



Louisiana Commission
on Law Enforcement and
Administration of Criminal Justice



Applicant's Manual

Financial and
Administrative Guide

For Grants Funded
Through
Federal Programs

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CHAPTER 1

INTRODUCTION

What is the Louisiana Commission on Law Enforcement (LCLE)?

The Louisiana Commission on Law Enforcement and Administration on Criminal Justice was created under LA R.S. 15:1201.

The Mission of the Louisiana Commission on Law Enforcement (LCLE) is to improve the operations of the criminal justice and juvenile justice system and promote public safety by providing progressive leadership and coordination within the criminal justice community. To this end, the agency provides a forum for all elements of the criminal justice system to come together in common cause and to develop multi-agency programs which serve the needs of a wide range of criminal justice organizations, support proven, critical, or innovative operational initiatives through the grant programs administered by the agency, promote the highest professional and ethical standards in law enforcement through high quality training programs, and to provide quality services to the criminal justice community and victims of crime within the framework of state and federal law and policy.

Public safety is a key element in the quality of life for all Louisiana citizens. The Louisiana Commission on Law Enforcement seeks to create an environment in which all aspects of the criminal justice and juvenile justice system work together to promote the security of all people in the state. We seek innovation where old solutions are not working, and seek proven programs in those areas where success has been attained. In decision making processes, we seek to bring together representatives from all aspects of the criminal justice community, so that decisions reflect the needs of the whole, and build on strengths of all agencies involved.

The Louisiana Commission on Law Enforcement and the Administration of Criminal Justice is an Equal Opportunity Employer pursuant to the requirement of federal and state law.

ADVISORY BOARD STRUCTURE OF LCLE

There are a number of advisory boards within LCLE. These advisory boards perform important planning functions and make recommendations to the full Commission on individual applications for subgrants. Read more about LCLE's advisory boards on our website, www.lcle.la.gov.

Louisiana has nine local law enforcement planning districts/office of criminal justice coordination (LEPD/OCJC) with one district handling only state-level projects. Each LEPD/OCJC has its own board/council. These local boards make recommendations for individual applications based on the advisory boards' planning functions. Read more about these local LEPD/OCJC boards on our website, www.lcle.la.gov.

LCLE's FUNDING ANNOUNCEMENT SERVICE

LCLE provides a funding announcement service for all interested current and potential applicants. This service notifies the applicant of available funds via an email. If you are interested in taking advantage of this service, visit LCLE's website, www.lcle.la.gov, select www.egrants.lcle.la.gov. Select the 'Grant Information' tab, and then the link for 'Subscribe for email when new funding opportunities become available'. Once notified of the availability of funds, you can contact your local law enforcement planning district/office of criminal justice coordination.

Additionally, all current funding opportunities may be viewed by the public by visiting LCLE's website, www.lcle.la.gov and selecting 'Grant Information,' then 'Funding.' You will also find 'First Steps for Online Application Process' at this webpage, which provides step-by-step instructions for registering both your agency and individual users.

HOW TO USE THIS MANUAL

This manual is to be used by any agency planning to submit a concept paper or application for LCLE subgrant funds in response to a competitive solicitation, or an invitation to apply for a formula grant. If you are not certain of your status, please contact LCLE before continuing.

As its name implies, this manual serves two functions: as an applicant's manual and as a financial and administrative guide for grants. The Applicant's Manual, Egrants and Egrants Quick Start Guides are the primary tools used in applying for LCLE funds under its various grant programs. Both are available at <http://lcle.la.gov/egrants.asp>. All applications are completed online through Egrants and include sections specific to the requirements of the type of funds for which you are applying. This manual provides a general overview of the application process as well as instructions for completing a budget, in compliance with the various federal, state and LCLE regulations and guidelines. The individual sections of the Egrants application explain any additional information that may be required of you. These requirements may vary depending on the subgrant program. The specifics are noted within the appropriate chapters of this manual.

A FINAL NOTE

You are encouraged to read this manual carefully as it explains important steps in obtaining subgrant funds from LCLE. Adhering to instructions in the manual will assist in proper preparation of the subgrant applications and will help ensure a successful project outcome. After your project is funded by LCLE, you will find the manual useful as a reference document. If questions arise that are not sufficiently addressed, we urge you to visit our website, www.lcle.la.gov, or contact the appropriate LCLE program manager. For any technical questions regarding Egrants send an email to egrants@lcle.la.gov or calling (225) 342-1968.

CHAPTER 2 STRUCTURE OF SUPERVISORY AND ADVISORY BOARDS

LOUISIANA COMMISSION ON LAW ENFORCEMENT

The Louisiana Commission on Law Enforcement was created under LA R.S. 15:1202 as the supervisory board. The functions of the commission shall be to:

1. Bring together those persons most familiar with problems of law enforcement and the administration of criminal justice, including the disposition and treatment of persons convicted of crime, for the purpose of studying and encouraging the adoption of methods by which law enforcement can be made more effective and justice administered more efficiently and fairly, to the end that citizens may be more fully protected.
2. Stimulate, promote, and organize citizen participation in the improvements and extension of law enforcement, corrections, rehabilitation, and the work of the courts.
3. Recommend and assist in improvements with respect to the recruitment and training of law enforcement officers and other law enforcement personnel.
4. Recommend methods by which cooperation may be furthered between federal, state, and local law enforcement officials.
5. Assist in planning coordinated programs throughout the state in areas relating to the police, the courts, and corrections.
6. Encourage public understanding of the responsibilities and problems of law enforcement officers and law enforcement and criminal justice agencies and the development of greater public support for their efforts.
7. Aid in publicizing and promoting practices in the treatment of criminal offenders which will do most to prevent a return to criminal activity.
8. Oversee, review, and approve the preparation of the state plan and its implementation.
9. Approve or deny applications for grants of block funds provided for by the Justice Improvement Act of 1979, the Juvenile Justice and Delinquency Prevention Act of 1974, and available state funds.
10. Carry out the objectives of the Justice Improvement Act of 1979, the Juvenile Justice and Delinquency Prevention Act of 1974, and other federal and state programs which promote the improvement of criminal or juvenile justice as the governor or legislature may direct.
11. Serve as the central coordinating agency for adult and juvenile correctional systems, in accordance with the requirements of this Chapter.
12. Establish, implement, and develop a program to award annually a state medal of honor in the name of each law enforcement officer killed that year in the line of duty. The commission shall determine the nature or type of the award, the type of annual ceremony, and the recipient to whom the award is presented, shall gather necessary information from the appropriate state and local law enforcement agencies, procure funding for the program,

and do all other things necessary or convenient to carry out the functions, powers, and duties set forth in this Paragraph

The composition of the commission consists of fifty-five members appointed by the governor. Each member shall serve a term concurrent with that of the governor making the appointment. Every person who holds commission membership by virtue of his official position or employment shall cease to be a member at such time he no longer holds the position that qualified him for membership on the commission. Each appointment by the governor shall be submitted to the Senate for confirmation. Members shall serve without compensation, per diem, or travel reimbursement; however, legislator-members may receive per diem or travel expense reimbursement.

The Commission composition is as follows:

1. The chairman of the Senate Committee on the Judiciary, Section C, or his designee;
2. The chairman of the House Committee on the Administration of Criminal Justice or his designee;
3. The secretary of the Department of Public Safety and Corrections or his designee;
4. The chief justice of the Louisiana Supreme Court or his designee;
5. The chief judge of each of the courts of appeal;
6. The president of the Louisiana Juvenile Judges' Association;
7. The president of the Louisiana District Attorneys' Association;
8. The president of the Louisiana State Troopers' Association;
9. The president of the Louisiana Sheriffs' Association;
10. The president of the Louisiana Municipal Association;
11. The president of the Louisiana Chiefs of Police Association;
12. The chairman of the Louisiana State Bar Association Section on Criminal Law;
13. The state public defender employed by the Louisiana Public Defender Board;
14. The director of state police;
15. Three district attorneys appointed by the governor;
16. Three sheriffs appointed by the governor;
17. Two chiefs of police appointed by the governor;
18. A district court judge appointed by the governor;
19. A juvenile court judge appointed by the governor;
20. Three professional or lay persons appointed by the President of the Senate;
21. Three professional or lay persons appointed by the Speaker of the House of Representatives; and
22. Fifteen professional or lay persons appointed by the governor as may have a vital concern with law enforcement and the administration of criminal justice.
23. The president of the Louisiana chapter of the National Constables Association.
24. One person appointed by the governor from a list of at least three persons submitted by Victims and Citizens Against Crime, Inc.
25. The president of the Louisiana Union of Police, or his designee.
26. The attorney general or his designee.
27. The deputy secretary of youth services of the Department of Public Safety and Corrections or his designee.
28. The president/director of the Louisiana Chapter of the National Constables Association.

PRIORITIES COMMITTEE

The Priorities Committee acts as an advisory board to the Supervisory Board. The Board is responsible for reviewing all state and federal funded applications. The Executive Director of Louisiana Commission on Law Enforcement reports the Priorities Committee's recommendation on the approval or denial applications and other business for both state and federal funds at the State Supervisory Board meeting. The Priorities Committee has the authority to act on behalf of the Supervisory Board in emergency situations in between regular scheduled meetings. The Executive Director will provide a report of such activities at the next regular scheduled meeting of Supervisory Board.

The Priorities Committee composition is as follows:

1. Chair of the Louisiana Commission on Law Enforcement (supervisory board)
2. Law Enforcement Representative
3. Prosecution Representative
4. Court Representative
5. Corrections Representative
6. Executive Director of the Louisiana Commission on Law Enforcement

DRUG CONTROL AND VIOLENT CRIME POLICY BOARD

The Drug Control and Violent Crime Policy Board was created by KBB 05-06:BJ 08-46. The Drug Control and Violent Crime Policy Board serves to advise the Louisiana Commission on Law Enforcement and Administration of Criminal Justice, develop a statewide drug control and violent crime strategy and perform any duties and functions requested by the governor and/or the Louisiana Commission on Law Enforcement and Administration of Criminal Justice.

The 18 membership, who unless otherwise specified, are appointed by the governor and serves at the governor's pleasure. The governor appoints the chair of the Board. The composition of the Board consists of:

1. Superintendent of Louisiana Department of Public Safety or designee;
2. 3 Sheriffs;
3. 3 District Attorneys;
4. 3 police chiefs, one each from the eastern, western, and middle areas of the state;
5. 1 marshal or constable from either the east, west or middle area of the state;
6. Executive Director of the Louisiana District Attorney's Association or designee;
7. Executive Director of the Louisiana Sheriff's Association or designee;
8. 5 at-large members who are private citizens and/or former members of the state judiciary and who are active in drug control and prevention

GOVERNOR'S ADVISORY BOARD ON JUVENILE JUSTICE AND DELINQUENCY PREVENTION

Members of the Juvenile Justice and Delinquency Prevention (JJDP) Advisory Board (State Advisory Board) are appointed by the governor and serves at the governor's pleasure. The governor appoints the chair of the Board. Appointments are made according to P.L. 96-509 of 1980. Under the JJDP Act of 2002, (42 U.S.C. 5633 Section 233(a)(3)), State Advisory Board requirements:

- (A) shall consist of not less than 15 and not more than 33 members appointed by the chief executive officer of the State –
 - (i) which members have training, experience, or special knowledge concerning the prevention and treatment of juvenile delinquency, the administration of juvenile justice, or the reduction of juvenile delinquency;
 - (ii) which members include –
 - (I) at least 1 locally elected official representing general purpose local government
 - (II) representatives of law enforcement and juvenile justice agencies, including juvenile and family court judges, prosecutors, counsel for children and youth, and probation workers.
 - (III) representatives of public agencies concerned with delinquency prevention or treatment, such as welfare, social services, mental health, education, special education, recreation, and youth services.
 - (IV) representatives of private nonprofit organizations, including persons with a special focus on preserving and strengthening families, parent groups and parent self-help groups, youth development, delinquency prevention and treatment, neglected or dependent children, the quality of juvenile justice, education, and social services for children;
 - (V) volunteers who work with delinquents or potential delinquents;
 - (VI) youth workers involved with programs that are alternatives to incarceration, including programs providing organized recreation activities;
 - (VII) persons with special experience and competence in addressing problems related to school violence and vandalism and alternatives to suspension and expulsion; and
 - (VIII) persons with special experience and competence in addressing problems related to learning disabilities, emotional difficulties, child abuse and neglect, and youth violence;
 - (iii) a majority of which members (including the chairperson) shall not be full-time employees of the Federal, State, or local government;
 - (iv) at least one-fifth of which members shall be under the age of 24 at the time of appointment; and
 - (v) at least 3 members who have been or are currently under the jurisdiction of the juvenile justice system

VICTIM SERVICES ADVISORY BOARD

The Crime Victim Assistance Advisory Board was established in January 1985 to oversee the Victims of Crime Assistance Grant Program. In 1995, the Violence Against Women was enacted; thus establishing the Violence Against Women Advisory Board in 1996. Each Board met separately until they were merged on July 29, 1997, and renamed to the Victim Services Advisory Board. Combining the two boards was designed to configure to represent the two programs.

The Advisory Board works with LCLE staff to provide recommendations to the Commission regarding all decisions concerning the best course of action to take when allocating and awarding funds. The Commission makes the final decisions on all funding matters.

The 15-member Board is appointed by LCLE Executive Director and Commission Chair. The composition includes:

1. Law Enforcement
2. Prosecution
3. Judiciary Sector
4. Executive Director of the Louisiana Coalition Against Domestic Violence (state coalition)
5. Executive Director of the Louisiana Foundation Against Sexual Assault (state coalition)
6. A member of the Crime Victims Reparations Board (the State's VOCA Crime Victim Reparations Program)
7. Representatives of Victim Services Programs,
8. Representative of the Family Violence Prevention/Intervention Program of the Louisiana Department of Children and Family Services.
9. Representative with juveniles experience

CHAPTER 3 LCLE FUNDING

Funds distributed by LCLE originate from a number of federal sources. The enabling legislation or the agency that provides funds may have different requirements regarding the eligibility of a recipient and the allowable uses for its funds. In addition, LCLE may impose other restrictions on the use of the funds. It is important to know the source of funding for the application, as this will determine the constraints placed on the use of the funds and the project reporting requirements.

Detailed information of the requirements for specific funding is included in the funding announcement. Each federal program has its own Chapter outlining its specific requirements.

NOTE: Units of local government mean any city, county/parish, town, township, borough, village or other general purpose political subdivision of a state. For the State of Louisiana, sheriffs and districts attorneys are considered units of local government.

BUREAU OF JUSTICE ASSISTANCE

1. Edward Byrne/Justice Assistance Grant Program (Bryne/JAG)

1.1. Eligible applicants

- 1.1.1. State criminal justice agencies
- 1.1.2. Units of local governments
- 1.1.3. Public defenders offices
- 1.1.4. Native American tribes that perform law enforcement functions as determined by the Secretary of Interior

2. Residential Substance Abuse Treatment for State Prisoners (RSAT) Formula Grant Program

2.1. Eligible applicants

OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION

1. Juvenile Accountability Block Grant Program (JABG)

1.1. Eligible applicants

- 1.1.1. Units of local governments
- 1.1.2. Public Defenders Offices with collaboration of an unit of local government or state agency
- 1.1.3. State agencies that have oversight of juveniles

2. Title II (JJDP) Formula Block Grant Program

2.1. Eligible applicants

- 2.1.1. State criminal justice agencies
- 2.1.2. Units of local governments

- 2.1.3. Local non-profit / public agencies
- 2.1.4. Faith-based organizations, to the extent such programs are consistent with the State Plan, except that direct funding of any local private agency by the State shall be permitted only if such agency requests such funding after it has applied for and been denied funding the any unit of general local government or combination thereof
- 2.1.5. Public Defender Offices
- 2.1.6. Native American Indian tribes that perform law enforcement functions (as determined by the Secretary of Interior) and that agree to comply with the requirements specified in paragraphs (11), (12), and (13) of the JJDP Act, applicable to the detention and confinement of juveniles.

OFFICE OF VICTIM SERVICES

1. **Victims of Crime Assistance Grant Program (VOCA) aka Crime Victims Assistance Program (CVA)**
 - 1.1. Eligible applicants
 - 1.1.1. State criminal justice agencies
 - 1.1.2. Units of local governments
 - 1.1.3. Nonprofit organizations
 - 1.1.4. Faith-based organizations
 - 1.1.5. Or a combination of such agencies or organizations.

NOTE: **Organizations must provide direct services to crime victims.**

OFFICE ON VIOLENCE AGAINST WOMEN

1. **S.T.O.P. Formula Grant Program**
 - 1.1. Eligible applicants
 - 1.1.1. State criminal justice agencies
 - 1.1.2. Units of local governments
 - 1.1.3. Courts
 - 1.1.4. Nonprofit organizations
 - 1.1.5. Faith-based organizations
 - 1.1.6. Public or private non-profit organizations
 - 1.1.7. Non-profit/non-governmental victim services programs
 - 1.1.8. Native American tribes that perform law enforcement functions as determined by the Secretary of Interior.
2. **Sexual Assault Services Program (SASP)**
 - 2.1. Eligible applicants
 - 2.1.1. Non-profit organizations that provide sexual assault services

BUREAU OF JUSTICE STATISTICS

1. The National Criminal History Improvement Program (NCHIP)
 - 1.1. Eligible applicants

NATIONAL INSTITUTE OF JUSTICE

1. Paul Coverdell Forensic Science Improvement Grants Program
 - 1.1. Eligibility applicants

INELIGIBLE APPLICANTS FOR ALL FEDERAL PROGRAMS

The following are deemed ineligible by the Commission; such ineligibility is however subject to waiver by the Commission on a case-by-case basis:

1. University Campus Police
2. Airport Security
3. Capitol Police
4. Wildlife and Fisheries Enforcement Unit
5. Hospital Security
6. Harbor, Bridge, River, and Levee Board Police
7. Justices of the Peace
8. Park Rangers
9. Crosslake Patrols and other related agencies

CHAPTER 4

PREPARING AN APPLICATION

IMPORTANT NOTE

Application for funding is made through LCLE's Egrants system. An extensive library of help and guidance for using Egrants is available in LCLE's Egrants Help Center. Please refer to the LCLE website and Egrants for funding announcements, current deadlines, and up-to-date requirements for completion of the application specific to your subgrant program. Documents are no longer sent through the local law enforcement planning districts/office of criminal justice coordination offices. They are filed directly online through the Egrants System with specific documents mailed directly to LCLE.

This Manual is to provide assistance in receiving an award under any of the federal programs administered by LCLE. The applicant should familiarize themselves with the instructions throughout this Manual especially the guidelines for the specific federal program from which funds are requested.

PRE-APPLICATION RECOMMENDATIONS

All prospective applicants are encouraged to follow the steps outlined below before preparing an application to obtain an award from LCLE. The application becomes a legal contract between LCLE and the applicant after all approvals and necessary signatures have been obtained. Therefore, it is extremely important that from the early stages, the application and supporting documents be prepared with care and precision.

CONFLICT OF INTEREST AND ETHICS

HATCH POLITICAL ACTIVITY ACT

With some exceptions, officers and employees of the state or local government agency engaged in a federally-financed activity are subject to the Hatch Political Activity Act, 5 U.S.C. §§ 150-1508, if their principal employment is in connection with such activity. It has been held by the courts that a person's part-time position may be their "principal employment" within the meaning of that act.

State and local government employees working under the auspices of federal grants may take an active part in political management and in political campaigns, provides that such activities are not prohibited by state and local law. State civil service employees are prohibited from engaging in political activities by state Civil Service Act. (Several departments and agencies are covered by separate state statutory prohibitions against engaging in political activities.) The Hatch Act provides that state and local government employees working under the auspices of federal grant may not (a) use their official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office; (b) directly or indirectly coerce,

command, or advise a state or local officer or employee to pay, lend, or contribute anything of value to a party committee, organization, agency, or person for political purpose; of (c) be candidates for elective office.

If the United States Civil Service Commission, after a hearing, determines that a violation of Section 1502 has occurred, warranting the dismissal of the officer or employee, it notifies him and his agency of such determination. If, within 30 days after such notice, the offending officer or employee has not been dismissed or, though dismissed, has been reappointed within 18 months, the federal grantor agency will be required to withhold from its grants to the agency to which notice was given an amount equal to two years' pay at the rate of the officer or employee was receiving at the time of the violation.

NON-SUPLANTATION

LCLE subgrant funds must be used to supplement existing efforts. LCLE subgrant funds may not be used to supplant (replace) state or local funds that have been appropriated for the same purpose. LCLE funding is **not to be used as a replacement** for these funds, but **in addition to** funds that are made available for services.

LCLE requires that an applicant for a subgrant certify to the fact that the subgrant funds, if approved, will not be used to supplant existing funds. By submitting an application to LCLE and accepting funds disbursed pursuant to the subgrant, the applicant is certifying that the requested federal funds: 1) will not be used to supplant or replace state or local funds already allocated; and 2) will be used to fund new projects, or expand or enhance existing projects.

In the event the applicant cannot certify as to the non-supplantation requirements and there is a reduced investment in program-related services, there must be an explanation demonstrating that the reduced commitment would have resulted if LCLE subgrant funds were not available.

FEDERAL TRANSPARENCY ACT CERTIFICATION

The implementation of the Federal Funding Accountability and Transparency Act of 2006 (Transparency Act), as posted for comment in the Federal Register (http://www.whitehouse.gov/omb/fedreg/2008/060608_funding.pdf), requires a single searchable website, accessible by the public without cost, for each federal award of \$25,000 or more over the life of any subaward. In order to satisfy this requirement, applicants and subrecipients are required to have a DUNS number and to maintain a current registration in the CCR.

Information on how to request a DUN number and register with CCR, entitled "New Application Requirements," is available in the Funding Announcement Guidelines or at the LCLE website under Grant Information.

You will be asked to provide your agency's DUNS number and expiration date of your agency's CCR registration. You will be required to provide the DUNS number and CCR expiration date for any subrecipients/contractors receiving \$25,000 or more in federal funds.

REQUIREMENTS FOR GRANT APPLICATIONS FOR FEDERAL PROGRAMS

There are several standard Egrants application sections which must be completed if your agency is applying for federal funds. These sections explain specific terms and requirements that must be agreed to in order to receive federal funding. Your agency must agree to the terms as stated in your Egrants application to be considered for funding.

SPECIAL REQUIREMENTS FOR CERTAIN GRANT APPLICATIONS

For certain types of projects, the applicant must obtain a clearance or endorsement from certain state or federal agencies prior to submission for the subgrant application to LCLE. Please consult the document titled Clearance and Endorsement of Certain Subgrant Applications to determine if your proposed project requires such clearances or endorsements. This document has detailed information and the procedures to be followed on these special requirements, which are as follows:

1. National Environmental Policy Act;
2. National Historic Preservation Act;
3. Construction or renovation of facilities;

SPECIAL REQUIREMENTS FOR PRIVATE NON-PROFIT AGENCIES

Contracting Procedures with Private Non-Profit Organizations

Every governmental applicant proposing to pass through funds to a private non-profit agency for the implementation of a project must execute a written contract or Memorandum of Understanding with the agency that outlines its agency's responsibility to the project.

The subgrant applicant must include an original signed executed contract between the governmental applicant and the agency as part of the application. The contracting parties should keep copies of the contract. It is strongly recommended that the applicant's solicitor, prior to its inclusion in the application, review the executed contract.

Governmental applicants are strongly encouraged to obtain the documents listed below under the Guidelines for Direct Funding of Private Agencies and to evaluate the qualifications of the agency using the criteria as described in the Criteria for Evaluating the Qualification of Non-Profit Agencies section of this chapter.

Guidelines for Direct Funding of Private Agencies

Private non-profit agencies, which intend to apply for direct funding, are required to demonstrate the financial responsibility of the organization and its capability to administer the project for

which funds are being requested. Accordingly, each private non-profit agency applicant is required to submit one copy of the following information when applying for subgrant funds:

1. A copy of the most recent audited financial report, which must not be more than one year old, or a letter stating that the most recent report is on file with LCLE;
2. A list of the members of the Board of Directors, stating each member's board position, profession or employment, community activity and other pertinent information;
3. A copy of the Louisiana Secretary of State Commercial Division showing the corporation is active and in good standing;
4. A copy of the articles of incorporation;
5. A copy of the by-laws of the organization, clearly defining the line of authority and responsibility moving between the Board and staff, outlining the hiring practices of the organization, and demonstrating the management and controls maintained by the Board;
6. Internal Revenue Service determination of the tax exempt status of the organization;
7. A copy of the minutes of the three Board meetings immediately preceding the date of the submission of the subgrant application;
8. Evidence that the Project Director, Financial Officer and Board Officers, and any employees that is responsible for the receipt and expenditure of funds are included in an employee dishonesty insurance policy for 30% of the funds requested or 10% of the organization's budget, whichever is greater; and
9. A written statement that a checking account for subgrant funds will be arranged so that at least two signatures are required for issuance of checks, and a list of those individuals who have such authority.

The criteria used by LCLE in evaluating the qualifications of a private non-profit agency as an applicant for funds is listed in the following section.

Criteria for Evaluating the Qualifications of Non-Profit Agencies

The following criteria are utilized in evaluating the qualifications of a private non-profit agency as an applicant for LCLE funds:

1. The organization has been in operation for at least one year prior to the date of the application for funds.
2. The organization's financial statements are regularly examined and/or audited by an independent certified public accountant (CPA).

3. The organization demonstrates its ability to assume the costs of the project after a reasonable period.
4. The Project Director and Financial Officer are bonded.
5. Administrative costs of the agency do not exceed 10% of the project costs.
6. There is documentation that the salaries of personnel are comparable with those in public or private employment.

EGRANTS REGISTRATION FOR AGENCIES

To create an application in Egrants, the applicant agency must be a registered agency in Egrants. If the applicant agency has never applied for a subgrant from LCLE, they are probably not a registered Egrants agency. Use the Egrants [Organization Registration Request Form Instructions](#) to register the applicant agency. The form is located in the Egrants link of LCLE's website www.lcle.la.gov.

Prior to registering with Egrants, the agency needs the following:

1. The agency has a Federal Tax Identification number.
2. The agency has a Dun and Bradstreet Data Universal Numbering System (DUNS) number and is registered with the System for Award Management (SAM) (formerly CCR). These requirements are part of the Federal Funding Accountability and Transparency Act of 2006 (Transparency Act). The Transparency Act requires a single searchable website, accessible by the public without cost, for each federal award of \$25,000 or more over the life of any subaward. In order to satisfy this requirement, applicants and subrecipients, other than individuals, are required to have a DUNS number and to maintain a current registration in SAM.
3. Nonprofit organizations provide verification from the Louisiana Secretary of State Commercial Division that the organization is active and in good standing. This status is to be maintained throughout the project period.
4. For first time LCLE applicants: Along with items 1, 2, and 3 (if applicable), the agency submits the W-9 Request for Taxpayer Identification Number and Certification and the Vender Locator form. Both forms are available on the website <http://lcle.la.gov/programs/FF.asp>. If a non-profit organization, the IRS Form 501C3 (showing tax exempt) is required.

REGISTRATION AS A STATE/LCLE VENDOR

An applicant is required to have a State Vendor ID number. The Vendor ID number is the applicant's Tax ID number in addition to a numerical code assigned by the State of Louisiana Division of Administration Office of Statewide Reporting and Accounting Policy (LA DOA

OSRAP). If LCLE determines that the applicant does not have a matching State Vendor ID number, the applicant will be required to submit an IRS Form W-9 and/or a Vendor Location Form to LCLE. The Vendor Location Form can be downloaded from LA DOA OSRAP at this link: <http://www.doa.louisiana.gov/OSRAP/library/forms/vlf.pdf>.

EGRANTS REGISTRATION FOR INDIVIDUALS

Only registered Egrants users with proper credentials authorized by the applicant's head official have the ability to log into Egrants, create an application, view, prepare and submit prescribed data and reports. All individuals that will use Egrants for a particular application or project must register and obtain their unique User Id and password. Follow the [Egrants User Registration Request Quick Start Guide](#) to register in Egrants and obtain a unique User Id and password.

Access and security roles for each user can be requested online. Head officials of organizations should delegate security roles carefully. Instructions for requesting access to an organization and its associated security roles are available by clicking [here](#). In summary, the user will join the organization (if the organization is registered) and request the security roles which are needed to perform tasks. Security roles must be defined on the [Egrants User Registration & Access Request form](#). More explanation of the security roles can be found in the [Egrants Security Roles Quick Start Guide](#).

CREATING AN APPLICATION

Once your agency and the appropriate individuals are registered to use Egrants, you can create an application in response to a funding announcement. Be sure to review the funding announcement prior to creating an application. Make sure your agency is an eligible applicant and that your agency will be able to meet all of the requirements contained in the funding announcement. There is detailed information which explains how to create an application in response to a funding announcement in the Egrants Application Quick Start Guide. This guide is available by in the Egrants link of the LCLE website, www.lcle.la.gov.

APPLICATION/GRANT NUMBER

As soon as an application is created in Egrants, a Grant Id number will be assigned by Egrants. At first, the Grant Id will be five-digit number that is specific to the application that was just created. This number becomes the grant number once approved by the Commission. It is essential that this number be used in all correspondence to LCLE concerning the application/grant. The assigned number has four parts. The remaining three parts will be assigned after Commission approval. This is an example of a grant number: 2012-JF-02-2101.

- 2012 represents the fiscal year. In the example, 2012 is the fiscal year of funds assigned to the project.
- JF represents the particular funding program. In the example, "JF" represents Juvenile Justice and Delinquency Prevention (JJDP) funds.

- 02 represents the program purpose within a funding program.
- 2101 represents the five-digit number (Grant Id #) which clearly identifies the application/subgrant from any other subgrant. This number is assigned in sequential order as applicants are received no matter the funding source.

APPLICATION SECTIONS IN EGRANTS

There are a variety of sections in your Egrants application which must be completed prior to submission of your application. The number and type of sections will vary depending on the specific funding announcement. Make sure to read the section description carefully and respond accordingly in the response text field. All sections require a completion status of “**Complete**” before the application can be submitted to LCLE.

PRINTING YOUR APPLICATION

Click the “**View Contract**” button on the application Main Summary page. A new window will open and the application will appear as a PDF document. There are detailed instructions on printing the application available in the Egrants Application Quick Start Guide. This guide is available in the Egrants section of our web site.

