

State of Louisiana

Louisiana Commission on Law Enforcement and
the Administration of Criminal Justice



JUVENILE ACCOUNTABILITY BLOCK GRANT PROGRAM

APPLICATION INSTRUCTIONS

Only an original signed with **BLUE** ink will be processed by LCLE

Fax and Online Submission will NOT be accepted

Louisiana Commission on Law Enforcement
1885 Wooddale Blvd., Room 1230
Baton Rouge, LA 70806-1555

(225) 925-6023

Juvenile Justice Programs Manager

(225) 925-4418

Main Number

www.lcle.la.gov

TABLE OF CONTENTS

GENERAL FUNDING INFORMATION	PAGE
Juvenile Accountability Block Grants Program.....	3
Entities Eligible To Apply For JABG Funds.....	3
Funding Guidelines.....	3
Funding Priorities – Program Purpose Areas.....	4
GENERAL APPLICATION	5
SUMMARY PAGES	6
Title Page.....	6
Federal Purpose Areas.....	7
Checklist.....	7
Budget Summary.....	7
BUDGET NARRATIVE	8
Section 100. Personnel Costs.....	8
Section 200. Fringe Benefits.....	8
Section 300. Travel.....	9
Section 400. Equipment.....	9
Section 500. Supplies.....	9
Section 600. Contractual Services.....	9
Section 700. Construction Costs.....	10
Section 800. Other Direct Costs.....	10
PROGRAM NARRATIVE	11
A. Problem Definition.....	11
B. Goal.....	11
C. Objectives.....	11
D. Activities.....	11
D-2. Training.....	11
E. Methods.....	12
F. Performance Measurements.....	12
H. Demographics.....	13
I. Evaluation and Dissemination of Reporting.....	13
J. Collaborative and/or Participating Agencies.....	13
K. Resources.....	13
L. Continuation of Program.....	13
M. Audit Requirement.....	13
OTHER REQUIRED INFORMATION	14
Certified Assurances and Criminal Penalties.....	14
Criminal Penalties.....	14
Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug-free Workplace	14
Certification on Non-Supplanting.....	14
Certification of Match.....	14
Agreement 1 – Agreement and Intention to Apply for Juvenile Accountability Block Grants Program.....	14
Agreement 2 – Regional Coalition.....	14
Certification of Program Income.....	14
Appendix A – JABG Federal Purpose Areas.....	14

GENERAL FUNDING INFORMATION

JUVENILE ACCOUNTABILITY BLOCK GRANTS PROGRAM

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 its 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 uses of funds within the JABG designated program purpose areas; to achieve the greatest impact on reducing juvenile delinquency; improving the juvenile justice system; and increasing 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. Cash Match Requirement

- 5.1 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.
- 5.2 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.
- 5.3 The formula for calculating match is:

$$5.3.1 \quad \frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required Recipient's Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

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

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

Round to the nearest whole dollar

5.4 Match Requirement for Construction Projects.

- 5.4.1 If the funds are to be used for the construction of juvenile detention or correctional facility, the applicant must meet a 50-percent match of the total project.
- 5.4.2 The applicant must ensure that it will make the nonfederal portion of the cost of the programs funded under its JABG allocation available by the end of the project period.
- 5.4.3 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.

- 6. **Construction Costs** - 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.

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 seventeen (17) 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.

Purpose Area	Program 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, and court-appointed defenders and 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 that 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.

Purpose Area	Program Name	Definition
9	Juvenile Records Systems	Establishing and maintaining a system of juvenile records designed to promote public safety.
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

GENERAL APPLICATION GUIDELINES

To be eligible for consideration of JABG funds through the Louisiana Commission on Law Enforcement, the following guidelines must be followed:

