

GMIS RPV. 01/01/99

Project I.D.
(FROM WORKPLAN)

LOUISIANA COMMISSION ON LAW ENFORCEMENT
AND ADMINISTRATION OF CRIMINAL JUSTICE

1. PROGRAM TITLE: Develop Accountability - Based Sanctions	2. CONTINUATION OF SUBGRANT NUMBER: A00-8-002
3. PROJECT DURATION: * * * * * (Not to Exceed TOTAL LENGTH <u>12</u> Months 12 Months)	4. PROJECT FUNDS: * * * * *
DESIRED STARTING DATE <u>October, 2002</u>	FEDERAL FUNDS: \$ <u>74,641.00</u>
DESIRED COMPLETION DATE <u>September, 2003</u>	CASH MATCH: \$ <u>10,596.00</u>
	* TOTAL PROJECT: \$ <u>85,237.00</u>

* TOTAL PROJECT and Total in Project Summary MUST Agree

5. APPLICANT AGENCY: * * * * *	6. IMPLEMENTING AGENCY: * * * * *
AUTHORIZED OFFICIAL: <u>Albert D. Laque</u>	AGENCY HEAD: <u>Ben Farquet</u>
AGENCY NAME: <u>St. Charles Parish</u>	AGENCY NAME: <u>The Center for Family & Youth Svcs.</u>
ADDRESS: <u>P.O. Box 302</u>	ADDRESS: <u>13101 River Road</u>
CITY/ZIP CODE: <u>Hahnville, LA 70057</u>	CITY/ZIP CODE: <u>Luling, LA 70070</u>
TELEPHONE: <u>(985) 783-5000</u>	TELEPHONE: <u>(985) 331-1999</u>
FAX #: <u>(985) 783-5021</u>	FAX #: <u>(985) 331-2353</u>
FEDERAL EMPLOYER TAX ID#: <u>72-6001208</u>	

7. PROJECT DIRECTOR: * * * * *	8. FINANCIAL OFFICER: * * * * *
NAME: <u>Danny Roussel</u>	NAME: <u>Lorrie Toups</u>
AGENCY: <u>The Center for Family & Youth Svcs.</u>	AGENCY: <u>St. Charles Parish Government</u>
ADDRESS: <u>13101 River Road</u>	ADDRESS: <u>P.O. Box 302</u>
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FAX #: <u>(985) 331-2353</u>	FAX #: <u>(985) 783-5021</u>

9. CONGRESSIONAL DISTRICTS SERVED: ALL 1 2 X 3 4 5 6 7
POPULATION SERVED:

10. BRIEF PROJECT DESCRIPTION:

This project will address problems facing juvenile offenders referred by the "Family In Need of Services" program and other agencies or families needing help coping with the many problems faced by them and the juveniles they must deal with.



Planning District Number _____
Date _____
Project I.D. _____
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10. BRIEF PROJECT DESCRIPTION:

CHECKLIST AND PROJECT BUDGET SUMMARY

Instructions: This page should be completed last. The Checklist is self-explanatory. Project Summary - Insert applicable budget category totals from the detailed Project Budget. Do not exceed space provided.

CHECKLIST (Pages)

	<u>Yes</u>	<u>No</u>
Are all budgeted items allowable per Program Guidelines?	—	—
Were instructions followed to determine allowable personnel/contractual costs?	—	—
Are all line item computations correct?	—	—
Do line items add to category totals?	—	—
Have Category Totals been rounded to nearest dollar?	—	—

Each category amount listed below must equal Category Totals shown on pages

Name of person completing budget section _____
 Phone number _____

PROJECT BUDGET SUMMARY
(current year only)

100. Personnel	\$25,800 ⁰⁰
200. Fringe Benefits	\$5,272 .00
300 Travel	\$1,846 ⁰⁰
400 Equipment	_____ 00
500. Supplies	\$1,559 ⁰⁰
600. Contractual	\$36,210 ⁰⁰
700. Construction	
800. Other Direct Costs	\$14,550 ⁰⁰
900. Indirect Costs - Unallowable	N/A
* TOTAL	\$85,237 .00

PROJECT FUND BREAKDOWN

Federal Funds	\$	____.00
Cash Match	\$	____.00
*Total	\$	____.00

* These two Totals must be the same.

DETAILED PROJECT BUDGET

100. PERSONNEL

FULL-TIME PERSONNEL

Employee Name	Position Title	Project hours Worked Weekly	Monthly Salary	No. Months	Total Salary
Kenny Gagliano	Juvenile Probation Officer	40	\$2,150	12	\$25,800

PART-TIME PERSONNEL

Employee Name	Position Title	Project hours Worked Weekly	Monthly Salary	No. Months	Total Salary
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OVER-TIME PERSONNEL

Employee Name	Position Title	Project hours Worked Weekly	Monthly Salary	No. Months	Total Salary
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CATEGORY TOTAL: ___ \$25,800.00

100. PERSONNEL (CONT'D)

List each position on the previous page and explain the following:

- a) the need for the position
- b) the basis for determining the salary of the position
- c) the project duties of the position

(1) One Probation Officer

Due to the success of the program in the 2001-2002 year, we plan to utilize job description formulated from previous year program with modification.