SIGNATURE PAGE REQUIREMENTS

The applicant must mail one original signature page **directly** to LCLE. The signature page can be downloaded from the application section titled, “**LCLE Certificate of Compliance**”. The application and signature page(s) are not required to be sent through the District Office. The application is not considered complete until LCLE receives the Certification of Compliance with an original signature. The following subsection reflects the signature requirements for a variety of applicant organizations.

Signature Requirements – Signatures must be in **BLUE** ink

- Parish – Parish President, Parish Commissioner/Administrator, Chief Police Jury
- City – Mayor
- Sheriff – Sheriff
- District Attorney – District Attorney
- State Agency – Agency Director
- Private Organization – President or as otherwise provided by organization’s by-laws

A stamped or facsimile signature on the original document **is unacceptable**.

NOTE: Signatures must be properly placed on the signature page. Failure to complete the application in accordance with the above requirements will result in delays in processing.

MAILING INSTRUCTIONS FOR SPECIFIC SUBGRANT APPLICATION DOCUMENTS

1. Signature Page – Mail one signed original of the Certificate of Compliance.
2. Mail any other documents specifically requested in the funding announcement and/or Egrants application.

Send all of the requested documents via U.S. Mail to:

Louisiana Commission on Law Enforcement
Grants Section
PO Box 3133
Baton Rouge, LA 70821-3133

For package express service:

Louisiana Commission on Law Enforcement
Grants Section
602 North Fifth St
Baton Rouge, LA 70802

NOTE: There is no U.S. mail delivered to the physical address.

PAYMENT INFORMATION

After an application is awarded by LCLE and prescribed reporting is in compliance, the applicant agency will receive periodic payments remitted by check or electronic funds transfer (EFT) from LA DOA OSRAP. LCLE strongly encourages agencies to enroll in EFT. Requests for EFT enrollment must be submitted directly to LA DOA OSRAP in accordance with their instructions: <http://www.doa.louisiana.gov/OSRAP/EFTforWebsite.pdf>.

CHAPTER 5

BUDGET SECTION OF APPLICATION

All awards are contingent upon availability of funds and the applicant's prior grant management.

This Chapter is designed to assist applicants in completing their Egrants application. For assistance in completing the budget section of the application, applicants are encourage to review this Chapter and the Federal Program Chapter that the applicant is requesting funds. It should be noted that this Chapter contains requirements and guidelines for all Federal programs, whereas each Federal Program Chapter will include specific requirements and guidelines. This information is intended to present an overview only and is not intended to be all-inclusive.

SUSTAINABILITY REQUIREMENT

Applicants are required to develop a sustainability plan. The plan must provide partners/agencies that would assume financial responsibility and identifying specific parts of the project covered by other sources. Applicants will be evaluated for proper management of the previous year's subgrant. Applicants will be required to demonstrate the ability to maintain the operation, service delivery and project accomplishments equal to that propose in the first year of the subgrant.

NOTE: *Sustainability* means maintaining the same or greater level of service stated in the Year 1 Plan. This includes the project's time period and delivery of services. For continuation applications, the applicant will be evaluated for proper management of the previous year's subgrant. Applicants will be required to demonstrate the ability to maintain the operating services delivery and project accomplishments equal to that proposed in the first year of the subgrant.

CRIME REPORTING & RECORDS

The law enforcement applicants must agree to begin or continue participating in the Uniform Crime Reporting (UCR) Program or the Louisiana Incident Based Reporting System (LIBRS) Programs of LCLE. The law enforcement applicants 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. The applicant certifies that all systems developed or purchased shall meet all specifications for Louisiana Incident Based Reporting System (LIBRS) Criminal History System reporting as are in effect at the time of subgrant award.

ALLOWABILITY OF COSTS

This section presents extracts of certain criteria to be used to determine the allowability of costs included in project budgets. These criteria are extracted from:

1. 2 CFR Part 225 Number A-87, Costs Principals for State, Local, and Indian Tribal Governments (formerly OMB Circular A-87)
2. 2 CFR Part 230 Cost Principals for Non-Profit Organizations (formerly OMB Circular A-122)
3. 28 CFR Ch. 1 § 66.3 – Part 66 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Government

The above CFRs are published by the U.S. Office of Management and Budget and from the Financial Guidelines published by the Office of Justice Programs (OJP)

With the exception of the Federal programs funded through the Office on Violence Against Women (OVW), all Federal programs administered by LCLE must follow the OJP Financial Guidelines. These guidelines can be found at:

1. OJP Financial Guidelines – <http://www.ojp.usdoj.gov/financialguide/>
2. OVW Financial Guidelines – <http://www.ovw.usdoj.gov/docs/ovw-fgmg.pdf>

For specific questions the applicant should refer to the above-mentioned publications or contact the LCLE Program Manager. Selected extracts from the Circular follow:

Factors Affecting Allowability of Costs

To be allowable under a subgrant program, cost must meet the following general criteria:

1. Be necessary and reasonable and allowable for proper and efficient performance and administration of the subgrant program.
2. Be allocable to federal awards under the provisions of this Circular.
3. Be authorized or not prohibited under state or local laws or regulations.
4. Conform to any limitations or exclusions set forth in these principles, federal laws, terms and conditions of the federal award, or other governing regulations as to types or amounts of cost items.
5. Be consistent with policies, regulations, and procedures that apply uniformly to both federal awards and other activities of the governmental unit.
6. Be accorded consistent treatment. A cost may not be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the federal award as an indirect cost.

7. Except as otherwise provided for in this Circular, be determined in accordance with generally accepted accounting principles.
8. Not be included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior period, except as specifically provided by federal law or regulation.
9. Be the net of all applicable credits.
10. Be adequately documented.

APPLICABLE COSTS

1. Applicable credits refer to those receipts or reduction of expenditure type transactions that offset or reduce expense items allocable to federal awards as direct or indirect costs. Examples of such transactions are: purchase discounts, rebates or allowances; recoveries or indemnities on losses; insurance refunds or rebates; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the governmental unit relate to allowable cost, they shall be credited to the federal award either as a cost reduction or a cash refund, as appropriate.
2. In some instances, the amounts received from the Federal Government to finance activities or service operations of the governmental unit should be treated as applicable credits. Specifically, the concept of netting such credit items (including any amounts used to meet cost sharing or matching requirements) should be recognized in determining the rates or amounts to be charged to federal awards.

ALLOWABLE COSTS

1. Refer to the federal program for allowable costs.

UNALLOWABLE COSTS

1. Acquisition of land
2. All mobile vehicles (automotive, vans, airplanes, boats, etc.), gasoline, tires, automobile repair and maintenance, vehicle insurance.
3. No automobile accessories will be allowed except radio/surveillance equipment. Radar equipment will be considered on a case-by-case basis for Bryne/JAG subgrants involving Criminal Patrol/Highway Interdiction projects.
4. Uniforms, unless specify under a specific federal program, and leather accessories.
5. Firearms and ammunition.

6. All office equipment and furniture (e.g., desks, file cabinets, chairs, tables, credenzas, lamps, etc.).
 - 6.1. Refer to Title II (JJDP) Formula Grant Program and Victims of Crime Assistance (VOCA) policies for item specifically allowable.
7. Cost of organized fund raising including financial campaigns, endowment drives, solicitation of gifts and similar expenses
8. Refer to the federal program for additional unallowable costs.

MATCH REQUIREMENTS

1. Match requirements for each type of federal program may vary. The funding announcement will specify if match requirements apply.
2. Types of match
 - 2.1. Cash Match (hard) includes, but not limited to, the valuation of in-kind.
 - 2.2. In-Kind (soft) includes the value of something received or provided that does not have a cost associated with it. For example, if in-kind match is permitted, then the value of donated services could be used to comply with the match requirement. Also, third party in-kind contributions may count toward satisfying match requirements provided the subgrantee receiving the contributions expends them as allowable costs.
3. Timing of Matching Contributions – Matching contributions must be applied at the exact time of in proportion to the obligation of the federal funds. The full matching share must be obligated by the end of the project period for which the federal funds have been made available for obligation under an approved grant program. The full matching share provided by the subgrantee (both cash and in-kind) must be reported on the Final Subgrantee (Fiscal) Report submitted at the end of the grant period. If the matching share is not reported, it will be assumed that the subgrantee did not meet the required match and will initiate collection of a cash match from the grantee.
4. Records for Match – Recipients must maintain records which clearly show the source, the amount, and the timing of all matching contributions. In addition, if a program or project has included, within its approved budget contributions which exceed the required matching portion, the recipient must maintain records of them in the same manner as it does for the awarding agency funds and required matching shares.

BUDGET SUMMARY AND BUDGT NARRATIVE

Project funding is to be categorized into allowable standard budget categories. Only the budget categories allowed by program definitions will be available to applicants in Egrants for each funding announcement. Budget narratives provide details of each budget category and give the grantor a better understanding of the budget category totals.

NOTE: In addition to the budget categories requirements below, the applicant must comply with the specific federal program's requirements.

Budget Categories are to be budgeted for a 12-month project period. The only exceptions to this rule are:

1. The project is a strictly a training project.
2. The project is utilizing funds prior to the Federal end date.

PERSONNEL

Personnel cost include wages and salaries of an agency or organization's employees assigned to the project. Costs of benefits are to be included in the Fringe Benefits Budget Category. Costs of compensation are allowable if:

1. They are reasonable for the services rendered and consistent with scales for employees paid from other sources.
2. The method of appointment conforms to state and local law, with regard to subgrant regulations and meets federal merit system standards where applicable.
3. They are documented by payroll records and supported by time and attendance reports as detailed below in the Time and Attendance Reports section of this manual.

NOTE: Budgets should take into account time needed to acquire new staff, changing demands for personnel during the course of the project, and project implementation schedules. This means that budgets may have to be pro-rated in order to reflect the true cost for the 12-month period rather than the full operating cost level for the 12 months.

In no case is dual compensation allowable. For example, the cost of the time employees assigned to subgrant programs may be reimbursed is only to the extent that it is directly and exclusively related to subgrant purposes. An employee of an organization may not receive compensation from his/her organization and from a subgrant for work performed during the same period of time even though such work may benefit both activities.

Job description must include the duties to be performed, level of education (diploma, degrees), work experience (how many years in what field), any specialized required training (POST certification, completion of required trainings, etc.) and salary range (minimum and maximum). Job description qualifications for certain positions include:

1. Must meet those established for the particular position and/or be comparable to existing positions in funded grants.
2. Are to be at a minimum level to perform duties described and in line with salary rates established.
3. Unless a waiver is granted by LCLE, based on verifiable work experience, the following education requirements must be met:
 - 3.1 Counselors must have at least a Bachelor's Degree in social science or related field.
 - 3.2 Counselors who treat substance abusers are required to be certified by the Louisiana State Board of Substance Abuse Counselors (LBCSAC) and attach verification with resume.
 - 3.3 Therapist must have at least a Master's Degree either in social work, psychology, counseling, or related field.
 - 3.4 Therapists who treat substance abusers are required to be certified by the Louisiana State Board of Substance Abuse Counselors (LBCSAC) and attach verification with resume.

Note: If the above certifications cannot be met, a waiver can be requested from LCLE based on supporting documents that a good faith effort was made to hire a LSBCSAC and either no qualified person applied, or a qualified person was offered the job but did not accept.

Updated resumes are required and must list qualifications (i.e., education and work experience.) Resumes are not required for law enforcement officers unless their assignment is outside the normal patrol duties. If position is not filled at the time of application submittal, resume must be submitted with program modification. Resumes must be submitted for grant continuation applications.

List each position by title (and name of intended employee, if available). On the computation line insert the following formula:

1. Full Time, Part Time, Overtime as FT, PT, OT
2. Percentage (%) of time devoted to this project; this also includes non grant-funded time.

3. For full-time employees – Actual monthly salary times the percentage (%) of grant funds to be paid toward the salary times the number of months the individual will work on the project.

3.1. Example: FT; 70%; \$3,000 x 50% x 12 months = \$18,000 (\$18,000 is the requested amount in grant funds)

4. For part-time and overtime personnel – Show the hourly rate times the number of hours per week times the percentage (%) of grant funds to be paid by the grant.

4.1. Part time person works 25 hours total per week but spends only 5% of their time on the project: PT; 25 hrs; \$10 /hr x 25 hrs/wk x 52 wks x 5% = \$650 (\$650 is the requested amount in grant funds)

4.2. Part time person works 25 hours total per week but spends 100% of their time on the project: PT; 25 hrs; \$10 /hr x 25 hrs/wk x 52 wks = \$13,000 (\$13,000 is the requested amount in grant funds)

Note: If using a pool of employees with different salary ranges, enter the average overtime rate for the pool. Employees working overtime can only be paid time and a half of their regular hourly rate.

Retroactive pay increases are unallowable. The applicant agency should have a policy for merit raises applicable to both grant and non-grant personnel. Raises (merit increase) should be should be budgeted at the application time. The salary cannot be adjusted if such merit increase occurs during the project period and not requested at application time. List the employee to receive a merit increase twice by showing as two separate line items—once at the current salary, then at the salary per merit increase. For example:

1. Entry one for Jane Doe’s monthly salary at 9 months:

1.1. FT; 70%; \$3,000 x 50% x 9 months = \$13,500 (\$13,500 is the requested amount in grant funds for 9 months)

2. Entry 2 for Jane Doe’s new monthly salary with Merit Increase for 3 months:

2.1. FT; 70%; \$3,120 x 50% x 3 months = \$4,680 (\$4,680 is the requested amount in grant funds for 3 months)

When requesting federal funds, where existing agency personnel will be reassigned to the subgrant project, the applicant must provide for the employment of replacement (backfilled) personnel.

When in-kind match is allowable, existing agency personnel can be reassigned to the subgrant project as matching contribution funds. If they are reassigned, replacement personnel do not have to be provided. Such personnel must be identified as matching funds.

If volunteers are used as in-kind match, enter the estimated “Number of hours” to be donated for this project and multiply by the “Hourly Rate Value” to get the “Total Amount.” The value of hourly rate is limited to \$15 per hour. In the case of certain professional, such as licenses therapists, attorneys, doctors, and police officers, the value can be counted at a rate consistent with their usual and customary charges for like services, not to exceed \$100 per hour. Justification must be provided.

1. For example: 100 hrs x \$15 = \$1,500
2. A job description listing the duties of the volunteer is needed.
3. Resumes are not required.

TIME AND ATTENDANCE REPORTS (TIME SHEETS)

Time and attendance reports (timesheets) are required for all personnel funded with LCLE grant dollars regardless of the funding stream. This also applies to those funding streams that allow the use of volunteers. Below are the minimum standards and recommended best practices for time and effort reporting. We realized that there a number of different systems that can be used to satisfy these requirements and we encourage you to email egrants@lcle.la.gov with any questions you may have regarding time and effort reporting requirements.

The following minimum standards are based on the Office of Management and Budget federal cost principles OMB Circular A-87 (2 CFR 225) as it relates to Governmental Units and OMB Circular A-122 (CFR 230) as it relates to Non-profit Organizations and the Office of Justice Programs Financial Guide and the Office on Violence Against Women Financial Guide.

Minimum standards for employees and volunteers, if applicable, working on multiple activities or cost objectives:

1. Must be an after-the-fact determination of the employee’s actual effort. Using a budget estimate instead of reporting the actual time the employee spent working on the project does not qualify as support for charges to awards.
2. Must account for total activity for which employees are compensated and which is required to fulfillment of their obligations to the organization. For example, if the employee spends 20% of their time on the federal-funded grant project, 20% on a different grant project and 60% of their time on agency activities; time and attendance for all three areas must be included on the report.
3. Must be signed by the employee and a supervisor with first-hand knowledge of the activities performed by the employee. Signature on timesheets is affirmation that the report is an accurate accounting of the actual time the employee spent on the project.
4. Must be prepared at least monthly to correspond to one or more pay periods

5. Volunteer time and personnel costs being used as match must be accounted for in the same manner as personnel being charged to the grant.

Minimum standard for employees working solely on a single activity or cost objective:

1. Must be an after-the-fact certification that the employee worked 100 percent of their time on the grant project.
2. Must be prepared no less frequently than every six (6) months
3. Must be signed by the employee and supervisory official having first-hand knowledge of the work performed
4. Applies to full-time and part-time employees

Recommended Best Practices:

1. Employee record time on a daily basis
2. Project codes/names are provided to the employee in advance

FRINGE BENEFITS

Only the employer's share of payroll expenses and other employer costs of benefits such as health, life and dental insurance available to employee are budgeted in this category. By Commission Policy benefits **cannot exceed 30%** of the total salary. Total salary includes federal funds and CASH match applied to the individual's salary. An itemization of benefits must be provided in the budget narrative.

Each requested payroll expense should be entered as a separate line item for each individual listed in the Personnel Budget Section. The rate or cost used for calculation must be shown for each payroll expense requested. List each payroll expense by position title, name of intended employee (if available)-type of benefit being paid. On the computation line insert the following formula:

1. Advocate; Mary Smith-Social Security, $\$18,000 \times 6.25\% = \$1,125$
2. Advocate; Mary Smith-Medicare, $\$18,000 \times 1.45\% = \261

Allowable payroll expenses are:

1. Social security (FICA)
2. Medicare

3. Health/Life Insurance – Use the monthly premium, then multiply by the time devoted to project and the months to be worked.
4. Workman’s Compensation – Use agency’s percentage rate.
5. Public/Private Retirement – Use agency’s percentage rate.
6. Liability Insurance/Malpractice Insurance – If part of an employee benefit package for all employees, use agency’s rate.
7. Any other type of benefits, need to state and use agency’s rate.

Only Social Security **OR** one bona fide retirement plan is eligible, **NOT BOTH**.

If personnel costs are budgeted and fringe benefits are not included in the budget, an explanation regarding fringe benefit omission must be explained in Fringe Benefits justification.

If fringe benefits are being funded through another source or no benefits are being requested, need to state who will be responsible for paying fringe benefits Fringe Benefits justification.

TRAVEL

The costs for transportation, lodging, meals and related items are restricted to project employees identified in Personnel Category and/or Project Director who are traveling on official project business are allowable expenses.

The most current State of Louisiana Travel regulations are to be followed in addition to program guidelines for travel costs. An applicant agency may use its written travel policy if the terms and allowances are within those terms and allowances set forth in the most current State travel regulations. An agency that chooses to follow its written policy must provide notification to LCLE of its intent and provide a copy of the policy. In the absence of such agency policy, the agency must follow the Louisiana State Travel regulations. The stricter policy prevails. For current Louisiana State Travel Guidelines, visit the State Travel Office at www.doa.Louisiana.gov/osp/travel.

Travel is a reimbursable expenditure for actual travel, not a flat allowance. Amount of requested funds is to be in line with project duration, scope of travel required, etc. All supporting records and receipts are to be maintained with official records.

Itemized travel expense of personnel by purpose (i.e., staff to training, field interviews, etc.) and show basis for computation. Justification for each travel expense is required in the Travel Justification Section. Receipts for each travel expense are required.

1. **Mileage Reimbursement**: When travel is by a personal vehicle for the purpose of conducting official project business, actual costs for mileage not exceeding the state rate or agency rate (stricter policy prevails) are allowable expenses. Travel reimbursement for

mileage is not allowable in a public/agency-owned vehicle when gas and operating expenses are provided by the agency.

2. **Lodging**: Lodging rates cannot exceed the maximum per night lodging rate allowance for reimbursement under the Louisiana State Travel regulations or agency policy (stricter policy prevails). The lodging rate allowances are not flat allowances. Travelers will only be reimbursed for actual expenses incurred.
3. **Meals**: The current Louisiana State Travel regulations or agency policy (stricter policy prevails). Meal allowances will only be reimbursed for those meals qualified within the travel time.

Note: Meal allowance is not allowed for one-day events or when a meal is provided at an event.

TRAVEL FOR TRAINING

1. Travel, both in-state and out-of-state, that is to be undertaken during the project period for non-routine purposes requires prior approval from LCLE. Prior authorization is obtained by submission of a written request submitted to LCLE 30 days prior to the registration deadline. The written request needs to include the names of those who will attend the event, how this travel request is related to each individual's role in the funded program, a copy of the brochure, projected costs, and dates of travel. Any requests received after the 30 days will be considered on a case-by-case basis. LCLE may require a formal agenda for the event and support of costs as required by State travel regulations when expenditures are reported and reimbursement is requested.
2. All travel must be related to the scope of the project.
3. Travel expenses must be cost-effective.
4. Registrations fees are listed in Supplies and Other Operating Expenses budget category.
5. **For out-of-state travel** – The applicant must comply with the following requirements:
 - 5.1. Approved out-of-state travel is inclusive only to the 48 contiguous states. Hawaii and Alaska are considered international travel. International travel is prohibited.
 - 5.2. Contractors may travel using grant funds ONLY if the contractor is providing training and travel is included in the contract. Louisiana State Travel Guidelines must be followed. Refer to Consultants budget section.

TRAINING PROJECTS

Applicants who are utilizing program funds to conduct local or statewide training must receive prior authorization from LCLE before any training is scheduled. To receive authorization, the

applicant must submit the topics, targeted audience and estimated number of attendees, tentative date(s) and location(s), tentative agenda, and estimate of costs. Training topics should, inasmuch as possible, use curricula that implements evidence-based practices, promising programs, or best practices OR utilizes a training program that is based on best practices in the topic presented. This training must be available to all individuals involved in the criminal justice system and service providers. This training can be in the form of workshop, seminar, or conference.

DO NOT use this section for in-house training for personnel.

The applicant must provide:

1. Number of personnel expected to attend
2. Geographic location of attendees
3. The dates and times of the training
4. Location of the training
5. Documentation supporting the effectiveness of the training program in addressing the identified need.

EQUIPMENT

Allowable equipment items are subject to program regulations in which an application is being made. Where equipment is an allowed cost to a program, federal procurement rules applicable to the applicant organization are to be followed. See Chapter 4 – Procurement. An explanation of the applicant’s intended procurement method and procedure will be required in the budget narrative.

Each organization shall have an equipment inventory control system to account for all equipment purchased with project funds. Any non-consumable item with a useful period of two or more years is considered equipment. Carefully read program guidelines to ascertain whether equipment costs are allowable. Equipment purchased must be itemized and reported on the Inventory List during the fiscal reporting period in which it was purchased. The Inventory List is an on-going report during the life of the project.

Do not budget for equipment purchases that will unnecessary duplicate existing equipment. Equipment rental or lease is preferred when such costs are less than the cost of equipment purchased after consideration is given to the project life over which the benefits will accrue.

Please include equipment information by supplying the following answers in the Budget Narrative Section of your Egrants application:

1. How will the equipment be used for the project?

2. Will it be used 100% of the project, or will it be used for other projects as well? If not used 100% for the project, the cost of the equipment must be pro-rate.

Indicate the total cost of equipment items to be purchased for the project that cost \$5,000 or more and have a life expectancy of more than one year. If an item costs less than \$5,000, it should be shown in the Supplies and Other Operating Expenses budget category.

Competitive bidding procedures must be used for any item (or items of a similar nature) that exceeds \$10,000. Refer to the competitive bidding and procurement requirements within this Chapter. At least three quotations should be used for budget purposes.

The prior approval of LCLE must be obtained for each specific purchase of all computer equipment. Refer to the Standard Subgrant Conditions for additional requirements related to information systems.

Applicant must maintain records of the signed and dated invoices for equipment purchased. All equipment must be tagged and proper inventory controls established. No equipment may be disposed of (sold, destroyed, given away) without LCLE approval. Equipment inventory lists must be submitted when requesting reimbursement.

SUPPLIES AND OTHER OPERATING EXPENSES

Items in this category include equipment under \$5,000, office supplies, educational supplies, training and registration fees, printing, postage, telephone, rental cost, and audit costs. These items are to be related to and deemed necessary for the function of this project. If the item listed is not used 100% for this project, it must be pro-rated. Basis of calculation for each item must be shown. Justification is required in Budget Narrative Section.

List items within this category by type (e.g., equipment, office supplies, telephone, audit, registration fee, etc.)

EQUIPMENT UNDER \$5,000 REQUESTS

1. Equipment request will be considered on a case-by-case basis in accordance with the most recent OJP Financial Guidelines, OVW Financial Guidelines and LCLE policies.
2. Computer equipment requests are for project personnel to perform project tasks are allowed.
3. Competitive procurement is required.
4. Applicant must maintain records of the signed and dated invoices for equipment purchased.
5. All equipment must be tagged and proper inventory controls established.
6. No equipment may be disposed of (sold, destroyed, given away) without LCLE approval.

7. Equipment inventory lists must be submitted when requesting reimbursement.

SUPPLIES

Allowable supply items are subject to program regulations in which an application is being made. Where supplies are allowed as costs to a program, federal procurement rules applicable to the applicant organization are to be followed. Supplies can be grouped as:

1. Office supplies are considered paper, envelopes, pens, pencils, staples, postage, printer cartridges, etc. Office supplies requests should be reasonable, cost effective and in relation to the total funds requested to carryout perform project functions. Applicants are allowed \$50 per month for basic office supplies not to exceed \$600 for a 12-month project. List as “Basic Supply Allowance”. If the request exceeds \$600, you must itemize the supplies.
2. Educational supplies are considered art/craft and student supplies that are in direct relationship to the project, such as school programs, therapeutic counseling, etc. These items need to be itemized.
3. Training supplies are considered those items needed to conduct instructional workshops such as films, audiovisuals, books, workbooks, curriculum guides, periodicals, and bulletins. These items need to be itemized that states the type, title, number requested, cost per unit (plus shipping and handling). Costs for periodicals and bulletins must be pro-rated for the grant period.
4. Other supplies such calculators, hole punchers, etc. are to be detailed with the quantity, price and relationship to the project.
5. Postage for large mail outs such as brochures, newsletters, training registrations, etc. is not considered part of general postage and should be itemized separately.

OTHER OPERATING COSTS

Costs that are directly related to the project and cannot be classified in any other budget category are considered other direct costs. Some examples of these costs include, but are not limited to, are listed below. Some of these costs should be pro-rated for the portion that is attributable to the project. Justification to be included in the budget narrative must exemplify how the pro-rated share is derived. Each requested item must be listed as a separate line item.

1. Telephone and services
 - 1.1 Telephones purchased with these funds shall be limited to standard models unless justification for enhanced models is approved. Telephone requests are for project personnel.
 - 1.2 Local and long distance must be listed separately and pro-rated to this project.

2. Rental Cost

- 2.1 Cannot be charged if building is owned by the applicant agency; however, the pro-rata shares of overhead costs (utilities, janitorial services, etc.) are allowable.
- 2.2 The applicant must certify in writing that the requested rental charge is consistent with the prevailing rate in the local area and shall maintain documentation in its file to support such a determination.
- 2.3 The pro-rata shares of maintenance and operation costs are allowable to the extent they are not otherwise included in rental or other charges for space.

3. Printing

- 3.1 All printed materials funded by the subgrant must bear the prominent statement acknowledging support to the effect that printing was made through funds supported through a Federal grant from LCLE. The statement shall be made through use of the following or comparable footnote:

“This project was supported by Subgrant Number(INSERT Grant Number Id) awarded by the Louisiana Commission on Law Enforcement through the Office of (INSERT Name of Federal Agency), Office of Justice Programs.”

- 3.2 Five (5) copies must be submitted to LCLE.

4 Audit Costs: For any non-federal entity, meaning state, local government, or non-profit organizations, the following apply:

- 4.1 A copy of the audit reports, management letters, and any written responses must be submitted to LCLE.
- 4.2 The applicant must comply with the conditions of the Office of Management and Budget Circular A-133 current revision.
- 4.3 Audit costs **cannot** be charged to the subgrant if the applicant is exempt from federal audit requirements for that year (the applicant expends less than \$500,000 of federal awards in a year). Records must still be available for review or audit if exempt.
- 4.4 The audit costs may be an allowable expense if the agency is required to have an audit (the applicant expends \$500,000 or more of federal awards in a year). The requested amount must be pro-rated based on the percentage of the subgrant federal funds and the agency’s total operation budget. Check with LCLE for guidance.

5. Service Contracts and Insurance Coverage may cover only expenditures during the grant period, i.e., 3-year service contract to be paid from a 12-month grant is not allowable. It can only be pro-rated for the project period.

6. Conference and Workshops

- 6.1 Registration fees for attending workshops and conferences. LCLE must approve these costs prior to each event.

7. Training Expenses

- 7.1 Management training is not eligible.
- 7.2 Training must be cost effective and practical as determined on a case-by-case basis per each federal program. Justification is required.
- 7.3 Law enforcement training must meet the standards and curriculum requirements of the Peace Officer Standards and Training (P.O.S.T.) Council, as appropriate.
- 7.4 Training must be approved by LCLE prior to the event.
- 7.5 An assessment of the effectiveness of the training is required at the end of the event. This is to be attached to the program report.

CONSULTANTS

In the event that contracts for goods and/or services are required and the cost of such is allowed by program guidelines, proper procurement must be followed. The intended method of procurement must be detailed in the application. Applicants cannot enter into a sole source contract without prior sole source approval according to LCLE Policy. A written request must be attached to the application. Please refer to sole source guidelines that can be downloaded from Egrants' LCLE Budget – Equipment or Egrants' LCLE Budget – Consultants or LCLE's website, www.lcle.la.gov.

The LCLE contract template is the only acceptable format and can be downloaded from the Egrants' LCLE Budget – Consultant section of the application or LCLE's website, www.lcle.la.gov. Grant funds to be applied to a larger contract between the applicant and a third party are to be defined in the Scope of Services of the LCLE contract template. The third party contract must then be attached to the signed, executed contract. An **original** signed, executed contract must be submitted to LCLE before expenditures of the category are approved and reimbursed.