1. Application must be submitted on the attached form. The application may not be computer replicated.
2. Follow the instructions for each section. **Unless otherwise noted, information in each section is limited to the space provided.** The only attachments are:
 - 2.1 Resumes
 - 2.2 Job Descriptions and Qualifications
 - 2.3 Program Curriculum
 - 2.4 Pre- and Post-test, Evaluation survey, etc.
 - 2.5 Organizational chart
3. Submit a single, signed **original in BLUE INK** of the completed application. Copies will not be considered.
4. Applications cannot be handwritten. IF the application is not computerized generated, the only acceptable font size is 10, 11, or 12 pitch.
5. Assemble and fasten by a single staple in the upper left-hand corner.
6. Application must be submitted by the due date and meet all criteria. No required material received apart from the application will be added to or considered with the application, unless specifically requested by LCLE staff.
7. Any subgrant approved without complete information (or with questions to be answered) will not receive a grant award until information is received and questions answered to the satisfaction of LCLE staff.
8. The subgrant number will be assigned by LCLE; this number must be on all contracts, future correspondence and other documents regarding the project.
9. Contracts for professional services should not be executed until an award is made and a subgrant number is issued.
10. Before application submission to the appropriate District Program Director, the applicant should thoroughly review and understand the Certified Assurances and Criminal Penalties and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibilities Matters; and Drug-Free Workplace Requirements at the end of the application.
11. State Level Programs should be submitted directly to the Louisiana Commission on Law Enforcement.
12. First time applicants must adhere and provide the following:
 - 12.1 Federal Tax Identification number
 - 12.2 DUNS number
 - 12.3 Central Contractor (CAGE/NCAGE) Number
 - 12.4 Provide an organizational chart.
13. **REPORTING REQUIREMENTS**
 - 13.1 **Equipment Inventory Listing and Assurance Forms** must be completed for any equipment purchased with grant funds. This must be attached to the Expenditure Request form when requesting reimbursement.

- 13.2 **Expenditure/Requests for Funds** are due within 15 days of the end of the cycle:
- 13.2.1 Monthly if receiving \$40,000 or more in Federal funds, or
 - 13.2.2 Quarterly (or monthly by choice) if receiving less than \$40,000 in Federal funds.
 - 13.2.3 Final Fiscal Report is submitted to LCLE **fifteen (15) days** after the end of the project.
- 13.3 **Quarterly Progress Reports** provides information on the project’s performance in meeting the goals and objectives within the reporting period. This report is filed on a calendar quarterly basis and are due to LCLE by:

<u>Reporting Period</u>	<u>Due to LCLE</u>
January - March	April 15
April - June	July 15
July - September	October 15
October - December	January 15

If a project ends within a reporting period, the final reports are due to LCLE within 15 days at the conclusion of the project.

- 13.4 **Subgrant Adjustments** allows changes to the original application within the project period. Changes could include the budget, project period and/or extension, project officials/addresses, project personnel, goals and objectives, and/or other. If changes are made with project personnel, you must submit the Subgrant Adjustment Page 3 along with the resume(s), if applicable. This form can be downloaded at www.lcle.la.gov/programs/FF_OB.asp.

NOTE: Failure to Comply with Reporting Requirements may result in administrative action such as, withholding of payments, suspension of funding, cancellation of the project, loss of awarded funds, or non-certification of new grant awards.

14. Approved programs must comply with all Federal Rules regulating grants, with State criteria, JJDP Advisory Board and Commission Policies.
15. 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.
- 15.1 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.
 - 15.2 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.
 - 15.2.1 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.
 - 15.2.2 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.
16. Completed applications for subgrants must be submitted directly to LCLE. For additional details, you may contact the JABG Program Manager.

SUMMARY PAGES

TITLE PAGE

NOTE: OJJDP requires the zip + 4 code and email addresses on subgrantees. Visit www.usps.com/zip4/ if you need help locating the correct zip code.

1. **Title of Project** - Enter a short title of the program. See Funding Priorities—Purpose Areas. A revision or continuation application should bear the same title as the original project.
2. **Project Status** – Indicate if this request is for a new project or continuation project. If the request is for a continuation, enter prior subgrant number.
3. **Project Duration** - Enter the length in months of the total project. Also enter the desired start and end date for the subgrant. Use only the first day of the month as a start date and the last day of the month as an end date. Projects are limited to no more than 12 months.
4. **Project Funds** - Enter the allocated amount as directed by LCLE. Enter the required cash match; the JABG Program requires a **cash only** match

NOTE: Subgrantees are encouraged to use the standard local cash match ratios and avoid overmatching. Please contact the Juvenile Justice Programs Manager before submitting an application with significant local cash overmatching. If overmatch is applied, the applicant agency must comply with special conditions pertaining to overmatch.