The salary for this position is based on regular salaries of parish employees in our area.

ATTACHMENTS REQUIRED AT END OF APPLICATION:

1. A complete job description for each position requested, to include 1) responsibilities and duties of the position, and 2) required qualifications for the position, including minimum education (diploma, degrees, special training, etc.), experience required (how many years in what fields), and any special requirements such as POST- certified. If any special additional training is needed, explain how that will be provided.
2. A resume for each individual in positions already filled, including their education, experience, and salary history. Resumes for those not filled must be submitted as soon as the individual is hired.

200. FRINGE BENEFITS (Employer's Share)

Type	Rate or Cost	Total
1) Social Security	1.45	\$374.00
2) Public Retirement	6%	\$1548.00
3) Health Insurance	225/monthly	\$2700.00
4.) Life Insurance	30/monthly	\$360.00
5.) Workman's Compensation	N/A	N/A
6. Unemployment	.8%	\$206.00
7. Private Retirement	N/A	N/A
8. Other [Explain]		
Dental	\$7/monthly	\$84.00

CATEGORY TOTAL: \$5,272.00

If salaries are included in the application budget and no fringe benefits are requested, please explain the source of funding for this category:

300. TRAVEL

Itemize travel expenses of project personnel by purpose. Mileage unallowable in agency owned vehicles. Charges not to exceed established agency travel rates, but in no case can exceed state travel rates.

LOCAL TRAVEL

Purpose	No. Miles Weekly	Rate	Total Mileage	Total Cost This Item
Project Business	118.3	.30	\$6,153	\$1,846.00

NON-LOCAL IN-STATE TRAVEL/OUT-OF-STATE TRAVEL
(Out-of-state travel requires prior approval from LCLE)

Purpose	From	To	No. Miles	Rate	Total Cost This Item

No. Days	No. Meals	Meal Cost	Lodging Cost	Meals + Lodging	Total Cost This Item

CATEGORY TOTAL: \$1846.00

DESCRIBE:

a) Need for travel in relationship to the project:

b) Method used in determining the rate of costs (state or agency):

400. EQUIPMENT

List each item separately with unit cost, tax, shipping, and total cost. Do not use brand names.

Item	Quantity	Unit Cost	Tax	Shipping	Total Cost
N/A					

CATEGORY TOTAL: N/A

EXPLAIN:

- a) Need for each equipment item requested in relation to project.
- b) Procurement Method (See Certified Assurances)

500. SUPPLIES

A. Publications, workbooks, curriculum guides, videotapes, etc. Itemize separately.

Type	Title	Publisher	Quantity	Unit Price	Tax	Shipping	Total Cost
Training Materials			50	\$9.25	\$37.00		\$500.00

B. Itemize separately all other supplies (e.g., postage, blank cassette tapes, student supplies, etc); general office supplies may be grouped, with a (listing) of the supplies (e.g., pencils, copy paper, folders, paperclips, paper. Subtotal: \$300)

Type	Quantity	Unit Price	Tax	Shipping	Total Cost
Drug Kits	150	\$7.00		\$9.00	\$1,059.00

CATEGORY TOTAL: _ \$1,559.00

Explanation:

- A. For items in Section A, explain the use of each request and its relationship to the project. Also explain how the choice of materials was made, e.g. based on previous experience or research showing its effectiveness, etc.

Videos are becoming very effective teaching tools in our media-enhance society. Handouts and workbooks will be used as reinforcements to take home as well as for teaching tools in the class. In an effort to facilitate change in our clients and reinforce goals and objectives training materials will be used as a teaching tool in a classroom setting.

- B. For items in Section B, explain the need for and use of each major supply type requested in relationship to the project.

Drug Kits - will be used on probation cases on a monthly basis.

600. CONTRACTUAL

Individual Consultants or Other Contractual Service

Name of Individual Or Agency	Service Provider	Hours per Week/Month	Rate per hour	Total Cost
TBN	Counselor/Social Worker/ Case Manager	40/month	\$25.00	\$12,000
TBN	Office Specialist	120/month	\$12.60	\$18,144
TBN	Office Specialist	50/month	\$10.11	\$ 6,066

CATEGORY TOTAL: \$36,210.00

Explanation:

For each Individual or Agency Consultant explain:

- a) Purpose and relationship to the project
- b) Reason this is the most cost effective way of providing the service
- c) Method of procurement and basis for determining the rate of pay (See Certified Assurances)

700. CONSTRUCTION

1. Construction Costs are being requested for: [select]

1. (a) Juvenile correctional facilities - permanent long term facilities for post adjudicated juveniles.
Requires 50% cash match for new construction.
- (b) Juvenile correctional facilities - for costs other than new construction (e.g., renovation, operations or training).
Requires 10% cash match.
- (c) Juvenile detention facilities - short term facilities for pre-adjudicated youth. Requires 10% cash match.
This juvenile facility will be collocated with an adult facility. [select] Yes No
2. Describe in detail the estimated cost for your program. You should include the number of beds, cost per bed, number of square feet and cost per square foot. If the construction category is used, more information will be requested by LCLE.

