

Louisiana Governor's

31st Annual



Conference

on Juvenile Justice

Workshop Session IV

Friday, April 29

8:30 to 10:00 a.m.

River Bend I

NAVIGATING THE PAPERWORK MAZE

Handling the Administrative Details of JJDP, Title V and JABG

Katherine Guidry

Tanya LaPorte

Opal West



Guidry



LaPorte



O. West

PURPOSE:

To help subgrantees, from completing application to closing out the project.

To avoid common mistakes

The JJDP Act

- 1st Federal Legislation on Juvenile Crime created in 1974
- To strengthen accountability, rehabilitation, and prevention of delinquency for juveniles either at risk or already in the system

Funding Depends On State's Compliance of 4 Core Requirements of JJDP Act:

- Deinstitutionalization of Status Offenders - DSO
- Sight and Sound Separation
- Jail Removal
- Disproportionate Minority Contact - DMC

- 35 Purpose Areas
 - Direct Services
 - Prevention, Intervention, Aftercare
 - Juvenile Justice System Improvement
- Projects are funded
 - Based on availability of Federal funds
 - Prior project's performance
 - Maintaining sustainability or increasing Year 1's Goals and Objectives

TITLE V

- Delinquency prevention efforts initiated by a community-based planning process focused on reducing risks and enhancing protective factors to prevent youth from entering the juvenile justice system.
- Only federal funding source solely dedicated to delinquency prevention
- Funds must be for at-risk juveniles to "prevent" them from entering the juvenile justice system or "early intervention" programs for juveniles with first-time and non-serious offenses to keep them out of the juvenile justice system.

- **Must have a Community Coalition**
 - 15-21 members
 - Reflect Community Profile
 - At least one youth under 21
 - Parent/Guardian(s) With Juvenile Justice kids
 - Develops 3-Year Plan
- **Funding – 36 months max**
 - 50% match requirement (cash and/or in-kind)
- **18 Purpose Areas**

JUVENILE ACCOUNTABILITY BLOCK PROGRAM (JABG)

- To reduce juvenile offending through accountability-based initiatives focused on both the offender and the juvenile justice system
- A way to combat delinquency and improve the quality of life in communities

- **Must have a Juvenile Crime Enforcement Coalition**
 - Representation From Law Enforcement & Local Agencies
(If Appropriate)
- **Develop a Coordinated Enforcement Plan for reducing juvenile crime**
- **\$10,000 minimum per eligible project**
- **10% cash match of total project (50% for construction projects)**
- **17 juvenile justice system related purpose areas**

DISTRIBUTION OF FUNDS

- JJDP and TITLE V
 - Determined on a formula based on the State's population and crime data
 - State passes funds to Local Law Enforcement Planning Districts on same formula with adjustments for rural and urban parishes
- JABG
 - Formula reflects juvenile justice expenditures rather than law enforcement expenditures

- **JJDP FUNDS**
 - Local Law Enforcement Planning Districts
 - State Level
- **TITLE V**
 - Local Law Enforcement Planning Districts
- **JABG**
 - State Level Only

WHO ARE ELIGIBLE RECIPIENTS

- JJDP
 - Units of general local government
 - Non profit organizations that provide direct services
 - Indian tribal units that perform law enforcement and agrees to comply with JJDP Act requirements
- Title V
 - Units of general local government
- JABG
 - Units of local government or State agencies

APPLICATIONS

- Can be downloaded at www.lcle.la.gov
- JJDP and Title V
 - Hard Copy DIRECTLY to District Office
 - District office will mail application/corrections to LCLE
 - ONLY State Level projects mailed directly to LCLE
- JABG
 - Hard Copy DIRECTLY to LCLE
- Do **NOT** fax or email application or application corrections to District Office or LCLE