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

1. See Procurement Chapter for requirements in this Manual.
2. Arrangements with individuals must ensure that:

- 2.1. Consultants may not be used to perform services ordinarily accomplished by existing personnel. Consultant contracts and agreements must receive approval from the LCLE before release of funds.
 - 2.2. Dual compensation is not allowed (i.e., the individual may not receive compensation from his regular employer and the retaining subgrantee work performed during a single period of time even through the services performed benefit both.)
 - 2.3 Contractual Services vs. Overtime Personnel
 - 2.3.1 The Internal Revenue Service offers the following guideline: If employee working for the subgrant agency is issued a Form 1099 for their work, they are then considered contractual employees. If they are issued a W-2, then they are considered regular employees and should be paid overtime for hours worked on the subgrant. If personnel are not regularly employed at all by the subgrant agency, they may be hired in any category but overtime. Whether they are regular (full- or part-time) employees depend on whether subgrant agency desires to pay fringe benefits and taxes.
 - 2.3.2 If it is determined that the employees fall into the contractual category, then the contracts must indicate regular work hours and the hours above and beyond those hours are contract hours. Funds cannot be used to pay contractual wages while an employee is working regular agency hours. There can be no “going off the clock” so as to earn grant funds.
 - 2.3.3 A simple way to avoid any problems is to eliminate contracts for regular staff, pay them overtime for hours above regular working hours and only use contracts strictly for people not on the regular payroll.
 - 2.4 The contractual agreement is written, formal, proper, and otherwise consistent with the subgrantee’s usual practices for obtaining such services.
 - 2.5 Time and/or services for which payment will be made and rates of compensation will be supported by adequate documentation.
 - 2.6 Transportation and subsistence costs for travel performed are at an identified rate consistent with the Louisiana State Travel Policy or the subgrantee’s general travel reimbursement practices, whichever is stricter.
3. Sole source must have prior approval by LCLE. Approval for sole source when more than \$100,000 must be sent to the Federal Agency for prior approval. Sole source of \$100,000 or less must have prior approval by LCLE.

4. Contracts

- 4.1. Current LCLE contract template must be used. The only exception is when the subgrantee is a state agency and state approved contract is used.
- 4.2. Contractual agreement is to contain detailed description of work to be performed. This must also coincide with the brief description found in the application.
- 4.3. Contract must state **“the hourly rate of \$__ and not to exceed \$__ (the maximum amount stated in the application)”**. If travel expenses are to be included, a breakdown of each cost is required and a **“not to exceed \$__ (the maximum dollar amount stated in the application)”**.
- 4.4. Before release of funds, contractual agreement must be reviewed and approved by LCLE. The contract packet must include:
 - 4.4.1. The executed contract with the current subgrant number and required signatures of contractor, contractee and witnesses
 - 4.4.2. Services provided with the approved project period
 - 4.4.3. Contractor’s resume must include educational background and relevant work history,
 - 4.4.4. Receipts as mentioned within this section, and
 - 4.4.5. References

5. Consultant Rates

- 5.1. The rate of compensation must be reasonable and consistent with paid for similar services and be in compliance with CFR and OMB, along with OJP or OVW depending on the federal program, cost principles.
- 5.2. Where prior approval and justification of the rate are required, the program should include copies of contractor’s paid receipts or invoices for prior comparable services from two (2) other sources.
- 5.3. **OJP Financial Guidelines** – With the exception of the Federal programs funded through the Office on Violence Against Women, all Federal programs administered by LCLE must follow the OJP Financial Guidelines.
 - 5.3.1. Current maximum rate is \$450 for 8-hour day (\$56.25 per hour). This rate excludes travel and subsistence costs but includes preparation, evaluation, and travel time.

5.3.2. Rates totaling more than \$450 per day (\$56.25 per hour) will require approval from LCLE.

5.4 **OVW Financial Guidelines** – The Federal programs under the Office on Violence Against Women must follow the consultant rate according to the current Office on Violence Against Women Financial Guide.

5.4.1 Current maximum rate is \$650 for 8-hour day (\$81.25 per hour). This rate excludes travel and subsistence costs but includes preparation, evaluation, and travel time.

5.4.2 Rates totaling more than \$650 per day (\$81.50 per hour) will require approval from LCLE.

6. The following applies to certain consultants:

6.1 Consultants Associated with Educational Institutes

6.1.1 The maximum rate is the consultant's academic salary projected for twelve (12) months divided by 260.

6.2 Consultants Employed by State and Local Governments

6.2.1 Compensation is only allowed when their employer will not provide these services without cost.

6.2.2 The rate is not to exceed the daily salary rate for the employee as paid by the employer.

6.2.3 If the employee is not representing their agency, the rate is based on the necessary and reasonable cost principles.

6.3 Consultants Employed by Commercial and Not-for-Profit Organizations

6.3.1 These are subject to competitive procedures.

6.3.1.1 They are subject to the \$450/\$650 per day maximum before requesting prior approval.

6.3.1.2 For an individual consulting without employer involvement, the rate is not to exceed the daily salary paid by the employer subject to the \$450/\$650 limitation.

6.4 Independent Consultants

6.4.1 The rate must be reasonable and consistent with that paid for similar services in the marketplace.

6.4.2 Compensation may include fringe benefits.

6.4.3 Competitive bidding is required.

6.4.4 Prior approval is not required.

OTHER CATEGORY

This category is to request funds for allowable expenses from specific Federal programs, such as confidential funds. Provide a specific itemization of each type of expense and the basis of computation.

CONSTRUCTION/RENOVATION

Under certain circumstances this cost category is allowed under certain Federal Programs. Prior authorization from the Federal agency is needed to allow LCLE to authorize construction/renovation in only very limited and exceptional circumstances.

CHAPTER 6

PROGRAMMATIC SECTION OF APPLICATION

This Chapter is designed to assist applicants in completing their Egrants application. For assistance in completing the programmatic section of the application, applicants are encouraged to review this Chapter and the Federal Program Chapter that the applicant is requesting funds. It should be noted that this Chapter contains requirements and guidelines for all Federal programs, whereas each Federal Program Chapter will include specific requirements and guidelines. This information is intended to present an overview only and is not intended to be all-inclusive.

Applications will not be considered if any section is left blank. If for some reason you consider yourself exempt from any requirement, you must explain in the appropriate section. You are limited to the space provided in each section. Unrequested attachments will be discarded.

Examples provided in the following sections' instructions are merely examples. They are not meant as a measurement of your program. The statements are simply samples of the type of information you are to provide.

NOTE: The programmatic sections are in alphabetical order for easy reference.

ACTIVITIES

Identify and describe the activities and/or services that will occur to help achieve each of your stated project objectives. This section must relate back to the critical elements of the program's purpose areas. A timetable must be included that shows when activities will occur to achieve the various components of your project. The timetable must cover entire project period.

VERY ABBREVIATED EXAMPLE:

- 1. Therapists will provide a minimum of weekly group and up to 16 hours of individual therapy per victim with the possibility of extensions if needed from October 1, 2013 to September 30, 2014.*
- 2. Coordinate a minimum of three training programs with existing police and prosecution training during the project period. Proposed dates have not been determined.*
- 3. Coordinate quarterly trainings with hospital staff from October 1, 2013 to September 30, 2014.*

AUDIT REQUIREMENTS

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

CIVIL RIGHTS

Congress links federal financial assistance with federal civil right laws. Your agency must ensure protections and guarantees of nondiscrimination. This information is required for the agency to receive grant funds from the Louisiana Commission on Law Enforcement and Administration of Criminal Justice (LCLE). Office for Civil Rights (OCR) requires states to provide civil rights training to its recipients. LCLE utilizes OCR's on-line training that can be obtained at <http://www.ojp.usdoj.gov/about/ocr/assistance.htm>. Once you have completed this on-line training, the Certificate of Civil Rights must be signed in **BLUE** by the individual completing the training. The Certificate of Civil Rights can be scanned and forwarded to egrants@lcle.la.gov. This form can be downloaded from the application page.

You may be asked to provide copies of documentation during a site visit or desk audit.

COLLABORATION/CONSULTATION

Law enforcement, prosecution, the courts, probation and parole agencies, and victim services and juvenile providers must consult with each other in relation to this project. Briefly describe the process used to consult, coordinate, and collaborate with each agency.

Attach at least three (3) original current letters of support and/or a written cooperative agreements indicating awareness and cooperation/role with this project. The letter must state how they will contribute to the project.

If there is no collaboration/consultation between agencies due to the nature of the project, please state.

CONTINUATION OF PROJECT

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

Or, applicants must explain why the project will not be continued at the conclusion of federal funding.

DEMOGRAPHICS

1. Congressional District – Check the box(es) that indicates the Congressional District(s) representing this project.
2. Type of Organization – Check the box that identifies the applicant agency.
3. Funded Organization – Check one (1) box that best describes the organization receiving the

program funds.

4. Indicate whether the agency is a faith-based organization.
5. Indicate whether the agency is a culturally specific community-based organization.

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM (EEOP)

Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R. §§ 42.301-.308. The regulations exempt some recipients from all of the EEOP requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEOP, but they do not need to submit the EEOP to OJP for review.

Recipients that claim a complete exemption from the EEOP requirement must complete **Section A** of the attached form. Recipients that claim the limited exemption from the submission requirement must complete **Section B** of the attached form. **A recipient should complete either Section A or Section B, not both.** If a recipient receives multiple OJP or COPS grants, please complete a form for each grant, ensuring that any EEOP recipient certifies as completed and on file (if applicable) has been prepared within two years of the latest grant. Please send the completed form(s) to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, N.W., Washington, D.C. 20531. For assistance in completing this form, please call (202) 307-0690 or TTY (202) 307-2027.

Two different scenarios are provided to assist in determining if your agency should submit Section A or Section B. These are provided as samples.

Scenario:

If an agency receives a total of \$92,000 in federal funds through LCLE from three separate federal awards (\$50,000 Byrne/JAG, \$17,000 VOCA, and \$25,000 VAWA) and has less than 50 employees, does the agency complete Section A for each individual funded project or one EEOP form for all three funded projects?

OCR Answer:

The subrecipient would complete and submit three EEOP certification forms, listing the applicable subgrant number on each form. There is no specified timeframe for submitting the completed certification form to the OCR, but would recommend that the subrecipient do so within 60 days of receiving each award.

If an agency receives three awards of \$50, 000, \$17,000, and \$25,000, it would qualify for the “recipient is receiving an award less than \$25,000” exemption for the \$17,000 award.

EVALUATION AND DISSEMINATION OF REPORTING

A copy of the pre- and post-tests, surveys, and/or other forms used for gathering data needs to be included with the attachments. Forms should include, at a minimum, baseline data (for new projects), previous funding cycle data (for continuation projects), and current data related to goals, objectives, outputs, and outcomes. If there are no evaluation forms due to the nature of the project, please state why there are no forms.

The applicant should state who will be responsible for the collection of data, when data will be collected and who will be responsible in analyzing the data. Also, all entities receiving project results and the schedule of reporting (i.e., monthly, quarterly, yearly) must be included. Examples of recipients could include: Board of Directors, Applicant Agency (if different from Implementing Agency), Courts with jurisdiction, etc.

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) COMPENSATION QUESTIONNAIRE

The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The intent is to empower every American with the ability to hold the government accountable for each spending decision. The end result is to reduce wasteful spending in the government. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is www.USASpending.gov.

The FFATA Subaward Reporting System (FSRS) is the reporting tool Federal prime awardees (i.e. prime contractors and prime grants recipients) use to capture and report subaward and executive compensation data regarding their first-tier subawards to meet the FFATA reporting requirements. Prime contract awardees will report against sub-contracts awarded and prime grant awardees will report against sub-grants awarded. The sub-award information entered in FSRS will then be displayed on www.USASpending.gov associated with the prime award furthering Federal spending transparency.

FEDERAL PURPOSE AREAS

Refer to the Federal Program Chapter.

GOALS

The goal statement is a **broad-based statement** which reflects an overall **desired end result** of the project. The goal statement should answer the following questions:

1. Does it directly relate to problems (risk factors) identified in the Problem Definition?
2. Is the goal feasible?
3. Is the goal realistic?

4. Is the goal doable?
5. A project usually will have **one** goal.
6. You are limited to two (2) goals.

VERY ABBREVIATED EXAMPLE:

To assist women recover from the trauma of sexual assault/violence crimes through enhanced services.

OBJECTIVES

Measurable objectives reflect how your project will assist in reaching the stated goal(s). Objectives also address the problem identified in Problem Definition. A **measurable objective is something the project will do**, utilizing the grant funds, **by a certain amount** (measurable) within a certain time period. Objectives **must** be measurable using absolute numbers, not percentages, and a baseline number.

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

VERY ABBREVIATED EXAMPLE:

Objective 1: Of the 285 women served, 195 will be provided counseling for a period of six months.

Objective 2: To provide 135 individual and 80 group support sessions to reduce trauma-based symptoms of shame, anger, depression, self-blame and isolation as measured by a Symptom Rating scale during the 12-month project period.

PRIVATE NON PROFIT AGENCY CHECKLIST

Private non-profit agencies must attach the following documents in order to meet eligibility requirements to receive federal funds.

For first time applicants

1. Federal Tax Identification Number
2. IRS Form W-9 Request for Taxpayer Identification Number and Certification
3. LCLE Request for Vendor Information
4. Provide IRS Form 501C3 showing tax-exempt status

All private non-profit agencies must provide:

1. A copy of the most recent audited financial report, which must not be more than one year old; or a letter stating that the most report is on file with LCLE.
2. A list of the members of the Board of Directors stating each member's position.
3. A copy of the Louisiana Secretary of State Commercial Division stating that the organization is active and in good standing.
4. A copy of www.sam.gov verification that the CCR number is current and active.
5. A copy of the by-laws of the organization, clearly defining the line of authority and responsibility moving between the Board and staff, outlining the hiring practices of the organization, and demonstrating the management and controls maintained by the Board; or for continuation subgrants, a letter from the Board Secretary certifying that the by-laws previously submitted are still in effect or copies of the latest amendments and changes.
6. Evidence that the Project Director, Financial Officer, and Board Officers and any employee that is responsible for the receipt and expenditures of funds are included in an employee dishonesty insurance policy for 30% of the funds requested or 10% of the organization's budget, whichever is greater.
7. A written statement that a checking account for subgrant funds will be arranged so that at least two (2) signatures are required for issuance of checks, and a list of those individuals who have such authority.

PRIOR RESULTS (For Continuation Projects Only)

Applications for continuation funding must describe the program's activities and accomplishments to date. This should include a summary of the previous funding project's activities such as, the number of arrests, victims served (primary and secondary), trainings conducted and number trained, policies and/or products developed, and data concerning the project's progress up to the time of application in meeting its goals. Applicants should also describe any problems encountered with the program's original goals and objectives and corrective action taken.

PROBLEM DEFINITION

This section should begin with a brief description of the community's specific program and causes of the problem or conditions to be addressed by this project. The applicant should then illustrate the need for the project, providing **current valid local data** concerning the specific problem(s) and risk factors to be addressed. Relevant data such as population and other demographic data, the local poverty rate, the number of arrests for domestic violence, sexual

assaults, dating violence, and stalking, resources, manpower deficiencies, court trends, etc. should be provided in this section. If the project targets a particular neighborhood within the parish/city, specific background information should be provided concerning that community. Data should be provided concerning risk factors that may be altered as a result of the program.

The applicant needs to describe existing gaps in local services and how the proposed project will address these needs. The applicant should illustrate the need for the project by describing the current availability of services. It is not necessary for this section to be extensive. However, it should clearly define the need(s) and risk factors targeted by the project as well as the population to be served. Give the source and date of your information. Information provided must be limited to the space provided.

VERY ABBREVIATED EXAMPLE:

Sexual assault impacts the lives of many adults in our state and community as evidenced by the statewide statistics reported by LA Victims Association stating that over 3,500 victims were seen at sexual assault centers across the State in 2009. The UCR Reports that the number of forcible rape arrests in Happy Parish increased from 275 in 2008 to 325 in 2009. Our sexual assault center serves over 500 victims each year, including men, women and children. In 2009, our center served 285 adult women whose lives had been impacted by sexual violence. Of those women, 195 of them had been sexually victimized in an adult rape. The others had been victimized as children or adolescents or were secondary victims of sexual assault. Although this is the only rape crisis center servicing this rural parish, the area needs to expand and provide additional counselors to provide the needed counseling to the victims.

RESOURCES

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

TRAINING PROJECTS

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

The applicant must provide:

1. Brief concise description of the curriculum.
2. Type of personnel to be trained.

3. Number of personnel expected to attend.
4. Geographic location of attendees.
5. The dates and times of the training.
6. Location of the training.
7. Documentation supporting the effectiveness of the training program in addressing the identified need.
8. An assessment of the effectiveness of the training is required at the end of the project.

Refer to program guidelines for specific requirements on usage of federal funds for training.

CERTIFICATE OF COMPLIANCE

The Certificate of Compliance can be downloaded from this application page. The Certificate must be signed by the agency's authorized official, in **BLUE** ink. The original signed Certificate of Compliance must be mailed directly to

Egrants Section
Louisiana Commission on Law Enforcement
PO Box 3133
Baton Rouge, LA 70821-3133

AN AWARD WILL NOT BE ISSUED IF THIS ORIGINAL FORM IS NOT COMPLETED AND RETURNED TO LCLE.

CHAPTER 7 PROCUREMENT

PROCUREMENT AND COMPETITIVE BIDDING GUIDELINES

Applicant shall use their written procurement procedures and regulations, provided that the procurement conforms to applicable federal law and standards identified in the Procurement Standards Sections on 28 CFR Parts 66 and 70. <http://www.ojp.usdoj.gov/financialguide/>

Applicants should consult Grants Management to ensure that procurement and competitive bidding guidelines are understood and properly followed when acquiring equipment, consulting services, construction, etc. Refer to the Procurement standards below for use by units of local governments and private non-profit agencies.

PROCUREMENT STANDARDS

PURPOSE

These guidelines provide standards for use by local governments and non-profit agencies in the procurement of supplies, equipment and services with subgrant funds.

STANDARDS OF CONDUCT

Applicant's officers, employees or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors.

ADEQUATE COMPETITION

All procurement transactions whether negotiated or competitively bid, and without regard to dollar value, shall be conducted in a manner so as to provide maximum open, free and fair competition. **Contractors that develop or draft specifications, requirements, statements of work, and/or requests for proposals (RFPs) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement.**

PROCUREMENT PROCEDURES

The applicant shall comply with the following procedural requirements:

1. Invitations for bids or requests for proposals shall contain a clear and accurate description of technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. "Brand Name or equal" description may be used as a means to define the performance or other salient requirements of procurement, and when so used, the specific feature of the named brand which must be met by vendors should be clearly specified.

2. In major equipment or systems acquisitions (such as office equipment and information technology equipment and systems), there shall be a pre-bid conference held by the applicant to provide all potential vendors with an opportunity to comment on the competitiveness of the specifications prior to advertising for bids.
3. Positive efforts shall be made by the applicants to utilize small business, minority owned business, Veteran-Owned and Service-Connected Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs as sources of supplies and services.
4. The “cost-plus-a-percentage-of-cost” method of contracting shall not be used.
5. Formal advertising, with adequate purchase description, sealed bids, and public openings shall be the required method of procurement unless negotiation is necessary to accomplish sound procurement. However, procurements of \$10,000 or less need not be so advertised. Where such advertised bids are obtained the award shall be made to the responsible bidder whose bid is responsive to the invitation and is most advantageous to the applicant, price and other factors considered. Invitations for bids shall clearly set forth all requirements which the bidder must fulfill in order for his/her bid to be evaluated by the applicant. Any or all bids may be rejected when it is in the applicant’s interest to do so, and such rejections are in accordance with applicable state law.
6. Procurement may be negotiated if:
 - 6.1. Public exigency or emergency will not permit the delay incident to competitive solicitation.
 - 6.2. The material or service to be procured is available from only one source. A proposed formal advertised or competitive negotiated procurement for which only one bid or proposal is received is deemed to be, for purposes of this paragraph, a sole source procurement.
 - 6.3. The aggregate amount involved does not exceed \$10,000.
 - 6.4. The contract is for personal or professional services.
 - 6.5. No acceptable bids have been received after formal advertising.
 - 6.6. Otherwise authorized by state law.

CONTRACTS

The LCLE contract template must be used. The contract template is available at within the Egrants Equipment and Consultant application sections and LCLE’s website, www.lcle.la.gov. Contracts shall be made only with responsible contractors who possess the potential ability to perform successfully under terms and conditions of a proposed procurement. Consideration shall

be given to such matters as contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources.

QUOTATIONS

Quotations may be acceptable for purposes of application budget preparation purposes. However, any funds awarded will be limited to the lowest quotation figures. In obtaining quotations, open and competitive specifications must be used and post-award acquisition must follow legal bidding requirements where applicable.

CLEAN AIR ACT VIOLATIONS

In accordance with the provisions of the Clean Air Act (42 U.S.C., 1857, et seq.) as amended, and Executive Order 11602, subgrants or contracts cannot be made to parties convicted of any offenses under the Clean Air Act.

SOLE SOURCE PROCUREMENT JUSTIFICATION APPROVAL PROCEDURE

All procurement transactions shall be conducted in a manner so as to provide maximum open, free and fair competition. Competitive bidding procedures must be used if the projected cost for products or services (items of a similar nature) exceeds \$10,000. Sole Source purchases or contracts are discouraged, but if such a request is made, the prospective applicant must identify the request as a sole source and provide a substantial justification for the sole source request along with their funding request. LCLE will scrutinize these requests and may, or may not approve them. This justification must include **all** the following criteria:

1. The justification for the sole source procurement adequately and factually addresses each of the following considerations (or indicates correctly those which are not applicable to the procurement). The sole instructions are available within the Egrants Equipment and Consultant application sections and LCLE's website, www.lcle.la.gov.
 - 1.1. Identify the other sources considered and cite the specific reason(s) the other sources lacked the capability to satisfy the procurement requirement.
 - 1.2. State what unique capabilities, if any, the proposed contractor has that are important to the procurement.
 - 1.3. State what experience the proposed contractor has, if any, that is vital to the procurement.
 - 1.4. State what facilities and equipment, if any, the proposed contractor has that are specialized and vital to the effort.
 - 1.5. Affix a cost, if any, that would have to be duplicated at the grantee's or LCLE's expense if another source were selected.

- 1.6. If schedules are involved, state why they are critical and why the proposed contractor can best meet them.
- 1.7. State if competition is precluded because of patent rights, copy rights or secret processes.
- 1.8. If the lack of drawings or specifications is a factor, state why the proposed contractor is best able to perform under these conditions.
2. A copy of the proposed contract and a copy of the proposed contract line-item budget are attached to the justification.
3. The contractor selection basis to be used complies with OMB Circulars A-102 and A-110.
4. The proposed procurement does not violate any state statutes or local laws or regulations.

Sole source procurement that involves federal funds may be referred to the federal government for approval. Please note that release of funds by LCLE may be withheld until approval of sole source procurement is obtained. A proposed formal advertised or competitively negotiated procurement for which only one bid proposal is received is deemed to be sole source procurement.

CHAPTER 8

PROJECT AUDIT AND RECORDS RETENTION

This chapter presents the minimum audit guidelines necessary to fulfill the grant requirements. Subgrantees must provide audit coverage for the total project period. LCLE does not prescribe detailed procedures for conducting a subgrant audit or formats for presentation of results. Subgrantees are encouraged to provide additional audit coverage, as deemed appropriate.

In any audit engagement letter, sub-grantees should require their independent auditors to retain documentation for five years after completion of the audit, to make documentation available to interested governmental auditors, and to be familiar with Federal Program guidelines as well as LCLE's Standard Subgrant Assurances and Conditions.

The applicant is responsible for determining the type of audit, obtaining necessary audits as well as securing the services of a certified public accountant. Each subgrant is subject to audits from two sources: The independent auditor and the governmental auditor. Each subgrant can be audited by the federal cognizant agency, and/or LCLE as the pass through agency. When the grant funds have passed through LCLE from a federal source, the subgrantee may have additional audit and reporting requirements in accordance with OMB Circular A-133. Grants received from LCLE are considered public funds that have reporting requirements to the Louisiana Legislative Auditor.

AUDIT BY INDEPENDENT AUDITOR

The applicant must comply with all federal and state audit requirements including: the Single Audit Act Amendments of 1996; Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, as amended; and any other applicable law or regulation and any amendment to such other applicable law or regulation which may be enacted or promulgated by the federal government.

If the applicant is a local government or non-profit organization and expends total federal awards of \$500,000 or more during its fiscal year, received either directly from the federal government or indirectly from a recipient of federal funds, the applicant is required to have an audit made in accordance with the provisions of OMB Circular A-133.

If the applicant expends total federal awards of less than \$500,000 during its fiscal year, it is exempt from these audit requirements but is required to maintain auditable records of federal awards and any state funds which supplement such awards, and to provide access to such records by federal and state agencies or their designees.

The LCLE reserves the right for federal and state agencies or their authorized representatives to perform additional audits of a financial or performance nature, if deemed necessary by LCLE or federal agencies. Any such additional audit work will rely on work already performed by the applicant's auditor, and the costs for any additional work performed by the federal or state agencies will be borne by those agencies at no additional expense to the applicant.

Audit documentation and audit reports must be retained by the applicant's auditor for a minimum of five years from the date of issuance of the audit report, unless the applicant's auditor is notified in writing by the LCLE or the cognizant or oversight federal agency to extend the retention period. Audit documentation will be made available upon request to authorized representatives of the LCLE, the cognizant or oversight agency, the federal funding agency of the Government Accountability Office.

LCLE is required to monitor awards of federal funds. As part of its required monitoring LCLE requires that grant numbers and amounts expended for each LCLE award must be individually identifiable on all Single Audit Report Schedules of Expenditures of Federal Awards.

NOTE: Audits of federal funds that are not required by the Single Audit Act are not chargeable to federal programs or subgrants.

LCLE, at its sole discretion, may undertake an inspection and/or audit of the financial records of the applicant relating to the subgrant project. The applicant shall provide LCLE with full and complete access to all records relating to the performance of the subgrant project and to all persons who were involved in the subgrant project. LCLE may also require, as a condition of award, that an independent financial audit be completed.

SUBMISSION OF AUDIT REPORT

Audit reports must be submitted to the LCLE by the applicant within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period, whichever is earlier.

NOTE: The Louisiana Legislative Auditor has shorter deadline requirements. Additional Information can be obtained from the Louisiana Legislative Auditor's office or website.

SINGLE AUDIT REPORT

The applicant must submit a copy of the audit report package to the LCLE which shall include:

1. Financial statements and schedule of expenditures of federal awards
2. Auditor's report on the financial statements and schedule of expenditures of federal awards, internal control and compliance as well as schedule of findings and questioned costs
3. Summary schedule of prior audit findings
4. Corrective action plan
5. Management letter comments and any written responses by the auditee

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

1. The name and telephone number of the contact person responsible for the corrective action plan.
2. Specific steps taken to comply with the recommendations.
3. Timetable for performance and/or implementation dates for each recommendation.
4. Descriptions of monitoring to be conducted to ensure implementation.

Instances where a federal program-specific audit guide is available, the audit report package for a program-specific audit may be different and should be prepared in accordance with the audit guide and OMB Circular A-133.

AUDIT REPORTS OTHER THAN SINGLE AUDIT REPORT

When copies of the audit report are submitted to the Louisiana Legislative Auditor, an additional copy must still be submitted to the LCLE.

Paper audit reports must be submitted to:

Louisiana Commission on Law Enforcement
Fiscal Audit Section
PO Box 3133
Baton Rouge, LA 70821-3133

AUDIT BY GOVERNMENTAL AUDIT

Representatives of LCLE, the State, the federal government or their designee may audit grant awards of federal or state funds at any time during or after the project period.

AUDIT BY LCLE AUDITOR

A review by a LCLE auditor may be made to determine whether:

1. Financial operations are conducted properly.
2. Financial reports are presented fairly.
3. Subgrantee complied with applicable laws and regulations.
4. Resources are managed and used in an economical and efficient manner.
5. Desired results and objectives are achieved in an effective manner.

6. Costs are allowable.

This list is not considered all inclusive.

In the absence of exigent circumstances, a request for documentation and an appointment will be made with the subgrantee. The subgrantee will:

1. Arrange workspace for the auditor(s).
2. Ensure that all necessary records and documentation have been properly maintained.
3. Ensure that all necessary records and documentation are available for the auditor(s).
4. Schedule time for the project director, fiscal officer and other key personnel to assist the auditor(s).

AUDIT REPORTS BY LCLE AUDITOR

After review, a preliminary audit report will be written that may contain narrative statements, tabulations, schedules or other formats containing pertinent data to disclose any deficiencies found and recommendations for appropriate action to correct and prevent recurrence of the deficiencies.

The preliminary audit report may be distributed to the subgrantee detailing steps necessary to take exception to, or clear the audit findings.

Sub grantees must respond within 30 days to a preliminary audit report that contains findings or recommendations. The subgrantee may state actions taken on each recommendation or specify exceptions to audit findings. Each exception must address a specific finding and be presented with complete documentation and an adequate explanation for the disagreement. A final report will be prepared to address any exceptions raised in a timely response by the subgrantee. After receipt of the response or expiration of the 30-day response period, the final audit report will be issued. The final report will be addressed to the chief administrative officer of the applicant agency and others, as appropriate.

RECORDS RETENTION

The subgrantee must fully document the project and make the documentation known by and available to, all auditors and other authorized parties. All financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for **at least five years** after filing the final fiscal and programmatic reports or **at least five years following the date of issuance of its audit report covering the entire award period**, whichever is later. Retention is required for purposes of federal and/or State of Louisiana examination and audit. Records may be retained in an automated format, but original source documentation is preferred.

Copies of relevant records including the following must be retained for the required retention period:

1. Approved grant application
2. Award letter
3. Approved project modification requests
4. Fiscal reports
5. Progress reports and performance reports
6. Pre-incurred cost approvals
7. Personnel information
 - 7.1 Payroll records
 - 7.2 Staff assignments
 - 7.3 Time reports (timesheets) and certifications
 - 7.4 Payroll tax reports
 - 7.5 Documentation for fringe benefits
 - 7.6 Job descriptions
 - 7.7 Personnel files and related personnel related matters
8. Consultants, contract services, equipment, supplies, renovations and construction
 - 8.1 Purchase orders
 - 8.2 Contracts and bid documents
 - 8.3 Invoices
 - 8.4 Receiving vouchers
 - 8.5 Sole source approvals
 - 8.6 Inventory lists
 - 8.7 Equipment records updated through date of disposition

- 9. Travel
 - 9.1 Travel authorization
 - 9.2 Travel vouchers
 - 9.3 Payment records
- 10. Banking information
 - 10.1 Cash verifications
 - 10.2 Receipts documentation
 - 10.3 Check register
 - 10.4 Canceled checks
 - 10.5 Bank statements
- 11. Miscellaneous
 - 11.1 Leases
 - 11.2 Statistical information on goals and achievements
 - 11.3 By-laws of private agencies
 - 11.4 Listing of board of directors of private agencies
 - 11.5 Checks and other payment authorizations
- 12. Accounting records
 - 12.1. General Ledger
 - 12.2. Subsidiary Ledgers
 - 12.3. Journals
 - 12.4. Chart of accounts
 - 12.5. Checks and other payment authorizations

13. Audit

13.1. A copy of all pertinent audit reports

13.2. All correspondence to resolve any audit findings

14. Description of the Program and its activities in sufficient detail to justify expenditures.

CHAPTER 9 POST-AWARD OBLIGATIONS

This chapter explains the LCLE procedures after a subgrant application is approved and what is expected of a subgrantee as a recipient of LCLE funds. This section of the manual describes the reporting and record keeping procedures needed to meet federal and state requirements. It does not present any formulas for successful project management. **If questions arise or problems are being encountered in managing the project, please contact the LCLE's Grants Section for assistance as early as possible.**

All records, papers, and other documents relating to receipt and disposition of subgrant funds that are kept by subgrantees and their contractors must be available for inspection by the public under the terms and conditions of the federal Freedom of Information Act (5 U.S.C. 522). However, nothing in this section shall be construed to require disclosure of information deemed confidential by law. Refer to Standard Condition Item number XX.

