDERAL FUNDS	
CASH MATCH	
EQUIPMENT TOTAL	<b>\$0</b>

## **SECTION 400. COMPUTER QUESTIONNAIRE**

If a computer and/or computer software is requested, the following must be completed. Please do not exceed spaces provided.

1. How will the purchase of computer equipment and/or software enhance the program to be funded?

2. How will the computer(s) be integrated into and/or enhance your current system?

3. What is the cost of each of the following:

A. Installation?

B. Staff training to use the computer equipment?

C. The on-going operational costs, such as maintenance agreements, supplies, etc.?

4. How will additional costs be supported?

**SECTION 500. SUPPLIES**

**SECTION A:** List items within this category by major type; e.g., office supplies (pens, paper, etc.), postage, blank cassette tapes, etc. Include tax and shipping costs in Unit Price. If office supplies average \$50 per month or less, i.e., \$600 for a 12-month grant period, do not itemize items. List as "Basic Supply Allowance" under "Type" and the dollar amount under "Total Cost". Please refer to application instructions for direction.

TYPE OF SUPPLIES	QUANTITY	UNIT PRICE	TOTAL COST	PAID WITH	
				F	C
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL OF SECTION A SUPPLIES:			\$0.00	<small>F = Federal Funds C = Cash Match</small>	

**BRIEFLY EXPLAIN:**

A) Need for and use of each major supply type requested:

B) Relationship to this project:

**SECTION 500. SUPPLIES (Continued)**

**SECTION B:** Use this section only for Publications, workbooks, curriculum guides, videotapes, etc. Under type use: **P** - publications; **W** - workbooks; **CG** - curriculum guides; **V** - videotapes; **O** - other. Itemize each separately. The unit cost should include tax and shipping and handling when applicable.

TYPE	TITLE OF PUBLICATIONS/FILMS	QUANTITY	UNIT PRICE	TOTAL COST	PAID WITH	
					F	C
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL OF SECTION B SUPPLIES:				\$0.00	<small>F = Federal Funds C = Cash Match</small>	

**EXPLAIN:** Explain the use of each request and its relationship to the project. Also explain the choice of materials, e.g. based on previous experiences or research showing its effectiveness, etc.

SECTION 500. SUPPLIES SUMMARY	
FEDERAL FUNDS	
CASH MATCH	
<b>SUPPLIES TOTAL</b>	<b>\$0</b>

**SECTION 600. CONTRACTUAL**

Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. Travel, lodging, and meals, if applicable, should be figured in addition to compensation. All expenses must be included in the contract. Must use approved LCLE contract.

INDIVIDUAL CONSULTANT	TYPE OF SERVICE OR TASK	HOURS DEVOTED	RATE PER HOUR	TOTAL COST	PAID WITH	
					F	C
Name: Title: Agency:				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
Name: Title: Agency:				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
Name: Title: Agency:				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
Name: Title: Agency:				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL OF CONTRACTUAL COSTS				\$0.00	F=Fed Funds C=Cash Match	

CONTINUED FROM ABOVE TABLE	MILEAGE RATE	TOTAL MILES	MILES COST	NO. OF DAYS	NO. OF MEALS	MEAL COSTS	AIRFARE COSTS	LODGING COSTS (Include Tax)	OTHER TRAVEL COSTS	TOTAL COSTS	PAID WITH	
											F	C
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL FOR NON LOCAL IN-STATE AND OUT-OF-STATE TRAVEL COST:										\$0.00	F=Fed Funds C=Cash Match	

**BRIEFLY EXPLAIN:**

A) Purpose of each consultant or other contractual service requested:

B) Why the service requested is necessary and cost effective:

C) Method of procurement and basis for determining rate of pay:

SECTION 600. CONTRACTUAL SUMMARY	
FEDERAL FUNDS	
CASH MATCH	
<b>CONTRACTUAL TOTAL</b>	<b>\$0</b>



**SECTION 850. CONFIDENTIAL**

Itemize how much of the total Confidential funds will be spent in the following areas

PURCHASED ITEMS	AMOUNT	PAID WITH	
		F	C
Information (Pay Informants)		<input type="checkbox"/>	<input type="checkbox"/>
Evidence (Contraband, Drugs, etc.)		<input type="checkbox"/>	<input type="checkbox"/>
Services		<input type="checkbox"/>	<input type="checkbox"/>
Total	\$0	<small>F = Federal Funds C = Cash Match</small>	

SECTION 850. CONFIDENTIAL SUMMARY	
FEDERAL FUNDS	
CASH MATCH	
CONFIDENTIAL TOTAL	<b>\$0</b>

## PROGRAM NARRATIVE

### A. PROBLEM DEFINITION

1. Crime Data:

YES  NO  
 YES  NO

Are you a police department or sheriff's office?

If Yes, was the previous calendar year's (January – December) Uniform Crime Data submitted?

If No, please state when data will be submitted:

2. Identify the nature and magnitude of the specific problem existing in your community that needs to be addressed through this proposed project. **Document the need, not the symptoms or solutions.** Provide background information that supports the need for the proposed program/service. Be sure to include current **valid local data or state data, if local data is not available**, to support the justification. Give the source and date of your information.

3. Describe gap in community resources and how the gap was identified. Explain what need is created by this gap in services/programs

## **B. GOALS**

**GOALS:** The primary mission of all projects is to have a positive impact on the community. Based on the problem identified, BRIEFLY state what the project hopes to accomplish. Do this by providing a clear statement of how this project will impact the problem or how the program/practice is a model program/practice.

## **C. OBJECTIVES**

**OBJECTIVES:** Provide at least TWO (2) measurable objectives for EACH goal. Objectives need to be measurable, observable aspects of the program. Identify

#### **D. ACTIVITIES / METHODS**

List the specific activities and/or services to be provided that will accomplish the objectives. Must include a timetable for achieving the various components of your project. Timetable must cover entire grant period. This must relate back to the Goals and Objectives. If this is a training/education project, omit this page and complete D-2 Training Projects.

## D-2. TRAINING PROJECTS

Complete this page in lieu of Section D – Activities/Methods. This page is to be completed only if this application is for the training of individuals involved in the criminal justice system. DO NOT use this form for in-house training.