5. **Applicant Agency:**

- 5.1 **A - Agency:** Enter the official name, physical AND mailing addresses, telephone and FAX numbers, email address and Federal Employer Tax ID number of the agency or institution applying for funds. For example: City of Baton Rouge, East Carroll Parish Sheriff's Office, 19th Judicial District Attorney's Office, Boys and Girls Town.
- 5.1.1. **DUNS Number:** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Data Universal Numbering System (DUNS) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at <http://www.dnb.com/us/>.
- 5.1.2. **Central Contractor Registration:** OJP requires that all applicants for federal financial assistance, other than individuals, maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via www.grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.
- 5.2 **B - Authorized Official of Applicant Agency:** This is the individual authorized to enter into binding commitments on behalf of the Applicant Agency or Institution. This will normally be the chief officer of the agency, institution, or government unit involved (e.g., Mayor Earl Smith; Sheriff Walter Jones; Sam Jones, Parish President, Executive Director, etc.). Enter the official's name, title, addresses, telephone and FAX numbers, and email address.
6. **Implementing Agency:**
- 6.1. **Agency Head & Title:** This is the person in charge of the agency in which the applicant program is located. (Example: Chief of Police Couvillion; Sheriff Walter Jones; District Attorney Jerry Smith).
- 6.2. **Agency:** The name, address, telephone and FAX numbers and email address of the agency implementing or benefiting from the project. In most cases, this will be the same as the Applicant Agency. (Example: Applicant Agency, Caddo Parish Sheriff's Office, Implementing Agency, Caddo Parish Sheriff's Office). However, in some cases it will be different. (Example: City of Baton Rouge, Applicant Agency; the Baton Rouge Police Department, Implementing Agency).
- 6.3. If the applicant agency and the implementing agency is the same, DO NOT put SAME AS #1.
7. **Project Director:** This is the individual who will be in direct charge of the project. He or she should be a person who combines substantial knowledge and experience in the project area with proven ability in administration and supervision of personnel and will be expected to devote a major portion of his or her time to the project. **Project Director must be an employee of the recipient's organization.** The official business address should be used along with telephone and FAX numbers and email address.
8. **Financial Officer:** This is the individual who will be responsible for fiscal matters relating to the project and in ultimate charge of agency accounting, management of funds, verification of expenditures, and sub-grant financial reports. The official business address should be used along with telephone and FAX numbers and email address.
- NOTE: It is possible that a different person will fill the four positions (Authorized Official, Agency Head, Project Director, and Financial Officer). It is also possible that the same person may serve in more than one capacity. **However, there must be at least 2 different people in any combination in these positions. The financial officer and the project director must be different individuals.***
9. **Brief Project Description:** Enter a brief description of the project stressing project goals. This summary description must be limited to the space provided. This description is critical and will be the summary used to present the project to the Drug Control and Violent Crime Policy and Commission.

FEDERAL PROGRAM PURPOSE AREAS

JABG funds must be used for one or more of the designated federal standard program purpose areas. The Juvenile Crime Enforcement Coalition's determination of purpose areas will be determined by their analysis of their Coordinated Enforcement Plan. If more than one purpose area will be addressed, estimate the dollar amount that will be directed to that purpose area. The total amount must equal the total project cost.

PROJECT BUDGET SUMMARY should be completed last after the sections of the Budget Narrative have been prepared.