CATEGORY TOTAL: _____

800. OTHER DIRECT COSTS

Other Direct Costs may include items such as pro-rated audit, rent, Certified Assurances, and include square footage, cost per square foot, monthly and total cost, local phone charges, utilities, printing, copying, etc. All costs must be pro-rated for this project alone.

Type of Cost	Monthly Cost	Total Cost
RENT	\$550.00	\$6,600
PHONE	\$300.00	\$3,600
UTILITIES	\$200.00	\$2,400
JANITORIAL	\$125.00	\$1,500
CPA	1 x \$450.00	\$450

CATEGORY TOTAL: \$14,550.00

Explanation:

For each Type of Cost, explain the need and relationship to the project, and method of determining the cost.

PROGRAM NARRATIVE

I. PROBLEMS/NEEDS

Define the problem or need to be addressed by the project, as determined by the local Juvenile Crime Enforcement Coalition.

We have decided to continue to use the list method to define the problems to be addressed by this project.

1. School Truancy
2. Drugs
3. Vandalism
4. Curfew
5. Violence
6. Ungovernable
7. Runaways
8. Theft

II. GOALS/OBJECTIVES

Identify goals by explaining the result expected if the above problems are addressed. Each goal must have at least one objective. Objectives should be measurable quantities.

1. GOAL: Address the problem of student truancy and absenteeism
OBJECTIVE: To reduce the incidences of truancy and absenteeism.
2. GOAL: Reduce the use and dependency on drugs
OBJECTIVE: To monitor and report compliance for drug treatment.
3. GOAL: Prevent and reduce the incidences of vandalism
OBJECTIVE: To provide information regarding the consequences of vandalism and to supervise community service projects.
4. GOAL: Promote respect for the curfew laws
OBJECTIVE: To assure parent training for families of kids involved in curfew violations.
5. GOAL: Prevent violence in all forms.
OBJECTIVE: To insure compliance with court ordered conditions and provide anger management classes.

PROGRAM NARRATIVE

I. PROBLEMS/NEEDS

Define the problem or need to be addressed by the project, as determined by the local Juvenile Crime Enforcement Coalition.

II. GOALS/OBJECTIVES

Identify goals by explaining the result expected if the above problems are addressed. Each goal must have at least one objective. Objectives should be measurable quantities.

6. GOAL: Help families cope with habits of growing children

OBJECTIVE: To educate families in parenting classes.

7. GOAL: Address the cause and effects of running away

OBJECTIVE: To insure compliance with court ordered programs and to reduce the number of children jailed for non-compliance involving running away.

8. GOAL: Address the problem of theft

OBJECTIVE: To provide community education classes on having respect for the property of others.

III. METHODOLOGY

Describe how you will accomplish the goal of the project, by listing specific activities that will occur and/or services which will be provided.

1. Monitor attendance by obtaining records, site visits, meetings with attendance clerks, providing emergency assistance as needed. Use sign sheets, documents to be signed by onsite officials.
2. Weekly visit with probationist and drug testers. Sign in sheets, participants forms, verification forms.
3. Organize community education programs on the effects of vandalism supervise community service clean-up projects, helping the elderly use sign sheets, attendance forms.
4. Monitor compliance with court order conditions of probation, attendance records, sign sheets, participation forms.
5. Same as #4.
6. Coordinate training for families, monitor compliance with counseling as ordered by the court, sign sheets, participation forms, official documents.
7. Mandatory counseling on a regular basis, sign in sheets, participation forms, official documents.
8. Organize community education programs on the effects of vandalism supervise community service clean-up programs, sign in sheets, participation forms, officials documents.

IV. RESULTS/EVALUATIONS

Describe how you will know if your project has met its goal(s).

THE PROGRAM HAS MET ITS GOAL IF:

Goal #1

The number of truancy and absentee violations have been reduced as documented by attendance records, site visits, sign - in sheets.

Goal #2

25% of participants have received treatment. Court records, medical records, attendance records and sign-in sheets will be tabulated.

Goal #3

25% of participants will have received and used information regarding the consequences of vandalism.

Goal #4

25% of the participants will have received information and training on the consequences of curfew violation.

Goal #5

50% of the participants will have received information concerning violence prevention. Sign-in sheets, attendance records, site visits.

Goal #6

50% of the participants will have received information, training in parenting, anger management, respect. Sign-in sheets, attendance records, school records.