1. Training Curriculum (topics to be included):

2. Type of personnel to be trained:

3. Number of personnel to be trained:

4. Geographical locations of trainees (who will be invited):

5. Dates and hours of training:

6. Location of training:

7. Explanation supporting the effectiveness of the training program including how the program will meet the identified need

### E. PERFORMANCE MEASUREMENTS

Refer to the instructions for complete details in completing this section. Check the box(es) that this project addresses. This information must be submitted to BJA and the BJA Report must be attached to your Quarterly Progress Report to LCLE.

ACTIVITY TYPE	DESCRIPTION
<input type="checkbox"/> Personnel	Personnel activities may include the employment of new staff either through new recruitment activities or payment to existing staff for work over and beyond (overtime) the normal work period.
<input type="checkbox"/> Contractual Support	Contractual support includes activities that address issues that help to improve the effectiveness and/or efficiency in various points of the criminal justice system. This may include consultants or evaluators, not otherwise captured in another activity area.
<input type="checkbox"/> Equipment/Supplies	Equipment and supplies includes the purchase of new or replacement equipment or supplies to improve or replace what currently exists.
<input type="checkbox"/> Information Systems for Criminal Justice System	This activity area includes the development, implementation or improvements made to benefit staff or departments.
<input type="checkbox"/> Research, Evaluation, and Product Development	This activity area includes research and evaluation activities that have a goal of informing decisions and providing information as to what works. Product development activities are those that have a goal to inform.
<input type="checkbox"/> State/Local Initiatives	This includes activities that are planned for implementation of a new program to provide a direct service or to improve a criminal justice system by implementing a new process, procedure, or policy. Initiatives may improve a program, service, or system. They also may include the implementation of a new program to meet an identified need of a population. Planned activities also may include a campaign to counteract criminal activity in a variety of settings.
<input type="checkbox"/> Task Force Activity	This activity area covers using funds to cover task force activities not otherwise captured in other activity areas. Activities may include those that help to decrease violent crime.
<input type="checkbox"/> Technical Assistance	This activity area includes the provision of technical assistance for staff.
<input type="checkbox"/> Training	Training activities would include the provision of different types of training, the purchase of training services for or to staff or departments

You will also be required to provide the following information in a narrative format to BJA

1. What were your accomplishments within this reporting period?
2. What goals were accomplished, as they relate to your grant application?
3. What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching goals or milestones?
4. Is there any assistance that BJA can provide to address any problems/barriers identified in question #3 above?
5. Are you on track to fiscally and programmatically complete your program as outlined in your grant applications? (Please answer YES or NO and if no, please explain.)
6. What major activities are planned for the next 6 months?
7. Based on your knowledge of criminal justice field, are there any innovative programs/accomplishments that you would like to share with BJA?

Please state who will be responsible for submitting the performance measurements for the above activities. This information must be submitted to BJA's PMT Reporting System via their website.

Name:

Phone: (    )    -

Email:

**F. PRIOR RESULTS (For Continuation Projects Only)**

1. Based on the objectives of the previous application, what were the measurable outcomes? (Refer to the previous project's performance measurements quarterly progress reports and other additional information.)

2. Did the project work as expected? Explain.

3. Have the original goals and objectives been revised?  Yes  No

If Yes, describe the revised goals and measurable objectives and include what changes will be made in the continuation of this project. Explain the reason for the revision(s).



### **H. CONTINUATION**

- Yes  No Do you plan to continue this project at the conclusion of federal support?  
Since continued Byrne/JAG funding is limited and not assured, alternate funding sources should be sought. Name the sources and potential sources of continued funding for this project at the conclusion of Federal support.

### **I. RESOURCES**

Describe the facilities and additional resources available to this project. Include the physical facility(ies), where services is provided. If applicable, list other resources available to this project, i.e., equipment, supplies, staff, etc.

### **J. AUDIT REQUIREMENTS**

All applicants **must** check one.

- A.  This organization/agency expends \$500,000 or more in federal funds (during the fiscal year of the organization/agency from any and all sources including the amount of this application) **AND MUST SUBMIT THE FOLLOWING INFORMATION:**
1. Date of last audit:
  2. Dates covered by last audit:
  3. Date of next audit:
  4. Dates to be covered by next audit:
  5. Date next audit will be forwarded to LCLE:
- B.  This organization/agency expends less than \$500,000 in federal funds from all sources during the fiscal year of the organization/agency.

### **K. COLLABORATION AND/OR PARTICIPATING AGENCIES**

- Inter-agency Agreement is attached
- Multi-Jurisdictional Task Force Agreement is attached.

## CERTIFIED ASSURANCES

### Abbreviations:

BJA	Bureau of Justice Assistance	OMB	Federal Office of Management and Budget
CFR	Code of Federal Regulations	PL	Public Law
LCLE	Louisiana Commission on Law Enforcement	USC	United States Code
OJP	Office of Justice Programs		

### THE APPLICANT UNDERSTANDS, AND AGREES, THAT RECEIPT OF A SUBGRANT AS A RESULT OF THIS APPLICATION SUBJECTS THE APPLICANT TO THE FOLLOWING ASSURANCES:

- 1) **48-MONTH FUNDING LIMITATION.** The applicant understands that projects approved for funding are limited to 48-months. Continued funding is based on the project's performance, timely submission of required reports and the availability of funds. The applicant understands that if extenuating circumstances requires additional funding after 48 months, the applicant must request, in writing, a waiver of the 48-month limitation and provide justification of the request. The applicant must receive Commission approval prior to submission of an application. The applicant would then be allowed an additional 48 months. Multi-Jurisdictional Task Force and training projects are exempt.
- 2) **ALLOWABLE COSTS.** The applicant certifies that any allowable costs incurred under any subgrant shall be determined in accordance with the general principles of allowable costs and standards for selected cost items set forth in 2 CFR Part 225 – "Cost Principals for State, Local, and Indian Tribal Governments" (formerly OMB Circular A-87) or 2 CFR Part 230 – "Cost Principals for Non-Profit Organizations" (formerly OMB Circular A-122), as well as the current edition of the OJP Financial Guide, and LCLE Policies.
- 3) **AUDIT CONTRACTS.** The applicant understands and agrees that every contract, agreement or understanding to make a study or prepare a report on behalf of a state agency official, by a private firm, consultant or individual who receives compensation thereof from state, federal, local or other public funds from whatever source, shall contain or be deemed to contain an authorization for the legislative auditor to audit the records of such firm, consultant or individual pertaining to such study or report.
- 4) **AUDIT AND INSPECTION.** The applicant understands and agrees that Office of Justice Programs, Bureau of Justice Assistance, Louisiana Commission on Law Enforcement, or any of their duly authorized representatives shall have access, for purposes of audit and examinations, to any books, documents, papers, computer software, or records of the subgrantee, and to relevant books and records of contractors.
- 5) **AUDIT REQUIREMENTS.** The applicant agrees to abide by the requirements of OMB Circular A-133 entitled "Audits of States, Local Governments, and Non-Profit Organizations" as revised to show changes published in the June 27, 2003, Federal Register. The effective date of the OMB Circular is July 1, 1996, and shall apply to audits for fiscal years beginning after June 30, 1996. The threshold for single audit requirement for fiscal years ending after December 31, 2003, is \$500,000.00.

