

TITLE II

JJDP FORMULA BLOCK GRANTS PROGRAM

FUNDING PROCESS

1. The Louisiana Commission on Law Enforcement and Administration of Criminal Justice (LCLE) is the state agency designated by the Governor to administer the Formula (Title II) Block Program in accordance with R.S. 15 § 1201, *et seq.* The JJDP Program Manager (juvenile justice specialist) oversees the program and works closely with the Office of Juvenile Justice and Delinquency Prevention (OJJDP), the JJDP Advisory Board, the local law enforcement planning districts and other interested entities.
2. Louisiana's parishes are divided into eight local Law Enforcement Planning Districts (LEPDs). Each LEPD has a District Program Director and a Council composed of local law enforcement officials and private citizens according to R.S. 15 § 1209, *et seq.* [Refer to the Contact List to determine your District Program Director.]
3. Each of the eight LEPDs is advised of the core requirements of the JJDP Act, funding eligibility guidelines, pertinent State and Federal guidelines, as well as the funding allocations available for juvenile justice programs and the JJDP Advisory Board's funding priorities stated in the State's Three Year Comprehensive Plan and its Updates.
4. Once the state has been awarded funding from OJJDP, funds are passed through to the LEPDs. Each LEPD is advised of their allocations, which are based on population and crime statistics within their district.
5. The LEPDs are notified of the JJDP Advisory Board's funding priorities for the use of available funds to ensure compliance with the State Plan approved by OJJDP.
6. Units of local government and private non-profit providers are advised by LEPD staff of the availability of grant funding and guidelines for funding through public advertising of funding available.
7. Requests for Allocation, Program Plan Worksheet and Grant Application forms are available from District Program Directors. The application and instructions can be downloaded from LCLE at www.lcle.state.la.us.
8. Potential applicants must submit a Program Plan Worksheet to the District Program Manager. The Program Plan Worksheet determines if the project conforms to the JJDP Act and the priorities set by the JJDP Advisory Board.
9. The LEPD Council, the LCLE Priorities Committee, the JJDP Advisory Board, and the LCLE must approve the LEPDs' allocations and program plans before a full application

can be submitted. The allocations can be approved or disapproved at any point of the process.

10. After the Request for Allocation is approved by LCLE, the grant application is prepared and submitted to the District Program Director. Applications can be approved or disapproved at the District level by the LEPD Council.
11. If approved, at the district level, the grant application is submitted to the JJDP Program Manager for review. Staff assesses the documented needs and conformity to JJDP requirements and the JJDP Advisory Board's priorities. The JJDP Program Manager will advise the applicant if issues need to be addressed and/or resolved. The LCLE staff can place special conditions upon the application that the applicant agency must adhere.
12. The application is submitted to the LCLE Priorities Committee for review. The application can be approved or denied by the Priorities Committee. The Priorities Committee can place special conditions upon the application that the applicant agency must adhere. Potential applicants do not appear before the Priorities Committee.
13. If the application meets the requirements as assessed by LCLE staff and the Priorities Committee, it is submitted to the JJDP Advisory Board for review and recommendation for approval or denial to the LCLE. All potential applicants must be present at the JJDP Advisory Board meeting. This includes applicants who have a new project, requesting funding to continue an existing project, and/or requesting an increase of funding to an existing project. Potential applicants should be knowledgeable of the proposed project to answer any questions that may arise. Failure to attend the meeting will result in a denial of recommendation for funding. The JJDP Advisory Board can also place special conditions upon the application that the applicant agency must adhere.
14. Upon recommendation for funding approval by the JJDP Advisory Board, the application is taken under consideration during a regular meeting of the LCLE for final approval. Potential applicants, who have a new project over \$10,000, a continuation project and/or increase in funding over \$20,000, must be present. Potential applicants should be knowledgeable of the proposed project to answer any questions that may arise. Failure to attend the meeting will result in a denial for funding. The LCLE can also place special conditions upon the application that the applicant agency must adhere.
15. If approved by the LCLE, LCLE staff then issues the Subgrant Award. The Subgrant Award packet is forwarded to the LEPD who then forwards the award packet to the applicant agency for acceptance.
16. Questions pertaining to the funding process can be addressed to the District Program Directors or the JJDP Program Manager. See Contact List for information.