1. **CHECKLIST** – All items must be answered. The contact information of the individual completing this application is required, include name, telephone number, fax number and email address.
2. **BUDGET SUMMARY**
 - 2.1 Double check computations.
 - 2.2 Each category amount must equal the Category Total in the corresponding section.
 - 2.3 Leave blank those sections, which do not apply.
 - 2.4 Indicate the source of match.
 - 2.5 Costs apply to current year only.
 - 2.6 Round amounts to the nearest whole dollar.
 - 2.7 Recipients of JABG grant funds may not use these federal dollars to supplant (replace) State or local funds.
 - 2.8 Refer to U.S. Department of Justice Financial Guidelines, the attached Certified Assurances and any applicable program brief for allowable budget items. All items included in the budget will be reviewed to ensure budgetary reasonableness and allowable costs.

CONGRESSIONAL DISTRICT

1. Check the **Federal** Congressional District(s) to be served by this project.

- To find the Federal Congressional District, visit www.house.gov.

BUDGET NARRATIVE

Applicants are required check the appropriate box indicating whether the budget item will be funded with federal funds, cash match, or both.

Section 100. Personnel Costs

- List only the position(s) and individual name(s) for each position for personnel actually working on this project.
- Full-Time Personnel** – If the position is full time, enter the total monthly salary. If the position is part-time or overtime, enter the hourly rate.
- Overtime Personnel** - Enter as a "Pool of Employees" in the "Position Title" field. Enter the number of overtime employees in the "Employee Name" field. Do **not** include monthly salaries for overtime personnel.

Enter the percentage of federal funds that will be applied toward the position and the total number of months the individual will paid for service in this project.

NOTE: *The percentage of time devoted to project may not necessarily equal the percentage of federal funds devoted to position. In no case, should the salary paid by federal funds exceed the salary times the percentage of time devoted to the project.*

- Federal funds cannot be used to supplant positions that are already funded. In order for the JABG funds to be used for personnel, the duties of the position must be above and beyond the duties for which the employee is currently being paid by means of other sources. Please refer to Certified Assurances.
- Salary rates are to be comparable with salaries of similar jobs in the region served by the project.
- 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.
- If merit increases are a part of agency policy, the merit increase for project personnel should be budgeted in this section.
- List employee to receive a merit increase twice by showing as a separate line items — once at current salary, then at salary per merit increase. The salary *times* the percentage of time devoted to project *times* the number of months will *equal* the employee's total salary.

Calculation Example:

Annual Salary for a Full-Time Employee:
30 Weeks at \$ 8/Hour X 40 Hours = \$ 9,600
Annual Salary Increase of Five Percent (5%):
22 Weeks at \$ 8.40/Hour X 40 Hours = \$ 7,392

- Time and attendance records must be maintained on a current basis.
- If a position is not yet filled, indicate TBN (To Be Named) in the Employee Name & Position column.
- Position Qualifications
 - Must meet those established for the particular position and/or be comparable to existing positions in funded grants.
 - Are to be at a minimum level to perform duties described and in line with salary rates established.
 - Unless a waiver is granted by LCLE, based on verifiable work experience, the following education requirements must be met:
 - Counselors must have at least a Bachelor's Degree in a social science or related field.
 - Therapists must have at least a Master's Degree in social work, psychology, counseling, or related field.
- Job descriptions are an attachment and must be provided for each position given and must include
 - Description of work expected to performed,
 - Required level of education (diploma, degrees, special training, etc.)
 - Work experience for hire (how many years in what fields),
 - Any special requirements (such as POST certified, completion of SRO training, etc.), and
 - The minimum and maximum salary range.
- Resumes are an attachment:
 - Must list qualifications,
 - Must be submitted with the application if position is already filled,
 - Must be submitted with quarterly progress reports for positions filled later,
 - Must be resubmitted for grant continuation applications.
- Complete category total box.

Section 200. Fringe Benefits

- Apply only to the employer's share for those salaries funded
- Are limited to no more than 30% of the total salary.
- For project personnel only.
- The rate or cost used for calculation must be shown for each type:
 - Social Security (FICA): 6.2%
 - Medicare: 1.45%
 - Health/Life Insurance – use monthly premium, then multiply by the time devoted to the project and the months to be worked
 - Workman's Compensation – use the agency's percentage rate
 - Unemployment – use the agency's percentage rate
 - Public/Private Retirement – use the agency's percentage rate

- 4.7. Liability/Malpractice Insurance - If part of an employee benefit package for all employees, use agency's percentage rate
5. ONLY Social Security **OR** one bona fide retirement plan is eligible **NOT BOTH**.
6. If personnel costs are budgeted and either all or additional fringe benefits are being paid by another source, please check the appropriate box.
7. Complete category total box.