If the applicant agency has expended federal funds totaling \$500,000 or more for fiscal years ending after December 31, 2003, the agency is required to have a single or program-specific (if certain criteria are met) audit conducted for that year in accordance with the provisions of the OMB Circular A-133.

If your audit discloses findings or recommendations, then a corrective action plan must be submitted along with the audit report and it must include the following:

- a) The name and telephone number of the contact person responsible for the corrective action plan.
- b) Specific steps taken to comply with the recommendations.
- c) Timetable for performance and/or implementation dates for each recommendation.
- d) Descriptions of monitoring to be conducted to ensure implementation.

A copy of the resultant audit report, if applicable, management letter issued by the auditor, corrective action plan and any written responses to the aforementioned should be forwarded to the Louisiana Commission on Law Enforcement. The audit report with attachments should be sent within 30 days after the completion of the audit, but no later than 9 months after the end of the audited period.

- 6) **CENTRAL CONTRACTOR REGISTRATION (CCR).** The applicant understands and agrees that it has and will maintain the Central Contractor Registration (CCR) registration. This is mandated by the Federal Funding, Accountability and Transparency Act of 2006. Information can be obtained at [www.ccr.gov](http://www.ccr.gov).
- 7) **CIVIL RIGHTS REQUIREMENTS.** No person in any state shall on the grounds of race, color, religion, national origin, sex or disability be excluded from participation in, be denied the benefits of, be subjected to discrimination under or denied employment in connection with any program or activity funded in whole or part with funds made available under this Act: Section 809 (c) (1) of the Act. Recipients of funds under the Act are also subject to the provisions of Title VI of the Civil Rights Act of 1964; Sec. 504 of the Rehabilitation Act of 1973, as amended; Title II of the Americans with Disabilities Act of 1990; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Department of Justice Non-Discrimination Regulations 28 CFR Part 42, Subparts C, D, E, and G and Department of Justice Regulations on Disability Discrimination 28 CFR Part 35 and Part 39.
- 8) **COMMINGLING OF FUNDS.** The applicant certifies and agrees there will be no commingling of funds on either a program-by-program basis or a project-by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another.
- 9) **COMPETITIVE PROCUREMENT.** The applicant certifies that procurement of contract services and equipment shall be on a competitive basis in accordance with applicable federal, state or local procurement regulations, and consistent with policies established by the LCLE. Non-competitive procurement (sole source) must receive prior approval from LCLE. Contractors that develop or draft specifications, requirements, statements of work, and/or Request for Proposals (RFPs) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. An exemption to this regulation requires the prior approval of LCLE and is only given in unusual circumstances, such as when a non-profit organization is acting as the agent for the state or local unit of government. Any request for exemption must be submitted in writing to LCLE.

Any state agency or agency of a political subdivision of the state which is using appropriated federal funds must comply with Section 6002 of RCRA. Section 6002 requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in guidelines developed by the Environmental Protection Agency (EPA).

- 10) **COMPLIANCE WITH POLICY.** The applicant certifies that this subgrant shall be subject to and comply with the policies and regulations established by the Bureau of Justice Assistance, U.S. Department of Justice, provided under Title I of the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C., #3701, et seq., as

amended (Public Law 90-351), the Louisiana Commission on Law Enforcement (LCLE) and Drug Control and Violent Crime Policy Board.

The applicant also assures compliance with the provisions of the 2 CFR Part 225 – “Cost Principals for State, Local, and Indian Tribal Governments” (formerly OMB Circular A-87); 2 CFR Part 230 – “Cost Principals for Non-Profit Organizations” (formerly OMB Circular A-122); 28 CFR Ch.1 § 66.3 – “Part 66 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments” (also known as the Grants Management Common Rule for State and Local Units of Government); 28 CFR Ch.1 § 70.2 – “Part 70 – Uniform Administrative Requirements for Grants and Agreements (Including Subawards) with Institutions of Higher Education Hospitals and Other Non-Profit Organizations”; the current edition of the OJP Financial Guide, and any other Federal requirements which may apply.

The subgrantee agrees to abide by all applicable federal, state, and local laws, rules, and regulations governing the subgrant agency.