Goal #7

25% of the participants will received information and training concerning the consequences and dangers of running away. Sign-in sheets, attendance records, parent counseling session activities will be used.

Goal #8

25% of the participants will received information about the consequences of theft. They will also attend counseling sessions. Sign-in sheets, attendance records, site visits will be used.

V. PROJECTED GROUP TO BE SERVED BY GRANT FUNDS:

A. Youth

Give estimated numbers in Race (#3) and Gender (#4).

Totals in each of these categories should equal the total given in #1.

(1) Estimated number to be served 400

(2) Age range 8-17

(3) Race: Black # 150 White # 200 Other # 50

(4) Gender: Male # 280 Female # 120

(5) Primary status of juveniles to be served (check all that apply).

<input checked="" type="checkbox"/> abused/neglected	<input checked="" type="checkbox"/> at risk juveniles	<input checked="" type="checkbox"/> status offenders
<input checked="" type="checkbox"/> school expulsions	<input checked="" type="checkbox"/> at risk families	<input checked="" type="checkbox"/> delinquents
<input checked="" type="checkbox"/> school suspensions	<input checked="" type="checkbox"/> teen parents	<input checked="" type="checkbox"/> on probation
<input checked="" type="checkbox"/> school dropouts	<input checked="" type="checkbox"/> diverted from court	<input checked="" type="checkbox"/> in aftercare

B. Prosecutors

N/A # new hires

N/A # estimated new prosecutions

C. Courts

 Gun Court

 Drug Court

 # estimated new cases

 # new judges

D. Construction

 Estimated number of new beds - "local detention" or "state correction" (CIRCLE ONE)

E. Prosecutor led drug, gang and violence programs

Use A. above.

F. Information Sharing Systems

60 # estimated successful linkages

 list agencies who will share information: Louisiana State Probation, CADA, CASA,
St. Charles Parish Juvenile Court Coordinator, St. Charles Public Schools,

G. Pretrial Services FINS Committee, St. Charles Parish Sheriff's Office, River Parish Subst.

N/A # new public defenders Abuse Clinic, Office of Community Service, Active Intervention,

N/A list pretrial services to be offered: Associate Catholic Charities, Madere Parenting Ctr. !

H. Juvenile Probation

N/A # new probation officers

N/A # new probation services

List:

V. PROJECTED GROUP TO BE SERVED BY GRANT FUNDS: (CONT'D.)

I. Accountability-Based Programs

___ # Programs Served

List:

- FINS
- Alternative Program (St. Charles Parish Schools) - Self Referrals
- CHILL Adolescent Group
- Parent Support Group - Teenage Parent Pregant Group
- Community Service Program

J. Controlled Substance Testing

___ # Programs

Identify youth to be tested, from within A. above

- Drug Testing for every Juvenile on Probation.

Added Comments:

The applicant understands and agrees that receipt of a subgrant as a result of this application subjects the applicant to the following assurances:

1. **COMPLIANCE WITH POLICY.** The applicant certifies that this subgrant shall be subject to the policies and regulations established by the Office of Justice Programs (OJP), the Office Juvenile Justice and Delinquency Prevention (OJJDP), and the Louisiana Commission on Law Enforcement (LCLE). The applicant assures compliance with the applicable guidelines, provisions, policies and requirements of the Juvenile Accountability Incentive Block Grants program as prescribed in Public Law 105-119, the Department of Justice Appropriation Act for Fiscal Year 1998. Assurance of compliance to this program is inclusive of any amendment or replacement of the Appropriation Act through new legislation or authorization.

The applicant also assures compliance with the provisions of the Office of Management and Budget (OMB) Circular A-87, Cost Principles for State and Local Governments; OMB Circular A-122, Cost Principles for Nonprofit Organizations; 28 CFR (Code of Federal Regulations) Part 66, Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Units of Governments (also known as the Grants Management Common Rule for State and Local Units of Government); the current edition of the OJP Financial Guide; and any other Federal requirements which may apply.
2. **FISCAL REGULATIONS.** Applicant certifies and agrees that fiscal administration of subgrants shall be subject to such further rules, regulations, and policies concerning accounting and records, payment of funds, cost allowance, submission of financial reports, and any other applicable required documentation which may be prescribed by the organizations and/or publications named in assurances #1 and #4.
3. **MATCH.** The applicant certifies that a minimum of 10% cash match is available and dedicated to this project within the time frame of the subgrant award. The cash match must be made available to the project by the end of the project period.
4. **AUDIT REQUIREMENTS.** The Applicant agrees to abide by the requirements of the OMB Circular A-133 entitled "Audits of States, Local Governments, and Non-Profit Organizations." The effective date of the new OMB Circular A-133 is July 1, 1996, and shall apply to audits for fiscal years beginning after June 30, 1996. The audit reports for June, 1997 are the first to come under this Circular. The threshold for the single audit requirement is as follows:

If you have expended \$300,000 or more during a year in Federal awards, you are required to have a single or program-specific audit (if certain criteria are met) conducted for that year, in accordance with the provisions of the OMB Circular A-133.