Section 300. 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.
8. Complete category total box.

Section 400. Equipment

1. Distinguish between equipment and supplies. An equipment item is any item, regardless of costs, that has a life expectancy of two or more years and is not consumable.
2. Only equipment costs, which are deemed necessary and essential to the project, are allowable.
3. Applicant must maintain records of the signed and dated invoices for equipment purchased.
4. Competitive procurement must be used, i.e., the agency must obtain three bids or quotes in writing and maintain such on file.
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. If purchasing any computer hardware and/or software, applicant must complete the Standard Computer Checklist form.
8. Videotapes sold, as a set for \$500 or more, must be listed under equipment, not supplies. For example: Video set contains five tapes for a total cost of \$500 for the entire set is listed under equipment. Five videos @ \$100 per video for a total cost of \$500 are listed under supplies.
9. Complete the explanation section and category total box.

Section 500. Supplies

1. Distinguish between supplies and equipment. Supply items are those that by nature are used up or are consumable or have a life expectancy less than two years.
2. Only supplies costs, which are deemed necessary and essential to the project, are allowable.
3. Basic Office Supply is considered paper, envelopes, pens, pencils, staples, etc. Art/craft and student supplies are not considered as Basic Office Supply.
4. Allowable items are publications, workbooks, curriculum guides, videotapes, office supplies, postage, blank cassettes, student supplies, etc.
5. Complete explanation section and category total box.

Section 600. Contractual/Consultant Services

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

1. See Certified Assurance for Competitive Procurement.
2. Arrangements with individuals must ensure that:
 - 2.1. Dual compensation is not involved (i.e., the individual may not receive compensation from his regular employer and the retaining grantee or subgrantee work performed during a single period of time even though the services performed benefit both.)
 - 2.2. The contractual arrangement is written, formal, proper, and otherwise consistent with the grantee's usual practices for obtaining such services.
 - 2.3. Time and/or services for which payment will be made and rates of compensation will be supported by adequate documentation.
 - 2.4. Transportation and subsistence costs for travel performed are at an identified rate consistent with the grantee's general travel reimbursement practices.
3. Contract:

- 3.1. Current LCLE contract form must be used and can be obtained from LCLE's website, www.lcle.la.gov.
- 3.2. Contractual agreement is to contain detailed description of work to be performed. This must also coincide with the explanation found in the application.
- 3.3. Contract must state **'the hourly rate and not to exceed the maximum dollar amount'** stated in the contractual budget summary of the application. If travel expenses are to be included, a breakdown of each cost is required and not to exceed the maximum dollar amount stated in the contractual budget summary of the application.
- 3.4. Before release of funds, contractual agreement must be reviewed and approved by LCLE. The contract packet must include:
 - 3.4.1. The executed contract with current subgrant number,
 - 3.4.2. Contractor's resume, which includes educational background and relevant work history and references.
4. Arrangements with other governmental units shall ensure that the work for services for which reimbursement is claimed must be directly and exclusively devoted to grant purposes and charged at rates not in excess of actual costs to the "contractor."
5. Arrangements with non-governmental organizations shall ensure that:
 - 5.1. The arrangement is written, formal, proper, and consistent with the usual practices and policies of the grantee or subgrantee in contracting for or otherwise obtaining services of the type required.
 - 5.2. Indirect costs or overhead charges in cost-type arrangements are based on an audited or negotiated rate previously approved by a State or Federal Agency, or are based on an indirect cost submittal reflecting actual cost experiences during the contractor's last annual or other recently completed fiscal period.
 - 5.3. The customary fixed fee or profit allowance in cost-type arrangements does not exceed 10 per cent of total estimated costs.
6. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. Consideration will be given to compensation including fringe benefits for those individuals whose employers do not provide the same. In addition, the policy is that the maximum rate for consultants is \$56.25 per hour or \$450 for an 8-hour day, excluding travel and subsistence costs. Preparation, evaluation, and travel time in addition to the time required for actual performance may be included. A request for compensation in excess of this rate requires additional justification showing that the particular consultant's usual rate of pay is in excess of this amount. **Also, prior approval from LCLE is required.**
7. Contractual Services vs. Overtime Personnel
 - 7.1. Before completing either the contractual or personnel portions of the budget, first determine if the employees are regular employees of the subgrant agency that are being paid overtime, or if they are truly contractual.
 - 7.2. The Internal Revenue Service offers the following guideline: If employees working for the subgrant agency are 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 grant. If personnel are not regularly employed at all by the subgrant agency, they may be hired in any category except overtime. Whether they are regular (full- or part-time) employees or contractual employees depend on whether the subgrant agency desires to pay fringe benefits and taxes.
 - 7.3. 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. JJDP funds cannot be used to pay contractual wages while an employee is working during regular agency hours. There can be no "going off the clock" so as to earn grant funds.
 - 7.4. 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.
8. Complete explanation section and category total box.