ADDITIONAL COSTS

- JJDP - **NO** Match
- TITLE V - **50%** Cash or In-Kind Match
 - \$10,000 (federal funds) X 50% = \$5,000 (required match)
 - **Total Project Cost is \$15,000 (\$10,000 + \$5,000)**
- JABG - **10%** Cash Match of Total Project Cost
 - Except New Construction – **50%** Cash Match
 - \$10,000 (federal funds) / 9 = \$1,111 (required match)
 - **Total Project Cost is \$11,111 (\$10,000 + \$1,111)**

BUDGET SECTIONS

- Summary **MUST EQUAL** Budget Pages
- Personnel = “Hired” Personnel
 - Must include job descriptions with education, work experience and salary range and resumes for each position
- Fringe **Cannot** Exceed **30%** of Salary
- Travel **MAY** Cover Project Travel
 - Restricted to **ONLY** to Persons Listed in Personnel
 - Follow State Travel Regulations unless agency policy is more strict.

● Equipment

- 2 or more life expectancy years and not consumable regardless of cost
- Computer questionnaire for computers **AND** software
- Procurement Method

● Supplies

- Basic Supply Allowance (general office supplies \$50 per month / \$600 per year)
- Supplies for juveniles must be listed

- **Contractual**

- LCLE's contract **ONLY**
- Hourly rate should be most cost-effective to obtain services
- Federal maximum allowance \$56.25 per hour
- Method of Procurement

- **Construction (JABG ONLY)**

- **Other Direct Costs**

- Must be pro-rated
- Must show calculation used

WHAT is the problem and HOW will the project address it?

- PROBLEM:

- Be specific & concise
- Identify Community Resources
- Provide CURRENT Data

- GOAL:

- What the project will **ACHIEVE**
- **BRIEF** concise statement

● OBJECTIVES

- At least 2 **MEASURABLE** Statements
 - Something the project will accomplish within a certain time frame
 - Must include a baseline (number)

● ACTIVITIES:

- What activities / services will be provided to achieve goals and objectives

METHODS

- When are services provided
 - Day of the Week, Time of Day
- What is the referral process
- How long is the youth eligible to participate
- Project Format

PRIOR RESULTS

- Continuation Projects ONLY
- Must state OJJDP Performance Measurements provided in previous project with numbers and percentages
- What Worked – What Didn't

DEMOGRAPHICS

- Must provide brief description of the area being served, (e.g., Parish, City)
 - Include population, rural or urban, etc.
- Youth served
 - Estimated youth to be served (**MUST** equal the number of youth stated in **objectives**)
 - Age, gender, ethnicity = estimated youth served
 - Primary status of youth population being served

PERFORMANCE INDICATORS

- Use OJJDP's output and outcome measurements
 - Need only state OJJDP's statement
 - No data required at application time
 - Data provided in quarterly progress reports
 - OJJDP's Performance Indicators can be obtained from LCLE staff or www.ojjdp-dctat.org

DMC - JJDP REQUIREMENT

- Each law enforcement planning district **MUST** allocate a minimum of **20% of allocation** toward DMC project
- Eligibility determined by DMC data collected
- Addresses Criminal Justice Contact Points
 - Arrest
 - Detention
 - Probation
 - Court Referral
 - Court Filing
 - Confinement
 - Diversion
 - Delinquency
 - Transfers to Adult Court
- Can use Title V funds

DISSEMINATION OF REPORTING

- Data
 - Who collects, who evaluates, who determines if strategy needs improvement
- Who receives a copy of the data
 - **MUST STATE** “ LCLE will receive QPR’s and Expenditure Reports ”
- **MUST** provide a copy of evaluation forms
 - The form is a useful tool
 - Helps to determine if youth & parents are satisfied with services and activities

COLLABORATION & / OR PARTICIPATING AGENCIES (JJDP, TITLE V & JABG)

- Who else will provide support / services to the project
- Memorandum of Understanding OR Letters of support
 - **MUST** state their role in the project, not just state they support the project

CONSTRUCTION (JABG ONLY)

- Brief outline of tasks
- Explanation of required construction and / or construction work plan
- 50% cash match required for construction
- 10% cash match for renovation / repair