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

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

A copy of the resultant audit report, if applicable, management letter issued by the auditor, corrective action plan and any written responses to the aforementioned should be forwarded to the Louisiana Commission on Law Enforcement. The audit report with attachments should be sent within 30 days after the completion of the audit, but no later than 9 months after the end of the audited period.
5. **INSPECTION AND AUDIT.** The applicant understands and agrees that OJP, OJJDP, LCLE, or any of their duly authorized representatives shall have access, for purposes of audit and examination, to any books, documents, papers, computer software, or records of the subgrantee, and to relevant books and records of contractors as provided under Public Law 93-415 as amended, and OMB Circular A-128 or A-133, as applicable.
6. **CONTRACTOR AUDITS.** The applicant understands and agrees that every contract, agreement, or understanding to make a study or prepare a report on behalf of a State agency official, by a private firm, consultant or individual who receives compensation thereof from Federal, State, local or other public funds from whatever source, shall contain or be deemed to contain an authorization for the legislative auditor to audit the records of such firm, consultant or individual pertaining to such study or report.
7. **REPORTS.** The applicant assures that it shall submit, at such times and in such form as may be prescribed, such reports as LCLE may require, including monthly or quarterly fiscal reports, quarterly progress reports, quarterly program income reports, final fiscal reports, annual performance reports, and civil rights statistical reports.
8. **DUAL COMPENSATION.** The applicant assures that no contractor will receive dual compensation from his regular employer and the applicant for work performed during a single period of time and that adequate documentation will be maintained to verify such payment.
9. **SUPPLANTING.** The applicant assures that Federal funds will not be used to supplant or replace State or local funds, but will be used to increase the amount of such funds that would otherwise, in the absence of Federal funds, have been made available for program funded.
10. **COMMINGLING OF FUNDS.** The applicant certifies and agrees there will be no commingling of funds on either a program-by-program basis or a project-by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another.
11. **UTILIZATION AND PAYMENT OF FUNDS.** The applicant assures that awarded funds are to be expended only for purposes and activities covered in the subgrantee's approved project plan and budget. Payments will be made on the basis of periodic requests or estimates of fund requirements submitted by the subgrantee. Payments will be adjusted to correct previous overpayments, underpayments, or disallowed payments resulting from audit.
12. **OBLIGATION OF SUBGRANT FUNDS.** The applicant certifies that subgrant funds may not, without advance written approval by LCLE, be obligated prior to the effective date or subsequent to the termination date of the subgrant period. Obligations outstanding as of the termination date shall be liquidated within 90 days after the subgrant project end date, which can be no later than 9/30/2003, unless an extension to the Federal award is issued by OJJDP. Such obligation must be related to goods or services purchased, provided or utilized within the grant period.
13. **WRITTEN APPROVAL OF CHANGES.** The applicant certifies that all major project changes must have prior written approval from LCLE to include:
 - a) changes of substance in project activities, designs, or research plans set forth in the approved application;
 - b) changes in the project director or key professional personnel identified in the approved application;
 - c) changes in the subgrant period; and
 - d) changes in the approved budget. Requests for changes or extensions of the subgrant must be made in writing in advance of the subgrant expiration date. Expenditure of funds in excess of the submitted total cost estimated for any major budget category will be permitted only with LCLE's written approval. This will involve only those increases of more than 10 percent of the total category cost estimate.