- 11) **CONFIDENTIALITY REQUIREMENTS.** Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. Section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use and revelation of data or information.
- 12) **CRIME REPORTING.** The law enforcement applicant agrees to begin or continue participating in the Uniform Crime Reporting (UCR) Program or the Louisiana Incident Based Reporting System (LIBRS) Programs of LCLE.
- 13) **CRIMINAL RECORDS SYSTEM – DATA REPORTS.** The law enforcement applicant agrees to submit all required data to the state LIBRS/UCR Program in accordance with the requirements of the applicable program and to submit all required arrest fingerprinting cards and related data to the Bureau of Criminal Identification in the time and manner specified by the Bureau.
- 14) **CRIMINAL RECORDS REPORTS.** The applicant certifies that all systems developed or purchased shall meet all specifications for Louisiana Information Based Reporting System (LIBRS) Criminal History System reporting as are in effect at the time of subgrant award.
- 15) **DATA UNIVERSAL NUMBERING SYSTEM (DUNS NUMBER).** All applicants must have a Data Universal Numbering System (DUNS Number). Information can be obtained at [www.dnb.com](http://www.dnb.com) or 1-866-705-5711.
- 16) **DISCRIMINATION FINDING.** The applicant assures that in the event that any federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, age, sexual orientation, or disability against a recipient of funds, the recipient will forward a copy of the findings to the Office of Civil Rights Compliance (OCRC), of the Office of Justice Programs.
- 17) **DRUG COURTS.** The applicant assures that funds used for a drug court will conform to the current Drug Court Program standards as published by the Louisiana Supreme Court, Drug Court Office in Section III of the Manual of Policies and Procedures. The applicant agrees to utilize the Drug Court Management System as described in Section VII of Louisiana Supreme Court, Drug Court Office Manual of Policies and Procedures. The applicant agrees to collect and maintain follow-up data on program participants, criminal recidivism and drug use relapse. The data collected must be available for review by LCLE staff and the Federal Department of Justice.
- 18) **DUAL COMPENSATION.** The applicant assures that no contractor will receive dual compensation from his regular employer and the applicant for work performed during a single period of time and that adequate documentation will be maintained to verify such.
- 19) **EQUAL EMPLOYMENT OPPORTUNITY PROGRAM.** The applicant assures that if required to formulate an Equal Employment Opportunity Program (EEOP), in accordance with 28 CFR 42.301-308, compliance to this requirement will follow, and a current EEOP will be maintained on file according to applicable requirements.
- 20) **ELECTRONIC SURVEILLANCE.** Under 18 U.S.C. 2512, transactions involving devices “primarily useful for the purpose of the surreptitious interception of wire or oral communication”, and advertising that promotes the use of any device for such purposes are prohibited, unless, in the case of the State officer, his conduct with regard to such a device falls within “the normal course of activities of (the) State....” 18 (U.S.C. 2512 (2)(b). Normally, officers of a State that has no enabling statute under 18 U.S.C. 2516(2) would have no occasion to use, poses, or otherwise deal with devices within the scope of 18 U.S.C. 2512(1). Without such legislation only consensual use is permitted. No grants relating to such devices and their use will be authorized in states that do not have enabling legislation unless special justification, as explained below, is furnished. Accordingly, all applicants that list the acquisition of equipment, with either federal or matching funds, that may be utilized for electronic surveillance purposes, in a State that does not have an enabling legislation, must include as part of the budget narrative for such equipment the following information:
  - a) A complete description of each item or equipment to be obtained.
  - b) A statement of how each item of equipment will be used.
  - c) The legal citations and justifications for the purchase and intended use of each item of equipment.
  - d) A description of the controls to be established over access to, use of, and ultimate disposal of such equipment.

The application must contain the following statement signed by the Project Director: “(Applicant) agrees not to purchase or use in the course of this project any electronic, mechanical, or other device for surveillance purposes in violation of 18 U.S.C. 2511 and any applicable State statute related to wiretapping and surveillance.

- 21) **EQUIPMENT AND OTHER CAPITAL EXPENDITURES.** The applicant certifies that a) no other equipment owned by the subgrantee is available for the project; b) subgrant funds will not be used to provide reimbursement for the purchase price or equipment already owned by the subgrantee except through permissible depreciation or use allowance actually charged to the subgrantee; c) if equipment is for purposes other than this project, the appropriate proration of costs to each activity involved will be effected; d) the amount of Federal funds applicable to the purchase or rent of equipment shall be reduced by any amount received or credited toward the trade-in or sale of older existing equipment which is being replaced as a result of this subgrant; e) funds provided by this subgrant will not be used to replace items of equipment purchased with LCLE subgrant funds, and f) an equipment inventory listing must be included with each expenditure report in which charges are being reported.
- 22) **EQUIPMENT INVENTORY CONTROL.** The applicant certifies that any equipment purchased through the subgrant will be tagged, put in an inventory control system, and identified or distinguished as OJP purchased equipment. When equipment is willfully or negligently lost, stolen, damaged, or destroyed, the subgrantee is responsible for replacing or repairing the equipment. Stolen equipment must be reported to local police, and all resulting reports must be submitted to LCLE.
- 23) **FAITH-BASED EQUAL TREATMENT REGULATION.** The grantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing “Equal Treatment for Faith Based Organizations” (the “Equal Treatment Regulation”). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary’s religion. Information can be obtained at [http://www.ojp.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.gov/about/ocr/equal_fbo.htm).