Subgrant Award and Project Implementation

Within approximately four weeks after LCLE approves a project for funding, the subgrantee will receive official notification of the award by letter. The award letter will contain any special conditions placed on the approval of funding by the LCLE. **All special conditions must be complied with to ensure the timely release of funds.**

If the LCLE approves an application from an applicant that has not responded to staff or its Advisory Board's request, a transmittal letter will be sent requesting the information be submitted within **5** days of the letter. Once the application has satisfied the requests, the award letter will be issued.

The award letter also contains the official project start and end dates. If the project has not commenced within 60 days after the official start date, the Project Director must report by letter the steps taken to initiate the project, the reasons for the delay, and the expected start date. A project that is not operational within 90 days of the official start date requires a further written statement from the Project Director to the Commission explaining the delay. LCLE, where warranted by extenuating circumstances, may extend the implementation date of the project past the 90-day period. In lieu of granting an extension, LCLE has the right to cancel the project and de-obligate the funds. An award in no way obligates the Commission to fund the project beyond the established project period.

Payments will not be released until all applicable special conditions on the subgrant award have been satisfied. Payments for the subgrant contract will be made on a reimbursement basis. The schedule and amount of payments will be determined based on information received on the required quarterly (or interim, if applicable) fiscal reports and the required periodic program reports. Non-submission of the required reports will result in payment delays. Requests for advance payments are generally not approved unless the subgrantee demonstrates a special need for working capital or other conditions warrant such payments.

All payments of federal funds will comply with the federal Cash Management Improvement Act, 31 U.S.C. 6503. Subgrantees must maintain a minimum amount of Federal cash on hand. Failure to adhere to this requirement will be a violation of the terms of the Subgrant contract and the award will be subject to termination for cause or other administrative action as appropriate.

Since periodic drawdowns are based upon the receipt and approval of all required reports, it is very important to submit all required post-award reports on time. If the reports are delinquent, there will be a hold placed on the release of further drawdowns until reporting has been brought into compliance. Please refer to the “Reporting Requirements” section of this chapter for more details.

EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP) INSTRUCTION

Pursuant to U.S. Department of Justice regulations, (unless the applying organization is exempt as listed below), each applicant agency receiving a federal award of \$25,000 or more and having 50 or more employees is required to maintain an Equal Employment Opportunity Plan (EEOP) on file for review by the Federal Office for Civil Rights (OCR) upon request.

The applying organization is required to complete the applicable section of the EEOP Certification Form.

Complete Section A to claim exemption if the applying organization is a Non-Profit Organization, or your grant request is less than \$25,000, or if the applying organization has less than 50 employees.

Complete Section B if your organization has 50 or more employees and is receiving a single award for \$25,000 or more, but less than \$500,000 to claim exemption from the EEOP submission requirement, and to certify that your organization has a current EEOP on file that available for review upon request. (Note: If your organization has received a single award of \$500,000 or more, you are required to send the EEOP Short form to the Federal Office for Civil Rights (OCR) for review and approval. The mailing address is: Office for Civil Rights, EEOP Short Form Submission, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, NW, Washington, DC 20531. You may also fax the properly endorsed EEOP Short Form to (202) 616-9865. Information on preparation and submission of the EEOP Short Form may be found at the OCR website at <http://www.ojp.usdoj.gov/about/offices/ocr.htm> under Equal Employment Opportunity Plans.)

The EEOP Certification Form may be found on LCLE’s website, www.lcle.la.gov, under Grant Information > Application Information and Forms > Standard Forms > Equal Employment Opportunity Plan (EEOP) Certification. This form is available in PDF format only. You must print and sign this form. You may mail the signed, in BLUE ink, EEOP Certification Form along with the signed original signature page (page 2) of the subgrant application to LCLE. Preferably, the signed form should be attached to your Egrants application.

INSTRUCTIONS FOR ALL SUBGRANTEES

In addition, all recipients, regardless of their type, the monetary amount awarded, or the number of employees in their workforce, are subject to the prohibitions against discrimination in any funded program or activity. Therefore, OCR investigates complaints by individuals or groups alleging discrimination by a recipient of OJP funding and OCR may require all recipients, through selected compliance reviews, to submit data to ensure their services are delivered in an equitable manner to all segments of the service population and their employment practices are in compliance with equal employment opportunity requirements.

Additional information and technical assistance on the civil rights obligations of subgrantees can be found at: www.ojp.usdoj.gov/ocr.

ACCOUNTING SYSTEM REQUIREMENTS

The subgrantee must maintain an accounting system that properly and accurately documents and controls the receipt and disbursement of project funds. The objectives of the project accounting system are to provide the subgrantee with needed management information and financial controls and to record and present historical financial information in an organized manner. Subgrantees are encouraged to use their established financial procedures, providing these procedures permit verification of compliance with the fiscal requirements of LCLE subgrants.

The subgrantee's accounting system must provide effective financial controls. Unless commonly accepted standards of financial responsibility have been followed, **audits may result in the disallowance of expenditures, creating a refund liability on the part of the subgrantee.**

The subgrantee is obligated to manage all financial affairs of the subgrant in compliance with accepted accounting procedures and in conformance with applicable federal, state, and local guidelines. The subgrantee must establish and assure that all project funds are properly accounted for and disbursed in accordance with applicable regulations. Subgrantees must maintain documents to support all transactions and should include purchase orders, receiving records, paid invoices, cancelled checks, personnel, payroll, time and attendance records, and other evidence to support expenditures.

1. Records should identify receipts of funds from all sources and disbursement of funds by expenditure type, and payee and should be summarized in cash receipts and disbursement journals.
2. Entries in accounting records should refer to subsidiary records and documentation that support the entry.
3. Information should be cross-referenced to provide a clear audit trail.

The subgrantee is responsible for establishing and maintaining an adequate system of accounting and internal controls for itself. An acceptable and adequate accounting system:

1. Presents and classifies the projected and historical cost of the grant is required for budgetary and evaluation purposes;
2. Includes an adequate system of internal controls to safeguard the funds and assets covered;
3. Provides data to establish that all expenditures are in compliance with the subgrant budget;
4. Provides cost and property control to ensure optimal use of funds;
5. Allows for the control of funds and other resources to assure that the expenditure of funds and use of property conform to any general or special conditions that apply to the recipient;
6. Meets the prescribed requirements for periodic financial reporting of operations; and
7. Provides financial data for planning, control, measurement, and evaluation of direct and indirect costs.

OBLIGATION AND EXPENDITURE OF FUNDS

An obligation occurs when funds are encumbered, such as in a valid purchase order or requisition to cover the cost of purchasing an authorized item on or after the start date and up to the last day of the grant period in the award. Any funds not properly obligated by the subgrantee within the grant award period will lapse and revert to the awarding agency. No funds may be obligated or expended prior to the official start date.

All project funds must be obligated by the termination date of the project. All project funds legally obligated by the termination date must be expended within 60 days of the termination date. All funds that are not obligated and/or expended as indicated must be returned to LCLE.

FISCAL ACCOUNTABILITY

LCLE stresses the importance of being accountable for all grant funds. The following procedures have been or will be implemented across all of LCLE's funding streams to ensure fiscal accountability with LCLE' grant funds.

1. **Financial Backup:** LCLE will periodically verify that subgrantee expenditures are consistent with approved budget categories, are eligible for reimbursement and that subgrantees are maintaining supporting documentation. LCLE has implemented a process where subgrantees are notified that they are required to submit the financial back-up for some or all of the categories that are included in their Egrants fiscal report. Subgrantees are only required to submit this back-up when they are specifically notified by LCLE. Egrants users have the ability to attach documents to fiscal reports. Preferably, all requested back-up will be attached to the fiscal report using the fiscal report attachment feature.
2. **Subgrantee Payment:** All subgrantees are required, at a minimum, to submit quarterly fiscal reports. LCLE will only make payments to reimburse actual expenditures reported on the

fiscal reports. If an agency is experiencing cash flow problems, they may submit fiscal reports monthly and LCLE will reimburse reported expenditures.

3. **Line Item Detail:** The fiscal report allows subgrantees to include line item expenditure detail. Subgrantees are required to populate the fiscal report consistent with the line items included in their approved budget.
4. **On-Site Monitoring:** LCLE will be completing on-site fiscal monitoring of grants across all funding streams (state and federally funded projects).
5. **Subgrantee Risk Classification:** LCLE utilizes a risk classification system to structure the use of agency resources with those that may be most in need of additional assistance.
6. **Time and Attendance Reports (timesheets):** See the Time and Attendance Reports section under the Personnel Budget Category of this manual.

PROPERTY INVENTORY RECORD

Records must be maintained for each non-expendable item of personal property that costs \$5,000 or more and has a useful life of one year or more. As equipment or other non-expendable property is purchased and received, a property inventory record should be completed and made a part of the permanent subgrant file. The following items should be included on the property inventory record:

1. Serial identification number
2. Inventory quantity
3. Property description
4. Date acquired
5. Cost
6. Location of property
7. Employee assigned to use the equipment (if applicable)

Upon completion of a project, refer to the Title to Subgrant-funded property section of this chapter for instructions for disposal of this non-expendable property.

VENDOR INVOICES

At a minimum, the following items should be included on invoices the subgrantees receives from vendors/subcontractors involved in the subgrant project:

1. Payee
2. Invoice date
3. Invoice number
4. Description of each product and/or service provided to the subgrantee
5. Unit price of each product and/or service provided to the subgrantee
6. Total amount for each product and/or service
7. Total invoice amount

REPORTING REQUIREMENTS

Quarterly Reports:

For most projects, subgrantees are required to report the fiscal and programmatic status of each LCLE-funded project on a quarterly basis throughout the life of the project. **Some federal awards have different reporting requirements.** If additional reports are needed, or the reporting schedule is different than the standard quarterly schedule, the additional requirements will be explained in the funding guidelines during the solicitation process. All reports are submitted online through Egrants. The following reports are required:

1. Cumulative Fiscal Report; and
2. Program Report

A section explain reporting requirements is available in Egrants. In addition, alerts are sent via email to all subgrant contacts established in Egrants indicating that reporting due dates are approaching.

NOTE: Program reports are due within 30 days after the end date of the calendar quarters unless otherwise noted (March 31, June 30, September 30, December 31. Fiscal reports **are due within 15 days after the end of the calendar quarters.** Since both fiscal and program reports form the basis for determining further disbursements of federal/state funds, it is essential that these reports be submitted on time.

Quarterly Report Schedule:

Program reports are due by the 15th of the month following the end of the calendar quarter. Fiscal reports are due by the 15th of the month following the end of the calendar quarter. A schedule for quarterly reporting based on the anticipated start date follows:

Anticipated Start Date Month of:	Report Type	1st Report Due Date	2nd Report Due Date	3rd Report Due Date	4th Report Due Date
Jan, Feb, Mar	Fiscal Program	April 15	July 15	October 15	January 15
April, May, June	Fiscal Program	July 15	October 15	January 15	April 15
July, Aug, Sept	Fiscal Program	October 15	January 15	April 15	July 15
Oct, Nov, Dec	Fiscal Program	January 15	April 15	July 15	October 15

If an extension of the project has been approved by LCLE, **additional** quarterly reports must be submitted to LCLE until the project is completed.

Additional Reporting Requirement:

In the event additional reports are found to be required, LCLE staff will provide specific instructions regarding submission.

Final Reporting Requirements:

The following three reports are due when all project obligations (involving all fund sources, i.e., federal/state, project income and applicant’s match) have been paid, but not later than 60 days after the end of the project period:

1. Subgrant Final Fiscal Report (select “Final” in Egrants fiscal report);
2. Subgrant Final Programmatic Report (select “Make Final Report” in Egrants Program Report); and
3. Subgrant Cumulative Inventory of Non-Expendable Property (must be submitted in Egrants if items costing \$5,000 or more each are purchased with subgrant funds).

EVALUATION AND MONITORING

A project may be monitored or evaluated by LCLE and/or District Office staff as necessary. The subgrantee is responsible for furnishing all data that may be required for monitoring and evaluation. Monitoring usually involves contacting the subgrantee or making a site visit(s) to determine the progress and accomplishment of the project.

Monitoring or evaluation of a project does not excuse the subgrantee from the timely submission of quarterly and final reports. In addition to these reports, the subgrantee is required to submit other reports as LCLE may require. (If such reports are necessary, LCLE staff will provide specific instructions.)

PROJECT MODIFICATION

Subgrantees must submit a Project Modification Request in Egrants and receive prior written notice of approval from LCLE **before** making any major problem or budgetary changes and **before** extending the project. All modifications must be made during the project period. A Project Modification Request should be submitted to LCLE when one or more of the following circumstances arise:

1. A change(s) between budget categories: Changes that exceed 10% of total project cost. (Total project cost is the sum of the LCLE, project income and applicant's match funds.)
2. A change(s) to purchase additional items or other items that were not included in the approved project budget.
3. A change(s) to the personnel positions listed in the approved project budget including major salary reductions. Increases are not allowed unless identified during at application time. LCLE must be notified immediately of personnel changes. No consideration will be allowed if changes are not submitted timely or at the termination of the project.
4. A change which affects the project's objectives or scope, e.g., a change in the target population and/or services to be provided. Minor changes in a project are to be reported on the Quarterly Progress Report.
5. A change in dates of the project's duration.

Subgrantees may refer to the "Creating a Project Modification Request Quick Start Guide" in the Egrants Help Center for guidance in submitting a Project Modification Request. Applicants who are unsure as to whether or not a Project Modification Request is needed should call or email their LCLE program or fiscal staff for the project. This information is provided within the grant record in Egrants. The contact names are displayed as links to the address, telephone and email information.

All Project Modification Requests must be submitted in Egrants, and the original, signed document (signed in **BLUE) must be received by LCLE at least 30 days prior to the termination of the project period in order to ensure LCLE's consideration of the request. In the last 30 days of the project period, exceptional requests for modification may be considered, but only if a detailed justification for the late request accompanies the request and LCLE finds that the justification merits consideration. No Project Modification Requests will be considered or approved if they are received by LCLE after the termination of the project period.**

PROGRAM INCOME

All income generated as a direct result of an agency-funded project shall be deemed program income (e.g., if the purpose of the grant is conduct conferences, any training fees that are generated would be considered program income).

Use of Program Income

Program income must be used for the purpose of and under the conditions applicable to the award. Unless specified by the awarding agency, program income must be used as earned and expended as soon as possible. If the cost is allowable under the federal grant program, then the cost would be allowable using program income. If it becomes apparent that program income earned on a grant during the grant period will remain at the end of the grant period, the recipient should request a no-cost extension of the grant period to provide the recipient with ample time to expend the program income for allowable project purposes. The federal portion of program income must be accounted for up to the same ratio of federal participation as funded in the project or program.

Accounting for Program Income

Program income must be accounted for up to the same ratio of federal participation in the funding of the subgrant. For example: A subgrant was funded at 75% with federal funds and with 25% non-federal funds. The total program income earned by the subgrant was \$100,000; therefore, \$75,000 must be accounted for and reported to LCLE as program income on the quarterly fiscal reports. In addition, the use of such income or how the income will be used must be explained in the remarks section of the fiscal report.

DISPOSITION OF PROPERTY ON TERMINATION OF GRANT

The subgrantee, with approval of LCLE, may retain the property acquired in whole in part with federal/state funds in the subgrant program as long as there is a need for the property to accomplish the purpose of the subgrant, whether or not the program continues to be supported by federal/state funds. Where there is no longer a need for the property to accomplish the purpose of the subgrant, its use and disposition are governed by LCLE and federal standards for property acquired with federal/state funds.

1. **Non-expendable Personal Property** – Non-expendable personal property is defined as tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Examples of such property include equipment such as copiers and computer equipment.

Title to non-expendable personal property is legally vested in the subgrantee under the terms of the standard subgrant conditions that are part of every application for funds. LCLE and federal standards for property acquired with federal grant funds govern the disposition of other non-expendable personal property.

NOTE: Non-expendable personal property purchased in whole or in part with federal funds may not be diverted from LCLE-approved project purposes or be sold or transferred without the prior written approval of the LCLE.

2. **Disposal of Non-expendable Personal Property** – If the subgrantee no longer needs this property and the unit has a fair market value of \$5,000 or less, then the subgrantee may dispose of it. However, if the fair market value exceeds \$5,000, the property must be sold and the subgrantee shall compensate LCLE for its share.

PROJECT CLOSE-OUT

1. Prepare and submit the final Fiscal Report, the Final Programmatic Report, and the Inventory Report (if necessary).
2. Determine cash balances and return unexpended funds to LCLE.
3. Make all necessary accounting entries to close out project records.

CHAPTER 10

EDWARD BYRNE MEMORIAL / JUSTICE ASSISTANCE GRANT PROGRAM

**All awards are contingent upon availability of funds and
the applicant's management of the previous project.**

The Edward Byrne Memorial/Justice Assistance Grant (JAG) Program is the primary provider of federal criminal justice funding to state and units of local government. The JAG Program provides states and units of local governments with critical funding necessary to support a range of program areas that offer a high probability of improving the functioning of the criminal justice system. The Louisiana Commission on Law Enforcement may award formula grant funds to state agencies and units of local government for the purpose of enforcing state and local laws which establish offenses similar to offenses established in the Controlled Substances Act (21 U.S.C. 801 et. seq.) and to improve the functioning of the criminal justice system, with emphasis on controlling violent and drug-related crime and serious offenders.

PROGRAM PURPOSE

To assist states and units of local government in carrying out programs which offer a high probability of improving the functioning of the criminal justice system with special emphasis on a nationwide and multi-level drug control strategy by developing programs and projects to assist multi-jurisdictional and multi-state organizations in controlling violent and drug-related crime and serious offenders to support national drug control priorities.

Grants are to be made available for use by states and units of local government for the purpose of enforcing state and local laws that establish offenses similar to those in the Controlled Substances Act and to improve the functioning of the criminal justice system with emphasis on violent crime and serious offenders.

NOTE: The authorizing statute for the JAG Program provides that funds are to be used for the purposes above and notes that these purposes include all of the purposes previously authorized under the Edward Byrne Memorial State and Local Assistance Program (Byrne Formula) and the Local Law Enforcement Block Grant Program (LLEBG).

There are seven (7) purpose areas authorized for funding. Under each purpose areas are examples of typical funded projects.

1. Law Enforcement

Apprehension Enhancement
Clandestine Lab Eradication
Community Policing
Cop Out

Crime Activity Patrol
Criminal Patrols
Drug Free School Zone
Drug Knock & Talk

Integrated Criminal Apprehension Program (ICAP)
Intelligence Unit
K-9 Narcotics Unit
Marijuana/Clandestine Lab Eradication
Multi-Jurisdictional Task Force (MJTF)
Narcotics Hot Line Task Force
Narcotics Response Team
Narcotics Response Team/Corrections Center
Property Crime

Street Gang Reduction
Street Reduction of Violent Crimes
Street Sales Disruption
Targeting Computer and High Tech Crime
Targeting Illegal Substances
Street Reduction of Violent Crime
Targeting Computer and High Tech Crime
Targeting Violent Criminals
Vice Narcotics
Violent Crime Unit
Violent Crime Task Force

2. Prosecution and Court Programs

Career Criminal Prosecution
Court Delay Reduction
Differentiated Case Management
Drug Court

MDO Prosecution Unit
Video Arraignment
Violent Crime Prosecution

3. Prevention and Education Programs

After-School Drug/Alcohol Prevention
Anti-Terrorist Program
Apprehension Training
Crime Prevention for the Elderly
Delinquency Prevention
Law Enforcement Response to Domestic Violence

Pre-Trial Intervention
State Civil Rico Training
Statewide Remedial Interdiction
Tracking Drug Related Domestic Violence
Young Gang Prevention

4. Corrections and Community Corrections Programs

Correctional Contraband Control
Correctional Surveillance Enhancement
Enhanced Job Skills
Reduction of Drugs in Prison

5. Drug Treatment and Enforcement Programs

Continuing Aftercare Services
Drug Court (also in Prosecution)
Drug Screening
Intensive Incarceration

Intensive Supervision
Treatment of Adult Offenders
Treatment of Juvenile Offenders
Treatment/Correctional Facility

6. Planning, Evaluation, and Technology Improvement Programs

Crime Lab Upgrade
Criminal Justice Technology
Criminal Records Improvement
Criminal Records Improvement/JV
Banking Enhancement
DNA Analysis

Enhance Crime Scene Unit
Evaluation
Evidence Records Preservation
Information Systems Upgrade
Evaluation
Law Enforcement Technology Training

7. Crime victim and witness programs (other than compensation)

FUNDING PRIORITIES

The Department of Justice (DOJ), especially the Bureau of Justice Assistance (BJA) and the Office of Justice Programs (OJP), recognizes that the downturn in the economy has resulted in significant pressures on state and local criminal justice systems. In these challenging times, shared priorities and leveraged resources can make a significant impact. In addition to DOJ, OJP, and BJA's longstanding and unwavering commitment to keeping violent crime at its lowest level in decades, the following priorities represent key areas where BJA encourages states and local JAG recipients to focus on several areas of priority that may help in maximizing the effectiveness of JAG funding.

1. **Collaboration** – BJA encourages both state and local comprehensive justice planning, bringing all of the system stakeholders together, including law enforcement, courts, prosecutors, defenders, corrections officials, and other stakeholders to create a comprehensive and strategic justice plan to ensure coordination and a more effective justice system.
2. **Evidence-Based Programs** – To fund programs that are evidence-based and have been proven effective. BJA also recognizes that state and local programs can be wonderful laboratories for innovative programs that can be models for other states and localities addressing difficult problems. BJA has resources available to provide training and technical assistance in identifying and using evidence-based practices as the outcome of a comprehensive and strategic justice plan in the state or local community. Links to assist in assisting with evidence-based programs are:
 - 2.1. “Smart Policing” – evidence-based and data-driven law enforcement efforts that allow agencies to maximize their resources and more efficiently target emerging and chronic crime problems, hopefully preventing crimes before they occur and ultimately lessening the burden on the courts and justice system overall. A useful matrix of evidence-based policing programs and strategies is available through the Center for Evidence-Based Policy at George Mason University <http://cebcp.org/evidence-based-policing/>.
 - 2.2. To assist with implementing an evidence-based program or to develop your existing program into an evidence-based program, BJA provides topical areas of focus each purpose area that can be found at BJA's website, <https://www.bja.gov/topic.aspx>. Or, click on the individual topic link:
 - 2.2.1. [Adjudication](#) – Prosecutors, judges, and court personnel are looking for new approaches to adjudicating offenders that will not only clear cases and decrease dockets, but also lower recidivism.
 - 2.2.2. [Corrections](#) – Supervising offenders in the community and preparing offenders for their return to their communities are critical to protecting public safety.

- 2.2.3. [Counter-Terrorism](#) – BJA recognizes that it is the job of law enforcement agencies and prosecutors to bring terrorists to justice, but we also believe that every citizen can play a vital part in helping to prevent terrorism.
 - 2.2.4. [Crime Prevention](#) – Preventing crime involves not only making sure that our homes are secure and that we take precautions to be safe, it also means working with law enforcement to look out for the safety of our neighbors and other community members.
 - 2.2.5. [Justice Information Sharing](#) – While the sharing of information must be the responsibility of criminal justice agencies, at BJA we are committed to providing the resources and assistance needed to make it as easy as possible.
 - 2.2.6. [Law Enforcement](#) – At BJA, we respect the choice of law enforcement officers to dedicate themselves to serving their communities. We believe that we must honor their service by doing everything possible to provide them with the support, resources, and training they need to meet the needs of their communities.
 - 2.2.7. [Mental Health](#) – BJA supports a variety of programs and activities aimed at improving the criminal justice system's response to people with mental illness.
 - 2.2.8. [Substance Abuse](#) – BJA supports a variety of efforts addressing substance abuse and the associated dangers, including treatment services.
 - 2.2.9. [Tribal Justice](#) – BJA is committed to preventing and controlling crime, violence, and substance abuse and improving the functioning of criminal justice systems in American Indian and Alaska Native communities.
3. **Counterterrorism and terrorism prevention programs** – BJA recognizes that state and local law enforcement are critical partners in detecting, identifying, preventing, and disrupting acts of violence against the United States by both domestic and international extremist organizations. Preventing terrorism remains the first goal of the Department of Justice’s strategic plan and remains a priority for BJA.
 4. **Economic Crime**, including mortgage fraud, financial crimes, fraud, and intellectual property crimes that threaten our economic growth and stability.
 5. **Offender Reentry** – Smart and effective approaches to offender reentry that supports statewide and local efforts in justice reinvestment, which reduces costly spending on incarceration and reinvests a portion of the savings into other areas of the justice system without sacrificing accountability. This should lessen the burden on what has been described as an over reliance on incarceration, and it is essential that those who have served time can transition back into the community and into crime-free pro-social lives.

6. **Juvenile Exposure To / Juvenile Crime** – To ensure, in the context of addressing violent crime, that children who are exposed to violence are responded to effectively so that these experiences do not risk the futures of these children and do not fuel the cycle of violence.
7. **Reducing Gun Violence** – In the aftermath of the Sandy Hook Elementary School tragedy and mass shootings in Aurora, Oak Creek, and Tucson, BJA encourages states and localities to invest valuable JAG funds in programs to reduce gun violence, enforce existing firearms laws, and enhance reporting to the FBI’s National Instant Criminal Background Check System. Other important priorities include strengthening school safety, improving criminal justice/mental health collaborations and supporting joint first responder critical incident training.
8. **Recidivism Reduction and Justice System Realignment** – In this time of fiscal austerity and smaller state and local budgets, reducing unnecessary incarceration in a manner that promotes public safety is a paramount goal. Effective community supervision coupled with evidence-based program interventions can result in significant reductions in recidivism. A priority funding area is the implementation of effective pretrial services programs and innovative programs and approaches in probation and parole supervision that improve services to offenders and increase collaborative efforts among community supervision agencies with law enforcement and the courts. Currently, 17 states and local governments are working to control spiraling incarceration costs through justice system reforms and realignment under the Justice Reinvestment Initiative (JRI). Strategic investment of JAG funds to implement JRI legislation and policy changes in those states and localities can augment federal funds and achieve greater cost savings and reinvestments in programs to promote public safety.
9. **Indigent Defense** – Another key priority area in the criminal justice system is support for indigent defense. BJA continues to encourage states and local recipients to use JAG funds to support the vital needs of the indigent defense community. Attorney General Holder has consistently stressed that the crisis in indigent defense reform is a serious concern which must be addressed if true justice is to be achieved in our nation. In 2002, the American Bar Association (ABA) published Ten Principles of a Public Defense Delivery System which represent fundamental building blocks for implementing quality legal representation for indigent defendants. (See ABA Ten Principles http://www.americanbar.org/content/dam/aba/administrative/legal_aid_indigent_defendants/l_s_sclaid_def_tenprinciplesbooklet.authcheckdam.pdf).
10. **Alternatives to Incarceration** – To provide funding for courts, prosecution, problem-solving courts, and other innovative, cost-saving alternatives to incarceration.

Technical assistance is available by contacting your District Director, LCLE staff or from BJA’s website <https://www.bja.gov/Events/TTA.html>.

APPLICANT ELIGIBILITY

Units of local government are eligible to receive subgrants from LCLE. Units of local government means any city, county, town, township, borough, parish, village or other general purpose political subdivision of a state, and includes Native American tribes that perform law enforcement functions as determined by the Secretary of the Interior. For the State of Louisiana, sheriffs and district attorneys are considered units of local government.

CRIME REPORTING & RECORDS

The law enforcement applicants must agree to begin or continue participating in the Uniform Crime Reporting (UCR) Program or the Louisiana Incident Based Reporting System (LIBRS) Programs of LCLE. The law enforcement applicants 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. The applicant certifies that all systems developed or purchased shall meet all specifications for Louisiana Incident Based Reporting System (LIBRS) Criminal History System reporting as are in effect at the time of subgrant award.

ALLOWABLE EXPENSES

1. Funds which may be used for confidential expenditures are defined as funds used for the purchase of services, physical evidence, and information including buying money, flash rolls, etc. Certification is required to ensure compliance with guidelines related to confidential expenditures as provided in OJP Financial Guidelines.
2. Certain construction/renovations are allowed. Applicant must meet all guidelines and receive prior approval from BJA.

UNALLOWABLE EXPENSES

1. Supplanting – Federal funds may be used to enhance or expand efforts or services but not replace state or local funds that would otherwise have been made available.
2. All mobile vehicles, vehicle maintenance and repairs, vehicle insurance, uniforms, leather accessories, firearms, ammunition, furniture, office and recreational equipment are prohibited.
3. Military-type equipment such as armored vehicles, explosive devices and other items associated with the military arsenal is prohibited.
4. Cost of organized fund raising including financial campaigns, endowment drives, solicitation of gifts and similar expenses are unallowable.
5. Acquisition of land with grant funds is prohibited.

PROJECT FUNDING HISTORY

1. List the prior subgrant numbers and the total number of months funded for each subgrant. Projects are limited to 48-months of funding.
2. If extenuating circumstances required extending the project period beyond the 48-month limitation, a written request must be submitted and receive approval by the Louisiana Commission of Law Enforcement prior to the submission of an application.
3. Multi-Jurisdictional Task Force training projects and statewide criminal justice improvement projects are exempted from the 48-month limitation.
4. If the project received a waiver, enter the date the Commission approved the waiver.