14. **FUTURE SUPPORT.** The applicant understands that the awarding of future funding is contingent upon the availability of future Federal appropriations, and eligibility of applicant agency to receive these funds
15. **TERMINATION OF AID.** The applicant understands that the subgrant may be terminated, or fund payments discontinued by LCLE, if a substantial failure to comply with the provisions of the regulations and policies listed in assurances #1 and #4 becomes known, or a failure to comply with the Subgrant Award Agreement is discovered.
16. **EQUIPMENT AND OTHER CAPITAL EXPENDITURES.** The applicant certifies that (a) no other equipment owned by the subgrantee is available for the project; (b) subgrant funds will not be used to provide reimbursement for the purchase price of equipment already owned by the subgrantee except through permissible depreciation or use allowance actually charged to the subgrantee; (c) if equipment is for purposes other than this project, the appropriate proration of costs to each activity involved will be affected; (d) the amount of Federal funds applicable to the purchase or rent of equipment shall be reduced by any amount received or credited toward the trade-in or sale of older existing equipment which is being replaced as a result of this subgrant, and (e) funds provided by this subgrant will not be used to replace items of equipment purchased with LCLE subgrant funds, except as prescribed in current guidance.
17. **INVENTORY CONTROL OVER EQUIPMENT.** The applicant certifies that any equipment purchased through the subgrant will be tagged, put in an inventory control system, and identified or distinguished as OJP-purchased equipment. When equipment is willfully or negligently lost, stolen, damaged, or destroyed, the subgrantee is responsible for replacing or repairing the equipment. Stolen equipment must be reported to local police, and all resulting reports must be submitted to LCLE.
18. **MAINTENANCE OF RECORDS.** The applicant certifies that all required records, with the exception of non-expendable property inventory records, shall be maintained in accordance with requirements set forth in 28 CFR Parts 66 and 70. All financial records, supporting documents, statistical records, and all other records pertinent to the award, shall be retained by each organization for at least three years following closure of their most recent audit report. If any litigation claim, negotiation, audit, or other actions involving the records begin before the expiration of the three-year period, the records must be retained until completion of the action, or resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later. Non-expendable personal property inventory records must be maintained until final disposition of the property is authorized by OJP and LCLE.
19. **RECORDING AND DOCUMENTATION OF RECEIPTS AND EXPENDITURES.** The applicant certifies that accounting procedures will provide for accurate and timely recording of receipt of funds to include the source, expenditures made from such funds, and the unexpended balance. Controls must be established which are adequate to ensure that expenditures charged to project activities are for allowable purposes and that documentation is readily available to verify that such charges are accurate
20. **COMPETITIVE PROCUREMENT.** The applicant certifies that procurement of contract services and equipment shall be on a competitive basis in accordance with applicable Federal, State, or local procurement regulations, and consistent with policies established by LCLE. Non-competitive procurement (sole source) must receive prior approval from LCLE. Contractors who develop or draft specifications, requirements, statements of work, and/or Request for Proposals (RFPs) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. An exemption to this regulation requires the prior approval of LCLE and is only given in unusual circumstances, such as when a non-profit organization is acting as the agent of the state or local unit of government. Any request for exemption must be submitted in writing to LCLE.
21. **PERSONNEL.** The applicant certifies that specific detailed time and attendance records, to include overtime, will be maintained on all grant personnel. Salaries and wages of employees chargeable to more than one grant program must be supported by appropriate time distribution records, which show equitable distribution of time and effort
22. **THIRD PARTY PARTICIPATION.** The applicant certifies that no contract or agreement may be entered into by the subgrantee for execution of project activities or provision of services to a subgrant project (other than purchase of supplies or standard commercial or maintenance services) which is not incorporated into the approved proposal, or approved in advance by LCLE. Any such arrangement shall provide that the subgrantee will retain ultimate control and responsibility of the subgrant project, and that the contractor shall be bound by applicable subgrant conditions and any other requirements applicable to the subgrantee in the conduct of the project.
23. **RENT.** The applicant certifies that (a) when rental charge is requested, the charge is consistent with the prevailing rate in the local area and documentation is maintained on file to support such a determination; (b) the cost of space procured for program usage may not be charged to the program for periods of non-occupancy, without authorization from LCLE; (c) rental cost of space cannot be paid if the building is owned by the subgrantee or if the subgrantee has a substantial financial interest in the property; (d) depreciation or use allowance on idle or excess facilities is NOT allowable, except when specifically authorized by LCLE; and (e) cost of utilities, insurance, security, janitorial services, elevator service, upkeep of grounds, normal repairs and alterations, and the like are allowable to the extent they are not otherwise included in rental or other charges for space.
24. **TRAVEL.** The applicant certifies that all travel will be in accordance with the current State Travel Regulations unless stricter regulations apply.
25. **ALLOWABLE COSTS.** The applicant certifies that any allowable costs incurred under any subgrant shall be determined in accordance with the general principles of allowable costs and standards for selected cost items set forth in Federal OMB Circular A-87 or A-122, as well as the current edition of the OJP Financial Guide, and LCLE policies.
26. **EXPENSES NOT ALLOWABLE.** The applicant certifies that subgrant funds will not be expended for (a) items not part of the approved budget or separately approved by LCLE; (b) the purchase of land, construction of buildings, or payment of real estate mortgages or taxes, unless specifically provided for in the subgrant agreement, (c) entertainment, amusements, or social activities, and incidental costs related thereto, (d) bonuses or commissions, (e) purchase of automobiles or other automotive vehicles, unless allowed within the subgrant agreement; (f) indirect costs, where the subgrantee does not have a current, approved Indirect Cost Rate Plan from their Federal cognizant Agency; (g) political purposes or activities; (h) compensation for travel, salary payments, consulting fees, or other remuneration of full-time Federal employee; (i) military-type equipment; (j) direct or indirect use of funds at Federal, state, or local levels relating to lobbying activities; and (k) dues to organizations or federations
27. **PROGRAM INCOME.** The applicant certifies that all income earned as a direct result of grant-funded activity (sale of publications, registration fees, asset forfeitures, and/or any other activities that generate program income) will be accounted for and utilized in accordance with the LCLE and OJP Program Income Guidelines. Program income must be reported on the Subgrant Expenditure Report. Program income must be used in accordance with the twelve specified Congressionally-approved purpose areas and under the conditions applicable to the award of JAIBG funds. Program income dollars retain the character of Federal funds and must be utilized only for allowable program costs.