- 24) **FALSE CLAIMS ACT.** The applicant must promptly refer to the Department of Justice, Office of the Inspector General any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. Potential fraud, waste, abuse, or misconduct should be reported to the Office of the Inspector General by: a) Mail: Office of the Inspector General, US Department of Justice, Investigations Division, 950 Pennsylvania Ave., N.W., Room 476, Washington, DC 20530; b) Email: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov); c) Hotline: 1-800-869-4499 (Phone), 1-202-616-9881 (Fax), or d) Website: [www.usdoj.gov/oig](http://www.usdoj.gov/oig) (Additional information is available from the DOJ OIG website.)
- 25) **FISCAL REGULATIONS.** Applicant certifies and agrees that fiscal administration of subgrants shall be subject to such further rules, regulations, and policies concerning accounting and records, payment of funds, cost allowability, submittal of financial reports, and any other applicable required documentation which may be prescribed by the organizations and/or publications within these Certified Assurances.
- 26) **FLOOD DISASTER PROTECTION ACT OF 1973.** The applicant certifies that flood insurance will be purchased in communities where such insurance is available as a condition for the construction or acquisition purpose for use. {Flood Section 102(a) of the Flood Disaster Protection Act of 1973, (P.L. 93-234, 87 Stat. 975, approved 12/31/76)}.
- 27) **FUTURE SUPPORT.** The applicant understands that awarding of future funding is contingent upon the availability of future Federal appropriations.
- 28) **HUMAN RESEARCH SUBJECTS.** The applicant agrees to comply with the requirements of 28 C.F.R. Part 46 and all OJP policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
- 29) **IMMIGRATION AND NATURALIZATION SERVICES EMPLOYMENT ELIGIBILITY VERIFICATION.** The applicant agrees to comply with, and keep on file as appropriate, the Immigration and Naturalization Services Employment Eligibility Verification form (I-9). This form is to be used by recipients of federal funds to verify that persons are eligible to work in the United States.
- 30) **INDIGENT DEFENDERS.** The applicant certifies that no subgrant funds will be expended for any federal litigation by any indigent defender or any expenses including travel related thereto.
- 31) **INTEREST INCOME.** Applicant assures that all interest earned on advances will be accountable. Interest Income is not considered Program Income. Subgrant agencies should only request federal funds for immediate needs. Interest earned on federal funds up to a maximum of \$250 a year for all federal programs may be kept by the subgrantee. Amounts over \$250 must be submitted annually to the United States Department of Health and Human Services, Division of Payment Management Services, P.O. Box 6021, Rockville, MD 20852. A copy of any pertinent correspondence must be submitted to LCLE. Interest on Program Income may be used as match with prior approval from LCLE.
- 32) **LANGUAGE PROFICIENCY (LIMITED ENGLISH PROFICIENCY).** In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.
- 33) **MATCH.** The applicant certifies that any hard cash match is available and dedicated to this project. Current employee positions transferred to the subgrant shall be replaced or backfilled with new employees. The applicant certifies that match funds will be tracked and accounted for the same as Federal funds; match records will be maintained, and provide the approved match percentage of the total cost of the project.
- 34) **NATIONAL ENVIRONMENTAL POLICY ACT (NEPA).** The applicant will comply with the Federal regulations in regards to the National Environmental Policy Act (NEPA) of 1969 (Public Law 90-190; 42 U.S.C. § 4371 et seq.)
- a) The Congress finds –
    - 1) that man has caused changes in the environment;
    - 2) that many of these changes may affect the relationship between man and his environment; and
    - 3) that population increases and urban concentrations contribute directly to pollution and the degradation of our environment.
  - b) 1) The Congress declares that there is a national policy for the environment which provides for the enhancement of environmental quality. This policy is evidenced by statutes heretofore enacted relating to the prevention, abatement, and control of environmental pollution, water and land resources, transportation, and economic and regional development.
    - 1) The primary responsibility for implementing this policy rests with State and local government.
    - 2) The Federal Government encourages and supports implementation of this policy through appropriate regional organizations established through appropriate regional organizations established under existing law.
  - c) The purposes of this chapter are -
    - 1) to assure that each Federal department and agency conducting or supporting public works activities which affect the environment shall implement the policies established under existing law; and
    - 2) to authorize an Office of Environmental Quality, which, notwithstanding any other provision of law, shall provide the professional administrative staff for the Council on Environmental Quality established by Public Law 91-190.
- 35) **NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) - METH LAB.** – The applicant will comply with the Federal regulations relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories (hereinafter “Meth Lab Operations”). The applicant agrees that if the following conditions are not implemented, no monies from this award may be obligated to support Meth Lab Operations.
- a) The Office of Justice Programs (OJP), in consultation with the Bureau of Justice Assistance (BJA), the Drug Enforcement Administration, and the Office for Community Oriented Policing Services, prepared a program-level environmental assessment (assessment) governing Meth Lab Operations. The assessment describes the adverse environmental, health, and safety impacts likely to be encountered by law enforcement agencies as they implement specific actions under their Meth Lab Operations. Consistent with the assessment, the following terms and conditions shall apply to the applicant for any OJP funded Meth Lab Operations.
    - i) The applicant shall ensure compliance by OJP funded subgrantees with Federal, state, and local environmental, health and safety laws and regulations applicable to Meth Lab Operations, to include the disposal of the chemicals, equipment, and wastes resulting from those operations.
    - ii) The applicant shall have a mitigation plan in place that identifies and documents the processes and points of accountability within its state. This plan will be used to ensure that the adverse environmental, health, and safety impacts delineated in the assessment are mitigated in a manner consistent with the requirements of the condition.
    - iii) The applicant shall monitor OJP funded Meth Lab Operations to ensure that they comply with the following nine mitigation measure in the applicant’s mitigation plan. These mitigation measures must be included:
      - (1) Provide medical screening of personnel assigned or to be assigned by the applicant to the seizure or closure of clandestine methamphetamine laboratories.