RESOURCES, CONTINUATION OF PROJECT & AUDIT

- RESOURCES

- List other resources available to the project

- CONTINUATION OF PROJECT

- Explain how the project will be continued after Federal funding ends

- AUDIT

- Dates of last audit if agency spends \$500,000 or more in **ALL** Federal funding for year being audited

CERTIFICATIONS

- Applicant Agency's Authorized Official **MUST** sign:
 - Certified Assurances
 - Criminal Penalties
 - Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug-Free Workplace Requirements

OTHER TITLE V & JJDP CERTIFICATIONS

- JJDP
 - Certification of District Director

- Title V
 - Certification of Match
 - Certification of District Program Director

OTHER JABG CERTIFICATIONS

- JABG

- Agreement & Intention To Apply for JABG Funding
 - Jurisdiction Coalition – Qualifying jurisdiction (parish and/or cities)
 - Regional Coalition – 2 or more parishes and/or cities
 - Signatures of **ALL** participating members
- Certification of Match
- Certification of Program Income

COMMON MISTAKES

- Project Director and Financial Officer **CANNOT** be the same individual
- CCR Registration needs update - www.ccr.gov
- Budget items and totals do not equal
- Job descriptions / resumes not included
- Evaluation forms not included
- FAX Signature or Signature not in **BLUE** ink
- Using an **OLD** application form

ISSUANCE OF AWARD

- **MUST HAVE CURRENT DUNS & CCR REGISTRATIONS**
- Non-profit Organization – must be “Active and In Good Standing” with LA Secretary of State’s Commercial Division
- Application is complete in all aspects with correct signatures

QUARTERLY PROGRESS REPORTS

- **DUE TO LCLE 15 days** after the quarter and project end date
- Can be found non-compliant for lack of reports and subgrantee can risk continued funding
- JJDP and Title V – mail to law enforcement planning district or LCLE if state level project
- JABG – mail directly to LCLE
- Faxes and Emails are not accepted

- Table 1
 - List only the NEW youth that entered during reporting period
 - If no new youth were served, check NO

- Table 2
 - List the youth carried over from previous quarter
 - Add new youth from Table 1
 - Deduct youth that completed the project and those that left for other reasons
 - Deduct these youth from total youth served to obtain the carry over for the next reporting period

Table 2

Use to track progress of project to ensure goals and objectives are being reached

	Oct-Dec	Jan-Mar	Apr – June	July - Sept
Carried Over	15	16	14	26
New youth	10	15	12	10
Total served	25	31	26	36
Completed Successfully	9	12	0	15
Termination	0	5	0	1

- MUST INCLUDE

- **CURRENT SUBGRANT NUMBER**

- Goals and objectives

- Explain why not achieving

- OJJDP Performance Measurements

- Data reported as required by OJJDP

- Explain all services/activities provided during reporting period

- Provide any articles published and other information promoting the project

REPORT MISTAKES

- Late
- Missing/Incorrect Signature - Not original
- Incorrect Subgrant Number
- Incorrect Reporting Period
- Missing data – Data not reported as required by OJJDP

Award Acceptance

– Validate

- Project Title
- Start/End Date
- Federal/Match/Total Funds
- Designated Officials

**LOUISIANA COMMISSION ON LAW ENFORCEMENT
AND ADMINISTRATION OF CRIMINAL JUSTICE**

**STATEMENT OF
SUBGRANT AWARD
J08-6-001**

In response to your application # J08-6-001, the Governor of the State of Louisiana has approved the subgrant described below authorized under Title II of the Juvenile Justice and Delinquency Prevention Act of 1974, et seq., as amended; 42 U.S.C. 5631-5633.