Section 700. Construction Costs

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.
3. Enter the cost in the category total box.

Section 800. Other Direct Costs

1. **All costs must be pro-rated for this project alone.**
2. **Rental Cost** - The total cost of space may not exceed the rental cost of comparable space and facilities in a privately owned building in the same locality. 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. NOTE: Space rental cannot be charged to the project if the building is owned by the applicant agency; however, the pro-rata shares of overhead costs (utilities, janitorial services, etc.) are allowable.
3. **Telephone Service** - Local and long distance must be listed separately.
4. **Printing** - All printed material must bear a prominent statement *"This project was supported with Juvenile Accountability Block Grant funds obtained through a subgrant (give grant number) from the Louisiana Commission on Law Enforcement through the Office of Juvenile Justice and Delinquency Prevention."* See Certified Assurances. Five (5) copies must be submitted to LCLE.
5. **Audit Cost** - For any non-federal entity, meaning state, local government, or non-profit organizations, the following apply:
 - 5.1. The entity must comply with the conditions of the Office of Management and Budget (OMB) Circular A-133 current revision.
 - 5.2. If the entity expends less than \$500,000 of Federal awards in a year, it may be exempt from Federal audit requirements for that year, but its records must be available for review or audit. Audit costs **CANNOT** be charged to the subgrant if the entity is exempt.
 - 5.3. If the entity expends \$500,000 or more in a year in Federal awards, it shall have a single or a program-specific audit conducted for that year according to OMB Circular A-133.
 - 5.4. For an agency, which is required to have an audit, the audit cost may be an allowable expense. Check with LCLE for guidance.
 - 5.5. **NOTE:** A copy of the audit must be submitted to LCLE.
6. **Training Expenses** – are limited to registration fees for conferences and workshops that received prior approval from LCLE.
7. Complete explanation section and category total box.

PROGRAM NARRATIVE

A. 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, 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.

B. GOAL

The goal statement is a **broad-based statement** which reflects an overall **desired end result** of the project. Goals can include developing a program/practice that can be used as a model program or practice. The goal statement should answer the following questions:

1. Does it directly relate to problems (risk factors) identified in the assessment?
2. Is the goal feasible?
3. Is the goal realistic?
4. Is the goal doable?
5. Is the program/practice capable of becoming a model program/practice?

A project usually will have **one** goal.

VERY ABBREVIATED EXAMPLE:

To reduce the number of school dropouts.

C. 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.

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.

A project will normally have **two** objectives for each goal. Remember, most projects have one broad based overall goal.

VERY ABBREVIATED EXAMPLES:

1. *To increase the number of juveniles offenders participating in the Diversion Program (to do something) from 0 to 50 (by a certain amount) within a 12-month period (within a certain time frame).*

NOTE: This measurable objective relates to a **new** program. The baseline number is zero because the program did not exist.