- (2) Provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and all other personnel assigned to either the seizure or closure of clandestine methamphetamine laboratories.
  - (3) As determined by their specified duties, equip the personnel with OSHA required protective wear and other required safety equipment.
  - (4) Assign properly trained personnel to prepare a comprehensive contamination report on each seized/closed laboratory.
  - (5) Utilize qualified disposal personnel to remove all chemicals and associated glassware, equipment, and contaminated materials and wastes from the site(s) or each seized laboratory.
  - (6) Dispose of chemicals, equipment, and contaminated materials and wastes at properly licensed disposal facilities or, when allowable, at properly licensed recycling facilities.
  - (7) Monitor the transport, disposal, and recycling components of subparagraphs numbered 35.1.3.5 and 35.1.3.6 immediately above in order to ensure proper compliance.
  - (8) Have in place and implement a written agreement with the responsible state environmental agency. This agreement must provide that the responsible state environmental agency agrees to:
    - (a) Timely evaluate the environmental condition at and around the site of a closed clandestine laboratory, and
    - (b) Coordinate with the responsible party, property owner, or others to ensure that any residual contamination is remediated, if determined necessary by the state environmental agency and in accordance with existing state and Federal requirements.
  - (9) Have in place and implement a written agreement with the responsible state or local services agencies to properly respond to any minor, as defined by state law, at the site. This agreement must ensure immediate response by qualified personnel who can
    - (a) Respond to the potential health needs of any minor at the site;
    - (b) Take that minor into protective custody unless the minor is criminally involved in the Meth Lab activities or is subject to arrest for other criminal violations;
    - (c) Ensure immediate medical testing for methamphetamine toxicity; and
    - (d) Arrange for any follow-up medical tests, examinations, or health care made necessary as a result of methamphetamine toxicity.
- 36) **NATIONAL HISTORIC PRESERVATION.** The applicant will comply with the Federal regulations regarding any minor renovations or remodeling of a property or structure fifty years or older. {National Historic Act of 1966 as amended (16 USC 470), Executive Order 11593 and the Archeological & Historical Preservation Act of 1966 (16 USC 596a-1 et seq)}.
- 37) **NON-DISCRIMINATION.** The applicant assures that he, and all his contractors, will comply with the non-discrimination requirements set forth in policies and regulations of the organizations and publications listed within these Certified Assurances; 42 USC (United States Code) 3789 (d) and 12131 - 12134; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) of 1990; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; and Department of Justice Non-Discrimination Regulations, 28 CFR Parts 35, 38, 39, and 42, Subparts C, D, E, and G; and Title I of the Omnibus Crime control and Safe Streets Act of 1968, Public Law 90-351.
- 38) **OBLIGATION OF SUBGRANT FUNDS.** The applicant certifies that subgrant funds may not, without advance written approval by LCLE, be obligated prior to the effective date or subsequent to the termination date of the subgrant period. Obligations outstanding as of the termination date shall be liquidated within 90 days. Such obligation must be related to goods or services provided and utilized within the grant period. No additional obligations can be incurred after the end of the grant.
- 39) **PATENTS.** The applicant assures that if any subgrant produces patents, patent rights, processes or inventions, a report will be made to LCLE from which a determination will be made as to whether protection of such invention or discovery is necessary in accordance with President's Memorandum of August 23, 1971 (36 P.R. 16889).
- 40) **PAY-TO-STAY.** The applicant agrees that funds provided under this award may not be used to operate a "pay-to-stay" program in any local jail. The applicant further agrees not to subaward funds to local jails that operate "pay-to-stay" programs.
- 41) **PEACE OFFICERS.** The applicant certifies that all peace officers hired for, or assigned work associated with their subgrant, while in an official capacity, will be POST certified or have been "grandfathered" in, as appropriate.
- 42) **PERSONNEL.** The applicant certifies that specific detailed time and attendance records, to include overtime, will be maintained on all grant personnel. Salaries and wages of employees chargeable to more than one grant program must be supported by appropriate time distribution records, which show equitable distribution of time and effort.
- 43) **PERSONNEL – BACKGROUND CHECKS.** The applicant certifies that appropriate screenings will be conducted as well as background checks, for grant personnel who have contact with or access to juveniles associated with the subgrant in accordance with the most current Louisiana Child Protection Act.
- 44) **PERSONNEL – EXECUTIVE OVERTIME.** The applicant assures that executives, such as President or Executive Director of an organization, will not be reimbursed for overtime or compensatory time under the grant or a respective cooperative agreement.
- 45) **PERSONNEL – OFF-DUTY.** The applicant assures that off-duty personnel who work on this project must work hours which do not conflict with their regular job work hours.
- 46) **PERSONNEL – OVERTIME.** The applicant certifies that all personnel must work hours which do not conflict or overlap with the regular work hours of the employee. Payment will be on an overtime, hourly basis at a rate not to exceed 1 and ½ times the employee's regular, hourly rate of pay.
- 47) **PRESS RELEASES.** The applicant certifies that any statements or press releases describing projects, activities, or results shall name LCLE as the agency responsible for making federal funds available for such activity.
- 48) **PROGRAM INCOME.** The applicant certifies that all income earned as a direct result of grant-funded activity (sale of publications, registration fees, asset forfeitures, and/or any other activities that generate program income) will be accounted for and utilized only for allowable program costs and in accordance with the LCLE and OJP Program Income Guidelines. The Program Income must be reported on the Subgrant Expenditure Report.
- 49) **PUBLIC AVAILABILITY OF INFORMATION.** The applicant agrees to comply with all applicable federal regulations and state policies relating to the public availability of identifiable records or other documents that are pertinent to the receipt and expenditure of subgrant funds.
- 50) **PUBLICATION.** Applicants are encouraged to make the results and accomplishments of their activities available to the public. The applicant assures that where activities supported in whole, or in part, by this subgrant produce books, manuals, films, plans or other publications, the applicant will comply with guidelines listed in Chapter 7 of the current OJP Financial Guide as follows: a) Inclusion of the statement, "*The opinions, findings, and conclusions or recommendations expressed in this book, manual, film, video, plan, publication, program, and/or exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice*"

or LCLE”; b) An acknowledgment of support shall be made through use of the following, or comparable, footnote: “This project was supported by Subgrant number \_\_\_ awarded by the Louisiana Commission on Law Enforcement through the Bureau of Justice Assistance”; c) Submittal of a copy of any book, manual, film, video, plan, publication, and/or computer software to LCLE, as well as a publication and distribution plan prior to publishing or distributing any of the aforementioned items developed under this subgrant.