PROJECT PERIOD

Projects are funded for a maximum of four years (48 months) in the aggregate. The limitation on funding applies to all projects, with the exception of Multi-Jurisdictional Drug Task Forces, Criminal Records Improvement and Training Programs. An applicant agency may request a waiver of the 48-month limitation if there are extenuating circumstances. The applicant must submit, in writing, a letter requesting a waiver and provide justification. If the Commission approves the request, the applicant will be eligible for an additional 48 months. The applicant must receive approval prior to submitting an application for continued funding.

MATCH

The Commission on Law Enforcement temporarily waived the 25% cash match requirements. If an applicant chooses to include match in the proposed project, the applicant must adhere to the following:

1. **CASH MATCH ONLY** –The non-Federal share (cash match) of grant expenditures shall be paid in cash. Funds required paying the non-Federal portion of the cost of each program and project for which a grant is made shall be in addition to funds that would otherwise be made available for law enforcement by the recipients of grant funds. Match is restricted to the same use of funds as allowed for the Federal funds. A minimum cash match of 25% of the total subgrant project is required.
2. State and local units of government may use cash they received under the equitable sharing program to cover the non-Federal portion of costs of any project or program. Current guidelines developed by the Department of Justice Asset Forfeiture Office apply.
3. State and local units of government may use program income (forfeiture funds, fees or registration costs) as match if state and local statutes allow for the collection and retention of such funds.
4. Match must be dedicated to the project being funded.

5. Match is restricted to allowable program items.
6. Match may not be included as a contribution from any other Federal funds.
7. Match must be verifiable from the applicant's records.
8. Match must be necessary and reasonable for proper and efficient accomplishment of the project's objectives.
9. Match must be accountable for grant period.
10. Match must be provided for in the approved budget.
11. OVERMATCH – Applicants should be mindful that any funds designated as matching funds are restricted to the uses outlined in the application. Therefore, it is suggested that applicants only provide match at the levels required by the Guidelines. In this way, there are no Federal restrictions on the non-Federal dollars not used by the applicant as project match.
12. RECORDS FOR MATCH – All applicants must maintain records that clearly show the source, the amount, and the timing of all matching contributions.
13. If a program or project has included within its approved budget, contributions which exceed the required matching portion, the sub-grantee must maintain records of them in the same manner as it does the grantor agency funds and required matching shares.

14. COMPUTATION OF MATCH

14.1 Divide Federal funds by appropriate Federal percentage. This will give you the Total Cost of the Byrne project. For 25% match rate, divide by 75%.

14.2 Subtract Federal funds from the Total Cost of the Byrne project amount to determine the required match.

14.3 Example: \$ 20,000 Federal funds, 25% match rate

<u>\$ 20,000</u>	=	\$ 26,667	\$ 26,667	Total Cost of Byrne Project
75%			- <u>20,000</u>	Federal funds
			\$6,667 MATCH	

PROGRAM INCOME

Gross income earned by the recipient, during the funding period, as a direct result of the grant is considered program income. Program Income can include but is not limited to, seizures and forfeitures, fees and registration costs, sale of publications, etc. Applicants must comply with the Federal and State Program Income guidelines. Program Income must be accounted for and utilized only for allowable program costs and in accordance with the LCLE and OJP Program

Income Guidelines. The Federal share of Program Income must be reported on the Subgrant Expenditure Report and is due within 15 days of the end of the cycle.

CONFIDENTIAL FUNDS

Confidential funds are monies allocated for confidential expenditures and are defined as funds used for the purchase of services (buy money), physical evidence (narcotics, firearms, stolen property, etc.), and specific information (informant money) for undercover purposes in accordance with 42 U.S.C. 3751(d). If the activity is approved by BJA, the terms and conditions for the use of confidential funds set forth in the OJP Financial Guide (Chapter 8) must be followed. In addition, prior to the expenditure of any confidential funds, the recipient must agree to sign a certification indicating that they have read, understood and agree to abide by all of the conditions pertaining to confidential fund expenditures as set forth in the OJP Financial Guide.

Itemize how much of the total Confidential Funds reported will spent on paid informants, evidence (e.g., contraband, drugs, etc.), and/or services.

SUPPLIES

1. Uniforms are not eligible for funding with exception of tactical uniforms used for identification purposes of specialized units.
2. Tasers and Taser holster are allowed.

CONSTRUCTION/RENOVATIONS COSTS

Applicants must receive prior approval from BJA to use funds for any construction/renovations projects. The applicant will comply with, but not limited, to the following requirements:

1. The applicant agrees to assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these grant funds, either directly by grantee or by a applicant. Accordingly, the applicant agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the subgrant, the application agrees to contact LCLE and BJA.
2. The applicant understands that this special condition applies to its following new activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the applicant or any third party and the activity needs to be undertaken in order to use grant funds, this special condition must first be met. The activities covered by this special condition are:
 - 2.1 New construction;

- 2.2 Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
 - 2.3 A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
 - 2.4 Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
 - 2.5 Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.
3. The grantee understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJAS. The grantee further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <http://www.ojp.usdoj.gov/BJAresource/nepa.html>, for programs relating to methamphetamine laboratory operations.
 4. For any of the applicants' existing programs or activities that will be funded by these grant funds, the applicant, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

PERFORMANCE MEASUREMENTS AND REPORTING REQUIREMENTS

Performance Measurements

To assist in fulfilling the accountability objectives of the Department of Justice's responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. The BJA has adopted specific performance measurements that all applicants must report to BJA's web-based Performance Measurement Tool (PMT) System. Applicants must use these measurements to track and measure the progress to ensure the goals and objectives are accomplished. Each project is required to report its performance and progress to the BJA and LCLE.

Based on your budget and goals and objectives, choose the activity or activities that will best report the project's progress. There are nine (9) activities with information on how to track the activity.

1. Personnel
2. Contractual Support
3. Equipment / Supplies
4. Information Systems for Criminal Justice System
5. Research, Evaluation, and Product Development
6. State/Local Initiatives
7. Task Force Activity
8. Technical Assistance
9. Training

Each activity provides the following:

1. Output and outcome indicators (measurements) for both direct services and system improvement projects.
2. A description of the indicator
3. How to capture the data
4. The applicable program purpose area that it addresses.

Reporting Requirements

The applicant must submit the project’s performance as a requirement of BJA via the BJA Performance Measurement Tool (PMT) System no later than the 10th day of the month following the reporting period and at the conclusion of the project period. The applicant must scan the BJA PMT report and attach the PMT report as an attachment to Program Report.

Performance Reports are filed on a calendar quarter bases and are due as follows:

<u>Reporting Period</u>	<u>PMT Report Due to BJA</u>	<u>Program Report + PMT Report Due to LCLE</u>
January – March	April 10	April 15
April – June	July 10	July 15
July – September	October 10	October 15
October – December	January 10	January 15

If a project ends within a reporting period, the final report is due to BJA and Egrants within the 10th and 15th day at the conclusion of the project.

DRUG COURT PROJECTS

The applicants applying for funds to be used for a drug court must 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 Federal Department of Justice. http://www.lasc.org/court_managed_prog/drug_courts.asp

MARIJUANA/CLANDESTINE LAB ERADICATION PROJECTS

The applicant agrees to assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these grant funds by the applicant. Accordingly, the applicant agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the subgrant, the application agrees to contact LCLE and BJA.

The applicant will comply to any such activity whether or not the activity is specifically funded with these grant funds. That is, as long as the activity is being conducted by the applicant or any third party and the activity needs to be undertaken in order to use grant funds, the following must first be met.

1. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
2. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.
3. The applicant understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJAS. The applicant further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <http://www.ojp.usdoj.gov/BJAresource/nepa.html>, for programs relating to methamphetamine laboratory operations.
4. For any of the applicants' existing programs or activities that will be funded by these grant funds, the applicant, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

MULTI-JURISDICTIONAL TASK FORCE PROJECTS

All multi-jurisdictional task forces adhere to the following requirements. The agreement is a REQUIRED ATTACHMENT to the application.

1. The participating agencies (board of directors or control group) are required to meet at least quarterly and will maintain minutes of these meetings. The minutes are to 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 to be provided free of charge through Bureau of Justice Assistance's (BJA) center for Task Force Integrity and Leadership (www.ctfli.org). This training will address 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. Completion certifications must be maintained to document each member as completing the internet-based training. This training will be completed within 120 days of receipt of the award. LCLE will be notified, in writing, if an agency withdraws from the Task Force.
3. The agreement must contain the following: **THIS MUST BE ATTACHED TO APPLICATION.**
 - 3.1 Each page must be numbered, showing the total number of pages on the signature page.
 - 3.2 The head of each participating agency must sign and date the document. Original signature page must be returned with the application.
 - 3.3 The agreement must include, at a minimum, IN THE ORDER SHOWN, the following components:
 - 3.3.1 A statement naming the members of the task force. The task force must be composed of at least 2 law enforcement agencies.
 - 3.3.2 A statement that the agencies are entering into the agreement for the purpose of applying for Federal anti-drug abuse funds.
 - 3.3.3 A statement that the agencies intend to fully participate in and share in the management and operations of the project.
 - 3.3.4 A statement that the applicant agency (applicant) accepts responsibility for project administrative and financial matters and that it will notify each participating agency when the grant award has been received by applicant.
 - 3.3.5 A statement detailing the degree of participation and the contributions of all members. Specifically list equipment, manpower, etc.

- 3.3.6 A statement that the members have selected a Control Group to oversee the management of the task force. The Control Group must comprise at a minimum 3 members with at least one from each agency. The Control Group should be named in the agreement.
- 3.3.7 A statement that each member will have an equal vote on all matters before the group.
- 3.3.8 A statement that unanimous consent of the control Group is required to initiate funding of project investigations.
- 3.3.9 A statement that the Control Group will establish policies to: select cases to be investigated; allocate, focus, and manage project resources; and provide oversight of project investigations.
- 3.3.10 A statement that the Control Group will meet regularly to establish investigative plans and resource commitments.
- 3.3.11 A statement that each case approved for investigative funding by the control group will be managed and staffed as appropriate by 2 or more participating agencies.
- 3.3.12 A statement indicating that if a computer is purchased with grant funds, all member agencies will have access to the computer unless they agree, in writing, otherwise.
- 3.3.13 A statement explaining how equipment acquired with grant funds will be distributed upon dissolution of the task force or withdrawal by an agency.
- 3.3.14 A statement detailing the withdrawal procedures to be followed if an agency plans to withdraw. The statement must indicate that LCLE will be notified in writing.
- 3.3.15 A statement indicating the length of time the agreement shall be binding. This must coincide with the project period.

CHAPTER 11

RESIDENTIAL SUBSTANCE ABUSE TREATMENT FOR STATE PRISONERS (RSAT) FORMULA GRANT PROGRAM

All Awards are contingent upon availability of funds and the applicant's grant management of the previous project.

The Residential Substance Abuse Treatment for State Prisoners (RSAT) Formula Grant Program was created by the Violent Crime Control and Law Enforcement Act of 1994 (Public Law 103-322). The RSAT Formula Grant Program assists states and units of local government in developing and implementing residential substance abuse treatment programs in state and local correctional and detention facilities.

RSAT programs provide individual and group treatment activities for offenders and must:

1. Last between 6 and 12 months.
2. Be provided in residential treatment facilities set apart from the general correctional population.
3. Focus on the substance abuse problems of the inmate.
4. Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.

CHAPTER 12

JUVENILE ACCOUNTABILITY BLOCK GRANTS PROGRAM

All awards are contingent upon availability of funds and the applicant's grant management of the previous project.

Congress authorized the United States Attorney General to provide grants under the Juvenile Accountability Block Grants (JABG) program. The State Relations and Assistance Division of the Office of Juvenile Justice and Delinquency Prevention (OJJDP), Office of Justice Programs, U.S. Department of Justice administer the JABG program. Through the JABG program, funds are provided as block grants to states for programs promoting greater accountability in the juvenile justice system.

The goal of the JABG program is to reduce juvenile offending through accountability-based programs focused on both the offender and the juvenile justice system. The objective is to ensure that states are addressing one or more of the designated purpose areas and receiving information on best practices from OJJDP.

The basic premise underlying the JABG program is that both offender-focused and system-focused activities promote accountability. For the juvenile offender, accountability means an assurance of facing individualized consequences through which he or she is made aware of, and held responsible for the loss, damage, or injury perpetrated on a victim. Strengthening the juvenile justice system requires an increased capacity to develop youth competence, to efficiently track juveniles through the system, and to provide enhanced options such as restitution, community service, victim-offender mediation, and other restorative justice sanctions that reinforce the mutual obligations of an accountability-based juvenile justice system.

For the juvenile offender, accountability means an assurance of facing individualized consequences through which he or she is made aware of and held responsible for the loss, damage, or injury that the victim experiences. Such accountability is best achieved through a system of graduated sanctions imposed according to the nature and severity of the offense, moving from limited interventions to more restrictive actions if the offender continues delinquent activities.

For the juvenile justice system, strengthening the system requires an increased capacity to develop youth competence, to efficiently track juveniles through the system, and to provide enhanced options such as restitution, community service, victim-offender mediation, and other restorative justice sanctions that reinforce the mutual obligations of an accountability-based juvenile justice system.

ENTITIES ELIGIBLE TO APPLY FOR JABG FUNDS

1. Unit of local government: For the purpose of the JABG Program, units of local government in Louisiana are defined as parish, township, city, or political subdivision of a parish, township, or city as determined by the Secretary of Commerce for general statistical purposes; any law enforcement district or judicial enforcement district that is established

under state law and has the authority, in a manner independent of other state entities, to establish a budget and raise revenues. Examples are: Sheriffs, District Attorneys, Parish Governments and City Governments. These are the entities that can receive the allocation of the jurisdiction, depending on the decision of their Juvenile Crime Enforcement Coalition.

2. **Jurisdiction:** For the purpose of the JABG Program, jurisdictions are defined as parishes or cities eligible to receive \$10,000 or more in JABG funds.

FUNDING GUIDELINES

1. **Local Eligibility** – Funds are available on a formula basis to jurisdictions eligible to receive funds. A jurisdiction’s allocation is calculated on the combined data from information from the UCR Part 1 violent crimes with data on local justice expenditures (direct operating expenditures for police, corrections, and judicial and legal services) that the Census Bureau collects from local units of government.
2. **Juvenile Crime Enforcement Coalition** – A Juvenile Crime Enforcement Coalition (JCEC) must be created, if not already in existence, and is responsible for the development of a Coordinated Enforcement Plan for reducing juvenile crime prevention within the unit of local government. Use of existing coalitions is encouraged. Membership must consist of police, sheriff, prosecutor, state or local probation services, juvenile court, schools, business, and religious-affiliated, fraternal, nonprofit, or social service organizations involved in crime prevention. This membership is not an exhaustive list.
3. **Coordinated Enforcement Plan** – Jurisdictions that are eligible to receive JABG funds must establish a coordinated enforcement plan for reducing juvenile crime. The plan is based on an analysis of the local juvenile justice system needs. The analysis determines the most effective use of funds within the JABG designated program purpose areas; how to achieve the greatest impact on reducing juvenile delinquency; how to improve the juvenile justice system; and how to increase accountability for juvenile offenders. This is done through their Juvenile Crime Enforcement Coalition.
4. **Program Funds** – All programs **must** be funded within one or more of the designated JABG purpose areas. Units of local government may use up to 5 percent of its allocated amount for administration costs related to the JABG program.

5. Application Review Process

- 5.1. Applications will be reviewed in a two-step process. First the Juvenile Justice Programs Manager will ensure applications meet Federal, state, JJDP Advisory Board and Commission grant applications guidelines. Second, the JJDP Advisory Board Grant Review Committee will review applications for impact on juvenile justice needs.
- 5.2. The Grant Review Committee will make recommendations to the JJDP Advisory Board regarding funding and to applicants regarding potential for revising applications. The JJDP Advisory Board will make their recommendations to the Commission for final

review. The following criteria will be used to recommend applications:

- 5.2.1. Local need for funding is supported by local data so that the program will have a meaningful and clear impact on the local needs.
- 5.2.2. Proposal implements an evidence-based practice, best practice, or innovative program that involves components clearly demonstrated to have positive outcomes. Applicants should include a list of references or resources showing that the proposed project meets this criterion, including evidence of the effectiveness of the program. Preference will be given to applications that utilize programs or practices highlighted at the Annual Governor's JJDP Conference.
- 5.2.3. Attainment of stated outcomes for continuation projects.
- 5.2.4. Proposal contains a realistic sustainability plan that includes continuation funding and ongoing collaborative support.
- 5.2.5. Timeliness of applications, quarterly reports, and related documentation.
- 5.2.6. A description of the applicant agency's history of implementing effective programs with documented positive outcomes, including a resume of the person submitting the application.
- 5.2.7. Applications are clear and concise. Spelling and grammatical errors are kept to a minimum.

MATCH

1. The unit of local government must contribute (**in the form of CASH ONLY**) 10 percent of the total program cost. The total program cost is made up of the federal amount and the cash match.
2. The applicant must identify the source of the 10 percent non-federal portion of the total project costs and how the match will be used. Match is restricted to the same uses of funds as allowed for the federal funds.
3. The formula for calculating 10% total cost match is:

$$3.1. \frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

Required Recipient's Share Percentage x Adjusted Project Cost = Required Match

Example: 90%/10% match required for a federal award amount of \$32,000, match would be calculated as follows:

$$\frac{\$32,000}{90\%} \quad \$3,555.55 \quad 10\% \times \$35,555.55 = \$3,556 \text{ required match}$$

Round to the nearest whole dollar

4. Match Requirement for Construction Projects.

- 4.1. If, under Purpose Area 2, a unit of local government uses funds to construct a permanent juvenile detention or correctional facility, the unit of local government must provide a 50 percent match of the total cost of the project. It should be noted that only construction of facilities requires the 50 per cent cash match. A renovation project at an existing local or a regional juvenile detention center requires a 10 percent cash match under the JABG Program.
- 4.2. The applicant must ensure that it will make the non federal portion of the cost of the programs funded under its JABG allocation available by the end of the project period.
- 4.3. The formula for calculating match is:

Example: 50% match required for federal award amount of \$50,000

$$\frac{\$50,000}{50\%} = \$100,000 \quad 50\% \times \$100,000 = \$50,000$$

NOTE Do not use the formula for a “50-50” cost share subgrant to construct permanent detention or correctional facilities; in these cases, local Match equals the Federal award.

FUNDING PRIORITIES – PROGRAM PURPOSE AREAS

The goal of the JABG program is to reduce juvenile offending through accountability-based programs focused on juvenile offenders and the juvenile justice system. There are eighteen (18) program purpose areas a state or unit of local government may use JABG funds to meet the goal and strengthen the juvenile justice system. Additional information can be obtained at the Office of Juvenile Justice and Delinquency Prevention’s website, www.ojjdp-dctat.org/, or LCLE’s website, www.lcle.la.gov, for an in depth breakdown of each purpose area and the mandatory reporting requirements for each.

The Juvenile Crime Enforcement Coalition’s determination of purpose areas is determined by their analysis of their Coordinated Enforcement Plan. The Plan could address one or more purpose areas. If more than one purpose area is addressed, the applicant will be responsible to track and report and the performance measurements for each purpose area.

Purpose Area	Purpose Name	Definition
1	Graduated Sanctions	Developing, implementing and administering graduated sanctions for juvenile offenders.
2	Corrections/Detention Facilities	Building, expanding, renovating, or operating temporary or permanent juvenile corrections, detention, or community corrections facilities.
3	Court Staffing and Pretrial Services	Hiring juvenile court judges, probation officers, court-appointed defenders, special advocates, and funding pre-trial services (including mental health screening assessment) for juvenile offenders, to promote the effective and expeditious administration of the juvenile justice system.
4	Prosecutors (staffing)	Hiring additional prosecutors, so more cases involving violent juvenile offenders can be prosecuted and case backlogs reduced.
5	Prosecutors (funding)	Providing funding to enable prosecutors to address drug, gang, and youth violence problems more effectively, and for technology, equipment, and training to assist prosecutors in identifying and expediting the prosecution of violent juvenile offenders.
6	Training for Law Enforcement/Court Personnel	Establishing and maintaining training programs for law enforcement and other court personnel with respect to preventing and controlling juvenile crime.
7	Juvenile Gun Courts	Establishing juvenile gun courts for the prosecution and adjudication of juvenile firearms offenders.
8	Juvenile Drug Courts	Establishing drug court programs for juvenile offenders that provide continuing judicial supervision over juvenile offenders with substance abuse problems and the integrated administration of other sanctions and services for such offenders.
9	Juvenile Records Systems	Establishing and maintaining a system of juvenile records designed to promote public safety.

Purpose Area	Purpose Name	Definition
10	Information Sharing	Establishing and maintaining interagency information-sharing programs that enable the juvenile and criminal justice systems, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts.
11	Accountability Programs	Establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies.
12	Risk and Needs Assessment	Establishing and maintaining programs to conduct risk and needs assessments of juvenile offenders that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment, and substance abuse testing and treatment to such offenders.
13	School Safety	Establishing and maintaining accountability-based programs that are designed to enhance school safety.
14	Restorative Justice	Establishing and maintaining restorative justice programs.
15	Juvenile Courts and Probation	Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism
16	Detention/Corrections Personnel	Hiring detention and corrections personnel and establishing and maintaining training programs for such personnel to improve facility practices and programming.
17	Re-entry	Establishing, improving and coordinating pre-release and post-release systems and programs to facilitate the successful reentry of juvenile offenders from state or local custody in the community
18	Indigent Defense	Hiring court-appointed defenders and providing training, coordination and innovative strategies for indigent defense services.

OTHER REQUIREMENTS

1. All applicants must comply with all Federal Rules regulating grants, with State criteria, JJDP Advisory Board and Commission Policies.
2. Qualifying jurisdictions (parishes and/or cities) can form either a jurisdictional coalition or a regional coalition (two or more parishes and/or cities). If a regional coalition is formed, the agencies agree to combine their federal allocation.
 - 2.1. The participating agencies in the coalition agree to establish a **Juvenile Crime Enforcement Coalition**, or hereby certify that a comparable group currently exists within the jurisdiction, to establish a Coordinated Enforcement Plan to administer local expenditure of funds under this project.
 - 2.2. Those agencies that form a Regional Coalition, qualifying jurisdictions may waive their right to a direct award and request their funds be combined with another jurisdiction(s) for mutual benefit; or jurisdiction(s) may elect not to participate in this project and not receive JABG funds.
 - 2.2.1. If a Regional Coalition is formed, one unit of local government must still serve as the fiscal agent for receiving the combined award from LCLE and for obligating and expending funds for the benefit of combined units of local government within the Regional Coalition.
 - 2.2.2. Regional coalitions may comprise any combination of eligible parishes or cities, sheriffs or district attorneys. A separate Agreement 2 must be submitted for each parish or city in the regional coalition, indicating the jurisdiction's intention to collaborate.

TRAVEL

1. The agency should have an established travel policy. In the absence of such policy, the agency must follow state travel regulations. Travel charges cannot exceed established agency rates, but in no case can exceed the Louisiana State travel rates. For complete State travel regulations, visit Office of State Travel at www.state.la.us/osp/travel/traveloffice.
2. Travel expenditures are restricted to only Section 100. Personnel listed in the application with the exception of training only grants.
3. Travel is a reimbursable expenditure for actual travel, not a flat allowance.
4. Amount of funds budgeted for travel is to be in line with project duration, scope of travel required, etc.
5. Travel reimbursement for mileage is not allowable in a public vehicle when gas and operating expenses are provided by the agency.
6. Travel for Training:

- 6.1. All travel must be related to the scope of the project.
 - 6.2. Travel expenses must be cost-effective.
 - 6.3. Prior approval from LCLE is required for non-local in-state and out-of-state travel using grant funds.
 - 6.4. Training program agenda and descriptions and/or brochures must accompany all requests prior to approval.
7. For out-of-state travel, the applicant must comply with the following requirements:
- 7.1. Applicant has demonstrated efforts to bring training to their site, including requesting technical assistance from free training resource banks such as OJJDP. To obtain technical assistance from OJJDP, applicant must contact LCLE's Juvenile Justice Programs Manager for details.
 - 7.2. The training/conference has a direct relationship to the goals and objectives outlined in the project's application.
 - 7.3. Applicant attends the Annual Governor's Conference to receive training. If needed, training is not provided through the Governor's Conference, a written request is submitted to the JJDP Advisory Board to consider adding the topic(s).
 - 7.4. Only 5% of the award or \$500, whichever is less, can be requested for out-of-state travel.

SUPPLIES AND OTHER OPERATING EXPENSES

Supplies

1. Art/craft and student supplies are not considered as Basic Office Supply.

Construction Costs

Applicants must receive prior approval from the Office for Juvenile Justice and Delinquency Prevention for any construction and/or renovation.

1. Construction costs should be presented in a brief outline and explained in detail within the required construction contract and/or construction work order.
2. Select the appropriate construction cost for the project.

PROBLEM DEFINITION

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

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

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

METHODS

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

1. The days and hours the project will be operational, including summer components (if applicable).
2. A description of the program's referral process.
3. State how long the youth will be in the program and how they are released from the program.
4. The project's overall format and organization, i.e., type and maintenance of records, curriculum/models used. If the project is modeled after an evidence-based program, be sure

to state the model. Refer to OJJDP Model Programs Guide and Database, Blueprints for Violence Prevention, and/or Substance Abuse and Mental Health Services Administration. Websites are found in Funding Priorities – Federal Standard Program Areas within this application. Communities can use the databases to locate evidence-based juvenile justice strategies that will fit their needs and enhance their likelihood for success. If other sources are to be used, please identify.

5. Provide documentation the program is an evidence-based practice, promising program, or best practice with positive results and the source of the program description.

PERFORMANCE MEASUREMENTS

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

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

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

DEMOGRAPHICS

1. **Type of Organization** – The type of organization for the authorized agency and the implementing agency.
2. **Geographical Information** – List the street address(es) where services are provided. If the services are provided in a rural area with no street address, include the nearest street intersection (for example: First Street and Main Hwy.)

3. State the geographic area (parish and/or city) served by the project and a brief description of the geographic area that the project serves.
4. An estimated number of the juvenile population to be served in terms of age, gender, ethnicity, and the primary status of juveniles. The breakdown of race, gender and ethnicity must equal the total estimated number of youth to be served. The estimated number of youth to be served must equal the number of youth to be served stated in the Objectives. If youth are not directly served, check the box.
5. Check the appropriate box(es) that best identifies the primary status of juveniles that will be served under the project.

COLLABORATIVE AND/OR PARTICIPATING AGENCIES

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

Key Leaders’ Commitment – Describe the members of the Coalition’s contributions to this project. All participating agencies must sign Attachment 1.

QUESTIONS/PROBLEMS

Please contact the Juvenile Justice Programs Manager if you have any questions or have any problems with the completion of the application and/or the application process.

CHAPTER 13

TITLE II FORMULA BLOCK GRANT PROGRAM

All awards are contingent upon availability of funds and the applicant's grant management of the previous project

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

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

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

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

1. Deinstitutionalization of Status Offenders, also known as DSO – This mandate states that no status or non-offenders shall be held in secure placement, such as juvenile detention centers or adult jails and lockups, excluding (a) juveniles who are charged with or who have committed an offense of Section 922(x)(2) of Title 18, United States Code, or of a similar State law. (b) juveniles who are charged with or who have committed a violation of a valid court order, and (c) juveniles who are held in accordance with the Interstate Compact on Juveniles as enacted by the State.

2. Sight and sound separation – This mandate states that in the very few instances that juvenile delinquents are held in adult jails and lockups, only for administrative purposes or for finding appropriate juvenile placements, they shall not be within sight and sound of adult inmates. The time held shall not exceed six hours in urban areas and twenty-four hours in rural areas.
3. Jail Removal – This mandate states that juveniles shall not be held in adult jails and lockups, except for the very instances for administrative purposes or for finding appropriate juvenile placements. This mandate does not advocate releasing dangerous juveniles back onto the streets. It merely provides for proper placement in facilities designed to hold juveniles. The time held shall not exceed six hours in urban areas and twenty-four hours in rural areas.
4. Disproportionate Minority Contact, also known as DMC – This mandate requires the State to address efforts to reduce the proportion of minority juveniles detained or confined in secure juvenile or adult facilities if the proportion exceeds the proportion the minority groups represent in the general population.

Louisiana works toward and achieves compliance, in part, through JJDP Advisory Board policies and innovative alternatives developed and successfully implemented through the Federal Purpose Areas.

ELIGIBLE APPLICANTS

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

FEDERAL STANDARD PROGRAM AREAS

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

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

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

designed specifically to prevent gang-related or substance abuse activities which are undertaken as part of program areas 12 and 32.

10. **Disproportionate Minority Confinement** – Programs, research, or other initiatives designed primarily to reduce the proportion of minority youth in secure confinement if such proportion exceeds the proportion such groups represent in the general population, pursuant to Section 223(a)(22) of the JJDP Act of 2002.
11. **Diversion** – Programs to divert juveniles from entering the juvenile justice system.
12. **Gangs** – Programs, research, or other initiatives designed primarily to address issues related to juvenile gang activity. This program area includes prevention and intervention efforts directed at reducing gang-related activities.
13. **Gender-specific Services** – Services designed to address needs unique to the gender of the individual to whom such services are provided.
14. **Graduated Sanctions** – A system of sanctions that escalate in intensity with each subsequent, more serious delinquent offense.
15. **Gun Programs** – Programs (excluding programs to purchased from juveniles) designed to reduce the unlawful acquisition and illegal use of guns by juveniles.
16. **Hate Crimes** – Programs designed to prevent and reduce hate crimes committed by juveniles.
17. **Jail Removal** – Programs, research, or other initiatives designed to eliminate or prevent the placement of juveniles in adult jails and lockups, as defined in Section 223(a)(13) of the JJDP Act of 2002.
18. **Job Training** – Projects to enhance the employability of juveniles or preparing them for future employment. Such programs may include job readiness training, apprenticeships, and job referrals.
19. **Juvenile Justice System Improvement** – Programs, research, and other initiatives designed to examine issues or improve practices, policies, or procedures on a system-wide basis (e.g., examining problems affecting decisions from arrest to disposition, detention to corrections, etc.).
20. **Mental Health Services** – Services include, but are not limited to, the development and/or enhancement of diagnostic, treatment, and prevention instruments; psychological and psychiatric evaluations; counseling services; and/or family support services.
21. **Mentoring** – Programs designed to develop and sustain a one-to-one supportive relationship between a responsible adult age 18 or older (mentor) and an at-risk juvenile (mentee), which takes place on a regular basis.