28. **INTEREST INCOME.** Applicant assures that all interest earned on advances will be accountable. Interest Income is not considered Program Income. Interest earned on Federal funds up to a maximum of \$250 a year for all Federal programs may be retained by the subgrantee. Amounts over \$250 must be submitted annually to the United States Department of Health and Human Services, Division of Payment Management Services, P. O. Box 6021, Rockville, MD 20852. A copy of any pertinent correspondence will be submitted to LCLE. Interest on Program Income may be used as match, with prior approval from LCLE.
29. **PUBLICATIONS.** Applicants are encouraged to make the results and accomplishments of their activities available to the public. The applicant assures that whenever activities supported in whole (or in part) by this subgrant produce books, manuals, films, videos, plans or other publications, the applicant will comply with guidelines listed in Chapter 7 of the current OJP Financial Guide, as follows: a) Inclusion of the statement "The opinions, findings, and conclusions or recommendations expressed in this book/manual/film/video/plan/publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice or LCLE"; b) Acknowledgement of support shall be made through use of the following (or comparable) footnote: "This project was supported by Subgrant number _____, awarded by the Louisiana Commission on Law Enforcement"; and c) Submittal of a copy of any book, manual, film, video, plan, program exhibition, publication or computer software to LCLE, as well as a publication and distribution plan prior to publishing or distributing any of the aforementioned items developed under this subgrant.
30. **SOFTWARE DEVELOPMENT.** The applicant certifies that any computer software developed under this grant shall be placed in the public domain and made available to OJP, OJP Grantees, and LCLE for transfer to authorized users in the criminal justice system without cost, other than that directly associated with the transfer. Systems will be documented in sufficient detail to enable a competent data processing staff to adapt the system, or portions thereof, to usage on a computer of similar size and configuration by any manufacturer.
31. **PRESS RELEASES.** The applicant certifies that any statement, press release, and other documents describing projects or programs administered by the subrecipient which are funded, in whole or in part, with Department of Justice (DOJ), Office of Juvenile Justice and Delinquency Prevention (OJJDP) funds shall clearly state the dollar amount of DOJ - OJJDP funds for the project. The Louisiana Commission on Law Enforcement shall be named as the source of the funds.
32. **PUBLIC AVAILABILITY OF INFORMATION.** The applicant agrees to comply with all applicable Federal regulations and state policies relating to the public availability of identifiable records or other documents that are pertinent to the receipt and expenditure of subgrant funds.
33. **COPYRIGHTS.** The applicant assures that where activities supported by this subgrant produce original books, manuals, films, computer software, or other copyrightable material, the subgrantee may copyright such, but LCLE and OJP reserve a royalty-free, non-exclusive and irrevocable license to reproduce, publish, and use such materials, and to authorize others to do so.
34. **PATENTS.** The applicant assures that if any subgrant produces patents, patent rights, processes or inventions, a report will be made to LCLE from which a determination will be made as to whether protection of such invention or discovery is necessary in accordance with President's Memorandum of August 23, 1971 (36 P.R. 16889).
35. **NON-DISCRIMINATION.** The applicant assures that it, and all its contractors, will comply with the non-discrimination requirements set forth in policies and regulations of the organizations and publications listed in assurances # 1 and # 4, 42 USC (United States Code) 3789(d) and 12131-12134, Title VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Subtitle A, Title II of the Americans with Disabilities Act (ADA) of 1990; Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Department of Justice Non-Discrimination Regulation, 28 CFR Parts 35, 39, and 42, Subparts C, D, E and G.
36. **DISCRIMINATION FINDING.** The applicant assures that in the event any Federal or state court or administrative agency makes a finding of discrimination (after a due process hearing) on the grounds of race, color, religion, national origin, sex, age, sexual orientation or disability against a recipient of funds, the recipient will forward a copy of the findings to the Office for Civil Rights, Office of Justice Programs.
37. **EQUAL EMPLOYMENT OPPORTUNITY PROGRAM.** The applicant certifies that if required to formulate an Equal Employment Opportunity Program (EEO), in accordance with 28 CFR 42.301 et seq. Subpart E, it will maintain a current one on file. Further, the applicant assures and certifies that it has a current EEO on file which meets the applicable requirements.
38. **RELOCATION ASSISTANCE.** The applicant assures that it will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970, 84 Stat. 1894, (P. L. 91-646), which provides for fair and equitable treatment of persons displaced as a result of Federal programs or Federally-assisted programs.
39. **IMMIGRATION AND NATURALIZATION SERVICES EMPLOYMENT ELIGIBILITY VERIFICATION.** The applicant agrees to comply with, and keep on file as appropriate, the Immigration and Naturalization Services Employment Eligibility Verification form (I-9). This form is to be used by recipients of Federal funds to verify that persons being compensated are eligible to work in the United States.
40. **MANDATORY REPORTING.** The applicant assures compliance with the provisions of Article 609 of the Louisiana Children's Code, which, in part, states that all suspected, or known instances of child abuse and/or neglect shall be reported. Reports can be made to the Office of Community Services (OCS), to the Child Abuse Hot Line, or to local law enforcement.
41. **INDIGENT DEFENDERS.** The applicant certifies that no subgrant funds will be expended for any Federal litigation by any indigent defender or any expenses including travel related thereto.
42. **DEBARMENT.** The applicant assures that neither he nor his principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. This assurance is required by regulations implementing Executive Order 12549, 28 CFR Part 67, Section 67.510, Participants' Responsibilities.
43. **OVERTIME.** The applicant assures that executives, such as President or Executive Director of an organization, will not be reimbursed for overtime or compensatory time under this grant or under a respective cooperative agreement.
44. **SEATBELTS.** The applicant assures that it will adopt and enforce a seatbelt policy for employees who operate any vehicle (company-owned, rental, or personally owned) while on the job, to include overtime. Such policy will require that, if available, safety restraints shall be used by the driver and passengers of vehicles.