SUBGRANTEE:

PROJECT TITLE: Home Detention Program

SUBGRANT NUMBER: J08-6-001 **CFDA #:** 16.540

START DATE: 10/01/2008 **END DATE:** 09/30/2009

GRANT FUNDS: \$ 5,885 100.00%

MATCHING FUNDS: \$ 0 0.00%

TOTAL PROJECT FUNDS: \$ 5,885 100.00%

PROGRAM AREA: 10. **Disproportionate Minority Contact**

PROJECT ID: J08-6-001

AUTHORIZED OFFICIAL:

PROJECT DIRECTOR:

FINANCIAL OFFICER:

SUBGRANTEE ACCEPTANCE OF SUBGRANT:

On behalf of the subgrantee, I accept this subgrant and all special conditions and requirements contained in the attachments to this award document. I agree to expend these funds for the purposes set forth in the application and agree to comply with all assurances certified in this application.

Authorized Official

Date of Acceptance

STATEMENT OF LCLE APPROVAL:

LCLE funds as shown are hereby obligated for the project described by the subgrantee in the referenced application, subject to subgrantee acceptance

Award Acceptance

- Review Special Conditions
 - Standard Conditions
 - 60-90 Days Operational
 - Compliance with Application Certified Assurances
 - Federal Fiscal Year
 - On-line Guidance
 - A-133 Audit Requirement
 - ACORN

Award Acceptance

- Review Special Conditions
 - Project Specific Conditions
 - Title V – 36-Month Limitation
 - Personnel
 - Equipment Inventory
 - Travel Regulations
 - Hold Funds Special Conditions
 - Contracts
 - More detail on an approved category
 - Prior project finalization
 - Prior approval required

Subgrantee accepts and agrees to abide by the special conditions listed below which apply to Subgrant Number J08-6-001.

1. IF A PROJECT IS NOT OPERATIONAL WITHIN 60 DAYS OF THE ORIGINAL STARTING DATE OF THE SUBGRANT PERIOD, THE SUBGRANTEE MUST REPORT BY LETTER TO THE STATE (LCLE) THE STEPS TAKEN TO INITIATE THE PROJECT, THE REASONS FOR DELAY, AND THE EXPECTED STARTING DATE.

IF A PROJECT IS NOT OPERATIONAL WITHIN 90 DAYS OF THE ORIGINAL STARTING DATE OF THE SUBGRANT PERIOD, THE SUBGRANTEE MUST SUBMIT A SECOND STATEMENT TO THE STATE (LCLE), EXPLAINING THE IMPLEMENTATION DELAY. UPON RECEIPT OF THE 90-DAY LETTER, THE STATE (LCLE) , MAY CANCEL THE PROJECT AND REQUEST GRANTOR AGENCY APPROVAL TO REDISTRIBUTE THE FUNDS TO OTHER PROJECT AREAS. THE STATE (LCLE) MAY ALSO, WHERE EXTENUATING CIRCUMSTANCES WARRANT, EXTEND THE IMPLEMENTATION DATE OF THE PROJECT PAST THE 90-DAY PERIOD. WHEN THIS OCCURS, THE APPROPRIATE SUBGRANT FILES AND RECORDS MUST SO NOTE THE EXTENSION.

2. THE SUBGRANTEE AGREES TO COMPLY WITH ALL CERTIFIED ASSURANCES MADE AT THE TIME OF APPLICATION.
3. SUBGRANTEE 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 CIRCULAR IS JULY 1, 1996, AND SHALL APPLY TO AUDITS FOR FISCAL YEARS BEGINNING AFTER JUNE 30, 1996. THE THRESHOLD FOR THE SINGLE AUDIT REQUIREMENT IS AS FOLLOWS: IF YOU HAVE EXPENDED \$300,000 (\$500,000 FOR FISCAL YEARS ENDING AFTER DECEMBER 31, 2003) OR MORE IN FEDERAL AWARDS (FROM ALL SOURCES), YOU ARE REQUIRED TO HAVE A SINGLE OR PROGRAM-SPECIFIC (IF CERTAIN CRITERIA ARE MET) AUDIT CONDUCTED FOR THAT YEAR IN ACCORDANCE WITH THE PROVISIONS OF THE OMB CIRCULAR A-133.