22. **Native American Programs** – Programs, research, or other initiatives designed primarily to address juvenile justice and delinquency prevention issues for American Indians and Alaska Natives.
23. **Planning and Administration** – Activity related to State plan development, other pre-awarded activities, administration of the Formula Grant Program, including evaluation and monitoring, pursuant to Section 222(c) of the JJDP Act of 2002 and the OJJDP Formula Grant Regulation.
24. **Probation** – Programs to permit juvenile offenders to remain in their communities under conditions prescribed by the juvenile court.
25. **Restitution/Community Service** – Programs to hold juveniles accountable for their offenses by requiring community services or repayment to the victim.
26. **Rural Area Juvenile Programs** – Prevention, intervention, and treatment services in an area located outside a metropolitan statistical area as designated by the U.S. Bureau of the Census.
27. **School Programs** – Education programs and/or related services designed to prevent truancy, suspension, and expulsion. School safety programs may include support for school resource officers and law-related education.
28. **Separation of Juveniles from Adult Offenders** – Programs, research, or other initiatives designed to eliminate or prevent the confinement of juveniles in institutions where they may come into contact with adults who are convicted of a crime or are awaiting trial on criminal charges, pursuant to Section 223(a)(12) of the JJDP Act of 2002.
29. **Serious Crimes** – Programs, research, or other initiatives designed to address serious and violent criminal-type behavior by youth. This program area includes intervention, treatment, and reintegration of serious and violent juvenile offenders.
30. **Sex Offender Programs** – Programs to support the assessment, treatment, rehabilitation, supervision, and accountability of juvenile sex offenders.
31. **State Advisory Group Allocation** – Activities related to carrying out the State Advisory Group’s responsibilities under Section 223(a)(3) of the JJDP Act of 2002.
32. **Substance Abuse** – Programs, research, or other initiatives designed to address the use and abuse of illegal and other prescription and nonprescription drugs and the use and abuse of alcohol. Programs include control, prevention, and treatment.
33. **Youth Advocacy** – Projects designed to develop and implement advocacy activities focused on improving services for and protecting the rights of youth affected by the juvenile justice system.

34. **Youth Courts** – Youth courts (also known as teen courts) are juvenile justice programs where peers play an active role in the disposition of the juvenile offender. Most youth courts are used as a sentencing option for first-time offenders charged with misdemeanor or non-violent offenses, who acknowledge their guilt. The youth court serves as an alternative to the traditional juvenile court.
35. **Strategic Community Action Planning** – Programs and activities that bring together committed community leaders and residents to identify and access existing local resources for the development of a multifaceted response to juvenile justice issues.
36. **Indigent Defense** – Hiring court-appointed defenders, providing training, coordination, and innovative strategies for indigent defenses services.

To enable local applicants to implement evidence-based juvenile justice programs, applicants can use the following databases to locate evidence-based juvenile justice strategies that will fit their needs and enhance their likelihood for success. Information can be obtained from, but not limited to:

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

LACLE staff is also available for assistance.

FUNDING GUIDELINES

1. Applicants must comply with all Federal Rules regulating grants, with State criteria, JJDP Advisory Board and Commission Policies.
2. Requirements for Applications:
 - 2.1. Year 1 – A sustainability plan must be included in application. Plan must provide partners/agencies that would assume financial responsibility, identifying specific parts of the project covered by other sources. Following years – applicants not reaching sustainability plans may be reduced at greater amounts than outlined in the policy.
 - 2.2. Years 2 and 3 – Applicants will be evaluated for proper management of the previous year's grant. Applicants will be required to demonstrate the ability to maintain the operation, service delivery and project accomplishments equal to or greater than that proposed in the first year of the grant.

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

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

3. Application Review Process

- 3.1. Applications will be reviewed in a two-step process. First the Juvenile Justice Programs Manager will ensure applications meet Federal, state, JJDP Advisory Board and Commission grant applications guidelines. Second, the JJDP Advisory Board Grant Review Committee will review applications for impact on juvenile justice needs.
- 3.2. The Grant Review Committee will make recommendations to the JJDP Advisory Board regarding funding and to applicants regarding potential for revising applications. The JJDP Advisory Board will make their recommendations to the Commission for final review. The following criteria will be used to recommend applications:
 - 3.2.1. Local need for funding is supported by local data so that the program will have a meaningful and clear impact on the local needs.
 - 3.2.2. Proposal implements an evidence-based practice, best practice, or innovative program that involves components clearly demonstrated to have positive outcomes. Applicants should include a list of references or resources showing that the proposed project meets this criterion, including evidence of the effectiveness of the program. Preference will be given to applications that utilize programs or practices highlighted at the Annual Governor's JJDP Conference.
 - 3.2.3. Attainment of stated outcomes for continuation projects.
 - 3.2.4. Proposal contains a realistic sustainability plan that includes continuation funding and ongoing collaborative support.
 - 3.2.5. Timeliness of applications, quarterly reports, and related documentation.
 - 3.2.6. A description of the applicant agency's history of implementing effective programs with documented positive outcomes, including a resume of the person submitting the application.
 - 3.2.7. Applications are clear and concise. Spelling and grammatical errors are kept to a minimum.

PROJECT PERIOD

In addition to the project period requirements, projects are limited to 36 months. This 36-month maximum does not apply to statewide projects.

TRAVEL

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

- 7.3. Applicant attends the Annual Governor's Conference to receive training. If needed training is not provided through the Governor's Conference, a written request is submitted to the JJDP Advisory Board to consider adding the topic(s).
- 7.4. Only 5% of the award or \$500, whichever is less, can be requested for out-of-state travel.

SUPPLIES AND OTHER OPERATING EXPENSES

Supplies

1. Art/craft and student supplies are not considered as Basic Office Supply, but must be itemized.

PROBLEM DEFINITION

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

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

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

METHODS

Applicants need to provide a brief concise description of the format and methodology to be used in the program. It is crucial that the overall organization of the project and the relationship of different program components be clearly described. Different program activities should be linked

to one another and all should seek to achieve the overall program goal described in the Goal section. In short, this section should clearly describe the who, what, when, and how” of the project’s operation. The following must be included:

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

PERFORMANCE MEASURES

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

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

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

DEMOGRAPHICS

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

DISPROPORTIONATE MINORITY CONTACT

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

COLLABORATION AND/OR PARTICIPATING AGENCIES

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

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

QUESTIONS/PROBLEMS

Please contact your District Program Manager or the Juvenile Justice Programs Manager if you have any questions or have any problems with the completion of the application and/or the application process.

Any Egrants system technical questions/problems, please email egrants@lcle.la.gov.

CHAPTER 14

VICTIMS OF CRIME ASSISTANCE FORMULA GRANT PROGRAM

All awards are contingent upon availability of funds and the applicant's grant management of the previous project.

PROGRAM PURPOSE

The Victims of Crime Act was passed by Congress and signed into law by the President on October 12, 1984. The Children's Justice and Assistance Act of 1986, the Anti-Drug Abuse Act of 1988 and again in 1992, and most recently by the Antiterrorism and Effective Death Penalty Act of 1996 amended the 1984 Victims of Crime Act. It is referred to as the Victims of Crime Act (VOCA) of 1984, as amended, Public Law 98-473, Title II, Chapter XIV (codified at 42 U.S.C. 10601, *et seq.*)

The original Act was one of the results of recommendations made by the President's Task Force on Victims of Crime. The task force concluded that only the Federal, state and local governments, along with the private sector, sharing the responsibility of providing victims assistance, could adequately meet the needs of crime victims. The Victims of Crime Act is a response to the call for action by victims and victims' service providers who appealed to the task force for help.

In 1984, VOCA established, within the U.S. Treasury, a separate account known as the Crime Victims Fund. The Fund receives deposits of fines and penalties levied against criminals convicted of Federal crimes. The Fund provides the source of funding for carrying out all of the activities authorized by VOCA. After certain designated amounts are distributed, of the remaining amount deposited in the fund in a fiscal year, 48.5% is available for victim assistance grants to the states. The Louisiana Commission on Law Enforcement (LCLE) has been designated by the Governor as the administrator of this program, known in Louisiana as the Crime Victim Assistance (CVA) Program.

The Office for Victims of Crime makes annual VOCA crime victim assistance grants from the Fund to states. The primary purpose of these grants is to support the provision of services to victims of crime throughout the Nation. For the purpose of these Program Guidelines, services are defined as those efforts that:

1. Respond to the emotional and physical needs of crime victims.
2. Assist primary and secondary victims of crime to stabilize their lives after victimization.
3. Assist victims to understand and participate in the criminal justice system.
4. Provide victims of crime with a measure of safety and security such as boarding-up broken windows and replacing or repairing locks.

In addition to the program eligibility requirements stated in the Act, the U.S. Department of Justice has issued guidelines and rules to implement the grant provisions of the Victims of Crime

Act. In the following sections, those Federal guidelines have been harmonized with administrative guidelines adopted by the Louisiana Commission on Law Enforcement, Crime Victim Assistance Section. Eligible victim service providers should review this information carefully in order to assure program compliance.

FUNDING PRIORITIES

Priority Area Programs

Under the Victims of Crime Act, priority is given to eligible crime victim assistance programs that provide direct assistance to victims of: 1) Sexual Assault; 2) Domestic Abuse, and 3) Child Abuse.

Applicants with a program whose principal mission is to offer comprehensive specialized services tailored to the special needs of one or more of the three priority categories should clearly identify what those specialized services are in the narrative section of the grant application.

Previously Underserved Victims Programs

1. Previously underserved victims of crime may be identified by type of crime and also by demographic characteristics.
2. Applicants may submit projects that are devoted **in total or in part** to offering specialized services tailored to meet the special needs of **one or more** categories of previously underserved victims of crime. In the narrative section of the grant application, applicants should clearly identify the types of previously underserved victims.
3. The applicant should demonstrate a significant level of need for a particular type of victim, and then clearly identify the specialized services that the project intends to provide and the percentage of the grant that will be devoted to these specialized services.
4. The category of previously underserved victims of either adult or juvenile offenders may include, but are not limited to:
 - Adult Survivors of Incest
 - Assault
 - Bank Robbery
 - Disabled Persons
 - Economic Exploitation and Fraud
 - Elder Abuse
 - Federal Crimes
 - Gang Violence
 - Hate and Bias Crimes
 - Members of Racial or Ethnic Minorities
 - Non-English Speaking Residents
 - Residents of Rural or Remote Areas or Inner Cities
 - Robbery
 - Survivors of Homicide Victim
 - Victims of Intoxicated Drivers

DEFINITIONS

1. **Child Abuse and Adult Protective Service Agencies** are agencies that focus on child abuse programs and treatment facilities and adult protective services agencies.
2. **Counseling** refers to in-person intervention, emotional support, and guidance and counseling provided by advocates, counselors, mental health professionals, or peers. Such counseling may occur at the scene of the crime, immediately after a crime, or be provided on an ongoing basis.
3. **Crime Victim** is a victim who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.
4. **Criminal Justice Support/Advocacy** refers to support, assistance, and advocacy provided to victims at any stage of the criminal justice process, to include post-sentencing services and support.
5. **Elder Abuse** refers to the mistreatment of older persons through physical, sexual, or psychological violence, neglect, or economic exploitation and fraud.
6. **Emergency Financial Assistance** refers to cash outlays for transportation, food, clothing, emergency housing, etc.
7. **Emergency Legal Advocacy** refers to filing of temporary restraining orders, injunctions, and other protective orders, elder abuse petitions, and child abuse petitions but *does not* include criminal prosecution or the employment of attorneys for non-emergency purposes, such as custody disputes, civil suits, etc.
8. **Emotionally Challenged** refers to victims suffering from trauma due to victimization.
9. **Federal Crimes** refers to any offense that violates a federal criminal statute or regulation. Also includes crimes that occur in an area where the federal government has jurisdiction, such as Indian Reservations, some National Parks, some Federal buildings, and military installations.
10. **Financial Exploitation/Harm.** VOCA-funded programs cannot restore the financial losses suffered by the victims of fraud; victims are eligible for the counseling, criminal justice advocacy, and other support services offered by VOCA-funded victim assistance programs.
11. **Follow-Up Contact** refers to in-person contacts, telephone contacts, and written communications with victims to offer emotional support, provide empathetic listening, check on a victim's progress, etc.
12. **Forensic Interview** refers to fact-finding interviews of (adult or child) victims for the purpose of information gathering or furthering services.

13. **Group Treatment/Support** refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, etc.
14. **Information and Referral (In-Person)** refers to in-person contacts with victims during which time needed services and available support are identified.
15. **Medically Challenged** refers to those victims who incurred injuries, which required medical attention and/or where victimization affected prior medical conditions.
16. **Mentally Challenged** refers to disabled victims in need of mental health issues.
17. **Service Providers** refers to mental health, housing, social service providers, child protection, etc.
18. **Personal Advocacy** refers to assisting victims in securing rights, remedies, and services from other agencies; locating emergency financial assistance, intervening with employers, creditors, and others on behalf of the victim; assisting in filing for losses covered by public and private insurance programs including workman's compensation, unemployment benefits, welfare, etc.; accompanying victim to the hospital; etc.
19. **Physically Challenged** refers to victims with disabilities or having a history of physical disabilities.
20. **Safety Measures/Plan** refers to emergency services that are intended to restore the victim's sense of security. This includes services offered to immediate measure of safety to crime victims such as boarding-up broken windows and replacing or repairing locks.
21. **Shelter/Safe House** refers to offering short- and long-term housing and related support services to victims and families following victimization.
22. **Substance Abuse** refers to victims who abuse any type of substance.
23. **Telephone Contact** refers to contacts with victims during which time services and available support are identified. This does not include calls during which counseling is the primary function of the telephone call.
24. **Therapy** refers to intensive professional psychological and/or psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crisis arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

APPLICANT ELIGIBILITY

In order to be eligible to receive VOCA funds, an organization must provide services to crime victims and operated by a public agency or a private nonprofit organization, or a combination of such agencies or organizations. The program can be new or ongoing **and must provide direct services to victims of crime** through its staff.

1. Eligible organizations include, but not limited to:

- 1.1 A public agency, a nonprofit organization, or a combination of such agencies or organizations, whose **SOLE MISSION** is to provide services to crime victims. These organizations include, but are not limited to:
 - 1.1.1 Sexual Assault and Rape Treatment Centers
 - 1.1.2 Domestic Violence Programs and Shelters
 - 1.1.3 Child Abuse Programs
 - 1.1.4 Centers for Missing Children
 - 1.1.5 Mental Health Services
 - 1.1.6 Other community-based victim coalitions and support organizations, including those who serve survivors of homicide victims.
- 1.2. Other public and nonprofit organizations that have components that offer services to crime victims are eligible **if** the funds are used to expand or enhance the delivery of crime victims' services. These organizations include, but are not limited to:
 - 1.2.1 Criminal Justice Agencies
 - 1.2.2 Prosecutors' Offices
 - 1.2.3 Law Enforcement Organizations
 - 1.2.4 Corrections Departments
 - 1.2.5 Courts
 - 1.2.6 Probation and Paroling Authorities
- 1.3. Religiously affiliated organizations must ensure that services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event.
- 1.4. State crime victim compensation agencies, including both centralized and decentralized programs, may receive VOCA assistance funds **if** they offer direct services to crime victims that extend beyond the essential duties of compensation staff such as claims investigations, distribution of information about compensation and referral to other sources of public and private assistance. Such services would include assisting victims in identifying and accessing needed services and resources.
- 1.5. Hospitals and emergency medical facilities must offer crisis counseling, support groups, and/or other types of victim services. In addition, state grantee may only award VOCA funds to a medical facility for the purpose of performing forensic examinations on sexual assault victims **if**:
 - 1.5.1 The examination meets the standards established by the state, local prosecutor's

office, or state-wide sexual assault coalition; and
1.5.2 Appropriate crisis counseling and/or other types of victim services are offered to the victim in conjunction with the examination.

1.6. Others, such as State and Local Agencies:

1.6.1 Mental Health Services Organizations

1.6.2 State/Local Public Child and Adult Protective Services

1.6.3 State Grantees

1.6.4 Legal Services Agencies

1.6.5 Programs with a demonstrated history of advocacy on behalf of domestic violence victims

1.6.6 Public housing authorities that have components specifically trained to serve crime victims

2. Ineligible Recipients of VOCA Funds

Some public and nonprofit organizations that offer services to crime victims are not eligible to receive VOCA victim assistance funds. These organizations include, but are not limited to:

2.1. Federal Agencies; this includes the U.S. Attorney's Office and FBI Field Offices. However, private nonprofit organizations that operate on Federal land may be eligible subrecipients of VOCA victim assistance grant funds.

2.2. In-Patient Treatment Facilities; for example, those designated to provide treatment to individuals with drug, alcohol, and/or mental health-related conditions.

3. Record of Effective Services

3.1. Existing Programs: The program must have been in continual existence for one year prior to start date. Have demonstrated a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources. A nonprofit organization must maintain its good-standing status with the Commercial Division of the Louisiana Secretary of State Office during the entire duration of the grant period.

3.2. New Programs: Those programs that have not demonstrated a record of providing services may be eligible to receive VOCA funding. Must demonstrate that at least **twenty-five (25%)** of its financial support is from non-Federal sources. This amount may **not** be counted as match. A new program must provide a copy of its funding sources from its budget. A nonprofit organization must maintain its good standing status with the Commercial Division of the Louisiana Secretary of State Office during the entire duration of the grant period.

4. **Volunteers**

Applicant organizations **must** use volunteers unless the state grantee determines there is a compelling reason to waive this requirement. The volunteer's value of hourly rate is limited to \$15 per hour. In the case of certain professionals, such as licensed therapists, attorneys, doctors, and police officers, the value can be counted at a rate consistent with their usual and customary charges for like services, not to exceed \$100 per hour. Justification must be provided and approved. A waiver request must be submitted with the submission of the application.

FUNDING GUIDELINES

ALLOWABLE COSTS AND SERVICES

The following listing of services, activities, and costs include, but are not limited to, that are eligible for support with VOCA victim assistance grant funds within an applicant's organization.

1. Immediate health and safety are those services which respond to the immediate emotional and physical needs (excluding medical care) of crime victims, such as:
 - 1.1 Crisis intervention
 - 1.2 Accompaniment to hospitals for medical exams
 - 1.3 Hotline counseling
 - 1.4 Providing emergency food, clothing, and transportation
 - 1.5 Providing temporary shelter for crime victims who cannot safely remain in their current lodgings, which includes emergency, short-term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available.
 - 1.6 Other emergency services that are intended to restore the victim's sense of security, such as offering measures such as repairing locks or boarding up windows and replacing or repairing locks.
 - 1.7 Emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim.
2. Mental health assistance is those services and activities that assist the primary and secondary victims of crime.
 - 2.1 In understanding the dynamics of victimization and in stabilizing their lives after victimization such as counseling, group treatment, and therapy.
 - 2.2 Includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
3. Assistance with participation in criminal justice proceedings. In addition to the cost of emergency legal services noted in "Immediate Health and Safety", there are other costs associated with helping victims participate in the criminal justice system that are also allowable. These services may include:
 - 3.1 Advocacy on behalf of crime victims.
 - 3.2 Accompaniment to criminal justice offices and court.

- 3.3 Transportation to court.
 - 3.4 Childcare or respite care to enable a victim to attend court.
 - 3.5 Notification of victims regarding trial dates, case disposition, and parole consideration procedures.
 - 3.6 Assistance with victim impact statements.
 - 3.7 Restitution advocacy.
NOTE: VOCA funds cannot be used to pay for non-emergency legal representation such as for divorces, or civil restitution recovery efforts.
4. Forensic exams are allowable costs for sexual assault victims only to the extent that other funding sources (such as state compensation, private insurance or public benefits) are unavailable or insufficient and, such exams conform to state evidentiary collection requirements.
 5. Costs necessary and essential to providing direct services. These costs include **pro-rated** costs of:
 - 5.1 Rent and utilities.
 - 5.2 Telephone service.
 - 5.3 Transportation costs for victims to receive services.
 - 5.4 Emergency transportation costs that enable a victim to participate in the criminal justice system.
 - 5.5 Local travel expenses for service providers.
 6. Special services designed to assist crime victims with managing practical problems created by the victimization, such as:
 - 6.1 Acting on behalf of the victim with other services providers, creditors, or employers.
 - 6.2 Assisting the victim to recover property that is retained as evidence.
 - 6.3 Assisting in filing for compensation benefits.
 - 6.4 Helping to apply for public assistance.
 7. Personnel costs that are directly related to providing direct services, such as:
 - 7.1 Staff salaries and fringe benefits, including malpractice insurance.
 - 7.2 The cost of advertising to recruit VOCA-funded personnel.
 - 7.3 The cost of training paid and volunteer staff.
 8. Restorative Justice. Opportunities for crime victims to meet the perpetrators, if such meetings are requested or voluntarily agreed to by the victim and have possible beneficial or therapeutic value to crime victims. At a minimum, the following should be considered:
 - 8.1 The safety and security of the victim.
 - 8.2 The benefit or therapeutic value to the victim.
 - 8.3 The procedures for ensuring that participation of the victim and offender are voluntary and that everyone understands the nature of the meeting.
 - 8.4 The provision of appropriate support and accompaniment for the victim.
 - 8.5 Appropriate debriefing opportunities for the victim after the meeting or panel.
 - 8.6 The credentials of the facilitators.
 - 8.7 The opportunity for a crime victim to withdraw from the process at any time.

NOTE: VOCA funds cannot be used for victim-offender meetings that serve to replace criminal justice proceedings.

9. Promote Community Efforts to Aid Crime Victims. Promote, within the community or region served a coordinated approach to serving crime victims. In order for the best interests of crime victims to be served and for interagency communication to be enhanced, programs are to provide written cooperative agreements signed by all cooperating agencies. In lieu of agreements, programs may provide a brief narrative explaining how they plan to work with other agencies and which organizations, committees, etc. they have joined or will be joining AND provide three letters of support from those organizations indicating awareness of and cooperation with the applicant agency.
10. Assist Victims Apply for Crime Victims Reparations (CVR) Compensation Benefits. Unless it can be demonstrated that such assistance is not applicable, assistance must include, at a minimum, distributing compensation brochures, making direct referrals to the compensation program through the Sheriff's Claim Investigator, and assisting with applications, forms, and procedures.
11. Comply with Federal Rules Regulating Grants. Applicants must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the OJP Financial Guide, effective editions, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes: financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim services; client files; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.
12. Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable of the grant. Permit reasonable access to its books, documents, papers, and records to determine whether compliance with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.
13. Comply with State criteria of the Louisiana Commission on Law Enforcement Board, the LCLE Victim Services Advisory Board and LCLE policies.
14. Applicant must provide services to victims of Federal crimes on the same basis as victims of state/local crimes.
15. Applicant must provide services to crime victims, at no charge, through the VOCA-funded project. Any deviation from this provision requires prior approval from the Louisiana Commission on Law Enforcement and the Office for Victims of Crime.
16. Client-Counselor and Research Information Confidentiality. Applicant must maintain

confidentiality of client-counselor information and research, as required by state and Federal laws.

17. Confidentiality of Research Information.

- 17.1 Except as otherwise provided by Federal law, no recipient of monies under VOCA shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA.
- 17.2 Such information, and any copy of such information, shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding.
- 17.3 There is nothing in the Act or its legislative history to indicate that Congress intended to override or repeal, in effect, existing state law governing the disclosure of information, which is supportive of VOCA's fundamental goal of helping crime victims. For example, this provision would not act to override or repeal, in effect, a state's existing law pertaining to the mandatory reporting of suspected child abuse.

OTHER ALLOWABLE COSTS AND SERVICES

The services, activities, and costs listed below are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, the applicant must agree that direct services to crime victims cannot be offered without support for these expenses; that the applicant has no other source of support for them; and that only limited amounts of VOCA funds will be used for these programs. The following list provides examples, but not limited to:

1. VOCA funds designated for skills training for staff are to be used:
 - 1.1 Exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis.
 - 1.2 Training both VOCA-funded and non-VOCA-funded services providers who work within the applicant's organization.
 - 1.3 VOCA funds **cannot** be used for management and administrative training for executive directors, board members, and other individuals that do not provide direct services to victims.
2. VOCA funds can be used to purchase training materials such as books, training manuals, and videos for direct service providers, within the VOCA-funded organization, and can support the costs of a trainer for in-service staff development. Staff from other organizations can attend in-service training activities that are held for the applicant's staff.
3. VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographic area. Applicant is encouraged to look for available training within their immediate geographic area, as travel costs will be minimal. Out-of-state travel must have prior approval from LCLE. All travel requests must include the

agenda and a copy of the completed registration form.

4. VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims. The Victim Services Advisory Board guidelines limit such purchases to \$3,500 per project. Such items include, but are not limited to:
 - 4.1 Typewriters/Word Processors.
 - 4.2 Beepers.
 - 4.3 Video cameras and players for interviewing children.
 - 4.4 Two-way mirrors.
 - 4.5 Equipment and furniture for shelters, workspaces, victim waiting rooms, and children's play areas.
 - 4.6 Furniture and equipment, such as Braille Equipment or TTY/TTD machines for the deaf that make victims services more accessible to persons with disabilities.

NOTE: VOCA funds cannot be used to support the entire cost of an item that is not used exclusively for victim-related activities. However, VOCA funds can support a prorated share of such an item.

VOCA funds cannot be used to purchase equipment for another organization or individual to perform a victim-related service.

5. Advanced technology. At times, computers may increase an applicant's ability to reach and service crime victims. For example, automated victim notification systems have dramatically improved the efficiency of victim notification and enhanced victim safety. In order to receive funding for advanced technologies, the applicant must meet the program eligibility requirements. The applicant must describe how the computer equipment will enhance services to crime victims, how it will be integrated into and/or enhance the applicant's current system; the cost of the installation, the cost of training staff to use the computer equipment; the on-going operational costs, such as maintenance agreements, supplies; and how these additional costs will be supported. Property insurance is an allowable expense as long as VOCA funds support a prorated share of the cost of the insurance payments.
6. Contracts for professional services. VOCA funds should not be used to support contract services. At times, however, it may be necessary for the applicant to use a portion of the VOCA funds to contract specialized services. Examples of these services include, but are not limited to:
 - 6.1 Assistance in filing restraining orders or establishing emergency custody/visitation rights (the provider must have a demonstrated history of advocacy on behalf of domestic violence victims).
 - 6.2 Forensic examinations for a sexual assault victim to the extent that other funding sources are unavailable or insufficient.
 - 6.3 Emergency psychological or psychiatric services.
 - 6.4 Sign and/or interpretation for the deaf or for crime victims whose primary language is not English.

NOTE: Applicants are prohibited from using a majority of VOCA funds for contracted services that contain administrative, overhead, and other indirect

costs included in the hourly or daily rate. Contract consultants cannot be an employee of the applicant/implementing agency.

7. Examples of allowable operating costs included, but not limited to:
 - 7.1 Supplies.
 - 7.2 Equipment use fees when supported by usage logs.
 - 7.3 Printing, photocopying, and postage.
 - 7.4 Brochures that describe available services.
 - 7.5 Books and other victim-related materials.
 - 7.6 The prorated share of audit costs.
 - 7.7 **Up to ten percent (10%)** of VOCA funds may support administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, statistics, and maintain crime victims' records.
8. **Up to ten percent (10%)** of supervision of direct service providers when such supervision is necessary and essential to providing direct services to victims.
9. VOCA funds may be used to support public presentations that are made in schools, community centers, or other public forums, and that are designed to identify crime victims and provide or refer them to needed services. Specifically, activities and costs related to such program including presentation materials, brochures, and newspaper notices can be supported by VOCA funds.

PROHIBITED ACTIVITIES OR USES OF FUNDS

1. Lobbying and Administrative Advocacy. VOCA funds cannot support victim legislation or administrative reform, where conducted directly or indirectly.
2. Perpetrator Rehabilitation and Counseling. Applicants cannot knowingly use VOCA funds to offer rehabilitative services to offenders. Likewise, VOCA funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.
3. Needs Assessments, Surveys, Evaluations, and Studies. VOCA funds may not be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.
4. Prosecution Activities. VOCA funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification and management activities, and expert testimony at a trial. In addition, victim witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.
5. Fund Raising Activities

6. Indirect Organizational Costs. The costs of liability insurance on buildings; capital improvements; security guards and bodyguards; property losses and expenses; real estate purchases; mortgage payments; and construction may not be supported with VOCA funds.
7. Property Loss. Reimbursing crime victims for expenses incurred as a result of a crime is not allowed; such as:
 - 7.1 Insurance deductibles
 - 7.2 Replacement or stolen property
 - 7.3 Funeral expenses
 - 7.4 Lost wages
 - 7.5 Medical bills

NOTE: Applicant agency should encourage the victim to seek compensation for eligible expenses through the Crime Victims Reparations (CVR) Program.
8. Most Medical Costs. VOCA funds cannot pay for:
 - 8.1 Nursing home care (emergency short-term nursing home as described earlier is allowable)
 - 8.2 Home health-care costs.
 - 8.3 In-patient treatment costs.
 - 8.4 Hospital care.
 - 8.5 Other types of emergency and non-emergency medical and/or dental treatment.
 - 8.6 Support medical costs resulting from victimization, except for forensic medical examinations for sexual assault victims as stated earlier.

NOTE: Applicant agency should encourage the victim to seek compensation for eligible expenses through the Crime Victims Reparations (CVR) Program.
9. Relocation Expenses. VOCA funds cannot support relocation expenses for crime victims such as moving expenses, security deposits on housing, on-going rent and mortgage payments. However, VOCA funds may be used to support staff time needed to locate and obtain resources to assist victims with these expenses.
10. Administrative Staff Expenses. Salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals unless these expenses are incurred while providing direct services to crime victims.
11. Development of Protocols, Interagency Agreements, and Other Working Agreements. These activities benefit crime victims, but they are considered examples of the types of activities that the applicant undertakes as part of their role as a victim service organization, which in turn qualifies them as an eligible VOCA applicant.
12. Costs of sending individual crime victims to conferences.
13. Activities exclusively related to crime prevention
14. Construction with the exception that grant funds can be used for minor renovations that allow

the applicant to meet the requirements of the Americans with Disabilities Act and the National Historic Preservation Act are limited to ten percent (10%) of total project cost.