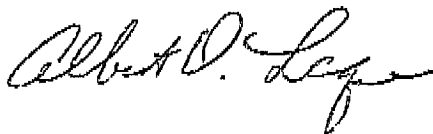
45. **PEACE OFFICERS.** The applicant certifies that all peace officers hired for or assigned work associated with their subgrant, while in an official capacity, will be POST certified or have been "grandfathered".
46. **LOBBYING.** The applicant certifies that no grant funds (Federal or match) will be used for attempting to influence the outcome of any Federal, State, or local election, referendum, initiative, similar procedure; for establishing, administering, contributing to, or paying for the expenses of a political party, campaign, political action committee, or other organization established for the purpose of influencing the outcome of elections; for attempting to influence Federal or state legislation or appropriation by any means or in any manner whether before or after the introduction of any bill or resolution proposing such legislation or appropriation, for engaging in legislative liaison activities including attendance at legislative sessions or committee hearings, gathering information regarding legislation, and analyzing the effect of legislation, when such activities are carried out in support of or in knowing preparation for an effort to engage in unallowable lobbying; or for paying a publicity expert. Applicant also assures they are aware that support of activities that are permissible under Federal law and regulation does not make such costs allowable. The activity must also be within the scope of the purposes of the grant. If such objectives and activities have no direct applicability to the Federal legislative process, then no costs related to Federal or congressional activity would be allowed.
47. **YEAR 2000 COMPLIANCE.** The applicant assures that all equipment purchased with grant funds will be year 2000 compliant and will be able to process all date/time data after 12/31/1999.
48. **COMPLIANCE WITH JJDP ACT.** The applicant assures that it will comply with the core requirements of the JJDP Act regarding appropriate secure holding of juveniles.
49. **CONTROLLED SUBSTANCE TESTING.** The applicant assures compliance with Federal provision to establish a policy of controlled substance abuse testing of appropriate categories of juvenile offenders, and the applicant will submit a copy of its established policy to the Louisiana Commission on Law Enforcement before the end date specified in this JAIBG subgrant application.
50. **SPECIAL CONDITIONS.** The applicant certifies that it will abide by and incorporate any additional special conditions and requirements placed on the applicant agency as a result of a subgrant award or subgrant adjustment.

CRIMINAL PENALTIES:

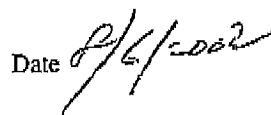
- A. Whoever embezzles, willfully misapplies, steals, or obtains by fraud any funds, assets, or property which are the subject of a grant, contract or other form of assistance pursuant to this title, whether received directly or indirectly from the U.S. Department of Justice, shall be fined not more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

" I have read and agree to comply with and abide by **CERTIFIED ASSURANCES 1 - 50** and **CRIMINAL PENALTIES A, B, and C**, and I have retained a copy of each for my reference."

Signature of Authorized Official



Date



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

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and CFR Part 67, "Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts), and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 -

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in

connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about -

(1) The dangers of drug abuse in the workplace;
(2) The grantee's policy of maintaining a drug-free workplace;
(3) Any available drug counseling, rehabilitation, and employee assistance programs; and
(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

Place of Performance (Street address, city, county, state, zip code)

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

Check if there are workplaces on file that are not identified here.

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, NW, Washington DC 20531. Notice shall include the identification number(s) of each affected grant;

Section 57.630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620 -

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue NW, Washington DC 20531.

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

1. Grantee Name and Address:

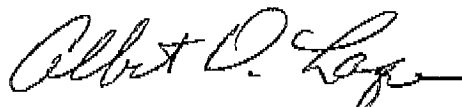
2. Application Number and/or Project Name

Juvenile Accountability Incentive Block Grant (JAIBG)

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature



6. Date

8/1/2002