2. *To increase the number of juvenile offenders placed in the Diversion Program (to do something) from 60 to 120 (by a certain amount) within a 12-month period (within a certain time frame).*

NOTE: This measurable objective relates to an existing program. The baseline number is 60 juveniles.

D. ACTIVITIES

The applicant needs to provide a clear description of the activities/services that will be provided to accomplish the goals and objectives. This includes, not limited to, the type and frequency of proposed activities and/or services. This information will be reflected in the Quarterly Progress Report.

D-2. TRAINING PROJECTS ONLY

This section is to be completed only if the request for funding is to hold training programs. Training topics should, inasmuch as possible, use curricula that implement and 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 juvenile justice system.

This training can be in the form of workshop, seminar, or conference. DO NOT use this form 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.

E. 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.

F. 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.

EXAMPLE: The above objectives are for Federal Standard Program Area 11 Diversion. The following is the correct format that must be used.

Objective 1 To increase the number of juvenile offenders placed in the program from 60 to 90 within a 12-month period.

Objective 2 To reduce the recidivism rate from 60 to 40 or 20%.

*Activities Provide special education, substance abuse, and anger management classes to all youths with an education-related disability
Provide pre- and post-tests for juveniles and families
Provide community-based referrals to families*

Performance Indicators:

*Output Measurement #12 Number of program youth served
Output Measurement #13 Number of service hours completed
Output Measurement #4 Average length of stay in diversion program*

*Outcome Measurement #1 Number and percent of program youth who offend or reoffend
Outcome Measurement #2 Number and percent of program youth completing program requirements
Outcome Measurement #3b Number and percent of program youth exhibiting a desired change in antisocial behavior
Outcome Measurement #3c Number and percent of program youth exhibiting a desired change in family relationship
Outcome Measurement #4 Number and percent of program youth formally processed*

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.ojip-dctat.org.

G. PRIOR RESULTS

List the output and outcome measurements from the previous application. Replace the words “number” and “percentage” with actual numbers. This data is available by cumulative data that were provided in the previous subgrant’s Quarterly Progress Reports.

VERY ABBREVIATED EXAMPLE:

Output #12: 124 program youth served

Outcome #2: 100 (80%) of program youth completed program requirements

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, the number of youth served to date, the recidivism rate 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. If necessary, applicants should revise their initial goals and include how they will be measured. The applicant should describe its strategy for obtaining permanent financial support for the project at the conclusion of LCLE funding. This should include a description of existing local financial and volunteer support for the project and the applicant’s plan for involving other local organizations and individuals in acquiring permanent funding.

H. 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.

I. 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.

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: member of the Coalition, Applicant Agency (if different from Implementing Agency), Courts with jurisdiction, etc. Applicants **MUST** state the Louisiana Commission on Law Enforcement will receive quarterly progress reports and expenditure reports on a monthly or quarterly basis.

J. 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.

K. RESOURCES

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

L. CONTINUATION OF PROGRAM

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 and volunteer support for the project and applicant’s plan for involving other local organizations and individuals in acquiring permanent funding. Updates on obtaining permanent financial support will be required in the Quarterly Progress Reports.

M. 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.

OTHER REQUIRED INFORMATION

1. **CERTIFICATIONS** - The Authorized Official for the applicant agency should review the following conditions prior to signing in **BLUE INK**. A copy of these requirements must be kept for your records.
 - 1.1. Certified Assurances
 - 1.2. Criminal Penalties
 - 1.3. Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug-Free Workplace Requirements
 - 1.4. Certification of Non-supplanting
 - 1.5. Certification of Match
 - 1.6. Agreement 1 – Juvenile Crime Enforcement Coalition
 - 1.7. Agreement 2 – Regional Juvenile Crime Enforcement Coalition
 - 1.8. Certification of Program Income

2. **ORGANIZATION CHART** – A current organizational chart is required. It should show the placement of the project within the agency.

3. Applications are mailed directly to the Juvenile Justice Programs Manager at LCLE.

4. **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.