IF 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) THE NAME AND TELEPHONE NUMBER OF THE CONTACT PERSON RESPONSIBLE FOR THE CORRECTIVE ACTION PLAN; B) SPECIFIC STEPS TAKEN TO COMPLY WITH THE RECOMMENDATIONS; C) TIMETABLE FOR PERFORMANCE AND/OR IMPLEMENTATION DATES FOR EACH RECOMMENDATION; AND D) DESCRIPTIONS OF MONITORING TO BE CONDUCTED TO ENSURE IMPLEMENTATION.

SUBGRANTEE AGREES TO SUBMIT TO THE LOUISIANA COMMISSION ON LAW ENFORCEMENT, A COPY OF THE AUDIT REPORT, ANY MANAGEMENT LETTER ISSUED, CORRECTIVE ACTION PLAN AND ANY WRITTEN RESPONSES TO THE AFOREMENTIONED. 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.

4. SUBGRANTEE AGREES THAT IT WILL REVIEW PERTINENT INFORMATION REGARDING THIS SUBGRANT AWARD VIA THE WEBSITE WWW.LCLE.LA.GOV. THIS WEBSITE CONTAINS MISCELLANEOUS REPORTING

5. SUBGRANTEE CERTIFIES THAT APPROPRIATE SCREENINGS WILL BE CONDUCTED, AS WELL AS BACKGROUND CHECKS, FOR GRANT PERSONNEL WHO HAVE CONTACT WITH OR ACCESS TO JUVENILES ASSOCIATED WITH THE SUBGRANT IN ACCORDANCE WITH THE MOST CURRENT LOUISIANA CHILD PROTECTION ACT.
6. THE RECIPIENT AGREES TO COMPLETE AND KEEP ON FILE, AS APPROPRIATE, AN IMMIGRATION AND NATURALIZATION SERVICE EMPLOYMENT ELIGIBILITY FORM (I-9). THIS FORM IS TO BE USED BY RECIPIENTS OF FEDERAL FUNDS TO VERIFY THAT PERSONS ARE ELIGIBLE TO WORK IN THE UNITED STATES.
7. SUBGRANTEE AGREES TO SUBMIT THE REQUIRED EXPENDITURE AND PROGRESS REPORTS WITHIN 15 DAYS FOLLOWING THE END OF EACH CALENDAR QUARTER AND AT THE GRANT CONCLUSION.
8. SUBGRANTEE AGREES SUBMIT THE REQUIRED LONG-TERM (6-12 MONTHS) PERFORMANCE MEASUREMENTS ON YOUTH EXITING THE PROGRAM AFTER THE CONCLUSION OF RECEIVING FEDERAL FUNDING.
9. RECORDS TO BE KEPT ON YOUTH IN HOME DETENTION TO INCLUDE AGE, RACE, SEX, OFFENSE, REFERRING JUDGE AND COURT; DATE OF REFERRAL TO PROGRAM; DATE OF REASSIGNMENT TO DETENTION, IF APPLICABLE, AND DISPOSITION.
10. SUBGRANTEE AGREES TO SUBMIT A COPY OF THE JUVENILE'S EVALUATION FORM.
11. THE FEDERAL FISCAL YEAR EXPIRATION DATE FOR THESE FEDERAL FUNDS IS 09/30/10. NO EXTENSION OF ANY PROJECT IS ALLOWED BEYOND ONE MONTH PRIOR TO THIS DATE UNLESS THE FEDERAL GRANTOR AGENCY GIVES AN EXTENSION TO THE LOUISIANA COMMISSION ON LAW ENFORCEMENT.
12. SUBGRANTEE ACKNOWLEDGES THAT ALL FUNDS OBLIGATED BY THE END DATE OF THIS PROJECT MUST BE LIQUIDATED WITHIN 90 DAYS AFTER THE PROJECT ENDING DATE. THIS SPECIAL CONDITION SUPERCEDES THE OBLIGATION/LIQUIDATION PERIOD OF 75 DAYS SET FORTH IN THE CERTIFIED ASSURANCES, NUMBER 35, THAT WERE SIGNED UPON APPLICATION OF THIS PROJECT.
13. PRE-AWARD COSTS ALLOWABLE FROM 10/01/08.
14. ALL TRAVEL EXPENDITURES MUST BE IN ACCORDANCE WITH STATE TRAVEL REGULATIONS.
15. TIME AND ATTENDANCE RECORDS MUST BE MAINTAINED ON ALL GRANT PERSONNEL. IF OVERTIME IS A PART OF GRANT ACTIVITY, DETAILED RECORDS SHOWING ALL OVERTIME WORKED ON THE GRANT MUST BE MAINTAINED.