15. Supplantation by state and local public agencies. Such agencies may use grant funds to enhance or expand services but may not use of VOCA funds in place of state or local funds that would otherwise be available for crime victim services.

NON-SUPPLANTING

1. Federal funds received under this program shall be used to supplement, not supplant non-Federal funds that would otherwise be available for expenditure on activities described herein.
2. Monies disbursed under this program must be used to fund new projects, or expand or enhance existing projects.
3. VOCA funds cannot be used to supplant or replace existing funds already allocated to funding programs.
4. Grant funds may not be used to replace State or local funds (or, where applicable, funds provided by the Bureau of Indian Affairs) that would, in the absence of Federal aid, be available or forthcoming for programs to combat crime against victims. (Applicable only to State and local public agencies.)

MATCH

The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. Matching contributions of **twenty percent (20%)** (Cash or In-Kind Match) of the total cost (VOCA Federal funds plus match) and must be derived from non-Federal sources. All funds designated as match are restricted to the same uses as the VOCA victim assistance funds and must be expended within the grant period. Match must be provided on a project-by-project basis. See definitions for In-Kind Match.

Note: Exceptions to the Twenty Percent (20%) Match. The Cash or In-Kind Match for new or existing VOCA applicants that are Native American Tribes/Organizations located on a Reservation is **five percent (5%)** of the total VOCA project. A Native American Tribe/Organization is defined as any tribe, band, nation, or other organized group or community, which is recognized as eligible for the special programs and services provided by the United States to Native Americans because of their status as Native Americans. A reservation is defined as a tract of land set aside for use of, and occupancy by, Native Americans.

1. **CASH MATCH** - Hard-cash match represents an applicant's cash outlay and includes money contributed by public agencies and institutions, private organizations, and individuals. It may not include Federal funds from any source.

2. **IN-KIND MATCH** is the value of something that you can attach a dollar amount to, not something you expend dollars, such as but not limited to:
 - 2.1 Salaries. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the applicant's organization. If the required skills are found in the applicant's organization, the rate of compensation must be consistent with the labor market. In either case, fringe benefits may be included in the valuation.
 - 2.2 Expendable Equipment. The value on loaned or donated equipment may not exceed its fair market value.
 - 2.3 Office Supplies
 - 2.4 Workshop or Classroom Materials
 - 2.5 Work Space. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately owned buildings in the same locality.
 - 2.6 Volunteers. The monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are an integral and necessary part of a funded project.
 - 2.6.1 Volunteers' duties must directly relate to the focus of the program.
 - 2.6.2 The value of volunteer hours used as match is limited to \$10.00 an hour.
 - 2.6.3 In certain professionals such as licensed or certified therapists, attorneys, doctors, or law enforcement officers, the value of donated time can be counted at a rate consistent with their usual and customary charges for like services, not to exceed \$100 per hour, as long as the service is allowed by Federal regulation.
 - 2.6.4 Documentation must be kept on file listing the following:
 - 2.6.4.1 Name of volunteer;
 - 2.6.4.2 Number of hours contributed;
 - 2.6.4.3 Date worked; and
 - 2.6.4.4 Value of volunteer hours.
 - 2.7 The basis for determining the value of personal services, materials, equipment, and space must be documented and available for review or audit.
 - 2.8 Third party in-kind contributions may count toward satisfying match requirements provided the third party receiving the contribution expends them as allowable costs.
 - 2.9 Match must be dedicated to the project being funded.
 - 2.10 Match is restricted to allowable program items.
 - 2.11 Match may not be included as contribution for any other Federal funds.

- 2.12 Match must be verifiable from the applicant's records.
- 2.13 Match must be necessary and reasonable for proper and efficient accomplishment of the project's objectives.
- 2.14 Match must be accountable for grant period.
- 2.15 Match must be provided for in the approved budget.
- 2.16 Indirect costs, or any costs not directly related to providing services to victims of crime, are not allowable match.

OVERMATCH

Applicants should be mindful that all funds designated as matching funds for VOCA dollars are restricted to the uses outlined in the application. Therefore, it is suggested that subgrantees only provide match at the levels required by the Guidelines [i.e., twenty percent (20%)]. In this way, there are no Federal restrictions on the non-Federal dollars not used by the applicant as project match.

RECORDS FOR MATCH

1. Applicant must maintain records which clearly show the source, the amount, and the timing of all matching contributions. The basis for determining the value of personal services, materials, equipment, and space must be documented. Volunteer services must be documented, and to the extent feasible, supported by the same methods used by the applicant for its own paid employees.
2. If a program or project has included within its approved budget, contributions which exceed the required matching portion, the subgrantee must maintain records of them in the same manner as it does the grantor agency funds and required matching shares.

BUDGET RESTRICTIONS

PERSONNEL

1. Retroactive pay increases are **unallowable**. The applicant agency should have policy to provide for merit raises applicable to both grant and non-grant personnel. Raises should be estimated in budget, if possible.
2. Dual compensation is **not** permitted.
3. Job Description Requirements – Unless a waiver is granted by LCLE, based on verifiable work experience, the following education requirements must be met:
 - 3.1. Counselors must have at least a Bachelor's Degree in a social science or related field.

- 3.2. Counselors who treat substance abusers are required to be certified by the Louisiana State Board for Substance Abuse Counselors (LSBCSAC)
- 3.3. Therapists must have at least a Master's Degree either in social work, psychology, counseling, or related field.
 - 3.3.1. Therapists who treat substance abusers are required to be certified by the Louisiana State Board for Substance Abuse Counselors (LSBCSAC).

Note: If the above certifications cannot be met, a waiver can be requested from LCLE based on supporting documents that a good faith effort was made to hire a LSBCSAC and either no qualified person applied, or a qualified person was offered the job but did not accept.

TRAVEL

1. Travel expenditures are restricted to only the personnel listed in the Section 100 Personnel. Justification may be required.
2. Travel for Training:
 - 2.1. All travel must be related to one of the listed priority areas.
 - 2.2. Travel expenses must be cost-effective.
 - 2.3. Prior approval from LCLE is required for in-state and out-of-state travel using grant funds.
 - 2.4. Training program agenda with descriptions and/or brochure must accompany all requests submitted to LCLE for prior approval.
 - 2.5. Approved in-state travel will be reimbursed at one hundred percent (100%)
 - 2.6. VOCA funds used for grants whose sole purpose is training may pay training expenses for non-grant funded personnel.
 - 2.7. Contractors and administrators may not travel using grant funds unless the travel is directly related to a purpose area.
 - 2.8. Expenses relating to statewide organization meetings whose primary purpose are not to provide direct services or to train direct service providers are not eligible expenses.
3. Out-of-state travel for training – the applicant must comply with the following requirements
 - 3.1. Funds are limited to personnel paid with VOCA grant funds.
 - 3.2. Approved out-of-state travel will be reimbursed at fifty percent (50%) of total travel

costs. This is inclusive only to the 48 states.

3.3. International travel is not allowed.

3.4. Registration fees must be included in Supplies and Other Direct Costs

3.5. Contractors may travel using grant funds only if the contractor is providing the training and travel is included in the contract. Louisiana State Travel Guidelines must be followed.

EQUIPMENT

1. The following equipment items cannot be purchased or leased with VOCA Program funds:

1.1. Vehicles

1.2. Police Automobile Radios

2. Office furniture may be purchased for each position funded and is limited to \$3,500. Continuation programs may replace furniture with prior justification and documentation to LCLE of condition and purchase or an acquisition date.

3. Telephones purchased with these funds shall be limited to standard models unless justification for enhanced models is approved.

4. Audio-visual equipment is limited to \$3,500 per program unless justification for the additional funds is approved.

5. Other equipment will be considered on a case-by-case basis according to most recent VOCA regulations, OJP Financial Guide, and LCLE policies.

SUPPLIES AND OTHER DIRECT COSTS

Supplies

1. Uniforms are not eligible for funding.

Other Direct Costs

1. **All costs must be pro-rated for this project alone.**

2. **Phone Service**

2.1. Local and long distance must be listed separately.

2.2. Enhancements or upgrades must be related to crime victim services.

3. **Rent Cost**

- 3.1. The agency must certify in writing that the requested rental charge is consistent with the prevailing rate in the local area and shall maintain documentation in its file to support such a determination.
- 3.2. The pro-rated share of maintenance and operation costs is allowable to the extent they are not otherwise included in rental or other charges for space.
- 3.3. Space rental cannot be charged to the project if the building is owned by the applicant agency; however, the pro-rated shares of overhead costs such as utilities, janitorial services, etc., are allowable.

4. **Service contracts and insurance coverage** may cover only expenditures during grant period; i.e. 3-year service contract to be paid from a 12-month grant is not allowable.

5. **Conferences and Workshops**

- 5.1. Registration fees for attending workshops and conferences are to be budgeted in this section. LCLE must approve these costs that are to be paid before each event.

6. **Advertising**

- 6.1. Grant funds are limited to newspaper advertising.
- 6.2. Grant funds are prohibited for TV, radio and billboards. Agencies are encouraged to use Public Service Announcements.
- 6.3. The purpose must be to identify crime victims and provide referral to needed services.
- 6.4. Costs are limited to two percent (2%) of total grant funds, or \$500, whichever is less.
- 6.5. Agency may choose to assist victims in seeking crime victim compensation by running a newspaper ad. The ad should reference the subgrantee, LCLE as funding source, the Sheriff, and provide the name and phone number of the Crime Victim Reparations Claim Investigator.
- 6.6. In-Kind matching funds, up to a value of \$2,500, in the form of donated production services and/or airtime from broadcast media, as well as Public Service Announcements from the print media are allowable.

7. **Emergency costs** may be covered by CVA funds for emergency services for victims such as victim transportation, emergency food, clothing, etc.

OTHER COSTS

1. **RENOVATIONS** - All renovations must be approved by LCLE prior to adding to the budget. Minor renovations are limited to ten percent (10%) of the total project costs only to have the program to meet the requirements of the Americans with Disabilities Act and the National Historic Preservation Act.
2. **Program Income**
 - 2.1. Program income is all gross income received, generated, or earned by the subgrantee as a direct result of the grant activity between the effective dates of the award and the ending date of the award as reflected in the final financial report.
 - 2.2. Program income can include but is not limited to fee and registration costs.
 - 2.3. Program income may be used as match; however, it must be identified and approved by LCLE before an award is made.
 - 2.4. Programs may generate program income from VOCA-funded staff time under the following conditions:
 - 2.4.1. Only with prior approval of financial and monitoring procedures by the Office of the Comptroller; and
 - 2.4.2. With the stipulation that no crime victim is ever denied services for lack of insurance or personal resources to cover the cost of the service.

TRAINING PROJECTS

This section is to be completed only if the request for funds is to hold a regional or statewide training to all individuals involved in the criminal justice system and victim service providers. Applicant must receive approval from LCLE prior to conducting such trainings.

Note: This is not for normal in-house staff/volunteers training.

1. Training topics should, inasmuch as possible, use curricula that implement an evidence-based practice, promising program, or best practice OR utilizes a training program that is based on best practice in the topic presented. The applicant must provide:
 - 1.1 Brief concise description of the curriculum.
 - 1.2 Type of personnel to be trained.
 - 1.3 Number of personnel expected to attend.
 - 1.4 Geographic location of attendees.
 - 1.5 The dates and times of the training.
 - 1.6 Location of the training.
 - 1.7 Documentation supporting the effectiveness of the training program in addressing the identified need.

- 2 Other training guidelines:
 - 2.1 Management training is not eligible for support.
 - 2.2 Training must meet the standards and curriculum requirements of the Peace Officer Standards and Training council (P.O.S.T.), as appropriate.
 - 2.3 Training must be cost effective and practical as determined on a case-by-case basis. Justification may be required.
 - 2.4 Training is eligible for funding for those persons (salaried or volunteer staff) who provide direct services to crime victims. Funds may only be used for training programs that improve the skills of service providers in meeting the needs of crime victims. Management training aimed at persons who do not provide direct services is not eligible for support.
 - 2.5 In-Service Training. Travel and per diem for trainer will be reimbursed at one hundred percent (100%) provided training is direct service training to staff or volunteers. Costs must be in accordance Louisiana State Travel Guidelines and OJP guidelines; the stricter policy applies. A copy of the training curriculum must be provided.
 - 2.6 CVA funds may not be used solely to support a training activity or program. (No subgrant will be granted solely for the purpose of supporting a trainer or training activity.)
 - 2.7 An assessment of the effectiveness of the training is required at the end of the project.

Other Requirements

1. All programs are required to comply with the most current version of the Louisiana Child Protection Act (LA R.S. 15:587.1) as appropriate.
2. Eligible programs, which receive funding from LCLE, are required to agree and comply with Federal Rules regulating grants, with State criteria, Advisory Board and LCLE policies.

CHAPTER 15

S.T.O.P FORMULA GRANT PROGRAM

(Standards, Training, Officers, Prosecution)

All awards are contingent upon availability of funds and the applicant's grant management of the previous project.

PROGRAM PURPOSE

The Violence Against Women Act (VAWA) is authorized by Title 1 of the Omnibus Crime Control and Safe Streets Act of 1968, (Public Law 90-351, 42, U.S.C. 3711 *et seq.*, by adding a new "Part T". Part T comprises Sections 2001 through 2006, to be codified at 42 U.S.C. 379gg through 379gg-5). As amended by 103rd Congress, the Violence Against Women Act is set out in Title IV of the Violent Crime Control and Law Enforcement Act of 1994, (Public Law 103-322, 108 Stat. 1796 - September 13, 1994). Reauthorized in the Violence Against Women Act of 2000 (H.R. 3244, Division B - Titles I-VI) and in the Violence Against Women Act of 2005 (H.R. 3402, Section 1 and 2, Titles I-X).

The intent of S.T.O.P. funding is the reduction of violence against women. The following three aspects reflect the nature of the problem, which led to this act:

1. There are a tremendous number of incidents of violent crimes against women, many of which are often hidden and underreported.
2. Only recently has society begun to view violence against women as a serious criminal problem.
3. The criminal justice system has too often not been responsive to women in domestic violence and sexual assault cases.

The goal of this program is to encourage states and localities to restructure and strengthen the criminal justice response to be proactive in dealing with this problem; to draw on the experience of all the players in the system including the advocate community; and to develop a comprehensive set of strategies to deal with this complex problem. The development of such strategies necessitates a collaborative effort among police, prosecutors, the courts, and victim services providers.

The purpose of the S.T.O.P. program is to assist states, American Indian tribal governments, and units of local government to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women, and to develop and strengthen victim services in cases involving violent crimes against women.¹

¹ Although both women and men may be victims of domestic violence, sexual assault, and stalking, women are the victims of the vast majority of these crimes. According to the Bureau of Justice Statistics, more than 85% of violent victimization by intimate partners between 1993 and 1998 were perpetrated against women. Women are between 13 and 14 times more likely to be raped or sexually assaulted; for instance, in 1994, 93% of sexual assaults were perpetrated against women. Four of five stalking victims are women. Data on male victimization do not show that males experience comparable victimizations and injury levels, do not account for women who act in self defense, and do not measure financial control, intimidation, and isolation used by perpetrators of domestic violence against women. For these reasons, this application kit may refer to victims as women and perpetrators as men. However, applicants who receive grants under this program must serve all victims regardless of gender.

This Act reflects a firm commitment toward working to change the criminal justice system's response to violence that occurs when any woman is threatened or assaulted by someone with whom she has or has had an intimate relationship, with whom she was previously acquainted, or who is a stranger. To affect these ends Congress has appropriated funds to be made available in the form of formula and discretionary grants. Eligibility for formula grants is limited to the States, Territories, and the District of Columbia. To carry out the programs and projects specified in the Act, funds granted to qualified States may be further subgranted by the State.

FUNDING PRIORITIES

Grants under this Program shall provide: (1) Personnel, (2) Training, (3) Technical Assistance, (4) Evaluation, (5) Data Collection, and (6) Equipment/Supplies. These may be provided for the apprehension, prosecution, and adjudication of persons committing violent crimes against women. The grant may be used for one or more of the following fourteen purpose areas:

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women including sexual assault and domestic violence.
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services devoted to preventing, identifying, and responding to violent crimes against women, including the crimes against women, including sexual assault and domestic violence.
4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutions, and the courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence, including the reporting of such information to the National Instant Criminal Background Check System.
5. Developing, enlarging, or strengthening victim services programs, including sexual assault and domestic violence, and dating violence programs; developing or improving the delivery of victim services to underserved populations; providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted; and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including sexual assault and domestic violence.
6. Developing, enlarging, or strengthening programs addressing stalking.
7. Developing, enlarging, or strengthening programs addressing the needs and circumstances of American Indian tribes dealing with violent crimes against women including the crimes of sexual assault and domestic violence.

8. Supporting formal and informal statewide, multi-disciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
9. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.
10. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence of assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.
11. Providing assistance to victims of domestic violence and sexual assault in immigration matters.
12. Maintaining core victim services and criminal justice initiatives while supporting complementary new initiatives and emergency services for victims and their families.
13. Provide for special victim assistants in law enforcement agencies to serve as liaisons between victims and law enforcement in order to improve the enforcement of protection orders. (Jessica Gonzales Victim Assistants. For more information, go to www.lcle.la.gov.)
14. Improving responses to police-perpetrated domestic violence. (Crystal Judson Domestic Violence Protocol Program. For more information, go to www.lcle.la.gov.)

Examples of Innovative Approaches Under The Fourteen Purpose Areas

1. Instituting comprehensive training programs to change attitudes that have traditionally prevented the criminal justice system from adequately responding to the problem.
2. Forming specialized units within police departments and prosecutors' offices, or specialized multi-disciplinary units, devoted exclusively to the handling of domestic violence and sexual assault cases.
3. Establishing sexual trauma units in emergency rooms where forensic examinations, victim counseling, and victim advocacy are equally available.
4. Developing strategies that maximize resources by establishing regional approaches such as the registration and enforcement of protective orders across jurisdictional lines.
5. Establishing protocols to achieve better coordination in the handling of cases involving violence against women between civil and criminal courts.

6. Establishing and expanding victim services that address the special needs of women from minority and ethnic communities, women who are disabled, or women who do not speak English.
7. Increasing the number and type of services and criminal justice programs to include judicial education and court-related projects.
8. Initiating projects that address stalking.

Prohibited Activities or Uses of Funds

1. Indirect costs.
2. Funding legal or defense services for perpetrators of violence against women.
3. Media campaigns designed to educate the general public about violence against women.
4. Violence against women prevention programs not tied to direct services or interventions.
5. Developing sexual assault and domestic violence prevention curricula for schools.
6. Supporting services that focus exclusively on children.
7. Assisting battered women in obtaining divorces.
8. Paying for the cost of the forensic medical examination or any additional procedures for sexual assault victims.
9. Voucher programs where victims are directly given vouchers for services such as housing or counseling.
10. Immigration fees for battered immigrants.
11. Physical modifications to buildings, including minor renovations or construction.
12. Fundraising.
13. Research projects.

Limitations

1. Funding for civil justice assistance is allowable. However, it is limited to situations that bear directly and substantially upon criminal justice matters or are inextricably interwoven with criminal justice matters. Since it is consistent with the overall intent of the statute, legal assistance to victims attempting to obtain Civil Protection Orders may be supported.

2. S.T.O.P. funds should be used for projects that serve or focus on adult and teen women who are victims of domestic violence, dating violence, sexual assault, or stalking. In general, victims served with S.T.O.P. funds must be adults or teens.
3. Batters' intervention programs may be supported provided that the programs are part of a graduated range of sanctions that use the coercive power of the criminal justice system to hold abusers accountable for their criminal actions and for changing their behavior. However, couples counseling or any intervention that requires participation by a victim or that is not designed to hold the offenders accountable for their violence behavior **cannot** be supported with S.T.O.P. funds.

The specific allocation for batters' intervention programs may depend on the circumstances of the program and the particular State. Batterers' intervention may be supported through the "undesignated" portion of a State's S.T.O.P. formula grant (i.e., the 15 percent that is not designated for law enforcement, prosecution, courts, or victim services) or the courts portion.

DEFINITIONS

1. **Courts** are civil or criminal, tribal, and Alaska Native Village, Federal, State, local or territorial courts having jurisdiction to address domestic violence, dating violence, sexual assault or stalking, including immigration, family, juvenile, and dependency courts, and the judicial officers serving in those courts, including judges, magistrate judges, commissioners, justices of the peace, or any other person with decision-making authority.
2. **Dating Violence** is violence committed by a person
 - 2.1. Who is or has been in a social relationship of a romantic or intimate nature with the victim, and
 - 2.2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - 2.2.1. Length of the relationship.
 - 2.2.2. Type of relationship;
 - 2.2.3. Frequency of interaction between the persons involved in the relationship.
3. **Domestic Violence** is defined as felony or misdemeanor crimes of violence committed by:
 - 3.1. A current or former spouse of the victim;
 - 3.2. A person with whom the victim shares a child in common;
 - 3.3. A person who is cohabitating with or has cohabitated with the victim as a spouse;
 - 3.4. A person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction receiving grant monies;
 - 3.5. Any other adult person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- 3.6. Also, any crime of violence considered an act of domestic violence under state law is included.
4. **Forensic Medical Examination** is an examination provided to a sexual assault victim by medical personnel trained to gather evidence of a sexual assault in a manner suitable for use in a court of law. The examination should include at a minimum:
 - 4.1. Examination of physical trauma;
 - 4.2. Determination of penetration or force;
 - 4.3. Patient interview; and
 - 4.4. Collection and evaluation of evidence.
 - 4.5. The inclusion of additional procedures (e.g., testing for sexually transmitted diseases) to obtain evidence may be determined by the State, American tribal government, or unit of local government in accordance with its current laws, policies, and practices.
5. **Indian Tribe** is the term “Indian tribe” means a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.
6. **Law Enforcement** is a public agency charged with policing functions, including any of its component bureaus (such as a government victim services program). Governmental victim services programs attached to a law enforcement agency may apply for the portion of the state grant designated for law enforcement.
7. **Prosecution** is any public office or agency charged with direct responsibility for prosecuting criminal offenders, including such as an office or agency component department or bureau (such as governmental victims services program). Governmental victim services programs attached to a prosecutor’s office may apply for the portion of the state grant designated for prosecution. Prosecution support services, such as the following, shall be considered “direct responsibility” for purpose of this program:
 - 7.1. Overseeing or participating in statewide or multi-jurisdictional domestic violence task forces;
 - 7.2. Conducting training for state and local prosecutors; or
 - 7.3. Enforcing victim compensation and domestic violence-related restraining orders.
8. **Sexual Assault** is any conduct proscribed by Chapter 109A of Title 18, United States Code, whether or not the conduct occurs in the special maritime and territorial jurisdiction of the

United States or in a Federal prison and includes both assaults committed, and includes:

- 8.1. Assaults committed by offenders who are strangers to the victim, and
- 8.2. Assaults committed by offenders who are known or related by blood or marriage to the victim.

9. **Underserved Population** includes populations underserved due to:

- 9.1. Geographic location (such as rural isolation),
- 9.2. Underserved racial or ethnic populations,
- 9.3. Because of special needs such as language barriers, disabilities, alienage status, or age, and
- 9.4. Any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate.

10. **Units of Local Government** is:

- 10.1. Any city, county (parish), township, town, borough, parish, village, or other general purpose political subdivision of a state, or Indian tribe which performs law enforcement functions as determined by the Secretary of the Interior.
- 10.2. For the purpose of assistance eligibility, any agency of the District of Columbia government or the United States Government performing law enforcement functions in and for the District of Columbia and the Trust Territory of the Pacific Islands.
- 10.3. In Louisiana, Sheriffs' Offices and District Attorneys' Offices are considered units of local government for purposes of applying for S.T.O.P. funds. (General Counsel opinions are on file with LCLE). In addition, Police Departments are not considered local units of government and must file applications through their cities.

11. **Victim Services** agencies are nonprofit, non-governmental organizations, that assist victims of domestic violence, dating violence, sexual assault, or stalking victims, including rape crisis centers, domestic violence shelters, faith-based organizations, organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault or stalking, or other sexual assault or domestic violence programs, including nonprofit, non-governmental organizations assisting domestic violence or sexual assault victims through the legal process.

- 11.1. Funding may include support for lawyer and non-lawyer advocates, including specialized domestic violence court advocates in courts where a significant number of protective orders are granted. Legal defense services for perpetrators of violence against women may not be supported with grant funds.

11.2. Encompasses Tribal victim assistance programs and statewide domestic violence and sexual assault coalitions to the extent they provide direct services to domestic violence and sexual assault victims. Governmental victim services programs established as nonprofit organizations are eligible to apply under the designated state grant victim services funds (e.g., a parish nonprofit shelter) but are eligible for funding only under the unallocated portion of a state's grant. In addition, victim services programs must meet all of the following criteria to be eligible for funding.

11.3. Victim services programs must have, as one of their primary purposes, to provide services to victims of domestic violence, sexual assault, dating violence, or stalking.

11.3.1. *Experts view domestic violence as a pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation, and economic control. State administrators should be aware that when victims of domestic violence flee from abuse, perpetrators of domestic violence frequently claim to be victims in order to locate their former victims, punish them for leaving, or regain control over victims through legal proceedings. Organizations that claim to assist victims but actually assist perpetrators in regaining control over the victims are not eligible for support. Moreover, in cases of dual arrest or cross allegations of abuse, projects must not provide victim services to the primary or predominant aggressor.*

11.4. Victim services programs must reflect (e.g., through mission statements, training for all staff) an understanding that the violence perpetrated against victims is grounded in an abuse of power by offenders, reinforced through intimidation and coercion, sanctioned by traditional societal and cultural norms, and supported by the legal system's historically discriminatory response to domestic violence, sexual assault, and stalking crimes.

11.4.1. *Victim services programs must have this understanding because existing cultural and legal norms validate perpetrator conduct, compromise victim safety, discourage social support for victims, and perpetuate societal tolerance of the violence. In the context of these norms, perpetrator conduct impedes the liberty and autonomy of victims, creates fear of the perpetrator, causes physical and/or psychological injury, and limits the victim's access to services. The philosophy of victim services programs must reject the use of violence and intimidation to perpetuate these and other forms of inequality.*

11.5. Victim services programs must address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence.

11.5.1 *A lack of services alone does not demonstrate the need for a particular program to be funded. Rather, districts and subgrantees should determine whether there is a demonstrated need for the proposed services and whether the applicant would serve a significant number of victims who do not otherwise have access to resources such as safe housing, economic self sufficiency, advocacy and*

counseling, and culturally appropriate services. Services must be designed to restore victim autonomy and liberty, for example, by assisting victims when perpetrators have denied them access to financial resources such as family income or bank accounts.

- 11.6 Victim services programs must not engage in activities that compromise victim safety. Examples of activities that compromise victim's safety include, but are not limited to:
- 11.6.1 *Mediation, alternative dispute resolution, couples counseling, or any other intervention that implies that both parties are responsible for the perpetrator's violence;*
 - 11.6.2 *Failing to respect victim autonomy and decision-making;*
 - 11.6.3 *Intervention or counseling programs for perpetrators that do not use the coercive power of the criminal justice system to hold them accountable for their behavior, such as anger or stress management programs; and*
 - 11.6.4 *Providing perpetrators with confidential information about the whereabouts or activities of victims or their families.*
- 11.7 Victim services programs must consult and coordinate with nonprofit, non-governmental victim service programs, including sexual assault and domestic violence.

APPLICANT ELIGIBILITY

1. Eligible organizations include, but not limited to:
 - 1.1 State Offices and Agencies
 - 1.2 Public or Private Non-Profit Organizations
 - 1.3 Non-Profit, Non-Governmental Victim Services Programs
 - 1.4 Courts
 - 1.5 Units of Local Government (Units of local government mean any city, county, town, township, borough, parish, village or other general-purpose political subdivision of a state. For the State of Louisiana, Sheriffs and District Attorneys are considered units of local government.)
 - 1.6 Indian Tribal Governments (Native American tribes that perform law enforcement functions as determined by the Secretary of the Interior).

FUNDING GUIDELINES

1. Applicant must adhere to the OVW Financial Guide, Commission Policies and the Victims Services Advisory Board Policies.

2. Data Collection

Programs must collect and report the following demographics about the victims served:

- 2.1. Age
- 2.2. Marital Status
- 2.3. Disability
- 2.4. Race
- 2.5. Ethnicity and Linguistic Background

3. Unallowable Costs to Victims

- 3.1. Victims of domestic violence must be exempt from paying the costs associated with filing civil and criminal charges or issuing or serving a warrant, protection order, or witness subpoena in connection with the prosecution of a felony or misdemeanor domestic violence offense.
- 3.2. The State, a unit of local government or another governmental entity **must pay all out-of-pocket costs** of forensic medical examinations for victims of sexual assault.

4. Non-Supplantation

- 4.1. Federal funds received under this program shall be used to supplement, not supplant non-Federal funds that would otherwise be available for expenditure on activities described herein.
- 4.2. Monies disbursed under this program must be used to fund new projects, or expand or enhance existing projects.
- 4.3. S.T.O.P. funds cannot be used to supplant or replace existing funds already allocated to funding programs.
- 4.4. Grant funds may not be used to replace State or local funds (or, where applicable, funds provided by the Bureau of Indian Affairs) that would, in the absence of Federal aid, be available or forthcoming for programs to combat violence against women. (Applicable only to State and local public agencies.)

5. Match

- 5.1. A twenty-five percent (25%) non-Federal match is required of all subgrantees except any subgrant made for any tribe, territory, or victim service provider. [The Violence Against

Women and Department of Justice Reauthorization Act of 2005, Public Law 109-162, as amended, specifically, 42 U.S.C. 13925 (b)(1).]

- 5.2. This twenty-five percent (25%) match may be cash or in-kind services or donations.
 - 5.3. Match expenditures must be committed for each funded project and cannot be derived from other Federal funds.
 - 5.4. All funds designated as match are restricted to the same uses as the Violence Against Women Program funds.
 - 5.5. All funds designated as match must be expended within the grant period.
 - 5.6. Match must be identified in a manner that guarantees its accountability during an audit.
 - 5.7. American Indian tribal governments who are subgrantees of a State may meet the twenty-five (25%) match by using funds appropriated by Congress for the activities of any agency of an American Indian tribal government or of the Bureau of Indian Affairs performing law enforcement functions on any tribal lands.
6. **S.T.O.P. Annual Progress Report** – Applicants are responsible for compiling and submitting the S.T.O.P. Annual Progress Report that reflects all grant funded activities for the period of January 1 to December 31 each year. The annual report is downloaded from the website: muskie.usm.maine.edu/vawamei. When completed, the Adobe PDF report must be submitted to LCLE as an attachment to an Email to vawa@lcle.la.gov within **30 days** of the end of the reporting period (December 31.)