- 51) **RECORDING AND DOCUMENTATION OF RECEIPTS AND EXPENDITURES.** The applicant certifies that accounting procedures will provide for accurate and timely recording of receipt of funds to include the source, expenditures made from such funds, and the unexpended balance. Controls must be established which are adequate to insure that expenditures charged to project activities are for allowable purposes and that documentation is readily available to verify that such charges are accurate.
- 52) **RECORDS MAINTENANCE.** The applicant certifies that all required records, with the exception of non-expendable property inventory records, shall be maintained in accordance with the requirements set forth in 28 CFR Ch.1 § 66.3 – “Part 66 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments” (also known as the Grants Management Common Rule for State and Local Units of Government) and 28 CFR Ch.1 § 70.2 – “Part 70 – Uniform Administrative Requirements for Grants and Agreements (Including Subawards) with Institutions of Higher Education Hospitals and Other Non-Profit Organizations.” All financial records, supporting documents, statistical records, and all other records pertinent to award shall be retained by each organization for AT LEAST THREE YEARS following closure of their most recent audit report. If any litigation, claim, negotiation, audit, or other action involving the records begins before the expiration of the three-year period, the records must be retained until completion of the action, or resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later. Non-expendable personal property inventory records must be maintained until final disposition of the property is authorized by OJP/LCLE.
- 53) **RELOCATION ASSISTANCE.** The applicant assures that it will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970, 84 Stat. 1894, (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of federal or federally assisted programs.
- 54) **RENT.** The applicant certifies that (a) when rental charge is requested, the charge is consistent with the prevailing rate in the local area and documentation is maintained on file to support such a determination; (b) the cost of space procured for program usage may not be charged to the program for periods of non-occupancy, without authorization of LCLE; (c) rental cost of space cannot be paid if the building is owned by the subgrantee or if the subgrantee has a substantial financial interest in the property; (d) depreciation or a use allowance on idle or excess facilities is **NOT ALLOWABLE**, except when specifically authorized by LCLE; (e) cost of utilities, insurance, security, janitorial services, elevator service, upkeep of grounds, normal repairs and alterations, and the like are allowable to the extent they are not otherwise included in rental or other charges for space.
- 55) **REPORTS TO BJA.** The applicant certifies that it will submit the project’s performance as a requirement of BJA via the BJA Performance Measurement Tool (PMT) System no later than the 10<sup>th</sup> day of the month following the reporting period and at the conclusion of the project period. The applicant agrees to attach the PMT report to the LCLE quarterly progress report which must be submitted by the 15<sup>th</sup> day of the month following the reporting period and at the conclusion of the project period. Failure to submit both reports will delay reimbursement of funds.
- 56) **REPORTS TO LCLE.** The applicant assures that it shall submit, at such times and in such form as may be prescribed, such reports as LCLE may require, including monthly or quarterly fiscal reports, quarterly progress reports, monthly or quarterly program income reports, and final fiscal reports and annual performance reports.
- 57) **SEATBELTS.** The applicant assures that it will adopt and enforce a seatbelt policy for employees who operate any vehicle (company-owned, rental, or personally owned) while on the job. Such policy will require that, if available, safety restraints shall be used by the driver and passengers of vehicles.
- 58) **SOFTWARE DEVELOPMENT.** The applicant certifies that any computer software developed under this grant shall be placed in the public domain and made available to OJP, OJP Grantees, and LCLE for transfer to authorized users in the criminal justice system without cost other than that directly associated with the transfer. System will be documented in sufficient detail to enable a competent data processing staff to adapt the system, or portions thereof, to usage on a computer of similar size and configuration of any manufacturer.
- 59) **SPECIAL CONDITIONS.** The applicant certifies that it will abide by and incorporate any additional special conditions and requirements placed on the applicant agency as a result of a subgrant award or subgrant adjustment.
- 60) **SUPLANTING.** The applicant assures that Federal Funds will not be used to supplant or replace State or local funds, but will be used to increase the amount of such funds that would otherwise, in the absence of Federal funds, have been made available for the program funded.
- 61) **SUPPORT OF LAWS.** The applicant assures that federal funds cannot be used, either directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation, or policy at any level of government without the express prior written approval of OJP.
- 62) **TERMINATION OF AID.** The applicant understands that the subgrant may be terminated or fund payments discontinued by LCLE, if a substantial failure to comply with the provisions of the regulations and policies listed within these Certified Assurances becomes known, or a failure to comply with the Subgrant Award Agreement is discovered.
- 63) **THIRD PARTY PARTICIPATION.** The applicant certifies that no contract or agreement may be entered into by the subgrantee for execution of project activities, or provision of services to a subgrant project (other than purchase of supplies or standard commercial or maintenance services), which is not incorporated in the approved proposal, or approved in advance by LCLE. Any such arrangement shall provide that the subgrantee will retain ultimate control and responsibility for the subgrant project and that the contractor shall be bound by applicable subgrant conditions and any other requirements applicable to the subgrantee in the conduct of the project.
- 64) **TRAVEL.** The applicant certifies that all travel will be in accordance with the current State Travel Regulations unless stricter regulations apply.
- 65) **UNALLOWABLE COSTS.** The applicant certifies that subgrant funds will not be expended for (a) items not part of the approved budget or separately approved by LCLE; (b) purchase or construction of land, construction of buildings, or payment of real estate mortgages or taxes, unless specifically provided for in the subgrant agreement; (c) entertainment, amusements, or social activities, and incidental costs related thereto; (d) bonuses or commissions; (e) purchase of automobiles or other automotive vehicles unless provided for in the subgrant agreement, (f) indirect costs, (g) political purposes on activities; (h) compensation for travel, salary payments, consulting fees, or other remuneration of full-time federal employee; (i) military-type equipment; (j) direct or indirect use of funds at federal, state, or local levels relating to lobbying activities.

The applicant certifies that no project funds will be used to purchase, or will be used in any matter related to mechanical, electronic, or other device for surveillance purposes that is in violation of Title 3, P.L. 90-351, as amended, or any applicable state statute related to wiretapping, surveillance, or clandestine activity.

- 66) **UTILIZATION AND PAYMENT OF FUNDS.** The applicant assures that awarded funds are to be expended only for purposes and activities covered in the subgrantee's approved project plan and budget. Payments will be made on the basis of periodic requests or estimates of fund needs submitted by the subgrantee. Payment will be adjusted to correct previous overpayments, underpayments or disallowances resulting from audit.
- 67) **WRITTEN APPROVAL OF CHANGES.** The applicant certifies that all major project changes must have prior written approval from LCLE to include a) changes of substance in project activities, designs, or research plans set forth in the approved application; b) changes in the project director or key professional personnel identified in the approved application; (c) changes in the subgrant period, and/or d) changes in the approved budget. Requests for changes or extension of the subgrant must be made in writing in advance of subgrant expiration date. Expenditure of funds in excess of the submitted total cost estimated for any major budget category will be permitted only with LCLE's written approval. This will involve only those increases of more than 10 percent

## **CRIMINAL PENALTIES**

1. Whoever embezzles, willfully misapplies, steals, or obtains by fraud any funds, assets, or property which are the subject of a grant, contract or other form of assistance pursuant to this title, whether received directly or indirectly from the U.S. Department of Justice, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.
2. Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance submitted pursuant to this title, or in any records required to be maintained pursuant to this title, shall be subject to prosecution under the provisions of Section 1001 of Title 18, United States Code.
3. Any law enforcement program or project underwritten, in whole or in part, by any grant, contract, or other form of assistance pursuant to this title, whether received directly or indirectly from the U.S. Department of Justice shall be subject to the provisions of Section 371 of Title 18, United States Code.

# **CERTIFICATIONS REGARDING LOBBYING; DEBARMENT; SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2CFR Par 2867, "DOJ Implementation of OMB Guidance of Nonprocurement Debarment and Suspension," and 29 CFR Part 82, "Government-wide Debarment and Suspension," and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. **LOBBYING** As required Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:
  - (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
  - (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of congress, an officer of employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
  - (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.
  