SUBGRANTEE ACCEPTANCE OF SPECIAL CONDITIONS

Signature of Authorized Official

Date

Award Acceptance

- Authorized Official's Signature
 - First Page
 - Last Page

**RETURN AWARD AND SPECIAL
CONDITIONS WITHIN 15 DAYS
OF RECEIPT**

REPORTING COMPLIANCE

- Progress Reports
- Expenditure Reports
- Adjustment Requests
- Other Requirements

Sub-recipient Guidance

www.lcle.la.gov

Expenditure Reports

- **DUE TO LCLE 15 DAYS** after the Reporting Period pre-printed on the form
- Reporting Cycle-Monthly/Quarterly
 - 40k or less defaulted to quarterly with a choice to report monthly
 - Over 40k monthly reporting mandatory

DISTRICT # 6
Date: _____

LOUISIANA COMMISSION ON LAW ENFORCEMENT
SUBGRANT EXPENDITURE REPORT/REQUEST FOR FUNDS
PRINT DATE: 05/16/09

EXP REPORT #: 3
DATE DUE: 07/15/09
GMIS DOCUMENT 3H

EXPENDITURES FOR THE PERIOD OF 04/01/09 to 06/30/09

Initials _____

SUBGRANTEE:
PROJECT TITLE: **Home Detention Program**
PROJECT START DATE: 10/01/08

PROJECT END DATE: 09/30/09

SUBGRANT #: J08-6-001
PROJECT ID: J08-6-001
FINAL REPORT? _____

	APPROVED BUDGET	TOTAL PREVIOUSLY REPORTED	EXPENDED THIS PERIOD	UNLIQUIDATED OBLIGATIONS
100 PERSONNEL	\$ 4,800	\$ 2,290	\$ _____	100 \$ _____
200 FRINGE BENEFITS	\$ 682	\$ 325	\$ _____	200 \$ _____
300 TRAVEL	\$ 403	\$ 119	\$ _____	300 \$ _____
400 EQUIPMENT	\$ 0	\$ 0	\$ _____	400 \$ _____
500 SUPPLIES	\$ 0	\$ 0	\$ _____	500 \$ _____
600 CONTRACT SERVICES	\$ 0	\$ 0	\$ _____	600 \$ _____
700 CONSTRUCTION	\$ 0	\$ 0	\$ _____	700 \$ _____
800 OTHER DIRECT COSTS	\$ 0	\$ 0	\$ _____	800 \$ _____
850 CONFIDENTIAL FUNDS	\$ 0	\$ 0	\$ _____	850 \$ _____
900 INDIRECT COSTS	\$ 0	\$ 0	\$ _____	900 \$ _____
TOTAL	\$ 5,885	\$ 2,734	\$ _____	TOTAL \$ _____
FEDERAL SHARE (100.00%)	\$ 5,885	\$ 2,734	\$ _____	FEDERAL \$ _____
MATCH SHARE (0.00%)	\$ 0	\$ 0	\$ _____	MATCH \$ _____

EARNED PROJECT INCOME TO DATE:	EARNED PROJECT INCOME STATUS:	ROUND ALL MONIES ON THIS FORM TO THE NEAREST WHOLE DOLLAR!
FORFEITED \$ _____	EXPENDED \$ _____	
OTHER \$ _____	UNEXPENDED \$ _____	

REQUEST FOR PAYMENT: LCLE has approved \$2,734 as of 03/31/09

Mark one of the options below:

- OPTION 1: **NO REQUEST** - No payments are requested at this time.
- OPTION 2: **REIMBURSEMENT ONLY** - LCLE will calculate the allowable payment based on reported Federal expenditures and previous payments. The reimbursement amount may be zero.
- OPTION 3: **REIMBURSEMENT PLUS ADVANCE** - Reimbursement calculated same as Option #2 plus an advance of \$ _____. The advance requested may require written justification.

I CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THIS REPORT IS CORRECT AND COMPLETE AND THAT ALL SUBGRANT FUNDS ARE USED FOR THE PURPOSES SET FORTH IN THE APPROVED SUBGRANT APPLICATION AND AWARD DOCUMENT.

Signature of Financial Officer or Project Director _____ Title _____ Date _____

Expenditure Reports

- Common Mistakes
 - Expenditures over the allowable 10% budget category deviation / adjustment required
 - Expenditures reported incorrectly
 - Incorrect Category
 - Too Much/Not Enough Reported
 - Unapproved costs

Expenditure Reports

- Common Mistakes
 - Federal/Match (If applicable) under/over reported
 - Signed by someone other than designated Project Director/Financial Officer
 - Balances Reported as Un-liquidated Obligations

Expenditure Report Correcting Mistakes

Mistake	Using Revised Report	Using Next Report
Expenditure Category Error	<ul style="list-style-type: none"> ● Exp # changes ● Period- last day of month/quarter being corrected ● Use net figures of \$\$ reported in category +/- amount of correction for the category 	<ul style="list-style-type: none"> ● Expenditures for current reporting +/- amount of correction for prior period in each category

Expenditure Report Correcting Mistakes

Mistake	Using Revised Report	Using Next Report
Federal / Match Expenditure	<ul style="list-style-type: none"> ● Exp # changes ● Period- last day of month/quarter being corrected ● Use net figures of \$\$ reported +/- amount of correction 	Federal/Match Expenditures for current reporting +/- amount of correction to Federal/Match charged in prior period

Expenditure Reports

Un-liquidated Obligations

- Obligations (valid purchase orders, requisitions) made by the project end date, but have not been liquidated (paid) by the end date
 - 90 days or less to liquidate
 - Project will be required to report status of obligations monthly, if project is on a quarterly expenditure reporting cycle

Adjustment Requests

Submission is required when a change in the currently approved project has occurred.

- No less than 30 days prior to project end date
- Expenditure Reports and Progress Reports current
- Must be signed by designated Project Director or Financial Officer

DISTRICT USE
Date:

LOUISIANA COMMISSION ON LAW ENFORCEMENT
SUBGRANT ADJUSTMENT REQUEST

PAGE 1 OF 2
ADJ REQUEST #: 2
GMIS DOCUMENT 3A

Initials

SUBGRANTEE: (

PROJECT TITLE: Home Detention Program

PROJECT ID: J08-6-001

NATURE OF ADJUSTMENT:

Mark all that apply.

Adjustments of each type shown should be entered in the section indicated.

—	REVISED BUDGET	Go To	SECTION I
—	PROJECT PERIOD AND/OR EXTENSION.	Go To	SECTION II
—	PROJECT OFFICIALS/ADDRESSES.	Go To	SECTION III
—	PROJECT PERSONNEL.	Go To	SECTION III
—	GOALS AND OBJECTIVES	Go To	SECTION III
—	OTHER.	Go To	SECTION III

ALL REVISIONS MUST BE JUSTIFIED AND EXPLAINED THOROUGHLY IN SECTION IV.

SECTION I. REQUEST FOR BUDGET CHANGE - JUSTIFY IN SECTION IV.