NOTE: The receipt of future funds may be suspended if the Annual Progress Reports are not submitted electronically to LCLE within 30 days of the end of the reporting period each year.

7. **Collaboration and Consultation Requirements** – Applicants must include documentations showing that tribal, territorial, State or local prosecution, law enforcement, and courts have consulted with tribal, territorial, State, or local victim service programs during the course of developing their subgrant applications in order to ensure that proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

8. **Program Income**

- 8.1. Program income is all gross income received, generated, or earned by the subgrantee as a direct result of the grant activity between the effective dates of the award and the ending date of the award as reflected in the final financial report.
- 8.2. Program income can include but is not limited to fee and registration costs.

- 8.3. Program income may be used as match; however, it must be identified and approved by LCLE before an award is made.
- 8.4. Programs may generate program income from S.T.O.P. program-funded staff time under the following conditions:
- 8.5. Only with prior approval of financial and monitoring procedures by the Office of the Comptroller; and
- 8.6. With the stipulation that no crime victim is ever denied services for lack of insurance or personal resources to cover the cost of the service.

9. Other Requirements

- 9.1. All programs are required to comply with the most current version of the Louisiana Child Protection Act (LA R.S. 15:587.1) as appropriate.
- 9.2. Eligible programs, which receive funding from LCLE, are required to agree and comply with Federal Rules regulating grants, with State criteria, Advisory Board and LCLE policies.

MATCH

1. Program Match Requirements

- 1.1. With the exception of any tribe, territory, or non profit victim service provider, a *twenty-five percent (25%)* non-Federal match is required of applicants.
- 1.2. Funds designated as match are restricted to the same uses as the S.T.O.P. Program funds.
- 1.3. Funds designated as match must be expended during the grant period.
- 1.4. Program income may be used as match; however, it must be identified and approved by LCLE before an award is made.
- 1.5. The basis for determining the value of personal services, materials, equipment, and space must be documented and available for review or audit.
- 1.6. Match must be dedicated to the project being funded.
- 1.7. Match is restricted to allowable program items.
- 1.8. Match may not be included as contribution for any other Federal funds.
- 1.9. Match must be verifiable from the applicant's records.

- 1.10. Match must be necessary and reasonable for proper and efficient accomplishment of the project's objectives.
- 1.11. Match must be accountable for during grant period.
- 1.12. Match must be provided for in the approved budget.
- 1.13. Indirect costs, or any costs not directly related to providing services to victims of crime, are not allowable as match.

2. Computation of Match

- 2.1 Divide federal funds by 0.75. This will give the total project cost
- 2.2 Subtract federal funds from the total project cost to get match amount.
- 2.3 Example: \$30,000 Federal funds, 25% match

<u>\$ 30,000</u>	=	\$40,000	\$ 40,000 Total Cost of S.T.O.P. Project
0.75			- <u>30,000</u> Federal Funds
			\$ 10,000 Match Amount

3. Types of Match

- 3.1 **Hard Cash** is funds contributed from private sources or state and local governments may be a source of Cash Match. For example, if the program receives cash donations or money from the United Way, this may be used as a source of Cash Match. Such funds should be used for program costs of which may satisfy the match requirement. Cash Match may not include Federal funds from any source.
- 3.2 **In-Kind Match** may include donations of:
 - 3.2.1 Salaries. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the applicant's organization. If the required skills are found in the applicant's organizations, the rate of compensation must be consistent with the labor market. In either case, fringe benefits may be included in the valuation. The salaries of any employees of the subgrantee that are working on grant-related purposes but are not paid with grant funds may be used.
 - 3.2.2 Expendable Equipment. The value placed on loaned or donated equipment may not exceed its fair rental value.
 - 3.2.3 Office Supplies
 - 3.2.4 Workshop or Education and Training Materials
 - 3.2.5 Work Space. The value of donated space may not exceed the fair rental value of

comparable space as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. If an entity other than the subgrantee donates office space free of charge to the subgrantee for the project, the rental value of the space may be used as match.

- 3.2.6 Professional and Technical Personnel and Other Skilled and Unskilled Labor. The monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor, if the services provided are an integral and necessary part of a funded project. Examples of volunteers involved in the project may include:
 - 3.2.6.1 Trainers
 - 3.2.6.2 Speakers
 - 3.2.6.3 Pro Bono Attorneys and Other Professionals
 - 3.2.6.4 Hotline Volunteers
 - 3.2.6.5 People volunteering to give public presentations about the subgrantee or about violence against women.
 - 3.2.6.6 Volunteers facilitating support groups.
 - 3.2.6.7 Childcare Volunteers

- 3.2.7 Donated Tangible Goods. A program may receive donations of used clothing, the reasonable value of which may be used. A funded shelter may also solicit donations both from individuals and from companies such as supermarkets of food and items such as shampoo and toothpaste for use by victims, toys and other supplies such as diapers or formula for victims' children, and supplies for the program itself such as furniture or computers.

- 3.2.8 Donated Services. Subgrantees also may receive donations of services provided by an individual volunteer or by a company for victims such as:
 - 3.2.8.1 Accounting Services
 - 3.2.8.2 Bus, Taxi and Hotel Vouchers
 - 3.2.8.3 Childcare Services
 - 3.2.8.4 Job Training
 - 3.2.8.5 Legal Services
 - 3.2.8.6 Medical Services
 - 3.2.8.7 Psychological Counseling
 - 3.2.8.8 Telephone Services
 - 3.2.8.9 Training Materials Donated by a Local Printing Company
 - 3.2.8.10 Translation Services
 - 3.2.8.11 Web Space and Other Computer Services

- 3.2.9 Volunteer services must be documented and, to the extent feasible, supported by the same valuation methods used by the recipient organization for its own employees. The following apply:
 - 3.2.9.1 Duties must directly relate to the focus of the program.
 - 3.2.9.2 Value of volunteer hours used as match is limited to \$10.00 an hour.
 - 3.2.9.3 In certain professionals such as licensed or certified therapists, attorneys,

doctors, or law enforcement officers, the value of donated time can be counted at a rate consistent with their usual and customary charges for like services, not to exceed \$100 per hour, as long as the service is allowed by Federal regulation.

3.2.9.4 Documentation must be kept on file listing the following:

3.2.9.4.1 Name of Volunteer

3.2.9.4.2 Number of Hours Contributed

3.2.9.4.3 Date(s) Worked

3.2.9.4.4 Value of Volunteer Hours

4 **Overmatch.** Applicants should be mindful that any funds designated, as matching funds, for S.T.O.P. dollars are restricted to the uses outlined in the application. Therefore, it is suggested that subgrantees only provide match at the levels required by the Guidelines [i.e., twenty-five percent (25%)]. In this way, there are no Federal restrictions on the non-Federal dollars not used by the applicant as project match.

5 Records for Match

5.1 All subgrantees must maintain records that clearly show the source, the amount, and the timing of all matching contributions.

5.2 If a program or project has included within its approved budget, contributions which exceed the required matching portion, the subgrantee must maintain records of them in the same manner as it does the grantor agency funds and required matching shares.

TRAVEL

1. Travel, both in-state and out-of-state, that is to be undertaken during the project period for non-routine purposes requires prior approval from LCLE. Prior authorization is obtained by submission of a written request submitted to LCLE 30 days prior to the registration deadline. The written request needs to include the names of those who will attend the event, how this travel request is related to each individual's role in the funded program, a copy of the brochure, projected costs, and dates of travel. Any requests received after the 30 days will be considered on a case-by-case basis. LCLE may require a formal agenda for the event and support of costs as required by State travel regulations when expenditures are reported and reimbursement is requested.
2. The agency should have an established travel policy. In the absence of such policy, the agency must follow state travel regulations. The stricter policy prevails.
3. Travel expenditures are restricted to only the personnel listed in the Section 100 Personnel. Justification may be required. (Training is exempted and explained later).
4. Travel is a reimbursable expenditure for actual travel, not a flat allowance.
5. Amount of funds budgeted for travel is to be in line with project duration, scope of travel

required, etc.

6. Travel reimbursement for mileage is not allowable in a public vehicle when gas and operating expenses are provided by the applicant agency.
7. For current Louisiana State Travel Guidelines, visit the State Travel Office online at the Email address: www.doa.Louisiana.gov/osp/travel/travelpolicy.htm.
8. All supporting records and receipts are to be maintained with official records.
9. Travel for Training:
 - 8.1 All travel must be related to one of the listed purpose areas.
 - 8.2 Travel expenses must be cost-effective.
 - 8.3 Prior approval from LCLE is required for in-state and out-of-state travel using grant funds.
 - 8.4 Training program agenda with descriptions and/or brochure must accompany all requests submitted to LCLE for prior approval.
 - 8.5 Approved in-state travel will be reimbursed at one hundred percent (100 %.)
 - 8.6 S.T.O.P. funds used for grants whose sole purpose is training may pay training expenses for non-grant funded personnel.
 - 8.7 Contractors and administrators may not travel using grant funds unless the travel is directly related to a purpose area.
 - 8.8 Expenses relating to statewide organization meetings whose primary purpose are not to provide direct services or to train direct service providers are not eligible expenses.
9. Out-of-state travel for training – the applicant must comply with the following requirements
 - 9.1 Funds are limited to personnel paid with S.T.O.P. grant funds.
 - 9.2 Approved out-of-state travel will be reimbursed at fifty percent (50%) of total travel costs. This is inclusive only to the 48 states. International travel is not allowed.
 - 9.3 Registration fees must be included in Other Direct Costs
 - 9.4 Contractors may travel using grant funds only if the contractor is providing the training and travel is included in the contract. Louisiana State Travel Guidelines must be followed. *Refer to "Contractual Services" Section.*

EQUIPMENT

1. The following equipment items cannot be purchased or leased with S.T.O.P. Program funds:
 - 1.1. Vehicles
 - 1.2. Police Automobile Radios
2. Office furniture may be purchased for each position funded and is limited to \$3,500. Continuation programs may replace furniture with prior justification and documentation to LCLE of condition and purchase or an acquisition date.
3. Telephones purchased with these funds shall be limited to standard models unless justification for enhanced models is approved.
4. Other equipment will be considered on a case-by-case basis according to most recent S.T.O.P. regulations, OVW Financial Guide, and LCLE policies.

SUPPLIES AND OTHER OPERATING COSTS

Supplies

1. Uniforms are not eligible for funding.

Other Direct Costs

1. Advertising

- 1.1. Grant funds are limited to newspaper advertising.
- 1.2. Grant funds are prohibited for TV, radio and billboards. Agencies are encouraged to use Public Service Announcements.
- 1.3. The purpose must be to identify crime victims and provide referral to needed services.
- 1.4. Costs are limited to two percent (2%) of total grant funds, or \$500, whichever is less.
- 1.5. Agency may choose to assist victims in seeking crime victim compensation by running a newspaper ad. The ad should reference the subgrantee, LCLE as funding source, the Sheriff, and provide the name and phone number of the Crime Victim Reparations Claim Investigator.
- 1.6. In-Kind matching funds, up to a value of \$2,500, in the form of donated production services and/or airtime from broadcast media, as well as Public Service Announcements from the print media are allowable.

LOUISIANA AUTOMATED VICTIM NOTIFICATION SYSTEM (LAVNS)

Agencies are encouraged to inform all victims about the services available through Louisiana Automated Victim Notification System (LAVNS). LAVNS is a service provided by the Louisiana

Commission on Law Enforcement in cooperation with the Louisiana Sheriffs' Association (LSA), Louisiana District Attorneys' Association (LDAA), and the Louisiana Department of Public Safety and Corrections (DOC).

LAVNS monitors the custody status of adult inmates in all parish jails and state prisons. By calling the LAVNS LINE (866-LAVNS-4-U) or by accessing the LAVNS website, you may assist victims to inquire about an offender's status and, optionally, help the victims register to be notified upon any change to that offender's custody status (i.e., release from jail, transfer to another facility, etc.). LAVNS is FREE to victims who may call LAVNS ANONYMOUSLY and as often as they wish to register or to determine an inmate's current status.

Provide the name and contact information of the individual responsible for informing victims of the services available through the LAVNS system. If this individual has never received formal LAVNS training from LCLE, it is strongly recommended that he/she contact LCLE to make arrangements for training, which is free of charge. For additional information, please visit: <http://lcle.la.gov/programs/lavns.asp>

CRIME VICTIM REPARATIONS (CVR)

Agencies are encouraged to inform all victims about the Crime Victims Reparations (CVR) Program. The Louisiana Crime Victims Reparations Fund helps innocent victims and their families when they have no other means of paying for the financial cost of crime. The fund is administered by the Crime Victims Reparations Board under the jurisdiction of the Louisiana Commission on Law Enforcement.

The crime must occur in Louisiana or the crime must involve a Louisiana resident who becomes a victim in another state that does not have a crime victim compensation program for which the victim would be eligible. The victim and/or claimant must cooperate fully with law enforcement officials in the investigation and prosecution of the case. An application must be filed with the CVR Claims Investigator within a year of the crime unless there is a good reason why the application was not submitted within this time period.

Provide the name and contact information of the individual responsible for informing victims of the services available through the CVR program. For additional information regarding who is eligible and who is not eligible for services available through the CVR program, please contact your Parish Claims Investigator (name and contact information available at http://lcle.la.gov/programs/cvr.asp#CVR_Reps) or visit the LCLE website at: <http://lcle.la.gov/programs/cvr.asp>.

VOLUNTEERS

State whether or not volunteers provide services to this project. Describe the duties and functions to be performed by the volunteers. Indicate the number of volunteer hours per duty-function for this application (this can be an estimate). If volunteers are used as match, their duties must directly relate to the focus of this project and information stated in Personnel,

CONSULTATION

Law enforcement, prosecution, the courts, probation and parole agencies and victim services providers must consult with each other. Briefly describe the process used to consult, coordinate, and collaborate with each agency. Attach original current letters of support and/or written cooperative agreements indicating awareness and cooperation/role with this project.

QUESTIONS/PROBLEMS

Please contact your District Director or the S.T.O.P. Program Manager if you have any questions or problems with the completion of the application and/or the application process.

CHAPTER 16

SEXUAL ASSAULT SERVICES FORMULA GRANT PROGRAM

All awards are contingent upon availability of funds and the applicant's grant management of the previous project.

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, dating violence, sexual assault and stalking. Since its inception, OVW has launched a multifaceted approach to responding to these crimes. By forging State, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

The Sexual Assault Services Program (SASP) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005), 42 U.S.C. §14043g, and is the first Federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault. The SASP encompasses four different funding streams for States and Territories, tribes, state sexual assault coalitions, tribal sexual assault coalitions, and culturally specific organizations. Overall, the purpose of SASP is to provide intervention, advocacy, accompaniment (e.g., accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance for adult, youth, and child victims of sexual assault, family and household members of victims, and those collaterally affected by the sexual assault.

Congress, OVW, and victim advocates recognized the need to place increased focus on sexual assault in order to address the lack of available direct intervention and related assistance services and the unique aspects of sexual assault trauma from which victims must heal. Women and men of all ages, as well as children, can be victims of sexual assault. The perpetrator can be a relative, acquaintance (e.g., boyfriend/girlfriend, friend, coworkers, neighbor), or a stranger. Nationally, one in six women and one in thirty-three men will be sexually assaulted in their lifetime.¹

For many victims, it may take years to recover from the physical and psychological trauma caused by rape and other forms of sexual violence. In order to heal from the trauma, survivors often need support from family and friends, as well as critical direct intervention and related assistance from victim-centered social service organizations such as rape crisis centers, through 24-hour sexual assault hotlines, crisis intervention, and medical criminal justice accompaniment. The SASP will support these services by assisting the establishment, maintenance, and expansion of rape crisis centers and other relevant programs dedicated to assisting those victimized by sexual assault.

The SASP Formula Grant Program directs grant dollars to States and Territories to assist them in supporting rape crisis centers and other nonprofit, nongovernmental organizations, **including faith** –

¹ Tjaden, P, Thoennes N. *Full Report of the Prevalence, Incidence, and Consequences of Violence Against Women: Findings from the National Violence Against Women Survey*, Washington (DC): National Institute of Justice; 2000. Report NCJ 183781.

based and other community organizations that provide core services, direct intervention and related assistance to victims of sexual assault. Funds provided through the SASP Formula Grant Program are designed to supplement other funding sources directed at addressing sexual assault on the State and territorial level. Rape crisis centers and other nonprofit organizations such as dual programs providing both domestic violence and sexual assault violence intervention services play a vital role in assisting sexual assault victims through the healing process, as well as assisting victims through the medical, criminal justice, and other social support systems. In order to provide comprehensive services to victims of sexual assault, the SASP Formula Grant Program will assist States and Territories in supporting rape crisis centers and other nonprofit organizations in the provision of **direct intervention and related assistance**.

The intent of SASP is to provide intervention, advocacy, accompaniment (e.g., accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance to

1. Adult, youth, and child victims of sexual assault;
2. Family and household members of such victims; and
3. Those collaterally affected by the victimization, except for the perpetrator of such victimization (e.g., friends, coworkers, classmates).

PROGRAM PURPOSE

1. To support the establishment, maintenance, and expansion of rape crisis centers and other programs and projects to assist those victimized by sexual assault.
2. To fund programs and activities that provides direct intervention and related assistance. Intervention and related assistance may include:
 - 2.1. 24-hour hotline services providing crisis intervention services and referral;
 - 2.2. Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
 - 2.3. Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;
 - 2.4. Information and referral to assist the sexual assault victim and family or household members;
 - 2.5. Community-based, linguistically and culturally specific services and support mechanisms, including outreach activities for underserved communities; and
 - 2.6. The development and distribution of materials on issues related to the services described in

the previous bullets.

NOTE: The SASP Formula Grant Program emphasizes the establishment, maintenance, and expansion of rape crisis centers and other nonprofit, nongovernmental organizations, such as dual programs addressing domestic violence and sexual assault, for the provision of direct intervention, core services, and related assistance to adult, youth, and child victims of sexual assault. **Under this program, grant funds cannot be used to support sexual assault forensic examiner projects or criminal justice activities (e.g., law enforcement, prosecution, courts, forensic interviews).** OVW recommends that States in partnership with the State sexual assault coalition, consider the array of needs of **all** sexual assault victims and available services in the State when developing its implementation strategies.

3. Activities That May Compromise Victim Safety – Ensuring victim safety is a guiding principle underlying this Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender’s criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for their criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety, such as the following:
 - 3.1. Crafting policies that deny individuals access to services based on their relationship to the perpetrator;
 - 3.2. Developing materials that are not tailored to the dynamics of sexual assault or the culturally specific population to be served;
 - 3.3. Crafting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., counseling, seeking an order for protection);
 - 3.4. Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim; and
 - 3.5. Crafting policies that require the victim to report the sexual assault to law enforcement.

PROHIBITED ACTIVITIES OR USE OF FUNDS

SASP funds may not be used for any unauthorized purposes, including but not limited to the following activities:

1. That comprise victim safety, such as:
 - 1.1. Pre-trial diversion programs not approved by OVW or the placement of offenders in such programs: mediation, couples counseling, family counseling or any other manner of joint victim-offender counseling; mandatory counseling for victims, penalizing victims who refuse to testify, or promoting procedures that would require victims to seek legal

sanctions against their abusers (e.g., seek a protection order, file formal complaint); or the placement of perpetrators in anger management programs.

- 1.2. Prevention education efforts, projects focused on training allied professionals and/or communities, or the establishment or maintenance of Sexual Assault Response Teams.
- 1.3. Sexual Assault Forensic Examiner projects;
- 1.4. Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews
- 1.5. Providing domestic violence services that do not relate to sexual violence;
- 1.6. Lobbying;
- 1.7. Fundraising;
- 1.8. Research projects;
- 1.9. Physical modifications to buildings, including minor renovations; and
- 1.10. To purchase vehicles.

APPLICANT ELIGIBILITY

Eligible organizations include, but not limited to:

1. Non-Profit, Non-Governmental Victim Services Programs
2. Faith-based and community organizations
3. Native American tribes that perform law enforcement functions as determined by the Secretary of the Interior.

MATCH

A contribution of non-Federal dollars (“match”) is not required for this program, but applicants are encouraged to maximize the impact of Federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both.

PROGRAM INCOME is not allowed.

PERFORMANCE MEASUREMENTS AND REPORTING REQUIREMENTS

Performance Measures

To assist in fulfilling Department of Justice's responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work as follows:

1. The number of victims receiving requested services
2. The number of victim advocates supported by grant funding.

This information will be provided to Office on Violence Against Women through an annual progress report. In addition to OVW's performance measurements, applicants and/or LCLE may list other performance measurements that will be tracked to determine success of the progress.

OVW Annual Progress Report

Subgrantees are responsible for compiling and submitting a single report that reflects all grant funded activities for the period of January 1 to December 31. The form is currently under development. The form should be submitted electronically to LCLE within thirty (30) days of the end of the reporting period. The annual report can be downloaded from OVW at: www.muskie.usm.maine.edu/vawamei. Submit the completed form to LCLE at the email address: www.vawa@lcle.la.gov. If the State is awarded a continuation of SASP funds, *there will be no award of future funds until the OVW Annual Progress Report is submitted for the period ending December 31.*

OTHER REQUIREMENTS

1. All programs will be required to comply with the most current version of the Louisiana Child Protection Act (LA. R.S. 15:587.1) as appropriate.
2. Programs must comply with Federal Rules regulating grants, with State criteria, Victim Services Advisory Board and LCLE policies.
3. Programs must provide an assessment of the effectiveness of the activities funded by the grant.
4. Collaboration and Consultation – During the course of developing their application, prosecution, law enforcement and the courts must consult with tribal, territorial, state, or local victim service programs in order to ensure that proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

TRAVEL (IN STATE ONLY)

1. The agency should have an established travel policy. In the absence of such policy, the agency must follow state travel regulations. The stricter policy prevails.

2. Travel expenditures are restricted to only the personnel listed in the Personnel Section. Justification may be required.
3. Travel is a reimbursable expenditure for actual travel, not a flat allowance.
4. Amount of funds budgeted for travel is to be in line with project duration, scope of travel required, etc.
5. Travel reimbursement for mileage is not allowable in a public vehicle when gas and operating expenses is provided by the applicant agency.
6. For current Louisiana State Travel Guidelines, visit the State Travel Office at www.doa.Louisiana.gov/osp/travel.
7. All supporting records and receipts are to be maintained with official records.
8. Travel for training purposes is not allowed.

EQUIPMENT

1. Vehicles and police automobile radios cannot be purchased or leased with SASP Formula Grant Program funds.
2. Audio visual equipment is limited to \$3,500 per program unless justification for additional funds is approved.

SUPPLIES AND OTHER OPERATING COSTS

1. General office supplies are not allowed.
2. Only supplies allowed are those considered essential for the personnel to conduct their job requirements.
3. The amount budgeted for supplies will be reviewed in relation to total funds budgeted, i.e., in relation to cost effectiveness.

INDIRECT COSTS - Indirect costs are not allowable.

CHAPTER 17

THE NATIONAL CRIMINAL HISTORY IMPROVEMENT PROGRAM (NCHIP)

The National Criminal History Improvement Program (NCHIP) is administered by the U.S. Department of Justice – Bureau of Justice Statistics. The goal of the NCHIP grant program is to improve the nation’s safety and security by enhancing the quality, completeness, and accessibility of criminal history record information and by insuring the nationwide implementation of criminal justice and noncriminal justice background check systems.

Achieving this goal is contingent on accomplishing four objectives:

1. Providing direct financial and technical assistance to states and tribes to improve their criminal records systems and other related systems in an effort to support background checks;
2. Ensuring the infrastructure is developed to connect criminal history records systems to the state record repository or appropriate federal agency record system and ensuring records are accessible through the Federal Bureau of Investigation (FBI) records systems;
3. Providing the training and technical assistance needed to ensure that records systems are developed and managed to conform to FBI standards, and appropriate technologies, while ensuring that contributing agencies adhere to the highest standards of practice with respect to privacy and confidentiality; and
4. Using systematic evaluation and standardized performance measurement and statistics to assess progress made in improving in national records holdings and background check systems.

The NCHIP program serves as an umbrella for various record improvement activities and funding streams, each of which has unique goals and objectives. As a basic principle of this program, BJS strongly encourages states and tribes to ensure the integrated functioning of record improvement initiatives, regardless of the funding source. Also, BJS strongly encourages applicants to match and/or leverage the federal funds provided with other resources to the maximum extent possible.

AUTHORIZING LEGISLATION

In the past, appropriations for the NCHIP program have been made pursuant to the Crime Identification Technology Act of 1998 and the procedures for applying for NCHIP grants generally reflect the provisions of that Act. The NCHIP program implements the grant provisions of:

1. The Crime Identification Technology Act of 1998 (CITA), Pub. L. No. 105-251, 112 Stat.1871 (1998), codified at 42 USC Section 14601 et seq.
2. The Brady Handgun Violence Prevention Act (Brady Act), Pub. L. No. 103-159, 107 Stat.1536 (1993), codified as amended at 18 U.S.C. Section 921 et seq.;
3. The National Child Protection Act of 1993 (NCPA), Pub. L. No. 103-209, 107 Stat. 2490 (1993), codified as amended at 42 U.S.C. Sections 3759, 5101 note, 5119, 5119a, 5119b, 5119c;
4. Those provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Omnibus Act), Pub. L. No. 90 351, 82 Stat. 197 (1968), codified as amended at 42 U.S.C. Section 3711 et seq., as amended; and the Violent Crime Control and Law Enforcement Act of 1994 (Violent Crime Control Act), Pub. L. No.103 322, 108 Stat. 1796 (1994), codified as amended at 42 U.S.C. Section 13701 et seq., which pertain to the establishment, maintenance, analysis, or use of criminal history records and criminal record systems.
5. Relevant requirements of the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, Pub. L. No. 103-322, 108 Stat. 2038, Megan's Law, Pub.L. No. 104-145, 110 Stat. 1345, and the Pam Lychner Sexual Offender Tracking and Identification Act of 1996, Pub. L. No. 104-236, 110 Stat. 3093; and Title 1 of the Adam Walsh Child Protection and Safety Act of 2006, Pub L. 109-248;
6. The Victims of Trafficking and Violence Protection Act of 2000, Pub. L. No. 106-386, 114 Stat. 1464 (2000) and related laws pertaining to the identification, collection, analysis and interstate exchange of records relating to domestic violence and stalking (including protection orders);
7. The Violence Against Women Act of 1994, codified as amended at 42 U.S.C. Section 14031 et seq; and
8. The Violence Against Women and Department of Justice Reauthorization Act of 2005, Pub. L. No. 109-162, 119 Stat 2960 (2006); and
9. Relevant requirements of the Tribal Law and Order Act, Pub. L. No. 111-211, 124 Stat 2299, Section 251(b)(1) (2010).

CHAPTER 18

PAUL COVERDELL FORENSIC SCIENCE IMPROVEMENT GRANTS PROGRAM

**All awards are contingent upon availability of funds and
the applicant's grant management of the previous project.**

The Paul Coverdell Forensic Science Improvement Grants Program (the Coverdell program) is authorized by in December 2000 through Public Law Number 106-561, Public Law Number 107-273 (H.R. 2215) and Public Law Number 108-405 (H.R. 5107). The Coverdell Program assists states to improve the quality, timeliness, and credibility of forensic science services for criminal justice purposes, and for other purposes. In 2004, the Coverdell program was expanded to include a forensic science backlog reduction component and the requirement of a new certification regarding external investigations.

Recipients of the Coverdell Program grant must use the grant for one or more of these three purposes:

1. To carry out all or a substantial part of a program intended to improve the quality and timeliness of forensic science or medical examiner services in the State, including those services provided by laboratories operated by the State and those operated by units of local government within the State.
2. To eliminate a backlog in the analysis of forensic science evidence, [\[1\]](#) including, among other things, a backlog with respect to firearms examination, latent prints, toxicology, controlled substances, forensic pathology, questioned documents, and trace evidence.
3. To train, assist and employ forensic laboratory personnel as needed to eliminate such a backlog.

USE OF FUNDS

The types of expenses listed below generally may be paid with Coverdell funds:

1. **Personnel.** Funds may be used for forensic science or medical examiner personnel, overtime, fellowships, visiting scientists, interns, consultants, or contracted staff.
2. **Computerization.** Funds may be used to upgrade, replace, lease, or purchase computer hardware and software for forensic analyses and data management.
3. **Laboratory equipment.** Funds may be used to upgrade, lease, or purchase forensic laboratory or medical examiner equipment and instrumentation.
4. **Supplies.** Funds may be used to acquire forensic laboratory or medical examiner supplies.

5. **Accreditation.** Funds may be used to prepare for laboratory accreditation by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD-LAB), Forensic Quality Services (FQS), the National Association of Medical Examiners (NAME), the American Association for Laboratory Accreditation (A2LA), or other appropriate accrediting bodies. Funds also may be used for application and maintenance fees charged by appropriate accrediting bodies.
6. **Education, training and certification.** Funds may be used for appropriate internal and external training of staff that are directly and substantially involved in providing forensic science or medical examiner services. In appropriate cases, funds also may be used for fees charged by appropriate certifying bodies for certification of staff in specific forensic discipline areas. All education, training, and certification activities must be designed to improve the quality and/or timeliness of forensic science or medical examiner services. The grant application should demonstrate that the proposed training or certification is directly related to the job position and duties of the individual(s) receiving the training or seeking certification.
7. **Facilities.** Funds may be used for program expenses relating to facilities, provided the expenses are directly attributable to improving the quality and/or timeliness of forensic science or medical examiner services. Funds also may be used for renovation and/or construction undertaken as part of the applicant's program to improve the quality and/or timeliness of forensic science or medical examiner services. See the specific year's solicitation to which you are applying for detailed on limitations on use of funds for costs of new facility. .
8. **Administrative expenses.** Not more than 10 percent of the total amount of a Coverdell grant may be used for administrative expenses.

UNALLOWABLE EXPENSES

1. Expenses other than those listed above (including expenses for general law enforcement functions or non-forensic investigatory functions).
2. Costs for any new facility that exceed the limits described above.
3. Administrative expenses that exceed 10 percent of the total grant amount.

MATCH

There is no state or local match required under the Coverdell program.