2. **DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)**  
As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a):
  - A. The applicant certifies that it and its principals:
    - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
    - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
    - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
    - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
  - B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
  
3. **DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)**  
As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:
  - A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
    - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
    - (b) Establishing an on-going drug-free awareness program to inform employees about
      - (1) The dangers of drug abuse in the workplace;
      - (2) The grantee's policy of maintaining a drug-free workplace;
      - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
      - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
    - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a):
    - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
      - (1) Abide by the terms of the statement; and
      - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
    - (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7<sup>th</sup> Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;
    - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted
      - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with requirements of the Rehabilitation Act of 1973, as amended; or
      - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
    - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

# CERTIFICATION OF REQUIREMENTS

I have read and agree to comply and abide with the following requirements:

1. **CERTIFIED ASSURANCES**
2. **CRIMINAL PENALTIES**
3. **CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**
4. **NON-SUPPLANTING** - Federal funds will be used to supplement existing state and local funds for program activities and will not replace those funds that have been appropriated for the same purpose. I have reviewed the Office of Justice Programs Financial Guide (Part II, Chapter 3).

I have kept a copy of each for my reference.

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Signature of Authorized Official  
**SIGN WITH BLUE INK**

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Date

---

Authorized Official's Name (Print or Type)

---

Agency Name (Print or Type)

---

Project Title (Print or Type)

# CERTIFICATION OF MATCH

Date:

Louisiana Commission on Law Enforcement  
Edward Byrne/JAG Program  
1885 Wooddale Blvd., Room 1230  
Baton Rouge, LA 70806-1555

To Whom It May Concern:

Please be advised that \_\_\_\_\_ has appropriated \$ \_\_\_\_\_ for the proposed project title, \_\_\_\_\_. These match funds will be available to the Applicant from the project start date, \_\_\_\_\_, to the project end date, \_\_\_\_\_.

Execution of this document represents a certification that said funds have been earmarked within the appropriation of budget process for use as matching funds for the Edward Byrne Memorial / Justice Assistance Grant Program application.

Sincerely,

\_\_\_\_\_  
(Signature of Agency Head)  
**SIGN IN BLUE INK**

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Agency Name (Print or Type)

**This is to be completed by the agency (ies) that is providing the match for this project.**

**CERTIFICATION  
OF  
PROGRAM INCOME**

I certify that I have received a copy of the LCLE / Office of Justice Programs Guidelines for Program Income. I understand that these guidelines must be followed in the accounting for and expenditures of program income.

\_\_\_\_\_  
Signature of Authorized Official  
**SIGN WITH BLUE INK**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Official's Name (Print or Type)

\_\_\_\_\_  
Agency Name (Print or Type)

\_\_\_\_\_  
Project Title (Print or Type)

# CERTIFICATION OF CONFIDENTIAL FUNDS

I certify that I have received a copy of the

1. State LCLE Guidelines for Handling Confidential Funds
2. The Office of Justice Programs (OJP Financial Guide – Chapter 8) Guidelines for Handling Confidential Funds
3. Federal Handbook for Managing Confidential Funds, and
4. Federal and state Guidelines for Program Income from the Louisiana Commission on Law Enforcement. I understand that all confidential funds must be used and accounted for as prescribed in the (1) State LCLE Guidelines for Handling Confidential Funds, and (2) the Office of Justice Programs (Chapter 8 of the OJP Financial Guide) Guidelines for Handling Confidential Funds.

Procedures: Each project or agency authorized to disburse Confidential Funds also agrees to develop and follow internal procedures which incorporate the elements found in the OJP Financial Guide at Chapter 8, Confidential Funds. Any deviation from these guidelines must be authorized by the Louisiana Commission on Law Enforcement.

This is to certify that I have received, read, understand, and agree to abide by all of the conditions for confidential funds as set forth in the effective edition of the OJP Financial Guide at Chapter 8, Confidential Funds.

\_\_\_\_\_  
Signature of Project Director  
**SIGN WITH BLUE INK**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Director's Name (Print or Type)

\_\_\_\_\_  
Agency Name (Print or Type)

\_\_\_\_\_  
Project Title (Print or Type)

**CERTIFICATION  
OF  
MULTI-JURISDICTIONAL TASK FORCE PROJECTS  
ONLY**

I understand and agree that as a condition of these funds the Multi-Jurisdictional Task Force will

1. The agencies (board of directors or control group) are required to meet at least quarterly and will maintain minutes of these meetings. These minutes will be submitted to LCLE to become part of the subgrant record.
2. The task force commander, agency executive, task force officers, and other task force members of equivalent rank, will complete the required on-line (internet-based) Task Force Training that is provided free of charge through Bureau of Justice Assistance's (BJA) Center for Task Force Integrity and Leadership ([www.ctfli.org](http://www.ctfli.org)). This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability.
  - 2.1 The Task Force will maintain a personnel roster and completion certifications for review by Louisiana Commission on Law Enforcement.
  - 2.2 This training will be completed within 120 days of receipt of the award.
  - 2.3 Members of the Task Force will renew certification every four years
3. LCLE will be notified, in writing, if an agency withdraws from the Task Force.

Sincerely,

\_\_\_\_\_  
(Signature of Agency Head)

**SIGN IN BLUE INK**

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Agency Name (Print or Type)

**CERTIFICATION  
OF  
LEPC/CJCC DISTRICT DIRECTOR**

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

Project Title: \_\_\_\_\_ FY \_\_\_\_\_

I certify that this application was reviewed and approved by the Law Enforcement Planning Council / Criminal Justice Coordinating Council at their regularly scheduled open, public meeting on \_\_\_\_\_. The minutes and ballots of this Council meeting are maintained on file in the District Office.

I further certify that an announcement of the Council meeting at which this allocation and application was reviewed, was published in major newspapers for public notification in accordance with the provisions of the Sunshine Act and in accordance with Louisiana Commission on Law Enforcement Policy.

As District Program Director/Assistant Director, and on behalf of the District Law Enforcement Planning Council or Office of Criminal Justice Coordination, I have reviewed and approved this application, and certify that it is in accordance with applicable Federal rules and regulations that govern this project, local and/or State requirements, and Commission/Drug Control and Violent Crime Policy Board policies.

\_\_\_\_\_  
Signature of District Program Manager or Assistant Director  
**SIGN WITH BLUE INK**

\_\_\_\_\_  
Date