BUDGET CATEGORY	CURRENT APPROVED	REVISIONS +/-	REVISED BUDGET
100. PERSONNEL	\$ 4,800	_____	_____
200. FRINGE BENEFITS	682	_____	_____
300. TRAVEL	403	_____	_____
400. EQUIPMENT	0	_____	_____
500. SUPPLIES	0	_____	_____
600. CONTRACT SERVICES	0	_____	_____
700. CONSTRUCTION	0	_____	_____
800. OTHER DIRECT COSTS	0	_____	_____
850. CONFIDENTIAL FUNDS	0	_____	_____
900. INDIRECT COSTS	0	_____	_____
TOTAL	\$ 5,885	_____	_____
APPROVED FUND BREAKDOWN			REVISED BREAKDOWN
Fund	\$ 5,885 (100.00%)		Fund _____
Match	\$ 0 (0.00%)		Match _____

SECTION II. REQUEST FOR CHANGE IN PROJECT PERIOD - JUSTIFY IN SECTION IV.

CURRENT GRANT PERIOD	REVISED GRANT PERIOD
Start Date: 10/01/08	Start Date: _____
End Date: 09/30/09	End Date: _____
	FOR EXTENSION, # OF MONTHS: _____

SUBMITTED BY:

Signature of Financial Officer or Project Director	Title	Date
_____	_____	_____

LCLE ROUTING AND APPROVALS:	Approval	Disapproval	Reviewer Signature
Administrative/Fiscal:	_____	_____	_____
Program:	_____	_____	_____
FINAL LCLE APPROVAL:	_____	_____	_____

SUBGRANT ADJUSTMENT REQUEST

ADJ REQUEST #: 2
GMIS DOCUMENT 3A

SUBGRANTEE:

PROJECT TITLE: Home Detention Program

PROJECT ID: J08-6-001

SECTION III. REQUESTS FOR REVISIONS TO PROJECT OFFICIALS/ADDRESSES, PROJECT PERSONNEL, GOALS AND OBJECTIVES, AND/OR OTHER NON-BUDGET, NON-PERIOD CHANGES (JUSTIFY IN SECTION IV.)

SECTION IV. JUSTIFICATION OF ALL REQUESTED ADJUSTMENTS, REVISIONS, AND/OR CHANGES

All requested adjustments in Sections I, II & III (page 1) must be justified in detail in this Section. Include item costs, descriptions, equipment lists, detailed explanations, and any other information that would further clarify and support your request for adjustment. Attach additional pages as needed.

Adjustment Requests

- Budget
- Personnel
- Project Period
- Designated Officials
- Goals/Objectives
- Other

Adjustment Requests Budget Changes

- Know amount of expenditures currently reported
- Justification for the change
 - Show calculations
 - Itemize additions
 - Reason for the excess/deficit that caused the need for adjustment

Adjustment Requests Personnel Changes

- Attach Adjustment Page 3 – download from website
- Include résumé
- New project-funded position- include agency-approved job description

Adjustment Request Project Period

- Will this change affect a continuation project?
- Extensions-Are there enough funds available to support an extension?
- Shortening project-How were funds used in a shorter time frame?

Adjustment Request Designated Officials

- Provide contact information of new official
 - Name
 - Address
 - Phone & fax numbers
 - Email address

Adjustment Requests Designated Official

- Non-Profit Sub-recipient: If a board resolution is required to appoint the new official, attach a copy of it to the adjustment.

If the designation does not require a board resolution, state in the adjustment how it is designated.

Adjustment Requests Other Changes

- Budget Category Line Items
 - Type/cost of equipment/supplies changes without affecting budget category total
 - Changes within a budget category occur that will not affect the budget category total
 - Contact information of a currently approved designated official changes
 - Sub-recipient/Implementing Agency address changes
 - New vendor location form may be required
 - Has EFT information been updated with OSRAP?

RE - CAP

- Check LCLE's website for current forms
 - www.lcle.la.gov
- Project Director or Finance Officer can not be same and either can sign Expenditures and Subgrant Adjustments
- Use LCLE provided forms
- Submit reports by due dates prescribed
- District level projects must submit directly to local law enforcement planning district
- State level projects must submit directly to LCLE

QUESTIONS

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